

Date: February 1st 2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Garfield Elementary School

Number of schools:

1

Enrollment:

58

Superintendent (or equivalent) Name:

Michael Quinlan

Address:

2200 Freshwater Road

Phone Number:

707-442-5471

City

Eureka

Email:

mquinlan@garfieldschool.org

Date of proposed reopening:

February 11th, 2021

County:

Humboldt

Current Tier:

Purple

*(please indicate Purple, Red, Orange or Yellow)*

Type of LEA:

Elementary School

Grade Level (check all that apply)

TK

2<sup>nd</sup>

5<sup>th</sup>

8<sup>th</sup>

11<sup>th</sup>

K

3<sup>rd</sup>

6<sup>th</sup>

9<sup>th</sup>

12<sup>th</sup>

1<sup>st</sup>

4<sup>th</sup>

7<sup>th</sup>

10<sup>t</sup>

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is [K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

### **For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:**

X I, Michael Quinlan, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Michael Quinlan

X **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Each stable group of students will be supervised by a minimum of one staff member. Groups will adhere to the CDPH cohort guidance.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Not more than 13 students and staff will be in each planned stable, group structure

If you have departmentalized classes, how will you organize staff and students in stable groups?

Students will remain with their stable groups

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Enrichment classes will be taught using the Zoom Google Classroom platforms.

X **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:  
There will be two points of arrival and departure for Cohort A and B.  
Students will not be allowed on campus prior to their scheduled drop off time and must be picked up at their release time in the same designated area.  
There will be no before or after school care program.  
Parents/Guardians will not walk their children to class. Rather, they will walk them to the check in point, where they will get a temperature check and make sure they have completed our wellness check.  
Signage will designate 6 feet to ensure social distancing.

Outdoor classrooms will be utilized as weather permits.  
Indoor and outdoor Classrooms will be arranged with spaces between work areas, and students will be instructed on how to be safe in their classroom environment.  
Garfield School District has suspended all outside Facilities Use Permits, even when these activities would take place after school hours.  
Garfield School District has suspended class and program volunteers, other than student teachers.  
University fieldwork students will be evaluated on a case by case basis to determine possible risk factors.  
Playgrounds will be designated for individual cohort use.  
Play structures will be cleaned prior to cohort use.

X **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Face coverings must be used in accordance with CDPH guidelines.  
Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings.  
Face masks will be worn by students, staff, and visitors on campus.  
Per Humboldt County Public Health guidelines everyone over 2 years of age are required to wear a face covering (per template revision 8/20/20).  
Staff, visitors, and students must adhere to county and state guidelines.  
If someone is not wearing a face covering they will be asked to do so and if they do not respond appropriately they will be asked to leave campus.  
If this is an employee district policies will be followed to rectify the situation.  
Staff and students are encouraged to wear a facial covering of their choice, as long as it complies with CDPH's guidance.  
Any employee, student, or visitor who does not have their own face mask may obtain one from the front office.  
Students may also obtain one from their classroom teacher at the time of arrival.

X **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

At arrival, students will participate wellness check using the CDC Facilities Screening Tool and have their temperature taken  
At arrival Staff will participate in a self survey using the CDC checklist and sign in as the enter.  
Students who are at risk for COVID-19 exposure will be asked to stay home.  
Staff will have access to thermometers to take temperatures if they are unsure of a student's health.  
Office staff will call parents of absent children to verify symptoms.  
If a student or staff member either exhibits COVID-19 symptoms, answers yes to a health screening question or has a temp of 100.4 or above, we will send the student/staff member home, recommend testing, and keep the school open as normal.  
If a family member or someone in close contact with a student or staff member tests positive for COVID-19, we will send the student/staff member home for a 14 day quarantine period from their last known exposure, recommend testing, and consult with local public health officials.  
If a student or staff member tests positive for COVID-19, we will notify the local public health department, isolate the case and exclude the person from school for 14 days from symptom onset or test date.  
If a student or begins to exhibit symptoms of COVID-19 while on campus, they will be sent to the office, and their parent/guardian will be called. Once in the office, they will remain isolated in the wellness room until picked up by a parent or guardian.  
The administrator or designee will ensure PPE is on and maintain physical distance from the student.

The office and any other areas where the student was will be sanitized upon the student's departure.

X **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Each classroom has a sink with soap and paper towels. The District has installed hand sanitizer dispensers at the ingress of each classroom and in the hallways.

There are hand sanitizer dispensers in the school office and staff lounge.

Staff and student restrooms are stocked with hand soap and paper towels.

Teachers will build time for hand washing into their daily routines.

All products used meet the Environmental Protection Agency (EPA)'s- approved for use against COVID-19 list.

Sanitizing supplies are provided to promote employees' personal hygiene.

This includes tissues, hand soap, adequate time for hand- washing, alcohol-based hand sanitizers, disinfectants, and disposable wipes.

Staff have completed the required training in Integrated Pest Management to be able to use alcohol based disinfecting wipes and other products.

All shared equipment and touchable surfaces are cleaned and sanitized between each use.

If these are in adult-only spaces, wipes are readily accessible in each location.

In classrooms, teachers have wipes in a secure location.

**Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Garfield School District has designated Michael Quinlan, Superintendent/Principal, as the primary point of contact with the Humboldt County Department of Public Health. If the superintendent hears from a family that a student has tested positive, she will verify with the public health department before moving forward with contact tracing. The superintendent will work with the classroom teacher and school secretary to generate a list of the student's contacts, which will be provided to the health department for contact tracing.

**Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Outdoor classrooms will be used while County is in the Red or Purple Tiers

Indoor and outdoor classrooms will be used in yellow and orange tiers

Classrooms will be arranged with spaces between desks, and students will be instructed on how to be safe in their classroom environment.

Garfield has suspended all outside Facilities Use Permits, even when these activities would take place after school hours.

Garfield has suspended class and program volunteers, other than student teachers.

University fieldwork students will be evaluated on a case by case basis to determine possible risk factors.

Classes will have access to outdoor spaces.

These areas can also be used as outdoor learning spaces.

Tape, stencils, or vinyl decals have been placed at least six feet apart on sidewalks or other walkways near public entrances.

Grab and Go meals will be provided to students.

Excess furniture has been removed from classrooms in order to allow for more space between desks.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 6 or greater feet

Minimum 6 feet

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

**Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

Staff members will all complete the Keenan Safe Schools COVID-19 Workplace trainings.

Staff will meet to review safety protocols contained within the Safety Plan and discuss implementation of the plan on campus.

Staff have worked together to develop Garfield School's COVID-19 protocols and are invested in their application and enforcement.

Garfield School will utilize a phased reopening plan when returning to campus to provide an opportunity for students to get used to checking in, distancing, masking, moving through campus, and hand washing process.

This will also provide families with the opportunity to practice the arrival and dismissal procedure

Garfield School will have access to a collection of age appropriate videos for students and families regarding all school procedures and COVID-19 in general.

These videos can be found on the Humboldt County Office of Education's website (<https://hcoe.org/covid-19/videos/>).

**Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff who have symptoms of COVID-19 or have been exposed to COVID-19 will be referred to the Humboldt County Department of Health for immediate testing.

Staff who are symptomatic or who have had exposure will be instructed to stay home and quarantine for 14 days or until they receive a negative test result.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Humboldt County's Public Health Department currently offers testing by appointment via the above mentioned website. Staff will be encouraged to test regularly by making their own appointments. Currently, the infrastructure does not exist to test staff on site. The availability of appointments via the health department will determine the cadence of testing.

**Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Students who have symptoms of COVID-19 or have been exposed to COVID-19 will be referred to the Humboldt County Department of Health for immediate testing.

Students who are symptomatic or who have had exposure will be instructed to stay home and quarantine for 14 days

Planned student testing cadence. Please note if testing cadence will differ by tier:

Humboldt County's Public Health Department currently offers testing by appointment via the above mentioned website.

**Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

At all times, Garfield School District's reporting of confirmed cases will be consistent with the Reporting Requirements set forth by the California Department of Public Health (CDPH). The sharing of identified case information data with public health professionals is necessary to ensure that state and local public health experts can respond to confirmed cases of COVID-19 who have been present at a school site, to track and understand the extent of disease transmission within the state, and to support communities with appropriate prevention strategies and support. Accordingly, to monitor and prevent the spread of COVID-19, it is necessary for CDPH and local health jurisdictions to have accurate information about COVID-19 infections among school employees and students. When students are on campus, Garfield School will contact our liaison at the County Department of Public Health if we hear of a student or staff member who tests positive for COVID-19, ensuring that CDPH and local health jurisdictions have the information necessary to accurately assess situation. We will work with the liaison to determine appropriate next steps. Garfield School will work within the established Humboldt County Office of Education Exposure Flowchart to proceed after learning of a COVID-19 exposure (<https://hcoe.org/wp-content/uploads/COVID-Flow-Chart.pdf>)

**Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Schools are authorized under the Family Educational Rights and Privacy Act (FERPA) to disclose personally identifiable information without parental consent to local health departments regarding COVID-19 testing and cases. (20 USC § 1232g(b)(1)(I).) The District will provide all necessary information to the Public Health Department and work with the department to provide accurate contact tracing information.

**Consultation:** (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name:

Date:

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name:

Date:

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

Information in this document came from the School Site Specific Protection Plan and School Plans and Criteria for In Person Learning that were all created in collaboration with the Garfield Parent Advisory Council, Garfield Staff and Garfield Board of Trustees.

**For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases . County has certified and approved the CRP on this date: . If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

**Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)