

Date: April 5, 2021

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Westmorland Union Elementary SD

Number of schools:

1

Enrollment:

370

Superintendent (or equivalent) Name:

Richard Cordero

Address:

200 South C Street

Phone Number:

4422022384

City

Westmorland

Email:

r.cordero@wued.org

Date of proposed reopening:

Monday, April 12, 2021

County:

Imperial

Current Tier:

Red

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

Type of LEA:

Elementary

Grade Level (check all that apply)

<input checked="" type="checkbox"/> TK	<input checked="" type="checkbox"/> 2 <sup>nd</sup>	<input checked="" type="checkbox"/> 5 <sup>th</sup>	<input checked="" type="checkbox"/> 8 <sup>th</sup>	<input type="checkbox"/> 11 <sup>th</sup>
<input checked="" type="checkbox"/> K	<input checked="" type="checkbox"/> 3 <sup>rd</sup>	<input checked="" type="checkbox"/> 6 <sup>th</sup>	<input type="checkbox"/> 9 <sup>th</sup>	<input type="checkbox"/> 12 <sup>th</sup>
<input checked="" type="checkbox"/> 1 <sup>st</sup>	<input checked="" type="checkbox"/> 4 <sup>th</sup>	<input checked="" type="checkbox"/> 7 <sup>th</sup>	<input type="checkbox"/> 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, per the [Guidance on Schools](#).

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, Richard J. Cordero, 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:

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.

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?)

Each grade level consist of two Teachers, one Instructional Aide, and a maximum of 12 students in each of the teachers' classroom during in-person instruction for a maximum of 24 students attending per grade level. Students will not be interacting or mingling, however, the teachers and students will be receiving assistance from the Instructional Aide throughout the day.

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

N/A

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

N/A

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.

Students will be arriving and departing at three different times via four different gates:  
Tk - Group C at 7:55 am  
1st - 4th at 8:05 am  
5th - 8th at 8:15 am  
Students will be assigned to four different gates for entry and exit to minimize mixing of groups.

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

All students, teachers, visitors, vendors, and school personnel will be required to wear face mask/covering prior to entering school facilities. If a student or staff member does not have a face mask/covering, one will be provided to them immediately before entering.

- 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.

#### Employee screening

Certificated staff has a self-certification form that is set up through a shared file with the superintendent and principal. The shared file is reviewed before the employee enters the campus. Classified staff – instructional aides have self-certification form they fill out before entering campus. The aids carry the file with them daily and is reviewed and checked by Principal. Cafeteria, Maintenance, Transportation and Office personnel are screened prior to starting their shift. Their temperature is taken and a series of questions are ask of the staff member prior to beginning their work day. Visitors are pre-screened to ensure they are not exhibiting symptoms; staff that will be screening visitors, are provided gloves, face masks and hand sanitizer. If during the screening process a staff member is determined to show COVID-19 symptoms, they will be asked to immediately return to their homes and expect a call from the COVID-19 Response Team to determine potential exposure, contact tracing and assist with scheduling a COVID-19 Nasal RT-PCR test.

#### Student screening

Students will be met at their designated entry point by two staff members who will take their temperature, with a touchless thermometers, and ask the student or parent a series of questions to identify student's potential exposure to COVID-19 prior to entering the school facility. If during the screening process a student is determined to show COVID-19 symptoms, they will be asked to immediately return to their homes, if parent is present, if the parent is not present, student will be escorted to a holding room, isolated from other students and staff, until parents/guardians are able to pick-up student. The COVID-19 Response Team will contact parents to ask them questions that will help determine potential exposure, contact tracing and assist with scheduling a COVID-19 Nasal RT-PCR test, if parent is willing to test their child.

#### Bus screening

Students riding the bus to school will be screened by the bus driver prior to boarding the bus. See above for screening process.

- 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.

#### Hand Sanitizers

Classrooms, offices, lounges, library, and all common areas have been equipped with touchless hand sanitizing stations for ease of availability and use. All students and staff are expected to use hand sanitizing station when entering a room or office.

#### Handwashing Stations

All classrooms have a sink with running water and soap to facilitate hand washing throughout the instructional day. Teacher will create a schedule and have their students wash their hands throughout in-person instruction. Additionally, instructional materials have been purchase for each student to minimize sharing of materials between the students.

- X **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.

Westmorland Union Elementary SD has created a COVID-19 Response Team that will conduct contract tracing and create list of potentially exposed staff and students. The team consisting of:

Richard Cordero, Superintendent - Local Health Department Contact  
Mona Smith, Assistant Superintendent - Notification to Staff regarding potential exposure  
Fawn Nielsen, Principal - Notification to students and family members of potential exposure

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

Westmorland Elementary will continue to maintain six feet of distancing between students in the classroom. Desk have been measured from chair center to chair center to ensure distancing by student while in the classroom. Classroom capacity has been set at 12 students, per Side Letter Agreement with Westmorland Teacher Association.

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

Maximum:  feet

Minimum  feet

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

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

Westmorland Administration has sent our several letters identifying group assignment, gate assignment, screening time, list of questions students will be asked, pick-up time, food distribution process, and expectations of parents' responsibilities to pre-screen their child(ren) prior to sending them to school. Additionally, parents and staff have had the opportunity to attend three parent forums to discuss process, procedures, and ask questions of the transition plan for in-person instruction.

X **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.

Westmorland will work with our local health department to provide COVID-19 testing to staff and students (if parents consent) who have been potentially exposed to COVID-19 or are showing symptoms of COVID-19 at no cost. If students and staff need to be quarantined due to COVID-19 exposure, affected students will receive distance learning instruction for the duration of the quarantine. Staff members can volunteer for weekly asymptomatic COVID-19 testing at no cost.

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

Weekly asymptomatic testing cadence will be offered to staff at no cost.

X **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.

Westmorland Elementary will notify parents of potential COVID-19 of their child. We will help parents coordinate testing, if parents consent to having their child tested. Students will receive distance learning instruction while waiting for test results and completing the required quarantine time line.

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

No student testing cadence will be offered.

- 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](#).

All confirmed positive COVID-19 cases have and will continue to be reported to appropriate agencies by Richard Cordero - Superintendent and Mona Smith - Assistant Superintendent.

- 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.

School officials will be communicating via letters, parent forums meetings, and telephone calls to parents and staff regarding potential exposures and changes to the instructional models that maybe required due to the exposure. Staff and students' privacy requirements will be followed at all time.

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

Westmorland officials have met with and consulted with School Site Council, Teachers and Teacher Association, classified personnel, parents and community members, and periodically have reached out to local health officials for guidance and direction.

- Labor Organization

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

Name: Westmorland Teacher Association

Date: March 16, 2021

Parent and Community Organizations

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

Name: Parent Forums

Date: March 18th, 19th,

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

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

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Imperial. 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](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.