

Date: January 25, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Pacific Union Elementary School District

Number of schools:

1

Enrollment:

550

Superintendent (or equivalent) Name:

Rene L. McBride

Address:

3001 Janes Road

Phone Number:

707-822-4619

City

Arcata

Email:

rmcbride@pacificunionschool.org

Date of proposed reopening:

November 2, 2020

County:

Humboldt

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Public

Grade Level (check all that apply)

TK

2nd

5th

8th

11th

K

3rd

6th

9th

12th

1st

4th

7th

10^t

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

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, Rene L. McBride, 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:

Rene L. McBride

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 stable group of students will be supervised by a minimum of one staff member. Groups will adhere to the CDPH cohort guidance and be no larger than 16 total members, combining staff and students.

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

Students will stay with their cohort and follow a block schedule.

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 platform or asynchronously.

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.

Movement Within the School:

Students will walk through the hallways with staff members' permission, and sign in and out of their classrooms each time they leave. Vinyl floor decals have been placed on the hallway floors as a visual reminder of social distancing protocols, and arrows will direct them to keep unidirectional travel.

Parents will receive the following guidance for drop off and pick up of students.

To ensure the safety of our children and to make pick up and drop off as efficient and safe as possible, Pacific Union families will follow the following procedures. Pacific Union families need to use the five points of entrance to the campus for arrival and departure:

1. Red Group (TK/K): Black Gate in the middle of the front of the school parking lot
2. Blue Group (1st): Gate on the south in of the front of the school parking lot (in front of daycare classrooms)
3. Green Group (2nd, 4th): Flagpole area in the front of the school parking lot
4. Grey Group (3rd, 5th, 6th): North side of the school (facing Mad River Hospital) just pass bus loading zone
5. Brown Group (7th, 8th): Gym parking lot (in the back of the school, east side)

The groups are also color coded to help find the pop up tent that will be placed at the entrance points when it is raining.

- Staggered times will be assigned to families for arrival and departure.
- 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 the Qualtrics survey. Signage will designate 6ft to ensure social distancing.

If you need to speak with the office staff, teacher or other personnel, please call the school or email your teacher to schedule an appointment other than pick up or drop off times.

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).
- Per the Memorandum of Understanding (MOU) with the Teachers at Pacific Union (TAPU) 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.

Before arrival, students and staff will fill out a symptoms checklist on the Qualtrics App (a link is emailed and texted daily at 6:30am), or on paper if they do not have access to the technology. Additionally, a QR code is posted on all entrances in order to allow for parents/staff/visitors to complete the survey on their mobile devices. 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. Office staff, classroom teachers, and administration has access to current survey data and will check off students as they arrive.

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 keep the school open as normal.

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 10 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 sick room until picked up by a parent or guardian. The superintendent, principal, or designee will remain with the student. 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, library, 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 towels.
- 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. They also have access to Pure Hard Surface Disinfectant and Sanitizer.
- Safe Handles has also been installed throughout the campus at every touch point.

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.

Pacific Union School District has designated Rene McBride, Superintendent, as the primary point of contact with the Humboldt County Department of Public Health. The school has established a portal on SPOT to ensure communication with the health department. 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.

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

- Classrooms will be arranged with spaces between desks, and students will be instructed on how to be safe in their classroom environment.
- Plexiglass, partitions, and/or flexible seating is provided to classrooms.
- Pacific Union has suspended all outside Facilities Use Permits, even when these activities would take place after school hours.
- Pacific Union 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 such as the arboretum, wave, and field during non-recess times. These areas can also be used as outdoor learning spaces.
- Playgrounds will not be accessible.
- Hallways will have clear entry and exit spaces to encourage students to move through them in one direction.
- 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: 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.

If 6ft is not possible in the classroom between students they will be 4-5 ft apart with plexiglass as a barrier between students. Teachers will maintain 6 ft from students.

X **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 Pacific Union School's COVID-19 protocols and are invested in their application and enforcement.

Pacific Union School will start with Learning Hubs and phase in grade levels 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.

Pacific Union 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/>).

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.

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. Alternately, they may go to the County's COVID-19 resource page to register for a test online (<https://humboldt.gov>). 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.

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.

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. Alternately, they may go to the County's COVID-19 resource page to register for a test online (<https://humboldt.gov>). 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. Students and their families will be encouraged to test regularly by making their own appointments. Currently, the infrastructure does not exist to test students on site. The availability of appointments via the health department will determine the cadence of testing.

X **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, Pacific Union 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, Pacific Union 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. Pacific Union 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>)

X **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 through the secure SPOT portal, and work with the department to provide accurate contact

tracing information.

With this in mind, Pacific Union School will maintain the privacy of anyone in the District who may test positive or be exposed to COVID-19 through their time at school. We will never use student or staff names in communication with the public. See sample letters to staff and community members regarding exposure. If students or staff members test positive for COVID-19, the superintendent or designee will call staff and student families who are directly impacted to inform them of potential exposure and to answer any questions, at all times making sure to maintain privacy.

To be used when when a student or staff member lives with a person or has been in close contact with a person who has tested positive for COVID-19:

Dear Parents/Guardians and Staff,

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in your child's cohort [lives with/has been in close contact with] a person who has tested positive for COVID-19. The student or staff member is not currently known to be infected. Public Health has been notified and is taking further steps. In accordance with Public Health guidance, the classroom cohort will continue to operate. The individual and their immediate family/household members are monitoring symptoms and are working with their healthcare providers for additional steps, including testing if advised. We will update you with any additional pertinent information when we receive it. Please continue to monitor [yourself/your child] for symptoms and stay home if you are experiencing influenza-like illness. Please contact your healthcare provider if you have any additional questions or concerns.

Sincerely,

Rene L. McBride

To be used when a student or staff member of a cohort tests positive for COVID-19:

Dear Parents/Guardians and Staff,

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in [your/your child's] cohort at [XXX School] has tested positive for COVID-19. The last date of known exposure to the classroom cohort was [XXX date]. You will be notified by Humboldt County Public Health. In the meantime, Public Health advises that [you/your child] immediately isolate to the greatest extent possible, even if [you/your child] are asymptomatic. In addition, please work with your healthcare provider to schedule testing as soon as possible. If you are unable to get into see or have no healthcare provider, contact Public Health at (707) 441-5000 or email covidinfo@co.humboldt.ca.us to receive a priority referral to a state-sponsored test site. Be sure to let the provider know that [you/your child] has had a direct exposure through this classroom cohort. [Depending on guidance from Public Health] The classroom cohort will be closed through at least [date] to allow students and staff to be tested and to avoid further spread of the virus. [Information related to distance learning to be completed by district/school] For more local COVID-19 information and resources for your students, visit: <https://humboldt.gov/2018/Humboldt-Health-Alert><https://hcoe.org/covid-19/> If you have any health-related questions, please contact your healthcare provider.

Thank you for your prompt response to this matter.

Sincerely,

Rene L. McBride

To be used when a student or staff member who has isolated for symptoms and is tested - and tests negative:

Dear Parents and Guardians,

The health and safety of our students and staff are our top priority. This letter is to inform you that the student or staff member who had exhibited symptoms has tested negative. In accordance with Public Health guidance, the classroom cohort will continue to operate. We will update you with any additional pertinent information. Please let us know if you have any questions and contact your healthcare provider if you have any additional

questions or concerns.
Sincerely,
Rene L. McBride

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

Pacific Union School Was considered open, but still had consultation from Site Council and gave it to the Teachers Association of Pacific Union on 2/1/21.

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 Memorandum of Understanding with TAPU, the School Site Specific Protection Plan, and the Blended Learning Plan that were all created in collaboration with the school reopening committee, and final approval from the school board.

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

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Humboldt. County has certified and approved the CRP on this date: February 7, 2021. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Sent to LHO on February 1, 2021.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)