

Monte Vista Elementary School

2021 COVID-19 CSP and School Guidance Checklist Supplemental Questions

Please use this document as a supplement to the completion of your CSP / School Guidance checklist, to avoid any deficiencies and to be sure that all required criteria are discussed in your plan. Use as much space as needed to provide a complete and detailed description for each applicable measure. Please enter in any additional information not already listed under each category, and include images, charts, graphics, and site maps wherever relevant. To facilitate a timely approval process, please do not rearrange headings or contents, but rather add-on within each section, or at the bottom of the document. ****Please note: Some sections may be decided by district, and some may be site specific. Please include detailed plan for each site, wherever noted as site specific.**

Stable group structures (site specific)/Monte Vista Elem.

How students and staff will be kept in stable groups that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please specify by grade (TK-6, 7-12, et.) if applicable.

A. Plan for type of stable groups/cohorts and weekly routine/schedule for classes:

Monte Vista Elementary School will be utilizing an AM/PM hybrid model of instruction. This model will include a socially-distanced in-person AM group and a socially distanced in-person stable PM group. We are also including the option for students to remain in distance learning. Our stable AM group will be on campus Mondays, Tuesdays, Thursdays, and Fridays from 8:10am-10:30pm. Our stable PM group will be on campus Mondays, Tuesdays, Thursdays, and Fridays from 12:30pm to 2:50 PM. The stable groups include grades TK through 5th grade.

Students and staff will remain in stable groups and stay together for all activities (instruction and breaks) and minimize contact with other stable groups or individuals.

B. For regular classes, how many students and staff will be in each planned stable, group structure:

In each stable group, for grades TK-5th grade, groups will be no larger than 14 students and 2 adults. If there is an additional adult in the cohort, we would have 13 students and the three adults. For example, 13 students, 1 teacher, 1 paraprofessional and 1 student teacher.

C. If you have departmentalized classes, how you will organize staff and students in stable groups:

N/A we are an elementary site

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

Music, Band and PE will be provided virtually.

E. Other considerations – After school programs, special education, therapies, carpooling, etc.:

There will be no after school programs.

We have 4 Special Day Classes on campus. Each class will be divided into AM and PM groups with less than 10 students in each group. There will be 3 to 4 adults per classroom, 1 teacher and 2-3 para-professionals.

Support services, for example Speech Therapy and RSP will continue to be delivered virtually, however in some individual cases, special education service providers may make an appointment to meet with students to work 1:1 with them.

2. Visitors / Volunteers / Vendors

*School/District's plans to handle visitors on campus **Please consider limiting non-essential visitors of any kind*

Please see the District's CSP for the complete policy.

A. Essential visitor / vendor policy - log-in/out list:

B. Policy for limiting non-essential visitors:

3. Entrance (site specific)

How arrival of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered arrival times, separate entrances, etc. Please provide site map for reference.

A. Describe drop-off procedure / policy for parents onsite:

There will be two entrances for students. Entrance gate #1 is located between the main office and the Multi-Purpose Room. Entrance gate #2 is located at the front of the school between the Multi-Purpose Room and the Primary building.

Entrance gate #1 will be for students with last names beginning with letters A-L and entrance gate #2 is for students with last names beginning with letters M-Z.

B. Describe plan to minimize mixing of cohorts on arrival to school:

Students will go to their designated gate upon arrival to school.

Students will be assigned an entry gate alphabetically, gate #1 A-L and gate #2 M-Z. They will exit the school at the end of day through their assigned gates.

Students will remain 6ft apart while waiting to be checked in. There will be markings on the ground and signage about maintaining 6ft. distance. Once checked in students will go directly to their classroom.

C. Plan for screening on arrival (ie: temp checks, questionnaire, etc) for both staff and students:

Students: Each morning, before arriving to school, parents will complete a student health survey using Crisis Go (parents will receive an email reminder each morning).

At each entrance there will be markings on the ground for students to stay 6 feet apart. Students will each have a QR code that they will scan at one of the check-in stations via an iPad. When given the green light (indicating that they are clear to be on campus) they will continue. If students haven't filled out the survey, we will have computers available to answer the questionnaire and get them checked in.

As students continue, they will reach our thermal cameras which are also located at each entrance site. The thermal cameras will take up to 30 people's temperatures. We will be monitoring the device to ensure all students entering campus are fever free.

When students enter the classroom, the teachers will pull up their Crisis Go dashboard and ensure that they've been through the check-in station. If they didn't go through the check-in station they'll go

out and check-in.

Administration will check the Crisis Go dashboard at the beginning of each school day to ensure that all students in classrooms have been cleared to be in class.

Teachers: Teachers will fill out the questionnaire each morning, via Crisis Go. They will also receive an email each morning. Administration will check that all staff members have completed the survey before school.

D. How school/district plans to encourage a zero-mingling policy before school:

AM students should not arrive on campus before 8:10 am and PM students should not arrive before 12:30 pm

Upon entering campus via one of the two designated entrance gates, students will go directly to their classroom where they will be able to enter and go to their assigned desk.

4. Movement within the School (site specific)

How onsite movement of students and staff will be managed to avoid close contact and/or mixing of cohorts - Please include site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.

A. Describe in detail the planned measures to avoid contact and/or mixing of cohorts onsite:

Students will be in their classrooms while on campus. There are separate bathroom areas designated for K-2nd and 3rd-5th grades. The TK classroom has its own self contained bathroom. We will have our Noon Supervisors monitoring student movement outside for example, when students need to leave their classroom to use the restroom. Teachers will have the option of signing up for a designated outside area if they choose to teach outside for some portion of the day. Each student will also have their own yoga mat to be used outside to help enforce 6 foot distancing.

5. Egress (site specific)

How departure of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered departure, separate exits, etc. Please include site map for reference.

A. Describe pick-up procedure / policy for parents onsite:

Students will walk to the quad and playground area with their teacher. They will remain in with their cohort and teacher will wait with them until they are picked up. Teachers will be radioed by staff at front of the school when a student's parent arrives.

B. Plan to minimize mixing of cohorts on departure:

Students will remain in their cohort while they wait for their parent to arrive. Students will maintain 6ft distancing and will be supervised by their teacher until they are called for to meet their parent at the front of the school.

C. How school/district plans to encourage a zero-mingling policy after school:

We will be providing parent training regarding drop off and pick up procedures. Parents will drive up to the front of the school and give staff their child's name. They will be called on the radio. Student will walk to their parents' car and then they will exit campus. Students who walk or ride a bike to school will be expected to leave campus as soon as dismissed, staff will be monitoring to ensure students exit campus.

6. Face Coverings / Other PPE

How CDPH's face covering requirements will be satisfied and enforced for staff and students

Please see the District's CSP for the complete policy.

- A. Please provide complete policy for face coverings:

- B. Describe specifications on type of face coverings allowed (ie: no valves, ≥ 2 ply, no bandanas, etc):

- C. Where will extra masks be available if needed?

- D. Describe plan for refusal to wear face coverings:

7. Health screening / Symptom monitoring / Sick protocol

How individuals will be screened and monitored for symptoms - how ill staff / student will be handled

Please see the District's CSP for the complete policy.

- A. Details of at-home screening plan:

- B. Support available for individuals staying home:

- C. Screening criteria/procedure onsite for staff:

- D. Immediate protocol in case of a sick staff/faculty member:

- E. Screening criteria/procedure onsite for students:

- F. Immediate protocol in case of a sick student:

- G. Symptom monitoring procedures throughout day:

- H. Screening of essential visitors/vendors:

8. Routine Testing

School/District's plan for routine/asymptomatic testing of staff and students

Please see the District's CSP for the complete policy.

- A. Plan to routinely test staff by tier:

- B. Plan to routinely test students by tier:

9. Physical Distancing (site specific)

How space and routines will be arranged to allow for physical distancing of students / staff in the following areas:

- A. Bus/Transport/Carpools:** Families will drop students off at front of the school. For pickup-Students will wait for their ride by waiting in their cohort, 6 feet apart.

Markings, 6 feet apart, will be utilized to ensure physical spacing of students in these areas.

Special Day Class students will be escorted with their cohort by classroom staff to their designated bus, maintaining 6ft. distance.

B. Classrooms:

There are 14 desks per classroom with the exception of SDC that have 5 per classroom. All desks are spaced 6ft apart. Desks have three sided plexiglass attached.

There is one teacher desk at the front of the classroom. Teachers will teach from the front of the classroom maintaining 6 feet distance from students.

Teachers and paraprofessionals will remain 6 ft away from students and each other.

Signage has been posted in each classroom to designate the need for 6ft distancing.

C. Hallways:

All of our hallways are outdoor breezeways. We will teach students to always walk to the right of the walk way.

Signage has been posted to designate 6ft. distancing and mask requirements.

D. Student lockers:

We do not have student lockers. Each student will have their own bin and pencil box inside their classroom to keep their personal materials and individual classroom supplies.

E. Bathrooms:

Our TK and K/1st SDC classrooms have their own bathrooms, students in those classes will use those bathrooms. We have two boys' and girls' bathrooms for the rest of the students. Every other bathroom stall will be locked/closed so that students remain 6 feet distance when inside of the bathroom. Each classroom will be assigned a bathroom to use, grades K-2nd will use the bathrooms at the end of the primary building and 3rd-4th will use the bathrooms near the portable buildings.

All staff bathrooms are single stall/use.

F. Locker rooms: N/A

G. Gymnasium:

Students will not be permitted in the Multi Purpose Room

H. Playground / fields:

The playground area will be broken into sections and teachers can sign up to a stable cohort use a section during the day. Only one stable cohort will be able to use each section per day.

There will not be a daily designated recess break, as students are on campus for a short period of time.

Signs have been posted to reinforce social distancing guidelines.

Students will be supervised to keep their physical distance when on the playground.

I. Staff break rooms:

Each staff member has been given an additional work space on campus, where they will be able to maintain 6 feet distance.

Staff will be able to use the copy room as needed and they will wipe down the copier with disinfecting wipes after use.

Staff will be able to access their boxes in the staff room, but will not be able to gather in the room.

Signage will be posted to remind staff of physical distancing requirements.

Teachers will have access to the Multi Purpose Room, which will serve as their break room during the 2 hour classroom cleaning block. They will be spaced 6 feet apart, doors will remain open to allow for cross ventilation.

J. Other:

K. Plan for specific situations when distancing is >6 ft is not possible:

All individuals on campus must wear their masks at all times and maintain a distance of 6 feet. If a specific situation when 6-foot distancing is not possible the interaction will be less than 15 minutes and additional PPE is available if needed (plexiglass barrier, face shields, extra masks, gloves, & gowns). Additionally, good ventilation and air circulation will be ensured through open windows, doors, and the improved HVAC air filters installed in each classroom and building.

10. 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 - Please include site map for reference.

Please see the District's CSP for the complete policy.

A. Plan to encourage healthy hygiene/handwashing routines:

B. Other considerations - including locations of handwashing stations, disabling of drinking fountains, etc:

11. Routine Cleaning and Disinfection

How shared surfaces will be regularly cleaned and disinfected, including plans / schedules for the following areas:

Please see the District's CSP for the complete policy.

A. General high-touch surfaces:

B. Classrooms:

C. Bathrooms:

D. Cafeteria:

- E. **Playgrounds:**
- F. **Offices:**
- G. **Hallways:**
- H. **Locker rooms:**
- I. **Gymnasium:**
- J. **Other:**

12. Plan for Shared items

How use of shared items will be minimized and/or adjusted to meet safety standards, where applicable -

A. Classroom / Office supplies:

Office supplies will be distributed to teachers on an as-needed basis. They are handed directly to teachers and will not be shared among rooms.

Each child will have individual classroom supplies provided and kept in an individual pencil box and supply bin. Classroom materials will not be shared.

B. Toys / Play equipment:

Each child will have their own pencil box, supply bin and yoga mat that is not shared. Each child will have hands on manipulatives that are age appropriate or individual toys/fidgets will be provided as needed. These items will not be shared.

Outdoor playground equipment will only be used by one cohort at a time and a schedule for usage will be created.

C. Electronics equipment:

Each child will keep and bring back and forth their own electronic equipment and charging cord.

D Tools:

N/A

E. Other:

13. Handling COVID-19 / symptomatic individual (site specific)

How the affected individual will be removed from group and isolated in designated space until pick-up

A. Plan/location for Isolation room / area:

If a student becomes ill or develops COVID-19 symptoms while on campus, they will be required to wait in the isolation tent until they can be transported home, or to a healthcare facility, depending on the severity of the symptoms.

The isolation area is separate from the regular health office of campus. Students with non COVID-19 health needs may continue to use the office when necessary.

The isolation area is located near the front of the school and the main office.

Isolation Area Protocol:

- When a student has COVID-19 symptoms a phone call will be made to the office, and a staff member will meet the student outside of their classroom.
- The front office will call home and inform the parent that their child is experiencing COVID-19 symptoms.

- The designated staff member will put on PPE before interacting with the individual.
- The designated staff member will maintain social distancing as much as possible.
- The student will keep their mask on.
- The designated staff member will walk with the student to the isolation area, if the student is unable to walk, we will have a wheel chair available.
- The staff member will attempt to minimize contact with the sick individual.
- Following evaluation, the designated staff member will leave the isolation area and remove PPE safely and perform hand hygiene immediately.
- Each time the designated staff member enters the isolation tent, they will put on clean PPE, they will remove the PPE upon exiting, and wash their hands.
- The student will remain in the tent until someone from their emergency contact list is able to pick them up.
- The designated staff member will be outside of the isolation room and will monitor the student frequently.
- If the person has minor symptoms and is stable, they will remain in the tent until someone is able to pick them up.
- If the person's conditions are deemed serious, 911 will be called immediately.
- The site principal will notify the COVID-19 coordinator of the student/staff member who was symptomatic and in isolation.

B. PPE available for staff providing care in Isolation area:

Masks, face shields, gown, and gloves. We will also have hand sanitizer, contactless thermometers, paper towels and alcohol wipes.

C. Staff trained to provide care in Isolation area:

Tessa Burns/School Nurse, Kathy Olmsted/Principal, Macy Juhola/Assistant Principal, Angela Hyland/Office Assistant, and Jean Maybury/Office Manager

D. Plan for staff caregiver to be fit-tested and trained to seal-check N95 respirator:

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E. Protocol for immediate removal and relocation of ill individual:

If a student becomes ill or develops symptoms of COVID-19 while on campus, they will be required to wait in an isolation area until they can be transported home, or to a healthcare facility, depending on the severity of the symptoms.

A designated staff member will meet the student/staff outside of the classroom and escort them to the isolation area.

F. Protocol for disinfection of contaminated areas, including Isolation zone after pick-up:

Our custodians have been trained in the proper cleaning and disinfecting of classrooms, offices, work spaces, outdoor areas and frequently touched areas throughout the school. Custodial staff will clean each room between 10:30am and 12:30pm as well as after 2:50pm each day.

G. Instructions to give ill staff / family of ill child (re: follow-up with PCP, testing guidance):

All parents/guardians must have a plan for picking their child up if they should become ill while on campus. Parents/guardians will be expected to pick up the child immediately. Emergency contacts will also be notified if a parent/guardian is not able to be reached.

Siblings and/or other household members will also need to be picked up. When the parent arrives, they should stay in the car, call the office (707-792-4531) and wait for the child/children to be escorted out.

Families will be advised to contact their healthcare provider and schedule an appointment and/or a COVID-19 test.

If you student or staff member was sent home for COVID-19 symptoms, they may only return to school if they have had a negative COVID-19 test, or their healthcare provider provides an alternative diagnosis, their symptoms are improving, and they've been fever-free for at least 24 hours without the use of medication. Siblings and other household members attending school must also stay at home until the symptomatic person has been cleared to return to school.

Families should contact the school as soon as possible if the student is diagnosed with COVID-19.

H. Plan for testing symptomatic individuals:

Families should contact their healthcare provider to schedule an appointment and/or schedule a COVID-19 test. They should also contact the school as soon as possible if the student is diagnosed with COVID-19.

14. Plans for after an Exposure Event (may be site specific)

When someone is confirmed positive for COVID-19 and individuals were exposed onsite

Please see the District's CSP for the complete policy.

A. Designated COVID Coordinator(s) and corresponding duties:

B. Plan for confirmed COVID-19 case reporting:

C. Plan for "Close Contact" identification:

D. Plan for Exposure testing for staff:

E. Plan for Exposure testing for students:

F. Support for staff in Isolation/Quarantine:

G. Support for students in Isolation/Quarantine:

H. Return to school criteria for COVID-19 positive individual:

I. Return to school criteria for exposed close contacts:

J. Outbreak response plan:

15. Communication Plans

How the school/district will communicate with students, families, and staff about onsite COVID-19 exposure, consistent with privacy requirements such as FERPA and HIPAA

Please see the District's CSP for the complete policy.

A. Provide plan for communications with families and staff after an onsite exposure:

16. Staff training

How staff will be trained on the application and enforcement of the plan

Please see the District's CSP for the complete policy.

- A. Provide plan for training staff on new COVID-19 Safety plan:

- B. Provide plan for enforcing COVID-19 Safety plan with staff:

- C. Provide plan to remain current on guidelines and best practices:

17. Family education

How students and their families will be educated on the application and enforcement of the plan

Please see the District's CSP for the complete policy.

- A. Provide plan for educating families on new COVID-19 Safety plan:

- B. Provide plan for enforcing COVID-19 Safety plan with students/families:

- C. Provide plan for continuing communication/education as guidelines change:

18. Engineering controls (site specific)

How each specific school site plans to optimize ventilation, air filtration for indoor spaces

Please see the District's CSP for the complete policy.

- A. Please describe any unique challenges each site may face for maintaining safe environments, in terms of ventilation/airflow and infrastructure, and how those challenges will be addressed:
The district has updated all of our ventilation systems. Classroom doors and windows will be open to allow for maximum airflow.

19. Consultation

For schools not previously open, please indicate the organizations involved and consulted with in developing safety plan. ie: Labor Organizations, staff & faculty, parents/students and community, other stakeholders, continued communication without fear of reprisals, etc.

Please see the District's CSP for the complete policy.

- A. Labor organization(s) and date(s) consulted:
(If no labor organization represents staff at the school, please describe the process for consultation with school staff)

- B. Parent / Community Organization(s) and date(s) consulted:

C. Other: