

# COVID-19 School Guidance Checklist

January 14, 2021

---

CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: 3/18/2021

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Santa Maria Joint Union High School District

Number of schools:

4

Enrollment:

8958

Superintendent (or equivalent) Name:

Kevin Platt

Address:

2560 Skyway Drive

Phone Number:

8059224573

City:

Santa Maria

Email:

kplatt@smjuhsd.org

Date of proposed reopening:

4/19/2021

County:

Santa Barbara

Current Tier:

Red

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

Type of LEA:

High School District

Grade Level (check all that apply)

TK	2 <sup>nd</sup>	5 <sup>th</sup>	8 <sup>th</sup>	X 11 <sup>th</sup>
K	3 <sup>rd</sup>	6 <sup>th</sup>	X 9 <sup>th</sup>	X 12 <sup>th</sup>
1 <sup>st</sup>	4 <sup>th</sup>	7 <sup>th</sup>	X 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, Kevin Platt, 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?)

Stable groups (A-L & M-Z), each cohort on campus two days a week.. Stable groups will have a maximum of twenty people including staff and students. The minimum number will depend on the type and purpose of the group (i.e. Special Education class, English Language Learners, distance learning lab, tutoring, intervention, etc.)

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

Class sizes capped to ensure social distancing can be achieved. Options include hybrid instruction, part in person/part virtual instruction, and distance learning labs.

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

Class sizes capped to ensure social distancing can be achieved. Options include hybrid instruction, part in person/part virtual instruction, and distance learning labs.

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.

School bus windows (two at a minimum) will be opened to the extent possible based on weather conditions. Cold, foggy mornings may necessitate less opening than warm, sunny afternoons.

Clean face coverings will be stocked on the school busses for students who arrive at the bus stop without one.

Repeated failure to arrive with a face covering may result in refusal to transport the student.

Designated entrances and health screening stations will be identified for staff and students to avoid close contacts and mixing of stable groups.

Students will enter the school from multiple gates areas on campus. Principals will identify the entry gates.

Each entrance will be staffed.

Staff Members will work to minimize contact in a variety of ways: slowing the entrance to school when too many students are congregating, reminding students to maintain six feet of space between each other, and reminding students to cover their mouth and nose with their face covering.

Parents and other non-student family members will be asked to drop their students off by car.

Parents who drive their children to school will be informed to drop them early so that their child has time to pass through the active screening (if applicable) and enter the school in time to get to class.

Principals and plant managers will determine the number of entry gates and routing for minimum interaction between students.

Bus students may be routed through separate entrance to avoid the need for duplicate active screening (if applicable).

Physical distancing will be observed daily to ensure limiting physical contact.

Procedures and protocols will be updated as needed.

Hallways are identified with signage, floor stickers, or painted arrows to label the direction of travel to avoid close contact and mixing.

Arrows will be placed upon the ground in high-traffic outdoor areas.

In the classroom, teachers will review expectations for how to perform common tasks (such as sharpening a pencil) in a way that maintains distancing.

Stable groups will stay in one classroom or the minimum number of rooms practicable.

Stable groups of students will be assigned different restrooms based on their location on campus.

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

Students, faculty, and staff will be required to wear face coverings. Face coverings must be worn when six feet of physical distancing is not possible.

If someone arrives without a face covering, the District will provide a disposable unit.

Face shields w/ drapes tuck into clothing will be available on an as needed basis.

Employees engaged in active screening will be provided appropriate PPE (face shield, surgical mask, gloves, etc.).

Students will be required to wear face mask. Signs will be posted, and daily reminders will be announced.

Direct interaction with the public will be restricted as the number of visitors is reduced. When direct contact with the public is required, plexiglass shields, face coverings, face shields, and gloves will be available.

Food Service workers will wear face coverings in addition to the existing requirements for food service.

Signs have been posted and daily reminders will be announced.

Training materials will be provided to students' families via electronic communication.

In general, everyone on campus is required to wear a face covering. Exemption claims from wearing face coverings by staff must be referred to Human Resources. Exemption claims from wearing face coverings by students must be referred to the Director of Student Services.

People exempt from wearing face coverings may include the following:

- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. If you believe you may need an accommodation related to these new requirements, please contact Human Resources.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others.

All students are high school aged. They are old enough to be responsible for keeping track of their own face covering during lunch, snack, and outdoor activity time.

If students fail to bring a face covering to campus, one will be provided.

If a student refuses to wear a face covering, the student will be directed to the Assistant Principal's office for intervention. After intervention and direct communication with parent or guardian, if student still refuses to wear a face covering, that student will be excluded from campus and offered alternative education opportunities until they comply with the mandatory wearing of face coverings.

The California Department of Education requires face shields to be worn with a drape and to be tucked into clothing.

Face shields with drapes are available through the District Warehouse.

Employees may use the face shields with drapes in place a face covering.

All employees handling food, screening for symptoms, or handling frequently touched items, will be required to wear gloves.

**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.

Students and staff will complete electronic self-screening each day.

Those students and staff who do not complete the self-screening before arriving on campus will be actively screened. A minimum of two staff members will be located at each available entrance.

Students will be questioned on COVID-19 symptoms within the past 24 hours and exposure to anyone at home with symptoms or a positive test.

Student temperature will be checked; anything above 100.4° F will be sent home.

- ----OR----

Parents will have the option to self-screen their children at home before leaving for school and complete the electronic self-screening.

Parents will be provided with the list of COVID-19 symptoms and instructed to keep their child at home if the child is feeling ill or has symptoms of COVID-19, even if symptoms are very mild, and to get their ill child tested for SARS-CoV2.

Staff members will be provided with the list of COVID-19 symptoms and be instructed to call in sick and stay home if having symptoms of COVID-19 and to get tested for SARS-CoV2.

#### OPTIONS FOR IMPLEMENTATION----

Daily reminders for at home screening will include one or more of the following:

1. text messages to staff , students, and parents
2. online screening application, where staff and students login in an answer screening questions

Students will be required to sanitize their hands as they enter the campus.

If a student appears to have any COVID-19 symptoms and the parent is still present, they will be asked to return home.

The school health technician in concert with the Workplace Infection Compliance Coordinator will document any incidents of possible exposure and will report them to public health immediately.

Any claims of discrimination will be immediately investigated.

Staff and students who are sick or who have recently had close contact with a person with COVID-19 will be directed to stay home.

Faculty, staff, and students who are exposed or showing signs of COVID-19 will be instructed to stay at home. They will be informed to contact their health care provider or the Santa Barbara County Public Health Department for guidance and direction.

If faculty, staff, or students require isolation or quarantine, SMJUHSD staff will guide them through the process and provide protection.

Each site has a WICC who will document/track incidents and work closely with public health. The school health technician will document any incidents of possible exposure and will report them to public health immediately.

If a student appears to have any COVID-19 symptoms and the parent is still present, they will be asked to return home.

The school health technician will document any incidents of possible exposure and will report them to public health immediately.

The health technician will also refer to the student health records to check for health conditions that may be present that could incorrectly indicate COVID-19 symptoms.

If symptoms are exhibited, staff members or students will be asked to go to the isolation area. This isolation area will be separated with physical barriers to minimize the spread of the virus through droplets or aerosolization.

Staff members will be permitted to leave campus on their own if they can do so safely.

Staff members will be informed that no student should be penalized for missing class.

**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.

Signs will be posted reminding students of proper techniques for coughing, sneezing, and blowing their noses.

Hand sanitizing dispensers are available in all classrooms and in strategic locations throughout each campus.

The District's schools have several fully functioning restrooms on each campus, many near the school entrances. Additional restrooms which are not regularly opened during the day (gymnasium lobby, football stadium) may be opened for additional capacity.

Hand sanitizing stations in every classroom (two per room) and at strategic locations throughout each campus.

Students will wash or sanitize their hands at the following times:

1. Upon entering campus
2. Before and after lunch
3. Before and after entering an internal space that is not their classroom
4. After sneezing, touching their face, coughing, using a facial tissue, or other similar actions

Face coverings, face shields with drapes, gloves, hand sanitizing dispensers and hand sanitizing refill packs, protective gowns, plexiglass, signage, basic first aid supplies, facial tissues, soap, and other hygiene supplies have been purchased. Supplies will be monitored and replenished as needed.

Employees will be monitored to ensure they are using the protective equipment as required.

The district will recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions.

The District engaged a mechanical engineering firm to evaluate all HVAC units to determine whether each system can accommodate MERV 13 filters. A supply will be ordered and installed as soon as the evaluation is complete. HVAC units that cannot support the MERV 13 will be identified and evaluated to determine a course of action. The District has used MERV 11 filters for several years to improve the indoor air quality of all occupied spaces.

**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.

An isolation area will be created on each campus for students. A separate isolation area will be created for staff members.

People in these isolation areas will be separated with physical distance to minimize the spread of the virus.

Any student or staff member who exhibits these symptoms will be required to wear a face covering immediately (if they are not already wearing one).

They will be escorted to the isolation room.

They will wear a face covering until they are off campus.

Parents will be contacted to pick up their child as soon as possible. If a parent is not immediately available, then the other people authorized to pick up the child will be contacted.

Employees will be allowed to transport themselves home if they appear to be able to do so. If they appear too sick to transport themselves, the school will call a family member or friend to transport them.

Faculty and staff will be informed to use the current protocol for calling 9-1-1 that is in place for other emergencies.

The school health technician will document any incidents of possible exposure and will report them to the Workplace Infection Control Coordinator (WICC) immediately.

The school health technician will also notify Human Resources.

If a facility is used by someone showing symptoms:

1. The facility will be isolated for 24 hours
2. After 24 hours, the facility will be deep cleaned using a neutral cleaner
3. Following cleaning, the facility will be disinfected with a registered disinfectant.

Employees and students will be informed to follow the CDC guidelines for isolation. Specific isolation information will be provided to sick students and staff before they leave the campus.

If a student needs to stay home for an extended time due to symptoms, exposure to COVID-19, or contracting the illness, they will have an opportunity to learn through an Independent Study Plan or a Home Hospital Plan.

District Administration will follow the CDC Guidelines for actions in outbreaks.

In the event of an outbreak, the school administration will contact the District Administration to determine the extent of the outbreak.

District Administration will contact Santa Barbara County Public Health for guidance. CDC Guidelines will be consulted in this event.

The decision to close partially or completely close the facility will be made with the input from District



Administration and the Public Health Department.

District Administration will investigate causes for each illness to determine if there are actions that can reduce or eliminate the cause of the exposure for the future.

Protocols, procedures, and equipment can then be updated to reduce exposure.

California Department of Public Health Document, “Responding to COVID-19 in the Workplace for Employers”, released June 16, 2020 and updated September 18, 2020, will be used to guide the District Administration through the process of evaluating and updating protocols.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx#>

<https://files.covid19.ca.gov/pdf/responding-to-covid19-workplace--en.pdf>

Human Resources will notify Santa Barbara County Public Health Department for direction and contact tracing.

Each school(s) have designated staff persons (COVID-19 Response Team and WICC) 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.

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

Tri-fold protective barriers have been provided to all teachers.

Class size will nominally be eighteen (18) students.

All student, teacher, and staff desks will be placed six (6) feet apart in the classroom or other inside learning areas, to the extent possible with eighteen (18) students per classroom. Student desks have been marked for seating during alternate class periods.

Rearranging desks for student collaboration will not be allowed.

When this is not possible, teachers will identify a receptacle for assignment drop-off.

These assignments will be left for at least 24 hours before handling, although 72 hours is encouraged.

Gloves will be provided to any teacher who wishes to use additional precaution.

Teachers and principals will review curriculum to minimize group activities.

In the classroom, teachers will review expectations for how to perform common tasks (such as sharpening a pencil) in a way that maintains distancing.

Whenever 6 feet of physical distancing is not possible, students will be reminded that a facial covering is required.

Band, choir, and speech class procedures will be assessed. Band and Choir activities will only be performed outside.

Student presentations in class will not be allowed.

The number of class periods per day will be reduced to three or four, depending on the day of the week. The school normally has seven periods.

Outdoor instruction will be encouraged.

Gymnasiums and cafeterias will be used for instruction if necessary.

Arrows have been placed upon the ground in high-traffic outdoor areas.

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.

The 3 foot minimum is not planned, however, there may be times when a more than 18 students will be seated in one classroom.

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

Training materials will be provided to students' families via electronic communication.

Staff training will be on-line to the extent possible, or outdoors with six feet minimum distancing.

The following safety actions will be covered:

1. Proper use, removal, and washing of face coverings.
2. Physical distancing guidelines and their importance.
3. Symptoms screening practices.
4. COVID-19 specific symptom identification.
5. How COVID-19 is spread.
6. Enhanced sanitation practices.
7. The importance of not coming to school if they have symptoms, or a close contact.
8. For staff, COVID-19 specific symptom identification and when to seek medical attention.
9. The employer's plan and procedures to follow when staff or students become sick at school.
10. The employer's plan and procedures to protect staff from COVID-19 illness.

**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 and students will be offered or referred to testing when they have been identified as a close contact. They will be instructed to quarantine until the results of the test is verified.

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

All staff every two months.

- 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 will be referred to local rapid testing and instructed to quarantine until the result of the test is verified. Further instructions will follow.

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

No student testing for entire student body is being performed by SMJUHSD. Required student-athlete testing will be completed weekly. It is recommended that students consult with a physician if they become symptomatic. Quarantine guidelines are followed as provided by Santa Barbara County Public Health.

- 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](#).

- 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.

In the event of a confirmed positive case, the Site Workplace Infection Compliance Coordinator will notify the school community as recommended by CDPH and employees as required by AB 685 using district provided templates. Staff will receive an email or will be hand delivered a hard copy if they don't have access to email. Parents will receive an email or hard copy in the mail. As we inform students or employees of their possible exposure to COVID-19 we will maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA), Americans with Disabilities Act (ADA), and HIPAA.

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

California School Employees Association #455 - 12/18/2021

- X Labor Organization

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

Name: Santa Maria Joint Union High School District Faculty

Date: 11/16/2020,

Parent and Community Organizations

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

Name: Parent Advisory Committee

Date: 3/24/2021,

*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 Santa Barbara. 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.