

Date: March 2, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

City Heights Preparatory Charter School

Number of schools:

1

Enrollment:

130

Superintendent (or equivalent) Name:

Elias Vargas

Address:

4260 54th Street

Phone Number:

619-795-3137

City

San Diego, CA, 92115

Email:

evargas@cityheightsprep.org

Date of proposed reopening:

April 26, 2021

County:

San Diego

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

City Heights Preparatory Charter School

Grade Level (check all that apply)

<input type="checkbox"/> TK	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 5 th	<input checked="" type="checkbox"/> 8 th	<input checked="" type="checkbox"/> 11 th
<input type="checkbox"/> K	<input type="checkbox"/> 3 rd	<input checked="" type="checkbox"/> 6 th	<input checked="" type="checkbox"/> 9 th	<input checked="" type="checkbox"/> 12 th
<input type="checkbox"/> 1 st	<input type="checkbox"/> 4 th	<input checked="" type="checkbox"/> 7 th	<input checked="" type="checkbox"/> 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, 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

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:

I, Dr. Elias Vargas, 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:

We anticipate to open while in the orange-tier, and when we do, we will ensure that we follow CalOSHA guidelines and procedures, as well as the CDPH Guidance on Schools. We will also continue to update ourselves on any new guidance and information as they become available from CDC.

We will ensure:

1. That face coverings are worn at all times.
2. That there are stable groups.
3. That physical distancing is practiced at all times.
4. That there is adequate ventilation.
5. That all individuals on campus follow our hand hygiene guidelines.
6. That there are symptom and close contact exposure screenings, with exclusion from school for staff or students with symptoms or with confirmed close contact.
7. That there is surveillance or screening testing available.

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.

The anticipated plan is that students will be offered a lunch meal. If we follow a half day student schedule students will receive a bagged meal to take home. If we follow a full day in-person instruction schedule, students will be offered a meal on campus. There will be no recess.

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?)

There will be no more than 16 students per group, and no more than 3 teachers per group. There will be 2 groups (Group A and Group B). The groups will be by grade levels and grade levels will not come into contact with one another.

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

Staff and students will be organized through either block scheduling, alternating days and times, along with a mix of in-person and virtual learning. They will be separated by grade level.

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

Electives will be broken up into small groups by grade level. 50% of the electives will be in-person instructions, and the remaining 50% will be through asynchronous learning.

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 have staggered and controlled release times. The campus and office will have marked signage displaying 3 feet apart in social distancing.

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

All staff and students will be required to wear a face covering at all times.

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.

Our COVID-19 Coordinator, Roshin Mohammed, will take temperature checks everyday and administer COVID-19 protocol questions.

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.

We will have hand sanitizer available in all classrooms, in all offices, and available while entering campus. We will have portable hand washing stations available at all times upon arrival so that anyone entering the campus can wash their hands. Students and staff will also be asked to wash and/or sanitize their hands multiple times throughout the day. Staff and students will be trained on how to properly wash and sanitize their hands, along with frequent reminders to regularly keep up with healthy hygiene practices. Moreover, students will be provided with their own Mist & Go Eco-Friendly Sanitizer, which they will use to sanitize their work area while in class.

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.

If there is a confirmed case, we will immediately clean and disinfect the area, along with testing all staff who got into contact with the individual who has tested positive for COVID-19. Our school's COVID-19 Coordinator will track all information regarding the case, such as documenting when they tested positive, when it is safe for them to return, all names of any students or staff who has gotten into contact with them, as well as informing all staff about this case. With all the information that has been compiled, the COVID-19 coordinator will submit the list of exposed students and staff to the local health department and notify all those who have been exposed.

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

We will ensure that all students and staff maintain at least 3 feet of physical distancing at all times. There will be no exceptions.

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.

It is less than 6 feet because of the new 3 feet distance guidelines from the CDC.

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

- We will continue to offer Professional Development with updates on COVID-19, reviewing (and updating when necessary) our current guidelines and protocols surrounding the aforementioned practices as well as what it will mean to work together to hold one another accountable during this time. The school director will adhere to a strict disciplinary process should any employee not follow the practices and guidelines put into place to ensure a safe learning and teaching environment. Staff will be required to follow and adhere to public health guidelines and school policies. In the case that staff does not follow and adhere to these policies and guidelines, disciplinary measures may take effect. These disciplinary measures will be in accordance with employees rights and due process.
- Staff will participate in online COVID-19 preventions and protection trainings from SafeSchools.
- We will continue to hold School Site Council and Family meetings. We will post updates to ParentSquare with any and all new information regarding our School Plan for Safe Reopening.
- Training for Face and Nose Covering for students and staff:
 - i. Use tissue to wipe the nose and cough and sneeze inside the tissue.
 - ii. Not touch the face or face covering.
 - PPE Training- our plan to provide PPE Training is in accordance with CDC guidance in order to:
 - i. Train and provide information to employees on proper use, removal, and washing of cloth face coverings.
 - ii. Train employees regarding how face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. We plan to make reasonable accommodations, such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields will include a cloth drape attached across the bottom and tucked into the shirt.
 - iii. Train employees to understand that cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). We plan to train them that cloth face coverings are not surgical masks, respirators, or personal protective equipment.
 - We also plan to provide staff training or utilize state-provided training on:
 - i. Disinfecting frequency and tools and chemicals used in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations. For staff who use hazardous chemicals for cleaning, we plan on providing the specialized training that is required.
 - ii. Physical distancing of staff and students.
 - iii. Symptom screening, which includes temperature checks.

iv. Updates to the Injury and Illness Prevention Program (IIPP).

v. State and local health standards and recommendations, including, but not limited to, the following:

1. Proper use of protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer. Face coverings do not replace the need for physical distancing and frequent handwashing. Cloth face coverings are most essential when physical distancing is not possible. We also plan to include training on removal and washing of cloth face coverings.

2. Cough and sneeze etiquette.

3. Keeping one's hands away from one's face.

4. Frequent hand washing and proper technique.

5. Confidentiality around health recording and reporting.

vi. Training for school health staff on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions.

vii. Training on trauma-informed practices and suicide prevention.

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.

We will provide sub coverage for staff while they await results and students will transition back to distance/virtual learning while waiting for results.

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

We will follow the California Dept of Public Health guidelines which can be found at <https://testing.covid19.ca.gov/school-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.

Families will be advised on where to take their child to get a COVID-19 test, which can be obtained for free at any of the county COVID-19 testing centers.

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

We will follow the California Dept of Public Health guidelines which can be found at <https://testing.covid19.ca.gov/school-testing/>

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](#).

We will ensure to follow the Reporting Requirements at all times.

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 Director will communicate with all stakeholders via email, parent engagement app, and letters when applicable while also remaining consistent with legal privacy requirements.

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

We have successfully consulted with our staff, families, community, and school board.

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:

School Site Council - Family Meeting

Date:

February 25, 2021

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

School Staff on February 26, 2021.

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

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases San Diego. 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.