

Date: January 20, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Camarillo Academy of Progressive Education (CAPE)

Number of schools:

1

Enrollment:

576

Superintendent (or equivalent) Name:

Maryellen Lang and Doreen Learned

Address:

777 Aileen Street

Phone Number:

8057604339

City

Camarillo

Email:

maryellen.lang@capecharter.org or

Date of proposed reopening:

November 9, 2020

County:

Ventura

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Independent Charter

Grade Level (check all that apply)

TK

X 2nd

X 5th

X 8th

X 11th

X K

X 3rd

X 6th

X 9th

X 12th

X 1st

X 4th

X 7th

X 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, Doreen Learned and Maryellen Lang, 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.

Students will be placed into stable groups that stay together all day with their core teacher (and any aide or student teacher who is present).

Students will be divided into smaller cohort groups that will attend school in person on a rotating schedule (AM Cohort and PM Cohort).

The CAPE schedule rotates cohorts into AM/PM therefore there is not recess or lunch during their in-person time at CAPE.

Seating charts of assigned seats will prevent expanded exposure.

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?)

Student Cohort Size for grades K-3 will not exceed 11 students per cohort. Student Cohort size for grades 4-8 will not exceed 16 students per cohort. Students will maintain 6 feet distance within their cohorts. There is no minimum number for the cohorts.

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

Cohorts will be assigned a homeroom teacher that will stay with the cohort during in-person instruction. All other courses will be taught remote and this could occur during in-person instruction under the watch of the homeroom teacher.

Seating charts of assigned seats will prevent expanded exposure.

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

Cohorts will be assigned a homeroom teacher for all in-person instruction and all electives would be taught virtually without switching the cohort assigned homeroom teacher.

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 of employees is addressed in the Covid-19 Prevention Plan, section 12, paragraph b.

Starts will be staggered by stable cohort

All available entrances will be open prior to school begins and after school ends to reduce congestion.

Students will move in stable cohort groups.

CAPE will have supervision by the shared bathrooms to ensure social distance while in line and that only one student is in the restroom at a time.

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

Face coverings for employees is addressed in the Covid-19 Prevention Plan, section 11.

Students in all grade levels K-12 are required to wear face coverings at all times, while at school, unless exempted.

A cloth face covering or face shield should be removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean, safe area, clearly marked with the student's name and date, until it needs to be put on again.

CAPE will provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.

Students will be excluded from campus if they are not exempt https://vcportal.ventura.org/covid19/docs/11-11-2020_Mask_Exemptions_for_Students.pdf from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Distance learning will be provided for these students.

The face covering guidance recognizes that there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Those with communication disabilities or caregivers of those with communication disabilities can consider wearing a clear mask or cloth mask with a clear panel when appropriate.

Persons exempted from wearing a face covering due to a medical condition, as confirmed by school district health team and therapists, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

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.

Health screening of employees is addressed in the Covid-19 Prevention Plan, section 8.C.

Students will be screened by:

Taking temperatures upon arrival with non-contact thermometers.

- face coverings will be used during screening by both screeners and students

Parents will certify on self-screen forms that their child(ren) have not had or done any of the following:

- Fever (99.5) in the past 24 hours;
- Cough or other respiratory symptoms;
- Other symptoms related to COVID-19,
- COVID-19 Exposure, being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the exposure period.
- Travel out of the state or country.

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.

Healthy Hygiene Practices of employees is addressed in the Covid-19 Prevention Plan, section 12.b.8).

Students will follow the same Healthy Hygiene Practices as employees.

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.

Notify parents/guardians of a cluster/outbreak investigation related to CAPE and encourage them to follow public health recommendations.

Notification of employees is addressed in the Covid-19 Prevention Plan, section 5.d.

Ventura County Public Health Department (VCPH) liaisons:

Maryellen Lang, Director of Education
Doreen Learned, Director of Operations

These employees assist regarding the cluster/outbreak investigation by confirming which classes and stable groups included confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.

Identify absenteeism among those in affected classes or stable groups, and coordinate with the VCPH to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the cases infectious period.

Coordinate with the VCPH to share a line list of cases and contacts with dates present at or absent from CAPE.

Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.

Coordinate with the VCPH on notifications to the CAPE community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.

Coordinate with the VCPH on whether and when CAPE should be closed and reopened.

Notify the community if CAPE is to be closed for 14 days due to widespread and/or ongoing transmission of COVID-19 at the school or in the general community, and repeat recommendations for prevention and control measures.

Implement online/distance teaching and learning during school closure.

Arrange for cleaning and disinfection of entire school before reopening in the case of closure.

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

Furniture has been removed to maximize room and all desks are placed at least 6 feet apart.

Physical distancing of employees is addressed in the Covid-19 Prevention Plan, section 10.

The maximum and minimums in feet is dependent upon the activities being accomplished some activities may require a larger minimum (12 feet instead of 6 feet)

CAPE is required by our reopening plan and the CPP to assess and identify areas where distancing would result in a reduction of potential transmission. CAPE will maintain a distance of 6 feet when students or staff are not in motion. Where 6 feet separation is impossible, engineering controls such as barriers will be applied (see CPP Section 11).

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.

CAPE will train all staff and provide educational materials to families in the following safety actions:

Staff have been trained in the following protocols before returning to work after remote work. Training information can also be found on the CAPE website under COVID Resources.

- o Proper use, removal, and washing of face coverings.
- o Physical distancing guidelines and their importance.
- o Symptoms screening practices.

- o COVID-19 specific symptom identification.
- o How COVID-19 is spread.
- o Enhanced sanitation practices.
- o The importance of staff and students not coming to school when they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID- 19.
- o COVID-19 specific symptom identification and when to seek medical attention.
- o Employer’s plan and procedures to follow when staff or students become sick at school.
- o Employer’s plan and procedures to protect staff from COVID19 illness.

Family Education will be accomplished through notification via Parent Square and on the CAPE website under the COVID resources button addressing the following topics:

- o Use of face coverings.
- o Physical distancing guidelines and their importance.
- o Symptoms screening practices, prior to coming to school and once at the school site.
- o COVID-19 specific symptom identification.
- o How COVID-19 is spread.
- o Enhanced sanitation practices being practiced at the school.
- o The importance of students not coming to school when they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID- 19.
- o The LEA’s plan and procedures to follow when staff or students become sick at school.

- 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.

Testing of employees is addressed in the Covid-19 Prevention Plan, sections 6.b., 16.b., and 17.b

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

All staff will be tested every two months in accordance with your COVID mitigation and reopening plan

- 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.

Exposed students or students who develop COVID-19 symptoms during the school day at school

- Students will be directed to go to a testing site and CAPE will assist with scheduling as needed
- Students will be instructed to isolate at home until test results are communicated to the parent(s) or guardian(s).
- the parent(s) or guardian(s) will be instructed to communicate the test results with the Co-Directors of CAPE.
- Instructions will be given regarding returning to school.
- all information received in connection with testing and reporting shall be kept confidential except for reports to VCPH as required.

Other students will be directed to VCPH testing sites.

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

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](#).

Staff and Employees

Identification and reporting of staff and employee cases is addressed in the COVID-19 Prevention Plan sections 6 and 13.

Students

CAPE shall notify its Ventura County Public Health Department of any known case of COVID-19 among any student or employee who was present a district office, facility, or school campus within the 10 days preceding a positive test for COVID-19. Specifically, the local educational agency or private school shall report the following information:

- The full name, address, telephone number, and date of birth of the individual who tested positive;
- The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
- The full name, address, and telephone number of the person making the report.

This information shall be reported via School Portal for Outbreak Tracking (SPOT), <https://cdph.force.com/SPOT/s/login/?ec=302&startURL=%2FSPOT%2Fs%2F>, and school liaisons will communicate to the VCPH through covidschools@ventura.org, within 24 hours from the time an individual within the local educational agency or private school is first made aware of a new case

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.

Employees and Staff

Identification and reporting of employee cases is addressed in the COVID-19 Prevention Plan section 5.

All communications will be modeled after the CPP guidance and AB 685.

Students

Any potentially exposed students and members of the school community, will be notified of the following:

- Date the case was last on school premises,
- All school areas where the case spent time will be cleaned and disinfected before they are in use again,
- VCPH contact tracing,
- A reminder to use face coverings, stay at least 6 feet from other people, and wash hands often with soap and water for at least 20 seconds
- LEA COVID-19 contact information

Initial contact will be general in nature via electronic letter, emails, push notifications, robocalls with information regarding timelines for potential exposure.

For close contacts of exposed cases, additional instructions such as classroom closures, testing as necessary and quarantining will be conveyed to those individuals.

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.

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

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:

A Board meeting was held to introduce the COVID-19 Safety Plan. Questions were answered. Suggestions were considered. A list of attendees will be retained.

Date: January 25, 2021

A staff meeting will be held to introduce the COVID-19 Safety Plan. All Questions will be answered. A list of attendees will be retained.

Date: February 2, 2021