

Date: 01/21/2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Happy Valley Union Elementary School District

Number of schools:

3

Enrollment:

479

Superintendent (or equivalent) Name:

Helen Herd

Address:

16300 Cloverdale Road

Phone Number:

(530) 357-2134

City

Anderson

Email:

hherd@hvusd.net

Date of proposed reopening:

We are already open

County:

Shasta

Current Tier:

Purple

(please indicate Purple, Red,  
Orange or Yellow)

Type of LEA:

Public

Grade Level (check all that apply)

X TK

X 2<sup>nd</sup>

X 5<sup>th</sup>

X 8<sup>th</sup>

11<sup>th</sup>

X K

X 3<sup>rd</sup>

X 6<sup>th</sup>

9<sup>th</sup>

12<sup>th</sup>

X 1<sup>st</sup>

X 4<sup>th</sup>

X 7<sup>th</sup>

10<sup>th</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.

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, Helen Herd, 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?)

Ranges 8:2 to 25:1

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

Students rotate in stable cohorts with staggered times.

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

Students rotate in stable cohorts with staggered times.

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.

Directional decals in all areas to enable distancing and flow of movement. Students cohorts have designated entrance and egress locations with staggered start and end times. Staff has designated entrance and egress as well. Within the school day, student cohorts are kept separated by having staggered break, recess and lunch times. During lunch service, only one cohort is served during a period of time so there is ample space to provide social distancing.

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

Per guidelines, staff are required to wear face coverings and maintain 6' of social distancing while on campus. 3rd -8th are required at all times to wear face coverings, and K-2nd are highly encouraged to wear face masks and social distance. However when K-2nd grade are "on the rug", face coverings are required.

- 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.

Temperature stations are set up on all campuses for students and staff to have their temperatures taken upon entering school grounds. The Primary School has 4 stations, the Elementary has 3 stations, CDS has 1, and The Independent Learning Program has 1. When their temperatures are taken, they are also asked health screening questions. If an individual shows signs or symptoms of COVID-19, they are sent to the office, where the CDPH guidelines are followed.

- 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.

Students and staff are required to either wash their hands or use state approved hand sanitizer upon entering and leaving the classrooms. Each classroom is equipped with both a hand washing and hand sanitizing station. Hand sanitizing stations are also located throughout all school facilities.

- 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.

Upon a confirmed case, the COVID liaison is notified and begins working on contact tracing. Upon identification, the parents and staff are notified that they have been a close contact and instructed to stay home for 14 days during which students receive instruction through independent study/distance learning process. Written notification is provided to the staff

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

Desk and tables throughout the campuses have been arranged so students are seated 3-6 feet apart. Teacher workstations are located a minimum of 6' from student desks or tables. Plexiglass partitions have been purchased and are used in Primary classrooms where 6' of desk placement is not possible.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 6 feet

Minimum 3 feet

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Limited to classroom square footage.

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

All staff were provided 2 days of professional development regarding the re-opening of school and the measures being implemented to keep both staff and students safe. The re-opening plan was distributed to all staff and placed on the school website for family and community review. The school Board held special meetings for parent input on the re-opening plan. Upon finalization of the plan, a copy was available on the website and at school sites. The plan was also sent home with each student on the first day of attendance. Administrators at all sites utilized Remind, Messenger, and Social Media to update parents and community about any changes to the plan as mandates were updated.

- 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 is provided with a list of testing sites within Shasta County. Happy Valley does not employ a full-time school nurse to accurately test staff.

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

- 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.

Parents are encouraged to have their children that show symptoms of COVID tested and are provided a list of testing centers within Shasta County.

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](#).

Identification and reporting cases is compliant with Shasta County Public Health protocols. Shasta County Public Health Protocol and processes:  
[https://docs.google.com/document/d/1bCXR\\_MiyYJipF6BjZ9lxMvL0n6lDyj8FEyJjevaJ0Hs/edit?usp=sharing](https://docs.google.com/document/d/1bCXR_MiyYJipF6BjZ9lxMvL0n6lDyj8FEyJjevaJ0Hs/edit?usp=sharing)

- 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.

The COVID Liaison will use a spreadsheet template produced by Shasta County Public Health to auto-merge a confidential letter and send it to each person who is considered a close contact to a positive case. A Self-quarantine letter will be sent to all who are close contacts. A letter will also be sent to the school community.

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

N/A

- X Labor Organization

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

Name: California Teachers Association

Date: Monthly and April 24,

☒ Parent and Community Organizations

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

Name: SITE Council

Date: November 4, 2019

*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 Shasta. 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](#)