

Date: 02/01/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Janesville Union Elementary School District

Number of schools:

1

Enrollment:

385

Superintendent (or equivalent) Name:

Edward Brown

Address:

P.O. Box 280

Phone Number:

5302533660

City

JANESVILLE

Email:

ebrown@janesvilleschool.org

Date of proposed reopening:

08/24/2020

County:

Lassen

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Public School District

Grade Level (check all that apply)

TK

2nd

5th

8th

11th

K

3rd

6th

9th

12th

1st

4th

7th

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, Edward J. Brown, 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 assigned to stable groups with same/similar grades. Stable groups shall consist of two to three class groups for recess and lunch. Classes shall not mix within the classroom setting.

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?)

A stable group will consist of from 60 up to 80 students with 2 to 3 teachers spread between 2 to 3 separate classrooms. Each class is internally stable at 20 to 30 students and will not mix with other classes in classrooms. The larger stable group consisting of 2 to 3 classrooms will have lunch and recess together.

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

N/A

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

Students from different stable groups will not have electives together.

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.

For entry in the morning, students are assigned to five different monitoring stations spread out across the campus to avoid close contact. Egress from the school is staggered and separated into three different major locations to avoid close contact. During the school day, recesses and lunches are staggered to avoid close contact. Parents are not allowed on campus other than the main office area.

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

Staff and students (unless medically exempted) are required to wear face coverings at school in accordance with applicable CDPH requirements. Currently, those requirements are for face masks indoors and outdoors throughout the entire school day for TK - 8th grades.

- 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.

All students, staff, and volunteers will be temperature checked and visually screened at the beginning of the school day prior to entry on campus. Staff who wish to be tested for possible COVID have on-site access on request to test kits. Any staff who fall ill during the day are sent home immediately. Any students who fall ill during the day are separated into an isolation room next to the nurse's office until they can be picked up by family. Any persons who show one of the "high risk" symptoms or two or more of the "low risk" symptoms are reported to Lassen County public health.

- 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.

Handwashing and hand sanitizer are available in every classrooms, and students are reminded to wash upon entry to the classroom.

- 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.

When a student or staff member is confirmed positive for COVID, the school administrator works with Lassen County public health via the school nurse to identify and isolate exposed contacts.

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

Currently, routines such as entry, egress, meals, and recesses are arranged so stable student groups do not mix. Students do not mix with other class groups in the classrooms. We are currently working on a plan to have all students within a classroom seated no less than 4 feet apart.

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.

We do not have enough staff nor classrooms available to separate the students by 6 feet. We have measured the useable floor space and test fit the classrooms, and 4 feet between students is manageable.

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

Staff training will occur during the regular staff meetings. Families will be educated through a combination of school "all call" announcements and website postings. Our PTO group will also post information on their Facebook page.

- 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.

Whenever students are sent home with COVID symptoms or those with 1st hand exposure, the families are provided a flyer with COVID testing information. Whenever staff members show COVID symptoms, they are sent to the county office of education for rapid testing. For staff exposed but not showing symptoms, we send the member home until 5 days after exposure, then

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

At this time, asymptomatic testing is available to all staff on site on demand. No staff are required to test unless they have been exposed to a known COVID-positive person in close proximity for 15 minutes or more.

- 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.

Whenever students have symptoms or are exposed to someone with COVID, their parents are provided with a flyer advising testing, explaining the testing process and sites for testing, and Lassen County Public Health is notified. Students are not tested by the school, and testing of students is not required. Rather, students who meet the criteria are placed on quarantine orders by Public Health.

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

Students are not tested at this school.

- 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](#).

This school follows the reporting procedures developed by the Lassen County Department of Public Health regarding all positive and/or suspected cases.

- 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.

If a person who has been at the school is confirmed positive for COVID, the non-identifiable information regarding the exposure is reported to students, staff, and parents via the "all call" messaging system. Persons identified as being directly exposed to the COVID-positive person are quarantined by Public Health.

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

N/A: This school has been open for in-person instruction since August, 2020. The district reopening plan was developed in collaboration with staff and parent groups and approved by the district Board of Trustees. Memorandums of Understanding were negotiated with both labor groups at that time.

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:

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



Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Lassen. County has certified and approved the CRP on this date: January 28, 2021. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Approved by Janesville Union Board of Trustees on 8/18/2020. Sent to Lassen County Office of Education on 8/19/2020. Deemed approved as it was part of a package from all the school districts in Lassen County.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Janesville Union School District Reopening Plan

The health and safety of students and staff is the top priority of Janesville Union School District administration and Board of Trustees. The CDE (California Department of Education), CDHP (California Department of Public Health), CAL-OSHA (California Occupational Health and Safety Administration), and county health officials have provided guidance for safely reopening our school. The following plan is developed in collaboration with the Lassen County Office of Education and all the school districts in Lassen County. Further refinements of this plan were done in collaboration with the Janesville School Reopening Committee comprised of parents, staff, teachers, and administration.

Overwhelming feedback by families has established a clear desire for students to return to in-person education, however, a significant number of families just a strongly desire the option of at-home instruction. The State of California has mandated that distance learning be an option for students who are at high risk or who have contact with family members who are at high risk. Janesville School will make that option available for any student whose family feels it is unsafe to attend regular school during the duration of the COVID-19 health emergency. This plan is written to address the operation of the school for in-person instruction.

Communication

Janesville Union School District will carefully monitor local conditions through communications from the Lassen County departments of public health and education. Significant changes to the educational process at Janesville School will be communicated to staff and families through the automated “all call” system, classroom apps such as Remind and Class Dojo, and the Janesville School website as soon as practicable.

The Lassen County Office of Education will review updated guidance from state agencies, including the California Department of Public Health and the California Department of Education, as released and collaborate with local districts to implement changes as needed. Janesville Union will communicate and incorporate those changes as appropriate and necessary.

External Community Use of Site and Campus Resources

Janesville School will adhere to the guidelines as published by the CDHP. Currently, the site is not available for use by outside community groups and organizations.

Promoting Healthy Hygiene Practices

School Staff will

- teach and reinforce washing hands; avoiding contact with one's eyes, nose, and mouth; and covering coughs and sneezes among students and staff. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly.
- provide fragrance-free hand sanitizer for use when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry.
- provide cloth face coverings, masks, and face shields for use as practicable and/or appropriate in accordance with local health orders

- review existing student health plans to identify any accommodations or preparations to classroom and non-classroom environments as needed.

Groups that Might be at Increased Risk or Have Unrecognized Illness

School District will review and monitor the individual students in the following groups to identify any accommodations or preparations to classroom and non-classroom environments as needed.

- Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
- Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing;
- Individuals who may not be able to communicate symptoms of illness.

Intensify Cleaning and Disinfection

Staff to clean and disinfect frequently-touched surfaces within school and on school buses at least daily and, as practicable, frequently throughout the day by trained staff.

Training of Staff and Educating Families

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

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Use of face coverings
- Screening practices
- COVID-19 specific symptom identification

Janesville School has identified **four** tiers of COVID-19 concerns and describe measures in response those tiers.

<p>Tier 1: The number of confirmed cases in Lassen County has remained constant for a 14-day period or has declined. District practices are outlined below.</p>
<p>Tier 2: The number of confirmed cases in Lassen County has increased significantly (30% increase or greater) over a 14-day period as determined by the Lassen County Department of Public Health or confirmed cases among the staff or students in the school. District practices are outlined below</p>
<p>Tier 3: 5% or greater of the students and staff combined test positive for COVID-19 and has exposed others at the school. Short-term dismissal (i.e. 2 to 5 days) until released to reopen by county health officials. Intense cleaning and sanitation take place during this period. Students are provided distance learning options.</p>
<p>Tier 4: Longer-term school dismissal mandated by county or state authorities. Schools are closed to students and the public. Distance learning is fully implemented. In consultation with the local public health department, the appropriate school official may decide whether partial or total closures is warranted.</p>

In collaboration with a committee composed of the Janesville School Site Council, parents, staff members, and administration, Janesville School has developed the following tiered response system for school operations under the COVID-19 health emergency.

	Tier 1	Tier 2	Tier 3
Health Screening	<p>School staff to conduct temperature checks of all students and employees with a no-touch thermometer. Students to be checked prior to boarding buses* and when arriving on campus in the morning; Employees to be checked each morning. Employees encouraged to have voluntary COVID-19 antibody testing.</p> <p>COVID-19 related symptoms students and staff stay home (or are sent home) if symptoms identified (see attached flowchart).</p> <p>*Students should have temperature checks also done at home prior to getting on the bus. Students who board the bus and are found to have a temperature of 100.4° or higher will be sent home if possible and transported to school if not possible. On the 2nd occurrence of this situation, the student will be denied further transportation on the bus for the duration of this plan.</p>		<p>Short-term school dismissal (2 to 5 days) until released to reopen by county health officials.</p>

Isolation	A room in the office will be partitioned and used to separate any student who exhibits COVID like symptoms (see attached flowchart). Ensure the use of face covering until they can be transported home.	If in contact with a person with a confirmed case, remain at home for at least 14 days after close contact and in accordance with local health department or health care provider guidance.	Short-term school dismissal (2 to 5 days) until released to reopen by county health officials.
Face Coverings	Currently under state orders to require face coverings/masks for all staff and students 3 rd grade and older when indoors. If order is eliminated, masks will be available to each student and staff member. Face coverings are not required when outdoors or when engaged in physical exertion such as PE.		Short-term school dismissal (2 to 5 days) until released to reopen by county health officials.
Arrival/ Departure	Staff to direct students to temperature check points, then they will be directed to their classrooms. Students to be checked prior to boarding buses and when arriving on campus. Limit direct contact with others as practicable. Physically distance as practicable. Parents/community members shall not be allowed to enter the school buildings or playgrounds unless they are pre-approved and trained volunteers (see below).		Short-term school dismissal (2 to 5 days) until released to reopen by county health officials.
Assemblies/ Gatherings/Sports	In an appropriate setting where recommended guidance for size of groups and where physically distancing standards can be met in grade-alike cohorts only. If indoors, face coverings required. Extracurricular sports are not currently allowed according to state guidelines (PE is OK). If guidelines change, activities will be conducted in accordance with state guidelines.		Short-term school dismissal (2 to 5 days) until released to reopen by county health officials.
Cafeteria	Schedule meals with efforts to physically distance as much as practicable. Lunches to be outdoors when weather allows. When indoors, classroom cohorts to stay to same tables; different classroom cohorts may not share tables.	Schedule meals with increased emphasis on physically distancing or provide alternative spaces for meal periods including the use of outdoor spaces or providing delivery of meals in classrooms.	Short-term school dismissal (2 to 5 days) until released to reopen by county health officials. Meals to be available as appropriate to policy.

	<p>Tables to be separated as much as practicable.</p> <p>Tables are sanitized between groups of students.</p>	
Classrooms	<p>Minimize movement of students and teachers or staff as much as practicable.</p> <p>Maximize space between seating and desks.</p> <p>Keep cohorts together and avoid mixing cohorts to the greatest extent practicable. Cohorts stay together for all indoor classrooms except PE in the gym.</p> <p>Adequate supplies will be provided to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable.</p> <p>Students 3rd grade and above and all staff to wear masks/face coverings while indoors (staff may remove face covering if no other persons are present in the room).</p>	Short-term school dismissal (2 to 5 days) until released to reopen by county health officials.
Common Use Facilities	<p>Restrooms will be stocked with antimicrobial soap and running water. Restrooms will be sanitized daily.</p> <p>Drinking fountains will not be used. Individual reusable water bottles will be encouraged, and a source of drinking water will be available at various locations including at meals.</p> <p>Hallways and office “high touch” surfaces to be sanitized daily.</p>	Short-term school dismissal (2 to 5 days) until released to reopen by county health officials.
Direct Service Providers	<p>Maximize space between seating</p> <p>Limit direct contact to only those students they provide service to</p> <p>Physically distance as practicable.</p> <p>Follow all guidelines as required by district/school staff</p>	Short-term school dismissal (2 to 5 days) until released to reopen by county health officials.
Playgrounds/Gym	<p>Recesses will be scheduled to minimize mixing of grade levels.</p> <p>Hand washing and sanitizing after use of playgrounds or gym.</p>	Short-term school dismissal (2 to 5 days) until released to reopen by county health officials.
Transportation	<p>Bus drivers or other staff will conduct visual wellness checks of all students and take temperature with a no-touch thermometer for all students riding the bus. Students should have temperature checks also done at home prior to getting on the bus. Students who board the bus and are found to have a</p>	Short-term school dismissal (2 to 5 days) until released to reopen by county health officials.

	<p>temperature of 100.4° or higher will be sent home if possible and transported to school if not possible. On the 2nd occurrence of this situation, the student will be denied further transportation on the bus for the duration of this plan.</p> <p>Students 3rd grade and above will wear face coverings/masks.</p> <p>Drivers will wear appropriate face coverings/masks.</p> <p>Hand sanitizer will be available on all school buses for students to use upon entering and exiting school transportation.</p> <p>Buses will be wiped down and sanitized after each route.</p>	
Visitors/Volunteers	<p>Visitors, including families and public are not permitted past entry.</p> <p>Volunteers must be pre-approved by the teacher, have fingerprinting/background checks completed (at the volunteer's cost), complete the school's VIP training program, and check in at the office for wellness check prior to entering the classroom/playground areas.</p>	<p>Short-term school dismissal (2 to 5 days) until released to reopen by county health officials.</p>