

Date: March 1, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Happy Valley Elementary School District

Number of schools:

1

Enrollment:

105

Superintendent (or equivalent) Name:

Michelle McKinny

Address:

3125 Branciforte Drive

Phone Number:

831-429-1456

City

Santa Cruz

Email:

mmckinny@hvesd.com

Date of proposed reopening:

3/15/21 and 4/5/21

County:

Santa Cruz

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Single School District

Grade Level (check all that apply)

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

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, Michelle McKinny, 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:

Yes

- 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.

Kindergarten and 1st grade will meet Monday through Thursday in whole class since kindergarten has 13 students and 1st grade has 14. 2nd through 6th will meet in hybrid groups. Arrival and dismissal times are staggered. Recesses are staggered and are with hybrid or grade level only. Bathroom use will be monitored. Signage will be posted throughout campus.

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?)

Kindergarten= 13, 1st grade=14, 2-6th grade is in hybrid and the groups will be as follows: 2nd=8/8, 3rd=8/8, 4/5=10/10, 5/6=13/11. Each class will have a teacher and an instructional aide.

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

We do not have departmentalized classes.

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

We do not have elective classes at this time.

- 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.

There will be staggered arrival and departure times, each hybrid group will have their own recess, bathroom use will be monitored. Signage will be throughout school.

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

Both cloth and medical grade paper masks are available for staff and students. All students and staff are required to wear masks at all times unless they are in a room by themselves.

- 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 will be screened each morning as they arrive. The appropriate questions will be asked and temperatures will be taken before the students get out of the car. Staff will self test and answer the appropriate screening questions each and every day. If a student or staff member have any COVID symptoms, they will be separated into another room, and parents will be notified. If it is a staff member, they will be released to go home as soon as possible.

- 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.

Each and every classroom has hand sanitizers by the front and back doors, each room has a sink for handwashing, and staff will give students hand sanitizer when they have completed their health screening at the car when they arrive at school.

- 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.

Contact tracing is the process of identifying all people who may have come into contact to a positive COVID 19 case and asking them to self-isolate, self-quarantine, and/or get tested. We have partnered with our public health office to establish clear roles and protocols to respond effectively to any positive cases that emerge within the school community. Contact: Superintendent/Principal or office staff.

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

Each classroom has desks set up 6 feet apart . Signage around campus delineates where students and staff must travel to keep 6 feet of distance at all times.

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.

N/A

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

Multiple times the staff has received information about how to keep students 6 feet apart and the staff has worked closely with administration to set up their classroom spaces. Parents have received multiple plans and will receive videos on how to move around campus, play at recess, and behave in a classroom.

- 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.

Our schools have established partnerships with local health clinics to provide rapid response testing if a positive case is identified within the school community. Testing at these locations will be prioritized and results generally returned within 24 hours. Ask to self-isolate, self-quarantine and/or get tested in accordance with local health department guidelines.

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

Surveillance testing will take place every two weeks through all tiers.

- 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.

There will not be student testing.

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

There is no plan to test students at this point.

- 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](#).

All positive cases among staff or students will be reported to the following agencies: Santa Cruz County Health Department, Santa Cruz County office of education, Keenan,(our insurance agency). Happy Valley School District will cooperate with the Santa Cruz County Health Department's contact tracing efforts. Employees will be notified of possible exposures as quickly as possible after they come to the administration's attention.

- 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 partnership with the Santa Cruz County Health Department and the Santa Cruz County office of Education.

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

- X Labor Organization

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

Name: Happy Valley Education Association

Date: 1/21/21

Parent and Community Organizations

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

Name: Happy Valley Parent Club

Date: 1/21/21

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

N/A

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

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Santa Cruz. 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](#)