

# COVID-19 School Guidance Checklist

February 22, 2021

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CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: March 30, 2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency: **Sacramento County Office of Education**

Number of schools: **7**

Enrollment: **900**

Superintendent (or equivalent) Name: **David W. Gordon**

Address: **P.O. Box 269003, Sacramento, CA 95826-9003**

Phone Number: **(916) 228-2507**

Date of proposed reopening: **Currently Open**

County: **Sacramento**

Current Tier: **Red**

Type of LEA: **County Office of Education**

Email: [mperry@scoe.net](mailto:mperry@scoe.net)

Grade Levels: **6–12**

**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 and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [CDPH 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](mailto:K12csp@cdph.ca.gov)**

### **For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:**

I, Matt Perry, 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 the [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:

**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?)

For Community Schools stable groups: 2 staff, 14 students

For special education programs: 4 staff, 12 students

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

We do not offer departmentalized classes.

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

Court and Community Schools: Students attending elective courses are limited to seven students or less and will not mix with other stable group structures.

**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.**

Schools have developed one way traffic patterns for all common areas. In all common areas students and staff will physically distance at least six feet from each other. Signage will remind everyone of the procedures. Parents will only be allowed in the office and not in the classrooms.

**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 are required to wear face coverings when on campus. The only exception is when individuals are eating in a socially distant setting or when employees are alone in an office or room. If a mask is required to be removed for a special education assessment, it will only be for as long as needed to complete that portion of the assessment.

## **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.**

CCS - All students and staff self-check prior to traveling to school daily. If they exhibit symptoms, they will stay home for the day. All staff will self-attest that they have no symptoms when signing in at school. All students will be screened visually for symptoms prior to entering their first classroom. Any students or staff displaying symptoms will head home immediately or relocate to the welcome room until transportation arrives to take them home.

Special Education - All students and staff self-check prior to traveling to school daily. If they exhibit symptoms, they will stay home for the day. All staff will self-attest that they have no symptoms when signing in at school. Students will be screened visually and have their temperature taken daily upon arrival at school. Any students or staff displaying symptoms will head home immediately or relocate to the designated room until transportation arrives to take them home.

## **Healthy Hygiene Practices: The availability of hand washing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.**

All sites have identified hand washing and hand sanitizing stations, and staff and students will at minimum sanitize their hands before each class and before and after eating lunch.

Students will all have their own materials that are not shared with others and their own designated place to store those materials. Any areas that are considered high frequency/high touch areas will be cleaned frequently throughout the day with the appropriate cleaning supplies provided by SCOE.

## **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 list 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.**

Each school has identified and trained contact tracers. These contact tracers are responsible for tracing potential student contact with a positive COVID case. SCOE Personnel is responsible for contact tracing of employees. Organization-wide lists of contact tracers are coordinated by the SCOE Personnel department.

**Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff. Please provide the planned maximum and minimum distance between students in classrooms.**

Maximum 45 feet

Minimum 3 feet (except for special education programs described below)

**If this is less than 3 feet, please explain why it is not possible to maintain a minimum of at least 3 feet.**

Staff and students in some of our special education programs will often not be able to be three feet apart due to the physical needs of the students. Students need help eating, with personal hygiene, and with mobility. These tasks require close proximity of staff to the students.

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

Staff have already received repeated training by school site. Students and families (many have already engaged in training) will receive additional training during the month of March 2021. Both staff and families will receive additional training as the school year progresses. All new staff and students / families will receive training when hired or upon enrollment.

**Testing of Staff: How school officials will ensure that 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 who have been exposed to a person positive for COVID will engage in a rapid COVID test. Staff will quarantine at home until test results are confirmed.

Staff will also engage in voluntary asymptomatic 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 symptomatic student testing cadence.**

Students who have been exposed to a person positive for COVID will engage in a rapid COVID test. Students will quarantine at home until test results are confirmed.

## **Identification and Reporting of Cases:**

At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [CDPH Reporting Requirements](#).

## **Communication Plans:**

The superintendent will communicate with students, staff, and parents through email, mail and phone regarding cases and exposures at the school, consistent with FERPA and HIPAA privacy requirements.

## **Consultation: Please confirm consultation with the following groups:**

### **Labor Organizations**

SCOETA

Names: John Liddicoat and Ginger Schlavin

Date: March 19, 2021

CSEA

Names: Brittany Young and Bill Mullen

Date: March 18, 2021

### **Parent and Community Organizations**

School Site Councils

Names: El Centro Site Council and SCOE Community School Site Council

Date: March 23, 2021