

Date: January 28, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Roberts Ferry Elementary School

Number of schools:

2

Enrollment:

170

Superintendent (or equivalent) Name:

Bob Loretelli

Address:

101 ROBERTS FERRY RD

Phone Number:

209-874-2331

City

WATERFORD

Email:

bloretelli@robertsferry.k12.ca.us

Date of proposed reopening:

October 1, 2020

County:

Stanislaus

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

K-8 Public School

Grade Level (check all that apply)

X TK

X 2nd

X 5th

X 8th

11th

X K

X 3rd

X 6th

9th

12th

X 1st

X 4th

X 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, Bob Loretelli, 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:

Entrance, Egress, and movement within the school
Face Coverings and other essential protective gear
Health Screening for Students and Staff
Healthy Hygiene Practices
Identification and Tracing of Contacts
Physical Distancing
Staff Training and Family Education
Testing of Staff
Testing of Students
Identification of Reporting of Cases
Communication Plans
Consultation

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.

1. Each class remain together for all activities and minimize/avoid contact with other students that are not part of their class
2. Classes will adhere to a staggered recess schedule with one class in each play area at a time
3. Lunch also is staggered by classes outdoors , as weather permits. Each class has their own picnic tables to sit in when they are outside. Bad weather the classes eat lunch in their rooms
4. Lunches outside and inside are delivered to each class instead of students waiting in line in the cafeteria

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?)

Roberts Ferry District's stable group structure are as follows:

TK/Kindergarten - 23 students, 1 teacher, 1 full-time aide
First Grade - 16 students, 1 teacher
Second Grade - 21 students, 1 teacher, 1 full-time aide
Third Grade - 15 students, 1 teacher
Fourth Grade - 13 students, 1 teacher

Fifth Grade - 20 students, 1 teacher
Sixth Grade - 23 students, 1 teacher
Seventh Grade - 23 students, 1 teacher
Eighth Grade - 16 students, 1 teacher

In these numbers, we have 10 students who have elected to do distance learning.

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

The sixth, seventh and eighth grade teachers will rotate rooms for daily math, english, science and history instruction in lieu of students rotating. I have two oversized classrooms that support the two bigger classes in middle school.

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

No electives 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.

1. Roberts Ferry Elementary School does utilize buses for arrival and departure of students. Rules pertaining to bus transportation are followed. Mask must be worn. Families can sit together but others are separated. hands are cleaned before entering the bus. Windows cracked open to allow air. Students dismissed in small groups to avoid standing next to someone
2. When students either dropped off or getting off the bus, go to the one and only entrance into the school and staff is waiting to again hand sanitize, direct students to their tables on good weather days, or to their classrooms
3. All classrooms except one have outer doors
4. We stagger recess and lunch times to prevent/minimize mixing
5. We have playground, lower basketball courts, and field to accommodate staggered recess schedules
6. Only allow one student in the restroom at a time
7. Parents are required to stay into their car during morning drop off and afternoon pick up
8. During afternoon pick up, the students on good weather days, go to their class tables and sit till called by staff on a megaphone to come to pick up. On bad weather days, same procedure but in their classrooms
9. We do not at this time, allow parents, volunteers, and visitors at this time, to prevent additional exposure

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

1. Roberts Ferry Elementary will adhere to the California Department of Public Health face covering regulations.
2. RFE will provide face coverings for all staff and students who do not bring their own.
3. All staff are required to wear a face covering unless they are instructing students in a way where their mouth needs to be visible (speech, special education, ELD, language lessons, beginning reading instruction, working with young children), in which case, they can wear a face shield with a drape.
4. Adults are required to wear masks/face coverings unless a person is exempt as explained in the guidelines.
5. Masks/Face coverings are required for all students, unless exempt. A physician's note is required for exemption.

- 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 for Staff:

1. Staff will self screen for COVID-19 symptoms each day before reporting to work.
2. A self screening log will be filled out daily by each staff member and submitted to the office.
3. If a staff member exhibits symptoms of COVID-19 or has been exposed to someone who has tested positive for COVID-19, the staff member will not report to work and will consult their primary care physician (PCP) to inquire about a COVID-19 test.
4. If a staff member reports to work with symptoms, they will be asked to leave immediately and follow the quarantine protocol.
4. Staff member will not report back to work until their PCP has released them to do so or they have completed the 10 day quarantine or isolation period.

Health Screening for Students:

Parents will be provided with the following health screening list through email and the District's website and encouraged to perform it daily before sending their child to school. If a child exhibits any of the following symptoms parents will be advised to keep their child at home.

Fever of 100.4 or higher or chills

Cough

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache

New loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

Parents will be instructed to keep students home who are sick and to not return to school until they haven't exhibited a fever or symptoms for three days without the use of fever reducing aids.

Students and families will not be penalized if students miss class due to illness or exhibiting COVID-19 symptoms.

Students will also be screened for symptoms of COVID-19 upon arrival, including a temperature check and monitored throughout the day.

Once on the school site, if a student exhibits symptoms of COVID-19, they will be separated from others in the designated isolation room and will be sent home immediately.

- 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.

Teachers provided foundational lessons on hygiene during the first two weeks of school and regularly reinforce the routines.

Health and hygiene practices will be followed in accordance with the California Department of Public Health guidelines.

All classrooms have sinks. Frequent hand washing times will be scheduled throughout the day for students and staff.

Non Touch Hand sanitizer is available in all buildings. Students will wash their hands or use hand sanitizer as they enter and exit the classroom.

Teachers will frequently review hand washing and sanitizing procedures

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.

RFE will consult with Stanislaus County Public Health (SCPH) on topics including but not limited to tracing all close contacts of confirmed cases within the school community and instructing those individuals to quarantine and/or temporarily closing individual classes and/or the entire school if advised.

RFE will participate in providing updates to the contact tracing database created by Stanislaus County Public Health.

RFE will conduct contact tracing and quarantining of close contacts of confirmed cases within the school community.

Confirmed staff and student cases will be documented by the District in a spreadsheet.

RFE will provide information to SCPH on any confirmed COVID-19 case for employees in the workplace, including job titles, work areas, close contacts in the workplace, dates of symptom onset, and departments worked while infectious.

Close contacts will be instructed to quarantine at home for 10 days from their last known contact with the employee with COVID-19. Close contacts should be tested for COVID-19 when possible.

A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms.

RFE will interview employees with laboratory-confirmed COVID-19 by phone to determine when their symptoms began, the departments they worked during their infectious period, and to identify other employees with whom they had close contact during their infectious period.

While at home, close contacts should self-monitor daily for COVID-19 symptoms (e.g., fever, chills, shaking chills, cough, difficulty breathing, sore throat, congestion or runny nose, fatigue, body or muscle aches, loss of taste or smell, nausea or vomiting, diarrhea, loss of appetite).

Roberts Ferry School District contact person: Bob Loretelli, Superintendent 209-874-2331

Roberts Ferry School District alternate contact person: Alexis Manley, Administrative Assistant 209-874-2331

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

The district has made the following efforts to maximize available classroom space for Social Distancing: Classrooms will be rearranged and student desks will all be facing forward and separated to the extent possible.

Extra tables or other pieces of furniture will be removed from classrooms as needed to provide for physical distancing.

Teachers will implement outdoor instruction with social distancing whenever possible.

Air Cleaners are in each room

Doors and windows will be opened whenever feasible to maximize air flow and keep air circulating.

We have cancelled field trips, assemblies, and other large group gatherings and opted for virtual options until we have been advised from SCPH to reintroduce them.

Staff meetings, professional development, etc. have been moved to a virtual format if physical distancing cannot be implemented.

The staff room and all common rooms have been temporarily closed for congregating.

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.

Spacing is dependent upon classroom size and the corresponding students in each grade. Most classes are six 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.

1. RFE's Detailed Reopening Plan Waiver will be posted on the home page of the district's website.
2. Staff has undergone training on the Plan's specifications, applications and enforcement.
3. The plan will be enforced with daily health screenings for students and staff and observance of the protocols outlined in detail in the Plan below.
4. Routine reminders of the most pertinent parts of the Plan will be made via email and other forms of communication, including Class Dojo, as well as verbal reminders. These parts of the Plan include:
 - Enhanced sanitation practices
 - Physical distancing guidelines and their importance
 - Proper use, removal, and washing of face coverings
 - Screening practices
 - How COVID-19 is spread
 - COVID-19 specific symptom identification for staff and students
 - RFE's plan and procedures to follow when children or adults become sick at school
 - RFE's plan and procedures to protect students and employees from COVID-19 illnessThis document will be reviewed and amended as needed, to meet the safety needs of RFD or in the event of changes made by local, state, or federal jurisdictions

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.

The district/school will participate in Public Health surveillance testing for teachers and staff through the testing initiative being coordinated by Stanislaus County Public Health and follow current Public Health and CDPH guidance. The district/school will utilize the County testing sites. Current Public Health and CDPH guidance will be followed; currently one eighth (1/8) of staff will be tested weekly to ensure that all staff are tested every two months. Stanislaus County Public Health also recommends that close contacts test at days 6 and 14 (although that doesn't shorten the quarantine period.) People who are symptomatic and test negative can return to work three days after symptom resolution unless their doctor has another reasonable explanation for the symptoms. People who test positive are required to isolate for 10 days, and not have a fever for 24 hours and have a reduction in symptoms.

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

100% of staff are tested every 8 weeks.

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.

Roberts Ferry Elementary will not be coordinating testing for students. Parents will be referred to Public Health or their Primary Care Physician for testing advice and information.

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

N/A

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](#).

RFE will participate in providing updates to Stan Track, the contact tracing database created by Stanislaus County Public Health, regarding all confirmed positive cases for students and staff.

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 coordination with the County Public Health Department, RFD will immediately communicate to affected stakeholders of potential virus exposures. The information may be communicated through email, Class Dojo, and the school's website at grattonschool.net. Information communicated to school families, staff, public health officials and the community will maintain confidentiality as required by FERPA, HIPAA, and state law related to privacy of educational records and will be consistent with legal counsel guidance.

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

N/A - RFE has been open for in-person learning as of October 1, 2020

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:

X Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Stanislaus. 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.

N/A - RFE has been open since October 1, 2020

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)