

Date: 02/16/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Orcutt Union School District

Number of schools:

11

Enrollment:

4816

Superintendent (or equivalent) Name:

Dr. Holly Edds

Address:

500 Dyer Street

Phone Number:

805-938-8917

City

Orcutt

Email:

hedds@orcutt-schools.net

Date of proposed reopening:

TBD

County:

Santa Barbara

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

K-8 with High School Charter

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, Nicholas Taylor, 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:

The components of the COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California 2020-2021 School Year published on January 14, 2021 are addressed in the COVID Safety Plan.

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/staff are put into groups of no more than 16 students + 1 teacher. Students are seated six feet apart in classrooms. Students will have designated places on the playground for recess. Classroom and recess materials/objects will not be shared among students. Students in kindergarten are on an early or a late schedule. Students in the early schedule leave and take their lunch home. Students in the late schedule may eat lunch individually and then come to their cohort group. Students in grades 1-6 leave school before lunch. They take their lunch as "grab and go". Students in grades 7-12 will eat on campus in (cohort) group areas, minimizing/avoiding contact with other groups or individuals. PE, music, and elective classes remain distance unless small group cohorts can be formed. Upon entrance and exit of classrooms, all students wash their hands or use hand sanitizer.

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?)

Minimizing Contacts

All classes in the Orcutt Union School District have been divided into cohorts for the 2020/21 school year through a Memorandum of Understanding with the Orcutt Educators Association. Each cohort size is limited to:

TK-3 up to 15 students/cohort

4-6 up to 16 students/cohort

7-12 up to 20 students/cohort

Each teacher has no more than 2 cohorts of students that attend on different days. Cohort A attends on Tuesdays and Thursdays, Cohort B attends on Wednesdays and Fridays. All students participate in Distance Learning on Mondays. Students will remain in their class cohort groups to minimize transitions and contact.

- Grade level cohorts will not co-mingle with other grade level cohorts.

- The goal will be for small, stable groups of students in a classroom to remain together throughout the school day, from play and snack times, through to learning activities in the classroom.
- The same group of students are in the same class cohort each day
- Class cohort sizes will be determined by the maximum capacity for students in the class cohort's learning space while meeting physical distancing objectives.
- Larger class cohorts may be housed in larger spaces to ensure appropriate physical distancing
- Each class cohort will be in a separate room and not mix with other class cohorts.
- Teachers will remain solely with their class cohort of students
- Geographic considerations will be used to designate class cohorts to support arrival and departure from school.
- Service providers and other adults who typically move from room to room, will be limited to prevent cross contamination.
- Grade level cohort recess breaks will be staggered, and classroom groupings or sub-groupings will be assigned areas for play to limit contact between groups.
- Individual class cohorts and/or sub-groupings will be assigned to different areas of the playground, each with their own play equipment.

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

All student desks are six feet apart in classrooms. In the junior highs, students move classrooms as cohorts. In the high school, students may be in mixed groups, but are always six feet apart. All students wash hands upon entry and exit of the classroom.

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

Our electives at our junior highs will remain in distance learning.

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.

Orcutt USD schools have implemented procedures to support physical distancing for staff and students as they enter, exit, and move throughout the day, including: Orcutt USD schools have implemented procedures to support physical distancing

for staff and students as they enter, exit, and move throughout the day, including:

- Altering office, reception area, and all other common spaces for physical distancing (protection shields are in place in the front office)
- To limit the number of people in the office, visitors will wait outside the office until they are brought inside (appointments preferred if possible)
- Several entry and exit points for all staff, students, and parents
- Elimination of before and after school play
- Students report directly to the classroom
- Minimize number of people on campus (only essential personnel)
- Minimize office visits - call or email when possible
- No deliveries of forgotten homework or snack/lunch will be accepted. Students will be provided a lunch in case sack lunch is forgotten.
- Parents will remain in their vehicles and drop off children at school entrances
- Break times will be staggered to avoid congestion
- Placing signs and/or markers to assist physical distancing at restrooms
- Limit the number of students using the facilities at a given time

- Indicate where to wait in line

Each school has created an instructional video that has been shared and also posted on their website with instructions for drop off and pickup as well as movement through campus and expectations for hygiene.

As Transportation begins, every effort will be made to maximize physical distance, masking and ventilation on the bus.

- Other than students from the same family group, students will be assigned seating to minimize contact and maximize distance.
- Masks will be worn on the bus at all times.
- To the extent possible, windows will be open to maximize ventilation while on the bus.
- Students will be seated in such a manner that minimizes interaction (first to enter will go to the back during pickup and students will be seated so the first to be dropped off will be in the front)

X 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 will utilize face coverings as indicated by recommendations from the Center for Disease Control and the California Department of Public Health. All students and all adults will be required to wear face coverings unless they have a medical exemption.

Face coverings must be worn by all students and staff:

- While waiting enter the school campus
- While on school grounds (except when eating or drinking)
- While in classrooms or other learning environments
- While leaving school

Orcutt Union School District has a supply of disposable face coverings for anyone who is unable to provide their own. Responses for failing to wear a face covering include:

- Providing disposable face covering
- Exclusion from campus

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.

Daily symptom screening of all staff for COVID-19 symptoms including:

- Daily questionnaire and reporting by all employees through the ParentSquare App if they are been exhibiting COVID-19 related symptoms or have been in recent contact with anyone with COVID-19 or related symptoms.
- Use of touchless thermometers to take temperature when entering campus
- Not admitting staff with temperatures >100.4F and logging information for COVID-19

Daily screening of all students for COVID-19 symptoms including:

- Use of touchless thermometers to take temperature when entering classroom for the first time that day
- Daily questionnaire and reporting by parents using ParentSquare if students have been exhibiting COVID-19 related symptoms or have been in recent contact with anyone with COVID-19 or related symptoms.

Students who have a temperature of >100.4F or demonstrate symptoms will be isolated in the designated quarantine area until they can be picked up by a family member.

Staff members who have a temperature of >100.4F or demonstrate symptoms will leave campus to return home.

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.

Orcutt USD has provided increased handwashing stations to be placed at key locations on campus. Additionally, hand sanitizer dispensers have been installed in multiple areas of each campus. Teachers have a plexiglass screen on their teacher workstation.

Orcutt USD has implemented routines for frequent hand sanitation focusing on COVID-19 prevention measures:

- After using restroom
- Before and after eating
- When entering a classroom or office
- After taking off or putting on their cloth face covering
- After prolonged exposure to high touch areas

Orcutt USD has created videos for each school site with information on handwashing and hygiene practices that are expected while on campus for in-person instruction. Teachers will review this information with students on the first day of in-person instruction, and will continue to do so as needed.

The district has also created infographics that will be posted and shared with healthy hygiene habits such as mask wearing and hand washing.

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.

If a student or staff member tests positive for COVID-19, schools will follow the guidelines established by the Santa Barbara County Department of Public Health, including:

- School based close contacts identified and instructed to test and quarantine for ten (10) days:

In stable elementary classroom cohorts: entire cohort

Superintendent designee notified

Superintendent designee notifies Public Health Department

The Superintendent designee (District Nurse in collaboration with site administrator and Health Support Staff) is the COVID-19 liaison, to act as the communication point for all COVID-19 concerns. The COVID-19 Liaison's responsibilities include:

- Managing and supporting contract tracing
- Notifying exposed persons/cohorts
- Creating and maintaining a database of exposed students and staff
- Communicating with, and submitting lists of exposed students and staff to the Public Health Department

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

Student desks are spaced six feet apart in classrooms. Designated routes are specified with directional arrows and signage on campuses to minimize face-to-face contact. Lunch areas are specified for junior high and high school students to minimize contact.

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

Maximum: 12 feet

Minimum 6 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.

The Superintendent designee, school site principals, and Health Support staff will support staff and community in understanding the district's re-opening plan.

- Staff has been trained on health and safety protocols at site-based professional development as well as online training modules.
- Staff has been trained on all elements of this plan, with an emphasis

Enhances sanitation practices

Physical distancing guidelines and their mandatory use of face coverings

Screening practices

COVID-19 specific symptom identification

Families and Community will be supported through ongoing forums:

- Video and print resources will be provided for parents to review with students at home. These will also be reviewed in school.

Currently small cohorts of special needs students and students in need of additional support are receiving instruction on campus in order to receive academic support. These students have participated in training and education about procedures for school reopening and are following all of the procedures outlined in this document.

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.

Testing of Staff

Staff members who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be tested, even if the individual is asymptomatic. Asymptomatic testing may be required on a more frequent

cadence in the case of re-opening for in-person instruction while the County is in a tier representing a high level of community transmission (Safe Schools for All Plan).

- Staff member will be isolated at school and sent home to quarantine
- Individual will be directed to undergo testing through:

Their healthcare provider

Free COVID-19 Testing Sites in Santa Barbara County

- Staff member will be instructed to isolate for ten (10) days after symptom onset. (If never symptomatic, isolate for 10 days after a positive test.)
- School-based close contacts (staff and students) will be identified and instructed to test and quarantine for 10 days

In stable elementary classroom cohorts: entire cohort

In other settings: consult with teacher/staff

- Public Health will be notified

Maintaining Healthy Operations

- All staff members will be COVID-19 surveillance tested every two months (one quarter of the staff every two weeks)
- Asymptomatic testing may be required on a more frequent cadence in the case of re-opening for in-person instruction while the County is in a tier representing a high level of community transmission (Safe Schools for All Plan).
- The district is contracted currently with Walker Medical to provide surveillance testing on site.
- Monitor staff absenteeism and have a roster of trained back-up staff when available. Monitor the types of illnesses and symptoms among students and staff to help isolate them promptly.
- The Assistant Superintendent of Human Resources and District Nurse will be responsible for responding to COVID-19 exposure, to notify local health officials, staff, and families in a prompt and responsible manner.
- Orcutt Union School District will create a communication protocol that allows staff to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by law.
- When possible, the school will support staff who are at a higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework or distance learning.

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

While in Distance Learning, the District is complying with the county protocols of testing 1/2 of the the District staff members once a month. Walker/Westpack labs is available to increase our testing to once a month should we return to school in the Red Tier. If we are directed to return in the Purple Tier, we are prepared to contract with Valencia Laboratories to test weekly.

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.

Testing of Students

Students who have symptoms of COVID-19 or have been exposed to someone will be tested, even if the student is asymptomatic. Asymptomatic testing may be required on a

more frequent cadence in the case of re-opening for in-person instruction while the County is in a tier representing a high level of community transmission (Safe Schools for All Plan).

- Student will be isolated at school and sent home to quarantine
- Student will be directed to undergo testing through

Their healthcare provider, or

Free COVID-19 Testing Sites in Santa Barbara County

- Student will be instructed to isolate for ten (10) days after symptom onset. (If never symptomatic, isolate for 10 days after a positive test).
- School-based close contacts (students and staff) will be identified and instructed to test and quarantine for ten (10) days

In stable elementary classroom cohorts: Entire cohort

In other settings: consult with teacher/staff

- Public Health Department will be notified

Maintaining Healthy Operations

- The Assistant Superintendent of Human Resources and District Nurse will be responsible for responding to COVID-19 exposure, to notify local health officials, staff, and families in a prompt and responsible manner.
- Parents must screen students for temperature and general health before leaving for school and will utilize the ParentSquare app to report the results of these screenings to the District Nurse.
- Students will have additional temperature screening at the classroom door to be conducted by staff.
- Orcutt Union School District will create a communication protocol that allows families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by law.
- When possible, the school will support students who are at a higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as distance learning.

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

In Distance Learning, students are not part of surveillance testing. In the Red Tier, students will not be surveillance tested. If we are directed to return in the Purple Tier, we are prepared to contract with Valencia Laboratories to test weekly.

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](#).

If a student or staff member tests positive for COVID-19, schools will follow the guidelines established by the Santa Barbara County Department of Public Health, including:

- Student/staff will be isolated at school and sent home to quarantine
- Student/staff instructed to isolate for ten (10) days after symptom onset. If never symptomatic, isolate for ten (10) days after positive test.
- School based close contacts identified and instructed to test and quarantine for ten (10) days:

In stable elementary classroom cohorts: entire cohort

Superintendent designee notified

Superintendent designee notifies Public Health Department

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 Superintendent or designee will communicate appropriately with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements by law:

- Documenting/tracking incidents of possible exposure and notifying local health officials, staff, and families immediately of any positive cases of COVID-19 while maintaining confidentiality, as required under state law related to privacy.
- Communicating with the parent/caregiver if a student is exhibiting symptoms of COVID-19 referring to a student's health history form and/or emergency card to identify if a student has a history of allergies.
- Notifying local health officials, staff, and all families of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
- Instructing sick staff members and students not to return until they have met CDC criteria to discontinue home isolation.

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

The District will consult with all stakeholders impacted by the reopening of schools.

X Labor Organization

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

Name: OEA (Monique Segura); CSEA #255 (Phyllis Jackson &

Date: OEA

X Parent and Community Organizations

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

Name: Parent/Superintendent Council

Date: January 25, 2021 and

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 Santa Barbara. County has certified and approved the CRP on this date: TBD. 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](#)