

COVID-19 School Guidance Checklist

March 12, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: 2/19/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Holy Family Grade SchoolNumber of schools: 1Enrollment: 229

Superintendent (or equivalent) Name:

Dr. Fidela B. SueltoAddress: 400 South Louise StreetPhone Number: 818.243.9239Glendale, CA 91205Email: FSuelto@hfgsglendale.org

Date of proposed reopening:

3/22/2021 for 7th and 8th GradeCounty: Los Angeles

Grade Level (check all that apply)

Current Tier: Red YES-TK YES- 2nd YES-5th YES-8th

(please indicate Purple, Red, Orange or Yellow)

 YES-K YES-3rd YES-6th 9th 12th YES-1st YES-4th YES-7th 10thType of LEA: Private Catholic

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:

- I, Dr. Fidela B. Suelto, 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:

- ✓ **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?)

16 students will be with 2 adults (TK/Kindergarten, 1st, 2nd, 3rd, 4th, 5th, & 6th Grade – 2 adults full day while 7th and 8th will be assisted by the main Home Room Teacher / Subject Teacher and Yard Supervisors).

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

TK through 8th Grade classes will be in compliance of the LACDPH guidelines and restrictions. 6th through 8th grade will come in-person for the departmentalized Middle School. Five allied subject teachers will be travelling from one room to the next while there are Middle School classes that will be traveling safely from one room to the next in ELA, Social Studie/Science, or Math.

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

Art will remain virtual and all the other subjects serve both in-Person and Distance Learning cohorts. Students for electives and extra-curricular activities such as ALA, Chess/Robotics, Band, and Concert Chorus will remain using Distance Learning.

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

Minimum: 4 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

The length and width of each desk when all added up brings about a distance of 7 to 8 feet total.

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

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier: ***Voluntary Testing depending on symptoms that are regularly generated and reported through MyMedBot app – a health screening app customized for HFGS students and employees.***

-
- ✓ **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.

Planned student testing cadence. Please note if testing cadence will differ by tier: ***Voluntary Testing depending on symptoms that are regularly generated and reported through MyMedBot app – a health screening app customized for HFGS students and employees.***

-
- ✓ **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](#).
 - ✓ **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.
 - ✓ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups
 - ✓ Labor Organization
 - Name of Organization(s) and Date(s) Consulted:
 - Name: **Faculty and Staff**
 - Date: **3/12/2021**
 - ✓ Parent and Community Organizations
 - Name of Organization(s) and Date(s) Consulted:
 - Name: **PTO Board, Parent-Teacher Organization**
 - Date: **3/2/2021**

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

Faculty and staff meetings were held frequently to read, review, and involve them in the process of creating a safe reopening plan. A letter of

support was signed beginning with the primary grades. T- 8th Grade Homeroom Teachers and Allied Teachers are now aware of HFGS school reopening plan.

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

- ✓ **Local Health Officer Approval:** The Local Health Officer, for (state County)Los Angeles. County has certified and approved the CSP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)