

Date: February 1, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Alum Rock Union Elementary School District

Number of schools:

24

Enrollment:

8875

Superintendent (or equivalent) Name:

Carlos Moran Asst. Sup HR

Address:

2930 Gay Ave.

Phone Number:

408-928-6800

City

San Jose

Email:

carlos.moran@arUSD.org

Date of proposed reopening:

unknown

County:

Santa Clara

Current Tier:

Purple

(please indicate Purple, Red,
Orange or Yellow)

Type of LEA:

School District

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

10th

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, Carlos Moran, 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 linked documents are being posted to meet the requirements of the California Department of Education COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year (dated January 14, 2021). These documents are a work in progress and are currently in draft form.

These documents are being posted now to meet the February 1, 2021 posting deadline for the State of California. The Alum Rock Union Elementary School District boundaries continue to have one of the highest COVID-19 case rates in Santa Clara County. A specific reopening date has not been determined at this time.

- 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.

Currently, there is no in-person instruction. We are following the guidance related to cohorts from the California Department of Public Health. Our reopening plan committee is continuing to meet regularly to discuss our District's reopening plan.

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?)

This has not been determined. We are currently not open for in-person instruction.

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

This has not been determined. We are currently not open for in-person instruction.

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

This has not been determined. We are currently not open for in-person instruction.

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.

Each school site will need to determine the specifics for their individual school sites to maximize distancing before we reopen. These details will be added to our plans before reopening.

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

All employees and students will be expected to wear a face covering. If someone needs a face covering, it will be provided. Face shields, gloves and sneeze guards are provided as needed.

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.

Employees are expected to self screen for symptoms daily before entering their work location. The self screening questions have been shared through the beginning of the year trainings and ongoing reminder emails. Students are to screen on the Parent Square app daily before they come to school. Providing this app to all district staff is in process.

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.

All staff and students in cohorts are reminded to wash hands frequently for at least 20 seconds, and/or use hand sanitizer to maintain healthy hygiene practices. When necessary, gloves can be worn as well.

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.

Identification and tracing of contacts is done per the guidance provided by Santa Clara County Public Health Department as well as OSHA guidelines, where applicable.

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

All staff and students in cohorts are to be socially distanced a minimum of 6 feet at all times. When this is not possible, they are reminded to minimize contact to less than 15 minutes cumulatively.

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

Maximum: 6 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.

X **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 been trained regarding Covid at the beginning of the school year. Updates are sent via email, monthly HR newsletters as well as updates to supervisors during monthly safety meetings. Supervisors are expected to share new information with their staff members. The most current guidance will be shared with parents before we return to in-person instruction.

- 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.

If any staff is a contact to a case, has symptoms related to Covid, or chooses to routinely test on their own, they are directed to go through their health care provider. If they do not have insurance, they are directed to www.sccfreetest.org to schedule a free Covid test through the County.

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

Not at this time.

- 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 is currently no plan for routine/rapid student testing.

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

There is currently no plan for routine/rapid student testing.

- 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 reporting of cases is in compliance with requirements of the Santa Clara County Public Health Department. Staff works in direct conjunction with Public Health to track and follow up on all cases.

- 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.

All notifications regarding cases, close contacts and site notices is in compliance with requirements of the Santa Clara County Public Health Department and Cal OSHA.

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

Weekly reopening committee meetings include a representative from the three bargaining units (AREA, CSEA and Teamsters) and have opportunities to provide input.

- X Labor Organization

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

Name: AREA, CSEA and Teamsters

Date: weekly reopening

☐ 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:

☐ Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Santa Clara. 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.

This plan, once complete, will be shared with Santa Clara County prior to our reopening date. Reopening date is yet to be determined.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)