



# Inland Leaders Charter School COVID-19 Safety Plan (CSP)

## Contents

CAL-OSHA COVID-19 Prevention Program (CPP)

COVID-19 School Guidance Checklist with Appendix A



# Inland Leaders Charter School (ILCS)

## COVID-19 Prevention Program (CPP)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur at Inland Leaders Charter School (ILCS). ILCS is currently operating under its "School Safety and Re-Opening Plan" as authorized by the San Bernardino County Department of Public Health.

**Date: 1/27/21**

### Authority and Responsibility

The **Executive Director** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all principals, managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

### Identification and Evaluation of COVID-19 Hazards

ILCS will implement the following in the workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Students and adults are recommended to conduct health screenings through ParentSquare; here they will indicate if they have had possible COVID-19 exposures and/or are exhibiting symptoms prior to coming to school each day; of course, students who have either an exposure or symptoms are told to stay home until their case may be reviewed by the school nurse. Once the case is reviewed by the nurse, a plan for return is developed.
- Students' temperatures are taken every day upon entering campus; if a student presents with a fever of 100.4 or greater, the student is isolated and excused from school.
- Students exhibiting symptoms after arriving at school are taken to an isolation area where the student will be further evaluated; if needed, parents will be called for pickup. Further contact tracing and possible cohort quarantine and closure will be considered.
- Staff exhibiting symptoms are moved into isolation and will be evaluated by school nurse; if determined to be a risk, the staff member will be excused from work and provided information for testing if they choose to do so.

## **Employee Participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by promptly reporting any COVID related hazards to their immediate supervisor.

## **Employee Screening**

Staff members are required to self-screen and complete daily temperature checks prior to coming to work. If staff members are experiencing symptoms, they won't attend work and will check in with the school nurse or other designated employee for further direction.

## **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

School administration at ILCS will perform spot inspections looking for unhealthy work conditions or practices by staff, students, parents and subcontractors visiting sites. Infractions to any safe working conditions, practices and procedures observed and/or noted in the inspection will be addressed immediately. Hazards particularly assessed will include proper and safe practices when it comes to social distancing, use of PPE, cleanliness/sanitization protocols, and proper supply and stocking of washing and sanitation supplies. The severity of the hazard will always be assessed and the correction time frames will be assigned accordingly. Individuals will be identified as responsible for timely correction and administration will follow-up to ensure the correction occurs in an ample and timely manner.

Employees and families will be notified in the event that there is a potential COVID-19 exposure. Steps will be taken to insure an in-depth contact tracing procedure takes place that identifies all potential exposures. Furthermore, a thorough disinfection for all areas and surfaces exposed will take place. Staff, cohorts and/or individuals may be quarantined until deemed safe.

## **Physical Distancing**

Where possible, ILCS ensure at least six feet of physical distancing at all times in our workplace by:

- Sizing down classes into smaller cohorts and modifying schedules to allow for proper social distancing in and out of classrooms.
- Utilizing zones and providing a structure where classes don't mix with other classes during recess, PE, etc.
- Reducing the number of persons in an area at one time.
- Visual cues such as signs and floor markings to indicate where staff and students should be located during their path of travel or while waiting to perform various tasks.
- Staggered recess, PE, and break times have been implemented to reduce potential exposure.
- Adjusted work processes or procedures, such as distance learning via Zoom platform allowing students to learn remotely from home as needed.
- Additional furniture has been purchased and existing furniture has been reconfigured to allow for proper physical distancing practices.
- Work meetings may take place via Zoom platform.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

## **Face Coverings**

ILCS will provide clean, undamaged face coverings to anyone who anyone in need and ensure they are

properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Although staff and students will typically supply their own face coverings, additional face coverings for adults and children will be available at the front gate or in the office. Classrooms will have additional masks available as well.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

### **Cleaning and Disinfecting**

ILCS implements the following cleaning and disinfection measures for frequently touched surfaces:

- All desks, chairs, tables, and other common touching surfaces (door handles, sink faucets) are disinfected daily.
- Electrostatic cleaning sprayers are used on a weekly basis for desks, chairs and countertops.
- Cleaning supplies are frequently monitored to ensure ample product is available at all times.
- Proper PPE for cleaning/disinfecting will be provided for staff.
- All employees have been trained in the proper use of disinfectants through the CA Department of Pesticide Regulation.
- Plans, routines and schedules have been developed to maximize sanitation and cleanliness efforts.
- Cleaning and disinfecting kits have been placed in all classrooms and offices.
- All playground equipment and eating areas will be cleaned and disinfected after each use.

Should ILCS have a COVID-19 case in the workplace the following procedures will be implemented:

- Areas of exposure will be identified.
- Thorough contact tracing will be carried out.
- Trained custodial staff will conduct intensive cleaning and disinfecting of all surfaces.
- Area may remain closed for an extended period of time.
- Class or cohort closure for distance learning will be considered.
- Additional quarantines for other staff and students who had exposure to the individual will likely be administered.

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared at any time, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by utilizing cleaning and disinfecting products provided. All employees received training for safe and effective practices for disinfection and cleaning.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Installed handwashing stations to accommodate a greater number of students and staff.
- Hand washing times embedded in the daily schedule for all students and staff.
- Hand washing times staggered to minimize exposure for students and staff.
- Stations checked daily for ample stock supply such as soap and paper towels.
- Social distance lanes with appropriate markings set up to accommodate students who are waiting in line awaiting use of the handwashing station.
- All staff are encouraged to and allowed time for handwashing for at least 20 seconds at a time.
- Hand sanitizing stations have been placed throughout the campus including placement in all classrooms.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

### **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the **Staff COVID Contact Tracing Spreadsheet**.

Employees who had potential COVID-19 exposure in our workplace will be:

- Notified within 24 hours of possible exposure.
- Offered COVID-19 testing at no cost during their working hours.
- Allowed to work from home if not sick.
- Information on benefits, eligibility and accommodation for COVID-19 cases will be provided.
- Plans will be developed for safe return.

### **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees will report COVID-19 symptoms and possible hazards to their immediate supervisor or school nurse. This will take place via email or phone call.
- Employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies will accommodate employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Employees will be encouraged to receive a COVID-19 test; they will further be given guidance on nearby locations.
- In the event ILCS is required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. Employees will not be responsible for testing fees.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and

our COVID-19 policies and procedures will be sent out on an as needed basis through bulletins and/or emails.

## **Training and Instruction**

ILCS will provide effective training and instruction that includes:

- COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Methods of handling a student who is or is possibly infected with the virus including proper use of PPE.
- Inland Leaders will have rosters available for all mandatory training regarding COVID-19 information and safety.

## **Exclusion of COVID-19 Cases**

When ILCS has a COVID-19 case in its workplace, transmission will be minimized by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case. (Quarantine timelines may be amended in the event that county health approves new guidelines).
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

## **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department. This can be found at [https://dphsbcounty.co1.qualtrics.com/jfe/form/SV\\_1KPbjRQPDXXOjDD](https://dphsbcounty.co1.qualtrics.com/jfe/form/SV_1KPbjRQPDXXOjDD)
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in

- accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- Utilize internal Staff COVID Contact Tracing Spreadsheet.
- Monitor and maintain Student Health Screening Form data.

### **Return-to-Work Criteria.**

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
    - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
    - COVID-19 symptoms have improved.
    - At least 10 days have passed since COVID-19 symptoms first appeared.
  - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test; if the case develops symptoms, the return date will include a minimum of 10 days passed starting when symptoms first develop.
  - A negative COVID-19 test will not be required for an employee to return to work.
  - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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## Appendix B: COVID-19 Inspections

Date: [            ]

Name of person conducting the inspection: [            ]

Work location/s evaluated: [            ]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing (Staff)			
Physical distancing (Students)			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Signs Posted			
Barriers and safety zones adequately marked			
<b>PPE</b> (not shared, available and being worn)			
Face coverings worn properly			
Gloves			
Face shields/goggles			
Respiratory protection			

## **Appendix C: Investigating COVID-19 Cases**

ILCS will investigate and track all COVID-19 related cases through its Staff and Student COVID Contact Tracing Spreadsheets 2020-2021. All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

### **Information Collected in the Spreadsheet for Investigation will Include:**

- **Employee/Student Name**
- **Date**
- **Date of Symptoms**
- **Locations Occupied**
- **Testing Information/Outcome**
- **Exposure Date**
- **Date of Return to Work/School**
- **Others in Contact**
- **Documentation of Alerting Other Employees for Potential Exposure**
- **Notes to Investigation and Actions Taken**

## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

#### **Investigation of workplace COVID-19 illness**

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 investigation, review and hazard correction**

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.

- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.
- [describe other applicable controls].

#### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

#### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

#### **Notifications to the local health department**

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

# COVID-19 School Guidance Checklist

January 14, 2021

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CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: \_\_\_\_\_

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: \_\_\_\_\_

Number of schools: \_\_\_\_\_

Enrollment: \_\_\_\_\_

Superintendent (or equivalent) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Date of proposed reopening: \_\_\_\_\_

County: \_\_\_\_\_

Grade Level (check all that apply)

Current Tier: \_\_\_\_\_  
(please indicate Purple, Red, Orange or Yellow)

TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>

K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>

1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>th</sup>

Type of LEA: \_\_\_\_\_

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**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](mailto: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, \_\_\_\_\_, 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?)

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

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

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**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: \_\_\_\_\_ 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.

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**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:

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**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: \_\_\_\_\_

**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: \_\_\_\_\_

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:*

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

**Local Health Officer Approval:** The Local Health Officer, for (state County) \_\_\_\_\_. 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.

**Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

## COVID-19 School Guidance Checklist

### APPENDIX A

#### **Stable group structures description**

*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?)*

ILCS has students broken down into small cohorts who attend on-site and each cohort is self-contained with a maximum of 2 staff who interact with the cohort in the classroom space. Cohort sizes are dependent on the physical space in which they are located. Some classes allow for up to 20 students at a 6 feet distance and other classrooms are limited to only contain up to 12 students at a time based on spacing of 6 feet.

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

Departmentalized classes will follow the Cohort Group Guidance provided by the California Department of Education. Students will be separated into small, self-contained cohort groups of up to 12 students who interact with no more than two teachers. Students will not rotate between classes while on campus but will stay in one physical space.

#### **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:*

Staff who have symptoms of COVID-19 or exposed will be rapid tested at local authorized facilities and required to quarantine until results are provided and further direction is provided through the school nurse in coordination with the county health department. Staff are provided quarantine protocols based on CDC guidelines as stated in the school re-opening plan and approved through the local county. School-wide testing is provided monthly through PMH Laboratories with results provided within 72 hours for asymptomatic staff.

#### **Testing of Students**

Students who have symptoms of COVID-19 or exposed will be tested at local authorized facilities and required to quarantine until results are provided and further direction is provided through the school nurse in coordination with the county health department. Students are provided quarantine protocols based on CDC guidelines as stated in the school re-opening plan and approved through the local county. School-wide testing is provided monthly through PMH Laboratories with results provided within 72 hours for asymptomatic students.