

Date: 1/21/21

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Nevada City School of the Arts

Number of schools:

1

Enrollment:

427

Superintendent (or equivalent) Name:

Holly Pettitt

Address:

13032 Bitney Springs Road

Phone Number:

530-273-7736

City

Nevada City

Email:

director@ncsota.org

Date of proposed reopening:

1/25/2021

County:

Nevada

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Charter School

Grade Level (check all that apply)

<input checked="" type="checkbox"/> TK	<input checked="" type="checkbox"/> 2 nd	<input checked="" type="checkbox"/> 5 th	<input checked="" type="checkbox"/> 8 th	<input type="checkbox"/> 11 th
<input checked="" type="checkbox"/> K	<input checked="" type="checkbox"/> 3 rd	<input checked="" type="checkbox"/> 6 th	<input type="checkbox"/> 9 th	<input type="checkbox"/> 12 th
<input checked="" type="checkbox"/> 1 st	<input checked="" type="checkbox"/> 4 th	<input checked="" type="checkbox"/> 7 th	<input type="checkbox"/> 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, Holly Pettitt, 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:

Yes

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.

We have designed a very strict Hybrid and recess/lunch schedule that ensures cohorts will not mix. (See attached). Students will attend in person 2 days a week with Distance Learning happening the other 3 days. Cohorts A&B come on M/T and Cohorts C&D come on Th/F. All students will participate in Distance Learning on Wednesdays.

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?)

Each grade TK-8, has been spilt into four cohorts (A & B, C&D) totaling no more than 13 students per group plus 1 teacher and in the case of TK-3, 1 Instructional Assistant. At all times, including recesses, cohorts will not mix. In middle school, 6th-8th grade students will eat lunch in separate cohorts, but be allowed to socialize within their same grade as long as they are outdoors, remain physically separated by 6 feet, and wear masks.

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

Each middle school grade (of 42 students) has been broken into 4 cohorts of no more than 13 and will follow a rotating schedule of classes. The students will not mix with other student in different cohorts, but they will move to different classrooms and have different teachers (6) per grade. Student desks will be disinfected between classes and students will wash hands prior to moving to the next class. Before entering their next class, students will use hand sanitizer as they enter the room. Teachers have been instructed to remain physically distant beyond the recommended 6 feet as much as is practicable and each cohort will use an identical seating chart in every class in order to support efficient contact tracing in the event of a covid exposure.

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

Same as above.

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.

On our K-5 campus, each grade will enter through a different entrance, and directional arrows have been placed throughout hallways. Recess schedules are staggered to allow for hand - washing and reduce the number of students entering and exiting the building at the same time. We have painted lines outside with 6ft markings for students to line up on prior to entering the building.

At our Upper Campus, because all doors open to the outside and classrooms are located in a horseshoe, students will exit classes in rotation and line up before the next class leaves.

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

All students and staff are required to wear a mask or approved face covering. No exceptions unless approved as per CDPH guidance.

- 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.

Staff completes a daily on-line health screening and are sent a text reminder by 8:30 if they have not submitted it. All staff have their temperatures taken by reception staff each day. If any staff member reports having even one symptom, they are sent home and required to take a Covid Test. They may not return until they have received a negative test.

All students' parents complete a daily health screening form which they turn into to drop-off staff prior to their child exiting their vehicle.

If a student develops symptoms during the day they are sent to our wellness room where they will wait for their caregiver to pick them up. They must be tested for Covid or quarantine for 10 days prior to returning to school.

- 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.

At Lower Campus, we have installed trough sinks outside our lower campus and require all students to wash hands prior to entry into the school. They then use hand sanitizer before entering their classroom. The same routine is followed before and after recess and lunch.

At our Upper Campus, students wash their hands as they enter school and receive hand sanitizer before entering their classrooms. They are required to wash hands before exiting the room and after lunch/recess.

- 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.

Please see attached form documenting our procedures.

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

Desks have all been placed 6 feet apart. Lines have regular 6 ft markings for students to stand on. Students will eat lunch outside rain or shine in a designated covered area and at a designated seat.

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.

N/A

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

Training has been provided to all staff and students reinforcing the importance of health and safety practices and protocols described below:

In accordance with the Healthy Schools Act, California Department of Pesticide Regulation (CDPR) guidance, and regulations from the Division of Occupational Safety and Health (DOSH), better known as Cal/OSHA; staff training will be provided as recommended by state and local health standards. These trainings include, but are not limited to:

- Proper use of protective equipment
- Cleaning and Disinfecting
- Cough and sneeze etiquette
- Keeping one's hands away from one's face, aka "Henry the Hand do not touch the T-zone"
- Frequent hand washing and proper technique
- Confidentiality around health recording and reporting
- Manifestations of COVID-19
- CDC transmission-based precautions.

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.

o If staff/student meets criteria for a close contact and does not develop symptoms of COVID-19 then:

- Send home to quarantine for 10 days from last exposure to confirmed COVID positive case
- All contacts released from quarantine before Day 14 must:
- Self-monitor for COVID-19 symptoms through Day 14 and if symptoms occur, immediately self-isolate and contact their local public health department or healthcare provider and seek testing.
- Adhere strictly to all recommended non-pharmaceutical interventions, including consistent use of face coverings and maintaining a distance of at least 6 feet from others, through Day 14.

o Give NCPHD Handout: Home Quarantine Guidance for Close Contacts to Coronavirus Disease

o Recommend COVID- 19 Test (but will not shorten 10-day quarantine)

o If staff/student meets criteria for a close contact and develops symptoms of Covid-19 then:

- Home Isolation: Give NCPHD Handout Home Isolation Instructions for People with Coronavirus-2019
- Recommend physician visit and/or COVID-19 Test
- Anticipated date of return to work/school is when the following criteria are met:

o 10 days after symptoms first appeared AND

- o Your fever is gone for at least 24 hours without the use of fever-reducing medications AND
- o Your other symptoms (e.g. cough, shortness of breath, aches, sore throat, etc.) are improving
- o Report case to school administration for consideration of school community notification of a known contact

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

Staff have been asked to test every two weeks and have been placed on a regular bi-monthly testing schedule. Due to limited testing capacity in our county, we are not able to test more often, nor do we have enough funds to purchase rapid test kits for staff to use 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.

- o If staff/student meets criteria for a close contact and does not develop symptoms of Covid- 19 then:
 - Send home to quarantine for 10 days from last exposure to confirmed Covid positive case
 - All contacts released from quarantine before Day 14 must:
 - Self-monitor for COVID-19 symptoms through Day 14 and if symptoms occur, immediately self-isolate and contact their local public health department or healthcare provider and seek testing.
 - Adhere strictly to all recommended non-pharmaceutical interventions, including consistent use of face coverings and maintaining a distance of at least 6 feet from others, through Day 14.
- o Give NCPHD Handout: Home Quarantine Guidance for Close Contacts to Coronavirus Disease
- o Recommend Covid- 19 Test (but will not shorten 10-day quarantine)
- o If staff/student meets criteria for a close contact and develops symptoms of Covid-19 then:
 - Home Isolation: Give NCPHD Handout Home Isolation Instructions for People with Coronavirus-2019
 - Recommend physician visit and/or Covid- 19 Test
 - Anticipated date of return to work/school is when the following criteria are met:
- o 10 days after symptoms first appeared AND
- o Your fever is gone for at least 24 hours without the use of fever-reducing medications AND
- o Your other symptoms (e.g. cough, shortness of breath, aches, sore throat, etc.) are improving
- o Report case to school administration for consideration of school community notification of a known contact

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

We do not have a planned testing cadence - we cannot require parents to get their students tested. We suggest they do so every two weeks.

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](#).

<https://www.ncsota.org/wp-content/uploads/2020/08/07-14-20-Communication-Protocols-for-Schools.pdf>

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.

<https://www.ncsota.org/wp-content/uploads/2020/08/07-14-20-Communication-Protocols-for-Schools.pdf>

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

N/A

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:

Weekly Wednesday staff meetings since March 13, 2020.

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

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Nevada. 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](#)