

Date: March 25, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Mount Pleasant School District

Number of schools:

5

Enrollment:

1920

Superintendent (or equivalent) Name:

Dr. Elida MacArthur

Address:

3434 Marten Ave

Phone Number:

(408)223-3700

City

San Jose

Email:

emacarthur@mpesd.org

Date of proposed reopening:

TBD

County:

Santa Clara

Current Tier:

Orange

(please indicate Purple, Red,
Orange or Yellow)

Type of LEA:

Public

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, per the [Guidance on Schools](#).

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, Jose Gonzalez, 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:

Identification and Evaluation of COVID-19 Hazards
Correction of COVID-19 Hazards
Controls of COVID-19 Hazards
Investigating and Reporting to COVID-19 Cases
System for Communicating
Training and Instruction
Exclusion of COVID-19 Cases
Reporting, Record-keeping, and Access
Return to Work Criteria.

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 participating in in-person instruction will be part of a hybrid A/B model in the elementary schools. Students in group A will be in school on Monday & Tuesday, all students will be on distance learning on Wednesday for cleaning and disinfecting. Then Group B will be in school Thursday and Friday. For students in middle school, they will only be at school on Wednesdays. All students will have their own materials and equipment and there will be no sharing. In-person instruction will start after lunch, therefore, students will not be on campus for lunch. Students will be kept at a 6 feet distance from each other during any outside activity or break. Depending on the number of students, we may resort to the State's guideline of 4 feet per student and continue to keep staff at 6 feet distance from students.

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?)

There could be up to 20 students per stable group if the space allows it. There will be one to two staff member per group.

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

Students at the middle school will be with their homeroom teacher the entire time that they are on campus.

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

There will be no electives during in-person instruction.

- 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.

School Principals have identified areas of entrance and egress on their school maps and will inform parents.

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

Parents have and will continue be informed on this important requirement via:

- * Handbook
- * Blast messages (email, text, app, social media)
- * Signage at the entrances
- * Staff verifying

- 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.

Parents will receive a daily wellness COVID-19 prescreen via text/email/app blast every morning and in addition, banners at the entrance of the school will be reviewed by a staff member. We will also have staff checking student temperatures.

- 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.

Principals have and will continue to share presentations, videos, posters, etc. with this information. In addition, teachers will review these guidelines with students. All classrooms have a sink and hand sanitizers.

- 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.

We have been following and have been very successful in our implementation of identification and tracing of contacts. We report to our Public Health Department whenever a positive case occurs and to Cal OSHA as well.

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

All work spaces, classrooms, bathrooms, and outside areas have signage indicating this and furniture has been moved to keep a six feet distance.

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.

Per State guidelines, we are able to have the minimum distance above.

- ☒ **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 received video trainings from our insurance group and parents have and will receive information at the school or district parent meetings. This is followed with digital data.

- ☒ **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.

Our District has as contract with a local health agency that provides COVID-19 testing every other Wednesday. We can also send our staff to their offices for a test.

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

- ☒ **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.

We will follow Santa Clara County Health Department guidelines and template letters for parents in the case of a student with exposure or possible exposure.

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](#).

Once a person is confirmed positive we report within four hours to the County portal.

- ☒ **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.

We have template letters prepared by our County Office of Education and Health Department that we have been using to communicate to staff, students and parents consistent with privacy requirements.

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

- ☒ Labor Organization

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

Name: CSEA and MPEA

Date: 3/5/21 and 3/18/21

☒ Parent and Community Organizations

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

Name: PTA and SSC Officers

Date: January 25, 2021

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.

submitted to schools@eoc.sccgov.org on 3/25/21

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.