

Date: 1/20/21

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Lakeside Union School District

Number of schools:

2

Enrollment:

1450

Superintendent (or equivalent) Name:

Ty Bryson

Address:

14535 Old River Rd

Phone Number:

6618368658

City

Bakersfield

Email:

tbryson@lakesideusd.org

Date of proposed reopening:

11/9/2020

County:

Kern

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Regular Education

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, Ty Bryson, 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:

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.

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?)

Stable Group Structures

General education students will be divided into three smaller stable groups. Students will be grouped into either Group A Group B, Group C or Group D. Group A for in-person instruction for students identified as Special Day Class attending Monday to Friday, Group B for in-person instruction on Monday and Tuesday, Group C for in-person instruction for Thursday and Friday and Group D for 100% Distance Learning Monday-Friday.

Group A will have one certificated staff and up to three classified staff with up to fifteen students in each Group A stable group.

Group B and C for general education transitional kindergarten to third grade will have one certificated staff and up to fifteen students.

Group B and C for general education fourth grade to fifth grade will have one certificated staff and up to sixteen students.

Group B and C for special education support will have one certificated staff, one classified staff and up to fifteen students.

Group B and C for general education sixth to eighth grade will have one certificated staff and up to sixteen students.

Group D for general education transitional kindergarten to eighth grade will have one certificated staff and up to 40.

Each stable planned stable group will consist of 5-15 students and 1-5 staff members

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

Jr high stable groups will remain in one classroom throughout their day. The teacher will rotate classes for the period schedule

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

No Electives will be provided

- 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.

Entrance, Egress, and Movement Within the School

Staff will provide supervised access points to safely enter and exit campus and use privacy boards or clear screens to increase and enforce separation between staff and students as practicable to avoid large gatherings. Staff will be present at the start of day and at the end of the school day to ensure physical distancing, 6-feet, is maintained during student drop-off and pickup.

Physical distancing, six feet from person to person, may be difficult or impossible at times. When physical distancing is difficult or impossible, all individuals, including students and staff, will wear face coverings that cover the nose and mouth per public health guidance. Face coverings will not eliminate physical distancing, but will help to mitigate virus spread when physical distancing is not feasible.

Staff will be instructed to maintain physical distancing and not congregate in work environments, break rooms, staff rooms and bathrooms, etc. Meetings and trainings will be conducted virtually to the greatest extent possible. If a meeting or training is unavoidable, physical distancing will be maintained. Clear dividers for secretaries, school psychologist, counselor, special education staff and administrators will be provided.

Parents/caregivers will have limited access to campus except in emergencies or required circumstances. School staff will perform screening for symptoms of COVID-19 and temperature check with a no-touch thermal scan thermometer for all visitors prior to entering campus. Parents/caregivers exhibiting symptoms of COVID-19 at arrival will not be allowed on campus and will be told to contact their physician for further guidance. Parents/caregivers exhibiting symptoms of COVID-19 while on campus will be immediately isolated in the designated isolation area, and then sent home with recommendation to contact provider.

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

Face Coverings and Other Essential Protective Gear

The District will provide masks to every staff member and every student. The District will supply paper masks, gloves, shields, and plexiglass desk barriers in classrooms and common areas.

The District requires students and staff to use face coverings in accordance with CDPH Guidelines, unless Cal/OSHA standards require respiratory protection. Depending on student need, some mild/moderate students will require physical prompting or hand-over-hand guidance during instruction, and staff will wear gloves and a face covering during such time. Gowns will also be provided when 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.

Health Screenings Staff

Staff will complete a Health Screening Form and a temperature check each day of in-person instruction to certify they are COVID-19 symptom free. At any time if an employee has COVID-19 symptoms, the employee will be immediately sent home. If the employee requests a COVID-19 test, the District will assure that a COVID-19 test is completed. The District Nurse, School Principal, Vice Principal, or the Director of Support Services will contact the employee and give directions of Rapid COVID-19 testing sites available. While waiting for results,

staff will self quarantine at home. Staff who become symptomatic at work will be immediately isolated and sent home.

Health Screenings for Students

The District is directing parents to perform daily symptom screening (e.g. cough, loss of taste or smell, difficulty breathing) and temperature checks on their child(s) each morning prior to arriving at school. Parents will be advised that students with a temperature of 100.4 or more, students that are feeling sick, and/or students exhibiting any flu-like symptoms will not be allowed to participate in in-person instruction. (Attached Parent/Guardian letter)

Health Screenings for Students and Staff

The District will also perform its own symptoms screening and temperature checks with a touchless thermometer at the drop off area prior to entering campus. Any student exhibiting symptoms at arrival or while on school grounds will be immediately isolated in the designated isolation area, parent will be contacted by health tech, nurse, or administration. Parents/caregivers will be given instruction for proper care.

- 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.

Healthy Hygiene Practices

All classes will have access to sinks and/or hand sanitizing stations. Staff has been trained on and will teach, model, and assist students with proper hygiene practices including hand washing and hand sanitizing. Time has been set aside in the daily schedule to wash and/or sanitize hands. Hand sanitizer dispensers have been placed in all classrooms/facilities, including offices and other traffic areas.

- 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

The COVID-19 Response Coordinator and/or the COVID-19 Response Site Team will communicate with person(s) who are confirmed

Any person who indicates a concern on the Health Screening Form will be referred to the District Nurse for additional screening and recommendations. At any time if a staff, student, parent or visitor has symptoms of COVID-19, they will be immediately isolated in the designated isolation area where they will wear a face covering and then be sent home with recommendation to contact provider. The COVID-19 Response Coordinator and/or the COVID-19 Response Teams will contact the staff, student, parent or visitor and provide directions of available COVID-19 testing locations. While waiting for results, staff, student, parent or visitor will self-quarantine at home until they have met CDC criteria to discontinue home isolation.

The District Nurse will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and/or closures, while maintaining confidentiality, as required by HIPAA, FERPA and other federal and state laws related to privacy of educational and medical records. Vice principals at each site will work directly with the District Nurse to update contact tracing. The District Nurse will communicate with our local health department for contact tracing.

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

Physical Distancing

Staff will provide supervised access points to safely enter and exit campus and use privacy boards or clear screens to increase and enforce separation between staff and students as practicable to avoid large gatherings. Staff will be present at the start of day and at the end of the school day to ensure physical distancing, 6-feet, is maintained during student drop-off and pickup.

Physical distancing, six feet from person to person, may be difficult or impossible at times. When physical distancing is difficult or impossible, all individuals, including students and staff, will wear face coverings that cover the nose and mouth per public health guidance. Face coverings will not eliminate physical distancing, but will help to mitigate virus spread when physical distancing is not feasible.

All work space will be placed 6-feet from other workspace areas.

During in-person instruction each student will have their own workspace, electronic device, chair, and classroom supplies, consistent with the student's individual needs. To prevent sharing and cross contamination, teachers and aides will mark such items and place them in dedicated desks marked with each students' name. Aides will assist in keeping these items separate and organized when not in use by the students throughout the school day. Student workspace will also utilize a 3 sided barrier placed on top of the workspace to limit exposure to staff and other students.

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

Maximum: 12 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.

Not applicable.

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 Training

All staff will receive a Health and Wellness Training provided by COVID-19 Response Coordinator and/or the COVID-19 Response Team. The training will include which symptoms to look for, how to take a temperature, and when to contact the District Nurse for further evaluation. Staff have also been provided an informational Health Screening Folder for reference.

All employees were provided training in a language that is readily understandable by all employees on the following topics through www.getsaftytrained.com COVID-19 School-Based Training. The completion of COVID-19 School-Based Training requires employees to submit responses to questions, pass the final exam and is tracked by site vice principals. The COVID-19 School-Based Training contains all of the following:

- General description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace.
- How an infected person can spread COVID-19 to others even if they are not sick.

- How to prevent the spread of COVID-19 by using cloth face covers, including:

Center for Disease Control guidelines state that everyone should use cloth face covers (provided by district) when around other persons.

- How cloth face covers can help protect persons around the user when combined with physical distancing and frequent hand washing.
- Information that cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.
- Instructions on washing and sanitizing hands before and after using face coverings, which should be washed after each shift.
- Cough and sneeze etiquette.
- Washing hands with soap and water for at least 20 seconds, after interacting with other persons and after contacting shared surfaces or objects. As noted above, Executive Order N-51-20 requires that employees working in food facilities (as defined by the California Retail Food Code) must be permitted to wash their hands every 30 minutes and additionally, as needed.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Avoiding sharing personal items with co-workers (i.e., dishes, cups, utensils, towels).
- Providing tissues, no-touch disposal trash cans and hand sanitizer for use by employees.
- Safely using cleaners and disinfectants, which includes:
 - The hazards of the cleaners and disinfectants used at the worksite.
 - Wearing PPE (such as face masks and gloves).
 - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees

All staff have been trained on and will teach, model, and assist students with proper hygiene practices including hand-washing and hand sanitizing and PPE/EPG. Staff will model, and assist students with proper hygiene practices including how to properly not touch the face or face covering, use tissue to wipe the nose and cover the cough as well as sneezing inside the tissue.

Parents have been provided detailed information about the plan and will have access to the plan when needed through our district website, school site website or upon request.

- 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.

Testing of Staff who have COVID-19 symptoms or have been exposed to someone who has COVID-19

The District Nurse will keep up-to-date information on county COVID-19 testing sites. As of October 1, 2020 there are six free county testing sites with testing turnaround time: average two days, with some sites taking up to ten days.

Staff will complete a Health Screening Form and a temperature check each day before entering campus to certify they are COVID-19 symptom free. Any staff member who indicates a concern on the Health Screening Form will be referred to the District Nurse for additional screening and recommendations. At any time if a staff member has symptoms of COVID-19, they will be immediately isolated in the designated isolation area, where they will wear a face covering and then be sent home with recommendation to contact provider.

COVID-19 Response Coordinator and/or the COVID-19 Response Teams will contact the staff member and give directions of COVID-19 testing locations available. While waiting for results, staff will self-quarantine at home until

they have met CDC criteria to discontinue home isolation. Each grade level will have emergency substitute plans if needed. District Nurse will document reasons of exclusions.

Before a student enters campus or boards district transportation, school staff will perform a visual symptom of COVID-19 screening and temperature check with a no-touch thermal scan thermometer. Any student exhibiting symptoms of COVID-19 at arrival on campus or boarding district transportation will not be allowed on campus and they will be directed to stay with their parent/caregiver. If the student's parent/caregiver is not present, the student will be transferred to the isolation room on campus until a parent/responsible party can pick the student up from school. If the student's parent/caregiver is not present at the bus stop, staff will create an area for the child on the bus where the child can sit isolated from others (i.e., no other children in the rows surrounding the child with the fever) so that the child could be transported to school and transferred to the isolation room on campus until a parent/responsible party can pick the student up from school. School staff will recommend parent/caregiver to contact their child's physician for further guidance.

Surveillance Testing For Staff. Under the guidance of California Department of Public Health (CDPH) and Kern County Public Health Department (KCPHD), The District Nurse will keep up-to-date information on county COVID-19 testing sites. As of October 1, 2020 there are six free county testing sites with testing turnaround time: average two days, with some sites taking up to ten days.

Surveillance Testing For Staff

Under the guidance of California Department of Public Health (CDPH) and Kern County Public Health Department (KCPHD), the District shall test staff periodically as testing capacity permits and as practicable. School staff are essential workers and staff includes teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee who may have in-person contact with students or school-site based staff. Examples of recommended frequency include testing all staff over 2 months, where 25 percent of staff are tested every 2 weeks or 50 percent every month, to rotate testing of all staff over time. Staff shall be notified of the specific testing frequency and procedure. This testing shall be provided to staff at no cost. The surveillance testing program shall be implemented pursuant to the COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year, effective July 17, 2020. If additional clarity from CDPH is issued, the District will review the surveillance testing program for any necessary changes and notify staff accordingly.

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

Staff Asymptomatic Testing Cadence

Pursuant to the COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year, the District will provide bi-weekly COVID-19 testing for staff who are present on campus when Kern County is identified in the Yellow, Orange, Red or Purple Tier and provide weekly COVID-19 testing for staff who are present on campus when Kern County is in the Deep Purple Tier.

The District shall test staff periodically as testing capacity permits and as practicable. School staff are essential workers and staff includes teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee who may have in-person contact with students or school-site based staff. Examples of recommended frequency include testing all staff over 2 months, where 25 percent of staff are tested every 2 weeks or 50 percent every month, to rotate testing of all staff over time. Staff shall be notified of the specific testing frequency and procedure. This testing shall be provided to staff at no cost. The surveillance testing program shall be implemented pursuant to the COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year, effective July 17, 2020. If additional clarity from CDPH is issued, the District will review the surveillance testing program for any necessary changes and notify staff accordingly.

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.

Testing of Students who have COVID-19 symptoms or have been exposed to someone who has COVID-19

Any student exhibiting symptoms of COVID-19 at arrival will not be allowed on campus or board district transportation and they will be directed to stay with their parent/caregiver. If the student's parent/caregiver is not present, the student will be transferred to the isolation room on campus, until a parent/responsible party can pick the student up from school. If the student's parent/caregiver is not present at the bus stop, staff will create an area for the child on the bus where the child can sit isolated from others (i.e., no other children in the rows surrounding the child with the fever) so that the child could be transported to school and transferred to the isolation room on campus until a parent/responsible party can pick the student up from school. School staff will recommend parent/caregiver to contact their child's physician for further guidance. Any student exhibiting symptoms of COVID-19 while on campus or while riding in district transportation will be immediately isolated in the designated isolation area where they will wear a face covering and parent will be contacted by school staff. School staff will advise parent/caregiver sick students are not to return until they have met CDC criteria to discontinue home isolation and will be recommend to contact their child's physician for further guidance.

Pursuant to the COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year, the District will provide bi-weekly COVID-19 testing for students who are present on campus when Kern County is identified in the Yellow, Orange, Red or Purple Tier and provide weekly COVID-19 testing for students who are present on campus when Kern County is in the Deep Purple Tier.

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

Planned Student Testing Cadence

Pursuant to the COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year, the District will provide bi-weekly COVID-19 testing for students who are present on campus when Kern County is identified in the Yellow, Orange, Red or Purple Tier and provide weekly COVID-19 testing for students who are present on campus when Kern County is in the Deep Purple Tier.

- 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](#).

Identification and Reporting of Cases

Lakeside Union School District maintains a COVID-19 Contact Tracing Form. This form is maintained and tracked by the District Nurse. The district nurse is in regular contact with Kern County Public Health for guidance and support.

District Nurse will maintain communication systems allowing staff and families to self-report symptoms and receive prompt notifications of exposure and/or closures, while maintaining confidentiality, as required by HIPPA, FERPA and other federal and state laws related to privacy of educational and medical records. A detailed staff training on practices and procedures was provided prior to the first day of in person instruction for all school personnel.

The District Nurse, our COVID-19 Response Coordinator, and/or the COVID-19 Response Team, will notify the Health Department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, staff, and visitors. The District Nurse will inform administration and complete the COVID-19 Case Report Form and email it to Kern County Public Health Department (KCPHD), and follow up with a phone call to (661) 204-1718. KCPHD may work with staff to conduct contact tracing, identify potential exposure, and provide guidance on next steps. Confidentiality will

be maintained as required by federal and state law and regulations. The District Nurse will follow direction from the local Public Health Department regarding cases and contacts.

- 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.

Communication Plans

The superintendent will communicate with staff through district email while maintaining confidentiality, as required by HIPAA, FERPA and other federal and state laws. Communication with students and parents will be through Blackboard, the district online communication tool, that allows parents to receive information via email, text or phone.

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:

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

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