

Date: March 17, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Lakeside Joint School District

Number of schools:

1

Enrollment:

74

Superintendent (or equivalent) Name:

Dr. Sean Joyce

Address:

19621 Black Road

Phone Number:

4083542372

City

Los Gatos

Email:

sjoyce@lakesidelosgatos.org

Date of proposed reopening:

April 15, 2021

County:

Santa Clara

Current Tier:

Red

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Public School District

Grade Level (check all that apply)

TK

2nd

5th

8th

11th

K

3rd

6th

9th

12th

1st

4th

7th

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, 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, Sean Joyce, 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?)

20 students to 1 staff is the maximum and 9 students to 2 staff members is the minimum of our stable groups.

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

NA

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

Elective/Enrichment classes will be delivered in the afternoons via zoom.

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.

All staff enter/exit a single entry. Students enter and exit through their classroom exterior doors, parents are allowed to enter only through the front entrance and will access only the front office.

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

All students and staff are required to wear approved face coverings at all times while on campus, with the only exception being while eating/drinking.

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.

Every staff member is required to complete a health screening questionnaire each morning as they enter the school building. Students will be screened as they exit their cars at the curb, and if they have any symptoms, they will be directed to remain in the car and return home. once on site, any staff or student who begins to

display any of the symptoms will be asked to leave the site immediately. Staff are expected to leave via their personal car, and students will be located in our outdoor isolation tent awaiting the arrival of a parent to take them home.

- 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.

Handwashing stations have been installed at the entrance to each classroom. Every classroom and office space has hand sanitizer and disinfectant wipes readily available near entrances/exits. Students will be taught appropriate and effective healthy hygiene practices, and their practice monitored multiple times throughout each school day.

- 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.

Lakeside School has two designees, and the District Office has two identified designees, all of whom have completed the on-going COVID-19 Designee training by SCCOE and have developed a response manual in each office in the event there is a confirmed case.

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

All staff have been trained specifically on the requirements of physical distancing. all classrooms and office spaces have been modified to support the appropriate requirements. the staff workrooms and breakroom have been modified to meet health guidelines, and the breakroom use restricted to storing and preparing food only.

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.

One of our classrooms floor space accommodates only 16 students at a 6 foot distancing. This classroom may have 18 students if all return to in-person instruction. If in that case, with all unnecessary equipment and furniture removed, there will be at least 4 feet distancing in all cases and more than 5 feet distancing in most cases, as the teacher delivers their classroom practice through learning centers and regrouping students in their multi-grade classroom.

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

Specific staff training has been developed both by the Lakeside Administration as well as Keenan Safeschools training (10 separate online courses, totalling five hours of training) to provide appropriate and updated information regarding maintaining a safe and healthy school learning environment for all students and adult personnel.

- 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.

LJSD will adhere to the SCCOE/SCPHD recommendations for testing cadence, at the minimum, and recommends (and provides) weekly testing of all personnel, if in the red/purple tiers.

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

Staff testing will be twice per month in red and orange, once a month in yellow

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.

Student testing cadence will be offered at the same cadence as the staff 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.

The Superintendent will adhere to all FERPA regulations/requirements in this communication with students, staff, parents and public health.

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

Labor Organization

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

Name: Lakeside Teachers Association

Date: Once a month

Parent and Community Organizations

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

Name: Lakeside Return to School Task Force and the Lakeside

Date: Task Force twice

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.

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.