

Date: 1/23/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Walden Academy Charter School

Number of schools:

1

Enrollment:

187

Superintendent (or equivalent) Name:

Suzanne Tefs

Address:

1149 W. Wood Street

Phone Number:

5303616480

City

Willows, CA

Email:

leadershipteam@waldenacademy.org

Date of proposed reopening:

10/19/2020

County:

Glenn

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Independent 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 th	



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:

I, Suzanne Tefs, 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:

All elements in the CDPH Guidance on Schools.

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 will remain in stable cohorts throughout the school day. Any push in instruction will be provided by an educator that only pushes into a single cohort. Any other push in or pull out services will be those required by a student's IEP.

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?)

The maximum number of students in a classroom varies depending on the number of desks we can safely place in order to accommodate students remaining 6' apart.

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

N/A

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

N/A

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.

Beginning the School Day:

1. By Car: Most students are driven by parents. Each family will be given a staggered drop off time. The driver will pull up to 1 of 4 stations, and met by a staff member. Parents are asked health screening questions about their child, and the child's temperature is taken. Students in grades TK-8 put on their mask before they exit the vehicle. If they do not have one, one will be provided for them. They will be directed to their classroom.

2. Walking/biking: Students will enter through the pedestrian gate. Taped lines are placed every 6' for each student to stand on while waiting to be admitted onto campus. Before students pass through the gate, they will be asked health screening questions and have their temperature taken. Students in grades TK-8 will put on their mask and directed to their classroom. If they do not have a mask, one will be provided for them.
3. Students that take part in school breakfast will pick-up their bagged breakfast, walk to their classroom, and eat inside the classroom.
4. Students not eating a school breakfast, will walk directly to their classroom for a quiet activity in their classroom.

Ending the School Day:

1. Each classroom walks to the pick-up area at staggered appointed times to avoid contact with students in another cohort.
2. Due to the small size of each classroom, students will line up on taped lines 6' apart at the pick-up zone with their cohort.
3. Parents will drive-up, and students will walk to the family car for pick-up.
4. Students walking or biking will be walked to the gate to exit the campus.
5. Parents picking up students will be urged to utilize the car pick-up area and will not be allowed to walk onto campus.

Non-Classroom Areas:

1. Students play outdoors with their classroom cohort with or without masks or face shields, but must keep at least 6' of distance.
2. Recess and breaks will be kept to the cohort of classroom peers.
3. Areas will be clearly marked to ensure 6' of distance.
4. Additional staff will be posted to help students follow all directions.
5. Staff and signage posted to remind students and staff about hygiene.
6. Students will stand on taped lines 6' apart when lining up to return to the classroom.
7. Outdoor learning in the picnic area will be on a scheduled daily basis.
8. Hand sanitizing & hand washing stations are located all around campus.
9. There is a shield in front of the receptionist's desk.
10. Drinking fountains are turned off. Students will bring water bottles. Water bottle filling stations have been installed.
11. No more than two parents and/or students will be allowed in the office at one time. They must wear a mask and socially distance. Taped lines are provided outside the office to safely wait to enter.
12. Parents will not be allowed on campus past the office.
13. No parent volunteers will be allowed this year.

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

1. Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments and in areas where physical distancing alone is not sufficient to prevent disease transmission.
2. All staff is required to wear masks inside and outside the classroom during the school day.

3. Students in grades TK-8th grade and above are required to wear masks.
4. Proper use of face coverings will be taught to all students and staff. Staff will reinforce proper wearing of face coverings.
5. Students and staff will be reminded not to touch the face covering with their hands.
6. Information will be provided to everyone about proper use, removal, and washing of cloth face coverings, and proper use, removal and disposal of disposable face coverings.
7. Face shields will be available to students and staff.
8. Walden Academy will provide masks to students and staff who do not have their own.
9. Unless exempt with proper documentation from wearing a face covering, we will exclude students and adults from campus if they refuse to comply with our face covering requirements.
10. Adequate PPE supplies are maintained at all times for staff and students.

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.

1. At the beginning of each school/work day, all staff will complete a health screening and have their temperature taken.
2. Before students enter the campus each day, they will be given a health screening and have their temperature taken.
3. Questions on the health screening:
Have they been in the presence of someone with COVID?
Have you taken any fever reducing medicine?
Do you have a fever, cough, sore throat, shortness of breath, vomiting or diarrhea?
Were you able to taste and smell your breakfast or lunch?
4. Any staff or students exhibiting any COVID-like symptoms will wear a mask while waiting in an isolation room until the student can get a ride home. Staff members will be asked to go home or healthcare facility immediately.

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.

Students will be taught through direct instruction which will continue on a daily basis for the first few weeks, and later on, an as needed basis:

1. The importance and proper techniques of hand washing
2. How to social distance
3. How to wear a mask
4. How to properly use hand sanitizer
5. The proper way to cough or sneeze into an elbow or tissue

Hand washing:

1. Staff and students will be taught proper hand washing techniques of 20 seconds with soap, rubbing thoroughly, rinsing completely, and drying with a paper towel. Staff will model this for students, monitor, and reinforce on a daily basis.
2. Staff will have classrooms on a hand washing schedule throughout the day which will include before and after eating, after coughing, sneezing or blowing noses, and after recess. A staggered school-wide schedule will ensure no cohorts will overlap at the hand washing stations or rest rooms.
3. Three additional hand washing stations have been installed in the front and rear of the campus consisting of two sinks each separated by a shield, and will be clearly marked to support more

frequent hand washing and to minimize congregating in bathrooms.

Hand Sanitizing:

1. Staff and students will be taught proper hand sanitizing techniques of rubbing sanitizer into hands until completely dry.
2. Sanitizing stations will be clearly marked around campus inside and out for easy and frequent access.
3. When practicable, sanitizer will be 70%+ ethyl alcohol-based and fragrance-free.
4. Young children will be supervised when using hand sanitizer to ensure proper and safe use.
5. Hand washing is preferred over hand sanitizing.

- 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.

The Office Manager is responsible for managing any contact tracing in the event of a confirmed case. In the case of a confirmed case, the individual will be interviewed to find out if anyone was within 6' of distance for a period greater than 15 minutes, with or without a mask. If so, those close contacts will be interviewed and it will be determined if the individual will have to quarantine and for how long. The School Nurse will be immediately notified as will the local public health agency.

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

All classrooms are arranged so students remain 6' apart. All extra furniture and items have been moved out of the classrooms to provide more space. There are no communal supplies. Each student has her/his own supplies. Recesses are 15 minutes in length and on a cohort basis. Students eat inside or outside the classroom, depending on the weather. Classrooms have air purifiers and windows and doors remain open when possible for further ventilation.

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.

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

Prior to school starting in October 2020, all staff was be trained on the following items:

1. cleaning and disinfecting practices
2. distancing guidelines and their purpose
3. screening practices and their importance
4. how COVID-19 is spread and its symptoms
5. the proper use, removal, disposal, and/or washing of face coverings

- 6. screening their own health
- 7. importance of community physical distancing measures and all CDPH guidelines for classrooms, eating areas, office and playground.

Prior to school starting in October 2020, all families received information on:

- 1. How COVID-19 is spread and its symptoms
- 2. Proper hand washing practices
- 3. Screening practices and their importance
- 4. Proper use, removal, washing, and/or disposal of face coverings
- 5. The importance of physical distancing measures
- 6. Drop-off and pick-up instructions
- 7. Outline of all safety procedures on campus and in the classroom and all CDPH guidelines for classrooms, eating areas, office and playground.

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.

Walden Academy reopened for in-person school in October 2020. At that time, all staff members were on an every other month testing schedule. Since that time, we have moved that up to a monthly testing schedule.

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

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.

Walden Academy will not test students on the campus. We will recommend that parents seek their child's doctor's advice regarding testing.

Planned student testing cadence. Please note if testing cadence will differ by 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](#).

Reporting will be consistent with the highlighted reporting requirements.

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.

Walden Academy will report to staff and parents about cases and exposures on campus in accordance with privacy requirements.

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

N/A Walden Academy has been open to in-person school since October 2020.



Labor Organization

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

Name: N/A

Date:



Parent and Community Organizations

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

Name: N/A

Date:

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

See the School Reopening Framework on the Walden Academy website.

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



Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Glenn. County has certified and approved the CRP on this date: 9/25/2020. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Walden Academy submitted the Waiver to Reopen School which was approved on September 25, 2020.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)