

Date: 08/10/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Orcutt Union School District

Number of schools:

11

Enrollment:

4784

Superintendent (or equivalent) Name:

Dr. Holly Edds

Address:

500 Dyer Street

Phone Number:

805-938-8900

City

Orcutt

Email:

hedds@orcutt-schools.net

Date of proposed reopening:

August 13, 2021

County:

Santa Barbara

Current Tier:

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

K-8 with K-12 Dependent Charter

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, Nicholas Taylor, 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:

The components of the COVID-19 Prevention Program (CPP) for the 2021-2022 School year are in compliance with the California Department of Public Health recommendations as of July 2021 and the Santa Barbara County 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.

Students and staff will be required to wear face coverings indoors with 3 feet of physical distancing where possible. Mixing of student groups at the elementary level will be minimized as they are in a self-contained grade level classroom during instructional time. Students in grades 7-12 will wear face coverings indoors during instructional time. All grades will utilize additional hand washing and hand sanitizing stations provided physically throughout their campus.

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?)

TK - 15 students, 1 staff member 1/2 day program (average)
K - up to 25 students with 2 staff members
1-3 - up to 27 students with one staff member (average)
4-6 - up to 32 students with one staff member (average)
7-12 - up to 35 students with one staff member (average) for academic classes

All aforementioned student groups will attend school, in person, 5 days per week for a full school day and will follow current California Department of Public Health requirements for face coverings.

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

Students in grades 7-12 will attend departmentalized classes 5 full days per week and will follow current California Department of Public Health requirements for face coverings.

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

Our electives classes will take place 5 days per week during a full instructional day and will follow current California Department of Public Health requirements for face coverings.

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.

Orcutt USD schools have implemented procedures to support physical distancing for staff and students as they enter, exit, and move throughout the day. For example:

- * Office spaces, reception areas and other common meeting spaces have protective plastic shields mounted on desks. Additional shields are available as they are needed.
- * School volunteers are minimized as are the number of people allowed in school offices (appointments are encouraged)
- * Several exit and entry points are utilized for students and parents to minimize congestion points
- * Parents are encouraged to stay in their vehicles when dropping off and picking up students
- * Break times and lunches are staggered as much as possible to minimize congestion on the playgrounds and in the cafeterias
- * Schools have directional arrows and 6' distancing placards in the hallways

And lastly, students have continuously been on campus since March of 2021 and through the summer in our extended learning programs. They are familiar with physical distancing and mask requirements.

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

All staff and students will comply with current requirements for face coverings as required by the California Department of Public Health. All students and all adults will be required to wear face coverings indoors unless they have a medical exemption.

Face coverings must be worn by all students and staff:

- While in classrooms or other learning environments

Orcutt Union School District has a supply of disposable face coverings for anyone who is unable to provide their own. Responses for failing to wear a face covering include:

- Providing disposable face covering
- An option for Independent Study

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.

Daily symptom screening of all staff for COVID-19 symptoms including:

- Use of touchless thermometers to take temperature when entering campus
- Not admitting staff with temperatures >100.4F and logging information for COVID-19

Daily screening of all students for COVID-19 symptoms including:

- Use of touchless thermometers to take temperature when entering classroom for the first time that day
- Daily questionnaire and reporting by parents using ParentSquare if students have been exhibiting COVID-19 related symptoms or have been in recent contact with anyone with COVID-19 or related symptoms.

Students who have a temperature of >100.4F or demonstrate symptoms will be isolated in the designated quarantine area until they can be picked up by a family member.

Staff members who have a temperature of >100.4F or demonstrate symptoms will leave campus to return

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.

Orcutt USD has provided increased handwashing stations to be placed at key locations on campus. Additionally, hand sanitizer dispensers have been installed in multiple areas of each campus. Teachers have a plexiglass screen on their teacher workstation.

Orcutt USD has implemented routines for frequent hand sanitation focusing on COVID-19 prevention measures:

- After using restroom
- Before and after eating
- When entering a classroom or office
- After taking off or putting on their cloth face covering
- After prolonged exposure to high touch areas

Orcutt USD has created videos for each school site with information on handwashing and hygiene practices that are expected while on campus for in-person instruction. Teachers will review this information with students on the first day of in-person instruction, and will continue to do so as needed.

The district has also created infographics that will be posted and shared with healthy hygiene habits such as mask wearing and hand washing.

- 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.

If a student or staff member tests positive for COVID-19, schools will follow the guidelines established by the Santa Barbara County Department of Public Health, including:

- School based close contacts identified and instructed to test and/or quarantine for ten (10) days in accordance with the most current guidance issued by the California Department of Public Health:

Superintendent designee notified

Superintendent designee notifies Public Health Department

The Superintendent designee (District Nurse in collaboration with site administrator and Health Support Staff) is the COVID-19 liaison, to act as the communication point for all COVID-19 concerns. The COVID-19 Liaison's responsibilities include:

- Managing and supporting contract tracing
- Notifying exposed persons/cohorts
- Creating and maintaining a database of exposed students and staff
- Communicating with, and submitting lists of exposed students and staff to the Public Health Department

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

Universal masking indoors in lieu of physical distancing.

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

Maximum: 12 feet

Minimum 3 feet

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

In order to address the educational needs of students for in-person, 5 days a week instruction, 6 foot distancing is not practicable. In compliance with CDPH guidelines, the District requires that all students and staff wear masks while in doors to mitigate the incidental exposure to the COVID 19 virus.

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

The Superintendent designee, school site principals, and Health Support staff will support staff and community in understanding the district's re-opening plan.

- Staff has been trained on health and safety protocols at site-based professional development as well as online training modules.
- Staff has been trained on all elements of this plan, with an emphasis

Enhances sanitation practices

Physical distancing guidelines and their mandatory use of face coverings

Screening practices

COVID-19 specific symptom identification

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.

Case reporting, contact tracing and investigation

Per AB 86 (2021) and California Code Title 17, section 2500, schools are required to report COVID-19 cases to the local public health department.

Schools or LEAs should have a COVID-19 liaison to assist the local health department with contact tracing and investigation.

Quarantine recommendations for vaccinated close contacts

For those who are vaccinated, follow the CDPH Fully Vaccinated People Guidance regarding quarantine.

Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings.

When both parties were wearing a mask in any school setting in which students are supervised by school staff (including indoor or outdoor school settings and school buses, including on buses operated by public and private school systems), unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified quarantine as follows. They may continue to attend school for in-person instruction if they:

i. Are asymptomatic;

- ii. Continue to appropriately mask, as required;
- iii. Undergo at least twice weekly testing during the 10-day quarantine; and
- iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

Quarantine recommendations for: unvaccinated close contacts who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described in #8 above.

For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:

- i. Quarantine can end after Day 10 from the date of last exposure without testing; OR
- ii. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.

To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:

- i. Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
- ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

Isolation recommendations

For both vaccinated and unvaccinated persons, follow the CDPH Isolation Guidance for those diagnosed with COVID-19.

Maintaining Healthy Operations

- The Assistant Superintendent of Human Resources and District Nurse will be responsible for responding to COVID-19 exposure to notify local health officials, staff, and families in a prompt and responsible manner
- Parents may screen students for temperature and general health before leaving for school and may utilize the ParentSquare app to report the results of these screenings to the District Nurse.
- Orcutt Union School District will create a communication protocol that allows families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by law.
- When possible, the school will support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk by providing options such as distance learning.

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

N/A

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.

Case reporting, contact tracing and investigation

Per AB 86 (2021) and California Code Title 17, section 2500, schools are required to report COVID-19 cases to the local public health department.

Schools or LEAs should have a COVID-19 liaison to assist the local health department with contact tracing and

investigation.

Quarantine recommendations for vaccinated close contacts

For those who are vaccinated, follow the CDPH Fully Vaccinated People Guidance regarding quarantine.

Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the CDC K-12 guidance and CDC definition of a close contact.

When both parties were wearing a mask in any school setting in which students are supervised by school staff (including indoor or outdoor school settings and school buses, including on buses operated by public and private school systems), unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified quarantine as follows. They may continue to attend school for in-person instruction if they:

- i. Are asymptomatic;
- ii. Continue to appropriately mask, as required;
- iii. Undergo at least twice weekly testing during the 10-day quarantine; and
- iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

Quarantine recommendations for: unvaccinated close contacts who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described in #8 above.

For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:

- i. Quarantine can end after Day 10 from the date of last exposure without testing; OR
- ii. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.

To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:

- i. Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
- ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

Isolation recommendations

For both vaccinated and unvaccinated persons, follow the CDPH Isolation Guidance for those diagnosed with COVID-19.

Maintaining Healthy Operations

- The Assistant Superintendent of Human Resources and District Nurse will be responsible for responding to COVID-19 exposure to notify local health officials, staff, and families in a prompt and responsible manner
- Parents may screen students for temperature and general health before leaving for school and may utilize the ParentSquare app to report the results of these screenings to the District Nurse.
- Students will have additional temperature screening at the classroom door to be conducted by staff.
- Orcutt Union School District will create a communication protocol that allows families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by law.

- When possible, the school will support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk by providing options such as distance learning.

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

N/A

- 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](#).

If a student or staff member tests positive for COVID-19, schools will follow the guidelines established by the Santa Barbara County Department of Public Health, including:

- Student/staff will be isolated at school and sent home to quarantine
- Student/staff instructed to isolate for ten (10) days after symptom onset. If never symptomatic, isolate for ten (10) days after positive test.
- School based close contacts identified and instructed to follow guidelines established by the California Department of Public Health

Superintendent designee notified

Superintendent designee notifies Public Health Department

- 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.

The Superintendent or designee will communicate appropriately with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements by law:

- Documenting/tracking incidents of possible exposure and notifying local health officials, staff, and families immediately of any positive cases of COVID-19 while maintaining confidentiality, as required under state law related to privacy.
- Communicating with the parent/caregiver if a student is exhibiting symptoms of COVID-19 referring to a student's health history form and/or emergency card to identify if a student has a history of allergies.
- Notifying local health officials, staff, and all families of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
- Instructing sick staff members and students not to return until they have met CDC criteria to discontinue home isolation.

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

The District will consult with all stakeholders impacted by the reopening of schools.

Labor Organization

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

Name: OEA (Monique Segura); CSEA #255 (Veronica Barrios)

Date: OEA

Parent and Community Organizations

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

Name: Parent/Superintendent Council

Date: January 25, 2021 and

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

[Empty text box for describing consultation process]

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

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Santa Barbara. 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.