

Date: January 28, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Placer Academy Charter

Number of schools:

1

Enrollment:

259

Superintendent (or equivalent) Name:

Jill Godtland

Address:

4750 Grove Street

Phone Number:

(916)259-1688

City

Rocklin

Email:

jgodtland@placeracademy.org

Date of proposed reopening:

October 6, 2020

County:

Placer

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Public Charter School

Grade Level (check all that apply)

<input 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, Jill Godtland, 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.

Placer Academy Charter has worked hard to ensure the minimization of contact between students and staff.

K-5 Students:

PAC students in K-5 are in fixed, stable cohorts that remain with their classroom teacher. Students remain separated from other classes. The cohort remains together for recess and snack time.

6-8 Students:

PAC students in 6-8 are placed in grade level cohorts that remain in one classroom throughout the day. Because the middle school is departmentalized, these students have 4 teachers that travel to the 3 cohorts. The students remain together for recess and snack time.

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?)

Cohorts are limited in size dependent upon the physical space of the classroom to ensure proper social distancing. Additionally, class sizes are limited to 26 students and most have between 18 and 20 students.

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

Placer Academy is departmentalized in our Upper Academy (middle school). These students are arranged into grade level cohorts. The core subject area teachers travel to the students to allow the students to remain in one classroom and limit exposure. The students remain together for recess and snack time.

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

N/A

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.

The following procedures will be utilized to help avoid close contact and/or mixing of cohorts:

Arrival:

In order to minimize exposure while on campus for students and staff, the arrival time was extended to 20 minutes. All students will be dropped off via the drop-off lane. No families are allowed to park and walk their student(s) in. Students will exit vehicles and designated health checkpoints. Staff will be stationed at the checkpoints to provide a temperature check. If the temperature of the student is less than 100.4 degrees, students will enter the building via a designated entrance based upon the location of their classroom. If a student has a temperature of 100.4 degrees or above, parents will be asked to park, and a recheck will be given shortly thereafter or the student will be sent home. All students and staff are required to wear a cloth face covering. Students will enter 1 of 6 designated entrances to minimize contact

Dismissal:

Dismissal time was staggered and extended to 30 minutes in order to minimize contact. Dismissal occurs outside and all students and staff are masked. All students will be picked up via the pick-up lane. Students will enter their vehicles at the designated spots. Parents will remain in their vehicles.

Non-Classroom Spaces:

Non-essential visitors, volunteers, and activities involving other groups at the same time will be limited. Recess/snack times will be staggered to ensure cohorts are not mixed. Playground and recess will be spread out to promote social distancing.

Visitors on Campus:

To limit the amount of COVID-19 transmission in our community, visitors will only be allowed on campus in our front office at the start of the school year. As much as possible we ask all parents and guardians to use digital or virtual means of communication (email, videoconferences, phone calls) to conduct school-related business. Any visitors who come to campus need to self-screen at home for COVID-19 symptoms and may need to commit to a wellness screening including a temperature check depending on the public health conditions. Individuals demonstrating any COVID-19 symptoms or are running a fever are not allowed on campus. The office will be closed during arrival and dismissal times to minimize contact issues.

Office Hours

Monday - Thursday:

8:30 - 12:00 pm and 12:45 - 3:45 pm

Friday:

8:30 - 12:00 pm and 12:45 - 1:45 pm

As we establish our new campus health and safety procedures and public health conditions allow our goal is to have parents, families, and campus visitors on campus as we have done in the past. We believe these individuals are valuable components of our community.

X

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

In alignment with the latest California Department of Public Health (CDPH) statewide guidelines for face coverings, all staff, students, families, and visitors over 2 years of age are expected to wear face coverings when they are on campus unless they meet one of the limitations described below. Any adult who refuses to wear face coverings will not be permitted to access the campus. When the campus is open, any K-8 student who refuses to wear face coverings will be sent home and asked to attend classes remotely until they can wear a face covering.

A face covering is a covering made of cloth, fabric, or other soft or permeable material without holes. It should cover the nose, mouth, and chin. A face covering should not hide or obscure the eyes. The face covering should be comfortable so the wearer can breathe comfortably through the nose and does not have to adjust it frequently, so as to avoid touching the face. Any face covering that incorporates a one-way valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the mask) that is designed to facilitate easy exhaling is not an appropriate face covering for COVID-19. Valves of that type permit droplet release, putting others nearby at risk. N95 respirators or medical-grade masks should be reserved for health care providers and first responders. All face coverings must meet the latest guidelines from the California Department of Public Health.

Limited exceptions for face coverings include:

For certain special education populations, when it would be challenging for students to not touch face covering and express breathing difficulties

For students or staff who have respiratory or other health conditions documented with a medical note

For those with hearing impairments, or communicating with a person who is hearing impaired, where the ability to see their mouth is essential for communication. Face shields would be recommended at this time.

For instructional situations, such as certain types of performances, special education, or language support. Face shields would be recommended at this time.

For each of these exceptions, it is expected that the individual will use other means to reduce COVID-19 transmission including wearing a face-shield or enrolling in extended distance learning. Situations, where students will not be regularly wearing a face covering, will require a documented plan and administrative waiver as part of a student success team (SST) or 504 meetings with the parents, teachers, student, and academy administration. Placer Academy Charter School students and staff will provide reusable, cloth-based face coverings for all students and staff. We will also have disposable masks or washable masks when students or visitors do not have one upon arrival. When/if public health requirements regarding face coverings change, Placer Academy Charter School will adjust accordingly.

In order to minimize exposure to COVID-19, PPE will be used by students and staff PPE includes:

Face Coverings are an essential part of student and staff protection. They will be required of all staff, students, and visitors. Students should have their own face covering. PAC will have disposable and cloth face coverings available for students and/or staff who forget their face covering.

Gloves are not recommended except for specific situations. Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Gloves should only be worn when providing first aid, handling food, or cleaning and sanitizing.

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.

Student Screenings:

Prior to arriving at school families must perform daily health screenings with their children utilizing the Passive Symptom Checker by taking their temperature and ensuring they do not have a fever of 100.4°F or higher. They must also ensure that they do not have symptoms that the CDC has indicated are symptoms of COVID-19. The symptoms include: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, the new loss of taste or smell, congestion or runny nose, nausea or vomiting, and diarrhea. If a child exhibits these symptoms, they may not attend school.

When in Doubt, Sit It Out!

Upon arrival at school, PAC staff may conduct secondary health screenings including taking temperatures and asking students if they or anyone in their household are demonstrating COVID-19 symptoms. Students

showing signs of illness upon arrival or during the school day will have their temperature taken in the office. Students with a temperature above 100.4°F or showing symptoms of illness will be separated from other students and families will be contacted to immediately pick them up from school.

Staff Screenings:

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, employees are required to conduct a self-screening including a daily temperature check for COVID-19 symptoms before coming to school. Employees with a temperature above 100.4°F or other notable symptoms should remain at home. These employees must let their supervisor know as soon as possible and submit an absence request via Ready Sub.

- 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.

Placer Academy Charter School is taking an “education first” approach to all on-campus hygiene protocols. PAC staff will teach and promote proper hygiene to children on a regular basis (i.e. frequent handwashing). Please note that physical distancing should still be practiced even with the use of face coverings. In addition to using PPE, staff and students will be reminded to:

Wash their hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available.

Avoid touching their eyes, nose, and mouth.

Cover their mouth and nose or use the inside of your elbow when you cough or sneeze.

All high touch surface areas and bathrooms will be cleaned throughout the day. Any shared materials will be cleaned with approved disinfectants at least daily. Student’s belongings will be separated and in individual containers, cubbies, or areas to allow for easy cleaning and lack of cross-contamination. Janitorial services and deep cleanings are completed each evening, prior to students and staff returning to campus the following day. All disinfectants and procedures will be based on the EPA’s Emerging Viral Pathogen Policy. All non-essential gatherings of large groups, including field trips, performances, and assemblies will be held virtually until the public health guidelines allow for in-person activities.

- 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.

PAC school staff will follow all state and local guidelines in regards to identification and tracing of contacts when there is a confirmed case. The school nurse will be the designated contact for the local health department and support staff may be used as needed. When requested by the local health department, or in accordance with current guidelines, the school nurse will create and submit lists of exposed students and staff and notify potentially exposed persons, as indicated.

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

Physical distancing is an effective way to contain the spread of COVID-19 and is required as part of all school reopening guidance documents. While on campus any students, staff, or families should remain at least 6 feet from each other and eliminate any contact within 6 feet to the greatest extent practicable. As a means of implementing physical distancing, Placer Academy Charter School will implement the following:

Managed Traffic Flow: Students will have specific entry and exit doors when coming on to campus.

Large Gatherings and Field Trips: All non-essential large group meetings, assemblies, performances, and field trips will not occur until deemed safe to do so by Sacramento County Public Health. To the greatest extent, practicable any large group meetings, assemblies, performances, or field trips will occur virtually.

Staff Meetings, IEP Meetings, and Conferences: All meetings that involve parent/teacher/administration/staff will be held virtually.

Reduced Class Sizes: Class sizes will be smaller and make use of individual desks to ensure students are spaced at least 6 feet apart. Students and staff are still expected to wear face-covering in class. Where this cannot happen plexiglass barriers will be used.

Reduced Bathroom Capacity: Schedules will be adjusted to limit the number of students accessing bathrooms at any given time. Students are expected to use face coverings when using the restroom.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

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.

Placer Academy will maintain a minimum of 4 feet of distance and whenever practicable and when classroom space allows.

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:

Staff training at Placer Academy included before school training on COVID-19, symptoms, risks, and new procedures and protocols. Regular updates are sent to the staff via email, and staff meetings include updated information, resources, and new policies/procedures.

Family Education:

Family education and training included our virtual back-to-school night that contained COVID-19 health information and a presentation by our school nurse. The Place Academy website is updated regularly to include COVID-19 resources and guidance. Additionally, COVID-19 updates are emailed to parents and maintained on website for access. PAC students receive health lessons on proper hand-washing, wearing of face coverings, and appropriate social distancing. The PAC school nurse sends regular updates to families about various health topics related to COVID-19.

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.

If a staff member exhibits symptoms of COVID-19:

The staff member will be immediately isolated and sent home. COVID-19 testing will be recommended. If no test is performed, isolation continues for a minimum of 10 days from symptom onset AND 24 hours fever-free without medication AND improvement of symptoms. The cohort (classroom) may remain open, dependent upon testing and recommendation of public health. The staff member can schedule an appointment (placercoe.org/schooltestingsites).

If a staff member tests positive for COVID-19:

School staff will notify Placer County Public Health. The positive staff member will isolate and be excused from school for a minimum of 10 days from symptom onset or test date.

Contract tracing will occur by school staff and public health. The cohort (classroom) will close for 14 days after the last date the positive case was at school while infectious and individuals will be asked to quarantine.

Testing will be recommended for close contacts. Appropriate cleaning measures will take place. All school families will be notified of positive cases while maintaining the confidentiality of individuals.

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

Asymptomatic testing of staff:

Asymptomatic staff will be tested every other month. 50% of staff will be tested each month. Staff will utilize their primary care provider or schedule testing at an Optumserve Site through Placer County Public Health (lhi.care/covidtesting).

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.

If a student exhibits symptoms of COVID-19:

The student will be immediately isolated and sent home. COVID-19 testing will be recommended. If no test is performed, isolation continues for a minimum of 10 days from symptom onset AND 24 hours fever-free without medication AND improvement of symptoms. The cohort (classroom) may remain open, dependent upon testing and recommendation of public health.

If a student needs COVID-19 testing:

Students with insurance should see their primary care provider or schedule testing at an Optumserve Site through Placer County Public Health (lhi.care/covidtesting). Students without insurance may be tested at one of the Placer County Office of Education Testing sites (www.placercoe.org/schooltestingsites)

If a student tests positive for COVID-19:

School staff will notify Placer County Public Health. The positive student will isolate and be excused from school for a minimum of 10 days from symptom onset or test date. Contract tracing will occur by school staff and public health. The cohort (classroom) will close for 14 days after the last date the positive case was at school while infectious and individuals will be asked to quarantine. Testing will be recommended for close contacts. Appropriate cleaning measures will take place. All school families will be notified of positive cases while maintaining the confidentiality of individuals.

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](#).

Place Academy will notify the Placer County health officer of the known case of COVID-19 among any student or staff member who was present on campus within the 10 days preceding a positive test for COVID-19. PAC will report the following information:

The full name, address, telephone number, and date of birth of the individual who tested positive;

The date the individual tested positive, the school at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site
The full name, address, and telephone number of the person making the report.

This information will be reported to the Placer County health officer by telephone within twenty-four hours from the time PAC was made aware of the case.

- 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 Placer Academy Executive Director will communicate with students, staff, and parents about cases and exposures at the school via email and School Messenger. All notifications will maintain all privacy and confidentiality requirements as mandated by FERPA and HIPAA.

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

N/A - Placer Academy opened on October 6, 2020

- X Labor Organization

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

Name: N/A

Date: N/A

- X Parent and Community Organizations

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

Name: N/A

Date: N/A

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

PAC has no labor organization. School staff were consulted in throughout the development of PAC's COVID Reopening Plan. Consultation included surveys, staff meetings, and individual meetings.

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

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

Schools in Placer County were already opened, so this requirement does not pertain to PAC. The plan was submitted to the Placer County Health Officer on February 1, 2021.

Additional Resources:

[Guidance on Schools](#)

