

Date: January 21, 2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Maxwell Unified School District

Number of schools:

3

Enrollment:

334

Superintendent (or equivalent) Name:

Summer Shadley

Address:

515 Oak Street

Phone Number:

5304382052

City

Maxwell

Email:

summershadley@maxwell.k12.ca.us

Date of proposed reopening:

We opened September 15th,

County:

Colusa

Current Tier:

Purple

*(please indicate Purple, Red, Orange or Yellow)*

Type of LEA:

Public School

Grade Level (check all that apply)

TK

2<sup>nd</sup>

5<sup>th</sup>

8<sup>th</sup>

11<sup>th</sup>

K

3<sup>rd</sup>

6<sup>th</sup>

9<sup>th</sup>

12<sup>th</sup>

1<sup>st</sup>

4<sup>th</sup>

7<sup>th</sup>

10<sup>t</sup>

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](mailto: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, Summer Shadley, 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.

See CPP

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?)

Maximum number of students and staff will depend on the individual classroom space to ensure that students are no less than 4 feet from chair to chair and staff desks are 6 feet from student desks.

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

Our high school is a small necessary school with a total enrollment of 89 students. Approximately 10% of the students are participating in distance learning. Our average class size is 12 students per class at the high school.

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

At the middle school we are not offering electives at this time in order to keep students in stable groups.

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.

See CPP

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

See CPP

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.

See CPP

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.

See CPP

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.

See CPP

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

See CPP

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.

Classroom size restraints and the number of parents who have opted for in-person instruction limit our ability to keep students 6 feet apart in every 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.

See Site Specific Covid-19 Plan

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.

See CPP

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.

School officials will encourage those with symptoms to get tested. At this time we do not have the resources to do asymptomatic student testing cadences.

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

[Empty light blue box]

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](#).

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.

Superintendent will follow the guidelines listed on page 31-37 in the COVID-19 and Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, released January 14, 2021

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

All schools in District have been open since Fall 2020.

Labor Organization

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

Name: [Empty text box]

Date: [Empty text box]

Parent and Community Organizations

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

Name: [Empty text box]

Date: [Empty text box]

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

[Empty light blue box]

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

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

We opened for in-person instruction under the July 17, 2020 guidelines and do not need county approval at this time.

**Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)