



2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: High Tech Elementary Mesa

Number of schools: 9

Enrollment: 307

Superintendent (or equivalent) Name: Dr. Rasheed Meadows

Address:

5331 Mt. Alifan Drive Bldg 200

Type of LEA: Charter School

San Diego, CA 92111

Date of proposed reopening:

4/5/21

Phone Number: 619-243-5000

Email: rmeadows@hightechhigh.org

County: San Diego

Current Tier: Purple

Grade Level: K-5

(please indicate Purple, Orange or Yellow)

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 and not yet open, materials must additionally be submitted to your local health officer (LHO) 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 Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Dr. Rasheed Meadows, 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:

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?)

Each grade level/class will be divided into stable groups of 1-15 students. Students will be 4-6 feet apart at all times. Stable groups will not interact with one another. Outside lunch time and playground time will be staggered so that no two stable groups are in the same place at the same time. We will minimize contact between adults at all times.

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

Special education teachers, intervention teachers, and counselors will meet with small groups (composed of students from only one

stable group) in outside classrooms or continue to support students virtually. We have extended our wifi network to support outside classroom opportunities and we also purchased pop-up tents and moveable tables to allow children to work outside with adults. All adults and children will be required to wear masks and maintain distance between them.

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

Stable groups will be kept consistent and separate from one another for all exploratory and elective classes. When possible, these classes will be held in outside classrooms. See above for information regarding outside classroom options.

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.

Upon arrival, students will be screened before they enter with temperature checks and a series of questions that students and parents will be asked each morning.

Students will be screened and enter the building from multiple exterior doors so they will not congregate in the hallways. Staggered passing times will be established and students will be trained to pass back and forth to assigned bathrooms. Water stations will be monitored by adults so that children do not access drinking fountains.

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

- Information regarding CDPH Guidance for the Use of Face Coverings will be provided to staff and families of students.
- Students in all grade levels will be required to wear face coverings at all times, while in school, unless exempted. The cloth face covering will only be removed when necessary for meals or snacks, or when it needs to be replaced.
- Schools will provide face coverings to students who fail to bring a face covering to school. Classroom teachers or site managers may issue face coverings to students.

- Students who refuse to follow face covering guidance will be excluded from campus.
- Students who will not wear a face covering will be afforded the opportunity to continue in full distance learning instruction.
- Students will be required to wear face coverings when participating in physical activities such as recess or organized sports.
- Students will be exempted from wearing face coverings due to medical or mental health conditions or disabilities that would impede them from properly wearing or handling a face covering. Exemptions may also be granted when the face covering inhibits communication with a person who is hearing impaired.
- Persons exempted from wearing a face covering due to a medical condition must wear a non-restrictive alternative.

□ **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.

- Students and staff will complete symptom and exposure screening at home each day before leaving for school.
 - Parents will be provided with the list of COVID-19 symptoms and instructed to keep their child at home if the child is feeling ill or has symptoms of COVID-19, even if symptoms are mild. Parents will be strongly encouraged to get their ill child tested for COVID-19.
 - Staff members will be provided with the list of COVID-19 symptoms and will be instructed to stay home if exhibiting COVID-19 symptoms. Staff members will be instructed to be tested for COVID-19.
- Students will be screened for signs, symptoms, and exposures when they arrive on campus each day
- Staff will complete a self-screening protocol and digital sign-in when arriving on campus each day
- Students or staff exhibiting symptoms of COVID-19 at school will be immediately isolated in a private area. Students will remain in this area until picked up by a parent or guardian. Staff will leave school immediately. Students and staff with symptoms of COVID-19 will be

recommended to be tested for COVID-19 as soon as possible.

- Students will not be penalized for missing class due to COVID-19 symptoms.

□ **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 and staff will wash their hands frequently throughout the day, including before and after eating, after coughing or sneezing, after using shared items, and before and after using the restroom.
- Students will be taught and reminded to wash their hands for 20 second using soap, rubbing thoroughly after application.
- Adults will model and practice proper hand washing.
- Ethyl alcohol-based hand sanitizers will be used when handwashing is not practicable. Sanitizer will be rubbed into hands until completely dry.
- School staff will develop routines that allow for students and staff to regularly wash their hands at staggered intervals.
- Hand sanitizing stations will be set up outside of each classroom, bathroom, and at all tables in the outside lunch area.
- Each classroom area has a basket of cleaning supplies including disinfectant wipes, sprays, and towels.
- Doors to the outside will be kept open to allow for more ventilation.
- Staff and students will be instructed to clean frequently touched surfaces like desk tops, laptops, and chairs on a daily basis or after each use.
- Students will have access to individual supplies that do not need to be shared (notebooks, pencils, markers, computers, math manipulatives).
- Cohorts will have their own set of playground equipment which will be disinfected after use.
- The custodial staff will work with the site manager each day so that they are aware of the classrooms and other areas used

□ **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.

After a positive antigen test, HTH staff will report to a county testing site to receive a PCR test. After a positive PCR test, Joanna Clark (COO) will be responsible for contact tracing with students and Tremier Johnson (Director of Human Resources) will be responsible for contact tracing with staff.

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

Students will be screened and enter the building from multiple exterior doors so they will not congregate in the hallway. Staggered passing times will be established and students will be trained to pass back and forth to assigned bathrooms. Water stations will be monitored by adults so that children do not access drinking fountains.

All classroom space will be set up to maximize space between seating and desks. Teacher and student desks will be at least four-six feet away from each other. Classroom space will be redesigned to accommodate separation in play spaces. We will also use outdoor space for activities where possible. Classroom doors will be open to accommodate extra ventilation in addition to the MERV-13 filters that have been installed in all school buildings.

Meals will be served outdoors in a staggered schedule to minimize interaction between stable groups. Students will eat in assigned areas based on their stable group assignment and food will be served in individually wrapped or bagged breakfasts and lunches. Recess and break activities will take place in separated areas designated by stable group. Hand sanitizing stations will be set up outside each classroom door, bathroom door, and surrounding the playground and turf area. Students will be required to wear masks at all times, unless eating or drinking.

Non-essential visitors, parents, and volunteers will not be allowed in our school spaces and all school tours will be virtual.

Students will remain 4-6 feet apart at all times.

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

Staff will be trained every two weeks via webinar and virtual training and during staff meetings on the following safety actions. Staff will also be encouraged to attend the weekly HTH webinar and question and answer sessions every Thursday at 3:00 p.m. Families will be educated via parent meetings and weekly emails/letters from the school on the following safety actions:

- Proper use, removal, and washing of face coverings
- Physical distancing guidelines and their importance
- Symptom screening practices
- COVID-19 symptom identification
- How COVID-19 is spread
- Sanitation practices
- The importance of staying home if you have symptoms or have been in close contact with an individual diagnosed with COVID-19
- The plan and procedures to follow when staff or students become sick at school
- The plan and procedures to protect staff from COVID-19

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.

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

Students and staff will participate in the California K-12 School Antigen Testing Program if they choose to do so. This will offer bi-weekly antigen

testing to all staff and students on site with immediate results for screening testing. Any staff or students with positive antigen tests should immediately report to a county site to receive a PCR COVID-19 test for confirmation.

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.

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

See above.

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](#).

Student cases of COVID-19 will be reported to Joanna Clark (COO) and staff cases will be reported to Tremier Johnson (Director of Human Resources).

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 (CEO) and HTH Human Resources Department will communicate with students, staff, and parents/guardians about cases and exposures at the school via email. All email communications will be consistent with FERPA and HIPAA privacy requirements.

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

Labor Organization N/A

Parent and Community Organizations

School staff have engaged in planning and feedback sessions regarding re-opening.

- September, 2020: Staff reopening “think tanks”
- 11/9/20: HTH-wide reopening feedback session for staff
- 12/7/20 and 12/14/20 staff design teams meetings
- January & February, 2021: school-site staff planning teams meet regularly to collaborate on developing plans and providing feedback on plans

If no labor organization represents staff at the school, please describe the

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

- Date of Submission to Local Health Department:** _____TBD_____. Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

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.