

COVID-19 School Guidance Checklist

January 14, 2021

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Date: February 2, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Monticello Academy

Number of schools: 1

Enrollment: 358`

Superintendent (or equivalent) Name: Trinh Trinh

Address: 3345 Lochinvar Avenue

Phone Number: 408-615-9416

Date of proposed reopening:

Opened on October 5, 2020

Email:

ttrinh@monticelloacademy.org

County: Santa Clara, CA 95051

Grade Level: Kindergarten, 1st,
2nd, 3rd, 4th, 5th, 6th, 7th, and 8th

Current Tier: Purple

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

Type of LEA: Private School

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) before 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 before 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:

I, Trinh Trinh, 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.

All instructions are done in each cohort's classroom. The playground is divided into different sections and eating areas to ensure that the cohort does not mix. Each cohort is 25 feet in the distance outside. There is no mixing of cohorts.

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 a maximum number of students and staff in the groups?)

There are 16 stable groups with a minimum of two children to fourteen children in a classroom. For fifth grade through middle school, there is one teacher during instructional time. For kindergarten through 4th grade, there are one core teacher and one teacher's aide.

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

For middle school, students remain in the classroom based on their grades to maintain a stable cohort for all core classes. Teachers will rotate to the classroom to teach their single subject. Due to lower numbers in 7th and 8th grade, students rotate to the computer lab for instruction. Deep cleaning is done after each class. As for PE, 6th and 7th grade do them together outside and maintaining a social distance of 6-feet at all times while wearing facial masks.

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

Elective classes are done through Zoom. Each student will zoom into their elective classroom.

- ✓ **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 School campus is opened only to staff members and students. During school hours, students are to enter the classroom from the exterior entrance. Hallways are used by teachers only or children with special needs. During extreme weather, each class will take a turn going down the hallway and maintaining a social distance of 6 feet as much as possible.

Each cohort is in their classroom. Outside, cohorts are at least 25 feet apart to prevent the mixing of cohorts.

- ✓ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students. Anyone over two years of age is required to wear facial masks at all times unless they are eating or drinking. No one is allowed to enter the campus without at least a two-layered facial covering. At this time, we are recommending at least three-layered facial covering for extra protection. Inside the classroom, students are asked to wear a facial shield for extra protection, which is provided by the school. Facial shields are also available to the teachers.

- ✓ **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. Each day, parents are expected to complete a daily health survey. The survey is sent to the parents' cell phone every day, Monday through Friday, at 6:29AM. At drop off time, the following procedures are implemented:
 - Parents are to remain in their car.
 - Show their health survey to the parking lot greeter.
 - Student temperature is immediately checked.
 - Masks are checked.
 - After everything is done, they can exit the car and go to the front office to wash their hands.
 - Temperature checks are done at every major transition – morning, lunch, after school, and before going home.

Any students who display COVID-19 symptoms or any illness symptoms are immediately isolated to sit in a chair at the front of the office where the doors and windows are completely open far away from everyone. Parents will be notified and the student will be walked out to the car once parents arrive. Parents are not to come to the school campus.

- ✓ **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. Everyone is expected to do the following to ensure the health and safety of everyone on campus:
 - Wash hands before entering the school and leaving the school.
 - Wash hands at every transition.
 - Teachers are expected to wash hands or hand sanitizer before touching anything or assisting any students.
 - Hand sanitizer is available at all entrances and exits as well as inside the classroom.

- Common areas are cleaned every hour and documented for routine cleaning.
- Daily janitorial services and deep cleaning is done each night.
- Teachers and students clean and sanitize the room as needed throughout the day.

- ✓ **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 tracings, such as the 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 COVID-19 designees for the school are the school nurse and Administration. The school nurse and the school Principal are in charge of filing any confirmed cases and calculation for isolation or quarantine. To ensure that report is done timely and accurately, we always investigate the situation to see whether we have a case or a direct contact. We follow the protocol and instructions given to us on the report. Parents of the cohort will be notified with specific instructions for quarantine or isolation. Names of contacts will be given to the County Public Health Department. Deep cleaning is done within 24 hours of exposure and the classroom cohort is closed. Everyone will be quarantined for 14 days and tested 6-7 days after exposure.

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

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

Maximum: 6feet

Minimum: 4-6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

K-5th student distance between student chairs is about 4-6 feet apart. Since they have barriers around each desk and wearing masks with facial shield, this will allow them to hear each other and the teacher during instructional learning or discussion. Middle School students are mandated to always keep 6 feet apart.

- ✓ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan. The school nurse and Administration work collaboratively to educate the teachers at faculty meetings as well as notification of directives and safety protocols in every weekly newsletter. Any new information will be discussed with the teachers, and they in turn follow and train the children about the directives. Parents are expected to abide by the safety

protocol if they want to remain on campus. Otherwise, they will have to study at home.

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:**

- ✓ Any staff with COVID-19 symptoms are expected to stay home and get tested immediately. They cannot return until the result is negative. K-8th teachers are expected to be tested weekly or bi-weekly and the result must be submitted to the School Nurse.

Testing is done regularly at our school as discuss below.

- ✓ **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:**

Any students who are exposed will immediately quarantine and must follow guidelines from County Public Health Department. They are tested 6-7 days after exposure or if they are symptomatic, they will need to be tested immediately. If they have any COVID-19 symptoms, they must be tested immediately. The result must be negative before they can return.

- ✓ **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](#).
Once we are notified of a case or close contact, we will immediately report it to the County Public Health Department within 24 hours.
- ✓ **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.
Parents are notified via phone call. Everyone in the cohort is sent home with quarantine/isolation instructions. No names will be disclosed. An email will be sent out to the parents with specific instructions as to what to do. Close to the testing date, we will send the parents a reminder and require them to send us their testing results before returning to camps after the 14-day quarantine.