# 2021 COVID-19 School Guidance Checklist

**Name of Local Educational Agency or Equivalent:** Claremont Unified School District

**Number of schools:** 10

**Enrollment:** 6800

**Superintendent (or equivalent) Name:** Dr. Julie Olesniewicz

**Address:** 170 W. San Jose Ave.

**Phone Number:** 909-398-0609

**City:** Claremont

**Email:** jolesniewicz@cusd.claremont.edu

**Date of proposed reopening:**
- TK-6: 4/12/21 & 7-12: 4/19/21

**County:** Los Angeles

**Current Tier:** Purple

(please indicate Purple, Red, Orange or Yellow)

**Type of LEA:** Public School District

**Grade Level (check all that apply):**
- X TK
- X 2nd
- X 5th
- X 8th
- X 11th
- X K
- X 3rd
- X 6th
- X 9th
- X 12th
- X 1st
- X 4th
- X 7th
- X 10th

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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](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:

I, Dr. Olesniewicz, 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:

<table>
<thead>
<tr>
<th>Local Conditions to Guide Reopening Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan to Address Positive COVID-19 Cases and Community Surges</td>
</tr>
<tr>
<td>Injury and Illness Prevention Plan</td>
</tr>
<tr>
<td>Campus Access</td>
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<tr>
<td>Protective Equipment</td>
</tr>
<tr>
<td>Physical Distancing</td>
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<tr>
<td>Cleaning and Disinfecting</td>
</tr>
<tr>
<td>Employee Issues</td>
</tr>
<tr>
<td>Communication with Students, Parents, Employees, Public Health Officials, and the Community</td>
</tr>
</tbody>
</table>

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.

Elementary students will be assigned to stable cohort groups. Each cohort is assigned to a teacher and cohort size is dependent on social distancing requirements and the number of students that can safely be housed in their assigned classroom with social distancing measures. During unstructured time such as after school recess and/or lunch, students maintain their daycare cohort and play, but follow social distancing guidelines.

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?)

The maximum number of students will meeting the LA County Department of Public Health guidance. Class size will be limited to ensure a minimum distance of six feet between students.

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

The departmentalized secondary schools have developed a new block schedule with only half of the students attending for in-person instruction on Mondays and Tuesdays, and the other half attending in-person on Thursdays and Fridays. The number is greatly reduced, because five percent of the students have elected to remain in a virtual learning program. Alternate lunch times were developed on each campus to reduce groups and allow for six feet of space between students.

The reduced number of students on campus will allow staff to organize their classrooms to meet the social distancing requirements. In the event of an outbreak that requires a school closure or a group of students to quarantine,
students and faculty would return to virtual learning.

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

The wide variety of courses on our campuses does not permit the secondary sites to schedule students into one or two stable learning groups. Instead, we are reducing the number of students on campus, installing air purifiers in each classroom, and following social distancing protocols.

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.

Each school plans to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum distance of 6 feet between individuals. Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.

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

As recommended by the CDC, Claremont Unified School District will follow face covering guidance and a face covering will be provided to individuals that do not have one.

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.

While in the “Purple Tier”, CUSD staff will carry out active student screening.

Active Screening Procedures

- All students will be screened prior to entering campus or boarding a school bus.
- Each school will establish entry points and follow social distancing standards (6 ft. between students/families).
- A symptom checklist will be posted at each screening check-in. Students and/or parents must confirm “NO” to the questions and have a temperature that is <100.4.
- Do you feel sick today?
- Are you experiencing any of the following symptoms?:
  - Fever > 100.3 or chills
  - Cough (different than baseline)
  - Shortness of breath
  - Vomiting
  - Diarrhea
  - Body aches
  - Loss of taste or smell
  - Have you been exposed to a person with COVID-19 within the last 10 days?
- Cleared students will be issued an entry pass, sanitize their hands, and proceed directly to their classroom. The entry pass will be shown to the teacher or other staff member and thrown in a collection bin.
- Any students with an elevated temperature (>100.3) and no symptoms may go to a re-check area to have their temperature re-checked.
• Students confirmed with temperatures >100.3 or that answer “YES” to any of the screening questions will be sent home with follow-up instructions.

*Any person performing temperature or COVID-19 symptom screenings must wear a medical face mask (surgical), goggles or a face shield, and non-latex gloves. Non-contact thermometers are preferred to decrease exposure.

While in the "Red Tier", CUSD will use passive screening.

Passive Student Screening

• Parents/Guardians/Students will be asked to screen daily for COVID-19 symptoms and exposure prior to arriving on campus.

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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.

Staff and students are expected to wash/sanitize their hands regularly. On-campus signage is posted to promote healthy hygiene practices and reminds individuals to stay home when ill. Staff has completed COVID-19 online training that covers hand washing and COVID-19 awareness. Hand washing videos will be assigned to elementary students prior to returning to in-person instruction. When hand washing is not practical, hand sanitizer is provided.

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 the school learns of a confirmed case of COVID-19 with potential exposure to staff or students, the CUSD Exposure Management Plan will be followed. The school nurse or Health Services Coordinator will report all cases to the Department of Public Health.

• The COVID-19 Compliance Team will work to identify anyone who may have had close contact with the ill individual.
• Close contact is within 6 feet for more than 15 cumulative minutes within 24 hours, household members, cohort members, or those who may have had unprotected direct contact with body fluids or secretions of the ill individual starting from two days (48 hours) before symptoms appeared. Body fluids or secretions include saliva, sputum, nasal mucus, vomit, urine or diarrhea.
• Notification of exposure and instructions for home quarantine will be sent to all close contacts.
• Note that while parents and staff will be informed of a confirmed case of COVID-19 in someone connected to school, it is not legal to share the name of the infected individual. Confidential information will be protected.
• The Public Health Outbreak Management Team will investigate any outbreaks of 3 or more connected cases that occur within a 14 day period. Further directives and guidance from Public Health will be implemented by the COVID-19 Compliance Team.

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

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

• Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.

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

**Maximum:** Unlimited feet

**Minimum:** 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.

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

  Training is provided to staff on an online platform, requiring staff to log-in with an individualized identifier. Most videos are available in other languages such as Spanish. The system tracks employee trainings and provides weekly reminders of new or missing assignments. HR staff shall monitor staff completion of training video and direct supervisors the ensure staff completion of trainings.

- **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:

  Employee COVID-19 testing will be provided on a regular basis in accordance with the California Department of Public Health (CDPH) testing guidance.

- **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:

  Claremont Unified School District will comply with California Department of Public Health (CDPH) testing guidance and incorporate testing options for students to the current offering provided to employees through a third-party provider.

- **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.

- **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.

  All communication will be consistent with the County of LA Department of Public Health, FERPA and HIPAA regulations.

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

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

Name: Claremont Faculty Association & California School Employees Association
Date: 2/25/2021

Parent and Community Organizations

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

Name: Claremont Parent Faculty Association
Date: 2/25/2021

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

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

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Los Angeles. County has certified and approved the CRP on this date: 3/5/2021. 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.