

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: __1/25/2021__

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: **Manzanita Public Charter School**

Number of schools: __1__

Enrollment: 414

Superintendent (or equivalent) Name: Suzanne Nicastro_____

Address: __991 Mountain View

Phone Number: 805-734-5600

Boulevard, Vandenberg, AFB, CA

Email:

93437_____

info@manzanitacharterschool.com_____

Date of proposed reopening:

10/16/2020_____

County: __Santa Barbara County

Grade Level (check all that apply)

Current Tier: __Purple

TK 2nd 5th 8th 11th

(please indicate Purple, Red, Orange or Yellow)

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: Public Charter School

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:

I, Suzanne Nicastro, 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?)

All in person classrooms, grades TK-6, include 18-24 students per stable group structure. There will also be 1-3 adults per group structure. All special needs scholars will be served with two approaches (1) a push in model with same TA to keep stable groups or (b) pull out instruction in individual/small group with outside tents OR in the SPED room with socially distanced desks and partitions

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

Not applicable

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

Elective courses will be taught outside OR via ZOOM into the stable, group classroom structures.

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. All entrance, egress, and movement within the school follows CDPH's and SBCHD's guidelines with descriptions of process found in Manzanita's school Safety plan.

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

All face coverings and essential protective gear within the school follows CDPH's and SBCHD's guidelines with descriptions of process found in Manzanita's school Safety plan.

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.

All Health screenings for students and staff within the school follows CDPH's and SBCHD's guidelines with descriptions of process found in Manzanita's school Safety plan.

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.

All Healthy hygiene practice within the school follows CDPH's and SBCHD's guidelines with descriptions of process found in Manzanita's school Safety plan.

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.

All identification and tracing of contacts within the school follows CDPH's and SBCHD's guidelines with descriptions of process found in Manzanita's school Safety plan. School Superintendent/Principal Suzanne Nicastro is designated person for local health department contact regarding COVID-19.

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

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

Maximum: _____6____ 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.

Manzanita staff and families have been educated and trained on the School's safety plan when it was fully implemented in October, 2020. The plan continues to work well for in person learners as Manzanita has been able to prevent the school-wide spread of COVID-19 thus far.

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:

Manzanita began testing its entire staff every 8 weeks in September, 2020. When Santa Barbara County moved from the Red to the Purple tier, Manzanita changed its testing cadence to a weekly test for all staff members. Manzanita is continuing its weekly testing cadence until SB County returns to the Red tier.

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:

The LEA has no planned, periodic, asymptomatic student testing cadence as of now. Students and their families follow CDPH and SBCHD guidelines for COVID-19 testing when applicable.

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](#).

Manzanita follows all CPHD and SBCHD reporting requirements for infectious disease reporting, including COVID-19 cases.

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/Principal communicates all cases/exposures to students, staff, and parents via the school APP, Parent Square AND via formal letters that are mailed to families.

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

Labor Organization

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

Name: _____

Date: _____

Parent and Community Organizations

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

Name: _____

Date: _____

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

From 7/1/20-10/16/20, Manzanita's leadership worked with families, staff, and the local community to determine next, best steps for the LEA to meet the learning needs of the entire community. Several parent square and survey monkey surveys were conducted, along with numerous ZOOM meetings to discuss these needs. During this time period, it was clear that the majority of opinions centered around providing both in person and virtual learning

opportunities for students. Based on this feedback, the LEA organized around both learning systems and ultimately delivered a dual learning system for its scholars. Manzanita's leadership continues to hold monthly governance board, school site council, and parent advisory board ZOOM meetings, as well as weekly professional development meetings with staff. These meetings help the community to regularly address learning needs which change and fluctuate during the Pandemic.

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

Local Health Officer Approval: The Local Health Officer, for (state County) __CPHD and Santa Barbara County Health Department. County has certified and approved the CSP on this date: _____10/16/2020-school waiver approved. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)