

**SJCOE SPED/COSP/COURT/COMMUNITY**  
**CSP Checklist Supporting Info**  
**January 2021**

**Stable Group Structures:**

Minimum number of students and staff per group: 10

Maximum number of students and staff per group: 20

Students are permitted to attend school on their designated days only (Subgroup A: Monday/Tuesday, Subgroup B: Thursday/Friday, or both Subgroup A & B). Gatherings or combining of classes for instruction or any other purpose is not permitted. Students and teachers report directly to their classrooms upon arrival to school via car or bus. Outdoor recess/breaks are permitted for one group at a time, in separate/designated areas, and at separate/designated times. Outdoor play equipment and/or playground structures are utilized by one group at a time, during their designated time. Lunch is served to each group at a designated time and is served as a as a “grab and go” meal to be eaten in the classroom or outdoors, as appropriate.

**Entrance, Egress, and Movement within the School:**

All individuals will follow physical distancing guidelines while moving about campus and keep a distance of 6 feet from one another, where feasible. The interior doors to the office, staff lounge, and teacher work room will remain propped open, if feasible, to decrease use of handles by multiple parties. There is signage throughout campus that indicates social distancing footprints/reminders. Each school has identified designated entry /exit points for groups of students, including students transported by parents via car and bus drop off/pick up. Parents/bus drivers are expected to drop their student(s) off at their designated entry point and at the designated start time. Students will walk directly to their classroom, with the support of staff. Parents and visitors will not be permitted on campus, unless deemed necessary for an essential purpose (e.g. an IEP meeting).

**Face Coverings and Other Essential Protective Gear:**

Face coverings are required for all staff and students, preschool through Young Adult. Persons exempted from wearing a face covering due to a medical condition must wear a non-restrictive alternative such as a face shield with a drape on the bottom edge (per CDPH guidelines). Staff exempt from wearing a face covering due to a pedagogical or developmental (e.g., communicating with or assisting students who are Deaf or Hard of Hearing), a face shield with a drape can be used instead of a typical face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must wear a typical face covering when not directly interacting with the student, or when outside of the classroom.

**Health Screenings for Students and Staff:**

All staff members follow the SJCOE self-screening protocol prior to reporting to work. Additionally, all staff and students are instructed to take the daily self-screening survey prior to coming to the school site each day. Student's family or care provider complete a daily self-screener prior to being accepted on the school site. Students and staff are not to be at school if they show any symptoms of illness. All staff and students reporting symptoms receive a follow up call and plan for quarantine and/or return to work/school from a school nurse.

**Healthy Hygiene Practices:**

Upon entering the classroom, students wash their hands or use hand sanitizer, with assistance, as needed. Sinks are available for handwashing in most classrooms. If a classroom does not have a sink, a portable handwashing station has been provided and is located directly outside the classroom door. Sanitizing spray and/or wipes are readily available for the teacher and classroom staff. Gloves are also available, for feeding and changing purposes. Sanitizing may be done by the classroom teacher, custodian or other assigned staff. There is signage provided by school nurses for use in each classroom to promote physical distancing and healthy hygiene habits. Each student's belongings are kept separate from other students in plastic bins provided by the SJCOE. These items are cleaned/disinfected by classroom staff at the end of the school day. Sharing of supplies will be limited. If any supplies need to be shared, they are cleaned/sanitized in between use.

**Identification and Tracing of Contacts: Yes**

All parents of students with symptoms are contacted by school nurses and excluded from school/given quarantine instructions as needed. School nurses document symptoms, illnesses, and regularly follow up with families of students who are ill. All staff and students who come in contact with a positive person within the exposure window are contact traced and excluded from work/school. School nurses report all positive cases to SJCPHS. School nurses regularly contact SJCPHS for determinations and recommendations on excluding students from school.

**Physical Distancing:**

All individuals will follow physical distancing guidelines while moving about campus and keep a distance of 6 feet from one another, where feasible. Students with significant disabilities may require less than 6 feet of physical distancing for activities of daily living, including, but not limited to, ambulation, toileting, feeding, and positioning.

**Staff Training & Family Education:**

Keenan Trainings.

Informational sessions with all staff were held prior to the re-opening for in-person instruction. On-going training for staff on the most current SJCPHS and CDPH COVID-19 guidance is provided by school nurses during monthly staff meetings.

Family Education – Prior to re-opening, teachers and administrators held informational sessions with families to review COVID-19 safety plans, including the use of a daily self-screening tool for all students, the use of masks, and the disinfecting & sanitization procedures on school campuses.

**Testing of Staff:**

Asymptomatic testing is offered to all staff once a month until we reach the Orange Tier, at which time the need for asymptomatic testing will be re-evaluated.

**Testing of Students:**

There is no plan to do student testing at this time.

**Identification and Reporting of Cases: Yes**

**Communication Plans:**

Following OSHA guidelines, when a staff or student tests positive for COVID-19, following HIPAA and FERPA requirements, contact tracing is done and those impacted are notified of the exposure. All other staff on the school site and labor representation are notified of the exposure on campus through a variety of forms of communication, including but not limited to phone calls, text messages and emails.

Following HIPAA and FERPA requirements, families and care providers are contacted regarding the potential exposure through a variety of forms of communication, including but not limited to phone calls, text messages and emails.