

Date: 1/22/21

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Twin Ridges Home Study Charter

Number of schools:

1

Enrollment:

169

Superintendent (or equivalent) Name:

Jennifer Dearduff

Address:

111 New Mohawk Road

Phone Number:

530-478-1815

City

Nevada City

Email:

jdearduff@trhs.us

Date of proposed reopening:

August 2021

County:

Nevada

Current Tier:

Purple

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

Type of LEA:

TK-8

Grade Level (check all that apply)

TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>

K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>

1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>t</sup>



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](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:**

X I, Jennifer Dearduff, 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:

TRHS is a non-classroom based charter school. Since TRHS is a homeschool program, our students learn at home. We used to have in person enrichment but due to COVID-19 protocols, TRHS has decided to offer the enrichment courses through zoom.

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.

TRHS is not providing in person enrichment instruction at this time.

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?)

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

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

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.

TRHS is not providing in person enrichment instruction at this time. Although students are not on site for instruction, staff has the ability to work from home, therefore there are few staff members on site at once. This allows staff and essential visitors to avoid close contact and keep a six foot distance.

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

Although TRHS is not providing in person enrichment instruction at this time, staff and essential visitors are to wear masks at all times while located inside the school site. If anyone forgets their mask, TRHS will provide one. TRHS also provides youth masks and face shields if needed.

- 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.

TRHS is not providing in person enrichment instruction at this time. Staff conduct daily self screening using the COVID-19 Daily Symptom Checklist. This checklist lets the staff member know if they need to stay home from work and get a COVID-19 test. If a staff member forgets to complete their Daily Symptom Checklist at home, the checklists, as well as a thermometer, are available for staff to use on site.

- X **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.

TRHS is not providing in person enrichment instruction at this time. Staff have the opportunity to wash hands at anytime throughout the day using the handwashing station located on site. Staff have been encouraged to wash their hands for at least 20 seconds with soap and water. TRHS also provides staff with hand sanitizer. The hand sanitizers are located throughout the site and at the "disinfecting station" located within the Nevada City Site..

- X **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.

TRHS is not providing in person enrichment instruction at this time. If there is a confirmed staff case of COVID-19, the director will call the Nevada County Health Department and use the COVID-19 Work/School Screening Tool with the staff member. The Nevada County Health Department is to contact Jennifer Dearduff, the director, about COVID-19 if needed.

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

TRHS is not providing in person enrichment instruction at this time. Although students are not on site for instruction, staff has the ability to work from home, therefore there are few staff members on site at once. This allows staff and essential visitors to avoid close contact and keep a six foot distance.

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

Maximum:  feet

Minimum  feet

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

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

Staff are trained on COVID-19 guidelines during staff meetings and emails. The CPP and this CDPH COVID-19 Guidance Checklist will be located on the TRHS website for parents, staff and students to view. Staff has also completed a TRHS mandated COVID-19 related training through Public SchoolWorks. It is titled COVID-19: How to Protect Yourself and Others.

- X **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.

All employees are offered COVID-19 testing at our local testing facility. The testing is free to the employee and can be done during work hours. Our County Office of Education will also be providing free testing for symptomatic employees beginning in January.

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

[Empty text box for staff asymptomatic testing cadence]

- X **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.

TRHS is not providing in person enrichment instruction for students at this time.

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

[Empty text box for planned student testing cadence]

- X **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](#).

Confirmed positive cases amongst staff will be reported to the County Health Department according to FERPA.

- X **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.

TRHS is not providing in person enrichment instruction for students at this time. If there is a case or exposure amongst staff at school, the TRHS director will notify all staff about any possible exposures they may have had while maintaining confidentiality.

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

TRHS is not providing in person enrichment instruction for students at this time.

Labor Organization

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

Name: [Empty text box]

Date: [Empty text box]

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:*

TRHS is not providing in person enrichment instruction for students at this time. There have been discussions amongst TRHS board members regarding the possibility of opening in person enrichment classes. The school staff has also been consulted at school staff meetings. After this consultation, it was decided to postpone the opening of in person enrichment classes.

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

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases  Nevada. County has certified and approved the CRP on this date: . 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](#)