

# COVID-19 School Guidance Checklist

January 14, 2021

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CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: \_\_\_\_\_

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: \_\_\_\_\_

Number of schools: \_\_\_\_\_

Enrollment: \_\_\_\_\_

Superintendent (or equivalent) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: [laurac@cchatsacramento.org](mailto:laurac@cchatsacramento.org)

Date of proposed reopening:  
\_\_\_\_\_

Open under cohort model serving specialized population- Deaf & Hard of Hearing

County: \_\_\_\_\_

Grade Level (check all that apply)

Current Tier: \_\_\_\_\_  
(please indicate Purple, Red, Orange or Yellow)

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>th</sup>

Type of LEA: \_\_\_\_\_

**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:**

I, \_\_\_\_\_, 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?)

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

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

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**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.

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

**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.

**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.

**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.

**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: \_\_\_\_\_ 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.

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

**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:

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**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:

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**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.

**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:*

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

**Local Health Officer Approval:** The Local Health Officer, for (state County) \_\_\_\_\_. County has certified and approved the CSP on this date: \_\_\_\_\_. 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](#)

## Laura Covello

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**From:** Mori. Dominico (Nick) <MoriD@SacCounty.net>  
**Sent:** Thursday, January 28, 2021 6:18 PM  
**To:** Laura Covello  
**Subject:** RE: California COVID-19 School Guidance Checklist

Hi Laura-

If you are operating under cohort guidance, you can continue to do so. You are not open for in-person instruction and do not need to post your plan by the February 1 deadline, though you can if you want to.

Having not previously opened for in-person instruction, your school would need to wait until Sacramento County meets the CDPH case rate criteria to do so. When that occurs, you would need to send you plan to us for review. We would then have 7 business days to request corrections or give the ok to open. At that time, your plan would need to be posted.

Hope this helps.  
Nick

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**From:** Laura Covello <laurac@cchatsacramento.org>  
**Sent:** Thursday, January 28, 2021 1:11 PM  
**To:** Mori. Dominico (Nick) <MoriD@SacCounty.net>  
**Subject:** RE: California COVID-19 School Guidance Checklist

**EXTERNAL EMAIL:** If unknown sender, **do not** click links/attachments.

Hello Nick-

Can you please clarify for me if I need to complete the California COVID-19 School Guidance Checklist and have you sign off on it since we are open under the small cohort model? CCHAT has been open since October 5. I know the new guidance does not supersede the cohort guidance, however I am still unclear what I need to have posted. I want ensure I have completed everything appropriately and I appreciate your help and expertise. Thank you, Laura

Laura Covello, M.A., CCC-A, M.Ed.  
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**From:** Mori. Dominico (Nick) <[MoriD@SacCounty.net](mailto:MoriD@SacCounty.net)>  
**Sent:** Monday, August 31, 2020 4:33 PM  
**To:** Laura Covello <[laurac@cchatsacramento.org](mailto:laurac@cchatsacramento.org)>  
**Subject:** RE: Point of Contact for COVID-19 testing

Hi Laura-

Due to the specialized nature of the services you provide, you can operate under the CDPH cohort guidance serving your entire student population.

I've added you as a testing contact for CCHAT and have also added you to our schools e-mail distribution list. Can you let me know approximately how many staff you have onsite? This will help us with planning testing services for teachers/staff.

Thanks for the work you do!

Nick

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**From:** Laura Covello <[laurac@cchatsacramento.org](mailto:laurac@cchatsacramento.org)>

**Sent:** Monday, August 31, 2020 1:28 PM

**To:** Mori. Dominico (Nick) <[MoriD@SacCounty.net](mailto:MoriD@SacCounty.net)>

**Subject:** Point of Contact for COVID-19 testing

**EXTERNAL EMAIL:** If unknown sender, **do not** click links/attachments.

Hello Nick,

I am the Executive Director at the CCHAT Center, a nonpublic school for children who are deaf and hard-of-hearing. I am emailing you because I am the testing point of contact for our school.

I am also hoping you can put me in contact with the appropriate person to address questions regarding the guidance issued for special needs/special education students and in person instruction. We provide specialized deaf and hard of hearing services, speech and language services and audiology services to students who are deaf and hard of hearing from preschool through third grade. Due to the nature of our specialized services, our classes are already small (4-12 students) and we have assigned appropriate staff to cohorts (one deaf and hard of hearing credentialed teacher and one instructional aide per class/cohort) and designed a schedule so cohorts do not mix and students can receive specialized services (speech and language and audiology) as described in the guidance. We meet all of the required components (I have attached out in person instruction plan) however, I am hoping to get clarification with the Sacramento County rule that a given school site should not exceed 25% of the school's enrollment size or available building capacity. Our total enrollment is 50 and 100% of these students are special needs. Students are placed at CCHAT by their local school districts because they require specialized equipment and intensive services from specialists that cannot be provided in a typical school or classroom. Hearing loss is considered a neurodevelopmental emergency and it is critical these children receive appropriate services in a timely manner. The nature of the disability, specialized services, specialized equipment (cochlear implants, hearing aids, and FM systems) and the age we serve (preschool through 3<sup>rd</sup> grade) make distance learning very challenging. All of these student's services are considered specialized and they do not participate in general education. Any help or guidance would be greatly appreciated.

Thank you for your time.

Laura

Laura Covello, M.A., CCC-A, M.Ed.

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