January
2021

CHATOM
UNION SCHOOL DISTRICT
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COVID-19 Safety Plan

Part 1 – Cal/OSHA COVID-19 Prevention Program
Part 2 – COVID-19 School Guidance Checklist

7201 CLAYTON ROAD, TURLOCK, CA 95380
PHONE 209.664.8505 FAX 209.664.8508

CHATOM
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Part One
COVID-19 Prevention Plan

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SCHOOL DISTRICT

COVID-19 PREVENTION PLAN

AS MANDATED BY:
CCR Title 8 Sections 3205, 3205.1, 3205.2, 3205.3, 3205.4

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School District
COVID-19 Prevention Program (CPP)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in the workplace.

Authority and Responsibility

The Superintendent has the overall authority and responsibility for implementing the provisions of this CPP at the School District. In addition, all Principals, managers, and supervisors are responsible for implementing and maintaining the CPP at the school sites and for ensuring employees receive answers to questions about the Covid-19 Prevention Program.
The Superintendent has designated a CPP Officer for the specific implementation of the elements of this plan. The CPP Officer for the School District is:

Cherise Olvera, Superintendent
colvera@chatom.k12.ca.us
209-664-8505

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

The School District will implement the following identification and evaluation strategies:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, a school district facility
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting their supervisor or Principal at the school site. In addition, School District Administration may also be contacted at the District Office.

Employee screening

- Each day each employee must submit a wellness check. This wellness check will be used as a guide to determine if the employee continues to work or will be sent home based on the scenarios below.
- Employees will be required to check their own temperature each and every day prior to coming to work. **Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever**
- Daily Wellness Assessment forms will be utilized.

The School District will maintain these confidential documents for one (1) year.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspection** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed. Appropriate work orders, procedures, or other mitigation strategies will be implemented within 3 working days.
- The CPP Officer, designated by the Superintendent is responsible for timely correction.

- Follow-up measures will be taken to determine if the mitigation strategies have been effective.

Control of COVID-19 Hazards

Physical Distancing

Where possible, the School District will ensure at least six feet of physical distancing at all times:

- All the School District employees, sub-contractors, vendors or anybody else making contact at any School District site are required to be checked in daily with the School District representative (manager or designee).
- **The School District requires a minimum of 6' of physical distancing.**
- Provide single point of entrance to the site. Always maintain 6 ft minimum physical distancing.
- Conduct a daily health assessment.
- Any individual that appears to be unwell will NOT be granted access to the site or allowed to start work.
- Require sick workers/employees – and those displaying flu-like symptoms – to stay home. ("Worker/Employee" means worker or employee for the School District, subcontractors, designers, consultants, etc.)
- Send employees home immediately who show signs and symptoms of flu-like or acute respiratory illness symptoms
- Hand Sanitizer and appropriate protective gloves shall be made available throughout each site and office, as necessary.
- Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
- Signage will be posted throughout District buildings and work areas to raise awareness.
- Minimize the number of employees working within a certain area of a (6' of physical distance to be maintained at all times).
- Use of daily task analysis or job hazard analysis forms to communicate the seriousness of this situation and the protection measures necessary.
- Encourage employees not to share tools or work areas; if this does take place ensure the tools/areas are disinfected after use.
- Ensure routine cleaning of frequently touched surfaces including the following: door handles, elevator buttons, all surfaces, equipment, and tool handles.
- Use of shift-work to minimize the number of employees working within certain areas.
- Stagger break and lunch time to avoid employees from gathering in one location.
- As possible, only perform critical/essential activities.
- No gatherings of employee of more than 10 people, including: breaks, lunch, and meetings. If more than ten employees are involved in a meeting, procedures must be followed to minimize contact.
  - Seats placed at least 6' apart in all directions.
  - Handwipes be provided
  - Each employee will be assigned a place to sit.
  - Handwashing will be encouraged and sanitizer will be provided.
  - Gloves will be available.
  - Masks or faces shields be provided and will be required while inside the building.
- Rotating work schedules will be considered when appropriate. Appropriate schedules could include:
  - Staggered start and ending times
  - AM/PM schedule
  - Alternating days
- All meetings are encouraged to be call-in/video conference; this includes both office and field meetings. Any meeting or training session attended by employees must provide for physical distancing of 6'.
- Minimize number of employees at a work location based on the size of the work location.
- Encourage employees not to carpool unless they are members of the same household.
- No physical greetings such as a handshake or hug.
- Encourage personnel to use the stairs, not the elevator (if applicable).

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings
Each site will provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Employees may provide their own face coverings or use the disposable face coverings provided at the point of entry to the site.

The following are exceptions to the use of face coverings in the workplace:
- When an employee is alone in an office or workplace.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.

Engineering controls
The following measures will be implemented for situations where the School District cannot maintain at least six feet between individuals:
- The use of partitions or barriers in classrooms and offices.

To the extent feasible, the school district will maximize the quantity of outside air for buildings with mechanical or natural ventilation systems by:
- For indoor locations, the District will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
- If the amount of outside air needs to minimized due to other hazards, such as heat and wildfire smoke, outside air vents and windows will be closed.
- For buildings with mechanical or natural ventilation, or both, the District will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or, if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
- The HVAC system will be properly maintained and adjusted by the District Maintenance staff and HVAC Technician(s).
- The highest MERV filters will be utilized to insure adequate air filtration.
- Employees are encouraged to open windows or doors with outside conditions are favorable.

Cleaning and disinfecting
The following cleaning and disinfection measures for frequently touched surfaces will be implemented:
- The Site Principal or Supervisor will ensure that adequate supplies and adequate time for disinfection/cleaning to be done properly.

- The Site Principal or Supervisor will direct the custodians in the frequency and scope of cleaning and disinfection.

When a COVID-19 case is identified at a school site or workplace, the following procedures will be implemented:

PPE will be worn by employees performing disinfection tasks.
- Disposable gloves- Ex: Latex or Nitrile
- Mask- Ex: Disposable face mask
- Eye covering- Ex: Safety glasses, Safety goggles, Face shield

Procedures
- Clean the surface first, and then disinfect.
- Body fluids must be thoroughly cleaned from surfaces/objects. Use soap and water to clean first.
- Apply the district approved disinfection product. The employees should review the SDS for the chemical to be used and follow all label directions.
- The surface must stay wet with for 10 minutes, or for the appropriate dwell time listed on the product. If the surface dries before the 10 minutes (or, label listed dwell time), reapply
- Dispose into the trash any paper towels, gloves, and other materials that came in contact with the surfaces during the cleaning and disinfection process.

Shared tools, equipment and personal protective equipment (PPE)
- PPE must not be shared, e.g., gloves, goggles and face shields.
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.
- Where there must be sharing, the items will be disinfected between uses by the affected employee with the District approved disinfecting product.
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing
- To protect employees from COVID-19 hazards, the District will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.
- Wash hands frequently with soap and water for a minimum of 20 seconds. If soap and water are not available, use hand sanitizer (60% alcohol content or greater). At a minimum, employees MUST wash hands at the beginning and end of each shift, after using the toilet, before and after each break.
- Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
- Avoid touching your eyes, nose, and mouth especially with unwashed hands.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19
PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, will be provided, as needed.

The School District will evaluate the tasks or conditions in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained for the need to utilize N95 or other tight-fitting respirators. A Respiratory Protection Program will be implemented that includes Medical Evaluations, Fit-Testing, and Training.

The School District will provide and ensure use of eye protection and respiratory protection in accordance with CCR Title 8 section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases**.

Response to a COVID-19 case in the workplace:

The District will take all of the following steps in response to a COVID-19 case in the workplace.

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:

    a. All employees who may have had COVID-19 exposure and their authorized representatives.
    b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on the COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This may include any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
6. All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer under this section and sections 3205.1 through 3205.4 shall be provided in a manner that ensures the confidentiality of employees.

System for Communicating

The School District goal is to ensure that effective two-way communication with employees, is performed and includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to their Supervisor.
- Employees can report symptoms and hazards without fear of reprisal.
- School District procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- To give employees the tools to get tested when they have symptoms to reduce the likelihood of bringing the virus to work, employees may access COVID-19 voluntary testing available through health plans or local testing centers.
- In the event testing is required to be provided because of a workplace exposure or outbreak, the School District will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with the workplace) may be exposed to, what is being done to control those hazards, and the

School District's COVID-19 policies and procedures.

Training and Instruction

The School District will provide effective training and instruction that includes:

- COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Training will be documented by a completed Training Verification Form provided during the training. Alternatively, a training log may be utilized.

Exclusion of COVID-19 Cases

When a COVID-19 case is identified in the workplace, the School District will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

The School District's CPP Officer will:

- Report information about COVID-19 cases to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in the place of employment or in connection with any employment.
- Maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make the written COVID-19 Prevention Program (CPP) available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-

19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms shall not return to work until:

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

COVID-19 cases who tested positive but never developed COVID-19 symptoms
Shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

A negative COVID-19 test shall not be required for an employee to return to work.

If an order to isolate or quarantine an employee is issued by a local or state health official
The employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be:

- 10 days from the time the order to isolate was effective, or
- 10 days from the time the order to quarantine was effective or based on current CDPH Guidance

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: _____ **Date**: _____

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Date: _____

Name of person conducting the inspection: _____

School District
COVID-19 Prevention Program (CPP)
Appendix C: Investigating COVID-19 Cases

Date: _____ **Name of person conducting the investigation:** _____

1. All personal identifying information of COVID-19 cases or symptoms will be kept confidential.
2. All COVID-19 testing or related medical services provided will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.
3. All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Employee (or non-employee*) name:		**Occupation (if non-employee, why they were in the workplace):**	
Location where employee worked (or non-employee was present)		**Date investigation was initiated:**	
Was COVID-19 test offered?		**Name(s) of staff involved in the investigation:**	
Date and time the COVID-19 case was last present in the workplace:		**Date of the positive or negative test and/or diagnosis:**	
Date the case first had one or more COVID-19 symptoms:		**Information received regarding COVID-19 test results and onset of symptoms (attach documentation):**	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed			
Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	**Date:**		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	**Date:**		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		**What could be done to reduce exposure to COVID-19?**	
Was local health department notified?		**Date:**	

Appendix D: COVID-19 Training Roster

Date: _____ **Name of person conducting the training:** _____

Employee Name	Signature

Multiple COVID-19 Infections and COVID-19 Outbreaks

If a school site or school district workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period, this section of CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

COVID-19 testing

- The School District will provide COVID-19 testing to all employees in School District exposed workplace, except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in the exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, the School District will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period.
  - The School District will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

The School District will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with the CPP Exclusion of COVID-19 Cases and Return to Work Criteria requirements, and local health officer orders, if applicable.

Investigation of workplace COVID-19 illness

The School District will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with the CPP Investigating and Responding to COVID-19 Cases.

COVID-19 investigation, review and hazard correction

In addition to the CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, the School District will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Leave policies and practices and whether employees are discouraged from remaining home when sick.
  - COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. The following will be considered:
  - Moving indoor tasks outdoors or having them performed remotely.

- Increasing outdoor air supply when work is done indoors.
- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.
- [describe other applicable controls].

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in the workplace, the CCP Officer will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- The CPP Officer will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. The CPP Officer will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

Major COVID-19 Outbreak

If a school site or School District workplace experiences 20 or more COVID-19 cases within a 30-day period, this section of CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

COVID-19 testing

The School District will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

The School District will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with the CPP Exclusion of COVID-19 Cases and Return to Work Criteria, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

The School District will comply with the requirements of the CPP Investigating and Responding to COVID-19 Cases.

COVID-19 hazard correction

In addition to the requirements of the CPP Correction of COVID-19 Hazards, the School District will take the following actions:

- In buildings or structures with mechanical ventilation, the School District will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the School District will use filters with the highest compatible filtering efficiency. The School District will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- The School District will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- The School District will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

The School District will comply with the requirements of any Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.

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Part Two
COVID-19 School Guidance Checklist

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Chatom Union School District
COVID-19 School Guidance Checklist

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2021 COVID-19 School Guidance Checklist

Date: January 26, 2021

Name of Local Educational Agency or Equivalent: Chatom Union School District

Number of schools: (2) Chatom Elementary and Mountain View Middle School

Enrollment: 566

Superintendent (or equivalent) Name: Cherise Olvera

Address: 7201 Clayton Road, Turlock, CA 95380

Phone Number: 209-664-8505 Email: colvera@chatom.k12.ca.us

Date of proposed reopening: Already opened all grades. Opened all TK-5th October 5, 2021, opened all 6th grade October 12, 2021 and opened all 7th-8th on November 3, 2021

County: Stanislaus County

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

Type of LEA: Public School

Grade Level (check all that apply) ☒TK ☒1st ☒2nd ☒3rd ☒4th ☒ 5th ☒ 6th ☒7th ☒ 8th

☐ 9th ☐10th ☐ 11th ☐ 12th

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 >=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, Cherise Olvera, 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?)

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

- At Chatom Elementary each classroom remains in a separate stable group for the entire day including lunch and recess.
- At Mountain View Middle School each classroom remains in a separate stable group for the entire day including lunch, recess, and physical education. Two educators rotate to the stable group.

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

- At Mountain View Middle School the students remain in their stable group with their homeroom teacher for any extra activities or electives.

Cohort Size:

- Student cohort size varies based on the percentage of participants in the off-site R.I.S.E. Program and availability of transportation.
- Cohort sizes have been less due to bus transportation not currently in service. Average physical attendance for January has been approximately 25%-35%.
- Phase One - Hybrid Two-Day Model complete plan is located at chatom.k12.ca.us
- Phase Two- Five-Day Model complete plan is located at chatom.k12.ca.us
- Parents may choose to keep their students off-site on the R.I.S.E. Program.
- The plan and safety procedures remain the same at each campus.

Grade	Total Student Enrollment	Number of Teachers	Hybrid Two Day Plan Attendance	In-Person Five Day Plan Attendance	Actual Physical Attendance January Data
Chatom Elementary					
TK (1 Class)	17	1	Approx. 20%-40%	Approx. 50%-75%	Approx. 25%-35%
Kindergarten (3 Classes)	64	3	Approx. 20%-40%	Approx. 50%-75%	Approx. 25%-35%
First Grade (3 Classes)	55	3	Approx. 20%-40%	Approx. 50%-75%	Approx. 25%-35%
Second Grade (3 Classes)	60	3	Approx. 20%-40%	Approx. 50%-75%	Approx. 25%-35%
Third Grade (3 Classes)	57	3	Approx. 20%-40%	Approx. 50%-75%	Approx. 25%-35%
Fourth Grade (2 Classes)	63	2	Approx. 20%-40%	Approx. 50%-75%	Approx. 25%-35%
Fifth Grade (2 Classes)	52	2	Approx. 20%-40%	Approx. 50%-75%	Approx. 25%-35%
SDC (1 Class)	11	1	Approx. 20%-40%	Approx. 50%-75%	Approx. 25%-35%
Mountain View Middle School					
Sixth Grade (3 Classes)	63	3	Approx. 20%-40%	Approx. 50%-75%	Approx. 25%-35%
Seventh Grade (2 Classes)	58	2	Approx. 20%-40%	Approx. 50%-75%	Approx. 25%-35%
Eighth Grade (2 Classes)	54	2	Approx. 20%-40%	Approx. 50%-75%	Approx. 25%-35%
SDC (1 Class)	12	1	Approx. 20%-40%	Approx. 50%-75%	Approx. 25%-35%

Classroom Protocols

- Every classroom is a separate stable group.
- Classrooms have been redesigned to have all desks facing one direction and separated to the extent possible.
- Desk shields are placed on every desk when 6ft physical distancing is not possible.
- Individual supplies have been purchased in place of class sets to avoid sharing of objects to the extent practicable. If items are shared, they will be disinfected between use.
- Classroom routines have been revised to support social distancing, one-way direction movement, including minimizing contact when turning in assignments.
- Students have assigned seating and individual supplies.
- Students have been given an identified area to keep their belongings, so they do not mix with others.
- Doors and windows will be opened to introduce fresh air as much as possible depending on weather and good air quality.
- All air filters were changed on August 26, 2020 for added efficiency.

Restroom Protocols to Maintain Stable Groups

- Students are encouraged to use the restroom one at a time.
- Students are reminded to wash hands for a minimum of 20 seconds and maintain physical distancing.
- All restrooms are checked for cleanliness, sanitation, and appropriate supplies.
- Restrooms are cleaned daily with additional cleaning as needed after recess.

Recess Protocols to Maintain Stable Groups

- A recess schedule has been developed so classrooms can go out to recess without mixing with other classes.
- Students are regularly reminded of physical distancing practices.
- Additional playground equipment has been purchased so each stable group does not share with other classrooms. Play structures are not currently in use but will continue to be reevaluated for use.
- Water fountains have been turned off and students are encouraged to bring water bottles. Water bottle filling stations are available.
- All students return to class in a scheduled fashion to avoid congestion in the exterior hallways.

- All students are required to wash their hands or use hand sanitizer before and after recess.

Cafeteria Protocols to Maintain Stable Groups

- Lunch schedules are staggered to reduce the number of students being served at one time.
- Designated tables indoors and outdoors will be used for breakfast and lunch to avoid mixing cohorts.
- Tables are cleaned and sanitized between each stable group.
- Students will maintain physical distancing while eating and transitioning.
- The swamp coolers located in the Chatom Elementary Cafeteria have been replaced with HVAC filtration systems for improved ventilation.

Transportation Protocols to Maintain Stable Groups

- When buses are back in service, students will board the bus loading from the back to the front and then will exit from the front to the back.
- Students and drivers will use hand sanitizer when boarding and exiting the bus.
- Selected windows will be rolled down for increased ventilation.
- Students will sit together by family.
- Spacing will be required between families.
- Students and drivers will be required to wear face masks at all times.
- When buses are back in service, they will be cleaned and disinfected regularly. Drivers have been provided gloves and EPA approved cleaning/disinfecting materials.

Grade level staff members will work together as a cohort while maintaining physical distancing and wearing a face mask. All efforts will be made to avoid mixing of staff and student cohorts to the extent possible.

Arrival and dismissal times have been staggered to avoid large gatherings and mixing of cohorts. Parents are to remain in their car when picking up children to avoid further exposure and mixing.

Ample cleaning and disinfecting supplies have been ordered that are approved for use against COVID-19 and are included on the Environmental Protection Agency (EPA) approved list.

☒ **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.

- Students and staff wash their hands or use hand sanitizer as they enter or exit any area. Hand sanitizer is available in front of the school, in every building and in every classroom.
- Volunteers are not allowed on campus until the County Health Officer approves their participation to avoid social mixing.
- Parents who attend a conference/meeting with their child will go through a health screening, have their temperature taken and are not allowed to mix with other parents. The parent must wear a mask and maintain physical distancing at all times.
- Arrival and dismissal times have been staggered to avoid large gatherings and mixing of stable groups. Parents are to remain in their car when picking up children to avoid further exposure and mixing.
- Students arrive on campus and go directly to their assigned classroom or have breakfast in the cafeteria at a designated table.
- Staff members are positioned in front of the school to assist with movement within the school.
- Outdoor space will be utilized when practicable.
- Signage is in place to ensure 6ft distancing while waiting to enter facilities.
- Students will line up in a designated area utilizing social distancing, temperatures will be taken, and hand sanitizer will be used before they enter the classroom.
- Plastic barriers will be used in all reception areas and for small groups in primary grades and Special Education.
- Plastic desk barriers are used when 6ft cannot be maintained in the classroom.
- Transition times are staggered to avoid congestion in the exterior hallways.

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

- Face coverings are required for all individuals over the age of two unless they are medically exempt.
- Students and staff are encouraged to bring their own face covering from home which they find to be the most comfortable. If they do not have a face covering one will be provided. Disposable masks, cloth masks, N-95 masks, and face shields with drapes for those who are medically exempt and need an alternative face covering are available.
- Gloves are available for cleaning, medical usage, and food preparation.

- Training occurred by a safety specialist on August 10th to all staff members on the proper use of face coverings.

☒ **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 staff members and students have been instructed to stay home if they are sick, have been directly exposed to a person with COVID-19 or have any symptoms of COVID-19, including if they have a fever of 100 or higher. As of July 2020 COVID-19 symptoms include shortness of breath, chills, fatigue, muscle pain, headache, sore throat, runny nose, congestion, nausea, diarrhea and new loss of taste or smell.
- Any staff member that is symptomatic of the virus, including a temperature above 100 degrees, should remain home and contact their immediate supervisor.
- In addition to checking for symptoms and fevers at home, a secondary screening occurs on campus. Staff members conduct a confidential self-health screening and take their temperature on campus prior to starting their shift. This information is verified daily by each site supervisor.
- Parents and students who enter campus for an appointment must also have their temperature taken.
- If a staff member becomes sick during the day, it is reported to their supervisor and they are to go home immediately.
- If a child becomes sick or exhibits symptoms of COVID-19 while on campus, they are taken to an identified sick area which is outdoors (weather and air quality permitting) to reduce possible further exposure and their parent is contacted to pick them up immediately. The nurse and student will continue to wear their face masks at all times.
- The nurse maintains a record of all illnesses and COVID related incidents for students. The Superintendent maintains all records of illness and COVID related incidents for staff.
- If any student or staff member is confirmed to have the virus, the entire school community will be notified, and the County Health Officer will direct next steps for that respective department or student population.

☒ **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 members were trained on August 10, 2020 on COVID-19 by a safety specialist which included COVID-19 symptoms, physical distancing, proper use of face coverings, and healthy hygiene practices and the importance of washing hands frequently throughout the day. Updates are provided as necessary.
- In addition to the regular grade level state standards, teachers are incorporating healthy hygiene practices and physical distancing as part of their curricular program. This is to help students learn how to conduct healthy hygiene practices along with why it is so important. This includes proper hand washing, how to cough or sneeze into their elbow or tissue and avoiding touching their eyes, nose, and mouth.
- Handwashing stations are available in every classroom.
- Hand sanitizer is available in every classroom, office, cafeteria, and workspace. Hand sanitizer is also available at the front of each school site and office to be used prior to entering the campus or any facility.
- Hand sanitizer is also to be used as they enter and exit the classroom for recess, lunch, or outside activities as part of their daily routines.

☒ **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.

- The Superintendent, District Nurse and/or Designee has been assigned to support contact tracing.
- Upon a confirmed case of the virus, the Public Health Department will be notified immediately. We will follow the guidance provided by the California Department of Public Health and/or the local Stanislaus County Health Services Agency (SCHSA).
- We will work with Stanislaus County Public Health using syndromic and the COVID surveillance system for case reporting and tracking.
- In consultation with the local Public Health Department, the appropriate school official will ensure cleaning and quarantine of exposed persons and whether any additional intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local Public Health Officer.

- We will close off the classroom or office where the patient was based and will not use these areas until after cleaning and disinfection. We will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, we will wait for at least two hours or as long as possible.
- Additional areas of the school visited by the COVID-19 positive individual will also be cleaned and disinfected.
- Communication will be sent to students, parents, and staff regarding a positive exposure at school and potential school closures.
- Guidance will be provided to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Distance learning will be activated during the quarantine period or school closure and meals will continue to be offered to enrolled students.
- Communication will continue with the local Public Health Department as needed.
- The Superintendent, District Nurse or Designee will be the point of contact for all COVID-19 related cases or incidents.

☒ **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: 4 feet.

A desk barrier will be used in the event 6 feet cannot be maintained in the classroom due to classroom size.

- Signage is in place to increase awareness of physical distancing.
- The importance and purpose of physical distancing will be taught at every grade level.
- Staggered arrival and dismissal times have been established to minimize contact between students, staff and families at the beginning and end of the school day.
- Parents are to remain in their car during pick-up and drop-off to minimize contact between adults.
- Recess will be held by each stable group in a separate designated area.
- Classrooms have been redesigned to have all desks facing one direction and separated to the extent possible.
- Classroom routines have also been revised to support physical distancing, one-way direction movement within the classroom, including minimizing contact when turning in assignments.

- Designated tables will be used indoors and outdoors for breakfast and lunch to promote physical distancing and avoid mixing stable groups.
- Outdoor space will be used to the extent possible to maximize physical distancing.
- Plastic barriers will be used at reception desks and for small groups in primary grades.
- Plastic desk barriers will be used when 6 feet physical distancing cannot be maintained in the classroom.
- Visitors are not allowed on campus at this time to decrease possible exposures.
- When transportation is back in-service all students and staff will be required to wear a mask. Students will also be spaced out to the extent possible. All students will use hand sanitizer when boarding and exiting the bus. They will have assigned seating and families will be grouped together. Windows will also be open to increase ventilation.

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

- Communication was sent home to all families explaining the plan and expectations. Communication occurred in the form of printed materials, Parent Square postings, website postings and personal communication via phone or conference.
- Staff training on the application and enforcement of the plans occurred at each site by department or via zoom.
- Staff members were trained on August 10, 2020 by a safety specialist on COVID-19 safety protocols and prevention.
- Training has occurred at each site to prepare staff for the transition of the phase one two-day plan to the five-day plan.
- Routine reminders of the most pertinent parts of the plan will be made via signage, emails, staff meetings, Parent Square and verbal reminders. For example:
    - Enhanced sanitation practices
    - Social distancing guidelines
    - Proper use of face coverings
    - COVID-19 symptom identification
    - Daily screening practices
    - Plan and procedures if a staff member or student become sick at school
    - COVID-19 Prevention plan and procedures to protect students and employees from COVID-19 illness
- All plans will be updated as needed to meet the safety needs of the Chatom Union School District in alignment with current guidance and State and County Health Officials.

☒ **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:

- All staff members of the Chatom Union School District participate in regular surveillance testing at a minimum of every eight weeks.
- In addition to surveillance testing, staff members who exhibit symptoms are encouraged to be tested or be seen by their physician.
- Additional testing will occur as needed based upon CalOSHA regulations and recommendations of the Local Health Officer.
- Staff/teachers will schedule their appointment at the local test site and report results to the District Office who will track and ensure testing is completed.
- In addition to the use of local free testing sites, the district is considering options for on-site testing.
- Any school official who has symptoms of COVID-19 is to remain home. They should contact their primary physician, get tested and notify the District office. If they receive a negative test and are released by their physician, they can return if they have been symptom free for three days without fever reducing medicines and at least ten days since the onset of the symptoms.
- Any school official who has been directly exposed to a positive COVID-19 case should contact their healthcare provider to be tested or be tested at a community testing site. They should quarantine for a minimum of 10 days from the last exposure to the COVID-19 case to avoid infecting others in the event they are positive.
- An exposed person must quarantine for a minimum of 10 days regardless of a negative COVID test.

☒ **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:

- Students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be excluded from school for a minimum of 10 days. Parents will be

strongly encouraged to have their child(ren) tested by their physician or at a local free testing clinic. Resources on testing locations will be provided as needed.

☒ **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.

- Upon identification of a positive case an interview occurs to collect information. Some of the interview questions include; last date on campus, infectious period and possible close contacts.
- Local Public Health Department is contacted, and information is entered into the Stanislaus County COVID-19 Surveillance Tracking System.
- All notices and reporting are in alignment with CalOSHA regulations and CDPH Guidance.
- Notification is sent to all staff and school community.
- Contact is made with all staff and students who were directly exposed to provide next step guidance acquired by the local Health Services Agency.
- Administration will arrange for cleaning and disinfection of the classroom and primary spaces where the case spent significant time.
- If there is an exposure in a classroom, the class will be quarantined for 10 days and move back to the remote/distance learning model during this time.
- An exposed person has to quarantine for 10 days regardless of a negative COVID test or physician release during that time.
- The District will continue to consult with the Stanislaus County Health Services Agency to determine if any additional action is needed.

☒ **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 or Designee will send notices to inform families and staff of any positive COVID-19 exposure or urgent message. This will be done in coordination with the Public Health Services Agency.
- The COVID-19 Prevention Plan (CPP) has been updated to include procedures and protocols in alignment with Cal/OSHA standards.
- Communication is shared in multiple fashions such as ParentSquare, email, phone calls, flyers and the Chatom website at chatom.k12.ca.us.

- All information communicated to school families, staff, public health officials and the community will maintain confidentiality as required by FERPA, HIPPA and state law related to privacy of educational records and will be consistent with legal counsel guidance.

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

☒ Labor Organization Name of Organization(s) and Date(s) Consulted: See Below

Name: Chatom Union Educator's Association (CUEA) and the California School Employees Association (CSEA) Chapter #585

☒ Parent and Community Organizations Name of Organization(s) and Date(s) Consulted:
Name: All Parents, ELAC and PTC Date(s): See Below

- Labor Organizations:
  Chatom Union Educator's Association (CUEA) and the California School Employees Association (CSEA) Chapter #585 have been a part of the planning process of all reopening plans. The Chatom Union School District Planning Committee includes the President and Vice President of each association, along with members representing administration, food service, transportation, early child-care, nursing, and after-school expanded learning. Reopening plans were developed, reviewed, and revised on May 20, June 4, June 18, July 2, July 16, July 23, July 29, August 6, August 25, September 3 and January 25, 2021.

- Parent and Community Organizations:
  A parent survey was sent to all families in English and Spanish to seek input on reopening models for the 2020-2021 school year. The data reflected that the most requested form of reopening was a five-day traditional setting, the second choice was a hybrid two-day in-person and three-day distance learning and the least requested was a full distance learning model. Additional opportunities were provided for input at Public Board Meetings held on June 9, July 7, July 17, July 30, August 25, December 8, December 15 and December 28. Three additional surveys requesting, questions, comments, preferences, and concerns for the 2020-2021 school year were also distributed. This information was utilized in developing the reopening plan. Parent representatives were also a part of the planning committee.

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 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. Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district, please submit one application for all elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.