

Date: 01/27/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Cottonwood Creek Charter School

Number of schools:

1

Enrollment:

240

Superintendent (or equivalent) Name:

Mark Boyle

Address:

3425 Brush Street

Phone Number:

(530) 347-7200

City

Cottonwood

Email:

mboyle@cwusd.com

Date of proposed reopening:

Reopened on August 17, 2020

County:

Shasta

Current Tier:

Purple

(please indicate Purple, Red,
Orange or Yellow)

Type of LEA:

Charter School

Grade Level (check all that apply)

TK

X 2nd

X 5th

X 8th

11th

X K

X 3rd

X 6th

9th

12th

X 1st

X 4th

X 7th

10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

- X I, Mark Boyle, 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:

Shasta County Public Health

- 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.

Cottonwood Creek is a Hybrid Model Independent Study Charter School. 85% of our students are on campus in site classes for a modified week (Monday through Thursday, 8:15 a.m. until 1:30 p.m.) 15% of our students are in our full time Homeschool program. During site classes Monday through Thursday, students and staff remain in their classroom grade level for the entire day. Our school only has one class per grade level (K-8) and each class has 24 students or less in the classroom. This grade level classroom is kept as a stable group throughout the day (i.e. classroom, recess, lunch).

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?)

The maximum number of students in each classroom/stable is 24 students. Each K-8 classroom has one Homeroom teacher. Each K-4 classroom has one instructional aide.

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

Our 3 classrooms in the Junior High (6th, 7th, 8th) are departmentalized by subject. Before the COVID-19 outbreak, these grade levels would switch classrooms to receive instruction from a Science Teacher, Math Teacher, and Language Arts Teacher. Now these grade level classes do not switch classes. Instead, the departmentalized teachers come into their class for instruction.

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

Electives are provided after school but Cottonwood Creek Charter School modified the elective classes so that they are organized by small grade level stable groups. An elective class will not have a group of students from the same grade level bigger than 12 students.

- 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.

Grade Level students are assigned a specific school entrance and exit door (K and 1 grade - Northwest Door; 2nd-4th grades - Northeast Door; 5th-7th Grade - Front Door; 8th Grade - South Door. Parents are not allowed inside the hallways at drop and pick-up. Parents may make an appointment and/or check-in at office (with a required face mask)..

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

All student desks in every classroom are at least 4 feet apart. It is not possible to have our complete class of 24 students present at the same time if the desks are 6 feet apart.

- ☒ **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:

Staff has testing available as needed through Shasta County Public Health and through local health clinics

- ☒ **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 with symptoms are encouraged to be tested. Students who have been exposed to positive cases are encouraged to be tested from day 5-8 of exposure.

☒ **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:

No Labor organization is present at Cottonwood Creek Charter School. School administration consistently consults with school staff (informally and formally at staff meetings) on all school safety plan and plans regarding COVID safety.

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

☒ Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Shasta. 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](#)