

# WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT



**130 E. Lincoln Avenue**

**Fresno, CA 93706**

Revised: December 2021

## COVID-19 Safety Plan (CSP)

**AS MANDATED BY:**

CCR Title 8 Sections 3205, 3205.1, 3205.2, 3205.3, 3205.4

Date: 12/8/2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Washington Colony Elementary School District

Number of schools:

1

Enrollment:

464

Superintendent (or equivalent) Name:

Jesus Cruz

Address:

130 E. Lincoln Avenue

Phone Number:

(559) 233-0706

City:

Fresno, CA 93706

Email:

jesuscruz@washingtoncolony.org

Date of proposed reopening:

August 17, 2021

County:

Fresno

Current Tier:

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Elementary School

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>th</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, per the [Guidance on Schools](#).

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, Jesus Cruz, 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:

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.

**Stable Groups: Classroom Instruction and Rules:**

All classrooms are in-person. Students and staff wear masks indoors, lower grades use face shields and all teachers are required to use Sneeze grades in the classroom.

All classrooms will have a designated area for students to wash hands and teachers will provide ample time throughout the day for this to occur, Also, Teachers use hand sanitizer before students enter the classroom To reduce the possibility of infection, students K- 2nd eat lunch in their classroom, Kindergarteners use a separate area for recess,

Students will not be permitted to share any computers, textbooks, lunch, or any other school materials.

Each child's belongings will be separated and in individually labeled storage containers, cubbies or areas. Students' belongings should be taken home each day to be cleaned.

Recess: Students will be provided ample breaks throughout the day consistent with recess/break minutes from the regular school schedule.

Restroom Use: Student restrooms will be appropriately stocked with hand soap and paper towels. As this is considered a "common area" Washington Colony will ensure it is cleaned and sanitized accordingly. Students will use the restroom according to their classroom wing area. Restrooms will be monitored and disinfected frequently by custodial staff.

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?)

Washington Colony is in-person with on-site instruction for all five -days. The instructional day begins at 8:20 with dismissal at 2:30 for grades TK-3, Instruction begins at 8:20 and ends at 3:15 for grades 6-8. Washington Colony does offer an online program for those students who want to continue online, Washington Colony offers Edgenuity Online Program for grades K-8th,

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

In-person classes will address core academic subjects and standards. Core subjects include English language arts- English language development (ELA-ELD), mathematics, science, and history-social science (HSS), Grades 6th-8th have electives, PE and Music in -person. Washington Colony offers Edgenuity Online Program for grades K-8th,

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

Washington Colony currently has electives, Music and PE. They are all in-person at this time

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.

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

\* Students will enter and exit through the designated area.

\* There will be a designated area for TK-8th (In front of the cafeteria and exit through the side of the cafeteria ) and the Middle School side 6th-8th. (enter the front of the cafeteria and will exit from the back of the cafeteria ).

\* Any student exhibiting a temperature of 100.4 or higher will be escorted to the isolation room where parent contact will be made and the student will need to be picked up immediately.

**Visitor Restrictions:**

The safety of our staff and students remains the district's primary concern. To help prevent the risk of exposure to our staff and students. We are not having any visitors on campus or in the classrooms. And one person at a time in the front office. All who enter the front office must wear a mask. A sign is posted in front of the office stating "Mask be worn before entering" In English and Spanish.

**Cafeteria:**

. The cafeteria will be open to students only parents or guardians cannot enter the cafeteria.

- Lunch will be served in the classroom for grades K- 2nd students.
- Breakfast and Lunch will be placed in a container and will meet meal requirements.
- The students must take all items offered
- All items not eaten must be thrown away, no items may be kept for later consumption.
- Students will wash/sanitize their hands before and after each meal. Each child will be responsible to clean and dispose of food wrappers and any remaining food and wiping down the desk using paper towels and water.
- Staff will use gloves if assistance is needed to open food containers for any student.
- Food cannot be shared with other students. No microwave use will be allowed.
- No access to water fountains

\* Plastic Water Bottles are provided to students

\* Students are able to bring their own lunch it must not be shared with others.

**End of School Day:**

\* Families will wait in their car or outside the gate as their child is called to the front of the school to go home

\* Bus riders will wait to board the bus at the bus loading area, with their mask on, before entering the bus.

\* When students are loading on the bus the students must wear their masks at all times while on the bus.

**After- School Program:**

- \* Snack will still be provided and students will eat a snack in the cafeteria they sit by grade level and must wear their mask while indoors ( Classroom and Cafeteria)
- \* Students will use sneeze guards while in the classroom
- \* Before entering the classroom desk are disinfected before and after leaving the classroom
- \* Sign out of students for ASP, Parents sign inside the cafeteria

X

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

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

**Staff: Teachers**

- A mask must be worn at all times when entering district grounds
- All employees must enter through the designated area, ( Back Gate for grades TK- 5th, Middle School side gate )
- \* All Washington Colony employees are encouraged to "self-certify" their health, prior to entering Washington Colony Office and School Setting as a preventive measure to mitigate the spread COVID- 19 and to promote good health. And a guide to determine if the employee continues to work. On a daily basis, employees should be mindful of the following symptoms prior to coming to work if they are exhibiting any of the following symptoms:  
 \* Fever above 100.4 \* Cough \* Shortness of Breath or difficulty breathing \* Sore Throat \* Congestion/Running Nose \* Muscle Pains \* Fatigue \* New loss of Taste/Smell \* Headache.
  - Intensified cleaning and disinfection
  - Teachers will be given disinfection supplies for their classroom
  - Employees are to report their respective rooms once they enter campus
- \* In their classroom mask can be removed, If there is another person in the room please wear a mask.
- \* Teachers and staff have Plexi Glass
  - Intensified cleaning and disinfection

**Students:**

- \* A mask must be worn at all times when entering district grounds.
- \* A mask will be provided if students do not have one prior to entering the school campus.
- \* District has face shields for students or teachers, staff, a mask must be worn under the mask.
- \* Students use sneeze guards for their desk,

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.

Students will enter and exit through the designated gate. There will be two designated areas one for elementary TK-5th (In front of cafeteria and exit through the side door of the cafeteria ) and Middle School side 6th-8th. ( In front of the cafeteria and exit through the back door of the cafeteria)

Any Student exhibiting any COVID-19 Symptoms while on campus will be taken to an isolated room designated for these students. Adequate supervision will be provided and parent contact will be made to pick that student up. That student will then be asked to stay home for 10 days in which they will partake in Distance learning with their homeroom teacher.

Any student exhibiting a temperature of 100.4 or higher will be escorted to the isolation room where parent contact will be made and the student will need to be picked up immediately. Intensified cleaning and disinfection

- All Washington Colony Students are encouraged to "self-certify" their health, prior to entering Washington Colony Office and School Setting as a preventive measure to mitigate the spread of COVID- 19 and to promote good health. And a guide to

\* On a daily basis, parents should be mindful of the following symptoms prior to coming to school if they are exhibiting any of the following symptoms: Fever above 100.4 \* Cough \* Shortness of Breath or difficulty breathing \* Sore Throat \* Congestion/Running Nose \* Muscle Pains \* Fatigue \* New loss of Taste/Smell \* Headache

Signage will be placed throughout the offices and school:

- a. Health and Safety Stations
- b. Occupancy signs at every meeting room that follows handwashing
- c. Reminders re: handwashing, face coverings, and students not sharing school supplies or lunch.
- d. Protocol and phone number at all entrances alerting visitors to report to the front office.

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.

#### Safety Requirements and Campus Access/ Health Screening for Students and Staff

\*All staff will implement regular cleaning and disinfecting procedures throughout the day.

\*High-touch surfaces in all common areas, including door handles, light switches, front office area, and restrooms, will be cleaned daily.

\*Classrooms, including student desks, student chairs, trash cans, in-classroom restrooms, and all hard surface flooring will be disinfected.

\*Items such as student manipulatives, toys, equipment, teacher/paraprofessional desks, and chairs, or items not listed above are the responsibility of the teacher/paraprofessional to clean and disinfect.

\*Disinfecting supplies are available to staff in designated areas all classrooms and bathrooms are fogged with a probiotic spray in the evening

\* Each classroom has a handwashing station

\* There are hand sanitizer stations in the following areas: Front office, Cafeteria, Teacher's lounge (M-5, Room 4), isolation rooms,

Visitors:

\* Campus is closed to all visitors and parents, they cannot enter the classrooms or campus

\* All visitors and parents must enter the front office and they must wear a mask at all times

\* Vendors will be allowed on campus wearing proper PPE and after being screened by the front office.

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.

**Positive COVID-19 Case or Community Surges/ Identification of Tracing Contacts:**

\* Teachers and staff were given a "COVID-19 Positive Test Results Process Flow Chart" this is informing teachers and staff who to contact regarding COVID-19 and protocol.

\* COVID-19 Testing for staff and teachers at the following COVID testing: a. Valencia Lab, b. Golden Medical Clinic

Positive COVID-19 Cases or Community Surges/Identification of Tracing Contacts -The District Superintendent/ Assistant Principal will work closely with the site LVN, the County contracted Registered School Nurse, Department of Public Health and follow all protocols that are required when a confirmed case has been made at the site including notification of the health department. The Assistant Principal is the designated contact for medical contacts with the CDPH. - In the event that a student or staff member who has been attending school or a member of their household tests positive for COVID -19, the District will follow all guidelines and regulations set forth by the Department of Public Health.

<https://www.co.fresno.ca.us/Home/ShowDocument?id=49500> -

\* In the event that local public health officials or the State of California give guidance for the school to close, based on risk levels in the specific community, the district will immediately execute Washington Colony Elementary School Closure Distance Learning Program for all students.

X

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

**Physical Distancing:**

- Entry points for students have been established and divided by drop-offs, bus riders, and preschool TK/K students.

**distancing:**

- Upon arrival, students will follow clear paths of travel, when entering the school grounds
- As needed, due to large grade level size, some grade-level students put into groups, All classes will assure appropriate social distancing as indicated by CDPH.

\* Every student has a sneeze guard on their desk, and teachers and staff will use plexiglass shields working with students.

• The School site has established a designated isolation area for COVID-19 related health isolation needs.

- The school has a designated room for routine health needs.
- Office counters are equipped with plexiglass between office staff and students/parents/staff.
- All bathrooms have teachers names and students are to use those bathrooms with the teacher,

Common areas have tables and chairs that are separated and lunch tables for staff are outside area if they chose to sit outside

\*To the extent possible, break and lunch schedules will be staggered to prevent congregations in work areas, break rooms, and bathrooms.

• The teacher Patio and break room will be made available to staff who wish to eat and take breaks, seating, reminder notices are placed on the tables to ensure appropriate safety.

**Recess & Breaks:**

Recess times will be staggered by classrooms. (TK-K, 1st-3rd, 4th-5th, and 6th-8th)

\* Staff will monitor students outside during breaks.

- Staff will monitor bathrooms to assure safe bathroom practices.

Play zones will be designated by grade level and

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.

District Staff will be provided with training in the following areas:

- \*Proper use of PPE
- \*Cleaning and sanitizing thermometers (LVN)
- \*Cough and sneeze etiquette
- \*Keeping hands away from one face
- \*Frequent hand washing and techniques
- \*Confidentiality around health reporting
- \*School health staff to be trained by FCSS Health staff on clinical manifestations of COVID-19 pediatric presentations, and CDC transmission-based precautions.
  - District students and parents will receive literature and be given access to videos on proper
- \* Usage of masks and how to mitigate the spread of COVID-19.
  - Signage reminding all school community members of the importance of handwashing and maintaining social distancing will be prominently displayed in all classrooms and all school facilities.
- \* A weekly Robocall is made by the Superintendent to all staff, teachers, and parents reminding all of monitoring their child's health and if they are ill do not send them to school.
- \* A Student/Parent COVID-19 Handbook was given community and parents.
- \* A parent Forum in English and Spanish by LVN school site nurse from FCSS regarding COVID-19, proper mask-wearing, the safety of washing hands, and social distance
- \* Teachers and staff were given a "Return To Work Toolkit" and " Return To School."

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.

Washington Colony is committed to the safety and well-being of our staff, students, and community. Therefore, Washington Colony will be conducting COVID-19 testing in consultation with local public health officials to monitor the prevalence of COVID-19 on the Washington Colony School District campus and meet



regulatory requirements. Since, Washington Colony in-person since August 17, 2021, it has established weekly testing for those who are not vaccinated. Washington Colony has made an agreement with the following testing sites CA Valencia Laboratories and Golden Clinic in Easton, for those teachers and staff who would like COVID testing.

The District LVN will provide lists of free testing sites and information, for reference, to the Department of Public Health for all COVID-related questions.

The link to the CDPH will also be available on the District website for quick reference Staff will be directed to a site from the agreed-upon medical facilities as arranged by the health department.

The index will be informed that they are to quarantine/ isolate and remain off of campus until test results are received and all criteria for returning to work have been met.

Staff will also encourage staff to monitor symptoms and contact Assistant Principal provider if symptoms worsen.

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

Since, Washington Colony is in-person since August 17, 2021, it has established Surveillance Testing for those staff and teachers who are not vaccinated they are tested on a weekly basis. Testing is available for staff and offered by the FCDPH. In addition, Washington Colony has formed a consortium with Fresno County Superintendent Schools and has completed an MOU in order to receive COVID-19 Testing Kits available from the CA Valencia Laboratories at the school site as recommended by the Fresno County Department of Public Health (FCDPH) and indicated by the CDPH Guidelines.

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.

The District LVN will provide lists of free testing sites and information, for reference, to the Department of Public Health for all COVID related questions.

The link to the CDPH will also be available on the District website for quick reference for parents and students.

The index will be informed that they are to quarantine/ isolate and remain off of campus until test results are received and all criteria for returning to work have s been met.

Parents, students, and teachers were given "COVID-19 FlowChart " of symptoms of COVID and "COVID-19 Positive Test Results Process"

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

Washington Colony has formed a consortium with Fresno County Superintendent Schools and has completed a MOU in order to receive COVID-19 Testing Kits available from the CA Valencia Laboratories at the school site as recommended by the Fresno County Department of Public Health (FCDPH) and CDPH guidelines pending parents permission.

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](#).

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.

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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.

**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 District Superintendent will provide notification to students, parents and staff based on the guidance provided by the Fresno County DPH; Return to School: A guide to responding to COVID-19 cases in K-12 school settings 2021-2022 and consistent with privacy requirements under FERPA and HIPAA.

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

Previously Open

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:*

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

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Fresno. County has certified and approved the CRP on this date: 12/14/2021. 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](#)

**Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.**