

COVID-19 School Guidance Checklist

February 22, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: 3/5/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Five Keys Charter, Adult and Independence HS

Number of schools: 3 LEAs located across 9 counties; ~100 locations embedded at non-profit partnerships

Enrollment 5,000

Superintendent (or equivalent) Name: Steve Good, President and CEO

Address: 70 Oak Grove Street

Phone Number: 415-622-6237

San Francisco, CA 94107

Email: safety@fivekeys.org

Date of proposed reopening:

varies by county; starting March 15, 2021

Counties: Alameda, Los Angeles, Marin, San Bernardino, San Francisco, San Mateo, Santa Clara, Solano and Sonoma Counties

Grade Level (check all that apply)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

Current Tier: varies --as of 3.5.21 Marin, San Francisco, San Mateo and Santa Clara Counties are in RED and all others are in purple

1st 4th 7th 10th

Type of LEA: Public Charter School

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 and not yet open, materials must additionally be submitted to your local health officer (LHO) 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

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

I, Amy Roth, 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?) [There may be as few as one student per teacher or up to 25 students per teacher based on the modality of instruction. See COVID-19 Prevention Program for additional information.](#)

If you have departmentalized classes, how will you organize staff and students in stable groups? [Five Keys is unique in that it operates inside nine different counties' jails, and cohorting is pre-assigned by jail staff based on security designations. Where operating outside of jails, small group instruction will be maintained with stable cohorts for accelerate 4-6 week semesters to allow stable instruction.](#)

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

[Five Keys does not offer elective classes, so this is not applicable.](#)

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

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

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

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

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

Maximum 10 feet

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

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: no asymptomatic testing orange/yellow tiers; referral to community testing sites for staff and teachers in red and purple tiers once every two weeks for asymptomatic monitoring.

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: no asymptomatic testing for counties in orange/yellow tiers, referral to local community testing sites if known exposure or COVID-19-like symptoms arise.

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: United Educators of San Francisco (UESF) Collective Bargaining Unit

Date: March 5, 2021

Parent and Community Organizations

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

Name: no parent organization on file

Date: March 5, 2021

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:

Date of Submission to Local Health Department: _____.

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

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.