

School Plan for Safe Operations During COVID-19 Pandemic

School Information

School Name	School Administrator	Plan Date	Closure Date	Reopening Date
Sherwood Montessori	Michelle Yezbick, Director	Updated 2/17/2022	March 23, 2020	October 8, 2020

Introduction

The following School Plan for Safe Reopening is based on the California Department of Education's (CDE) guidance publication, *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools*.

Per CDE, this guidance was created through the statewide reopening schools task force that fostered a collaborative process for our educators and stakeholders to lend their important voices. Also informed by the technical assistance and advice of many health and safety organizations including the Centers for Disease Control, California Department of Public Health, California Division of Occupational Safety and Health, the intent of this document is to be a guide for the local discussion on safely reopening schools.

Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools, as well as additional guidance can be downloaded at <https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>.

The following checklist provides information regarding Sherwood Montessori's plan for safe reopening and covers the following main categories:

Main Categories
Local Conditions to Guide Reopening Decisions
Plan to Address Positive COVID-19 Cases or Community Surges
Injury and Illness Prevention Plan
Campus Access
Protective Equipment
Physical Distancing
Cleaning/Disinfecting
Employee Issues
Communication with Students, Parents, Employees, Public Health Officials, and the Community

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Flexibility or Lifting of State Stay-Home Order

Condition Met	Condition Assessed
Yes	The state has lifted or relaxed the stay-home order to allow schools to physically reopen.

From the "Blueprint for a Safer Economy":

Schools may not reopen fully for in-person instruction until the county has been in the Substantial (red) tier for 5 days. School officials may decide to conduct in-person instruction for a limited set of students in small cohorts.

Note on exception: Schools that have already re-opened if the county was in a less restrictive tier do not have to close. However, if a school had not already reopened for in-person instruction, it may not reopen until the county moves back to the Substantial (red) tier for 5 consecutive days.

Sherwood opened first to a small cohort of a limited set of students on October 8, 2020. While the County was in Red Tier, Sherwood opened classrooms for families who chose to attend in-person starting with the youngest students. By November 30, 2020 there were students attending in-person at all age levels, as well as students continuing with distance learning at all levels.

Flexibility or Lifting of County Stay-Home Order

Condition Met	Condition Assessed
Yes	The county has lifted or relaxed the stay-home or shelter-in-place order to allow schools to physically reopen.

Butte County schools were permitted to open with safety measures once we were in the Red Tier for two weeks, on October 13, and Sherwood did open in-person instruction during this window.

Local Public Health Clearance

Condition Met	Condition Assessed
Yes	<p>Local public health officials have made determinations, including, but not limited to, the following:</p> <ul style="list-style-type: none"> i. Testing Availability. Consult with local public health officials to ensure adequate tests and tracking/tracing resources are available for schools to reopen. Employees have access to COVID19 testing at regular and ongoing intervals. ii. Sufficient duration of decline or stability of confirmed cases, hospitalizations, and deaths. iii. Sufficient surge capacity exists in local hospitals.

The school is administering rapid antigen tests. Area hospitals are impacted, but school closures have been linked to increases in community transmission, changing the weight of this assessed condition.

Equipment Availability

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Have sufficient protective equipment to comply with California Department of Public Health (CDPH) guidance for students and staff appropriate for each classification or duty, as well as relevant California Division of Occupational Safety and Health Administration (Cal/OSHA) requirements. ii. Have a plan for an ongoing supply of protective equipment. iii. Purchase a sufficient number of no-touch thermal scan thermometers for symptom screenings. iv. Consider the differing requirements of PPE/EPG for the differing populations of students with disabilities (i.e., for those requiring medical procedures, toileting, lifting and mobility assistance).

We are and have been stocked with PPE and no-touch thermal scan thermometers and have plans to replenish supplies.

Cleaning Supply Availability

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Have enough school-appropriate cleaning supplies to continuously disinfect the school site in accordance with CDPH guidance. ii. Ensure sufficient supplies of hand sanitizers, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

All supplies and cleaning procedures that have been recommended by CDPH are in place. In addition, beyond the requirements, each classroom has air purifiers with interior UV lights to destroy any pathogens.

Plan to Address Positive COVID-19 Cases or Community Surges

Plan for Repeated Closure

Condition Met	Condition Assessed
Yes	Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with local public health officials.

Sherwood will revert to the distance learning model we used from August, 2020 until November, 2020 when we began our hybrid model if we are informed it is necessary by public health guidance. Sherwood has offered Independent Study for students who are required to isolate or quarantine since late September, 2021.

Response to Positive Tests

Condition Met	Condition Assessed
Yes	<p>In accordance with CDPH guidance, when a student, teacher, or staff member or a member of their household tests positive for COVID-19 and has exposed others at the school implement the following steps:</p> <ol style="list-style-type: none"> i. In consultation with the local public health officials, the appropriate school official may consider whether school closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer. ii. In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff isolate. iii. Additional close contacts at school outside of a classroom should also isolate at home. iv. Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection. v. Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.

Students in isolation will be provided Independent Study and provided with devices for synchronous instruction/live interaction. In areas that are determined to have been visited by a COVID-19 positive individual, the plan is to close the area until it can be cleaned and disinfected with safety precautions in place (PPE for custodians and cleaning solutions and practices in line with health guidance). Meals are provided by Chico Unified School District. Sherwood Montessori is not a medical facility and does not provide medical services, aside from self-administered rapid antigen tests for COVID-19. Social services for students who qualify to receive them through Individual Education Plans will continue via remote. Sherwood shall follow the most updated recommendations and health orders provided by the California Department of Public Health (CDPH) and the Butte County Department of Public Health (BCDPH).

Injury and Illness Prevention Program (IIPP)

Plan for Repeated Closure

Condition Met	Condition Assessed
Yes	Update the IIPP to address unique circumstances during the COVID-19 crisis and make updates accessible to employees and parents.

The IIPP was updated to include extensive details regarding infectious disease and circumstances during the COVID-19 crisis. This was included in the Comprehensive School Safety Plan which is provided to all employees and is posted on the school website: <http://www.sherwoodmontessori.org/Family-Resources/index.html>

Campus Access

Develop a plan to minimize access to campus, and limit nonessential visitors, facility use permits, and volunteers.

People Showing Symptoms of COVID-19

Condition Met	Condition Assessed
Yes	Exclude any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (reference CDC and CDPH guidelines for COVID-19 symptoms). Staff should discuss with the parent or caregiver and refer to the student's health history form or emergency card to identify whether the student has a history of allergies, which would not be a reason to exclude.

Staff and students who are sick or have had close contact with someone with COVID-19 will be required to follow current CDPH/BCDPH isolation and quarantine guidance. Guidance for schools can be found here:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx>

Staff and students will be asked to do wellness checks at home before coming to campus, including a temperature read and checking for the following symptoms:

Fever or chills
Cough
Shortness of breath
Muscle pain or body aches
Headache
Sore throat
Fatigue
Congestion or runny nose
Nausea or vomiting
Diarrhea
New loss of taste or smell

As of 2/17/2022, guidance for staff members and students with symptoms of COVID-19 infection not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx>

i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and

ii. Other symptoms have improved; and

iii. They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

Monitoring Staff

Condition Met	Condition Assessed
Yes	Monitor staff and students throughout the day for signs of illness. Determine any special or unique needs for students with disabilities related to planned district or schoolwide procedures.

Teachers and staff will be asked to monitor themselves, each other, and students throughout day for illness. Students with disabilities will be considered individually and special needs will be addressed.

Students Entering Campuses

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Passive Screening. Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID19. ii. Active Screening. Engage in symptom screening as students enter campus and buses, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. <ul style="list-style-type: none"> 1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners, such as by wearing gloves, eye protection, and a mask. 2. Thermometers must be properly cleaned and disinfected after each use. iii. All students must wash or sanitize hands as they enter campuses and buses. iv. Provide supervised, sufficient points of access to avoid larger gatherings. v. Use privacy boards or clear screens when practicable. vi. If a student is symptomatic while entering campus or during the school day: <ul style="list-style-type: none"> 1. Students who develop symptoms of illness while at school should be separated from others right away, preferably isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, ensure physical distancing. 2. Any students or staff exhibiting symptoms should be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a health care facility. 3. Students should remain in isolation with continued supervision and care until picked up by an authorized adult. 4. Follow established guidelines for triaging students in the health office, recognizing not all symptoms are COVID-19 related. 5. Advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation. vii. Develop a plan for if students are symptomatic when boarding the bus.

i. & ii. Staff and students are asked to do wellness checks at home before coming to campus, including a temperature read and checking for the following symptoms:

Fever or chills

Cough

Shortness of breath

Muscle pain or body aches

Headache

Sore throat

Fatigue

Congestion or runny nose

Nausea or vomiting

Diarrhea

New loss of taste or smell

ii. Teachers and staff are asked to monitor themselves, each other, and students throughout day for illness.

iii. Touchless thermometers are being used for staff and students who are not feeling well; each classroom and the office have them.

ii. Teachers and staff have been trained and were retrained prior to opening on proper techniques for washing hands, avoiding contact with eyes, nose and mouth, and covering coughs/sneezes.

Teachers and staff teach students proper handwashing techniques and monitor handwashing routines upon arrival, before meals, upon returning to the classroom from outdoor play or P.E. instruction, or whenever a student has come in contact with a potentially contaminated surface.

iii. Plexiglass screens are being used in classrooms and the office.

iv. Staff or students who become sick at school will wait in the designated area in the office for transportation home.

1. A smaller, enclosed space in the office is set up to be an isolation area. If more students exhibit symptoms, there are three other spaces in the office that can be used for isolation.

2. All students must wear face coverings indoors on campus, including in the isolation area.

3. Student will be supervised by office staff until picked up by an authorized adult.

4. Sherwood staff will follow guidelines established by local health officials to determine if all symptoms should be treated as possible COVID-19 infection or if students' health histories can be taken into consideration.

5. Parents of sick students will be advised that students are not to return until they have met local department of public health or CDPH criteria to discontinue home isolation.

vii. Sherwood does not have a bus.

Staff Entering Campuses

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Passive Screening. Instruct staff to self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials) and to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. ii. Active Screening. Engage in symptom screening as staff enter worksites, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. <ul style="list-style-type: none"> 1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected. 2. Thermometers must be properly cleaned and disinfected after each use. iii. All staff must wash or sanitize hands as they enter worksites. iv. Exclude employees who are exhibiting symptoms from the workplace. <ul style="list-style-type: none"> 1. Staff members who develop symptoms of illness should be sent to medical care. Have emergency substitute plans in place. 2. Create a procedure for reporting the reasons for the exclusions. 3. Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.

i. Staff are asked to do wellness checks at home before coming to campus, including a temperature read and checking for the following symptoms:

- Fever or chills
- Cough
- Shortness of breath
- Muscle pain or body aches
- Headache
- Sore throat
- Fatigue
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

ii. Staff voluntarily engage in self-screening prior to coming to work. Staff are not subject to health screening at work. No health professionals qualified to conduct such a screening are employed or contracted by the school with the exception of our school nurse who is present on campus one morning per week. Our nurse is happy to conduct health screening for staff who request it, and thermometers are available for staff to self-screen. No compulsory health screenings are conducted against employees' will.

1. & 2. Touchless thermometers are available in every classroom and the office.

iii. All staff wash or sanitize hands as they enter worksites.

iv. Employees who exhibit symptoms may not come to work.

1. Staff members who develop symptoms may not come to the workplace. They may seek medical care if they choose to, and substitutes are used when needed. Staff members with symptoms must complete 10 days of isolation or may return to work with a negative COVID-19 test after the 5th day of exposure or onset of symptoms.
2. & 3. Employees with symptoms report the needed absence to the school director, who keeps this information confidential and tracks 10 days required isolation.

Outside Visitors and Groups

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Limit access to campus for parents and other visitors. ii. Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. Ensure external community organizations that use the facilities also follow the school’s health and safety plans and CDPH guidance. iii. Review facility use agreements and establish common facility protocols for all users of the facility. iv. Establish protocol for accepting deliveries safely. v. Charter School Co-locations <ul style="list-style-type: none"> Update facility use agreements to address unique circumstances during the COVID-19 crisis, ensuring that organizations that are using the same facility have agreed to the same understandings about how to reopen in a healthy and safe way. Establish a protocol for responding to site concerns regarding health and safety issues that arise during the pandemic that is collaborative and meets the needs of all stakeholders.

i. Visitors must wear face coverings when indoors in the presence of students.

iii. & v. Facility Use Agreement with CUSD was reviewed. Changes to meal service and use of outdoor playground area were made with health guidance input.

iv. Deliveries are made to the office, physical distancing is used and transactions occur quickly (less than five minutes).
 v. Health and safety issues that arise during the pandemic are addressed with consultation with school nurse and/or local health department. Any staff member, student, or parent/guardian can bring a health concern to the school director via phone call, email, meeting, or in-person compensation.

Hygiene

Plan to address hygiene practices to ensure personal health and safety in school facilities and vehicles.

Handwashing

Condition Met	Condition Assessed
Yes	<p>In accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, develop a plan for handwashing that includes:</p> <ul style="list-style-type: none"> i. Providing opportunities for students and staff to meet handwashing frequency guidance. ii. Ensuring sufficient access to handwashing and sanitizer stations. Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent possible. iii. Ensuring fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) is available and supervised at or near all workstations and on buses. Children under age nine should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. Note: frequent handwashing is more effective than the use of hand sanitizers.

i. Teachers and staff teach students proper handwashing techniques and monitor handwashing routines upon arrival, before meals, upon returning to the classroom from outdoor play or P.E. instruction, or whenever a student has come in contact with a potentially contaminated surface.

ii. Sanitizers are installed in every classroom and in the office. Additional bottles of hand sanitizer are available for classrooms from the office.

iii. Sanitizers are installed in every classroom and in the office. Solutions are fragrance-free and at least 60% alcohol. Children under age nine will not use or access hand sanitizer without adult supervision (there is no sanitizer in bathrooms, bathrooms have working sinks for handwashing).

Training of Proper Handwashing Techniques and PPE/EPG Use

Condition Met	Condition Assessed
Yes	<p>Train staff and students on proper handwashing techniques and PPE/EPG use, including the following:</p> <ul style="list-style-type: none"> i. Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students should use paper towels (or single use cloth towels) to dry hands thoroughly. ii. Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods. iii. CDC guidance on proper PPE use.

i. & ii. Teachers and staff teach students proper handwashing techniques and monitor handwashing routines upon arrival, before meals, upon returning to the classroom from outdoor play or P.E. instruction, or whenever a student has come in contact with a potentially contaminated surface. iii. Staff and students are trained on proper PPE use.

Training for Face and Nose Covering

Condition Met	Condition Assessed
Yes	Teach staff and students to: <ol style="list-style-type: none"> i. Use tissue to wipe the nose and cough and sneeze inside the tissue. ii. Not touch the face or face covering.

- i. Staff and students are taught to use tissue to wipe the nose and cough and sneeze inside the tissue.
- ii. Staff and students are taught to not touch their faces or face coverings.

Protective Equipment

Plan to address protective equipment needs to ensure personal health and safety in school facilities and vehicles.

PPE Training

Condition Met	Condition Assessed
Yes	According to CDC guidance: <ol style="list-style-type: none"> i. Training and information should be provided to staff and students on proper use, removal, and washing of cloth face coverings. ii. Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. LEAs should make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into shirt. iii. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment.

- i., ii. &iii. Staff and students are trained on proper use, removal, and washing of cloth face coverings and the distinction between these and surgical masks, respirators, or PPE. Reasonable accommodations will be made for individuals unable to wear a face covering.

Staff Protective Equipment

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. As recommended by the CDC, all staff should wear face coverings. Per CDPH guidance, teachers could use face shields with drapes, which enable students to see their faces and to avoid potential barriers to phonological instruction. ii. Provide masks if the employee does not have a clean face covering. iii. Provide other protective equipment, as appropriate for work assignments. <ul style="list-style-type: none"> 1. For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves. 2. For front office and food service employees, provide face coverings and disposable gloves. 3. For custodial staff, provide equipment and PPE for cleaning and disinfecting, including: <ul style="list-style-type: none"> A. For regular surface cleaning, provide gloves appropriate for all cleaning and disinfecting. B. Classified staff engaged in deep cleaning and disinfecting should be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions. All products must be kept out of children’s reach and stored in a space with restricted access. C. Cal/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used and training be provided to staff on the hazards of chemicals.

i. All staff will wear face coverings. Masks with clear plastic are available for phonological instruction ii. Masks are provided for any staff or student who does not have one. loth and disposable masks are available. iii. 1. & 2. Other protective equipment is provided as appropriate, including: N95 masks, surgical masks, gloves 3. A. Contracted custodians are equipped by their employer with PPE.

B. Cleaning and PPE for disinfection is available should the school require COVID-19 disinfection. Products are kept out of children's reach in an area in the office with restricted access.

C. Cleaning products used for cleaning and disinfecting include ingredients that are known to kill the COVID-19 virus and are safe to use when wearing protective equipment and used with proper ventilation.

Student Protective Equipment

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Students should use cloth face coverings, especially in circumstances when physical distancing cannot be maintained. If an LEA requires students to wear face coverings, then the LEA must provide face coverings to be used. Consider how the LEA will address students with disabilities who refuse or are not able to wear masks. At a minimum, face coverings should be worn: <ul style="list-style-type: none"> 1. While waiting to enter the school campus. 2. While on school grounds (except when eating or drinking). 3. While leaving school. 4. While on a school bus.

Driver has access to surplus masks to provide to students who are symptomatic on the bus.

i. Students are required to wear cloth face coverings or disposable surgical masks.

1. Students wear masks indoors. In the event the student comes to school with no mask, they are provided one.

2. Current guidance does not require students to wear masks outdoors.

Physical Distancing

Plan to meet physical distancing standards in school facilities and vehicles. Clearly define how staff can honor physical distancing recommendations, yet meet student medical, personal, or support needs. Determine how adequate space and facilities will be utilized to maintain health and safety of students and staff, especially when tending to individual student medical or personal needs.

Plan to Limit the Number of Persons in Campus Spaces

Condition Met	Condition Assessed
Yes	Plan to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals. (6 feet is the current minimum recommendation for physical distancing from the CDC, but it is important to pay attention to future modifications in public health recommendations.)

Face covering is currently prioritized over distancing in accordance to updated guidance.

Creating Smaller Student/Educator Cohorts & Minimizing Movement

Condition Met	Condition Assessed
Yes	To the extent possible, and as recommended by the CDC, attempt to create smaller student/ educator cohorts to minimize the mixing of student groups throughout the day. Minimize movement of students, educators, and staff as much as possible.

We are no longer keeping stable cohorts as updated guidance does not require it.

Alternative to Physical Distancing

Condition Met	Condition Assessed
Yes	In a circumstance where sufficient physical distancing is difficult or impossible, such as when students enter or exit a school bus in proximity to the bus driver, all individuals, including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.

All staff and students are required to wear face coverings indoors as directed by health guidance.

Student Physical Distancing

Condition Met	Condition Assessed
Yes	<p>LEAs should plan to:</p> <ul style="list-style-type: none"> i. Limit number of students physically reporting to school, if needed to maintain physical distancing. <ul style="list-style-type: none"> 1. Determine student and staff capacity of each school meeting 6-foot physical distancing objectives. 2. Consider various strategies outlined in the Instructional Program Models in the guidance document, such as early/late start times and blended learning models. ii. The CDC recommends virtual activities in lieu of field trips and intergroup events. iii. Post signage and install barriers to direct traffic around campus.

	<ol style="list-style-type: none"> 1. Determine maximum capacity for students of each vehicle while meeting 6-foot physical distancing objectives. 2. Create a plan for seating based on maximum capacity determined above, and develop a plan for bus routes that accommodates the capacity limitations. Mark or block seats that must be left vacant. Sample seating options: <ol style="list-style-type: none"> A. Option 1: Seat one student to a bench on both sides of the bus, skipping every other row. B. Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus. 3. Instruct students and parents to maintain 6-foot distancing at bus stops and while loading and unloading. 4. Seat students from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs should be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.) 5. Students and staff should wear face coverings at bus stops and on buses.
	<ol style="list-style-type: none"> v. Playgrounds/Outside Spaces/Athletics <ol style="list-style-type: none"> 1. Increase supervision to ensure physical distancing. 2. Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.
	<ol style="list-style-type: none"> vi. Classrooms <ol style="list-style-type: none"> 1. Determine maximum capacity for students of each classroom while meeting 6-foot physical distancing objectives. 2. In accordance with CDC and CDPH guidance, ensure desks are a minimum of 6 feet apart and arrange desks in a way that minimizes face-to-face contact. 3. If necessary, utilize other campus spaces for instructional activities (e.g., lecture halls, gyms, auditoriums, cafeterias, outdoors). 4. If necessary, broadcast to other classrooms and students distance learning at home. 5. Increase staffing to ensure physical distancing for younger students and students with special needs. 6. Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain separation, when possible. 7. Address physical distancing objectives as students move between classrooms. 8. Address potential issues from physical distancing rules that could result in unintended segregation of students with disabilities on campuses away from peers without disabilities.
	<ol style="list-style-type: none"> vii. Food Service <ol style="list-style-type: none"> 1. Consider strategies to limit physical interaction during meal preparation and meal service (e.g., serving meals in classrooms, increasing meal service access points, staggering cafeteria use). 2. Suspend use of share tables and self-service buffets for food and condiments. 3. Install physical barriers, such as sneeze guards and partitions, at point of sale and other areas where maintaining physical distance of 6 feet is difficult. 4. With an approved National School Lunch Program waiver, offer meal delivery for students quarantined or in a home-based cohort. 5. If providing meal service in classrooms, plan for cleaning and trash removal.

Student physical distancing is no longer required. The current guidance prioritizes face covering and testing to identify individuals positive for COVID, which we are doing.

Staff Physical Distancing

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Develop a plan that ensures physical distancing among staff in their work environment to reduce spread of the virus that includes: <ul style="list-style-type: none"> 1. Avoiding staff congregation in work environments, break rooms, staff rooms, and bathrooms. 2. Avoiding grouping staff together for training or staff development. Consider conducting the training virtually or, if in-person, ensure distancing is maintained. ii. Adjust staff schedules (through negotiations) to accommodate new student schedules and physical distancing strategies. iii. In accordance with Cal/OSHA regulations and guidance, evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible. <ul style="list-style-type: none"> 1. Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students. 2. If physical distancing between workspaces or between employees and students and visitors is not possible, add physical barriers that cannot be moved to separate workspaces.

Physical distancing is no longer required. The current guidance prioritizes face covering and testing to identify individuals positive for COVID, which we are doing.

Cleaning and Disinfecting

Plan to meet cleanliness and disinfecting standards in school facilities and vehicles.

Overall Cleanliness Standards

Condition Met	Condition Assessed
Yes	Schools must meet high cleanliness standards prior to reopening and maintain a high level during the school year.

Sherwood has increased custodial services to maintain a high level of cleanliness.

Sharing Avoidance

Condition Met	Condition Assessed
Yes	In accordance with CDC guidance, avoid sharing of electronic devices, toys, books, and other games or learning aids.

Updated guidance takes into account the lack of transmission by fomites.

Items Difficult to Clean and Sanitize

Condition Met	Condition Assessed
Yes	Limit stuffed animals and any other toys that are difficult to clean and sanitize.

Pillows, stuffed animals, and other difficult to clean items are currently being stored.

Safe Use of Disinfectants

Condition Met	Condition Assessed
Yes	<p>In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, develop a plan that includes:</p> <ul style="list-style-type: none"> i. A safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. ii. Disinfecting surfaces between uses, such as: <ul style="list-style-type: none"> 1. Desks and tables 2. Chairs 3. Seats on bus 4. Keyboards, phones, headsets, copy machines iii. Disinfecting frequently—at least daily—high-touch surfaces, such as: <ul style="list-style-type: none"> 1. Door handles 2. Handrails 3. Drinking fountains 4. Sink handles 5. Restroom surfaces 6. Toys, games, art supplies, instructional materials 7. Playground equipment iv. When choosing disinfecting products, using those approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2 and follow product instructions.
	<ul style="list-style-type: none"> 1. To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the EPA List N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid). 2. Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma. 3. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. v. When cleaning, airing out the space before children arrive. Plan to do thorough cleaning when children are not present. vi. Closing off areas used by any sick person and not using before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible.

- i. Disinfectants are selected for their ability to destroy the COVID-19 virus when used properly while also containing only safe compounds when used properly. PPE is supplied to custodians by their employer, and staff is provided with PPE for cleaning during the school day. The air conditioning/heating units are new (installed in May, 2018) and high quality and exceed the expectations for providing clean, fresh air circulation even when windows and doors are shut. Air purifiers with internal UV units are being used in every classroom.
- ii. Surfaces are cleaned and disinfected nightly, including: desks and tables, chairs, phones and copy machines. We have no bus. Keyboards of shared devices are covered with disposable clear plastic wrap that can be changed between uses.
- iii. Surfaces that are disinfected daily include: door handles, drinking fountains, handrails, sink handles, and restroom surfaces.
- iv. Disinfecting products have been approved for use against COVID-19 and are found on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2. Product instructions are followed.
- v. Thorough cleaning occurs nightly by custodians when no staff or students are present on campus.
- vi. Isolation areas have been designated. If used by a person who has been found to be ill, they will be closed off for 24 hours before being cleaned and disinfected by custodians provided with PPE.

Plan for Adequate Outdoor Air Circulation

Condition Met	Condition Assessed
Yes	In accordance with CDC guidance, ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods. Do not open windows and doors if doing so poses a safety or health risk to children using the facility (for example, allowing pollen in or exacerbating asthma symptoms). Maximize central air filtration for heating, ventilation, and air conditioning (HVAC) systems (targeted filter rating of at least MERV 13).

Ventilation systems are new (installed in 2018), high quality Lennox units that provide clean filtered outdoor air. Windows and doors are opened when conditions allow it. Each classroom and the office are equipped with air cleaners with HEPA filters that include internal UV lights to kill pathogens.

Safe Water Systems and Features

Condition Met	Condition Assessed
Not Applicable	Take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

Facility did not have a prolonged shutdown. Employees utilized the building during shelter in place orders with safety measures (physical distancing, face coverings, increased cleaning and disinfecting).

Handling Student Belongings

Condition Met	Condition Assessed
Yes	Keep each child's belongings separated and in an individually labeled storage container, cubby, or area. Send belongings home each day to be cleaned.

Each child's belongings are stored separately and taken home daily for cleaning.

Employee Issues

Engage employees on COVID-19 plans and provide necessary training and accommodations.

Revisit existing bargaining agreement.

Condition Met	Condition Assessed
Not Applicable	<ul style="list-style-type: none"> i. Engage the exclusive representatives of labor groups and work collaboratively in tailoring bargaining agreements to address the relevant employee issues in this checklist. Ideally, these are matters that would be resolved as part of the reopening planning process and prior to school starting so as to provide clarity for reopening. ii. Create a plan for future bargaining that may be necessary as additional issues arise.

Sherwood employees do not currently belong to labor groups, although they are free to organize if they wish to do so.

Staffing Ratios

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Ensure staffing levels are sufficient to meet unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19. ii. Consider rolling staff cohorts to meet needs and avoid overwork.

Physical distancing requirements are no longer in effect.

Staff Training

Condition Met	Condition Assessed
	Develop and provide staff training or utilize state-provided training on: <ul style="list-style-type: none"> i. Disinfecting frequency and tools and chemicals used in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations. For staff who use hazardous chemicals for cleaning, specialized training is required. ii. Physical distancing of staff and students. iii. Symptom screening, including temperature checks. iv. Updates to the Injury and Illness Prevention Program (IIPP).

- v. State and local health standards and recommendations, including, but not limited to, the
- vii. following:
 1. Proper use of protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer. Face coverings do not replace the need for physical distancing and frequent handwashing. Cloth face coverings are most essential when physical distancing is not possible. Also include training on removal and washing of cloth face coverings.
 2. Cough and sneeze etiquette.
 3. Keeping one's hands away from one's face.
 4. Frequent handwashing and proper technique.
 5. Confidentiality around health recording and reporting.
- vi. Training for school health staff on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions.
- Training on trauma-informed practices and suicide prevention.

- i. Hazardous chemicals are not used. Disinfectants come from the approved list and are used according to instructions. PPE is provided for staff to use while cleaning, and training has been provided in staff meetings via remote and through SafeSchools online training.
- ii. Training regarding physical distancing occurred before the school year and staff who were hired after the training date viewed recorded training. SafeSchool units on COVID-19 precautions also were required and covered physical distancing. Another training occurred after the beginning of the school year and before the school opened for in-person learning.
- iii. Staff were trained on symptom screening, including temperature checks, before opening the site to in-person learning. Changes and adjustments were communicated via memos and email.
- iv. Updates to the Injury and Illness Prevention Program (IIPP) were covered in the meeting before the school year and staff who were hired after the training date viewed recorded training.
- v. State and local health standards and recommendations have been communicated to staff through the SafeSchools training, the beginning of the year training, and before school opened for in-person learning. As guidance changed, these changes were communicated in meetings and memos. Training on guidance included, but was not limited to: Proper use of protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer
The fact that face coverings do not replace the need for physical distancing and frequent handwashing
The use of cloth face coverings indoors.

Training on removal and washing of cloth face coverings has been communicated and shared with parents as well through school announcements

- Cough and sneeze etiquette (catch in tissue or elbow)
- Keeping one's hands away from one's face
- Frequent handwashing and proper technique
- Confidentiality around health recording and reporting

- vi. Our school nurse is trained on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions.

vii. Training on trauma-informed practices and suicide prevention was been presented through SafeSchools and in the beginning of the year training. Additional training has been offered and communicated as it becomes available through our County Office of Education and other sources. A counselor has been added to the school staff.

Staff Liaison

Condition Met	Condition Assessed
Yes	Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them.

The school director is the liaison and staff are aware of how to contact her.

Reasonable Accommodations

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Protect and support staff who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk by providing options such as telework or negotiated change in classification or duties. ii. If reasonable accommodations are not practicable, the LEA should work with the employee to develop a flexible leave plan that endeavors to avoid exhausting the employee’s earned leave.

ii. A flexible leave plan will be explored if an employee cannot be reasonably accommodated.

Communication

Stakeholder Engagement

Condition Met	Condition Assessed
Yes	School leaders should engage stakeholders, including families, staff, and labor partners in the school community, to formulate and implement the plans in this checklist.

Reopening input was sought from stakeholders has been collected and recorded in the following formats:

- Minutes from teacher and staff meetings in which reopening with safety measures was discussed
- Announcements to Sherwood community, including teachers, staff, parents and students’ family members in which reopening with safety measures was discussed and input was sought in the Back to School Survey
- Results of Back to School Survey
- Director’s reports presented at open, public meetings in which reopening with safety measures was discussed
- Learning Continuity and Attendance Plan, presented at August 27th, 2021 board meeting, an open, public meeting
- Back to School Plan, presented to school community via Zoom on July 21, 2020, recording made available
- Four Town Halls for the 2021-2022 school year are planned
- Stakeholder input sought through the Community Surveys and LCAP process

Communicating COVID-19-related Protocols

Condition Met	Condition Assessed
Yes	<p>Communicate to staff, students, and parents about new, COVID-19-related protocols, including:</p> <ul style="list-style-type: none"> i. Proper use of PPE/EPG. ii. Cleanliness and disinfection. iii. Transmission prevention. iv. Guidelines for families about when to keep students home from school. v. Systems for self-reporting symptoms. vi. Criteria and plan to close schools again for physical attendance of students.

Communication to staff, students, and parents about new, COVID-19-related protocols are being handled through our school announcements via Parent Square, in memoranda from the school director to staff, and from the school nurse via Parent Square.

Communication includes: the proper use of PPE, how the school is handling cleanliness and disinfection, transmission prevention measures, guidelines for families about when to keep students home from school, how to report symptoms, any changes in the schedule for in-person learning, and the criteria for making these changes.

Protocols are changing frequently, so the school nurse is consulted when a novel situation occurs

Communication for Vulnerable Members of the School Community

Condition Met	Condition Assessed
Yes	Target communication for vulnerable members of the school community.

Communication is inclusive and addresses vulnerable members of the community as well as members of the community who do not identify as vulnerable.

Communication Plan for Positive COVID-19 Case

Condition Met	Condition Assessed
Yes	<p>Create a communications plan for if a school has a positive COVID-19 case.</p> <ol style="list-style-type: none"> i. Address the school’s role in documenting, reporting, tracking, and tracing infections in coordination with public health officials. ii. Notify staff and families immediately of any possible cases of COVID-19. Review legal responsibilities and privacy rights for communicating about cases of the virus. iii. Provide guidance 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. iv. Provide information to parents regarding labor laws, Disability Insurance, Paid Family Leave, and Unemployment Insurance. v. Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation. vi. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.

The school contacts the local public health department to report any known positive COVID-19 cases. In consultation with health professionals, any exposures on campus will be identified and potentially exposed individuals will be contacted to advise isolation and/or testing. Individuals identifying information will be held in confidence. Procedures for reporting exposures in the workplace will be followed according to CalOSHA regulations. Staff or students who show symptoms or who have been exposed to a COVID-19 positive individual are currently being asked to isolate for 10 days or verify that they do not have the COVID-19 virus with a negative COVID test after 5 days of isolation.