



COVID-19 School Guidance Checklist (2/25/2021)

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COVID-19 School Guidance Checklist (SGC) Introduction

The health, safety and well-being of Westlake Charter School's staff, students and community is at the forefront of our work. During this unprecedented moment in time - a global pandemic - our mission, vision and values stand resolute. We have, and will continue to dialogue, critique, share best practices and procedures, and push ideas and common-thought, in an effort to develop plans which allow for the safe return of staff and students to in-person instruction. Our staff and families rely upon it, and we truly believe it.

It is with this in mind that Westlake Charter School has developed this COVID-19 SafSchool Guidance Checklist, as a part of our COVID Safety Plan (CSP). As with other procedural documents that have changed over time (eg., the State of California's County Monitoring List evolved into the Blueprint for a Safer Economy, and the Center for Disease Control's (CDC) emphasis on general cleaning, rather than constant disinfecting) the CPP is no different. In fact, this CPP will most certainly evolve in the moments, days and weeks just after its submission to local health officials.

As a single-site Local Education Agency (LEA), we believe our plans to-date are specific and thoughtful, and there is real hope that we may be able to return to in person instruction soon. Evenso, there is much we collectively continue to learn about COVID-19, its evolution, transmission and response to vaccines, and the short and long-term effects on young and old alike.

We will also follow all California Department of Public Health (CDPH) guidelines on reopening for in-person instruction, particularly as it relates to reopening certain grade levels at different colored tiers, encouraging staff and our community to take advantage of community testing sites, and complying with any and all HIPPA and FERPA requirements.

To be exceptionally clear: we consulted with staff and our community regarding the potential of reopening of in-person instruction, and this work is likely to continue in the coming months. In the coming weeks we plan to continue to meet with stakeholders including our certificated and classified teams, as well as our parent community. Working through this cycle of stakeholder engagement, and developing a thoughtful and comprehensive reopening plan while monitoring local health data, will be necessary as we prepare to open for in-person instruction.

Westlake Charter School

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Westlake Charter School

Number of schools: 1

Enrollment: 1,000

Superintendent (or equivalent) Name: John Eick

Address: 2680 Mabry Drive
Sacramento, CA 95835

Phone Number: 916-567-5760

Email: admin@westlakecharter.co

Date of proposed reopening: 03/15/2021

County: Sacramento

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

Type of LEA: Charter School

Grade Level (check all that apply)

☐ TK ☒ 2nd ☒ 5th ☒ 8th ☐ 11th

☒ K ☒ 3rd ☒ 6th ☐ 9th ☐ 12th

☒ 1st ☒ 4th ☒ 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:

☒ I, John Eick, 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?)

Westlake Charter School will follow all CDPH reopening guidance regarding maximum group and cohort size. At this time, the maximum planned, stable group size is less than 14 students and 2 adults. Our plans include specific protocols to minimize/avoid contact with other groups throughout their stay on campus. Our Kindergarten - 2nd grade will return on 3/15; our 3rd - 5th grade on 3/22; and our 6th - 8th grade in Red Tier; only after our County has been in the Red Tier, and in accordance with CDPH guidelines.

Additional plans include:

- School served breakfast will be available to pick up upon arrival.
- Students will be able to eat outside their classroom, on a designated dot.
- School served lunch will be served "grab and go" style.
- Students will be able to grab lunch at dismissal and take home to eat.
- Each class will have a 10 minute morning break. This will be a structured activity time where students will be outside, maintain social distances and stay with their classroom cohorts.
- At this time, our play structures will not be used by students.

Please see the attached Return to School Guidebook for additional information on how we plan to keep small stable cohorts, minimize/avoid contact with others, and comply with CDPH guidelines.

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

Students will be grouped into small stable cohorts which are planned to be on campus at different days when we reopen. Students will not rotate classes, and will remain in the same classroom with the same students and teacher. We will comply with all CDPH guidelines regarding organizing staff and students into stable groups. Please see the attached Return to School Guidebook for additional information on how we plan to keep small stable cohorts, minimize/avoid contact with others, and comply with CDPH guidelines.

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

Westlake Charter School will follow all CDPH guidelines regarding reopening for in-person instruction. While we do offer electives during a traditional year, the elective program will likely not resume in order to keep small, stable cohorts. Please see the attached Return to School Guidebook for additional information on how we plan to keep small stable cohorts, minimize/avoid contact with others, and comply with CDPH guidelines.

☒ 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.

Westlake Charter School will follow all CDPH guidelines regarding entrance, egress and movement in and around school. Plans have been developed that include staggered arrival and dismissal times, limiting parent and volunteer access to campus, creating defined walkways in order to provide staff and students with visual markers and avoid close contact with other groups, and more.

Additional plans include:

- Dots have been painted six feet apart all across campus in an effort to maintain social distancing.
- Wherever possible, walking across campus we will “Stay right” to avoid coming face to face with someone passing in the hallways. Hallways will be marked with directional arrows.

Please see the attached Return to School Guidebook for additional information on how we plan to have students and staff enter, leave and move around campus.

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

Westlake Charter School will follow all CDPH guidelines regarding the use of face masks while on campus. All students and adults will wear a mask over their mouth and nose whenever on campus, indoors or outdoors.

Additional plans include:

- All staff were provided with a cloth mask and face shield in the Fall of 2020.
- All staff and students will be provided with a face mask if they arrive to campus without one.
- All classrooms will have supplies of face masks, gloves and sanitizer should they be needed throughout the school day
- All staff and students will be trained and reminded on the protocols for safe mask usage

Please see the attached Return to School Guidebook for additional information on our plans to follow all CDPH guidelines regarding mask and PPE use.

☒ 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.

Westlake Charter School will follow all CDPH guidelines regarding appropriate health screenings for students and staff. Our egress protocols provide additional detail on these procedures, as does our Return to School guidebook.

Additional plans include:

- All families and staff members are asked to prescreen at home. If students have a temperature of 100.4 or higher and/or any of the symptoms listed below, they are asked to stay home and participate in Distance Learning if you feel well enough. Staff and students may return to school when:
 - At least 72 hours have passed since symptom resolution; and
 - Other symptoms have improved; and
 - 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.
- All students and adults will be provide the opportunity to answer the following questions:
 - Do you have a fever (100.4° F or greater) without having taken any fever reducing medications?
 - Do you have a sore throat?
 - Do you have a new uncontrolled cough that causes difficulty breathing?
 - Do you have diarrhea or vomiting?
 - Do you have new onset of severe headache, especially with a fever?
 - Have you or anyone in your household been asked to quarantine due to COVID-19 exposure in the last 14 days?
- For students
 - If the answer to the screening questions is no, the student will sanitize their hands, stay on a dot, and walk straight to class. Parents will depart at the gate.
 - If the answer to the screening questions is yes, the student will be isolated, sent home and Westlake will follow SCPH guidelines on Page 11 of the Return to School guidebook.
- For staff
 - All staff are encouraged and reminded to stay home if they have any flu-like symptoms.
 - All staff are asked health and safety questions prior to coming on campus, and their temperature is taken using a no-touch thermometer.

Please see the attached Return to School Guidebook for additional information on how we plan to conduct health screenings for staff and students.

☒ 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.

Westlake Charter School will follow all CDPH guidelines regarding healthy hygiene practices.

Additional plans include:

- Reminding staff and students to frequently wash their hands (for an appropriate amount of time), and use hand sanitizer when appropriate.
- Providing hand sanitizer stations across campus
- Students and staff will wash or sanitize their hands:
 - When entering and exiting the classroom
 - Before and after eating
 - After coughing or sneezing
 - After using the restroom
 - Periodically throughout the day
- Providing students with individual supply kits

Please see the attached Return to School Guidebook for additional information on our healthy hygiene plans.

☒ **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.

Westlake Charter School will follow all CDPH guidelines regarding identification and tracing of contacts. Westlake Charter School has a designated staff member to support contact tracing. This staff member has participated in the John Hopkins training as recommended by Sacramento County Public Health, and has provided training materials (in the form of written memos, procedures and instructional videos) to our staff. Westlake Charter School is prepared to conduct contact tracing, and provide information to SCPH and other stakeholders in accordance with HIPPA and FERPA.

☒ **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: n/a 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.

Westlake Charter School will follow all CDPH guidelines regarding physical distancing standards. From the campus to the classroom, spaces have been prepared to help keep staff and students at least six feet apart at all times.

Additional plans include:

- The campus walkways, main corridors, etc. have been painted with dots that are spaced six feet apart. These dots provide a visual clue and marker to staff and students on the appropriate physical distancing space.
- Plans have been developed to help manage the flow of students and staff across campus. These plans were articulated above.
- Classroom furniture has been removed to provide for social distancing; staff have been provided guidance on how to set up their classroom to maintain distancing.

Please see the attached Return to School Guidebook for additional information on our physical distancing standards.

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

Westlake Charter School will follow all CDPH and SCPH guidelines regarding staff training and family education. Staff have co-developed written memos and procedures, as well as videos to help train on new protocols. Families have been kept informed on Return to School protocols through online forums, our school website, phone calls home, social media, and the attached Return to

Please see this website (<https://westlakecharter.com/return-to-school-fall-2021/>) as well as the attached Return to School Guidebook for additional information on how we intend to keep our staff and families educated.

☒ **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:

Westlake Charter School will follow all CDPH guidelines regarding testing of staff. We are committed to providing staff with opportunities for symptomatic/response and asymptomatic/surveillance testing in accordance with CDPH testing cadences.

Additional plans include:

- Referring staff to their primary care provider and local community testing sites at regular, CDPH provided, testing intervals based on the color tiered system.
- Regarding Symptomatic/Response Testing, we are partners with the Natomas Unified School District and are on their CLIA waiver. The Natomas Unified School District has offered to provide rapid response testing to staff who begin expressing flu-like symptoms. As a backup to receiving support through NUSD, a small team of Westlake staff will be trained by NUSD on how to administer rapid response tests. Staff will be isolated in a designated space (used only for those expressing symptoms), according to internal protocols. Staff will be referred to their primary care provider if on-campus isolation is needed. We plan to use the Symptom Decision Tree to help guide when staff may return to campus.
- Regarding Asymptomatic/Surveillance Testing, voluntary, no-cost testing has been made available to all staff since the Fall of 2020. Information on testing has been included in our Westlake Weekly (a weekly, all staff update), as well as our internal Exposure Notification memo. Staff have access to: The Natomas Unified School District Office for asymptomatic testing, one of the other Community Testing sites if that is more convenient for them, or their primary care provider. We have also partnered with the Valencia Lab to provide on-site testing for staff - once implemented at our site, this testing option would be in addition to the others previously mentioned. At this time we are recommending/referring staff to these testing sites at their convenience, with an understanding that accommodations are required for staff who have a sincerely held religious belief or qualifying disability that would prohibit them from testing.

We are committed to Making good faith efforts to remind staff to take advantage of asymptomatic/surveillance community sponsored testing sites, in accordance with CDPH testing cadences.

☒ **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:

Westlake Charter School will follow all CDPH guidelines regarding testing of students. We are committed to providing students with opportunities for symptomatic/response and asymptomatic/surveillance testing in accordance with CDPH testing cadences.

Additional plans include:

- Referring students to their primary care provider and local community testing sites at regular, CDPH provided, testing intervals based on the color tiered system.
- Regarding Symptomatic/Response Testing, we are partners with the Natomas Unified School District and are on their CLIA waiver. The Natomas Unified School District has offered to provide rapid response testing to students who begin expressing flu-like symptoms. As a backup to receiving support through NUSD, a small team of Westlake staff will be trained by NUSD on how to administer rapid response tests. Students will be isolated in a designated space (used only for those expressing symptoms), according to internal protocols. Students will be referred to their primary care provider if on-campus isolation is needed. We plan to use the Symptom Decision Tree to help guide when students may return to campus.
- Regarding Asymptomatic/Surveillance Testing, voluntary, no-cost testing has been made available to all families since the start of the 2020/21 school year through our local community testing sites. Students have access to The Natomas Unified School District Office for asymptomatic testing, one of the other Community Testing sites if that is more convenient for them, or their primary care provider.

We are committed to Making good faith efforts to remind staff to take advantage of asymptomatic/surveillance community sponsored testing sites, in accordance with CDPH testing cadences.

☒ 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](#).

Westlake Charter School will follow all CDPH guidelines regarding testing of students the identification and reporting of cases according to CDPH guidelines. We will report positive and suspected cases in students, staff and employees, consistent with the recommended Reporting Requirements, and in accordance with FERPA and HIPAA guidelines.

☒ 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.

Westlake Charter School will follow all CDPH guidelines regarding the communication to students, staff and parents about cases and exposures on school grounds. We have been communicating possible exposure to staff and vendors since September, 2020 via a live dashboard that is updated as we are made aware of possible exposure. Note that this notification dashboard does not include any personally-identifiable information, and is compliant with FERPA and HIPAA requirements. As we are made aware of possible on-campus exposures, an 'all staff' (including vendor) email is sent stating an update has been made to this running document. This document also assists with our contact tracing protocols; we use a google sheet that has information similar to what is contained in SCPH's [Business Reporting Form](#).

Parents and Families will be contacted by the site principal, or her designee (in cases where the principal is occupied or unavailable). Depending on the instance (eg., a small-group exposure, classroom exposure, grade-level exposure, or site-wide exposure), we would use the communication method that is best likely to reach families. For example, if a small-group cohort has a positive case, a phone call to each impacted family might work best. For a larger outbreak, a school-community letter, email and all-call to families might be the best option. Each communication would include the needed facts, including exposure date and recommended next steps (eg., seeking care from primary

care), but again, would remain FERPA and HIPAA compliant. Our team has access to the templates produced in the COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools document and we would use similar messaging when we reach out to families, with an emphasis on seeking care from their primary care physician.

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

Westlake Charter School will follow guidelines regarding the consulting with our staff and parent groups.

Consultation with Labor Organization

- Not applicable; Westlake Charter School does not have any Labor Organizations.

Parent and Community Organization:

Westlake Charter School met with our Parent and Community Organizations on the following dates: 2/9/2021, 2/11/2021 and 2/25/2021.

Westlake Association of Volunteer Explorer's (WAVE) is our official parent organization, although we collaborate with families through a variety of channels. Similar to the statement above, since the start of 2021, we have collaborated with families during Board Meetings, our WAVE Parent Meetings, during our 'Coffee Talk' meetings (informal meetings), and through surveys and more.

Our Return to School website, found [here](https://westlakecharter.com/return-to-school-fall-2021/) (<https://westlakecharter.com/return-to-school-fall-2021/>) provides curated questions in the form of Frequently Asked Questions (FAQ) that have come specifically from our families. This FAQ has been updated multiple times throughout this school year, as new information becomes available. Parent questions have helped us develop several communications, including all-calls, emails, and instructional videos such as these: [Video 1](#) and [Video 2](#) (these are just two of a series of Return to School videos we have produced).

In this [letter](#) (produced in November, 2020) we were hopeful that return to in-person instruction was coming soon. At that time, we were asking families to provide their thoughts as to whether they were planning on having their student return to campus, or stay in Distance Learning. We have recently produced another survey that will close soon, that asks parents for an update. Using the data from this survey, we will be able to better create small cohorts, and respond to parent feedback, and open the school in a safe manner.

Consultation with school staff:

Westlake Charter School met with our school staff on: 1/26/2021, 2/1/2021, 2/3/2021 (survey), 2/22/2021, 2/23/2021, 2/24/2021, and 2/25/2021.

Westlake Charter School operates using a mindset of shared leadership. Our administrative and teaching teams frequently meet to talk through instructional pedagogy, and more recently reopening plans for the school. Although we have met regularly throughout the year, since the start of 2021, we have met with staff multiple times in various Leadership, Staff, Collaboration and Grade-level meetings. These meetings have helped the school prepare for a return to in-person instruction. As an example, an outcome of these meetings has been the production of Return to School memos, slides and instructional videos. The image below demonstrates some of this partnership and communication with staff; staff-produced Memos are highlighted in green. Please note that staff-produced Memos cover Health & Safety

Protocols, Logistics and Operations, as well as Instructional practices.

| Return To School Checklist | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------|----------------------------------------------|
| This comprehensive list is meant to prepare for our return to campus with students. You will find a list of memos, training slides and videos for Westlake Charter staff members. The BOLD titles are for student & family digital orientation. | | | |
| Health and Safety | | | |
| Cleaning and Disinfecting | Memo | Slides | Video |
| Contact Tracing | Memo | Slides | Video |
| COVID Response Scenarios | Memo | Slides | Video |
| Health Office | Memo | Slides | Video |
| Student Health Screening | Memo | Slides | See Arrival Video |
| Staff Health Screening | Memo | Slides | Video |
| Handwashing | Memo | Slides | Video |
| Personal Protective Equipment (PPE) | Memo | Slides | Video |
| Social Distancing | Memo | Slides | Video is Embedded in Slides |
| Logistics and Operations | | | |
| Arrival - Staff | Memo | Slides | Video |
| Arrival Families | | | Video |
| Attendance | Memo | Slides | |
| Breakfast Distribution | Memo | | |
| Behavior Support | Memo | Slides | Video |
| Bell Schedule | Memo | Slides | Video |
| Chromebooks | Memo | Slides | Video |
| Dismissal - Staff | Memo | Slides | Video |
| Dismissal - Family | | Slides | Video |
| Recess | Memo | Slides | Video |
| Restrooms | Memo | Slides | Video |
| Lunch Distribution | Memo | | |
| Instruction | | | |
| Classroom Protocols | Memo | Slides | Video |
| Classroom Setup | Memo | Slides | Video |
| IA Support | Memo | Slides | Video |
| Level 2: Orientation | Memo | Slides | Video Slides |
| Level 3: Instructional Modeling | Memo | Slides | Video |
| Specialties | Memo | Slides | Video |
| Student Support Services | Memo | Slides | Video |
| Sub Plans | Memo | Slides | Video |
| Tiered Support | Memo | Slides | Video |

We will continue to partner with staff in the coming weeks as we prepare for a return to in-person learning. As a matter of fact, Dr. Kasirye attended our staff meeting on February 24th, 2021.

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

☐ **Local Health Officer Approval:** The Local Health Officer, for (state County) _____. County has certified and approved the CRP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Exhibit A

The COVID-19 School Guidance Checklist may be supplemented with various additional source-documentation including elements found in this Exhibit. As of publication, this Exhibit includes the Westlake Charter School Return to School Guidebook, as well as links to the website where we provide information to staff and our community.

Return to School website: [Click Here](#).

