

# COVID-19 School Guidance Checklist

January 14, 2021

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CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: 1/30/21

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: New Design Charter Schools (CMO)

Number of schools: 2 LEAs serving 3 school sites

Enrollment: 1326

Superintendent (or equivalent) Name Paul Okaiteye, CEO

Address: 1342 W. Adams Blvd.

Phone Number: (310)430-1865

Los Angeles, CA 90007

Email: paul.okaiteye@newdesignscharter.net

Date of proposed reopening:

April 1, 2021 or as allowable by State and local guidance

Grade Level (check all that apply)

County: Los Angeles

TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>

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

K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>

Type of LEA: Charter

1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>th</sup>

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**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](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, Paul Okaiteye, 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.

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?)

Each stable group will have up to 12 students and 2 staff

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

This situation applies in very few instances. Physical distancing and mask wearing will be implemented as needed.

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

This situation applies in very few instances. Physical distancing and mask wearing will be implemented as needed.

**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. ***Please see attached CPP.***

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

**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. ***Please see attached CPP.***

**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. ***Please see attached CPP.***

**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. **Please see attached CPP.**

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

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.

Some classrooms are prohibitively small to ensure 6' minimums. In such cases Plexiglas partitions will be installed as per CDC guidance.

**X Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan. **Please see attached CPP.**

**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. **Please see attached CPP.**

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier: Weekly testing will be provided to staff while county is in the purple tier.

**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. **Please see attached CPP.**

Planned student testing cadence. Please note if testing cadence will differ by tier: Weekly testing will be provided to students while county is in the purple tier.

**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](#). **Please see attached CPP.**

**X 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. **Please see attached CPP.**

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

Labor Organization **Not Applicable**

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

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent and Community Organizations **Not Applicable**

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:*

District administration has provided outreach and solicited feedback from all staff via regular ongoing written email correspondence throughout the duration of the pandemic.

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

**Local Health Officer Approval:** The Local Health Officer, for (state County) Los Angeles County has certified and approved the CRP on this date: (submitted 2/1/2021). 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](#)