

2021 COVID-19 School Guidance Checklist

REVISED: April 7, 2021

Name of Local Educational Agency or Equivalent:

Grimmway Schools (Grimmway Academy Arvin, Grimmway Academy Shafter)

Number of Schools: 2

Enrollment: 1520

Superintendent (or equivalent) Name: Casey Yeazel (Chief Executive Officer)

Phone Number: (661) 489-3287

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Address: 5080 California Ave., Ste. 100, Bakersfield, CA 93309

Grade levels: K, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th

Date of Proposed Reopening: Currently open. Re-opened on October 29th, 2020

County: Kern

Current Tier: Red

Type of LEA: Public Charter School

Stable Group Structures (where applicable): How students will be kept in small, 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 cohort.

- Students in grades K-8 will attend schools 5 days per week while remaining in stable groups.
- In the classroom, Stable Groups will maintain social distancing measures of at least 3 feet between student chairs and at least 6 feet of distance between staff-to-staff desks and staff-to-student desks.
- All students on campus will be required to wear a face covering (disposable mask, reusable masks, and face shields are available to all students)
- Stable Groups will be required to stay together during the entire time on campus, including nutrition time and/or recess - beginning from morning to end-of-day when they are released to parents. At least 6 feet of social distancing is strictly enforced during nutrition time and recess/PE when masks are off due to eating/drinking and strenuous physical activity.
- Students will be allowed to use the restroom one at a time.
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- For departmentalized classes, students are in defined stable groups and teachers interact with the minimum number of Stable Groups as academically necessary.
- For electives, Stable Groups will not mix.

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.

- Primary and supporting school entrances are identified and staffed with trained COVID Liaisons to administer health screenings to stakeholders.
- Screenings:
 - All students and staff will be screened with an infrared thermometer/thermal scanner before entering the school.
 - Teachers/staff with a temperature <100.4 degrees will be allowed to proceed to their classroom/work station. Teachers/staff with temperatures >100.4 will not be allowed to enter campus.
 - Students with a temperature <100.4 degrees will be directed to their classroom where their teacher will receive them. Students

with temperatures >100.4 will be isolated in the isolation room until their parent/guardian is able to pick them up.

- Primary entrances are to be used by all students, staff, and most vendors. Alternative entrances are exclusively used by identified vendors and isolated staff departments.
- While waiting in line to be screened students will physically distance (at least 6 feet apart), leading up to the front office and designated check-in stations. COVID Liaisons and office staff will support the screener to keep stakeholders physically distanced while in line by guiding them to stand on the designated marking on the floor.
- Inside the classroom, students will be sitting at least 3 ft apart from their peers. Students will only remain in their identified stable group and any type of mixing will be minimized to only academically essential purposes. Usage of the bathroom is limited to one student at time per classroom to avoid congestion.
- If a student becomes ill or sustains an injury, the teacher will telephone the school nurse to triage over the phone in order to avoid congestion in the school nurse's office and waiting area. Based on the health risk and needs, the school nurse will coordinate student movement related to the number of students allowed in the nurse's office, waiting area, and the isolation room while sustaining physical distancing
- For end-of-day pick up, teachers will lead students to outside gates of the school. Teachers line up students along the fence outside of the school. Students will be standing on the floor markings to ensure physical distancing while waiting to be picked up.

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

- Facial coverings as well as gloves will be provided by the school. Safety glasses are optional for usage. School Nurses are equipped with KN95 face masks when monitoring students/staff in isolation rooms due to developed COVID-related symptoms.
- Students and staff are also allowed to bring homemade cloth face masks as long as the homemade PPE meets standards from the CDPH.

- Students in all grade levels must wear a face mask. If unable to do so, students will be assessed for face shield usage eligibility and/or they will be sent home.
- Teachers and support staff may wear face shields for pedagogical purposes only. Social distancing of 6 feet will be maintained at all times during face shield usage.
- Face shields (along with proper physical distancing) may also be available for:
 - Students/staff with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
 - Students/staff who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
 - Students/staff for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- If the student or staff member is unable to use the face mask or the face shield, HR will engage in the interactive process and direct stakeholders to consult with their primary medical provider to identify the correct PPE for their condition.
- Approximately 2 months supply of face coverings are maintained on campus at all times.

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.

- Employees are directed to daily self-monitor and students' parents are directed to daily monitor their children's health for symptoms of COVID-19 before coming to campus. Upon arrival, employees are temperature screened by administering a no-contact temperature reading.

- Following guidance from the CDPH, parents and employees will be provided with a list of COVID symptoms and be instructed to stay home if experiencing symptoms or have come in contact with a confirmed or suspected case of COVID. Parents are responsible for screening their student(s) each morning before drop-off. Employees are responsible for self-screening before reporting to campus.
- Additionally, a no-contact temperature check will be administered by the COVID liaisons. If the stakeholder has a temperature over 100.4 °F/38°C and/or presents with COVID-related symptoms, they will not be allowed to remain at school and will be directed to go home to await further guidance from the school nurse or COVID-19 Response Program Coordinator (Isabella Villanueva – Sr. Human Resources Generalist) .
- If an employee or student develops, COVID-19 related symptoms while on campus, the employee or student will be evaluated by the school nurse and monitored in the isolation room where 6 ft of physical distancing will be maintained.
 - Medical trailers operate as the primary isolation room where up to 3-4 individuals can be monitored while maintaining 6 feet of physical distance. The mobile units will be placed on the black top easy access for our nurses and for families to pick up their students from the isolation room without entering the front office.
 - GA Arvin: isolation medical trailer is located on the basketball court on the east side of campus.
 - GA Shafter: isolation medical trailer is located on the basketball court on the westside of campus.
- Employees exhibiting symptoms will be directed to go home and contact the COVID-19 Response Program Coordinator (Isabella Villanueva) for further instructions. Parents/emergency contacts of students exhibiting symptoms will be called for immediate pick up. A follow up by the school nurse will also be scheduled.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into

routines.

- In accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, the school provides opportunities for students and staff to meet handwashing frequency guidance. Signage for proper hand washing is placed in all restrooms.
- The school ensures sufficient access to handwashing and sanitizer stations throughout the school, utilizing additional stand-alone handwashing stations and fragrance-free hand sanitizer (with a minimum of 60 percent alcohol), and supervised at or near all workstations. Children under age nine may only use hand sanitizer under adult supervision.
- Each classroom, main offices, screening stations, nurse's office, and isolation rooms are stocked with hand sanitizer.
- Mobile hand sanitizing stations are also placed throughout the campus as needed.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff 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.

- All known positive cases and potential exposures of staff and students are to be reported directly to the COVID-19 Response Program Coordinator (Isabella Villanueva). The coordinator will initiate the intake process with the employee to identify potential COVID exposure, symptoms, and diagnosis during the employee's recent work history, as well as assess employee's compliance related to guidance from the CDC, the Department of Public Health, and organization policies. In the event, a student is believed to test positive or has been exposed to a positive case, the school nurses (Karmen Molina [GA Arvin] and Bonnie Ramos [GA Shafter], under the guidance of the coordinator) would conduct the intake process with the student's parents.
- Along with working closely with the administration team, the information is used to assess guidance towards

other students and staff members potential exposure to COVID-19 and track occurrences in the school sites. Students and/or staff members found to be potentially exposed are contacted directly to further assess their exposure and determine next steps such as self-monitor for symptoms, administer a self-isolation period, and/or request stakeholder to be medically evaluated or tested.

- A contact would be a positive case within 6 feet of another individual for 15 minutes or longer over the course of a 24 hour period per the CDC.
- Based on the occurrence, a notification of potential exposure is communicated to impacted stakeholders. The coordinator reports the positive case to the Kern County Department of Public Health (KCDPH), should KCDPH not contact the school or stakeholder first.

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

Maximum: 6 feet or more

Minimum: 3 feet (between student chairs in classrooms)

- Student distancing - a minimum distance of 3 feet between student chairs will be maintained while in classrooms. Students will maintain a distance of 6 feet during meal periods.
- Teacher distancing - a minimum distance of 6 feet will be maintained between teacher desk and student chairs.
- Employee distancing - desk arrangements, office locations, and often utilized work rooms are modified to effectively physically distance (at least 6 feet).
- Lunch areas and spacing are identified and modified to safely follow at least 6 feet of physical distancing for students and staff.
- Physical measures such as plexiglass on open office spaces, plastic standing dividers for student desks (where necessary), desk partitions (where necessary), markers (i.e. stickers and tape) on the floor to identify walkways and enforce physical distancing may be implemented as safeguard for staff and students.
- All classrooms and offices where students may be present will be equipped with air purification units.

- All unnecessary furniture in the classrooms will be temporarily stored to allow for maximum space in each classroom.

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

- The Human Resources (HR) department has and continues to train staff routinely on how to effectively mitigate the transmission of COVID-19 by being trained in proper handwashing, physical distancing, minimize mixing, correct usage/donning/doffing of PPE (i.e., facial coverings and gloves), and daily self-monitoring for COVID-related symptoms. HR also trains staff on when to communicate to the COVID-19 coordinator directly in the event of positive case and/or potential exposure.
- Any employee observed not adhering to the protocol will undergo a documented re-training to ensure all COVID protocols are understood.
- The school educates families by providing a parent resource on information and symptoms of COVID-19, and the resource details processes in place to respond to a COVID-related matter. The parent resource sets forward expectations the school has of parents regarding:
 - Communicating to the school in the event the child test positive or is exposed to a positive case in the home or in a non-household occurrence
 - Immediate pick-up if child develops symptoms in school
 - Modeling mitigating behaviors in the home and speaking to the child about refraining from sharing food, drinks, or any school supplies with other students
 - Keeping the child home if the child presents with symptoms during the daily monitoring before heading to school

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.

- Consistent with CDPH Guidance, the Charter School will implement surveillance testing of staff as directed by the Kern County Department of Public Health (“DPH”) and the following standards.
- For staff-wide testing, all staff shall be tested, other than any staff who only work remotely and have no contact with students or other staff. However, the ability to test all staff may not be possible if laboratory capacity is limited (see below).
 - The goal of staff-wide testing is to test 100% of staff within two (2) months. This will be implemented as 50% one month and 50% the next month.
- The Charter School will have staff get tested on-site, at any community testing site, or by their primary medical provider with costs covered by their group health insurance, or if not insured, the cost will be covered by school.
 - If County-provided testing is not available, then private labs and primary medical providers may be used, and the cost of testing will be covered by the group health insurance under an emergency state regulation.
 - If the employee is not covered under the group health insurance or a government funded health insurance carrier, the Charter School will reimburse the employee's test cost.
- The Charter School will confirm that a test was taken and report positive test results to DPH, unless DPH has already made direct contact with the staff member.
 - Following the Charter School's Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation, the Charter School cannot retaliate against an employee for disclosure of a positive test, diagnosis or order to self-quarantine or isolate. Any employee who believes that the Charter School has violated this policy may file a complaint under the Charter School's Uniform Complaint Procedures.
 - The Charter School must maintain

confidentiality of test results, other than reporting the results to DPH. All medical information about any employee must be stored separately from the employee's personnel file in order to limit access to this confidential information.

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.

- If a family reports that a student exhibits symptoms of COVID-19, the student and family members are encouraged to be tested for COVID-19 before returning to the school facility.

County-based testing sites include:

- Bakersfield - Good Samaritan (901 Olive Drive, Bakersfield - Call (661) 215-7725)
- Taft - West Side Health Care District (100 E North Street, Taft - Call (661) 765-1935)
- Delano - Adventist Health Delano Regional Medical Center (1401 Garces Hwy, Delano - Call (661) 721-5380)
- Kern River Valley - Kern Valley Hospital (6412 Laurel Ave, Mt. Mesa - Call (760) 379-2681 ext. 267)
- Tehachapi - Adventist Health Tehachapi Valley (1100 Magellan Dr. 93561 - Call (661) 771-8400)
- Lamont - Kern County Library (8304 Segrue Road, Lamont - Call (661) 869-6018)
- Primary medical provide - group health insurance will cover cost under an emergency state regulation.

Identification and Reporting of Cases:

Grimmway Schools shall report the following information:

- The full name, address, telephone number, and date of birth of the individual who tested positive;
- The date the individual tested positive, the school(s) at which the individual was present on-site within the 48 hours

preceding the positive test if asymptomatic or 48 hours preceding onset of symptoms, and the date the individual was last on-site at any relevant school(s);

- Any contacts directed to quarantine as a result of the school's contact tracing.
- The full name, email, and telephone number of the person making the report.
- This information shall be reported to the local health officer within twenty-four hours from the time an individual within the local educational agency or private school is first made aware of a new case.
- This reporting shall continue until this directive is modified or rescinded.

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.

- Assessing the occurrence of the positive case and identifying potential stakeholder exposures to COVID-19 (i.e., student, staff, vendors, etc.), a notification of potential exposure will be sent to the impacted stakeholders as soon as the intake process has been completed and practical. The notification will:
 - Identify the type of stakeholder who tested positive (i.e. student, employee, or vendor),
 - The last day said stakeholder was on campus,
 - An assessment of compliance of the guidance from the CDC, California Department of Public Health, and local authorities,
 - Contact information if the stakeholder(s) should have any questions.
 - The COVID Response Coordinator (Isabella Villanueva) will send the notification to all staff via email.
 - The school nurses (Karmen Molina and Bonnie Ramos) or school principals (Hurshel Williams and Brook Webb) will send the notification to all families via email or "Parent Square".
 - The CEO (Casey Yeazel) and COO (Mike Romero) will respond to any media inquiries.

Consultation: N/A - School is currently open.

Additional Resources:

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs <https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools
<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year
<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>