**2021 COVID-19 CSP and School Guidance Checklist Supplemental Questions**

**Please use this document as a supplement to the completion of your CSP / School Guidance checklist, to avoid any deficiencies and to be sure that all required criteria are discussed in your plan.** *Use as much space is needed to provide a complete and detailed description for each applicable measure. Please enter in any additional information not already listed under each category, and include images, charts, graphics, and site maps wherever relevant. To facilitate a timely approval process, please do not rearrange headings or contents, but rather add-on within each section, or at the bottom of the document.* ***\*\*Please note:******Some sections may be decided by district, and some may be site specific. Please include detailed plan for each site, wherever noted as site specific.***

**1. Stable group structures (site specific)***How students and staff will be kept in stable groups that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please specify by grade (TK-6, 7-12, et.) if applicable.*

1. **Plan for type of stable groups/cohorts and weekly routine/schedule for classes:**

1. **For regular classes, how many students and staff will be in each planned stable, group structure:**
2. **If you have departmentalized classes, how you will organize staff and students in stable groups:**
3. **If you have electives, how you will prevent or minimize in-person contact for members of different stable groups:**
4. **Other considerations – After school programs, special education, therapies, carpooling, etc.:**

**2. Visitors / Volunteers / Vendors***School/District’s plans to handle visitors on campus \*\*Please consider limiting non-essential visitors of any kind*

1. **Essential visitor / vendor policy - log-in/out list:**
2. **Policy for limiting non-essential visitors:**

**3. Entrance (site specific)***How arrival of students and staff will be managed to avoid close contact and/or mixing of cohorts -  
ie: staggered arrival times, separate entrances, etc. Please provide site map for reference.*

1. **Describe drop-off procedure / policy for parents onsite:**
2. **Describe plan to minimize mixing of cohorts on arrival to school:**
3. **Plan for screening on arrival (ie: temp checks, questionnaire, etc) for both staff and students:**
4. **How school/district plans to encourage a zero-mingling policy before school:**

**4. Movement within the School (site specific)***How onsite movement of students and staff will be managed to avoid close contact and/or mixing of cohorts -   
Please include site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.*

1. **Describe in detail the planned measures to avoid contact and/or mixing of cohorts onsite:**

**5. Egress (site specific)***How departure of students and staff will be managed to avoid close contact and/or mixing of cohorts -   
ie: staggered departure, separate exits, etc. Please include site map for reference.*

1. **Describe pick-up procedure / policy for parents onsite:**
2. **Plan to minimize mixing of cohorts on departure:**
3. **How school/district plans to encourage a zero-mingling policy after school:**

**6. Face Coverings / Other PPE***How CDPH’s face covering requirements will be satisfied and enforced for staff and students*

1. **Please provide complete policy for face coverings:**
2. **Describe specifications on type of face coverings allowed (ie: no valves, >2 ply, no bandanas, etc):**
3. **Where will extra masks be available if needed?**
4. **Describe plan for refusal to wear face coverings:**

**7. Health screening / Symptom monitoring / Sick protocol***How individuals will be screened and monitored for symptoms - how ill staff / student will be handled*

1. **Details of at-home screening plan:**
2. **Support available for individuals staying home:**
3. **Screening criteria/procedure onsite for staff:**
4. **Immediate protocol in case of a sick staff/faculty member:**
5. **Screening criteria/procedure onsite for students:**
6. **Immediate protocol in case of a sick student:**
7. **Symptom monitoring procedures throughout day:**
8. **Screening of essential visitors/vendors:**

**8. Routine Testing***School/District’s plan for routine/asymptomatic testing of staff and students*

1. **Plan to routinely test staff by tier:**
2. **Plan to routinely test students by tier:**

**9. Physical Distancing (site specific)***How space and routines will be arranged to allow for physical distancing of students / staff in the following areas:*

1. **Bus/Transport/Carpools:**
2. **Classrooms:**
3. **Hallways:**
4. **Student lockers:**
5. **Bathrooms:**
6. **Locker rooms:**
7. **Gymnasium:**
8. **Playground / fields:**
9. **Staff break rooms:**
10. **Other:**
11. **Plan for specific situations when distancing is >6 ft is not possible:**

**10. 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 include site map for reference.*

1. **Plan to encourage healthy hygiene/handwashing routines:**
2. **Other considerations - including locations of handwashing stations, disabling of drinking fountains, etc:**

**11. Routine Cleaning and Disinfection***How shared surfaces will be regularly cleaned and disinfected, including plans / schedules for the following areas:*

1. **General high-touch surfaces:**
2. **Classrooms:**
3. **Bathrooms:**
4. **Cafeteria:**
5. **Playgrounds:**
6. **Offices:**
7. **Hallways:**
8. **Locker rooms:**
9. **Gymnasium:**
10. **Other:**

**12. Plan for Shared items***How use of shared items will be minimized and/or adjusted to meet safety standards, where applicable -*

1. **Classroom / Office supplies:**
2. **Toys / Play equipment:**
3. **Electronics equipment:**
4. **Tools:**
5. **Other:**

**13. Handling COVID-19 / symptomatic individual (site specific)***How the affected individual will be removed from group and isolated in designated space until pick-up*

1. **Plan/location for Isolation room / area:**
2. **PPE available for staff providing care in Isolation area:**
3. **Staff trained to provide care in Isolation area:**
4. **Plan for staff caregiver to be fit-tested and trained to seal-check N95 respirator:**
5. **Protocol for immediate removal and relocation of ill individual:**
6. **Protocol for disinfection of contaminated areas, including Isolation zone after pick-up:**
7. **Instructions to give ill staff / family of ill child (re: follow-up with PCP, testing guidance):**
8. **Plan for testing symptomatic individuals:**

**14. Plans for after an Exposure Event (may be site specific)***When someone is confirmed positive for COVID-19 and individuals were exposed onsite*

1. **Designated COVID Coordinator(s) and corresponding duties:**
2. **Plan for confirmed COVID-19 case reporting:**
3. **Plan for “Close Contact” identification:**
4. **Plan for Exposure testing for staff:**
5. **Plan for Exposure testing for students:**
6. **Support for staff in Isolation/Quarantine:**
7. **Support for students in Isolation/Quarantine:**
8. **Return to school criteria for COVID-19 positive individual:**
9. **Return to school criteria for exposed close contacts:**
10. **Outbreak response plan:**

**15. Communication Plans***How the school/district will communicate with students, families, and staff about onsite COVID-19 exposure,   
consistent with privacy requirements such as FERPA and HIPAA*

1. **Provide plan for communications with families and staff after an onsite exposure:**

**16. Staff training***How staff will be trained on the application and enforcement of the plan*

1. **Provide plan for training staff on new COVID-19 Safety plan:**
2. **Provide plan for enforcing COVID-19 Safety plan with staff:**
3. **Provide plan to remain current on guidelines and best practices:**

**17. Family education***How students and their families will be educated on the application and enforcement of the plan*

1. **Provide plan for educating families on new COVID-19 Safety plan:**
2. **Provide plan for enforcing COVID-19 Safety plan with students/families:**
3. **Provide plan for continuing communication/education as guidelines change:**

**18. Engineering controls (site specific)***How each specific school site plans to optimize ventilation, air filtration for indoor spaces*

1. **Please describe any unique challenges each site may face for maintaining safe environments, in terms of ventilation/airflow and infrastructure, and how those challenges will be addressed:**

**19. Consultation***For schools not previously open, please indicate the organizations involved and consulted with in developing safety plan.   
ie: Labor Organizations, staff & faculty, parents/students and community, other stakeholders, continued communication without fear of reprisals, etc.*

1. **Labor organization(s) and date(s) consulted:   
   *(If no labor organization represents staff at the school, please describe the process for consultation with school staff)***
2. **Parent / Community Organization(s) and date(s) consulted:**
3. **Other:**