

# COVID-19 School Guidance Checklist

January 14, 2021

---

CALIFORNIA  
**ALL**

Your Actions  
Save Lives



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

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Hamilton Unified School District

Number of schools: 4

Enrollment: 713

Superintendent (or equivalent) Name: Dr. Jeremy Powell

Address: 620 Canal Street, PO Box 488,  
Hamilton City, Ca. 95951

Phone Number: 530-826-3261

Date of proposed reopening:

Email: [jpowell@husdschools.org](mailto:jpowell@husdschools.org)

- Reopened to K-2 on: 10/12/2020
- Reopened to 3-5 on: 10/26, 2020
- Reopened to 6-12 on: 11/16/2020

Grade Level (check all that apply)

County: Glenn County

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: Public School

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

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:

I, Dr. Jeremy Powell, 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?)
- If you have departmentalized classes, how will you organize staff and students in stable groups?
- If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

*Instruction:*

- Hamilton Elementary School will implement a hybrid model reducing the class sizes in half by meeting with half of the class enrollment each day using an AM/PM in-person instructional model. Based on square footage and desk size, social distancing will be maximized to the extent possible with fewer students in the room plus the teacher and at times, an aide.
- Small group work will not be assigned until social distancing is no longer necessary.

*Lunch:*

- Lunch and breakfast will be provided in a "grab and go" manner. AM students will eat breakfast in their classroom and grab their lunch on the way out the door. PM students will eat lunch in their classrooms and grab their next day breakfast on the way home.

*Recess:*

- There will be no mass recess scheduled during the hybrid schedule. Recess will be broken down by grade level, and classes, as allowed by supervision.

*Library & Media Lab:*

- The library and media lab will remain closed to students during the hybrid schedule.

### *School Bus:*

- Parents will be directed to screen their students for any COVID symptoms before allowing students to ride on the bus. Parents will be encouraged to transport their children to school if possible - reducing the number of riders on each bus.
- Parents should have their children wash their hands before heading to the bus stop.
- Drivers will meet students outside of the bus.
- Before entry on the bus, students will have a temperature check (must be below 100.4); have a visual/verbal check for illness by bus driver; be provided hand sanitizer as they enter the bus; and be offered a mask if they do not have one.
- Windows will be open as weather allows to circulate fresh air through the bus.
- Enhanced disinfection—drivers will sanitize the bus on return to the District and will thoroughly clean and sanitize the bus at the end of the day.
- Extra cleaning will be focused on high-touch surfaces including seats, windows, floors, and fixtures such as the pass scanner.
- Drivers and aides will be required to wear a mask and gloves.
- Parents will be required to wait at the bus stop and not leave until the student has entered the bus.
  - If no parent is available, the bus driver will contact school and school will contact parent/guardian.
  - School bus will wait until the parent arrives OR the school administrator arrives at the bus stop.
  - Bus privileges will be revoked if a parent is not available.
- If a student has a temperature over 100.3 or is showing any signs of illness, they will not be allowed on the bus. Students will be required to wear a mask at the bus stop and on the bus.
- Students should be at their stop five minutes before the bus is scheduled to arrive.
- Students should maintain six feet of distance from one another at the bus stop and while loading and exiting the bus.
- If a seat is marked with an X, it is not available to sit in.
- First students on the bus must take a seat in the rear then others load from back to front. Riders may not change seats and must sit with their bottoms on the seat, facing forward.
- Riders should exit the bus one at a time from the front to back, maintaining six feet of distance from one another.

### *Other notable exceptions:*

- No whole school assemblies until allowed by public health.
- No band/choir classes will be held.
- No field trips will be taken until allowed by public health.
- No access to water fountains, students need to bring refillable water bottles (water bottles can be provided).
- Sports are postponed until further notice.
- Classroom volunteers will not be approved.

**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.

- Access to District schools and sites by nonessential visitors will be limited.

- Access to the campus will be minimized to faculty, staff, students and essential personnel. There will be no access to non-essential visitors and volunteers.
- All faculty, staff, students and visitors will be required to participate in pre-screening upon arrival at the point of entry.
- Masks will be required upon entry of either location and hand sanitizing stations will be established to be compliant with hygiene requirements.
- Signage will be provided in walkways throughout the campus to reinforce social distancing.
- Parents will be encouraged to remain in their vehicles during drop off and pick up.
- Parents that need to escort younger children will be required to wear a mask and practice physical distancing.
- Parents and students will be assigned an access point to campus. Parents of multiple children at one site will drop all their students at the gate where the oldest student is assigned to enter.
- Student Entry to Campus:
  - HES: K-2 enter through North Gate/Playground area; 3-5 enter through front of school by office, 6-8 enter near cafeteria
  - HHS: Students will enter campus and be screened in the Library Parking Lot and/or the Front of the Administrative Office off of Canal Street. Physical Barriers or Chalk will be used to identify entry areas
  - All entry points will be attended by Administrators, clerical staff, or para-professionals
  - All students must wear mask
  - No Visitors will be allowed on campus before school
  - Health Screening with Temperature check, verbal/visual check will be conducted.
    - If a student has COVID symptoms, they will be taken to office or returned to their parents.
  - Portable carts with extra masks and hand sanitizer will be at each entry point.

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

Face Coverings:

- All staff and students in 3rd grade and above will be required to wear a cloth face covering, mask, or face shield while at school or on a school bus.
- Students in 2nd grade and below are strongly encouraged to wear a face covering, mask, or face shield, while at school or on a school bus.

Protective Equipment:

- Access and availability of protective equipment that complies with CDPH/CDE/local public health department guidance for schools. The following will be provided at each Elementary School:
  - Surgical masks, face shields, disposable gloves for screenings
  - Face coverings and disposable gloves for front office and food service employees PPE for staff engaged in deep cleaning and disinfecting following Cal/OSHA standards
  - Plan for continuity of supply for protective equipment is on file at the district office.
  - Thermometers have been purchased for temperature screening.
  - Requirements for different populations (e.g., students with disabilities, and individuals with medical, toileting, lifting, and/or mobility assistance needs) may be modified on a case by case basis.

- Appropriate hand-washing, sneezing, face covering use, and other safe hygiene practices will be taught and encouraged throughout the 2020-2021 school year.
- Sharing of belongings is discouraged, and sharing of supplies will be minimized to the extent possible and practicable. Where sharing occurs, cleaning and disinfecting between uses is strongly encouraged.
- Individual plexiglass barriers that will accommodate ½ of student population at a time have been purchased.

**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.

- Any student or staff exhibiting a fever of greater than 100.3 or other symptoms while on District premises during school operation hours will be immediately sent home. The District will also encourage students and/or staff to stay home if anyone in their household is exhibiting any COVID-19 symptoms.
- The District will consult with local health authorities to determine whether surveillance testing may be implemented based on local disease trends. Staff may be tested periodically as testing capacity and as practicable. Additional COVID-19 prevention measures may be implemented pending further state and/or local guidance, resources, and/or technical assistance for COVID-19 investigations in school settings. Encourage screening at home (e.g., parents, older siblings, employees themselves) The district will establish and communicate appropriate hand-washing, sneezing, and face covering use techniques, sanitizing practices/requirements for students, families, and staff, face mask/covering policy, limit avoid sharing of materials, health office triage plan and transportation practices.
- Parents/guardians will be educated on the screening criteria prior to in-person learning. This training will occur via recorded videos and pushed out through emails. Parents must sign-off that they have watched the videos before their child will be allowed to return to in-person learning.
- Each morning, prior to dropping child(ren) off at school or getting on the bus, parents/guardians will screen their child for the following criteria:
  - Fever greater than 100.3 or chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headaches, sore throat, congestion, or runny nose, recent loss of smell or taste and diarrhea.
- Active monitoring/screening at school sites: The district will provide prior to opening school all of the following: Hygiene training for staff, Sufficient equipment for training, Proper disinfecting and disposing of screening items, Isolation area(s) for suspected symptomatic individuals which must be sufficiently large for social distancing within the area(s). At all points of entry established on each Elementary campus, symptom screening/questioning will be conducted for anyone entering the campus.
- Becoming Ill at School - Should either student or staff become ill during the school day, they will be separated from the class and sent home immediately.
- The district will recommend anyone who screens with symptoms, fever, or becomes sick to get a COVID-19 test with their healthcare provider or at a community testing site.

**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.

- Students will be educated frequently on the importance of hygiene and respiratory etiquette.
- Hand sanitizer stations will be positioned in every classroom, common areas and building entrance.
- Students will wash their hands anytime they use the restroom.
- Staff will model proper handwashing techniques and reinforce handwashing throughout the day.
- Four Additional Hand Washing Stations will be installed in high traffic areas.

**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.

- The district administrator, administrative assistant, and the district nurse will be the designated staff to support local contact tracing.
- The District nurse will be the contact person for the local health department to contact regarding COVID-19.
- The district nurse will assist in the documentation and tracking of potential exposure. When warranted, local public health officials will be notified along with parents.

**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: 12 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.

- The number of individuals on campus will be limited to half the student enrollment in the AM/PM sessions thereby creating class sizes half of the regular class sizes.
- Adults will maintain six feet from one another and six feet away from children, while students should maintain six feet of distance from one another as practicable during school activities.
- Appropriate signage and barriers to direct traffic and daily reminders to socially distance while at school during normal school/business hours.
- Large gatherings of over 16 people will be delayed until the schools reopen fully.
- Privacy boards/clear screens will be installed in office and classrooms when social distance can't be met.



- "Grag and Go" food service periods establishing physical barriers at appropriate areas, signage to ensure physical distancing, cleaning and trash removal plans
- Transportation will distance students as much as possible, and assign seats to limit cohort mixing.

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

- As outlined in Cleaning and Disinfecting, staff will participate in training specific to safety and hygiene regarding the Coronavirus. Staff will be provided with educational materials for implementing protocols in their classrooms and with students.
- Families will have access to the Hamilton Unified School District Reopening of Schools Framework and Safety Plan through the school office and website.
- COVID-19 resources are posted on the district website.
- Hand washing instructions provided to every student to share at home.

**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:

- 
- All Staff are required to test for COVID-19 every two months.
  - Staff are recommended to use: Optium Testing Service--Orland Memorial Hall, 320 3rd Street, Orland, Ca. 95963 but may use any COVID-19 testing service.
  - If a student, teacher or staff member is exhibiting COVID symptoms, they are sent home and it is recommended they seek testing.
  - When a student, teacher or staff member is a contact of someone infected with COVID or is diagnosed with COVID-19 the District will consult with Glenn County Public Health.

**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:

- 
- If a student, teacher or staff member is exhibiting COVID symptoms, they are sent home and it is recommended they seek testing.
  - When a student, teacher or staff member is a contact of someone infected with COVID or is diagnosed with COVID-19 the District will consult with Glenn County Public Health.



	Student or Staff with:	Action	Communication
1	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines <a href="https://files.ovid19.ca.gov/pdf/liquidance-schools.opdf">https://files.ovid19.ca.gov/pdf/liquidance-schools.opdf</a>	<ol style="list-style-type: none"> <li>1. Send home</li> <li>2. Recommend testing (If positive, see #3, if negative, see #4)</li> <li>3. School/classroom remain open</li> </ol>	No Action needed
2	Close contact (*) with a confirmed COVID19 case	<ol style="list-style-type: none"> <li>1. Send home</li> <li>2. Quarantine for 14 days from last exposure Recommend testing (but will not shorten 14 day quarantine)</li> <li>3. School/classroom remain open</li> </ol>	Consider school community notification of a known contact
3	Confirmed COVID-19 case infection	<ol style="list-style-type: none"> <li>1. Notify the local public health department</li> <li>2. Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>3. Identify contacts (*), quarantine &amp; exclude exposed contacts (likely entire cohort (**)) for 14 days after the last date the case was present at school while infectious</li> <li>4. Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)</li> <li>5. Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>6. School remains open</li> </ol>	School community notification of a known case
	Tests negative after symptoms	<ol style="list-style-type: none"> <li>1. May return to school 3 days after symptoms resolve</li> <li>2. School/classroom remain open</li> </ol>	Consider school community notification is prior awareness of testing

- (\*) A contact is defined as a person who is <6 feet from a case for > 15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.
- (\*\*) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

**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](#).

- All confirmed positive and suspected cases in students, staff and employees will be reported to our school nurse and response will be consistent with current reporting requirements.

**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.

The following guidance to staff and parents will be provided prior to returning to in-person learning:

- It is necessary for us to communicate when there are confirmed positive COVID-19 cases at any throughout the Hamilton Unified School District. There is a fine line between keeping our school community informed and protecting an individual's privacy. The purpose of this communication is to share with you how, and when, we plan to communicate COVID-19 information involving Hamilton Unified students and staff.
- First, let's define our terms. Confirmed positive cases (verified by any County Public Health Department) are "Positive". People who are "Positive" are isolated in their home by Public Health request.
- A person who has been in contact with a confirmed "Positive", within 6-feet or less, for 15 minutes or more (with or without a mask) will be referred to as a "Close Contact". People identified, by Public Health, as "Close Contacts" are quarantined to their home and advised by public health to get tested. Public Health will direct the "Close Contacts" as to if, or how long, they should self quarantine.
- Someone who is in contact with a "Close Contact" is referred to as a "Secondary Contact". "Secondary Contacts" are to monitor their symptoms and can continue going to school or work. If they become symptomatic, they should contact public health and their health care provider.
- When we become aware of a confirmed "Positive" case, either from the employee, student's family, or the public health officials directly, we will be in contact with public health for contact tracing and next steps. We will supply Glenn County Public Health with contact tracing information relative to our site. Health officials will interview, reach out, and provide assistance directly to individuals with an elevated risk of exposure who may have been in recent close contact with the student or staff member. We will communicate confirmed positive cases districtwide in a general sense informing stakeholders that a staff member, or student, tested positive. We will not state the person's name and be very nondescript about their role or position.
- We are all asked to please respect everyone's privacy during this time. If you suspect you have had Close Contact with someone who later was confirmed Positive, call Glenn County Public Health at 530.934.6588. You do not need to wait for the Contact Tracers to call you.

The Centers for Disease Control and Prevention (CDC) recommends contacting your doctor if you believe you have been exposed to COVID-19 and develop a fever and other symptoms, such as coughing or difficulty breathing. Thank you for your continued support toward our collective purpose of slowing the spread of COVID-19, ensuring the health and safety of our students and staff, maintaining relationships, and facilitating student learning. By working together, we will meet the challenges of these unprecedented

times.

**This Section is not Applicable to HUSD as we have been open:**

- Reopened to K-2 on: 10/12/2020
- Reopened to 3-5 on: 10/26, 2020
- Reopened to 6-12 on: 11/16/2020

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

Labor Organization

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

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

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

Parent and Community Organizations

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:*

---

---

**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](#)