2021 COVID-19 School Guidance Checklist

LEA: Public Safety Academy of San Bernardino

Number of Schools: 1

Enrollment: 417 *(\*average enrollment 420)*

School Principal/Executive Director: Jennifer Stickel

Address: 1482 E Enterprise Dr.

San Bernardino, CA 92408

Date of proposed reopening: (ASAP) As soon as allowable by State/County Health Dept.

School Phone Number: (909) 382-2211

Email: [jstickel@psasb.us](mailto:jstickel@psasb.us)

County: San Bernardino  
Tier: Purple

Type of LEA: Public Charter School

Grade Levels: 6th-12th

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.

*LEAs or equivalent in Counties with a case rate >=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, Jennifer Stickel, Principal of PSASB, 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 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?)*

PSA will reopen as a hybrid model. A maximum of 18 students may be in a classroom at one time with one instructor and one aide. Face coverings are mandatory, and desks are 6’ apart. Ventilation is maximized. Sanitizing takes place between every class period.

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

(Same as above).

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

(Same as above).

☐ **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.*

All foot traffic will move in one direction as indicated by arrows on the ground/floors. 6-foot markers will be placed around the entire campus. All desks will be 6’ apart. All staff will actively monitor students throughout the day and ensure they remain 6’ apart. Lunches and passing periods will be staggered. Lunches will be held in small groups. As weather permits, classes may be held outside at newly purchased and constructed outside learning area.

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

Any persons present on campus must wear a face covering. Anyone with a medical exemption for wearing a face covering may not be on campus as a matter of safety for others. Employees or students who have a medical reason to exempt them from wearing a face covering may be given the option to continue working/learning from home until safe to return without a face covering requirement. Any visitors who do not have a face covering will not be permitted on campus.

☐ **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.*

All persons on campus will be screened by temperature check and questionnaire every day they are on campus. Students will have temperature taken in parking lot drop off area; walking area entrance; or “bus stop entrance” by staff stationed at those campus entrances. Once temperature is checked and under 100.4F, student will be asked to verbally verify they have no symptoms. The list of symptoms will be distributed to all students and parents prior to reopening and will be posted at entrances. Parents are not to send children with any symptoms on the list, or if they have been in contact with someone who has tested positive for COVID. If a student or employee comes to campus with symptoms and does not disclose that they were/are feeling ill until symptoms worsen, or a person develops symptoms while on campus, they must be quarantined immediately. There will be a well-ventilated room available for any persons suspected of being a risk to others. This room is fashioned with stations separated by plexiglass so there is no direct contact between school personnel or other persons who may already be present in the room with symptoms. Before the employee, student, or visitor is released or picked up by parent/guardian, they must disclose in detail where they have been on campus and with whom they have been in contact. PSA will take further action to notify all employees, parents/guardians if employee/student has been in contact with a potential risk. Depending on the situation, those who were in contact with the person who posed a potential risk, may be advised to self-quarantine for 14 days, and to get a COVID test at the school’s expense (if not provided by the county).

☐ **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.*

Touchless handwashing stations will be available to all staff and students. Additionally, hand sanitizer will be available in every single room, office, and classroom campus wide. Employees and students will be encouraged and reminded frequently to sanitize and wash their hands often throughout the day. Teachers will remind students to sanitize when entering and exiting the classroom.

☐ **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.*

When there is a confirmed case there are two main designated staff members to support contact tracing. These two designees shall be the Business Manager and the Director of Student Services, who shall report directly to the principal. In the event the principal is ill or for other reasons cannot oversee this, designees shall report to the assistant principal. All data will be sent to the Public Health Department promptly.

☐ **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 Feet**: N/A; students may be spread out in the classroom as space allows as long as they are not within the 6’ minimum of one another.The minimum allowable distance between students/staff is six feet. This rule will be in effect campus wide.

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

All PSA staff have been involved in putting this plan in place. PSA staff were divided into committees and have put together different sections of the plan. Once committees were finished with their section of the safety plan, the entire staff collaborated as to how the plan would be implemented as a whole. Families will be trained prior to reopening via several platforms: Zoom conferencing streamed online to YouTube, Posting of the training video to the PSA Facebook page. Links to all platforms sent to parents via Parent Square (School to parent/student communication system). Additionally, all pertinent safety information and requirements will be sent home in writing both via hardcopy and electronically via Parent Square.

☐ **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.*

Staff who have symptoms will be encouraged to test immediately, at the school’s expense if free testing is unavailable. This shall be followed by a 14-day self-quarantine period. Staff are then encouraged to follow up with a second test. Staff are not required to show proof of a negative test.

Staff asymptomatic testing protocol: This may be through the authorizing school district should they offer asymptomatic testing clinics. Should charters not be included, the school may refer staff to the State or County testing sites for periodic asymptomatic testing.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ **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 protocol.*

Students who have symptoms will be encouraged to test immediately. Students may not return to school until the end of a 14-day quarantine period and will be provided online instruction. Students are encouraged to follow up with a second test. Students are not required to show proof of a negative test.

Student asymptomatic testing protocol: This may be through the authorizing school district via asymptomatic testing clinics. Should charters not be included, the school may refer students to the State or County testing sites for periodic asymptomatic testing.

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☐ **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.*

☐ **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 school administration will communicate to staff/students when there are any potential or confirmed cases and/or exposure. All persons who have a confirmed case or who may have been exposed shall remain confidential.

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

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

Name:\_\_\_**N/A**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

☐ Parent and Community Organizations Name of Organization(s) and Date(s) Consulted:

Name: PSASB School Site Council Date: 2/18/21

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

School Staff are consulted via PLCs and any concerns are brought forth to the school administration or to the PSASB Board of Directors by the staff representative or directly by staff members.

Date of PLC Meeting at which Staff were consulted regarding the CPP and Checklist: March 1, 2021.

Board Approved on March 11, 2021

Officer Approval: The Local Health Officer, for County of San Bernardino:

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San Bernardino County has certified and approved the CSP on this date: \_\_\_\_\_\_\_\_\_\_\_\_\_.

*If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.*