

Date: 02/01/21

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Bullis Charter School

Number of schools:

1

Enrollment:

1080

Superintendent (or equivalent) Name:

Maureen Israel

Address:

102 W. Portola Ave.

Phone Number:

650-947-4100

City

Los Altos

Email:

misrael@bullischarterschool.com

Date of proposed reopening:

09/30/20

County:

Santa Clara

Current Tier:

Purple

*(please indicate Purple, Red, Orange or Yellow)*

Type of LEA:

Charter

Grade Level (check all that apply)

<input checked="" type="checkbox"/> TK	<input checked="" type="checkbox"/> 2 <sup>nd</sup>	<input checked="" type="checkbox"/> 5 <sup>th</sup>	<input checked="" type="checkbox"/> 8 <sup>th</sup>	<input type="checkbox"/> 11 <sup>th</sup>
<input checked="" type="checkbox"/> K	<input checked="" type="checkbox"/> 3 <sup>rd</sup>	<input checked="" type="checkbox"/> 6 <sup>th</sup>	<input type="checkbox"/> 9 <sup>th</sup>	<input type="checkbox"/> 12 <sup>th</sup>
<input checked="" type="checkbox"/> 1 <sup>st</sup>	<input checked="" type="checkbox"/> 4 <sup>th</sup>	<input checked="" type="checkbox"/> 7 <sup>th</sup>	<input type="checkbox"/> 10 <sup>t</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:**

X I, Charles Morgan, 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?)

Minimum: 17 (15 students, 2 teachers); Maximum: 27 (25 students, 2 teachers)

NOTE: Maximum number of students reflects a cohort that is taught in a classroom that is twice the standard size to allow for appropriate distancing of students and teachers.

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

All students remain in stable cohorts and utilize remote learning to avoid mixing cohorts.

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

All students remain in one room and elective teachers rotate to that room, maintaining 6 feet of distance between them and each student.

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.

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

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.

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.

**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.

**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

Minimum  feet

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Need to maintain clear pathways for teachers to remain 6 feet away from students as clear walkways to sinks, doorways, etc. Additionally, some room configurations are needed to allow students to have a clear view of whiteboards/screens needed for instruction.

Per Santa Clara County health guidelines, the minimum distance between students in grades 6-8 classrooms is 6 feet.

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

**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:

Resources for asymptomatic testing are provided to all staff members; coverage is provided for any staff members needing to test during the school day.

**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:

Resources for asymptomatic testing are shared with all BCS families.

**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.

**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) Plan, cases  Santa Clara. 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](#)

# COVID-19 Prevention Program (CPP) for Bullis Charter School

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our school.

**Date of Last Review:** 02/01/2021

## Authority and Responsibility

The Director of Operations has oversight and responsibility for implementing the provisions of this CPP at Bullis Charter School. In addition, site administrators are responsible for implementing and maintaining the CPP at their assigned campuses and for ensuring staff members receive answers to questions about the program in a language they understand.

All staff members are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

## Identification and Evaluation of COVID-19 Hazards

We will identify and evaluate preventative measures to protect staff members and students by:

- Consistently reviewing applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluating existing COVID-19 prevention controls in our workplace and make adjustments as appropriate.
- Conducting periodic inspections as needed to adjust work practices and work procedures related to COVID-19 and to ensure compliance with public health guidelines as well as internal COVID-19 policies and procedures.

### Health screenings

We require that all adults (staff members, parents, and essential visitors) self-identify any COVID-19 symptoms and answer whether they have been in close contact with a COVID-19 positive case prior to coming onsite each day through a health screening. Similarly, parents will be asked to complete a daily screening of students for symptoms of illness and close contact with a COVID-19 positive case.

In the event that a screening is failed, the individual is instructed that they are not to enter campus. If appropriate, a staff member will follow up to confirm the symptoms and any next steps.

### Staff member participation

BCS staff members are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting any concerns individually to supervisors or in writing through [the Safety & Environmental Concerns Form](#) as outlined in the [BCS Illness and Injury Prevention Program](#).

## Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures as identified either through periodic inspections or submitted through [the Safety & Environmental Concerns Form](#) will be assessed and corrected in a timely manner based on the severity of the hazards. Upon identification of the hazard, the Director of Operations will conduct an evaluation of the potential hazard (see **Appendix A: Identification of COVID-19 Hazards**) and work with appropriate staff to ensure the correction occurs as well as the appropriate documentation/follow-up of the correction takes place.

# Control of COVID-19 Hazards

## Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times by:

- Having staggered arrival and dismissal times with designated areas for pick-up/drop-off of students; Parents are also instructed to remain in their vehicles, whenever possible. If in-person drop-off or pick-up is needed for the child, only a single adult will enter campus to do so.
- Designating walking paths for student cohorts entering and leaving classrooms, walking to restrooms, outdoor areas, etc. Additionally, staggering times when cohorts leave their classrooms rooms to go outside.
- Prohibiting staff from congregating or eating lunch in staff rooms or shared spaces
- Limiting visitors and volunteers on campus.
- Requiring teachers and staff to maintain six feet of distance from students and other staff members; Students are also reminded to maintain six feet of distance from one another at all times, when possible.
- Removing excess furniture from classrooms to all for additional space
- Separating student desks/tables an appropriate distance

## Face Coverings

- All adults and all students are required to wear masks unless a) alone in a room, b) eating outdoors or c) doing strenuous physical activity. Those exempt from these requirements include:
  - Anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance, and
  - Students with special needs who are unable to tolerate a face covering.
- Staff who are unable to wear a mask for medical reasons shall not be permitted on campus.
- We provide single-use face masks on site, for students and staff who may need access. Additionally, face shields are available for teachers to use.
- Staff and families are provided with expectations for care and use of face masks at school, including how they are to be worn (over the nose and mouth).

## Engineering controls

The following measures are in place for situations where maintaining at least six feet between individuals consistently is not always possible:

- Large plexiglass partitions installed in office areas, isolating office staff from general public/visitors
- Individual desk/tabletop plexiglass partitions for use on student desks and as dividers for select outdoor lunch tables

We maximize the quantity of outside air for buildings with mechanical or natural ventilation systems by:

- Evaluating and optimizing all HVAC systems, including updating air filters - ensuring the highest MERV rating as possible - and instructing staff to keep HVAC fan on at all times
- Providing portable room fans and air purifiers (HEPA filters) in all instructional and office spaces.
- Ensuring windows and doors remain open throughout the day

## **Cleaning and disinfecting**

The following cleaning and disinfection measures are in place for frequently touched surfaces:

- Frequent daily cleanings of restrooms and high traffic areas (offices, staff rooms, etc.)
- An extensive nightly classroom sanitization process
- Weekly deep clean of all instructional spaces using an aerosol-based disinfectant solution
- Disinfecting wipes provided to staff for the cleaning of classroom surfaces at regular intervals throughout the day

Should we have a COVID-19 case in our workplace, the following procedures will take place:

- Area will be closed off for 24-hours before cleaning/disinfection takes place
- Staff/Contractors executing the disinfection will utilize appropriate PPE (fine-particulate ventilators, gowns, etc.)
- All staff/students using this space are relocated until the cleaning/disinfection takes place

## **Shared tools, equipment and personal protective equipment (PPE)**

- PPE will not be shared, e.g. gloves, goggles, masks, and face shields.
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by staff.
- The need for PPE (such as gloves, goggles, and face shields) will be evaluated as required by CCR Title 8, section 3380, and PPE provided as needed. Respiratory protection needs will be evaluated in accordance with CCR Title 8 section 5144.

## **Hand Sanitizing**

Hand sanitizing procedures on site include:

- Access to sinks for all classrooms and work areas.
- Additional, outdoor hand washing stations dispersed throughout campus.
- Hand sanitizer available at each door threshold and inside each working space.
- Required hand washing regimens for both staff and students. This includes the expectation that hands are washed with soap and water for at least 20 seconds at the following possible intervals\*:
  - after using the restroom or helping a child use the restroom,
  - before and after eating,
  - after recess, and
  - after removing/replacing a mask.

*\* The teacher may determine other intervals where handwashing is appropriate.*

- Signs posted in high visibility areas to remind students and staff of proper hand washing technique and other hygiene techniques.

## Investigating and Responding to COVID-19 Cases

In alignment with the public health guidelines, all potential cases or close contact cases are investigated thoroughly by the administrative team and the health team. In the event of a close contact or positive reported case on site, public health guidelines are followed to inform the necessary individuals and provide support to those affected. This may include:

- Guidelines on expected quarantine timelines
- Recommendations of testing sites
- Information on benefits and supports, described below in **Training and Instruction**, and **Exclusion of COVID-19 Cases**.

## System for Communicating

Consistent communication channels exist with all stakeholders in the school community, including the following:

- Direct communication between staff members and their supervisor/administrator with the purpose of confirming symptoms, timelines, possible hazards, etc., when necessary
- Assurance that staff members can report symptoms and hazards without fear of reprisal.
- Procedure/policies for accommodating staff members with medical conditions that put them at increased risk of severe COVID-19 illness
- Recommendations and access to asymptomatic testing opportunities
- Information about COVID-19 hazards that staff members (or other stakeholders in contact with our school) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- A flowchart in alignment with the public health guidelines that includes communication of close contact or positive cases on site
- Recurring opportunities via staff and stakeholder town halls/staff meetings to ask questions and receive updated information

## Training and Instruction

Training and instruction in preparation to create a safe learning environment and mitigate risks includes:

- Providing access to our COVID-19 policies and procedures
- Providing information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to protect others from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.



## Exclusion of COVID-19 Cases

In the event there is a positive COVID-19 case reported on campus, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from on campus activities until our return-to-work/school requirements are met, as outlined by the public health department.
- Excluding staff members and students with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining staff member's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work-related.
- Providing staff members at the time of exclusion with information on available benefits.
- Notifying any affected stakeholders of potential exposure and the necessary next steps.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our school to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death of a staff member occurring in our place of employment or in connection with any employment, as defined under CCR Title 8 section 330(h).
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available onsite and electronically to all staff members and to representatives of Cal/OSHA immediately upon request.
- Use the components of **Appendix C: Investigating COVID-19 Cases** to keep a record of all COVID-19 cases. The information will be made available to staff members, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work/School Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work/school until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved **and**
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for a staff member or student who tests positive for COVID-19 to return to work/school assuming they have met the aforementioned criteria.
- If an order to isolate or quarantine a staff member is issued by a local or state health official, the staff member or student will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.

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DocuSigned by:

*Charles Morgan*

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02/01/2021

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**Charles Morgan**  
Director of Operations

Date



## **Appendix B: Investigating COVID-19 Cases**

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

While investigating potential COVID cases or exposure, the following information may be collected:

- Employee (or non-employee) name
- Reason for being on site (if not an employee)
- Location where the individual was present
- Date and time COVID-19 case was last present in the workplace
- Date of the positive or negative test and/or diagnosis
- Date the case first had one or more COVID-19 symptoms
- A list of potentially exposed individuals

Upon completing the investigation, all potentially impacted parties will be notified utilizing the communication guidelines outlined by the public health department. Additionally, in the event of a positive case on site, pertinent information will be shared with county health officials.