

Date: January 27, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

James Jordan Middle School

Number of schools:

1

Enrollment:

418

Superintendent (or equivalent) Name:

Myranda Marsh

Address:

PO box 3230

Phone Number:

8188822496

City

Winnetka

Email:

marsh@jamesjordanms.com

Date of proposed reopening:

March 15

County:

Los Angeles

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Direct Funded Charter

Grade Level (check all that apply)

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

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

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, Myranda Marsh, 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:

Title Page 2021-01-22
Authority and Responsibility 2021-01-22
Identification and Evaluation of COVID-19 Hazards 2021-01-22
Correction of COVID-19 Hazards 2021-01-22
Controls of COVID-19 Hazards 2021-01-22
Investigating and Responding to COVID-19 Cases 2021-01-22
System for Communicating 2021-01-22
Training and Instruction 2021-01-22
Exclusion of COVID-19 Cases 2021-01-22
Reporting, Recordkeeping, and Access 2021-01-22
Return-to-Work Criteria 2021-01-22
Appendix A: Identification of COVID-19 Hazards 2021-01-22
Appendix B: COVID-19 Inspections 2021-01-22
Appendix C: Investigating COVID-19 Cases 2021-01-22
Appendix D: COVID-19 Training Roster Never
Multiple COVID-19 Infections and COVID-19 Outbreaks Never
Major COVID-19 Outbreaks

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.

Groups of up to 12 students shall remain in a single classroom spaced a minimum of 6ft apart, with a mask mandate and an HEPA filter air purifier in the room. No more than 14 people shall be part of this isolated group. 2 constant adult supervisors shall be assigned to this group and other staff as required for Special Education Services without exceeding the maximum number for LACDPH cohort size.

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?)

Groups of up to 12 students shall remain in a single classroom spaced a minimum of 6ft apart, with a mask mandate and an HEPA filter air purifier in the room. No more than 14 people shall be part of this isolated group. 2 constant adult supervisors shall be assigned to this group and other staff as required for Special Education Services without exceeding the maximum number for LACDPH cohort size.

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

8th grade is the only departmentalized subjects. Small intensive units of approximately four week

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

JJMS does not have electives during the 2020-21 school year.

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.

6ft distance space markers are used to monitor social distancing on campus. Visitors/parents must wait outside main office and enter in compliance with limited occupancy. One gate is used for staff and students. Check in stations are space 10 ft apart. Parking lot space is used to provide enough room for 6ft social distancing while waiting for temperature/symptom/mask check in. Contact logs are maintained for every person on campus. Students are restricted by stable cohort to one classroom and a set of marked lunch tables matching that one classroom. Use logs are maintained for each restroom to facilitate contact tracing. Students are escorted from their one classroom to their designated lunch tables with plexiglass dividers.

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

All staff and students must check in daily at 10 ft spaced check in desks. Every person must wear a cloth or surgical face covering. Extra coverings are available at check in at no cost to staff or students.

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.

2-4 check-in stations where a classified staff member checks temperature, asks about symptoms, and records information in a daily log. Reminds students of their cohort number and asks if the student has a cell phone. They are directed to a marked line outside of the L building to wait their turn to put their phone in a locker and mark that locker with a post that has the student's name. This lineup area is also where they wait to retrieve their phone at the end of the day. The conference room next to the principal's office is designated as the isolation area and a second area will be outside the main office. If there is extreme weather outside, the principal's office will be used as a second location. Students who do not feel well will be placed in this room until an adult from their emergency card can pick them up. Students who are not picked up within 2 hours will be banned from campus for 1 quarter while a Social Worker consults with the family to provide support for pick up procedures.

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.

Handwashing stations are available in each restroom. Also, individual hand sanitizer is issued to each staff member and student. Students walk in distanced, proceed to their desk and sanitize hands and laptop. individual bottle of sanitizer for each person/student
Individual tissue boxes at student desks
Laptops will be brought from home and wiped down by the student
Small plastic trash bag at each student's desk for any wipes or other trash accumulated during the day. Students carry this bag out and deposit in large trash cans outside of each classroom at the end of the day. A campus wide gong sounds every 60 minutes for a mandatory handwashing break with sanitizer and a wipe down of desks and work areas.

- X **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 Principal, Griselda Lara, is the contact person for all health department contacts regarding COVID-19 shall use the official forms from LACDPH for reporting exposed and confirmed cases and submit such forms within deadlines established by LACDPH>

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

Student desks have been removed from classrooms and the floor is marked for placement that is a minimum of 6ft apart. Adults desks will be placed and marked at 10 ft from another adult or from any student. Campus Safety team checks on desk placement at the end of each school day.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 10 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.

not applicable

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

Monthly general parent meetings, phone/text/email blasts and school website posting are used to educate parents regarding this plan. Staff receives training during weekly professional development meetings.

- X **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.

JJMS has established a relationship with MEND community clinic to provide priority access to free testing. Asymptomatic testing takes place once per month. Exposure testing is available at MEND clinic 7 days per week at no cost to staff, students or parents. Insured staff are also able to access testing through employer provided health care.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Until reopening, asymptomatic testing will take place once per month. If we are able to reopen during a purple tier, we will increase the asymptomatic testing to once every two weeks.

- X **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.

Students and their parents who are attending school on campus and are exposed to COVID-19 are provided with the LACDPH checklist of instructions for quarantine (number of days is currently 10). Also, families of exposed students are provided with a list of local clinics and testing sites.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Until reopening, asymptomatic testing will take place once per month. If we are able to reopen during a purple tier, we will increase the asymptomatic testing to once every two weeks.

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](#).

Reporting requirements are aligned with updated requirements posted by Los Angeles County Department of Public Health

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.

All communication regarding COVID-19 shall insure that the identity of individuals who test positive is protected in compliance with HIPPA and FERPA. Communication shall be by email/phone/text blasts.

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

Consultation with faculty is scheduled for Friday January 29th. Consultation with parents is scheduled for 6pm on Thursday January 28th.

Labor Organization

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

Name: not applicable

Date:

Parent and Community Organizations

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

Name: School Site Council

Date: January 28, 2021

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

Elected lead teachers conduct grade level team meetings to discuss re-opening without any administrative procedures on Friday January 29th. Results of that meeting will be presented by the elected Lead Teachers to the Administrative Team on Monday February 1st prior to submission.

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Los Angeles. 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](#)

