

Date: 2/1/21

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Ocean View Christian Academy

Number of schools: 1

Enrollment: 302

Superintendent (or equivalent) Name: Mr. Johnson (school principal)

Address: 2460 Palm Avenue

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San Diego, Ca 92154

Email: sjohnson@ovcapatriots.com

Date of proposed reopening:

OVCA fully opened on August 30, 2020

County: San Diego

Grade Level: K-12

Current Tier: Purple

Type of LEA: Private

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Erika R. Collins (school administrator), 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?

- Each class will be in their own cohort at their grade level. Each class ranges from 14-26 students per teacher.
- For lunch, recess, and elective classes, all K-6 grades will have smaller cohorts consisting of 7-13 students per teacher.
- 7-8 grade electives, students will be in smaller cohorts not exceeding 12 students per teacher.
- 9-12 grade electives. Students will be in smaller cohorts from 10-20 students per teacher.
- Secondary lunch times. All students will be assigned in their class cohorts.
- All teachers and students are to maintain their distance and wear a face covering at all times.

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.

Taken from OVCA COVID-19 Prevention Plan

While students are entering campus and waiting for their first class to begin:

- Student drop off time will begin at 7:40 at designated areas.
- Temperature checks and COVID-19 symptom screening will take place before student gets out of vehicle by two staff members.
- K-6 students will be dropped off at west side back parking lot (back of pier).
- Secondary students will be dropped off at south parking lot (front of worship center/courtyard).
- Preschool students will be dropped off at east side back parking lot (back lot).
- Student drivers must park in front parking lots and be screened before coming onto campus in the front courtyard.
- Patriot Care students will be located in designated area until 7:40.
- Kindergarten parents may be permitted to accompany their student to classroom. Parents will be expected to wear proper face covering, receive a temperature check, and screened for COVID-19 symptoms upon arrival by an OVCA staff member.
- Students will be assigned a designated area where social distancing markers will be visible to help students keep their physical distance.
- Face covering must be worn while entering campus and waiting for school to begin.

- Hand sanitizing will be given before students enter classroom.

While students are exiting the campus:

- Student dismissal begins at 2:35 for K-6 and 2:45 for 7-12.
- Kindergarten: Students will be picked up in classroom. Parents must wear a face covering when picking up child.
- K-6 students will be picked up at west side back parking lot (back of pier). Parents are to remain in vehicle.
- Secondary students will be picked up at south parking lot (front of worship center/courtyard).
- Preschool students will be picked up at east side back parking lot (back lot).

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

- All staff and students are required to wear a face covering properly over nose and mouth at all times.
- Exceptions would be during lunch when staff and students are eating.

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.

Taken from OVCA COVID-19 Prevention Plan
COVID-19 Screening

- COVID-19 symptom visual wellness screening
- Temperature checks
- Parents will need to screen their child at home before coming to school.
- All individuals will be asked if any family member living at home is showing any COVID-19 symptoms.

Student or staff member showing COVID-19 symptoms

- Student will remain in isolation room.
- Parents will be notified immediately, and student will be sent home.
- Staff will be sent home immediately.
- All incidents will be documented and follow the [decision tree](#).
- School liaison will notify all health officials if need be. School will remain open.

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.

Taken from OVCA COVID-19 Prevention Plan
Enhanced sanitation practices

- Staff, students, and families will be trained on proper hand hygiene by cleaning their hands throughout the day by washing with soap and water or using hand sanitizer.
- Hand sanitizer will be available in each classroom and at the entrance of each building.
- Visuals will be posted in each classroom and throughout school campus.

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.

- Confirmed positive case, school will contact all students and staff of possible exposure.
- Quarantine guidance will be sent to all exposed.
- Designated Covid-19 Liaison will contact local health department of positive case support with contact tracing list.
- All infected areas will be disinfected.

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.

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

- Based on size of classrooms, OVCA is not able to space each student at maximum 6 ft. or minimum of 4ft.
- OVCA has continued to space students far apart as much as possible according to classroom size.
- OVCA has optimized ventilation in all classrooms.
- OVCA has plexi-glass in classroom where students are facing one another in K-2 classrooms.
- OVCA has arranged desks that minimizes face-to-face contact.
- All OVCA staff and students are required to wear a face covering at all times.
- All teachers are required to disinfect all desks, classrooms, and high touch areas each time students leave the classroom.
- Students are advised to use hand sanitizer coming in and leaving the classroom.

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

- Staff training took place in August 2020 and January 2021.
- OVCA staff and families were emailed the application and enforcement of the plan.
- Weekly updates were given through email and OVCA social media.
- COVID-19 prevention plan can be found on OVCA website.

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.

- Students and staff who have COVID-19 symptoms are advised to be tested and isolate until test results are determined.
- Students and staff who have been exposed to someone with COVID-19 will be asked to quarantine for up to 14 days and advised to test.
- All staff are required to take a PCR-viral COVID-19 test every other month.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier: For purple tier, staff will be required to test every month or anytime exposed to a COVID-19 positive case.

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 who have COVID-19 symptoms are advised to be tested and isolate until test results are determined.
- Students who have been exposed to someone with COVID-19 will be asked to quarantine for up to 14 days and advised to test.
- There is no planned periodic asymptomatic student testing cadence at this time.

Planned student testing cadence. Please note if testing cadence will differ

by tier: NA

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 positive cases will be reported to LHD.

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.

- Students and staff and school families will be notified of a positive case on campus.
- Those students and staff who are possibly exposed will be notified in more detail about quarantining and testing.

