

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Whittier Friends School

Number of schools: 1

Enrollment 12

Superintendent (or equivalent) Name: Cassie Caringella

Address: 6727 Washington Ave
Whittier, CA 90601

Phone Number: 562-500-9665

Email: cassie.wfs@gmail.com

Date of proposed reopening:
3/22/21

County: Los Angeles

Current Tier: purple (tier1)

(please indicate Purple, Red, Orange or Yellow)

Type of LEA: private school

Grade Level (check all that apply)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

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 and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

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

I, Cassie Caringella, 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?)

12 students, 3 staff (one cohort)

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

n/a

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

n/a

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.

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

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.

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 n/a 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.

☐ 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:

Staff are vaccinating. They can periodically test by making an appt.

☐ 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:

Students can periodically be tested by making an appt.

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: Parents; School Committee

Date: 3/2/21; 3/9/21

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

Each individual staff member was addressed in person regarding reopening the campus fully, and every staff member was in favor of it. See letter signed by staff.

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

Date of Submission to Local Health Department: 3/13/21

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.



Whittier Friends School

Preschool and TK-6th grade

Cassie Caringella
School Director

Marielle Askew
Elementary Teacher

Lea Wright
Financial Manager

Candice Ryder
School Committee Clerk

March 2, 2021

Los Angeles County Department of Public Health,

We, the undersigned employees at Whittier Friends School (WFS) support the re-opening of our campus to full-day in-person learning for our elementary grades (Kindergarten-8th grade). We have worked in collaboration and consultation with leadership of WFS to develop measures to minimize the risk of transmission and spread of COVID-19, and to provide a safe environment for all students and staff on campus. We re-open our campus with confidence in our ability to comply with requirements of Los Angeles County Department of Public Health's Reopening Protocols for K-12 Schools.

Signed,

A handwritten signature in cursive script, appearing to read "Cassie Caringella", written over a horizontal line.

Cassie Caringella, Director and Upper Grades Teacher

A handwritten signature in cursive script, appearing to read "Marielle Askew", written over a horizontal line.

Marielle Askew, Lower Grades Teacher

A handwritten signature in cursive script, appearing to read "Lea Wright", written over a horizontal line.

Lea Wright, Financial Manager

A handwritten signature in cursive script, appearing to read "Pam Laswell", written over a horizontal line.

Pam Laswell, Teacher Aide

A handwritten signature in cursive script, appearing to read "Denise Garcia", written over a horizontal line.

Denise Garcia, Substitute Teacher

6726 South Washington Avenue ✪ Whittier California 90601 ✪ (562) 945-1654

EIN # 95-2950369 ✪ www.whittierfriendsschool.org ✪ whittierfriendsschool@gmail.com

COVID-19 SAFETY PLAN

PART 2: SCHOOL GUIDANCE CHECKLIST (Supporting Documentation)

Please Note: Whittier Friends School follows Public Health’s Reopening Protocols for K-12 Schools: Appendix T1 and Appendix T2: Protocol for COVID-19 Exposure Management Plan in TK-12 Schools

Stable group structures

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.

Drop-offs and Pick-ups will occur outside of classroom doors.

Limit of students and teachers per room to one cohort

Assigned seating for seat work/eating

Staggered outdoor time

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

Required facial coverings for all who enter our campus: staff, students, and parents

Gloves when preparing food for children

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.

A staff member will institute Daily Health Screening (temperature and visual check) to all children and staff.

Parents turn in a daily “health check” slip of paper, promising their child is healthy and has not been exposed to sick people in the time they were not at school.

If a student/staff becomes sick with Covid-19 symptoms during the day:

Isolate outside if weather permits, otherwise isolate in the office away from people

Notify parent immediately and send home

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.

All wash hands upon arrival, before and after eating, and before and after playing outside.

Hand sanitizer on welcome cart and within each room, for adults to use regularly.

Sinks with soap and paper towels are in each classroom and in the office.

Children wash hands within sight of supervising adults.

Whittier Friends School COVID-19 SAFETY PLAN: School Guidance Checklist supporting documentation

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.

Children and staff who are on campus are signed in daily to help with contract tracing.

Visitors who are here for more than 5 minutes sign in on a contact tracing form.

Director Cassie Caringella oversees contact tracing paperwork.

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

Assigned Tables/seats 6 feet apart, with barriers separating students.

Markings on the floor for lining up to signify 6 feet spacing.

Students staying at their seat unless they are up for a specific reason.

Students eating outside whenever possible, or at their seat with their own space.

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

Staff and family training via Zoom plus reminder handouts/emails.

Signs posted to continue to remind families of social distancing, mask-wearing, hand-washing.

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.

People who have symptoms or are exposed must remain off campus until tested and until the quarantine period is complete.

Covid testing appointments can be made online.

Staff are encouraged to get the COVID vaccine.

Staff are encouraged to periodically get tested.

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.

People who have symptoms or are exposed must remain off campus until tested and until the quarantine period is complete.

Whittier Friends School COVID-19 SAFETY PLAN: School Guidance Checklist supporting documentation

Covid testing appointments can be made online.
Students are encouraged to periodically get tested.

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.

Director Cassie Caringella will notify Public Health of any known COVID-19 case (staff or student) within 24 hours by telephone, per Reporting Requirements. Full name, address, telephone number and date of birth of the individual who tested positive will be reported. The date they tested positive and the date they last attended school will also be shared.

School families and Staff will all be notified as well that there has been a positive case. If the cohort of that individual was exposed, they will be instructed to quarantine and be tested. They will be able to return after 2 weeks.

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.

Director Cassie Caringella will notify parents of cases and exposures via letter to be given in person and emailed.