



## 2021 COVID-19 School Guidance Checklist | January 27, 2021

**Local Educational Agency (LEA):** Sacramento Adventist Academy

**Number of schools:** 1

**Enrollment:** 298

**Superintendent:** Matthew Jakobsons

**Address:** 5601 Winding Way, Carmichael 95608

**Proposed Reopening:** Open

**Phone Number:** 916-481-2300

**Email:** info@sacaa.org

**County:** Sacramento

**Current Tier:** Purple

**Type of LEA:** Elem, MS & HS

**Grade Level:** K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

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Sacramento Adventist Academy (SAA) will post to its website 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.

SAA confirms that in-person operating plans address the following, consistent with guidance from the California Department of Public Health and the local health department:

**Stable Group Structures (where applicable):** The formation and maintenance of stable groups has proven to be one of our most effective safety measures since reopening for in-person learning in October 2020. Indoor interaction is limited to single grade levels/classrooms for K-8. Due to the structure of 9-12, students from different grade levels may interact with one another inside (see below). From the start to the end of each school day, students do not interact with others outside of the following cohorts:

- K-2 (47 total students)
- 3-5 (73 total students)
- 6-8 (90 total students)
- 9-12 (96 total students)

## **Departmentalized Classes**

In order to minimize contact outside of grade levels/classrooms, teachers transition between classrooms rather than students. This is done by conducting Physical Education outside for grades K-5 and by middle school teachers transitioning between classrooms instead of students.

## **Electives**

Electives are only offered within the 9-12 program.

## **Egress, and Movement Within the School:**

The movements of students, staff, and visitors on campus are structured and monitored in an effort to minimize and/or eliminate close contact. \*Face coverings are required for all students and visitors when they enter/exit campus.

- ECEC: Drive-gate nearest the lower playground
- K-2: Single walking gate nearest the lower playground
- 3-5: Single walking gate nearest the lower playground
- 6-8: Double-walking gate nearest the front office
- 9-12: Single walking gate just off the staff parking lot

## **Screening Locations**

All students are screened inside their cars in the front parking lot each day. Screening stations are clearly marked. Each student's temperature is taken -- temperatures must be below 100.4 degrees. Students are encouraged to sanitize and/or wash their hands before entering campus and upon entering their classrooms.

## **Arrival and Departure**

Markers display where students are required to enter/exit campus each day. Students must use only designated entrances/exits (see above). During drop off and pick up times, only students and staff are permitted to enter campus. Cohort start and end times are staggered to maintain physical distancing, to prevent cohort mixing, and to create a seamless start/end to each day for students and families.

## **Visitors (non-students/staff)**

Access to campus beyond the front office and/or screening stations for visitors (non-students/staff) is limited. In order to enter the front office, visitors must successfully complete a self-screening and are required to wear face coverings.

## **Face Coverings and Other Essential Protective Gear**

The use of face coverings can limit the release of infected droplets. Their primary role is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but is asymptomatic. Cloth face coverings are not a substitute for physical distancing, washing hands, and staying home when ill, but they are helpful when combined with these primary interventions.

## **Face Covering Requirements**

- Students in grades K-12
  - Are required to wear face coverings upon arrival to (and exiting) campus each day
  - Are required to wear face coverings in all areas of the school (includes hallways, classrooms, bathrooms, drop-off and pick-up points)
- Staff
  - Are required to wear face coverings while on campus
- Exemptions
  - For a full list of exemptions, visit the following link:  
[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings\\_06-18-2020.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf)

## **Removal of Face Coverings**

Students may only remove face coverings during the lunch period and when they are outside classrooms when physical distancing can be maintained

## **Supplemental Face Coverings**

Although students will be directed/required to provide their own face coverings, SAA is well prepared to provide face coverings or face shields (for exempted students) to students when necessary.

## **Health Screenings for Students and Teachers/Staff**

All staff members (includes: instructional faculty and support staff) conduct daily self-screenings at home prior to arriving on campus. All students are screened upon arrival to campus (see Entrance/Egress above); however, if a student exhibits symptoms throughout the day, they are separated from their cohort and directed to the front office/isolation area.

An isolation area has been established away from cohorts/campus sectors but near the front office in order to provide a safe and separate exit from campus. The isolation area is only used for students exhibiting symptoms.

## **Pre-screening at Home**

Parents/guardians screen their student(s) before leaving for school to ensure temperature is below 100.4. Parents/guardians and staff conduct daily visual wellness checks. Specifically, they check for COVID-19 symptoms outlined by CDPH. If they fail this at-home screening or if they have had close contact with a person diagnosed with COVID-19, they should remain at home and follow the CDC guidelines for home isolation. All staff members will follow the same pre-screening procedures.

## **Instances of Symptoms, Exposure & Confirmed Cases**

If a teacher/staff member exhibits symptoms throughout the day, they immediately remove themselves from their cohort and are replaced by a substitute teacher. Students and teachers/staff are permitted to return to campus when they have met the CDC criteria for discontinuing home isolation.

## **Healthy Hygiene Practices**

SAA promotes healthy hygiene practices. Hand sanitizer is available to each pre-screener, cohort, and office personnel. In addition:

- Each student is encouraged to sanitize their hands when completing the pre-screening process.
- Classroom routines include teaching and reinforcing personal hygiene, such as washing hands (for 20 seconds) and using hand sanitizer.
- Handwashing locations have been increased within each cohort/section of campus.
  - Students will be required to wash their hands at scheduled times each day.

## **Identification and Tracing of Contacts**

The principal is responsible for identifying, tracing, and communicating instances of confirmed cases of COVID-19. All instances of confirmed cases (student or teacher/staff) are communicated to the Sacramento County Public Health Department, teachers/staff, and appropriate members of each cohort.

Absences due to COVID-19 symptoms or illness are reported by parents/guardians to the registrar. These absences are recorded and teachers/staff work with parents/guardians and students to ensure learning continues during a student's extended absence.

## **Physical Distancing**

Space and routines are arranged to allow for physical distancing of students and teachers/staff. This is accomplished through a variety of means, including: entrances/egress, established cohorts, designated campus sectors & bathrooms, and adjusted classroom spaces.

## **In the Classroom**

- Outdoor spaces are prioritized over indoor spaces, including for daily instruction
- Teacher and other staff desks are placed at least 6 feet away from student desks
- Student desks will be spaced apart so that individuals are 4 feet apart and cohorting will be done in a manner that allows this distancing
  - Regardless of physical distance, students must wear face coverings while indoors and avoid face-to-face contact
- Each student's belongings remain separated and in individually labeled storage containers, cubbies, or areas:
  - Personal belongings will be taken home each day to be cleaned
- Adequate supplies are made available to minimize sharing of high-touch materials (art supplies, equipment, etc.) between students:
  - Students are encouraged to avoid sharing electronic devices, clothing, toys, books and other games or learning aids
- Teachers and staff implement procedures for turning in assignments digitally and minimizing contact when submitting hard copies
- Students and teachers/staff movement is minimized as much as practicable

### **Non-Classroom Spaces & Activities**

- Communal activities that may involve more than one cohort are excluded
- Picnic/eating areas, playgrounds, and green spaces are alternatively scheduled in order to stagger use, properly space occupants, and allow for spaces to be disinfected between uses
- Chapel programs are offered to cohort groups remotely
- Lunch:
  - Weather permitting, students will eat outside
  - The number of students at lunch table is limited
  - Students are instructed to avoid sharing foods and utensils and do not participate in buffet or family-style meals
- Physical Education:
  - Activities follow the guidelines set up for physical distancing
- Playgrounds/Recess:
  - Students have recess by individual grade level or in cohort groups outside
  - Students are encouraged to maintain physical distancing while playing together
  - Some play equipment is not available for use
  - Recess activities are limited

### **Teacher/Staff Training and Family Education**

SAA's reopening plan (now COVID Safety Plan) has been updated on several occasions to ensure compliance with most recent guidance. In addition, school administration has met, and will continue to meet, with teachers/staff to provide information and training in order to ensure proper implementation of the reopening plan within each cohort.

Specifically, teachers/staff:

- Collaborate with colleagues to ensure proper implementation of COVID safety measures
- Configure classroom/instructional spaces, outdoor classroom and eating spaces to comply with all guidelines
- Communicate classroom specific procedures with students and parents/guardians before returning to school
- Provide PPE to students in need

### **Testing of Students and Teachers/Staff**

Sacramento Adventist Academy follows CDPH guidance regarding testing of students and staff who have symptoms or have been exposed to someone with COVID-19. In addition, the school maintains communication with SCPH and the CDC and will adjust guidelines/policies as necessary. Sacramento County Community testing information (see link below) has been emailed to students, parents/guardians, and staff. In addition, testing information will be posted to the school's website.

- Sacramento County Community Testing Link:
  - [https://www.saccountry.net/COVID-19/Pages/Symptom-Screening\\_MobileTestingSite.aspx](https://www.saccountry.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx)

Surveillance testing of all staff members is conducted in accordance with current SCPH frequency guidance. All staff members are tested every 2 months, with 25% of staff being tested every 2 weeks. As the designated testing point of contact, the principal oversees the staff testing schedule. All staff were tested prior to opening for in-person instruction in October 2020. Staff testing will continue throughout the school year.

### **Triggers for Switching to Remote Learning**

At all times, SAA follows CDPH guidance for campus closures. The school campus will be closed if there are multiple cases in multiple cohorts or when the percentage of students and teachers/staff that are positive for COVID-19 exceeds 5%.

In the event of a campus closure, SAA provides remote learning instruction to students based upon their unique circumstances and needs. In addition, remote learning instruction is provided to:

- Support students at higher risk
- Support students who cannot safely distance from household contacts at higher risk
- Support students who are practicing home isolation (due to symptoms and/or a positive test result)

### **Communication Plans**

Consistent communication from the school administration to the students, parents/guardians, and teachers/staff is essential to the success of the reopening plan and continuance of in-person instruction. The school administration provides weekly email guidance to parents/guardians.

All instances of confirmed COVID-19 cases (includes: student or staff members) are communicated via phone call and/or email to the Sacramento County Public Health Department. In addition, the school administration emails students, parents/guardians, and staff of confirmed cases and exposures while maintaining appropriate confidentiality.