

## SAN DIEGO UNIFIED SCHOOL DISTRICT PHASE ONE CHECKLIST

School Name: Gage Elementary  
School Address: 6811 Bisby Lake Ave  
Principal Name: Kathy Burns  
Vice Principal Name(s) (if applicable): Julia Martinez  
COVID-19 Compliance Assistant: Hedelia Rudd

This checklist was developed in consultation with the County of San Diego Health and Human Services Agency, Public Health Services and is based on guidance articulated by the California Department of Public Health in its [CDPH Guidance January 2021](#). This same checklist also covers the requirements needed for compliance with CAL-OSHA for a COVID Prevention Plan for its employees (CAL-OSHA requirement), the District's Injury and Illness Prevention Plan (IIPP) now has COV-19 addendum to address the requirements of CAL-OSHA.

The checklist describes each of the requirements that schools (district, charter, and private) in San Diego County must include in their COVID-19 Prevention Plan before resuming in-person instruction. The following checklist is a means of evaluating the school's COVID-19 Prevention Plan and demonstrating compliance with the state requirements. SDUSD Prevention Plan is outlined in the SDUSD [Phase One for Reopening: Campus Access Guide](#).

Please make sure you are adhering to all protocols and guidelines in the [Phase One for Reopening: Campus Access Guide](#).

**Checking the box to the left of each section indicates that the school has developed plans that address each of the elements described in the section.**

### 1. General Measures

- X A. The school has completed this COVID-19 Phase One Checklist and has posted this physically at the school site and online.
- i. For communicating information about COVID-19 infectious among students or staff, please contact your site nurse or cluster coordinator. You can also email: [sdusdnursing@sandi.net](mailto:sdusdnursing@sandi.net), and fill out the forms: [COVID-19 Illness and Testing Reporting Tool](#), [COVID-19 Contact Reporting Tool](#). You can also contact the San Diego County Public Health Department by calling 1-888-950-9905.
    - District contact tracing nurses will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts.
  - ii. Teachers and staff must complete a health and safety training prior to accessing the school campus. Staff must access through their individual [SafeSchools](#) portal.
  - iii. Teachers and other staff may only enter the site after completing the health screening process. The health screening is a daily process that should be done at home before coming to work and can be done through [ClearPass](#) or paper form.
  - iv. Designate a Covid Compliance Assistant to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The compliance assistant should be trained to coordinate the documentation and tracking of the site's preparedness.
  - v. Daily evaluation for compliance will be done by Hedelia Rudd (Compliance Assistant), via walk through, reports, etc. and reported on the electronic daily safety checklist.

B. The following external community organizations may use this campus as described:

\_\_\_\_\_ None \_\_\_\_\_

\_\_\_\_\_ (Name of agency, type of use). This has been approved by the Facilities Department. These external community organizations must follow school district guidance on COVID-19 Safety Procedures.

## SAN DIEGO UNIFIED SCHOOL DISTRICT PHASE ONE CHECKLIST 1



C. All parents are being educated to reach their family physician if a student or a household member of the student is particularly vulnerable to a COVID-19 infection and to base their decision on in-person education on that discussion with their physician. [Parent signature to understanding this step has been received before in person education.](#)

### 2. Promote Healthy Hygiene Practices

A. District will teach and reinforce [washing hands](#), [avoiding contact with one's eyes, nose, and mouth](#), and [mask coughs and sneezes](#) among students and staff in class. Please see [District grade-level appropriate health modules](#).

B. The routine for students and staff to regularly wash/sanitize their hands at staggered intervals is as follows:

BEFORE	AFTER
Preparing food (and during food preparation)	Preparing food
Eating	Blowing your nose, coughing, or sneezing
Touching your face	Touching your face
Using the restroom	Using the restroom
Putting on your face mask	Removing your face mask
Treating a wound	Treating a wound
Changing diapers or caring for someone else	Changing diapers or caring for someone else
Entering a room	Touching an animal, animal feed, or animal waste
	Touching garbage
	Being in public/coming home from school
	Enter a room

C. District provides adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face masks, and hand sanitizers with at least 60 percent ethyl alcohol for staff and

children who can safely use hand sanitizer.

X D. The school has a sufficient supply of face masks on site (cloth face coverings, disposable masks, face shields, and N95 when available) as well as protocols on when it should be used.

X E. The school has a sufficient supply of personal protective equipment (PPE) (gowns, gloves) on site necessary to protect employees as well as protocols on when it should be used.

X F. Site communication to strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- i. Protect the school community
- ii. Reduce demands on health care facilities
- iii. Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

### 3. Face Masks

X A. For students: Please refer to the [CDPH Guidance for the Use of Face Masks](#). During Phase One, all students must wear face masks at all times. For students who are unable to wear face masks safely, parents need to discuss with their special education site case manager.

- i. Teach and reinforce use of [face masks](#), face shields can be used in addition to face masks. Face shields do not replace face masks.
- ii. Students and staff should be frequently reminded not to touch the face mask and to [wash their hands](#) frequently.
- iii. See [District grade-level appropriate health modules for students](#) and [families](#) on [proper use, removal, and washing of cloth face masks](#)

## SAN DIEGO UNIFIED SCHOOL DISTRICT PHASE ONE CHECKLIST 2



X B. For Staff: The school's plans regarding staff use of face masks includes the following elements:

- i. All staff must use face masks in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.
- ii. In limited situations where typical face masks cannot be used for pedagogical or developmental purposes the staff must engage in the ADA process.
- iii. All persons handling or serving food must use gloves in addition to face masks.

### 4. Ensure Teacher and Staff Safety

X A. The school's plan to protect teachers and staff includes the following elements:

- i. Ensuring staff maintain physical distancing from each other is critical to reducing transmission between adults.
- ii. Ensure that all staff use face masks in accordance with CDPH guidelines and Cal/OSHA standards.
- iii. Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing the opportunity for the ADA process.
- iv. Conduct all staff meetings, professional development training and education, and other activities involving staff virtually.
- v. Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings. Please see the [Common area/Workroom Safety Guide here](#).

## 5. Intensify Cleaning, Disinfection, and Ventilation

A. Staff should clean frequently touched surfaces at school and on school buses at least daily. Disinfecting areas only needs to occur when a confirmed case has spent considerable time inside an area. Please see the [cleaning and disinfecting guidance](#) for more details.

B. The following is a list of the locations of school site's portable handwashing stations and free standing hand sanitizer dispensers placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.

i. Portable Hand washing station in cafeteria.

ii. Classroom handwashing stations in each classroom

iii. Hand sanitizing stations at entrance and exit

iv. Hand sanitizer in each classroom.

v.

C. Ensure proper ventilation. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality. Do not use ceiling fans. Please see the [Ventilation Summary](#) and [Ventilation Screencast](#) for more information.

D. Utilize portable high-efficiency air cleaners to increase the quality of air and ventilation in classrooms, offices, and other spaces when needed.

E. Take all drinking fountains out of service. [Take steps](#) to ensure that all bottled water dispensing and filling stations are safe to use after a prolonged facility shutdown to minimize the risk of waterborne diseases.

## 6. Implementing Distancing Inside and Outside the Classroom

A. The following procedures have been put in place regarding arrival and departure:

i. Maximize space between students and between students and the driver on school buses, and open bus windows to the greatest extent practicable. Ensure each bus is equipped with extra unused face masks on school buses for students who may have inadvertently failed to bring one.

ii. Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.

iii. Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.

iv. Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to

limit direct contact with others as much as practicable.  
v. Implement check in and verification of home health screenings of students and staff upon arrival at school. (See section 9)

- B. The following procedures have been put in place regarding in-classroom spaces:
- i. To reduce possibilities for infection, students must remain in the same space and in cohorts consistent with the [district/state cohorting guidance](#), including for recess and lunch.
  - ii. Prioritize the use and maximization of outdoor space for activities where practicable.
  - iii. Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as 6 feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing, or arranging desks in a way that minimizes face-to-face contact. See district guidance on classroom configuration.
  - iv. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
  - v. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
  - vi. Activities where there is increased likelihood for transmission from contaminated exhaled droplets, such as band and choir practice and performances, are not permitted indoors. Please see state [CDPH framework](#) for schools January 2021, page 23 for guidance on performing outdoors.
  - vii. Implement procedures for turning in assignments to minimize contact.

- C. The following procedures have been put in place regarding non-classroom spaces:
- i. Restrict nonessential visitors, no volunteers.
  - ii. Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
  - iii. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to enable physical distancing while passing.
  - iv. Hold recess activities in separated areas designated by class.
  - v. Regarding common areas/break rooms for staff: Please see the [Common area/Workroom Safety Guide here](#).

## 7. Limit Sharing

A. Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas. Ensure belongings are taken home each day.

B. Ensure adequate supplies to ensure no sharing of high-touch materials (electronic devices, clothing, toys, books and other games, learning aids, art supplies, equipment, etc.).

C. Avoid sharing as much as possible. Where sharing occurs, clean between uses.

## 8. Train All Staff and Educate Families

XA. A training module exists for the following (enhanced sanitation, physical distancing, masks, screening practices, COVID-19 symptoms and preventing the spread, when to seek medical attention, protect workers from COVID-19 illness).

- i. Administrator will ensure that each staff member is trained from [SafeSchools](#).
- ii. School communication to all families regarding [Parent Learning Menu](#) health modules.

#### 9. Check for Signs and Symptoms

X A. Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.

#### SAN DIEGO UNIFIED SCHOOL DISTRICT PHASE ONE CHECKLIST 4



X B. Instruct/inform staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.

X C. Implement a check in process for all staff and students entering the facility.

X D. School sites are monitoring staff and students throughout the day for signs of illness; send home students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other [COVID 19 symptoms](#). If checking temperatures, use a no-touch thermometer.

X E. Policies are in place to not penalize students/families and staff for missing school because of illness.

#### 10. Plan for When a Staff Member, Child or Visitor Becomes Sick

X A. An isolation room or area to separate anyone who exhibits symptoms of COVID-19 has been identified and is located here:     Outside near cafeteria exit gate.

X B. Any students or staff exhibiting symptoms should immediately be waiting in the isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

X C. School site has procedures to arrange for safe transport home and when to safely return to school when an individual is exhibiting COVID-19 symptoms:

- i. Fever
- ii. Cough
- iii. Shortness of breath or difficulty breathing
- iv. Chills
- v. Repeated shaking with chills
- vi. Fatigue
- vii. Muscle pain
- viii. Headache
- ix. Sore throat
- x. Congestion or runny nose
- xi. Nausea or vomiting
- xii. Diarrhea

xiii. New loss of taste or smell
X D. For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on <a href="#">CDC's webpage</a> .
X E. When there is a positive case of COVID-19 on campus, contact the site nurse and fill out the district forms: <a href="#">COVID-19 Illness and Testing Reporting Tool</a> , <a href="#">COVID-19 Contact Reporting Tool</a> . In the absence of the site nurse please contact cluster nurse coordinator or email <a href="mailto:sdusdnursing@sandi.net">sdusdnursing@sandi.net</a> for any questions. The district will notify the county while maintaining confidentiality as required by state and federal laws. Additional privacy information can be found <a href="#">here</a> . Central office nurse, in cooperation with the site school nurse, will inform school representatives regarding contact tracing.
X F. Close off areas used by any individual suspected of being infected with the virus that causes COVID-19. Contact the district Safety office or Nursing and Wellness department before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you <a href="#">clean and disinfect</a> . If it is not possible to wait 24 hours, wait as long as practicable. Ensure a <a href="#">safe and correct application</a> of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.
X G. Collaborate with the site school nurse to adhere to guidelines as to when sick students and staff may return.
X H. Ensure that all enrolled students have access to online learning. In addition, some students will also have access to campus.

## 11. Maintain Healthy Operations

### SAN DIEGO UNIFIED SCHOOL DISTRICT PHASE ONE CHECKLIST 5



X A. The school has plans that describe how it will: <ul style="list-style-type: none"> <li>i. Monitor staff absenteeism and have a roster of trained back-up staff where available.</li> <li>ii. Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional privacy guidance can be found <a href="#">here</a>.</li> </ul>
X B. When a student, teacher, or staff member tests positive for COVID-19 please report to the site nurse for further contact tracing, notification and instructions

### SAN DIEGO UNIFIED SCHOOL DISTRICT PHASE ONE CHECKLIST 6