



School Reopening Plan Submission Form

Please submit the district or school reopening plan together with this submission form to EOC-Schools@co.slo.ca.us to initiate the plan review and consultation by the Public Health Department. The review should be completed in approximately one week. School officials may contact Public Health for consultation at any time.

Name of District

Please include the following information for each school included in reopening plan:

School name	Grades	Total # of students	Total # of staff
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Please provide the name and contact information of the person Public Health may contact regarding this plan:

Date this plan was last updated:

Date plan submitted to Public Health for review and consultation:

Date district or school intends to reopen for in-person instruction:

Comments or questions:

On the following page, please complete the checklist and plan page references.

Plan Checklist

The plan should be consistent with the latest [schools and school-based programs guidance](#) from the California Department of Public Health (CDPH) and address the components listed below. Please reference the page number(s) of your plan that addresses each component.

	Current version of reopening plan is submitted together with this form.	
	Healthy Hygiene Practices - describe the availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into student and staff routines.	<i>Plan pg #</i>
	Face Coverings - describe how CDPH's face covering requirements for students and staff will be met and enforced.	<i>Plan pg #</i>
	Teacher and Other Staff Safety – describe how you will support higher risk staff through virtual work options and the conduct of staff to staff interactions.	<i>Plan pg #</i>
	Cleaning and Disinfection - describe how shared surfaces, including on buses, will be regularly cleaned and disinfected and how use of shared items will be minimized.	<i>Plan pg #</i>
	Ventilation and Use of Outdoor Spaces –describe how you will maximize ventilation through filtration and exposure to outdoor air.	<i>Plan pg #</i>
	Distancing – describe plans for maximizing space between students and staff and families at arrival and departure, inside and outside classrooms.	<i>Plan pg #</i>
	Sports and Extra Curricular Activities – describe how youth sports and physical education will be permitted only when physical distancing of at least six feet and a stable cohort can be maintained. Added 8/3/20	<i>Plan pg #</i>
	Sharing of Objects –describe plans for minimizing shared use of electronic devices, school supplies, student belongings and other items.	<i>Plan pg #</i>
	Cohorting - describe how students will be kept in stable groups with fixed membership that stay together for all activities (such as lunch, recess, etc.) and avoid contact with other groups or individuals who are not part of the cohort.	<i>Plan pg #</i>
	Training Staff and Educating Families - describe how staff and families will be educated on health hygiene practices, physical distancing, face coverings, health screenings, identifying COVID-19 symptoms, and notifying the school.	<i>Plan pg #</i>
	Health Screening and Isolation - describe how students and staff will be screened every day before school for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.	<i>Plan pg #</i>

Managing Cases –describe how you will work with the Public Health Department in support of case investigation and contact tracing such as creation and submission of line lists of exposed students and staff, rigorous attendance monitoring and communication with staff and families.		<i>Plan pg #</i>
Testing –describe how you will support the need for regular screening testing of staff.		<i>Plan pg #</i>
Identifying a Point of Contact – provide the name for each school of a designated person(s) to serve as the COVID-19 point of contact for staff, families, and the Public Health Department.		<i>Plan pg #</i>
Widespread Flu Vaccination –describe how the school will encourage seasonal flu vaccination in the fall among staff, students, and family. Added 8/3/20		<i>Plan pg #</i>
Triggers for Switching to Distance Learning –describe the criteria the superintendent or equivalent will use to determine when to physically close the school and prohibit in-person instruction. Added 8/3/20		<i>Plan pg #</i>
Communication Plans –describe how the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with FERPA and state and federal privacy requirements. Added 8/3/20		<i>Plan pg #</i>
Publish Reopening Plan –confirm the approved school reopening plan will be published on the school’s website. Added 8/3/20		<i>Plan pg #</i>

Resources

- CDPH and Cal/OSHA Guidance for Schools and School-Based Programs
<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>
- CDPH Guidance for the Use of Face Coverings
https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf
- CDPH Guidance on Returning to Work or School Following COVID-19 Diagnosis
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Returning-to-Work-or-School-Following-COVID-19-Diagnosis.aspx>
- CDPH Schools Guidance FAQs
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-FAQ.aspx>
- California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California’s Public Schools
<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>
- CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools
<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

Updated 10/6/20