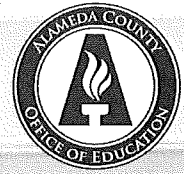


School Reopening Checklist



Instructions

The provisions on this checklist are based on your school reopening plans and requirements by the state and county health departments represented in the ACPHD/ACOE Guidance Document. Please submit this checklist with your reopening plan to ACOE at reopening@acoe.org. This will serve as your attestation that you are meeting the requirements for reopening under county health orders.

Does your plan provide contact information and reopening plan specifics?

- Name of School/District
- Address
- Superintendent or Head of School Name
- Date of Reopening
- Date of Submission
- School Type
- Name/Title/Email and Phone of COVID-19 liaison for my school/district

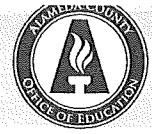
Health Order / Guidance

- Have school leaders familiarized themselves with the current health order from Alameda County Public Health?
- Have school leaders familiarized themselves with the ACOE/ACPHD guidance document?

Does your plan provide the following school information?

- Name and address of each school to be reopened
- Number of students returning at each school to be reopened
- Number of Staff returning (include teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, etc.) at each school to be reopened
- Grade levels served by the school(s) (include all)
- Grade levels proposed to be reopened

School Reopening Checklist



Does your plan address the following public health components?

SCHOOL/DISTRICT REOPENING PLAN IS POSTED

- Reopening Plan is posted prominently to the school or district's website

CLEANING, DISINFECTION AND VENTILATION

- Shared surfaces will be regularly cleaned and disinfected
- Use of shared items will be minimized
- Modifications will be made to increase the flow of fresh outdoor air within your school buildings

COHORTING

- Students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess)
- Minimize/avoid contact with other groups or individuals who are not part of the cohort

PHYSICAL DISTANCING

- Space and routines will be arranged to allow for physical distancing of students and staff

ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

- 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:

- CDPH and ACPHD's face covering requirements will be satisfied and enforced
- Availability to supply appropriate personal protective equipment to staff and students when needed

HEALTH SCREENINGS FOR STUDENTS AND STAFF:

- Students and staff will be screened for symptoms of COVID-19
- Ill students or staff will be separated from others and sent home immediately

School Reopening Checklist



Does your plan address the following public health components?

HEALTHY HYGIENE PRACTICES

- The availability of handwashing stations and hand sanitizer
- Their use will be promoted and incorporated into routines

IDENTIFICATION AND TRACING OF CONTACTS

- Actions that staff will take when there is a confirmed case
- School(s) have at least one designated staff (School Site Liaison) at their school site(s) to support contact tracing, such as creation and submission of lists of exposed students and staff to ACPHD and notification of exposed persons
- Each school must designate one person (a COVID Liaison) for the local health department to contact about COVID-19

STAFF TRAINING AND FAMILY EDUCATION

- Staff will be trained
- Families will be educated on the application and enforcement of the plan

TESTING OF STAFF

- Describe how staff will be tested periodically to detect asymptomatic infections (e.g. Screening Testing)

ACPHD recommends that teachers and staff are tested at a minimum of once per month

TRIGGERS FOR SWITCHING TO DISTANCE LEARNING

- The school or district leadership will use criteria to determine when to physically close the school and prohibit in-person instruction

COMMUNICATION PLANS

- School or district leadership will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA

[Handwritten Signature]
Signature of School/District Leader

Director
Title of School/District Leader

10/20/20
Date