

Date: 2-1-21

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Westerly School

Number of schools: 1

Enrollment: 172

Superintendent (or equivalent) Name: Dr. Lauren Plant

Address: 2950 E. 29th Street

Phone Number: 562-981-3151

Long Beach, CA 90806

Email: lplant@westerlyschool.org

Date of proposed reopening:
02/01/2021

County: Los Angeles

Current Tier: Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA: Private

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 5 consecutive days.

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

☒ I, Lauren Plant, 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?)

6 - 14 students and teachers

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

Zoom into classrooms to minimize exposure

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

Zoom electives (virtual classes)

☒ **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: 10 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:

Once a week for Purple Tier; once every 2 wks for Red/Orange/Yellow Tier

☒ 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:

Once a week for Purple Tier; once every 2 wks for Red/Orange/Yellow Tier

☒ **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: Westerly Faculty/Staff

Date: 08/01/2020

☒ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: Westerly Parent Association

Date: 08/01/2020

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

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

☐ **Local Health Officer Approval:** The Local Health Officer, for (state County) _____. County has certified and approved the CSP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

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 requires that the CSP be part of all return-to-school plans.

Dear Dr. Davis,

On behalf of the Westerly Parent Association, I am writing in support of Westerly School's application for a waiver to allow on-campus, in-person learning. Westerly School has been preparing for reopening since Westerly School elected to close the campus on March 12th of this year out of concern for the safety of our community. The school had made the decision to move to distance learning, prior to any other local schools, without any mandate, because Westerly recognized that was the best way to ensure the safety of our community, as much was unknown about COVID-19.

Westerly School's administrative team, faculty and community stakeholders have spent the last 6 months deeply entrenched in following the science, and have created and already been implementing gold-standard protocols to mitigate transmission on campus. In effort to maximize safety, the School has incorporated the most conservative approach possible when adopting the multiple safety measures, and takes seriously the responsibility of protecting our faculty, staff, students, and community at large. With those protocols in place, Westerly has, to-date, no documented transmission of COVID-19 on campus, since the administration team returned in June of this year, and students and staff returned for indoor Camp in early July of this year.

The Westerly Parents Association shares in the belief that enabling students to access in-person is vital for many of our families. Westerly School has made a significant investment of resources in order to be able to offer full time on-campus learning to all of our students but also has worked to inclusively have a virtual learning option for families who are not able to, or are not yet ready to have their child(ren) attend school on-campus. The school is also prepared for anticipated disruptions of on-campus learning as well, and has a distance/mobile learning curriculum which it is prepared to pivot to if needed. Through the Return to Campus Health & Safety protocols, along with the design and implementation of the Virtual Access program, Westerly is meeting the needs of *all students and families* who attend our school

There is agreement among all stakeholders, including the faculty and administration, that Westerly School is well prepared to take on the challenge of offering on campus, in-person learning during this pandemic. Westerly is committed, and prepared to partner with the health department to help mitigate the spread of COVID-19, while continuing to provide an on campus learning experience for students. We are hopeful that your review of our application will reflect the painstaking efforts and investments that have been made by the school to meet and surpass the guidance requirements, and that you will grant Westerly School a waiver for Kinder-6th grade, so the school is able to proceed implementing their plan to provide access to crucial, on-campus, in-person learning to meet the needs of Westerly families' children.

Sincerely,

Keisha Holland, J.D.

Westerly Parent Association President

Dear Dr. Davis,

The Westerly School Board of Trustees has voted unanimously in support of Westerly School's application for a waiver to allow on-campus, in-person learning. Westerly School has been preparing for reopening, since Westerly School elected to close the campus on March 12th of this year out of concern for the safety of our community. We had made the decision to move to distance learning, prior to any other local schools, without any mandate, because we knew it was the best way to ensure the safety of our community as much was unknown about COVID-19.

Under the leadership of our Head of School and multiple Board led committees, our administrative team, faculty and community stakeholders have spent the last 6 months, deeply entrenched in following the science, and have created and already been implementing what we believe to be gold standard protocols to mitigate transmission on campus. In effort to maximize safety, we have incorporated the most conservative approach possible when adopting the multiple safety measures, as we take seriously the responsibility of protecting our faculty, staff, students, and community at large. We are proud to report that with our protocols in place, we have to-date, no documented transmission of COVID-19 on campus, since our staff returned in June of this year, and students returned for indoor Camp in early July of this year.

We, like the American Academy of Pediatrics and the Health Departments, share in the belief that in-person learning is the best form of education for the majority of students. Westerly School has made a significant investment of resources in order to be able to offer full time on-campus learning to all of our students. In the spirit of inclusivity, we also have a virtual learning option for families who are not able to, or are not yet ready to have their child attend on campus. The school is also prepared for anticipated disruptions of on-campus learning as well, and has a distance/mobile learning curriculum which it is prepared to pivot to when needed.

There is consensus among all stakeholders, including the Board of Trustees, that Westerly School is well prepared to take on the challenge of offering on campus, in-person learning during this pandemic. Westerly is committed, and prepared to partner with the health department to help mitigate the spread of COVID-19, while continuing to provide an on campus learning experience for students. We are hopeful that your review of our application will reflect the painstaking efforts and investments that have been made by the school to meet and surpass the guidance requirements, and that you will grant Westerly School a waiver so we may be able to proceed with our plan to provide access to crucial, on-campus, in-person learning for our students.

Sincerely,

Shalu Gupta MD
Board Chair, Westerly School

Dear Dr. Davis,

The Westerly School faculty and administration is writing in support of Westerly School's application for a waiver to allow on-campus, in-person learning. Westerly School has been preparing for reopening, since Westerly School elected to close the campus on March 12th of this year out of concern for the safety of our community. We had made the decision to move to distance learning, prior to any other local schools, without any mandate, because we knew it was the best way to ensure the safety of our community as much was unknown about COVID-19.

Westerly School's administrative team, faculty and community stakeholders have spent the last 6 months deeply entrenched in following the science, and have created and already been implementing what we believe to be gold-standard protocols to mitigate transmission on campus. In effort to maximize safety, the School has incorporated the most conservative approach possible when adopting the multiple safety measures, and takes seriously the responsibility of protecting our faculty, staff, students, and community at large. We are proud to report that with our protocols in place, we have to-date, no documented transmission of COVID-19 on campus, since the administration team returned in June of this year, and students and staff returned for indoor Camp in early July of this year.

We, like the American Academy of Pediatrics and the Health Departments, share in the belief that in-person learning is the best form of education for the majority of students. Westerly School has made a significant investment of resources in order to be able to offer full time on-campus learning to all of our students. In the spirit of inclusivity, we also have a virtual learning option for families who are not able to, or are not yet ready to have their child attend on campus. The school is also prepared for anticipated disruptions of on-campus learning as well, and has a distance/mobile learning curriculum which it is prepared to pivot to if needed.

There is agreement among all stakeholders, including the faculty and administration, that Westerly School is well prepared to take on the challenge of offering on campus, in-person learning during this pandemic. Westerly is committed, and prepared to partner with the health department to help mitigate the spread of COVID-19, while continuing to provide an on campus learning experience for students. We are hopeful that your review of our application will reflect the painstaking efforts and investments that have been made by the school to meet and surpass the guidance requirements, and that you will grant Westerly School a waiver for Kinder-6th grade, so we may be able to proceed with teaching our students and implementing our plan to provide access to crucial, on-campus, in-person learning for our students.

Sincerely,

Westerly School Administration, Staff, and Faculty



Dear Dr. Davis,

As the Head of School at Westerly School in Long Beach, I am writing to advocate for a waiver to be granted to Westerly School to allow on-campus, in-person learning. We have, as a school, been preparing for reopening since Westerly School elected to close the campus on March 12th of this year out of concern for the safety of our community. We had made the decision to move to distance learning, prior to any other local schools, without any mandate, because we knew it was the best way to ensure the safety of our community as much was unknown about COVID-19.

It is in this same vein that I am hoping you recognize our prudence and commitment to the health, safety, and well-being of all our students, families, and faculty and staff member at Westerly.

Westerly School's administrative team, faculty and community stakeholders have spent the last almost 10 months deeply entrenched in following the science and emerging research, and have created and implemented gold-standard protocols to mitigate transmission on campus. In effort to maximize safety, the School has incorporated the most conservative approach possible when adopting the multiple safety measures, and takes seriously the responsibility of protecting our faculty, staff, students, and community at-large. We are proud to report that with our protocols in place, we have to-date, no documented transmission of COVID-19 on campus, since the administration team returned in June of this year, and students and staff returned for indoor Camp in early July of this year.

I, like the American Academy of Pediatrics and the Health Departments, share in the belief that in-person learning is the best form of education for the majority of students. Westerly School has made a significant investment of resources in order to be able to offer full-time on-campus learning to our students. In the spirit of inclusivity, we also have a virtual learning option for families who are not able to, or are not yet ready to have their child attend on campus. The school is also prepared for anticipated disruptions of on-campus learning as well, and has a distance/mobile learning curriculum which we are prepared to pivot to as needed.

We recognize that it is a complicated time in the evolution of COVID-19 and its impact on the Los Angeles County community. That being said, we have followed the data and believe, as the evidence suggests, that having students on-campus with gold-standard safety protocols in place

effectively mitigates risk of transmission while enabling children to engage in healthy and vital learning and socialization activities.

There is agreement among our Westerly School stakeholders, including the Board of Trustees, Westerly Parent Association, and the Westerly faculty and administration, that Westerly School is well prepared to offer on campus, in-person learning during this pandemic. I am committed and prepared to partner with the health department to help mitigate the spread of COVID-19, while continuing to provide an on-campus learning experience for students. We are hopeful that your review of our application will reflect the painstaking efforts and investments that have been made by the school to meet and surpass the guidance requirements, and that you will grant Westerly School a waiver for Kinder-2nd grade, so we may be able to proceed with teaching our students and implementing our plan to provide access to crucial, on-campus, in-person learning for our students.

Sincerely,

A handwritten signature in dark ink, appearing to be 'Dr. Lauren Plant', with a long horizontal flourish extending to the right.

Dr. Lauren Plant
Head of School
Westerly School



2020-21 Westerly School Return to Campus Plan

Overview & Rationale

Westerly School has prepared this document to outline our practices and protocols to facilitate the safety, health, and wellness of the students, families, faculty, and staff participating in on-campus school for the 2020-21 school year. As health experts continue to learn more about COVID-19, this document will be amended accordingly.

Westerly's practices and protocols highlighted in this document are based upon the following rationale:

- Decrease transmission of COVID-19
- Create a culture of safety through partnership with families to protect their child(ren), other children, and faculty/staff
- Community Core Values: Responsibility, Kindness, Adaptability

Dates: Please find important dates for the 2020-21 school year here: bit.ly/westerlycal

Online Learning Option (Virtual Access)

Westerly School will be offering virtual access to Westerly classrooms. Students who participate virtually will be able to access all of their classes and teachers in real time with the exception of Physical Education. There is no difference in cost between our virtual access option and on-campus program. Westerly will work with families who have children with health-related conditions on a case-by-case basis, should they need to switch between on-campus and virtual access, in order to preserve the continuity of instruction, supplies, and the cohort model.

Drop-off

- Prior to morning drop-off, each family must attest that their child is well and does NOT have any of the following conditions:
 - fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting or diarrhea
 - If your child displays any of these symptoms, please keep them at home and inform the school.
- Drop-off will be by valet ONLY in the front parking lot of Westerly School.
- **Drivers must remain in their car with masks on** or windows closed to promote physical distancing.
 - Driver must verbally attest that the student(s) are symptom free.
 - Driver should roll down the student's window for their temperature to be taken; **students must wear masks**
- Students must remain in the car until Westerly personnel take their temperatures using non-contact thermometers.
- After the student's temperature is taken, if the temperature is below 100.4°F/38°C, the student may exit the car and enter campus through the marked entry.
- Staggered drop-off times and entrances for students.



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Pick-up

- Pick-up will be by valet ONLY in the front parking lot of Westerly School
- **Drivers must remain in their car with masks on** or windows closed to promote physical distancing.
- Students will be directed to their driver's vehicle by Westerly personnel
- Staggered pick-up times and locations for students.

Snack & Lunch

- Please pack a healthy snack for your child to eat during recess each day.
- You may pack a lunch for your child OR order from [Choice Lunch](#).
- Choice Lunch has new safety protocols in place that will enable families to order the main course and sides ahead of time.
- Systems will be in place to ensure physical distancing when students receive their Choice Lunch orders.
- No outside vendor food deliveries to the campus will be allowed.
- Pizza will not be served on Fridays in the beginning of the school year. An announcement will be made when we are able to resume Pizza Fridays in a safe, physically distanced manner.
- Lunch times will be staggered by grade level and cohort.
- Lunch will take place across campus (beyond the regular lunch areas) to ensure proper physical distancing.

Overview of Logistical Campus Safety Plans

- Restrict campus access to mainly students and employees
- Implement separate campus ingress and egress plans
- Post signage for reminders of safety precautions
- Remove self-service drinking fountain stations (water bottle refill stations will be available)
- Add sanitation stations, including portable hand washing stations and hand sanitizing stations, throughout the campus
- Create isolation areas for sick students/faculty
- Increase the frequency of school facilities sanitization
- Remove non-essential shared objects (sporting equipment, class desktop computers, classroom materials) from shared spaces
- Increase ventilation by opening the classrooms' nano doors when climate permits
- Remove hand dryers in restrooms
- Implement ongoing training of all faculty/staff and provide education for families
 - Enhanced sanitization practices
 - Physical distancing guidelines and their importance
 - Use of face-coverings
 - Screening practices
 - COVID-19 specific symptom identification
- Implement physical distancing, face coverings, hand hygiene, and screening protocols for all faculty and staff on campus



2020-21 Westerly School Return to Campus Plan

On-campus Practices for Physical Distancing

- Seating arranged for physical distancing in classrooms
 - Minimum of 6 feet between desks
 - Desks arranged to avoid students sitting face-to-face
- Signage with physical distancing reminders posted in classrooms and shared spaces
- Cohorts restricted to groups of 15
- Student movement reduced (students stay in the same cohorts throughout the day and teachers move to students when required)
- Maximum occupancy of shared spaces reduced (lunch areas, playgrounds)
- Maximum occupancy of spaces with higher risk of exposure reduced (bathrooms)
- One-way traffic patterns created in walking areas and other high-traffic areas (utilizing signage and visual cues)
- Closure/modified use of non-essential shared spaces
- Fewer students and physical distancing in outdoor assemblies
- Suspension of team athletics (until allowed by Long Beach Department of Health)
- Limitation of outside visitors, vendors, and student family members from entering campus
- Limit number of adults congregating in shared communal spaces

On-campus Practices and Protocols for Face Coverings and Hand Hygiene

- Face coverings required and to be worn by all students, teachers, and anyone else on campus.
 - Cloth face mask mandatory for faculty/staff in classrooms and public spaces
 - Cloth face mask mandatory for ALL K-8th Grade students
 - Face shields may be worn IN ADDITION TO cloth face masks
- Hand Washing/sanitizing protocol
 - Hands washed for a minimum of 20 seconds at regular intervals
 - Hand sanitizer provided to students and teachers throughout the campus
 - 3 mL of hand sanitizer used per application'
 - Mandated hand washing/sanitizing for students and teachers before entering campus
 - Mandatory use of hand sanitizer for students and teachers before and after touching shared objects
 - Mandated hand washing after restroom usage
 - Mandated hand washing/sanitizing upon each entry/exit from classroom
 - Mandated hand washing/sanitizing before and after food consumption
 - Mandated hand washing/sanitizing before and after mask wear/removal
 - Signage posted for reminders of best practices for hand hygiene



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Practices and Protocols for Sanitization of Facilities

- Sanitization of the entire campus through surface cleaning with disinfectant wipes before, during, and after the school day
- Use of sanitization fogger as needed
- Bathroom sanitization every 2 hours during the school day
- High touch areas, including door handles and push bar, sanitization every 2 hours during the school day
- Signage with sanitization protocols posted in every classroom
- All sanitizing products utilized are on the EPA approved list of disinfectant cleansers for COVID-19

Practices and Protocols for Screening/COVID-related Health Safety

- Community education and partnership to keep sick children at home and communicate to the school if a child has fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, or diarrhea
- Mandatory Weekly COVID surveillance testing for all on-campus faculty, staff, and students
- Community education regarding influenza vaccinations
- School personnel (while wearing appropriate PPE) will check all faculty/staff temperatures and screen for Covid-related symptoms before allowing entry on campus
- School personnel (while wearing appropriate PPE) check student temperatures before allowing entry on campus
- Return-to-school protocols
 - *Standard return guidelines*
 - Must not have a fever or symptoms for 24 hours (without use of fever reducing medication) AND it has been 10 calendar days since symptoms first appeared
 - OR Physician release to return with alternative diagnosis (e.g. child with known asthma/allergy diagnosis sent home for cough that responded to appropriate treatment)
 - *With COVID-19 positive testing (with symptoms)*
 - No fever for 72 hours (without use of fever reducing medication) AND Symptoms have improved AND 10 calendar days since symptoms first appeared
 - *With COVID-19 positive testing (without symptoms)*
 - Symptom free for 10 calendar days from day of positive test
 - *Self-quarantine following close contact-exposure to a known positive person*
 - If a student or employee has recently had close contact with a person diagnosed with COVID-19 (i.e. person in the same cohort/classroom, or within a household) it is recommended that person self-quarantines for 14 days and monitors any development of symptoms. Long Beach Department of Public Health will be notified and will provide guidance for modification as needed.
- Return to school after air travel or travel out of California
 - **Families must advise the school of air travel or travel outside the state**, as this may require a 10-day quarantine after returning home if deemed necessary by public



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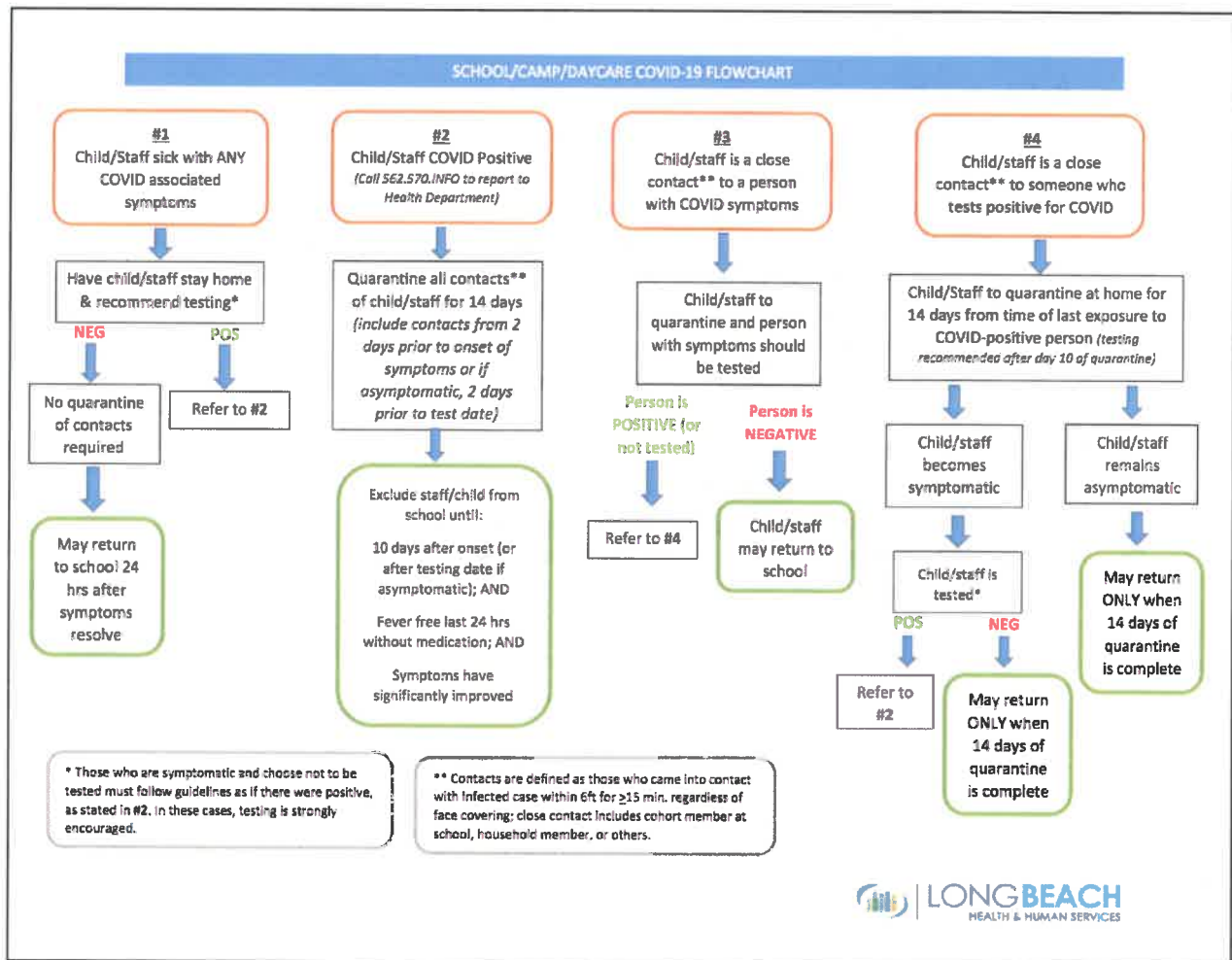
health standards at the time

- All faculty/staff/students entering campus must complete a daily health certification via a mobile application or paper.

At-home Safety Practices

- Morning Health screening (temperature/symptom check)
 - Keep child(ren) at home if they exhibit any symptoms of sickness including, fever 100.4°F/38°C or above, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting or diarrhea
- Face Covering and Hand Hygiene Practices
 - Provide child(ren) with a clean face covering each day of school
 - Practice Hand Hygiene at home
- Ongoing Education
 - Review safety practices daily with your child(ren)
 - Remind child(ren) of physical distancing practices
- Review any symptoms requiring attention of teachers/staff

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References

- [American Academy of Pediatrics: COVID-19 Planning Considerations: Return to In-person Education in Schools](#)
- [California Department of Education: A Guidebook for the Safe Reopening of California's Public Schools](#)
- [California Department of Public Health: COVID-19 Industry Guidance: Schools and School-Based Programs](#)
- [Center for Disease Control: Schools and Day Camps](#)
- [EPA Guidance for Cleaners/Disinfectants](#)
- [Long Beach Department of Health](#)
- [Los Angeles County Schools: A Planning Framework for the 2020-21 School Year](#)
- [World Health Organization Guidance for COVID-19 Prevention and Control In Schools](#)