

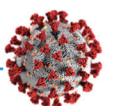
# Elementary School Waiver Checklist to Return to In-Class Instruction:

Once CCHS begins accepting elementary school waivers, we will need to know that the following plans are in place. Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, and have been published on the website of the local educational agency (or equivalent):

- WEBSITE WHERE SCHOOL/DISTRICT REOPENING PLAN IS POSTED:** If plan is not posted to website, please email plan to [schoolwaiver@cccoc.k12.ca.us](mailto:schoolwaiver@cccoc.k12.ca.us).
- CLEANING AND DISINFECTION:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.
- COHORTING:** How students will be kept in small, 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 cohort.
- 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.
- 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 use will be promoted and incorporated into routines.
- 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.
- 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 STUDENTS AND 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. Describe how staff will be tested periodically to detect asymptomatic infections.
- TRIGGERS FOR SWITCHING TO DISTANCE LEARNING:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.
- 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.

**RESPONSE**  
Coronavirus (COVID-19)

CONTRA COSTA  
HEALTH SERVICES



[cchealth.org/coronavirus](https://cchealth.org/coronavirus)