

STATE AND COUNTY REPORTING HIGHLIGHTS*

DOCUMENT	DESCRIPTION	DUE DATE	HOW OFTEN?	(G)uidance or (R)equired	
COVID PREPAREDNESS PLANNING					
1.	<p>COVID-19 Safety Plan (CSP) (Part One)</p> <p>(1) Cal/OSHA COVID19 Prevention Program (CPP)</p>	On December 1, 2020, Cal/OSHA’s Emergency Temporary Standards requiring employers to protect workers from hazards related to COVID-19 went into effect. The regulations require that employers, including schools, establish and implement a written CPP to address COVID-19 health hazards, correct unsafe or unhealthy conditions, and provide face coverings.	Need to post plans to school or LEA’s webpage five days before reopening but can be posted earlier than that if desired	Once	<p style="color: red;">(R) State</p> <p>Direct Link for more information. Scroll down to page 9</p> <p>Form to Download and Submit Scroll down to heading: COVID-19 Safety Plan Components</p>
2.	<p>CSP (Part Two)</p> <p>(2) COVID-19 School Guidance Checklist</p>	In addition to the CPP, a COVID-19 School Guidance Checklist must be included and be posted online.	Need to post plans to school or LEA’s webpage five days before reopening, but can be posted earlier than that if desired	Once	<p style="color: red;">(R) State</p> <p>Direct Link for more information. Scroll down to page 9</p> <p>Link for Form</p>

* NOTE: This chart is not an exhaustive list of all County and State reporting requirements. There may be other reporting requirements to meet other state laws that apply to schools. This highlights the main reporting requirements for school reopening.

3.	Social Distancing Protocol	The Revised Social Distancing Protocol contains up-to-date public health measures designed to help prevent the spread of COVID-19 at business facilities, including school campuses, in the County.	Before opening and must be revised if completed before October 11, 2020	Once and updated as required by the Public Health Department	(R) County , per Health Officer's Risk-Reduction Order Direct Link for more information
4.	School Preparedness Plan Summary	The School Preparedness Plan provides the Public Health Department with information regarding key mitigation measures implemented by your school, and it enables printing of a summary reference for your school community and a green apple demonstrating completion of the school preparedness form.	Post the school preparedness plan summary and green apple before opening or shortly after reopening for in-person instruction.	Once and updated as requested by the Public Health Department	(G) County See instructions page for more information: https://powerforms.docusign.net/f926a49f-3006-49ee-8515-d498937ffc92?env=na2&acct=4413ff6c-07d8-4a15-bcd1-ea35455a9c9b

TIMELINE FOR CASE REPORTING TO COUNTY PUBLIC HEALTH DEPARTMENT

5.	COVID-19 Positive Case Reporting for schools, athletics, and programs	<p>Report onsite positive COVID-19 cases and close contacts within 4 hours.</p> <p>The Health Officer has issued a new Mandatory Directive for Case Reporting by K-12 Schools, Youth Athletic Programs, and Other Youth Programs.</p> <p>Programs with one or more youth participants still must report immediately to the County Public Health Department if any program participant tests positive for COVID-19.</p>	Within 4 hours after learning of a positive case	Ongoing	(R) County (State requires reporting within 24 hours, but the County's more restrictive requirement applies.) Link to Report
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IN-PERSON INSTRUCTION SURVEY					
6.	California Department of Public Health Reporting Regarding In-Person Instruction	<p>Beginning January 25, 2021, every local educational agency (school district, county office of education, and charter school, and private school) in California shall notify the California Department of Public Health whether it is serving students in-person. Specifically, the local educational agency or private school shall report the following information:</p> <ul style="list-style-type: none"> • Grades served • Primary mode of instruction • Is there at least one grade level offering in-person? (Y/N) • Timeline for hybrid/in-person • Is COVID Safety Plan posted? • Student enrollment • # of students by mode of instruction 	This reporting shall continue every other Monday (or the Tuesday immediately following, if the Monday is a state holiday) until this directive is modified or rescinded.	Ongoing	<p>(R) State</p> <p>Registration Link</p> <p>CCEE Overview Slides for Data Entry CCEE Webinar Recording</p>

Resources:

1. [California Department of Public Health Directive](#)
2. [CDPH Expectations and Framework](#)
3. [Mandatory Directive for Case Reporting by K-12 Schools, Youth Athletic Programs, and Other Youth Programs](#)