

# STATE AND COUNTY REPORTING HIGHLIGHTS\*

DOCUMENT	DESCRIPTION	DUE DATE	HOW OFTEN?	(G)uidance or (R)equired
<b>COVID PREPAREDNESS PLANNING</b>				
1.	<p><b>COVID-19 Safety Plan (CSP) (Part One)</b></p> <p><b>(1) Cal/OSHA COVID19 Prevention Program (CPP)</b></p>	<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.</p>	<p>Need to post plans to school or LEA’s webpage <b>five days before reopening</b> but can be posted earlier than that if desired</p>	<p>Once</p> <p>(R) State</p> <p><a href="#">Direct Link</a> for more information. Scroll down to page 9</p> <p><a href="#">Form to Download and Submit</a> Scroll down to heading: <b>COVID-19 Safety Plan Components</b></p>
2.	<p><b>CSP (Part Two)</b></p> <p><b>(2) COVID-19 School Guidance Checklist</b></p>	<p>In addition to the CPP, a COVID-19 School Guidance Checklist must be included and be posted online.</p>	<p>Need to post plans to school or LEA’s webpage <b>five days before reopening,</b> but can be posted earlier than that if desired</p>	<p>Once</p> <p>(R) State</p> <p><a href="#">Direct Link</a> for more information. Scroll down to page 9</p> <p><a href="#">Link for Form</a></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.

4.	<b>School Preparedness Plan Summary</b>	The School Preparedness Plan provides the PublicHealth 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 greenapple demonstrating completion of the school preparedness form.	<b>Post the school preparedness plan summary and green apple before opening or shortly after reopening for in-person instruction.</b>	Once and updated as requested by the Public Health Department	<b>(G) County</b>  See <a href="#">instructions page</a> for more information: <a href="https://powerforms.docusign.net/f926a49f-3006-49ee-8515-d498937ffc92?env=na2&amp;acct=4413ff6c-07d8-4a15-bcd1-ea35455a9c9b">https://powerforms.docusign.net/f926a49f-3006-49ee-8515-d498937ffc92?env=na2&amp;acct=4413ff6c-07d8-4a15-bcd1-ea35455a9c9b</a>
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**TIMELINE FOR CASE REPORTING TO COUNTY PUBLIC HEALTH DEPARTMENT**

5.	<b>COVID-19 Positive Case Reporting for schools, athletics, and programs</b>	<p><b>Report onsite positive COVID-19 cases and closecontacts within 24 hours.</b></p> <p>The Health Officer has issued a new MandatoryDirective 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 PublicHealth Department if any program participant tests positive for COVID-19.</p>	Within 24 hours after learning of a positive case	Ongoing	<b>(R) State</b>  <a href="#">Direct Link</a> for more information. Scroll down to page 51.  <a href="#">Link to Report</a>
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IN-PERSON INSTRUCTION SURVEY					
6.	<b>California Department of Public Health Reporting Regarding In-Person Instruction</b>	<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"> <li>• Grades served</li> <li>• Primary mode of instruction</li> <li>• Is there at least one grade level offering in-person? (Y/N)</li> <li>• Timeline for hybrid/in-person</li> <li>• Is COVID Safety Plan posted?</li> <li>• Student enrollment</li> <li>• # of students by mode of instruction</li> </ul>	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><a href="#">Registration Link</a></p> <p><a href="#">CCEE Overview Slides for Data Entry CCEE Webinar Recording</a></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](#)