



CENTRALIA ELEMENTARY  
SCHOOL DISTRICT  
6625 La Palma Avenue  
Buena Park, CA 90620  
www.cesd.us

**NOTE: Gatherings are defined as meetings or other events that bring together people from different households at the same time in a single space or place, indoor or outdoor. When people from different households mix, this increases the risk of transmission of COVID-19. To protect public health and slow the rate of transmission of COVID-19, gatherings other than religious events, cultural events or civil protest are not permitted across the state of California until further guidance is issued by the California Department of Public Health.**

- 10/9/2020 OC Health Care Agency Dr. Clayton Chau

### **SCHOOL/COMMUNITY DRIVE THRU EVENT PROTOCOLS - NON SCHOOL HOURS**

*CESD recognizes the importance of celebratory school wide events that enhance school/community connectedness. Often, these events are organized and supported through the volunteer efforts of PTAs and PTSOs. This document serves to provide guidance and direction to our PTA/PTSO and other groups who may wish to help develop certain programs. In consideration of the COVID-19 pandemic, attention to health and safety protocols is a non-negotiable. Due to the evolving nature of this pandemic, information included in this document is subject to change.*

Centralia Elementary School District is committed to the health and safety of our students and community. With the start of in-person learning, we understand the need for community building events outside of school hours. As the state of California has not yet lifted the non-essential gatherings restrictions, we must look to the guidance from the CDC in order to permit safe gatherings.

CDC offers the following considerations to help protect individuals and their communities from COVID-19. These considerations are meant to supplement—not replace—any California or Orange County health and safety laws, rules, and regulations with which holiday gatherings must comply.

Celebrating events virtually or with members of your own household poses low risk for virus spread. In-person event gatherings pose varying levels of risk. Event organizers and attendees should consider the risk of virus spread based on event size and use of mitigation strategies, as outlined in the Considerations for Events and Gatherings on the CDC website\*.

CDC, Updated 9/21/2020 Holiday Celebrations <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays.html>

\*CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

Please review the following recommendations as well as established CESD protocols that are currently in place (as of October 8, 2020). Please note that all recommendations and protocols are subject to change.

<b>CDC Recommendation</b>	<b>CESD Required Protocols</b>
<p><b>Community levels of COVID-19</b> – Higher levels of COVID-19 cases and community spread in the gathering location, as well as where attendees are coming from, increase the risk of infection and spread among attendees. Family and friends should consider the number and rate of COVID-19 cases in their community and in the community where they plan to celebrate when considering whether to host or attend a holiday celebration.</p>	<p><i>Non-school hour events may be considered only in zip codes located in areas that are Red, Orange and/or Yellow for both Case Rate &amp; Positivity Rates. Any zip code that reverts to Purple in either Case Rate or Positivity Rate will have to move to only virtual events.</i></p> <p><i>Events that are district wide must have all zip codes Red/Orange/Yellow to proceed.</i></p> <p><i>All event requests must be submitted to the Superintendent’s Office no later than three weeks prior to the event.</i></p>
<p><b>The location of the gathering</b> – Indoor gatherings generally pose more risk than outdoor gatherings. Indoor gatherings with poor ventilation pose more risk than those with good ventilation, such as those with open windows or doors.</p>	<p><i>Events may only be held outdoors until further notice.</i></p> <p><i>No public restrooms will be available. Site principals may designate one (1) indoor space for volunteer use for personal items or for staging event items, as well as one restroom for volunteer use.</i></p>
<p><b>The duration of the gathering</b> – Gatherings that last longer pose more risk than shorter gatherings.</p>	<p><b>Event times:</b></p> <p><i>All evening events that take place Monday through Friday can start no earlier than 3:30 PM to allow nonparticipating staff the time to leave the campus and need to end by 6:00 PM in order to be compliant with cleaning and sanitizing protocols.</i></p> <p><i>In order to limit large crowds at one time, please stagger the times/ intervals, i.e.: broken down by grade.</i></p> <p><i>EOC-HCS will review timeframe to evaluate</i></p> <ul style="list-style-type: none"> <li>• <i>Brief exposure amongst guests</i></li> <li>• <i>Cleaning/sanitizing time during and after event</i></li> <li>• <i>Staggering timing of event to minimize crowding</i></li> </ul>
<p><b>The number of people at the gathering</b> – Gatherings with more people pose more risk than gatherings with fewer people. CDC does not have a limit or recommend a specific number of attendees for gatherings.</p>	<p><i>Currently, CESD will limit PTA/PTSO volunteers to six (6) per event. Volunteers must comply with all district COVID-19 protocols:</i></p> <ul style="list-style-type: none"> <li>• <i>Full compliance with the District’s mask policy (appropriate mask worn covering nose and mouth)</i></li> <li>• <i>Temperature check and online screening attestation on the day of the event to be verified by site Principals that volunteers are well and symptom-free</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Gloves are to be worn when handling items</i></li> <li>• <i>Frequent use of and readily available hand sanitizer</i></li> </ul> <p><i>Each event organizer is responsible for providing their own PPE for volunteer and community use:</i></p> <ul style="list-style-type: none"> <li>• <i>Hand sanitizer</i></li> <li>• <i>A supply of disposable masks and gloves</i></li> <li>• <i>Sanitizing/cleaning wipes/products</i></li> </ul> <p><i>If school staff are used to support the event, that number is to be limited to allow for 6ft or more social distancing. Safe distances are to be marked off in chalk or tape by the event planners.</i></p>
<p><b>The locations attendees are traveling from</b> – Gatherings with attendees who are traveling from different places pose a higher risk than gatherings with attendees who live in the same area.</p>	<p><i>School events must be restricted to enrolled students, their families and staff.</i></p>
<p><b>The behaviors of attendees prior to the gathering</b> – Gatherings with attendees who are not adhering to social distancing (staying at least 6 feet apart), mask wearing, hand washing, and other prevention behaviors pose more risk than gatherings with attendees who are engaging in these preventative behaviors.</p>	<p><i>Organization leaders must comply with adherence to all guidelines regarding social distancing, mask wearing, hand washing/sanitizing, and comply with all other CESD directions. Failure to comply will result in an attendee being banned from the event or the cancellation of the event.</i></p> <p><b><u>Treats or Giveaways:</u></b></p> <p><i>All Items must be store-bought and prepackaged. Non-edible items are preferred (pencils, erasers, stickers, etc.). Giveaway items must be approved in advance. If giveaway bags are to be assembled, the following protocol is required:</i></p> <ul style="list-style-type: none"> <li>• <i>Persons assembling must meet volunteer guidelines (see # 4)</i></li> <li>• <i>Before handling any treats/giveaways, hands must be washed/sanitized and gloved</i></li> <li>• <i>Masks must be worn. Costume masks, neck gaiters, face shields, and bandanas are not appropriate masking.</i></li> <li>• <i>Treats/Giveaways are to be given at the end of the drive thru, to encourage lines to keep moving.</i></li> </ul>
<p><b>The behaviors of attendees during the gathering</b> – Gatherings with more preventive measures, such as mask wearing, social distancing, and hand washing, in place pose less risk than gatherings where fewer or no</p>	<p><i>All events must comply with district expectations and all communications with families will include the following:</i></p> <ul style="list-style-type: none"> <li>• <i>Everyone MUST wear an appropriate mask. Costume masks, neck gaiters, face shields, and bandanas are not appropriate masking.</i></li> </ul>

<p>preventive measures are being implemented</p>	<ul style="list-style-type: none"> <li>• <i>Do not attend if you are not well.</i></li> <li>• <i>Drive-Thru: Do not exit your vehicle during the event.</i></li> <li>• <i>Walk-Thru: Maintain social distancing of 6 ft or more</i></li> <li>• <i>Restrooms will not be open for the public.</i></li> </ul> <p><b>Signage:</b></p> <ul style="list-style-type: none"> <li>• <i>Event coordinators must have event signage up during the event to remind participants to stay in vehicles, wear masks, not to congregate and not to participate if they are sick. Samples of the signage must be provided. Only well students/families may attend.</i></li> <li>• <i>All attendees must wear a face covering (face mask) in the proper form. Costume masks, as well as neck gaiters, face shields or bandannas are not appropriate masking.</i></li> <li>• <i>Maintain social distancing of 6 feet</i></li> <li>• <i>Carry/use hand sanitizing liquid as items are shared</i></li> <li>• <i>Participants must stay in vehicles and may not congregate</i></li> </ul> <p><b>Volunteers must:</b></p> <ul style="list-style-type: none"> <li>• <i>Submit to health screening</i></li> <li>• <i>Take temperature both at home and onsite</i></li> <li>• <i>Wear a face covering</i></li> <li>• <i>Have a badge/vest/matching shirts to be readily identifiable</i></li> </ul>
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From **Considerations for Events and Gatherings**, CDC, Updated July 7, 2020  
<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

***The risk of COVID-19 spreading at events and gatherings increases as follows:***

**Lowest risk:** Virtual-only activities, events, and gatherings.

**More risk:** Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear masks, do not share objects, and come from the same local area (e.g., community, town, city, or county).

**Higher risk:** Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.

**Highest risk:** Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.



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## EOC- HCS: CELEBRATIONS/EVENT APPLICATION & CHECKLIST

Each school site principal needs to review the proposed plan and be the first evaluation for safety and compliance before the request comes to the Emergency Operations Committee for consideration.

Events for consideration, once approved by the Principal, need to be submitted to the Superintendent's Office 3 weeks prior to the event.

Name of Organization

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School

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Date

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Name of Organizer

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Email \_\_\_\_\_ Phone # \_\_\_\_\_

Briefly describe event requested:

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Date of Event

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Time of Event

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Number of non-staff volunteers for the entire event

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Campus Location of Event

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Will an indoor space or bathroom be needed for volunteer use during the event?: YES NO  
If YES, please note the areas designated by your Principal for your use:

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Please describe the routes that participants will take, keeping considerations that some may be on foot or on bikes. There should be at least 2 one way only paths (one for vehicles and one for pedestrian traffic). You can attach a separate document with this information:

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Principal Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please make sure that you have reviewed all the criteria that your event will be evaluated on. If items need to be addressed for compliance, the Superintendent's office will reach out to your Principal.

**APPLICATION/CHECKLIST FOR COMMITTEE EVALUATION**

*This section to be completed by Principal & EOC/HCS*

CDC Recommendation	<i>CESD Recommendation</i>	<i>PRINCIPAL M= Meets O=Does not Meet</i>	<i>EOC/HSC M= Meets O=Does not Meet</i>
<b>Community levels of COVID-19 –</b>	<i>Case rates are in range</i>		
<b>The location of the gathering –</b>	<i>Outdoor only</i>		
<b>The duration of the gathering –</b>	<i>Event times are starting after staff leave and concludes by 6:00 p.m. Staggered event access times Cleaning and sanitizing high traffic during event</i>		
<b>The number of people at the gathering –</b>	<i>Six (6) or less volunteers Full compliance screening, masking, PPE and temperature screens PPE is available Safe distances marked out Signage and posters are all compliant and samples reviewed</i>		
<b>The locations attendees are traveling from –</b>	<i>School events must be restricted to enrolled students, their families and staff.</i>		
<b>The behaviors of attendees prior to the gathering –</b>	<i>Organization leaders must comply with adherence to all guidelines Treats/Giveaways are confirmed and compliant Process to create giveaways followed</i>		
<b>The behaviors of attendees during the gathering –</b>	<i>All events must comply with district expectations and school site safety policy Principal in attendance at event</i>		

EOC –HCS Notes:

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Approved \_\_\_\_\_ Denied \_\_\_\_\_ Signed \_\_\_\_\_ Chair