

St. Theresa School  
4850 Clarewood Drive  
Oakland, California 94618  
510-547-3146

Principal  
Kathleen Murphy

Date of reopening – November 4th, 2020

Date of Submission – October 16, 2020

School Type - Faith-Based Catholic School

COVID Co-Liaison -

Kathleen Murphy

Principal

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And

Barbara Ulbrich

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# School Reopening Plan for St. Theresa School

The health and safety of our students and staff is our priority. Our plans were developed using the guidelines from the state and county. We will update the safety guidelines as they evolve. Our two committees for Health & Safety and Facilities will also review regularly our campus needs.

Back To School Strategies and Tips:

- [Reopening with COVID-19: Promote Healthy Behaviors](#)
- [Maintaining Healthy Operations](#)

## **Cleaning, Disinfection and Ventilation:**

Our school will adhere to the disinfection guidelines developed by the California Department of Public Health (CDHP) and the Centers for Disease Control and Prevention (CDC) for classrooms, workspaces, outdoor spaces, playgrounds, etc. Prior to returning to in-person instruction, the school received a deep cleaning on October 9, 2020. All the buildings were disinfected, including classrooms, using a commercial cleaning service. Electrostatic spraying method using the “N” level of sanitizing chemical per the CDC requirements, will be completed as part of this process. This is the highest level of cleaning, combining the cleaning and disinfecting into one product

Daily cleaning will be done by our janitorial service on school days after school hours to ensure that each day will start with newly sanitized classrooms and common areas. There will be daily cleaning and disinfecting of high touch hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), hydration fountains, handrails, and playground equipment). Our janitorial service will clean twice during the day the high touch surfaces as well, such as hand railings, doorknobs, light switches, toilets and sinks.

Bathrooms will be used by only one student at a time in TK and Kindergarten. In the larger bathrooms two students will be allowed to use at same time. There will be signage for the students to follow in each bathroom for handwashing and touching handles. The janitor will clean twice a day mid-morning and after lunch as well as after school There is also clear signage with sanitation products for staff to use each time they use one of the dedicated staff bathrooms as well.

The sharing of supplies between students will be limited. Each child will have a set of their own materials to use throughout the day, to mitigate risk of infection within each cohort group. When materials/items are shared, children will sanitize their hands first, the teacher will sanitize the item(s) after they are done and sanitize the child(ren)’s hands again as well. Students will keep their personal supplies and backpacks at their space in the classroom.

Cleaning and Disinfecting Video

- [Coronavirus \(COVID-19\): Safely Cleaning and Disinfecting at Work](#) (7 min)

Our ventilation system has been checked and all filters have been updated to the MERV 13 specifications. Air filtering machines with HEPA filters have been placed in rooms without AC including small offices. The filters will be checked routinely throughout the year.

While students are present the windows in all classrooms will be opened to ensure good air filtration, unless a bad air day is determined by the Bay Area Air Quality Management Department.

Outside instruction will be used whenever possible with masks worn and physical distancing enforced. The spaces will be staggered between grades to ensure areas are clean in between usage. Outside instruction will allow for good air ventilation when weather permits. TK will be able to use the area outside their room in the garden and Kindergarten will be able to use their area outside their back door. When the First and Second graders return, they will also use these smaller tables after cleaning. The rest of picnic tables in the outside space within the gates will be staggered for use by the other grades upon their return. Picnic tables in all areas will be pulled apart in order for all students to have lunch by cohort but physically distanced.

### **Cohorts:**

Each grade level will be divided into two groups, group Red and group White. The Red group will be at school on Monday and Thursday full days and the White group will be at school on Tuesday and Friday full days. The grades levels will be staggered for drop off and pick up, as well as recess and lunch time.

All students will remain with their own classrooms, a stable cohort, throughout the school day. Each stable cohort represents a small group of students and staff members that will stay together through the course of a day to eliminate or limit the mixing of students and staff in classes or congregate settings. The number of students per cohort is based on room size and configuration to maintain physical distance requirements between staff and students. Our cohort sizes by class are as follows:

TK: 9 students per cohort

K: 10 students per cohort

1<sup>st</sup> Grade: 11 students per cohort

2<sup>nd</sup> Grade: 10 students per cohort

3<sup>rd</sup> Grade: 9 students per cohort

4<sup>th</sup> Grade: 11 students per cohort

5<sup>th</sup> Grade: 15 students per cohort

6<sup>th</sup> Grade: We will not open at this time as sixth will remain a part of the middle school.

We will be do a slowly phased approach upon reentry with TK and Kindergarten first. After a few weeks we will add First and Second Grades. After another period of time we will add the next set of grades potentially in January. By starting slowly, we can ensure all procedures are working well. Every Wednesday will be a day for small group instruction and distance learning assistance for those who need to stay at home. These cohorts will not physically interact with each other to minimize exposure. Lunch and recesses will be staggered and classes (cohorts) will not share play areas or play equipment.

Cohorts will first be determined by students in the same family to ensure they attend on the same days.

### **Physical Distancing:**

Physical distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors will practice the recommended distance from others and eliminate contact with each other whenever possible. Student desks will be placed six (6) feet apart to promote physical distancing where practicable. Additionally, we have purchased “sneeze guards” for grades TK through Second to add another layer of protection and distance between our youngest students. Taped floor markings will

identify walking directions throughout the campus in order to maintain physical distancing requirements. There will be a strip down the center of the hallway to keep clear traffic lanes. Nonessential, informal meetups, and ad-hoc gatherings will be avoided. We will also stagger lunchtimes and recesses and other transition times as needed. When outside physical distancing will also be established. Picnic tables will be separated out so a cohort can have lunch together but still using physical distance.

#### Social Distancing Videos

- [Sesame Street: Practicing Social Distancing with Abby and Rudy](#) (2 min)
- [Social Distancing - A Kid-Friendly Explanation Using BrainPop's Make-a-Movie](#) (3 min)
- [Social Distancing Song - 5 Steps on Social Distancing](#) (2 min)
- [Social Distancing - Spanish](#) (2 min)

### **Entrance, Egress, and Movement Within the School:**

For the safety of the children and staff, as well as our families, parent presence on campus will be extremely limited. Containers for items needed by the office or a child/teacher will be provided outside the main school door for drop off. If an item needs to be picked up it will be left at that same location. If you are in need of anything just call the office so your item can be placed there.

Anyone entering the school campus must comply with the applicable county COVID-19 requirements. Failure to comply is a violation of law. Unless specifically exempted by the applicable county health guideline, anyone entering the school campus must wear a mask covering his/her nose and mouth. The school will limit visitors to those visits essential for the school's operations and limit the duration of time a visitor shall be on campus, such as a delivery person.

No parent, guardian, student, employee or visitor shall enter the school premises if that person has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; (c) is quarantined or self-quarantined because of COVID-19, whether diagnosed or not; or (d) has a temperature of 100 or greater. In all such cases, the person shall not enter the campus without obtaining written medical clearance and providing it to the school principal.

During the early process of in person learning the drop off will be as follows:

TK will go directly to their classroom and enter through the double glass doors.

Kindergarten will go directly through the walkway behind their classroom and enter the classroom back door.

First and Second grades will enter the door of the school building closest to their classrooms.

This will also be the entrance for the Fourth graders when they are ready for in person learning.

Third and Fifth grades will enter the school through the front doors near the administrative office closest to their classrooms. This will enable the fewest numbers of students waiting outside or entering the building at the same time. Class times will be staggered for entrance once start dates are determined to ensure no crowding. Students will stand at marked areas outside at six feet distance. In the first two weeks of in person instruction the TK and Kindergarten parents may walk their children to the area closest to their child's classroom entrance. They may not enter the classroom or be near any students or staff.

Parents must follow the drop-off and pick-up protocol. **Parents or guardians will not be permitted to enter the buildings during drop-off or pick-up.** Staff will monitor arrival and dismissal to curtail congregating and ensure students go straight from their carpool vehicle to the school building, and vice

versa. Temperatures and a visual check of students will be taken at that time. All students will remain in the same cohort from the time of drop off and pick up period of the day.

Six feet of spacing markings will be placed throughout the campus to remind students and staff to always stay six feet apart in lines and at other times they may congregate (e.g., during lunch, arrival and dismissal, restrooms.)

Outside food deliveries will not be permitted at this time.

Signage will be posted at high visibility areas, such as entrances, hallways, classrooms and bathrooms to remind everyone of expectations:

- Wearing masks
- Physical Distancing
- Traffic flow
- Proper handwashing techniques

### **Face Coverings and other Essential Protective Gear:**

Everyone on the school campus will be required to wear face-covering whenever on-campus. Faculty/staff will wear cloth face covering while on campus, except while eating or drinking and when physical distancing is possible. Faculty/staff must wear a protective shield while in class. Cloth covering around the neck can be worn under the face shield as needed. Face coverings will be provided to students and staff who lose their face coverings or forget to bring them to school.

Students will be required to wear cloth face coverings, except when eating and drinking while maintaining six feet distance.

**Masks should fit snugly on the face while covering both the nose and mouth.** Please note the following:

- Surgical masks may be used, but fabric masks are encouraged.
- Bandanas and neck gaiters are not acceptable options as masks.
- N95 masks are not recommended for general use on campus.
- Masks with valves attached to them are not permitted, as the valves increase the number of respiratory droplets released into the air.

*Mask Wearing Videos for children:*

- [We Wear Masks - A Social Story about the Coronavirus](#) (2min)
- [Wear a Mask Song for Kids](#) (3min)
- [Mask Up Video](#) - Spanish (30 seconds)

Videos are also provided by the CDC for staff for training.

Additionally, we have purchased “sneeze guards” for each desk and table in grades TK through Second, which adds another layer of protection.

Gloves are provided for staff whenever they do any cleaning of items in the classrooms.

## **Health Screenings for Students and Staff**

Our school will require parents, guardians, students and employees to answer basic health screening questions related to COVID-19 symptoms before coming to school. A list of COVID-19 symptoms (a cough; Shortness of breath or difficulty breathing; A fever of 100.4°F or higher or a sense of having a fever; A sore throat; Chills; New loss of taste or smell; Muscle or body aches; Nausea/vomiting/diarrhea; Congestion/running nose – not related to seasonal allergies; Unusual fatigue. We have developed a self-checker similar to the one on the [Center for Disease Control \(CDC\) website](#). Further, once present at school, if an employee, student or visitor exhibits symptoms of COVID-19, the school may conduct health screening and isolate the person, consistent with county guidelines. (No medical testing, blood or saliva draw will be performed.)

When both staff and students arrive at school their temperatures will be taken on site and the symptom form will be collected from each student before entering the building. Remember your temperature must first be taken at home. If any symptom is noted that person is not allowed to come to work or school.

Anyone who has been exposed to someone with COVID-19 in the past 14 days (exposure means within 4-6 feet for 15-minutes or longer), has COVID-19 symptoms, or who is not feeling well will not be permitted on our campus. Staff will also be monitoring for symptoms throughout the day for the students and themselves. Those who develop signs and symptoms of COVID-19 will be sent home immediately. Parents must be prepared to pick up their child or have someone on their emergency form to do so as soon as possible.

All parents, guardians, students and employees must immediately notify the school principal if a student or employee has come into contact (through living arrangements or otherwise) with any person that has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; or (c) is quarantined or self- quarantined because of COVID-19, whether diagnosed or not. In any of these situations, the person will not be allowed on school property, until the minimum county isolation/quarantine requirements have been met.

**Any student or staff member with a positive COVID-19 diagnosis will be required to isolate at home until 10 days have passed since symptoms appeared.** They must also be at least 24 hours fever free with medication and be improving in how they feel.

CDC: Back to School Strategies and Tips

- [Symptoms of Coronavirus Disease 2019](#)
- [I Think or Know I had COVID-19, and I had Symptoms. When Can I Be With Others?](#)

## **Healthy Hygiene Practices**

Students will use the bathroom one at a time and clean after each use by using a disinfecting wipe to clean hard surfaces. Signage will be posted on the protocol used. Students will be required to follow proper handwashing procedures. Every other stall or urinal will be used to ensure distance and plexiglass will be attached between each sink. Teachers or staff will accompany students to and from their designated locations to ensure the student remains secure and disinfect restroom high-touch areas after use. In addition, the janitorial staff will clean high touch surfaces a couple of times during the day.

Teachers will reinforce with students the importance of using tissues to wipe their nose and to cough/sneeze inside a tissue or in their elbow. Teachers, staff and students will be reminded daily to wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom. Students and staff will be required to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly. Teachers and staff will model and practice proper handwashing with students as needed. Where soap and water are not readily available, staff and students are to use hand sanitizer with at least 60% alcohol. Children under the age of 9 will be supervised by an adult whenever using hand sanitizer.

We have placed hand sanitizers inside every door of every classroom and office. There are stand-alone hand sanitizers at each entrance to every building on campus.

Every classroom has a PPE container with extra masks, gloves, bandages, hand sanitizer, face shields and paper towels with a spray bottle of disinfectant to clean desks or chairs if needed throughout the day. There are also handi wipes in every classroom available for a cleaning as necessary.

Hand Washing Videos from the CDC

- [Happy Handwashing Song](#) (30 seconds)
- [Wash Your Hands-Child Video](#) (30 seconds)
- [What you need to know about handwashing](#) (2 minutes)
  - [En Español](#)

If a student should become ill while at school and is showing COVID-19 symptoms, the student's parent or guardian will be contacted and notified of the situation. Parents will then have to immediately pick up the student. Contact will be made by phone, with follow up text or email. The parent or guardian will be directed not to enter the campus and to pick up the student curbside. The employee who accompanies the potentially ill student, will wear PPE, including but not limited to mask and gloves. Our staff will advise the parent and/or guardian to contact the student's physician and for the student to get tested, isolate in their home or another residence, and refrain from going out in public, except for medical care. The student will remain out of school pending test results. Parents will be directed to the following Alameda County Public Health Department website containing information about local testing sites:

[Alameda County COVID-19 Testing](#).

If a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, our school will implement the following steps:

- In consultation with the local public health department, our staff will ensure cleaning and quarantine of exposed persons and whether any additional intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- The classroom or office where the patient was based will be closed off for use until the area is cleaned and disinfected.
- We will wait at least 24 hours before cleaning and disinfecting.
- If 24 hours is not feasible, we will wait at least two hours or as long as possible.
- Additional areas of the school visited by any COVID-19 positive individual will also be cleaned and disinfected.
- Implement communication plans for exposure at school which includes outreach to students, parents, teachers, staff and the community.

## **Identification and Tracing of Contacts:**

Our school will follow Cal-OSHA reporting and recording instructions for all employees as well as reporting any positive Covid-19 cases to the corresponding County Health Department. The school liaisons will be Kathleen Murphy and Barbara Ulbrich. They will be the contacts to the Alameda County Health Department and the Diocese of Oakland.

*Our school will cooperate with state and local health departments' contact tracing protocols. Our designated COVID-19 Contact Tracers are Kim Welch and Barbara Ulbrich.* They will follow county recommendations for contact tracing. Information on contact tracing can be found here: [COVID-19 Contact Tracing](#)

The contact tracing process will immediately commence if and when a COVID-19 positive case occurs. Our contact tracers will assist the public health department in knowing who may have had contact at a school with a confirmed case by:

- Keeping accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Keeping a log of any visitors, including date, time and where in the school they visited;
- Assisting local health departments in tracing all contacts of the individual at school; and
- Maintaining confidentiality as required by federal and state laws and regulations.

If an employee tests positive for COVID-19 or has come in close contact with someone who tested positive, s/he will inform the school's designated COVID-19 Contact Tracers, who in turn notify Alameda County Health Officials using this form: [Notification to ACPHD](#)

Our school will also notify others who have been in "close contact" with the affected individual. Close contact" is defined by the CDC as being within six feet for a period of at least 15 minutes, although this standard is not absolute.

If anyone in a staff member's, or student's, family, or someone they have been within 6 ft for more than 15 minutes, and is exhibiting distinctive symptoms of COVID-19 (fever above 100, shortness of breath, loss of taste or smell, cough), the staff member or student will be required to stay home for 72 hours for observation or until a negative COVID-19 test is produced. Co-workers who may have had contact with a person who tested positive for COVID-19, will be informed by our school and it will be recommended they get COVID-19 testing and self-isolate.

Instructions on isolation and quarantine procedures for Alameda County can be found at: [Home Quarantine Guidance for Close Contacts to COVID-19](#)  
[Home Isolation Instructions for People COVID-19 and People Awaiting COVID-19 Test Results](#)

In accordance with an individual's right to medical privacy, our school will never disclose an infected person's name. An affected employee will be asked to follow his/her medical provider's instructions and the recommended quarantine/isolation instructions per the corresponding County Health Department prior to returning to the school campus. Similar protocols will be followed for students.

CDC: Back to School Strategies and Tips

- [Prepare for When Someone Gets Sick](#)



## **Staff Training & Family Education:**

All faculty/staff will be required to participate in a training session regarding the requirements and practices contained in this document, including education on the prevention and spread of COVID-19. During this training, clear expectations will be communicated to staff including: (a) monitoring and assessing students for COVID-19 symptoms; (b) monitoring students to maintain social distancing and wearing PPE, consistent with county health requirements; (c) cleaning and disinfecting of the school premises, including classrooms, bathrooms and common areas.

Time will be allocated at each week's faculty/staff meeting to ensure everyone is aware of updates and changes to our COVID response procedures and safety protocols, as needed. Ongoing training will also be provided as new COVID-19 updates are made available. All school families will be provided a copy of this document and it will be posted on the website, as well as CDC's publication, [How to Protect Yourself and Others - COVID-19](#).

Teachers will educate students on the importance of healthy hygiene practices, understanding and monitoring for symptoms of COVID-19 and physical distancing.

## **Testing of Staff:**

COVID-19 testing is a key strategy in reopening schools safely. A minimum of 25% of our staff will be tested every two weeks, ensuring that 100% of our staff will be tested once within a two-month period, throughout the school year. A master schedule will be created to monitor testing status for everyone on staff.

Our school insurance companies will provide the testing for staff members.

Our EPO/RETA Trust clients will be provided testing through Quest.

Our Kaiser clients will be provided testing through Kaiser Permanente.

Any student or staff member with a positive COVID-19 diagnosis will be required to isolate at home until 10 days have passed since symptoms appeared and at least 24 hours since a fever with no medication is shown and the health of the person has noticeably improved.

Recovery is defined as no fever without the aid of fever reducing medication as well as improvement in respiratory symptoms (e.g. cough, shortness of breath), and at least 10 days have passed since their symptoms first appeared. Alameda County's instructions on isolation and quarantine procedures can be found at:

- [Home Quarantine Guidance for Close Contacts to COVID-19](#)
- [Home Isolation Instructions for People COVID19 and People Awaiting COVID-19 Test Results](#)

### **Communication Plan:**

Open communication is key to our success and is important for keeping our school healthy. The weekly school newsletter will include a health and safety section that will house ongoing reminders for personal protection equipment, removing personal belongings and the importance of washing hands and good hygiene. We will add updated information on our website as new information becomes available.

Employees who had “close contact” with a person confirmed or suspected of having COVID-19 will be notified. The CDC defines “close contact” as being within six feet for a period of at least 15 minutes from two days before the testing until meeting the criteria for discontinuation of home isolation. However, this standard of “close contact” is not absolute and can vary depending on the circumstances. The staff notification letter will be based on the template provided by Alameda County:

[Alameda County Template Letter to Staff](#)

The parents or guardians of students who had “close contact” with a person confirmed or suspected of having COVID-19 will be notified. The CDC defines “close contact” as being within six feet for a period of at least 15 minutes from two days before the testing until meeting the criteria for discontinuation of home isolation. However, this standard of “close contact” is not absolute and can vary depending on the circumstances. The staff notification letter will be based on the template provided by Alameda County:

[Alameda County Template Letter to Parents/Guardians](#)

Our school will adhere to CDC, CHD, ACPHD, FERPA and HIPAA guidelines when communicating with staff and families about confirmed positive cases and high-risk exposures at the school (consistent with privacy requirements). These communications will be made via email using School Messenger, Constant Contact, and/or the Class Dojo app. Schoolwide meetings will also be called for schoolwide exposure and cohort meetings for isolated cohort exposure.

### **Triggers for Switching to Distance Learning:**

Our school will follow the metrics established by the California Department of Public Health for closing again and returning to distance learning due to COVID-19. These metrics are as follows:

- 5% of students and teachers in a classroom test positive for the virus, the classroom would be closed, followed by 14 days of quarantine.
- 5% positive testing rate of total students and teachers, the entire school would have to close, with everyone subject to 14 days of quarantine.

The state, county and/or the Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

### **Key Constituent Consultation:**

Several weekly meetings were held between the pastor and principal from the middle of July through August to discuss the supplies needed to be prepared for the students return to school and the best approach to develop a plan to reopen. There were also recommendations made of volunteers who would be best for a team of parents to work on three key areas, Healthy&Safety, Finance, and Facilities. The decision to go forward with discussions with parents and teachers and staff was encouraged.

Bi-Weekly meetings with the Leadership Team allowed for discussion about what hybrid models could be considered. They also provided names for members of the team. The focus changed once the Governor

asked schools to return to distance learning because of the higher numbers of COVID diagnosis and hospitalizations in Alameda County. The leadership team continued to discuss the hybrid options and helped develop surveys that would elicit information from our parents. Two surveys were designed, one about internet and connectivity for distance learning and one about interest in returning to school when available and what option was the most attractive to parents. When the waiver was offered on September 9th, we again began discussions about hybrid options for in person learning. On September 16th the Leadership Team made the final touches on our plan after the faculty meeting was held and the option for two full days for each cohort was decided upon.

Over the summer a team of teachers was approached to investigate instructional practices for distance learning. A team of six teachers was formed and they presented at beginning of the year teacher meetings. At the same time, the beginning of the year faculty meetings provided an opportunity for the introduction of two hybrid approaches for consideration and discussions when in person learning were to begin. However, the state's decision for distance learning took precedence. After Alameda County approved the Waiver process, a faculty & staff meeting was held on Wednesday September 9th, 2020, to provide an overview of the waiver application and remind the faculty and staff of the two options and that they would be discussed at our full staff meeting on September 16th. After the waiver process was suspended further conversations continued with more detailed specifics.

Following the meeting on September 9th, the principal met individually with each staff member to determine their willingness to return to in person learning and any concerns they might have. On September 16th an update of the waiver process was provided and discussion in groups of the pros and cons of both models took place. After each group reported back on their pros and cons a unanimous decision was made to move forward with the two full days model. The teachers for grades TK-5 are committed to the Hybrid model for in-person instruction and support the waiver application.

The Parents participated in a survey at the beginning of the year asking how many would be interested in "in person" learning. About 25% said they would prefer to wait until a vaccine, or the County stated it was safe to bring all children back to school. They were also asked whether they preferred four half days or two full days per cohort. Their opinions were split 50/50 on this issue. The principal presented the possibility of a waiver at Back To School Night for the TK-Fifth grades on September 2nd. The County had not determined when the waiver process would begin. When the waiver was available the principal, through the weekly newsletter, informed parents about the waiver and that we would be applying. We will survey parents again in early October to see where they stand in regard to reopening with "in person" learning and how many continue to want distance learning. This will determine the direction of academic instruction. Since the suspension of the Waiver parents have sent their questions through a special in-house link and zoom meetings have been held to answer those questions. Three nights were provided, Oct 8<sup>th</sup> for TK,K,1<sup>st</sup>, and 2<sup>nd</sup>, October 13<sup>th</sup> for 3,4,5, and October 15<sup>th</sup> for grades 6,7,8.

In late August a group of parents came to mark out the spaces in the classrooms and office areas to keep physical distancing in place so teachers could get used to the space. They also helped remove unnecessary furniture where necessary. During the waiver process our School Board supported the reopening plan at their September 1<sup>st</sup> meeting. It was again discussed at the October meeting with continued support.

In the two-week period from September 7th through the 12th, the principal met with parents who had volunteered to lead our Health & Safety and Facility committees. As we did our walk throughs to see our preparation for reopening, we discussed drop off and pick up and recess and lunch in regard to physical distancing and how to best utilize our outside space. We also discussed places where students would be isolated if they might have COVID-19. During these tours and discussions, they confirmed that waiting to open when research and data indicate a safe level should be the primary determining factor.

After all the meetings and discussion were completed the choice for in person learning with two full days for each group was brought to the pastor on September 16th, for his final okay.

Our hope is to open in a phased approach starting November 4th with TK and Kindergarten. Other grades will follow as safe to do so. We are looking forward to having our students return to school.

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# School Reopening Checklist



## Instructions

The provisions on this checklist are based on your school reopening plans and requirements by the state and county health departments represented in the ACPHD/ACOE Guidance Document. Please submit this checklist with your reopening plan to ACOE at [reopening@acoe.org](mailto:reopening@acoe.org). This will serve as your attestation that you are meeting the requirements for reopening under county health orders.

## Does your plan provide contact information and reopening plan specifics?

- Name of School/District
- Address
- Superintendent or Head of School Name
- Date of Reopening
- Date of Submission
- School Type
- Name/Title/Email and Phone of COVID-19 liaison for my school/district

## Health Order / Guidance

- Have school leaders familiarized themselves with the current health order from Alameda County Public Health?
- Have school leaders familiarized themselves with the ACOE/ACPHD guidance document?

## Does your plan provide the following school information?

- Name and address of each school to be reopened
- Number of students returning at each school to be reopened
- Number of Staff returning (include teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, etc.) at each school to be reopened
- Grade levels served by the school(s) (include all)
- Grade levels proposed to be reopened

# School Reopening Checklist



Does your plan address the following public health components?

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## SCHOOL/DISTRICT REOPENING PLAN IS POSTED

- Reopening Plan is posted prominently to the school or district's website

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## CLEANING, DISINFECTION AND VENTILATION

- Shared surfaces will be regularly cleaned and disinfected
- Use of shared items will be minimized
- Modifications will be made to increase the flow of fresh outdoor air within your school buildings

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## COHORTING

- Students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess)
- Minimize/avoid contact with other groups or individuals who are not part of the cohort

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## PHYSICAL DISTANCING

- Space and routines will be arranged to allow for physical distancing of students and staff

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## ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

- Movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts

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## FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR:

- CDPH and ACPHD's face covering requirements will be satisfied and enforced
- Availability to supply appropriate personal protective equipment to staff and students when needed

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## HEALTH SCREENINGS FOR STUDENTS AND STAFF:

- Students and staff will be screened for symptoms of COVID-19
- Ill students or staff will be separated from others and sent home immediately

# School Reopening Checklist



Does your plan address the following public health components?

## HEALTHY HYGIENE PRACTICES

- The availability of handwashing stations and hand sanitizer
- 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
- School(s) have at least one designated staff (School Site Liaison) at their school site(s) to support contact tracing, such as creation and submission of lists of exposed students and staff to ACPHD and notification of exposed persons
- Each school must designate one person (a COVID Liaison) for the local health department to contact about COVID-19

## STAFF TRAINING AND FAMILY EDUCATION

- Staff will be trained
- Families will be educated on the application and enforcement of the plan

## TESTING OF STAFF

- Describe how staff will be tested periodically to detect asymptomatic infections (e.g. Screening Testing)

*ACPHD recommends that teachers and staff are tested at a minimum of once per month*

## TRIGGERS FOR SWITCHING TO DISTANCE LEARNING

- The school or district leadership will use criteria to determine when to physically close the school and prohibit in-person instruction

## COMMUNICATION PLANS

- School or district leadership will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA

Kathleen Murphy  
Signature of School/District Leader

Oct 16, 2020

Date

Principal

Title of School/District Leader