

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

Principal
Kathleen Murphy

Date of reopening – November 4th, 2020
Date of Submission – October 16, 2020.

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School Type - Faith-Based Catholic School

COVID Co-Liaison -
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St. Theresa Catholic School COVID 19 Reopening Plan
COVID 19 Safety Plan (CSP)
February 1, 2021
Formerly known as *School Reopening Plan*
for *St. Theresa School 2020-2021*

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](#)

This COVID-19 School Reopening Plan has been updated to reflect the State of California's *COVID-19 Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School Year* issues on January 14, 2021.

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

As required, our school has posted a COVID-19 Safety Plan (CSP) - referenced as the COVID-19 School Reopening Plan for St. Theresa School - on the homepage of our school's website. Our COVID-19 School Reopening Plan includes the school's Cal/OSHA COVID-19 Prevention Program (CPP) and the COVID-19 School Guidance Checklist. The detailed plans describing how our school meets the requirements outlined in the CSP elements are found in this COVID-19 School Reopening Plan.

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 using distance between usable toilets and urinals. There will be signage for the students to follow in each bathroom for hand washing 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. Each student has their own basket for personal supplies at their desk to ensure no sharing of supplies or materials.

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
- 1st Grade: 11 students per cohort
- 2nd Grade: 10 students per cohort
- 3rd Grade: 9 students per cohort
- 4th Grade: 11 students per cohort
- 5th Grade: 15 students per cohort
- 6th Grade: 11 students per cohort
- 7th Grade: 12 students per cohort

8th Grade: 13 students per cohort

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 in December. After a few weeks we will add Third and Fourth Grades in January. After a couple more weeks will add Fifth grade in February. After another period of time, we will add the next set of grades, 6th, 7th, and 8th, potentially in March/April.

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. Teacher/staff desks will be placed 6 ft. away from student and other staff desks. Student desks/chairs will be placed six (6) feet apart to promote physical distancing where practicable. There will be no less than 4 ft. between student desks/chairs. 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. Cones have been set up with ribbons designating the distancing spaces for play to ensure safety.

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 Alameda 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.

These will also be the entrances for the Third and Fourth graders when they are ready for in person learning. Fifth graders will enter the school through the front doors near the administrative office, closest to their classroom. This will also be the entrance used by the Sixth and Seventh graders. In order to keep the staggered approach, Eighth graders will enter through the back doors by the boys' bathroom. 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. Parents with younger students who need help getting out of their car seats or cars must park in order to help them. All other students will remain in their cars with mask on to have temperature taken while in their car. All people in cars and person who walk a younger child to a staff member, must wear masks in order to keep staff members safe. 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 in accordance with CDPH guidelines while on campus, except while eating or drinking and when physical distancing is possible. Faculty/staff must also wear a protective shield while in class. Cloth covering around the neck can be worn under the face shield in addition to face covering 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:

- CDPH recommends disposable 3-ply surgical masks, which are more effective than cloth face coverings. In absence of, a cloth face covering must be worn.
- Bandanas, neck gaiters, and similar face coverings 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, and send home, consistent with county guidelines. (No medical testing, blood or saliva draw will be performed.)

Contacting physician and/or COVID testing is encouraged. Distance learning will be provided if student feels well enough to participate.

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. Staff will also submit a symptom screening prior to entering any building on campus. 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 without 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?](#)

Testing

Symptomatic testing: If a student or employee exhibits COVID-19 symptoms, the individual is sent home (or stays home). Testing for COVID-19 is encouraged. The

student or employee can use the testing sites available on the County’s website or make an appointment to see their medical provider. While waiting for results, the student or employee will not be able to return to school.

Response testing: If a student or employee is exposed to a confirmed case of COVID-19, the student or staff member is required to quarantine for 10 days. Testing for COVID-19 is encouraged. The student or employee can use the testing sites available on the County’s website or make an appointment to see their medical provider.

Asymptomatic testing: Employees participate in asymptomatic testing. The school has established a schedule for testing so that employees are tested once every two months. The employees use the testing sites available on the County’s website.

Positive COVID-19 Case

In the event of a positive case, the school will:

1. Schools must adhere to required reporting requirements and notify, as describe below, the LHD of any newly reported case of COVID-19 in a student or staff member if the LHD has not yet contacted them about the case,
2. If the case is present at school at the time the school is notified, the case must go home and be excluded from school for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date the specimen was collected for the positive test.
3. Assist LHD in identifying close contacts of the case. Send a notice, developed in collaboration with the LHD, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the LHD to notify exposed people.
4. Arrange for cleaning and disinfection of the classroom and primary spaces where case spent significant time. This does not need to be done until students and staff in the area have left for the day.
5. Implement online/distance learning for student cases if they are well enough to participate.

Required COVID-19 Reporting

- The school will notify the local health officer of any known case of COVID-19 among any student or employee who was present on a campus within the

10 days preceding a positive test for COVID-19. Specifically, the school shall report the following information:

- The full name, address, telephone number, and date of birth of the individual who tested positive;
 - The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
 - The full name, address, and telephone number of the person making the report.
- This information shall be reported to the local health officer by telephone within **twenty-four hours** from the time an individual within the local educational agency or private school is first made aware of a new case.
 - The school liaisons to the LHD are: [Katie Murphy and Barbara Ulbrich]

Healthy Hygiene Practices

Students will use the bathroom two at a time and clean after each use by using a disinfecting wipe to clean hard surfaces. TK and K will use their own bathrooms one at a time. Signage will be posted on the protocol used. Students will be required to follow proper hand washing 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. Hand soap is available while using the bathrooms. 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. Every student has an individual hand sanitizer at their desk.

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, shield, and gloves. Parents will be advised to contact Student's physician. The student will remain out of school pending recommendation of physician, and/or test results, and/or student is symptom free and fever free without medication for 24 hours. 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 and our Workers' Comp Company.

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 within 24 hours of notification of 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 and the Diocese of Oakland 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](#)

Cluster or Outbreak at School

When either a school or LHD is aware that an outbreak may be underway, the LHD should investigate, in collaboration with the school, to determine whether these cases had a common exposure at school (e.g., a common class or staff member, bus ride, or other common exposures outside of school). CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school,

are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).

During the investigation, the school will:

1. Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations.
2. Identify, as part of the CSP, one or more school staff member who can liaise with the LHD regarding the cluster/outbreak investigation by confirming which classes and stable groups included confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.
3. Identify absenteeism among those in affected classes or stable groups, and coordinate with the LHD to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the cases infectious period.
4. Coordinate with the LHD to share a line list of cases and contacts with dates present at or absent from school.
5. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
6. Coordinate with the LHD on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.
7. Coordinate with the LHD on whether and when the school should be closed and reopened.
8. Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of SARS-CoV2 at the school or in the general community, and repeat recommendations for prevention and control measures.
9. Implement online/distance teaching and learning during school closure.
10. Arrange for cleaning and disinfection of entire school before reopening in the case of closure.

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 their providers. 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.

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure should be done in consultation with the local health officer. Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- 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.

Length of closure: 14 days, or according to a decision made in consultation with the local health officer.

Travel Requirements

The State of California has updated its travel policy with the following provisions:

- Non-essential travel (for recreational purposes) should be limited to 120 miles from the person's home.
- Californians who travel outside the state or the country must quarantine for 10 days upon their return to California.

- Visitors to California from other states and countries must also quarantine for 10 days upon their entry into California.

With this in mind, please limit recreational travel to no more than 120 miles from your home. If you must travel outside of California or outside of the United States, you will need to quarantine for 10 days upon your return to California.

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 8th for TK,K,1st, and 2nd, October 13th for 3,4,5, and October 15th 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 1st 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.

Parents continue to be notified of openings by the weekly Newsletter on Constant Contact and if necessary other days of the week. One week before each grade opens a meeting is held for those parents with the principal to review protocols for safety including masks, distancing and washing hands. At the same time parents are reminded of requirements for the possibility of one symptom or a suspected positive case. The requirements for testing positive and returning to school expectations are also reviewed.

The staff continues to be updated at our weekly staff meetings or by email when immediacy is important. Any new protocols are given at this time also. The school board continues to receive an updated at our monthly meeting.

Openings started November 4th with TK and Kindergarten. Grades First and Second opened on December 7th and 10th. Third Grade will open on January 25th with Fourth following on January 28th. Other grades will follow in a phased approach as safe to do so. We are looking forward to having our students return to school.