



REOPENING SCHOOL PLAN- SPRING 2021

**DECEMBER 2020
UPDATED MARCH 2021**

*This is a fluid working document that
may be adjusted as conditions and/or
guidance changes.*

TABLE OF CONTENTS



Overview: Our Reopening Approach - **pg. 1**

Curriculum and Programming - **pg. 5**

COVID Testing - **pg. 13**

Contact Tracing and Confirmed Cases - **pg. 16**

Four Pillars of Health and Safety - **pg. 20**

Pillar One: Health and Hygiene - **pg. 21**

Pillar Two: Face Coverings - **pg. 25**

Pillar Three: Physical Distancing - **pg. 26**

Pillar Four: Limited Gatherings - **pg. 37**

Lunch - **pg. 38**

Staff Training and Family Education - **pg. 43**

Triggers for Transitioning to Distance
Learning - **pg. 44**

Communication - **pg. 45**

Appendices - **pg. 46**

Guiding Principles

EQUITY

Academic and extra-curricular program structures and policies that serve the best interests of all students.

ENVIRONMENT

Academic, social, and personal growth requires a fostering, safe, and engaging environment.

TEACHING

Professional environments for all staff characterized by a growth mindset, continuous professional development, and mutual respect.

Reopening Priorities

Our Schools Will Be ...

Healthy & Safe

Focused on High-Quality
Instruction that is accessible,
authentic, engaging and equitable

Flexible & Adaptive

WHAT IS INFORMING OUR PLAN?

- State/ California Department of Education & Legislation
 - SB98 Distance Learning Standards
 - 4-Tiered Reopening System
 - CA Department of Public Health: Guidance for Small Cohorts/Groups for Youth
- Labor Negotiations & Consults
- Board Direction
- Local Health Department Orders
 - San Mateo County of Education Pandemic Recovery Framework
- Staff & Family Surveys
- Site and District Team Collaboration
- Task Force Recommendations

TASK FORCE

In early May, 2020, the Sequoia Union High School District (SUHSD) convened the Academic Operations Task Force (AOTF). This task force was charged with the goal of developing recommendations for creating flexible operational structures and an academic learning model that supports high quality teaching and learning for the 2020-21 school year.

The 107 members of AOTF represented the following stakeholder groups: students, parents, Board Trustees, classified staff, teachers, administrators, Sequoia District Teachers Association (SDTA) members, counselors, dependent and independent charter school staff, San Mateo County Office of Education staff, and WestEd staff.

The AOTF participated in weekly two hour meetings during May and June. Each meeting was generally structured in three phases: an introduction, time for workgroups to meet, and a closing session. The timing for each of these phases varied based on the meeting goals and work product focus.

The AOTF was divided into ten workgroups. Each workgroup (listed below) had a specific area to focus on for the development of recommendations.

- Learning Environment
- Assessment
- Grading
- Health & Safety
- Special Needs Group
- Student Services
- Operational Supports
- Staff Support
- Curriculum
- Instruction

Over the summer and through the beginning of the school year, additional feedback was solicited from the members of the Board, Parent Advisory Council, Student Advisory Council, labor groups, and from district and site leadership to integrate into the school's overall reopening plan.

LEADERSHIP TEAM

The District's current Reopening School Leadership Team is comprised of the following individuals/ groups:

District Office

Crystal Leach, Interim Superintendent

Bonnie Hansen, Assistant Superintendent of Educational Services

Dr. Jacquie McEvoy, Assistant Superintendent of Human Resources/Student Services

Rick Alva, Chief Technology Officer

Ilja Van Laar, Executive Director of Special Education

Victoria Dye, Director of Curriculum & Instruction

Jarrett Dooley, Director of Student Services

Diana Wilmot, Director of Program Evaluation & Research

Tony Crapo, Director of Purchasing & Support Services

Walter Haub, Director of Maintenance and Operations

Javier Gutierrez, Health and Wellness Coordinator

Janelle Bugarini, English Learner and Literacy Coordinator

School Site Leadership

Diane Burbank, Woodside

Ralph Crame, Carlmont High School

Amika Guillaume, East Palo Alto Academy

Stephanie Ogden, Redwood High School

Sean Priest, Sequoia High School Principal

Simone Rick-Kennel, Menlo-Atherton High School

Allison Silvestri, TIDE Academy

Other Stakeholder Groups

Parent Advisory Council

Student Advisory Council

Sequoia District Teachers Association

American Federation of State, County, Municipal Employees

CURRICULUM & PROGRAMMING

As county and state health guidelines allow and we can safely implement the Four Pillars of Health and Safety, SUHSD is gradually bringing students back for on-campus instruction, enrichment, and support.

Gradual Reopening of School for In-Person Instruction

Phase 1 allowed summer school students to come on campus for wifi access, academic support, and athletic conditioning. Spring and summer of 2020 cohort learnings, in conjunction with the educational field of best practices, all informed the development of Phase 2 that started in the new academic school year.

For Phase 2 (Fall/Winter 2020) students followed a set class schedule and have daily synchronous interaction with staff. Athletic conditioning continues and students failing multiple classes have been identified for bubble cohorts. Per the San Mateo County Office of Education Pandemic Recovery Framework, *"The Bubble Cohort provides for a smaller group of students (up to 14), plus classroom teachers and assistants, to exist within a defined location with no mixing between any other groups or individuals for a period of three weeks."*

CURRICULUM & PROGRAMMING (CONT'D)

Phase 3: beginning April 5th (and consistent with the CDPH 1/14/21 Guidance), over the course of two weeks, students will be able to come to school two days (every other week for each of their block period classes)

Classes and student schedules will be divided into quarters, with 1/4th of the class eligible for in-person instruction each time the class meets.

Phase 4: As of April 19th, or the first Monday after we enter the Orange Tier, up to 50% of students (based on socially distanced room capacity) will be able to return to campus for two days a week of concurrent instruction

At every phase, SUHSD's goal is to increase the number of students that can receive in-person support and services.

PHASES

Phase 1:

SUHSD's final day of in-person instruction was Friday, March 13th. By Tuesday, March 17th, SUHSD had implemented a full distance learning model. Staff and students worked hard to adjust to this "new normal" during the school year's final quarter, learning as we went.

Summer implemented Phase 1 of our reopening plan: the start of bubble cohorts and improving student and staff online instruction and learning so that as health conditions allowed us to bring back groups of students incrementally, the distance learning platform would remain stable and effective. Summer school bubble cohorts allowed students to come to campus for internet connectivity and support. Sports teams were also allowed to start bubble cohorts for athletic conditioning.

Fourth quarter and summer bubble cohort learnings, as well as broader research, revealed best practices for distance learning. Over the summer, SUHSD's Professional Development Department offered a variety of well attended staff trainings. Additionally, staff committed to participate in trainings above and beyond the many offered in-house.

SUHSD and SDTA's commitment to and recognition of the importance of maintaining safe and equitable learning opportunities for the benefit of students and staff was the foundation of the Phase 2 Distance Learning Model. This includes daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness. On Mondays, Tuesdays, Thursdays, and Fridays, students follow their class schedule to attend classroom instruction. On Wednesdays, instruction is asynchronous for staff development, prep, meetings, and collaboration. Monday through Friday, teachers hold daily office hours for students to check-in.

Phase 2:

The SUHSD is currently in Phase 2. In this phase, athletic conditioning continues, and students are identified for bubble cohorts. Bubble cohorts are being provided to students who are a part of more than one of the following populations:

- Students failing multiple classes
- Students failing classes because of lack of access to connectivity and/or a lack of a quiet learning environment
- Seniors failing classes required for graduation.

Most of the students in academic support cohorts attend their Zoom classes in their assigned cohort. This means a staff member is present to ensure that students have what they need to participate fully in their classes, understand what assignments are due, and help cohort pupils organize their days. Not all students in need of cohort support have been placed in cohorts as it has been difficult to identify enough facilitators.

The SUHSD will also survey families to inform planning for Phase 4.

Phase 3 & 4:

Red Tier:

Beginning March 15, 2021, or when San Mateo County moves into the red tier, whichever is later, SDTA unit members are encouraged to return to work from their classroom or office. Those members who work in their classroom without students present will continue providing distance learning to their students. During this time period (March 15-26, 2021), unit members may bring their school-age children to their classroom as needed, but children must be with their parents at all times.

By March 26, 2021, Bargaining Unit Members will complete a pre-return checklist to familiarize themselves with protocols and identify any adjustments needed in their physical workspace to provide the In-Person/Concurrent Instructional Model.

Phase 3 & 4 (continued)

Beginning Monday, April 5, 2021, teachers livestream from classrooms, and students who have committed to returning in the red tier rotate a quarter at a time for in-person instruction.

Note: 34.3% of parents (+ 16.3% potential of undecided) surveyed for LCAP would return in the red tier, 19.3% of students (+ 25.8% potential of undecided) surveyed for LCAP would return in red tier

Orange Tier:

As of April 19th, or the first Monday after we enter the Orange Tier, up to 50% of students (based on socially distanced room capacity), will be able to return to campus for two days a week of concurrent instruction.

Note: 45.4 % of parents (+ 16.3% potential of undecided) surveyed for LCAP would return in the orange tier, 28.6% of students (+25.8% potential of undecided) surveyed for LCAP would return in the orange tier.

Yellow Tier:

Students wishing to return in the yellow tier up to 50% of students (based on socially distanced room capacity), will be able to return to campus for two days a week of concurrent instruction.

Note: 9.5% of parents (+ 136.3% potential of undecided) surveyed for LCAP would return in yellow tier 45.4% of students (+25.8% potential of undecided) surveyed for LCAP would return in the yellow tier.

Sample two week cycle with students having the opportunity to attend in person at 25%:

Monday - 1/4th students on campus, 3/4th joining class remotely (Group A)

Tuesday - 1/4th students on campus, 3/4th joining class remotely (Group A)

Wednesday - Asynchronous

Thursday - 1/4th students on campus, 3/4th joining class remotely (Group B)

Friday - 1/4th students on campus, 3/4th joining class remotely (Group B)

Monday - 1/4th students on campus, 3/4th joining class remotely (Group C)

Phase 3 & 4 (continued):

Tuesday - 1/4th students on campus, 3/4th joining class remotely (Group C)

Wednesday - Asynchronous

Thursday - 1/4th students on campus, 3/4th joining class remotely (Group D)

Friday - 1/4th students on campus, 3/4th joining class remotely (Group D)

Learning platforms are maintained and remain the primary mode of instruction. All students remain with their teacher of record. Students at home and in school will be learning through distance learning platforms except on asynchronous days.

Students with Special Needs

Special education, related services, and any other services required by a pupil's individualized education program pursuant to Section 56341, including the requirements of subparagraph (A) of paragraph (9) of subdivision (a) of Section 56345, with accommodations necessary to ensure that individualized education program currently are and will continue to be executed in each reopening phase.

Free and Reduced Lunch Students

In addition to providing meals, SUHSD is supplying all students who request a laptop and/or wifi with the necessary equipment to participate in the educational program and complete assigned work.

Spring 2021

Concurrent Instruction Bell Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
	Synchronous Concurrent Instruction Classes	Synchronous Concurrent Instruction Classes	Asynchronous Classes	Synchronous Concurrent Instruction Classes	Synchronous Concurrent Instruction Classes
7:45 - 8:30	Teacher Prep	Teacher Prep	1st- 8:45-9:15 2nd-9:20-9:50 3rd-9:55-10:25 Break 4th-10:35-11:05 5th-11:10-11:40 6th-11:45-12:15 Lunch: 12:15-12:45 0/7th-12:45-1:15	Teacher Prep	Teacher Prep
8:30 - 9:40	1st	2nd		1st	2nd
9:40 - 9:50	Break	Break		Break	Break
10:00 - 11:10	3rd	4th		3rd	4th
11:10 - 11:45	Lunch	Lunch		Lunch	Lunch
11:55 - 1:05	5th	6th		5th	6th
1:05 - 1:15	Break	Break		Break	Break
1:25 - 2:35	7th	0 period		7th	0 period
2:35 - 3:15	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours

**Teachers offer 40 minutes of office hours daily during the designated time in the school schedule unless another time frame outside of the student schedule is communicated to students and families. Teachers with a part-time schedule will offer office hours on a number of days proportionate to their FTE.*

Link to daily announcements will be sent to all students

On Monday, Tuesday, Thursday, and Friday, the Synchronous class days, students will be expected to meet online with their teacher during the scheduled class time. Classes will meet through Zoom links which will be found in each Canvas course. The class period on these days will be split into synchronous as well as asynchronous student work time.

During Wednesday's Asynchronous class time, students will be working online on individual lessons provided in Canvas, as teachers will be in meetings, professional development, and collaborations with their departments.

If there is a school holiday, the week's schedule may change to allow four synchronous class days.

Spring 2021

Dates and Student Numbers

	Number of Students on Campus Per Synchronous Instructional Day: 4/9 - 4/16	Number of Students on Campus Per Synchronous Instructional Day: 4/19 Onward
Carlmont High School	194	367
East Palo Alto Academy	35	51
Menlo-Atherton High School	299	579
Redwood High School	58	75
Sequoia High School	204	388
TIDE Academy	40	59
TRACE	23	27
Woodside High School	170	319

COVID TESTING

SUHSD COVID-19 Testing Program is designed to provide monthly surveillance testing for staff.

SUHSD follows the California Department of Public Health guidance on response, symptomatic, and asymptomatic testing and follows testing requirement standards established by Cal/OSHA.

COVID-19 testing is a requirement for staff members on any SUHSD site. San Mateo County Office of Education (SMCOE) and SUHSD have partnered with Curative, Inc. to provide testing at no cost to the employee. Additional Health & Safety measures are outlined on the SUHSD website.

Testing Strategy Approach

Asymptomatic testing considerations: The science regarding the extent to which asymptomatic testing will achieve the goal of safe and successful schools is still under development. Empirically, schools that have successfully implemented the core mitigation strategies outlined in the School Guidance are operating safely, with limited or no in- school transmission, under a range of asymptomatic testing approaches. The approaches range from no additional asymptomatic testing, to testing a sample of staff and students monthly, to testing all students and staff every other week. Modeling studies show that masking alone and cohorting alone can decrease symptomatic infections more than weekly testing of students and school staff.

Taken together, these data suggest that a range of potential testing approaches can be considered for implementation as part of a comprehensive safety strategy.

The state of California has put into place support for the testing cadences in Table 3, through supplemental testing supplies, shipment, laboratory capacity, enrollment and reporting technology, training, and assistance with insurance reimbursement.

The increased levels of testing in the higher Tiers in Table 3 reflect the higher likelihood that someone in the school community might be infected due to higher levels of circulating virus in the surrounding community.

(Click image to enlarge)

Table 3. Testing Cadences with Support from the State of California for K-12 schools

	Yellow	Orange	Red	Purple	CR >14*
Staff	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**.
Students K-12	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**.

TP = test positivity

* The case rate above is an adjusted case rate.

** Weekly asymptomatic testing assumes the use of a PCR test. If antigen testing is used, testing should be at a twice weekly cadence.

Students or staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90 days are exempt from asymptomatic testing. Any school currently open is subject to the minimum testing requirement standards established by Cal/OSHA. These standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak. Please refer to Cal/OSHA guidance for complete details.

COVID TESTING

Testing Process

Testing will be done using a drive-through process.

1. Staff will complete initial registration
2. Staff will drive to the assigned Test Site and designated testing location on the assigned date.

Test Results

Results are delivered directly to staff via email or text within 48 hours upon receipt at the Curative lab.

- If results are Negative: Staff will continue daily health checks and practice safety measures.
- If results are Positive: Staff will stay home! Contact their healthcare provider and also be contacted by SUHSD.
- Health Staff and Administration to review next steps.
- If results are Inconclusive: Staff will contact Donna Allen, SUHSD Testing Lead, at dallen@seq.org or x 22667

SUHSD will also encourage students and staff to get tested more often using the resources available throughout San Mateo County. Community testing is also available for testing of all students and their families with Curative through San Mateo County on an ongoing basis. SUHSD is exploring additional opportunities for student testing.

CONTACT TRACING

SUHSD will follow San Mateo County Health Contact Tracing Protocols, the most recent San Mateo County Health guidance and San Mateo County Office of Education Pandemic Recovery Framework to respond to any students, teachers, and/or staff who present with symptoms or other risk factors such as exposure. Staff will screen all individuals entering campus, and if any symptoms are present at the time of screening, those individuals will be sent home, and health staff will follow-up.

Staff will call the front office to inform Administration if they or a student need to leave. If necessary, Administration will ensure that a substitute is arranged for the class. Office staff will inform guardians of students going home and notify health staff to follow-up. Those students and staff who have driven to campus will be asked to go directly home. Those students who have been dropped off at school that display symptoms of COVID-19 will be sent to an on-site isolation room until a guardian arrives to pick them up or provides permission for the student to leave and go directly home. After being notified by classroom staff, office staff must contact a health staff member to meet the student at the isolation room location for follow-up. Students will remain in the isolation room with supervision while waiting for the parent's arrival.

CONTACT TRACING (CONT'D)

Administration or health staff will follow-up with students and staff that demonstrate risk factors or potential exposure to determine next steps, including quarantine and appropriate timeline for return to campus. Administration or health staff will follow-up with positive cases to confirm the date of symptom onset, date of test, and date of potential exposure. Health staff will also confirm that the positive student or staff member received medical care, that the case is in quarantine, and determine the appropriate timeline for return to campus.

Administration or health staff will also assess an individual's work/school schedule to determine possible exposure to co-workers, students, or contaminated areas, as well as determine if any other family or household contacts are part of SUHSD, or if the case had contact with anyone else that is on campus.

Note: Under all circumstances above, SUHSD will do all it can to prevent discrimination against students or faculty/staff who (or whose families) were or are diagnosed with COVID-19. Under the privacy laws, the names of those individuals identified to be a case, contact, or contact to contact will not be shared with anyone in the school community beyond those involved in the response protocol and reporting process. SUHSD also retains the right to apply a stronger and more stringent quarantine process than is required by the county at any time and may choose to quarantine the whole school and return to the online model for any reason deemed necessary.

CONTACT TRACING SCENARIOS

Table 1. Procedure in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts to Known COVID-19 Cases

Scenario:	Immediate Actions	Communication
<u>Scenario 1:</u> A student or staff member exhibits COVID-19 symptoms , answers “yes” to a health screening question , or has a temperature of 100.4°F or above	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see Scenario 3; if negative, see Table 2) • School/classroom remain open for the time being 	No action is needed
<u>Scenario 2:</u> A family member of a student or staff member OR someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19	<ul style="list-style-type: none"> • Send home • Contacts should be quarantined for 14 days from the last exposure to the case. If a 14 day quarantine represents a true hardship, shortening the quarantine period to 10 days may be considered in select cases. • Testing is recommended but generally will not shorten quarantine. See Testing of Close Contacts section for details. • School/classroom remain open 	No action is needed
<u>Scenario 3:</u> A student or staff member tests positive for COVID-19	<ul style="list-style-type: none"> • The school Principal or designee must promptly notify SMC CD Control • Case should be isolated and excluded from school until at least 10 days have passed since symptoms first appeared AND at least 24 hours have passed since the last fever without the use of fever-reducing medications AND symptoms have improved. <ul style="list-style-type: none"> ○ If the case has <u>not</u> had any symptoms and remains symptom-free during his/her isolation period, the case still needs to wait until 10 days have passed since the positive sample was collected before resuming normal activities. ○ If the case is initially asymptomatic and develops symptoms during his/her isolation period, then the case should be isolated and excluded from school until at least 10 days have passed since symptoms first appeared AND at least 24 hours have passed since the last fever without the use of fever-reducing medications AND symptoms have improved. • Quarantine and exclude the affected stable group for 14 days after the last day the case was present at school <u>while infectious</u>. Specific questions should be directed to SMC CD Control at COVID19_SchoolTeam@smcgov.org. • Testing of contacts is recommended. See Testing of Close Contacts section for details. • Thorough cleaning and disinfecting of classroom and primary spaces where case spent significant time • Other stable groups continue in-person instruction. I.e., the entire school does <u>not</u> need to close. 	Exposure notification to affected stable group. Consider school community notification.

Table 2. Procedure in Response to Negative COVID-19 Test Results

Scenario	Immediate Actions	Communication
A <u>symptomatic</u> student or staff member tests negative for COVID-19 and was a <u>household contact</u> to a case	<ul style="list-style-type: none"> Student/staff must remain in quarantine for a full <u>14 days</u> after the COVID-19 positive household member completes his/her isolation. One generally cannot test out of quarantine. 	No action is needed
A <u>symptomatic</u> student or staff member tests negative for COVID-19 and was a <u>non-household close contact</u> to a case	<ul style="list-style-type: none"> Student/staff must remain in quarantine for a full <u>14 days</u> after the date of last exposure. One generally cannot test out of quarantine. 	No action is needed
A <u>symptomatic</u> student or staff member tests negative for COVID-19 and <u>was not a close contact</u> to a known case	<ul style="list-style-type: none"> Student/staff may return to school based on the diagnosis and instructions given by the healthcare provider OR when at least 24 hours have passed since the last fever without the use of fever-reducing medication AND symptoms have improved. 	No action is needed

Scenario	Immediate Actions	Communication
An <u>asymptomatic</u> student or staff member tests negative for COVID-19 and was a <u>household contact</u> to a case	<ul style="list-style-type: none"> Student/staff must remain in quarantine for a full <u>14 days</u> after the COVID-19 positive household member completes his/her isolation. One generally cannot test out of quarantine. 	No action is needed
An <u>asymptomatic</u> student or staff member tests negative for COVID-19 and was a <u>non-household close contact</u> to a case	<ul style="list-style-type: none"> Student/staff must remain in quarantine for a full <u>14 days</u> after the date of last exposure. One generally cannot test out of quarantine. 	No action is needed
An <u>asymptomatic</u> student or staff member tests negative for COVID-19 and <u>was not a close contact</u> to a known case	<ul style="list-style-type: none"> Can return to school/work immediately. 	No action is needed

Scenario	Immediate Actions	Communication
A symptomatic student or staff member who is <u>not a close contact</u> to a known COVID-19 case tests negative for COVID-19 after Scenario 1	<ul style="list-style-type: none"> Student/staff may return to school based on the diagnosis and instructions given by the healthcare provider OR when at least 24 hours have passed since the last fever without the use of fever-reducing medication AND symptoms have improved. 	No action is needed
A symptomatic or asymptomatic student or staff member who is a <u>close contact</u> to a known COVID-19 case tests negative after Scenario 2	<ul style="list-style-type: none"> Student/staff must remain in quarantine for a full <u>14 days</u> after the date of last exposure. If ongoing contact between the case and the contact is unavoidable, then quarantine should be extended through 14 days after the date the COVID-19 positive case completes his/her isolation. 	No action is needed
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	<ul style="list-style-type: none"> May continue to attend school/work 	No action is needed

The Four Pillars of Safety & Health

PILLAR ONE

Health &
Hygiene

PILLAR TWO

Face Coverings

PILLAR THREE

Physical
Distancing

PILLAR FOUR

Limited
Gatherings

SUHSD hygiene protocols are deemed essential to avoid the spread of COVID-19. We have engaged in the careful planning and implementation surrounding the Four Pillars as noted below:

PILLAR ONE

CLEANING PROCEDURES

Staff is available from 7:00 am to 10:00 pm, Monday - Friday. The custodial staff will ensure that the restrooms are clean and sanitized once an hour. All other touch areas; offices, door handles, countertops, etc.: will be cleaned and sanitized three times a day. Entrances, hallways and stairwells, classrooms, and all no-touch water bottle filling stations are sanitized daily.

Per the San Mateo County COVID-19 Healthy Cleaning Guidelines, cleaning products will be available for students and staff. However, all disinfecting will be performed by custodial staff. Desks, tables, and chairs will be disinfected by staff between classes. All staff will be provided with the appropriate essential protective equipment for the safe handling of hazardous chemical disinfectants, including but not limited to: gloves, eye protection, and face coverings. Desks, tables, and chairs will be disinfected with disinfectant wipes. We will also be spraying down high touch areas using electrostatic sprayers that utilize Peroxide Multi-Surface Cleaner and Disinfectant. Electrostatic spraying will occur by trained maintenance personnel in the cafeteria, classrooms, bathrooms, and high touch surface areas at the end of each day when students have gone home or as often as needed. Custodial staff operating the electrostatic sprayer will be provided essential PPE for use during spraying, including gloves, masks, goggles, and safety suits if required.

SHARING OF MATERIAL AND EQUIPMENT

The sharing of materials and equipment will be discouraged. However, if any classes use shared materials, the materials will be sanitized after each use.

ESSENTIAL PROTECTIVE EQUIPMENT

The following items have been procured and distributed to all sites to meet health and safety standards and help support our return.

- Gloves
- Thermometers
- Hairnets
- Hand Sanitizer
- Face Coverings
- Disinfecting Wipes
- Disinfectant Spray Bottles
- Student Partitions
- Countertop Partitions
- Air Purifiers

DISINFECTING PRODUCTS

SUHSD is using EPA approved products that are designed to combat COVID-19 to clean and sanitize classrooms and surfaces, as listed below:

- Broad Spectrum Disinfectant – Multi-Surface Cleaner
 - Disinfects and deodorizes by killing common germs and controlling their odors
 - Antibacterial, Germicidal, and Fungicidal
 - Cleans tough messes, removes food stains, removes bathroom dirt and stains and is tough on soap scum and grease
 - Deodorizes and has a clean, fresh scent
- Peroxide Multi-Surface Cleaner and Disinfectant
 - Easily disinfects high-touch-points
 - Kills SARS-CoV-2 in 30 seconds
 - Kills Norovirus in 45 seconds
 - Hospital disinfection claims with 3-5 minute kill time

INFORMATION AND TRAINING

Information and training on COVID-19 procedures and policies will be provided to students, faculty, and staff via signage, instructional videos, email communications, and in-person training. Signage, including physical distancing, COVID-19 symptoms, and proper handwashing, is posted throughout all campuses. Instructional videos are available for staff and families on proper handwashing, school entrance procedures, and how to safely proceed from class to class, lunch and breaks, and exiting for dismissal.

Campuses are mapped out for one-way directions for each hallway. Fencing is used to block off more porous ends to keep students in designated areas. Areas are designated for dropping off and picking up students, so students do not go against the flow. Campus Supervisors are supervising students during arrival, passing periods, and dismissal. Directions and traffic flow for larger groups of students will be modified as the number of students increase on campus to comply with safety standards.

INDOOR VENTILATION

Maintenance and Operation staff has completed an audit for the HVAC system district-wide. The audit included the work of outside environmental consultants and a mechanical engineer. Staff is currently working per the mechanical engineer's direction on a modification to increase fresh outside air changes in each room to be compliant with the Center for Disease Controls requirements for indoor ventilation during COVID-19. This includes the addition of wall exhaust fans for certain rooms. Other room units have had modifications, such as a larger outside air duct installed to achieve the higher air change requirements.

Staff face the challenge of maintaining a comfortable climate in each room due to the high percentage of fresh air changes that are entering the room every hour. Per the mechanical engineer and environmental contractor, calculations for purge times and a modified schedule to ensure proper air changes during occupancy have been implemented. District-wide there are 247 ceiling fans that will also be used for air movement. If the outside AQI is greater than 150, classrooms will be closed, and all students will return to distance learning.

SCHOOL ENTRANCE AND EXIT PROCEDURES

Before entering one of our high schools, students, faculty, and staff must use the Frontline system to confirm they have no COVID-19 symptoms. Any student, faculty, or staff member who reports they have a symptom will not be allowed to enter the school building, and a parent will be contacted.

Once the student, faculty, or staff member shows their entrance ticket or is checked for symptoms and temperature, they will sanitize their hands, and then the COVID team will confirm each person entering the building has a clean face-covering on that covers the nose and mouth and surrounding areas of the lower face. After entering the building, the students will go directly to their classrooms.

Faculty and staff will continuously monitor students throughout the day for any symptoms of COVID-19. Students displaying symptoms will be referred to the COVID operations team for symptom screening. Faculty, staff, and students displaying any symptoms of COVID-19 will immediately be sent home.

Visitors are discouraged and are required to complete health screenings and enter at the designated entry. The entry station will be staffed throughout the day by a trained staff member. If the check is successful, that person will be directed to the designated location.

HYGIENE PRACTICES

- Hand sanitizer will be required to be used when entering and exiting all school facilities.
- If hands are soiled washing with soap and water will be required and available.
- Proper hygiene etiquette will be taught and enforced, such as covering the mouth when sneezing/coughing.
- Touchless hand sanitizer stations and sanitizers are available in classrooms and work areas.
- Disinfecting wipes and hand sanitizer are available to all schools, departments and in common spaces.

PILLAR TWO

FACE COVERINGS

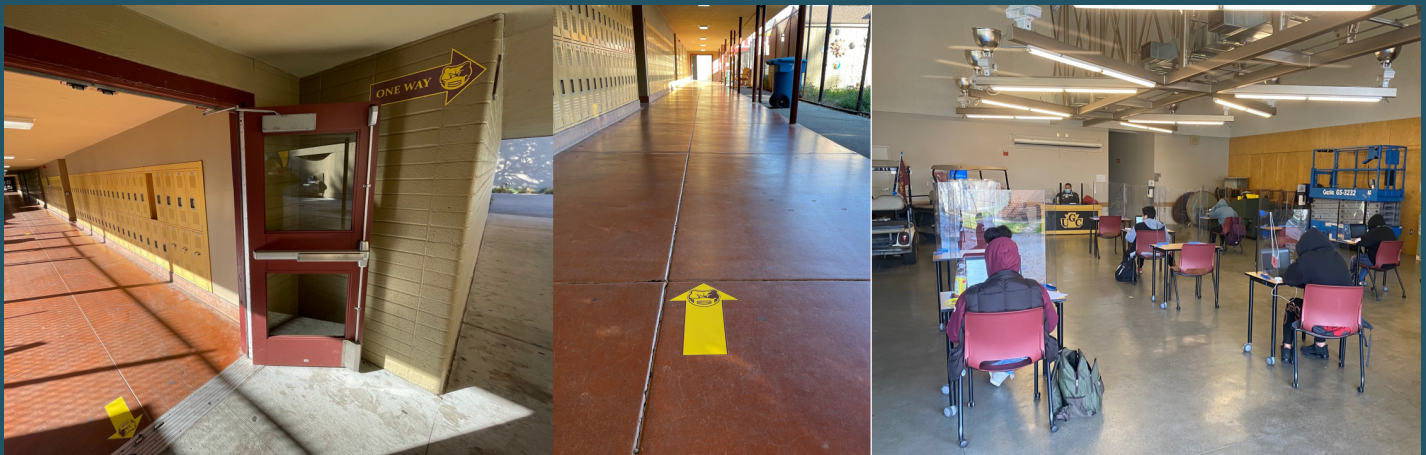
SUHSD will be following the recommendations of the Centers for Disease Control and Prevention, California Department of Public Health, and San Mateo County Public Health and will require all students and staff to wear a face covering.

Students, faculty, and staff must wear a face covering to school every day and remove the face-covering only when eating and drinking or in a room by themselves.

Students who have a medical condition/disability that precludes them from wearing a mask at school should work with their counselors on accommodations. These students will be required to wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, other face-covering alternative, or they have the option to remain in the online distance learning model.

PILLAR THREE

SUHSD will follow the Physical Distancing Pillar. Students will be required to maintain at least six feet distance from others when in a classroom or common areas. Classrooms have been measured to identify maximum capacity to maintain six feet distance. Students will avoid gatherings in groups and will not be allowed to congregate. Campuses are mapped out with one-way directions for each hallway. Fencing will be used to keep students in designated areas. Decals are placed throughout the campuses where students may be required to wait in line.



IN-PERSON LEARNING MODEL LOGISTICAL CONSIDERATIONS

SUHSD will have no more than half the student body on campus at one time to allow for proper physical distancing, cleaning, and adherence to the standards laid out in this document.

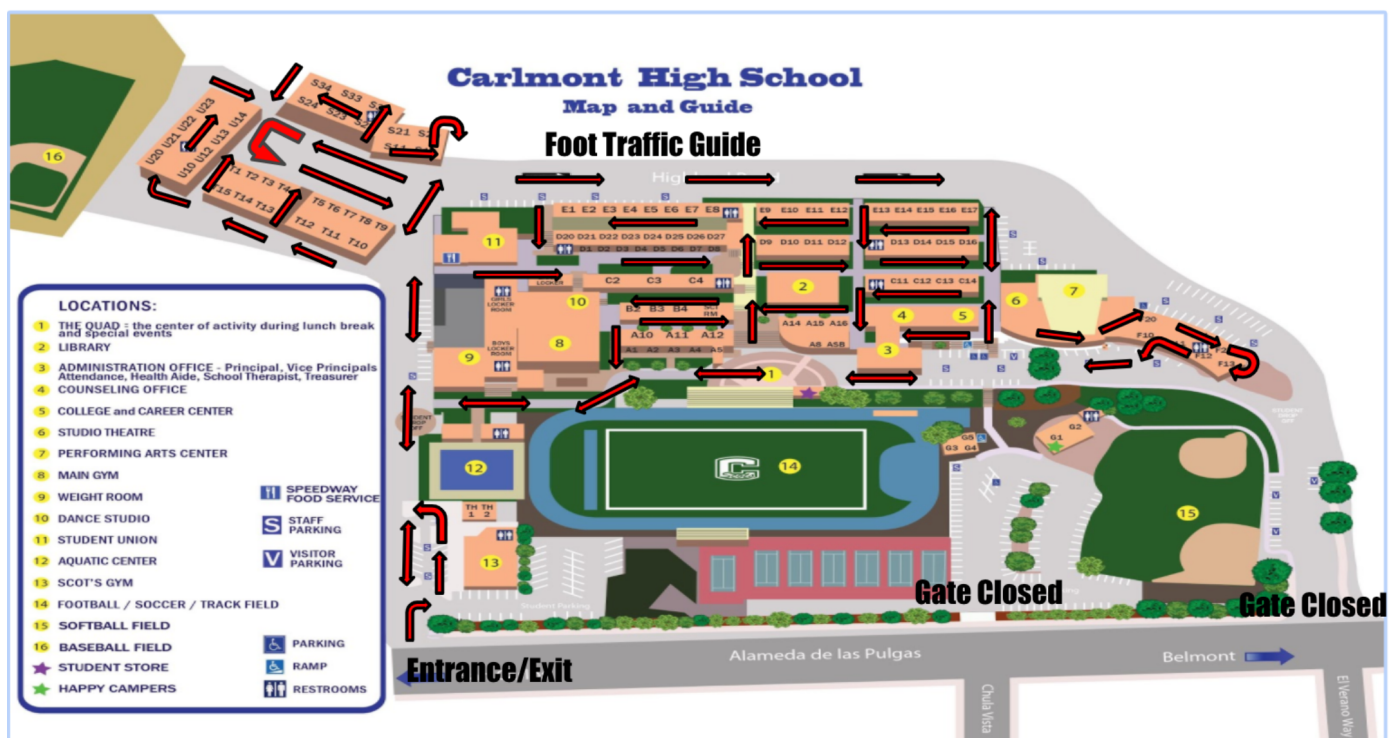
INGRESS/EGRESS & MOVEMENT BY SCHOOL SITE

CARLMONT HIGH SCHOOL

Ingress/Egress: Students will enter through one of three gates (Belmont, Senior Lot, and San Carlos) and will be guided to a check-in station. Each station will check each student's Frontline status for the day. Students with a green badge will be given a ticket for the day and may proceed onto campus. Staff will monitor students and ensure all students are wearing appropriate face coverings. Students without face coverings or wearing inappropriate face covering will be provided one by staff. Students are expected to exit campus when classes conclude. They may not congregate or hang out once classes conclude.

Movement on Campus: Students will follow foot traffic flow and posted signage directing students to navigate campus safely.

Supervision: Campus Safety Specialists will be on campus each day to supervise staff/students and to support health and safety practices.

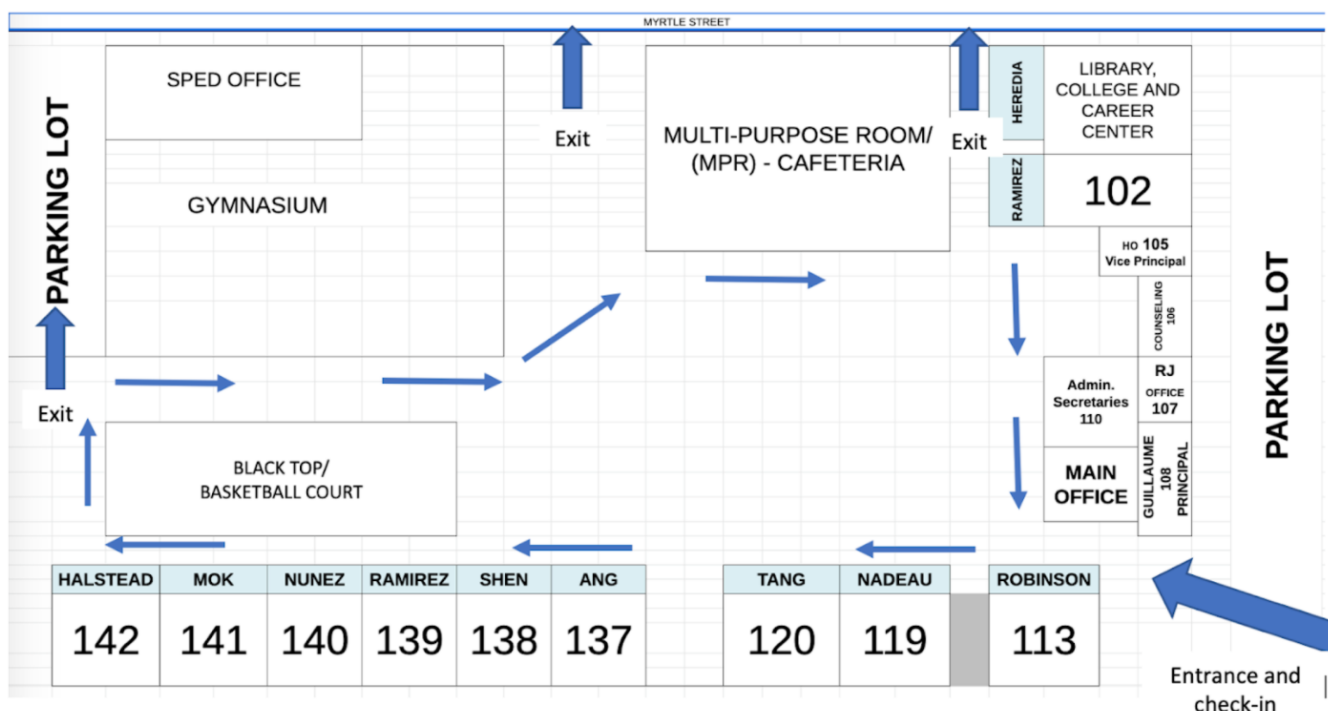


EAST PALO ALTO ACADEMY

Ingress/Egress: All people will enter at the gate by the front office, where they will go through the health screen and check-in process. Students and staff will exit at one of three exits throughout campus; they should go to the one closest to their last class.

Movement on Campus: Movement will occur in a clockwise direction on one-way walkways that have been roped off and marked by signs and arrows around campus. Each staircase is also designated as an up or down stairway to move with the flow of traffic. This is to ensure that all people remain six feet apart while moving through campus. All staff and students are assigned one bathroom to use while on campus. Students will be given a bathroom card with their student ID and barcode to enable faster check-in at entry. Only one person is allowed in a bathroom at a time.

Supervision: Campus Safety Specialists will be on campus each day to supervise staff/students and to support health and safety practices.



MENLO-ATHERTON HIGH SCHOOL

Ingress/Egress: All entrances will be closed and students must check-in at the front of the Attendance Office (near Entrance 2). Students can only enter only their your designated entrance. For students who are getting dropped off, drivers must stay inside the car at all times.

Students must show Frontline Green Badge (screenshot from your phone) before entering campus. Students will receive two wristbands:

- Wristband 1 = Cleared Health Screening
- Wristband 2 = Lunch Zone (different colors)

Students must have their wristbands on in order to enter campus, classrooms, and eat lunch. Students who arrive after 9:00AM must check-in at the Administration Office.

Movement on Campus: Paths of Travel are distinctively indicated by directional arrows. Students and staff must follow directional signs and arrows. Hallways are one-way-only paths. [See photo here](#). Students must use a designated restroom.

Supervision: Campus Safety Specialists will be on campus each day to supervise staff/students and to support health and safety practices.

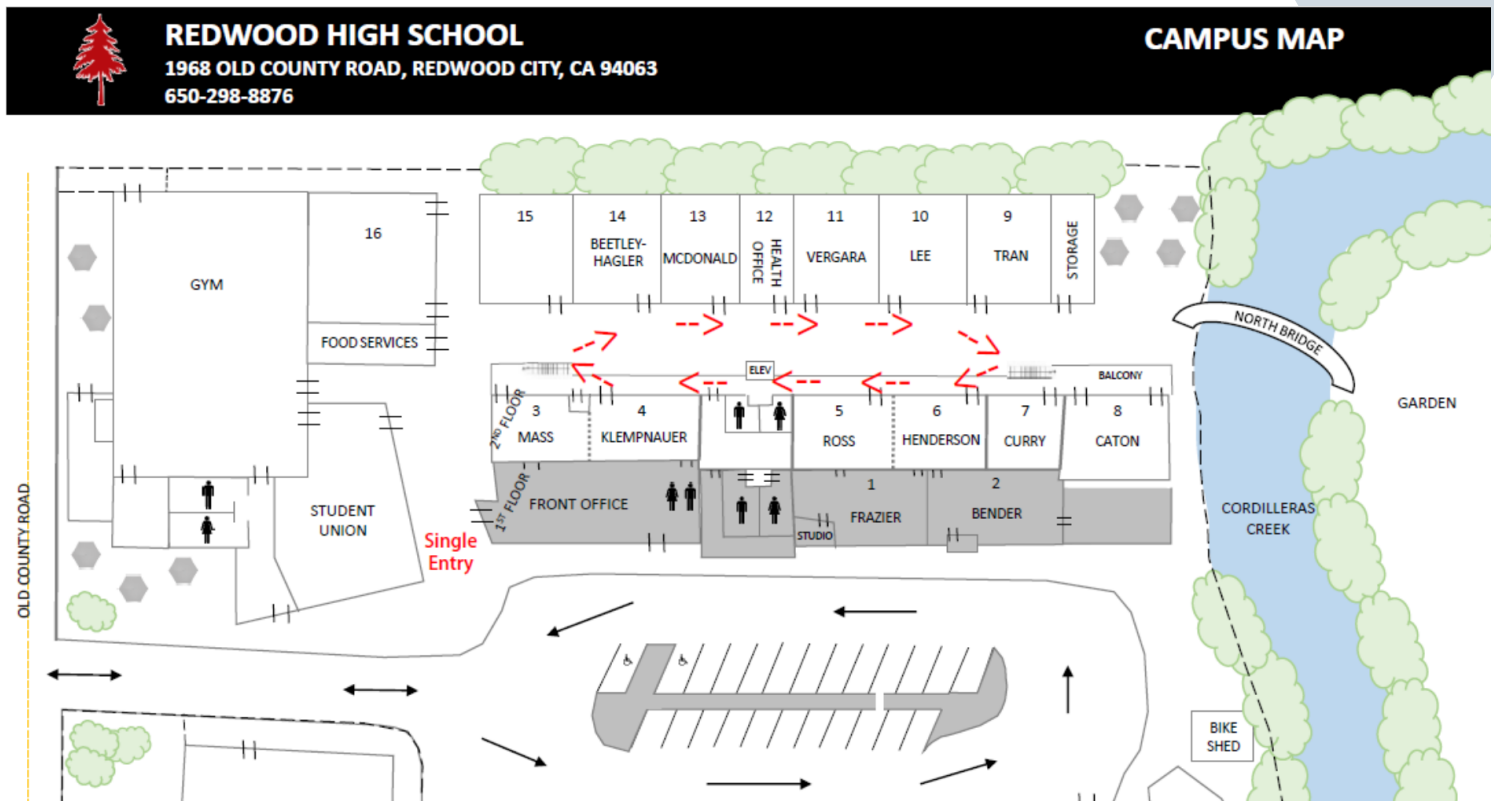


REDWOOD HIGH SCHOOL

Ingress/Egress: Students and staff will enter Redwood through a single entry, the main gate by the front office. There will be an outdoor check-in station set up, and students will receive a colored wristband if they pass the health check.

Movement on Campus: Students will move in a clockwise direction through campus. Signage will be posted as necessary. The map below shows how students will be expected to move through campus.

Supervision: Campus Safety Specialists will be on campus each day to supervise staff/students and to support health and safety practices.

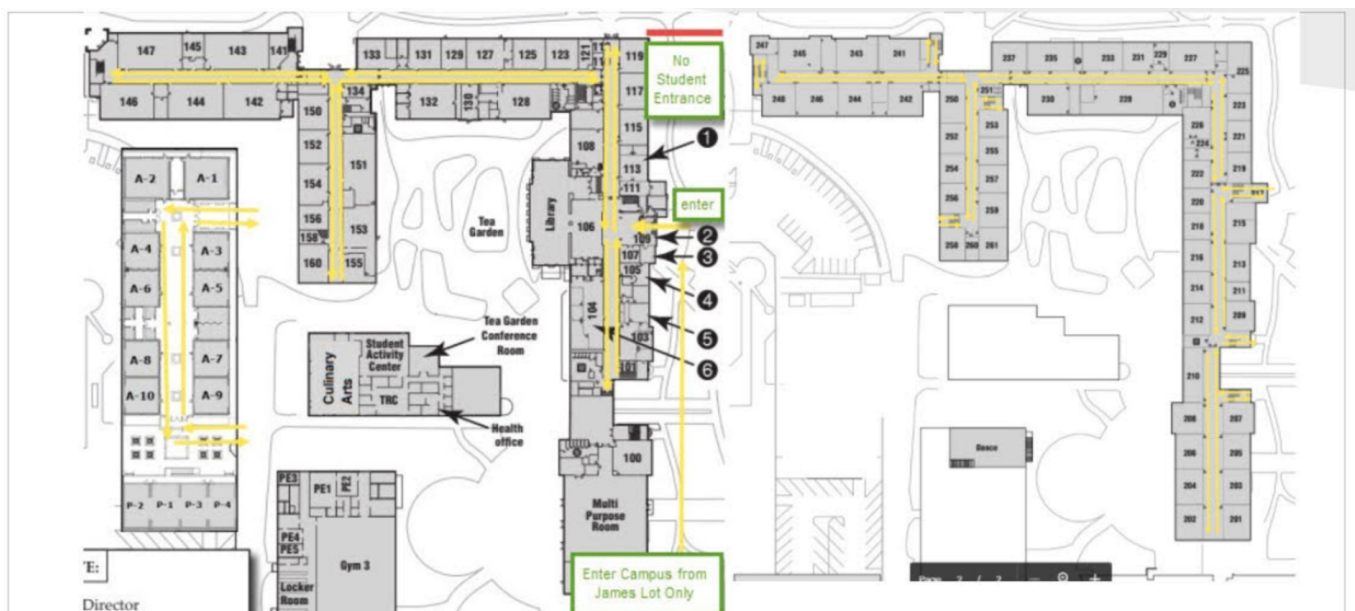


SEQUOIA HIGH SCHOOL

Ingress/Egress: One entry, multiple exits is the foundation of our operating plan. Students will arrive in James Street Lot, advance to the main door of the main building for a health check. Once approved, they will receive a badge/decal that identifies them as having successfully passed the health check. Students will let a staff member know the location of their classroom and the student will be directed to use the most appropriate path. Should a student not pass the health check, they will be confidentially escorted to an isolation space while parents are notified.

Movement on Campus: Paths of Travel are distinctively indicated by directional arrows in both Spanish and English. When indoors, paths are one way on opposing sides of a 13 feet wide hallway (main building--see map). As noted in Ingress/Egress, Sequoia is operating under a one-entry, many exits plan, with the idea to direct students to use outdoor paths to reach their destination. Restroom use will be one student at a time, and there are multiple locations to serve the number we expect to have on campus during this time.

Supervision: Campus Safety Specialists will be on campus each day to supervise staff/students and to support health and safety practices.



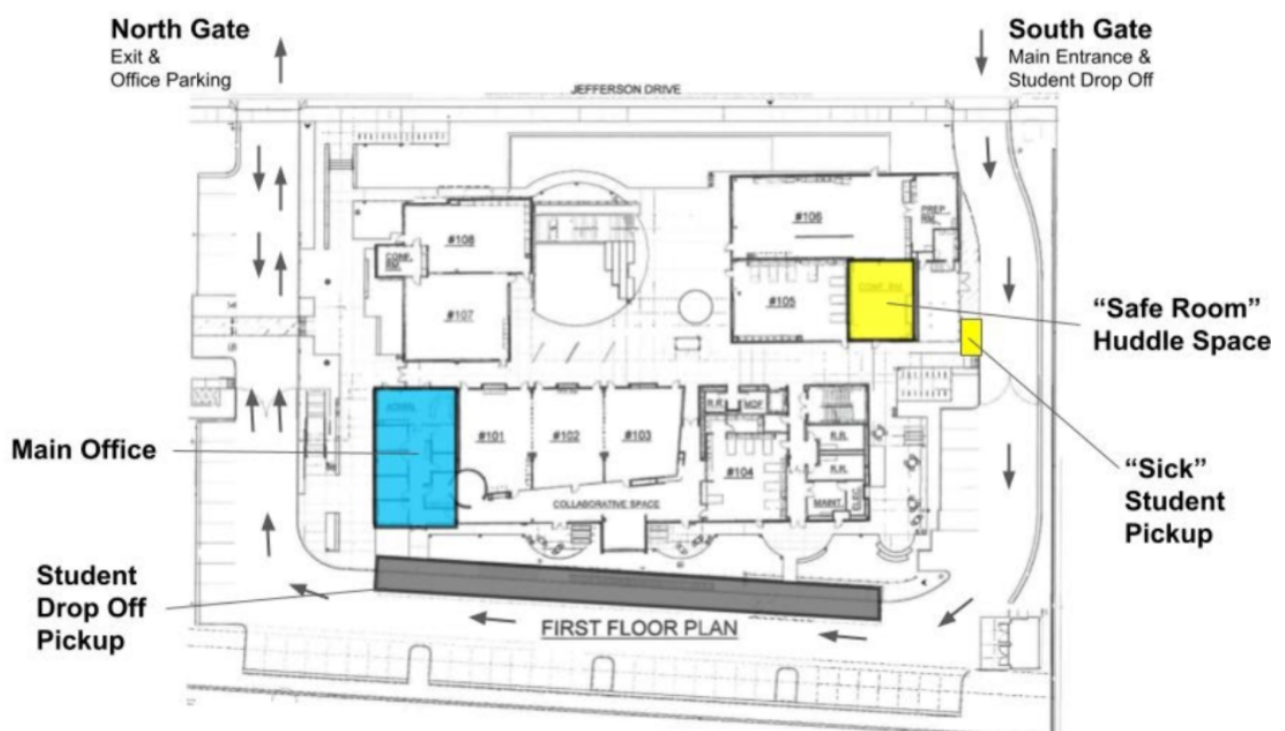
TIDE ACADEMY

Ingress/Egress: Students will enter TIDE through the South Gate as the road is in one direction. Drivers will drive around to the main entrance of the school for student drop off, exiting through the North Gate (closest to Hotel Nia and Facebook). See the map below for guidance.

Movement on Campus: Students will need to maintain social distancing at all times. All traffic in the hallways and stairwells will be one way only, again, prioritizing social distancing at all times. Signs and stickers will be posted throughout the campus to assist students with the flow in hallways and stairwells. [See photo here.](#)

Supervision: Campus Safety Specialists will be on campus each day to supervise staff/students and to support health and safety practices.

TIDE Academy COVID Map



WOODSIDE HIGH SCHOOL

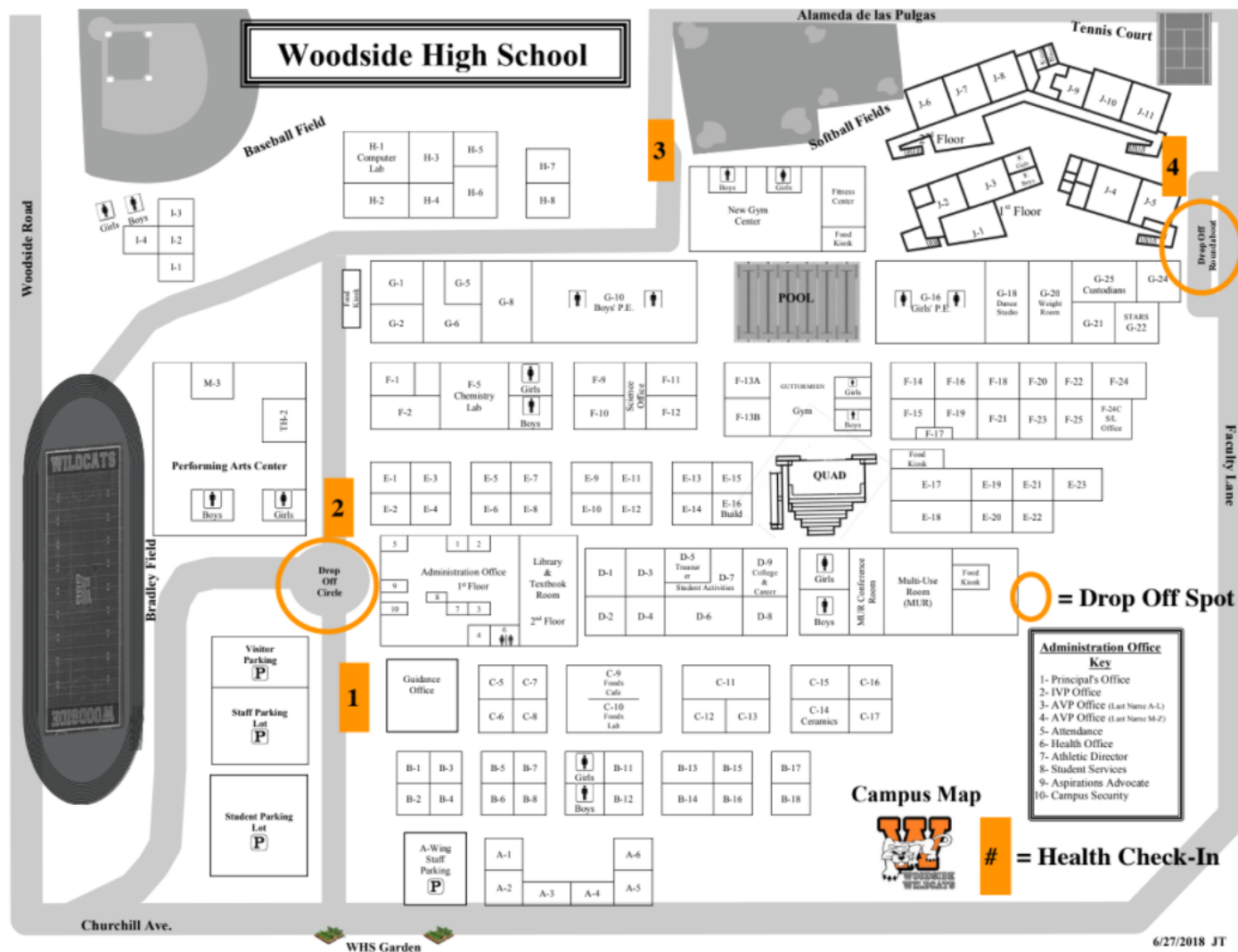
Ingress/Egress: Students will report to one of the four health screening stations between 8:00AM and 8:30AM where administrative staff will greet them. Students will either show their Frontline clearance for the day, or be asked the screening questions at the station. Staff at the station will ensure students are wearing appropriate face coverings and provide one if necessary. Students who are cleared will receive a wristband to wear and show the teacher prior to entering the room. The wristband indicates they have completed the health screening and are part of the designated group (A, B, C, D) for the day. Wristbands will be coded by color - one for each day of the synchronous learning. Teachers will check the wristband when a student enters the room. Any students not wearing the wristband of the correct color for the day will be directed to one of the four health screening stations. Students arriving after the main check-in stations have closed will proceed to the Health Office for screening and wristband distribution.

Map showing drop-off locations and health screening stations shown below.

Movement On Campus: Paths of Travel are distinctively indicated by directional arrows. Students and staff must follow directional signs and arrows at all times. See photo here.

Supervision: Campus Safety Specialists will be on campus each day to supervise staff/students and to support health and safety practices.

WOODSIDE HIGH SCHOOL



6/27/2018 JT

TRANSPORTATION

Bus Stops: All students are to maintain the six feet social distancing requirements at bus stops. Students are to wear face coverings while at bus stops. A student waiting in a vehicle must remain in the vehicle until social distancing can be achieved at the bus stop, when possible.

Loading and Unloading: The bus driver seat students from the rear of the bus forward to prevent students from walking past each other. Afternoon runs will be boarded based on the order in which students will be dropped off. *For example, student's stops that are first, will board the bus last and sit in the front.* Red Light Escort/Crossover Bus Drivers, students, and parents must wear face coverings while being escorted across the street and maintain six feet physical distance if possible while crossing.

Seating: The bus driver will assign seats and seat siblings and family members together. A minimum of two windows will be open at all times during the bus ride. This will allow for circulation throughout the bus.

Passive Health Screening: Parents must check student's temperature to ensure temperatures below 100.4, observe for symptoms outlined by public health official before leaving for school or the bus stop, and keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. The District has implemented a verification process to alleviate this.

Active Health Screening: Bus driver will actively engage in symptom screening as students enter the bus consistent with public health guidance, including visual wellness checks.

(TRANSPORTATION... CONT'D)

Face Coverings

- Drivers shall wear a face covering at all times when passengers are present.
- Drivers may also wear a face shield while loading and unloading students.
- A face shield should not be worn while driving the school bus. Students will be required to wear a face covering on the bus and at the bus stop.

Symptomatic Students

Students will be screened for symptoms daily before attending school. Symptomatic students will not be allowed on the bus unless otherwise required by the district or company policy.

Symptomatic Student Protocol

- The student will be moved to the front of the bus where no student will be sitting directly in front of the symptomatic student. The bus driver will ensure that the student remains further than 6 feet from the driver. Both seats that the symptomatic student was sitting in will remain empty until disinfected.
- The driver will notify dispatch of a symptomatic student.
 - If the bus is delivering students to a school site, dispatch will notify the school site to meet the student at the bus loading zone.
 - If the bus is delivering a student to their home, dispatch will notify their parent or guardian of the symptomatic student.
- The symptomatic student will be unloaded first to a school staff member or at their home stop.
- The driver will disinfect both seats where the symptomatic student was seated before allowing any other student to sit in that seat.

Note: All drivers will clean and disinfect the bus after every route/run

PILLAR FOUR

LIMITED GATHERINGS

When possible, activities and meetings will be held online. If activities or meetings occur in person, the proper social distancing and personal protective equipment such as face covering is required. Athletics will follow CCS/CIF guidelines for competition and practice.

LUNCH



Since entering distance learning, the district has been providing meals for pick up at sites and at the Central Kitchen to all students. Students may pick up meals for multiple days. Students are encouraged to take a meal before leaving campus during Phases 1 and 2.

For Phase 3 & 4, students will receive a "grab and go" lunch and may eat in a designated area while practicing all social distancing requirements (six feet).

LUNCH

PROTOCOLS BY SCHOOL SITE

CARLMONT HIGH SCHOOL

Students may access food service at two locations and are assigned specific areas to eat lunch. Students must remain socially distanced but may remove face coverings in outdoor areas while eating or drinking. They are expected to put face coverings back on after eating.

EAST PALO ALTO ACADEMY

There is no food allowed indoors because students and staff must keep masks on at ALL times. For this reason, eating may only happen outside, safely six feet distanced from others. Students will be served breakfast upon arrival as part of the check-in process and they will maintain social distancing while waiting in line for their food at the outdoor windows.

LUNCH

MENLO-ATHERTON HIGH SCHOOL

There are five different locations to get lunch on campus. Students must eat in their zone that is designated by the color-coded on students' wristbands. Students may take off masks to eat only if they are six feet apart and outside.

REDWOOD HIGH SCHOOL

Students must eat or drink outside, never in the classroom. This is the only time they can briefly remove their mask. Lunch will be provided at the food services window to take home and students must remain socially distanced.

LUNCH

SEQUOIA HIGH SCHOOL

Lunch will be distributed outdoors from mobile carts in three locations: front of the school; student quad; B-Wing. Staff and volunteers will monitor students during this time to ensure that they are maintaining social distance. Multiple pop-up tents are placed around campus in the event of rain.

TIDE ACADEMY

Lunch is from 11:30AM-12:00PM on M/T/TH/F. Lunch (eating and drinking) policies are as follows:

- There is NO FOOD or drinks allowed indoors.
- Students must keep their masks on at ALL times when indoors.
- The TIDE cafeteria will be open to pick up breakfast and lunch.
- Eating may only happen outdoors and MUST include 6 feet of social distancing.

LUNCH

WOODSIDE HIGH SCHOOL

Lunch will only be available outside. Six feet physically distanced is required in the designated lunch areas: center quad, A-wing quad, J-wing quad, I-wing lawn. No eating or loitering on Bradley Field, hallways, or classrooms.

STAFF TRAINING AND FAMILY EDUCATION



Information and training on COVID-19 procedures and policies will be provided to students, faculty, and staff via signage, instructional videos, email communications, and in-person training. Signage, including physical distancing, COVID-19 symptoms, and proper handwashing, is posted throughout campus and offices. Instructional videos will be shared with families, including proper handwashing, school entrance procedures, how to proceed throughout campus from class to class, lunch pick-up, and exiting for dismissal safely.

All COVID-19 policies and procedures have been provided to families returning to on-campus activities. Students and parents will sign a Student on Campus Participation Agreement.

TRIGGERS FOR TRANSITIONING TO DISTANCE LEARNING



After April 5, 2021, once schools open in the in-person/concurrent instructional model, schools will stay in that model unless there is a tier regression to “Purple” or outbreak at one or more school sites that require school(s) to return to 100% distance learning.

When to close guidance:

The closure of a school may be appropriate when an outbreak has occurred in 25 percent or more stable groups in the school. An outbreak is defined by the California Department of Public Health as at least three probable or confirmed COVID-19 cases within a 14-day period in people who are epidemiologically-linked in the setting, are from different households, and are not identified as close contacts of each other in any other case investigation. School closure may also be appropriate when at least three outbreaks have occurred in the school and more than

TRIGGERS FOR TRANSITIONING TO DISTANCE LEARNING

five percent of the school population is infected over a 14-day period. San Mateo County Health may also determine whether school closure is warranted for other reasons, including results from a public health investigation or other local epidemiological data.

State's Criteria for Closing School District Campuses Once Open:

The superintendent should close a school district if 25 percent or more of the schools in the district have closed due to COVID-19 within 14 days. This decision should be General Planning Assumptions February 3, 2021 • Pandemic Recovery Framework • 27 made in consultation with San Mateo County Health. The district may typically reopen after 14 days, but again, in consultation with San Mateo County Health. Whether or not a school is open to on-campus learning, the Governor made it clear that the education of students is non-negotiable and schools would have to provide that education through whatever means available.

SUHSD's point person for COVID-19 information and cases is Health & Wellness Coordinator Javier Gutiérrez.

Students, teachers, and staff are required to immediately report if they either test positive for COVID-19 or come into contact with someone who has tested positive for COVID-19.

The point person will then complete a daily report for all new COVID-19 confirmed cases and submit it to the San Mateo County Health Department and San Mateo Office of Education. School site leads will then notify all related direct or indirect contacts.



SUHSD's [website](#) will also hold all related COVID-19 updates and information, as listed below:

- Reopening Schools Plan
- Reopening Readiness Dashboard
- School Site Distance Learning Plan Links
- Reopening System for California
- SMC Pandemic Recovery Framework
- Free Internet Program
- Frequently Asked Questions
- COVID-19 Community Resources
- Travel Guidance
- SUHSD Health & Safety Measures

Appendices

- [PPE INVENTORY LIST](#)

- Mental Health Resources

The COVID-19 pandemic presents unprecedented challenges for all, especially for students who have faced such enormous disruption. Many children and youth are likely experiencing worry, anxiety, and fear, including fears inadvertently shared by adults. These adult fears may center on dying, loss of relatives and friends, or instability around finances or housing. When students were dismissed from school campuses for in-person learning in March, they lost the familiar structures and engagement of school.

As a result, our districtwide mental health resources have been virtually amplified to meet the need of our students. Some of our efforts include: telehealth visits, virtual student groups, online social-emotional curriculum, virtual assemblies, and online club meetings.

Students will have consistent access (virtual, email, phone, etc.) to all staff that make up the school's mental health support team, to include Mental Health Specialists, Intervention Counselors, Counselors, School Psychologists, Administrators, etc.

All school sites have counselors available, for more information, visit our [Student Health & Wellness COVID-19 Resource webpage](#).

- Below are some resources students and faculty can access for additional information:

1. [Pandemic Recovery Framework: Mental Health Companion Document](#)
2. [Mental Health Resources - COVID-19 crisis and mental health resources - National Association of School Psychology](#)
3. [Mental health resources in time of COVID-19](#)
4. [San Mateo County Mental Health Resources](#)
5. [COVID-19 Recommendations Checklist for K-12 Schools and other School-Based Programs](#)
6. [San Mateo County Health Guidance](#)

- Cleaning Procedures

1. [Classroom Cleaning Checklist](#)
2. [Bathroom Cleaning Checklist](#)
3. [Common Area Cleaning Checklist](#)
4. [Cleaning & Disinfection Procedures Manual](#)

Appendices

- COVID-Testing Resources
 - [COVID-19 Testing with Curative](#)
 - [COVID-19 Testing Program FAQ](#)