ROAD TO RE-OPENING

WORKBOOK

Guiding Questions Developed By Alameda County School Districts
Through Professional Networks Convened by ACOE

Convene

Collaborate

Compile

Implement

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AFT: A Plan to Safely Re Open

American Academy of Pediatrics: Covid 19 Planning Considerations

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CDC Draft Guidance 5.7.2020

Getting Smart: How to Re Open Schools

WHO: Considerations for school-related public health measures in the context of COVID-19

McKinsey & Company: Coronavirus COVID 19: Considerations for Reopening Schools

In these unprecedented times, you as a leader must have an overall plan for the re-opening of schools.

1 What processes is your district/school using to **develop plans**?

2 How are you **partnering with employees and bargaining units**?

A.   Task force
B.   Division heads with staff input
C.   Project manager to convene and drive

3 What is your overall **timeline for decision-making**?

4 What is your overall **timeline for communication to your community**?

NOTES

A. Using the _Concentric Circles model_?

ALAMEDA COUNTY

As a district/school leader, you are in a position to best inform county, state, and federal policies to best support your local context.

1 How can you **drive the public health guidance** and public narrative of what is realistic for schools in Alameda County?

2 What guidance is **needed from your county's/city's public health department?**

3 What district, state, or federal policy **waivers or flexibility** is needed?

NOTES

Advocate for re-framing from "social distancing" to "minimizing interactions" through "bubble grouping/cohorts"

A. *May students return for summer school, starting in June?*
B. *Scenario guidance for potential classroom, school, district closures in the future?*

A. *Instructional minutes (not days as referenced in AB 2050)*
B. *Attendance*
C. *Probationary teacher evaluations/tenure*
D. *Pediatric well checks*

The new school year will require new curricular and instructional approaches. Further, you will need to make sure that your district's academic policies support this new context in the best interest of students and their families.

1 How will you **map essential standards** for the upcoming school year, including re-pacing?

2 What **C&I policies will need to be modified** for the upcoming school year?

NOTES

A. Move from Credit/No Credit to a Grading Policy?
B. Modify graduation requirements or ways to satisfy requirements (e.g. community service, electives)?
C. Considerations for 'hands-on' classes in a virtual setting?
D. Articulation with post-secondary institutions (e.g., UC/CSU, CC, trade schools)

3 What **multi-tiered systems of support** will be provided at multiple tiers to support students in the hybrid and/or 100% distance learning options?

4 How will you **incorporate expanded learning programs** to support your re-opening model?

NOTES

A. *What are your plans to mitigate learning loss that has occured?*

B. *How are you providing acceleration for students who did not have or had restrictive access to distance learning?*

C. *What strategies will be used to deliver designated ELD in a virtual platform?*

D. *How will you meet the needs of students as captured by their IEP or 504 plan?*

As a leader, you will need to plan for multiple scenarios for the upcoming school year given that Alameda County Public Health will provide additional guidance in the summer months. These scenarios should include 100% distance learning to hybrid learning scenarios that allow for social distancing.

1 What **schedules** will you consider for groups of students in the upcoming school year?

2 How will you determine **student configurations**?

3 What constitutes "attendance" in your learning model (hybrid, distance learning, etc.)? How will you clearly communicate attendance guidelines?

NOTES

A. *100% in person (for Special Education, Students of Essential Workers)*
B. *Hybrid (e.g. 20% - 1 day a week, 40% 2 days a week, 50% - five half days a week)*
C. *100% distance learning (for medically fragile, at parent request)*

A. *Student groups (Students of Essential Workers, SWD, ELL etc.)*
B. *Grade bands*
C. *Family structure/siblings*
D. *Access to technology*
E. *Independent study*
F. *Home Hospital/Medically fragile students*

4 How will your **school calendar** be revised to accommodate different scenarios? What conversations will need to be had with your bargaining units?

5 How will **master schedules be revised to accommodate different scenarios?** What conversations will need to be had with your bargaining units?
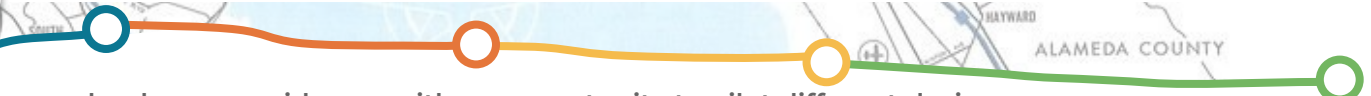
NOTES

A. Start/end date
B. Intersession
C. Summer school

A. Start/end time
B. Block

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Summer school may provide you with an opportunity to pilot different design elements for scenarios such as 100% distance learning (such as new curriculum) and hybrid learning (such as social distancing).

1 How will you use **summer school as a test pilot for fall?**

NOTES

A. *Re-opening models as permitted within latest ACPHD guidance.*
B. *Schedules that could also work for the academic year.*

2 What **curriculum and instruction** aspects will you pilot this summer?

3 What **assessment data** will you be collecting from summer school to inform re-opening for the upcoming school year?

With new curricular and instructional approaches, you will need to provide professional development so that teachers, administrators, and other staff may best support re-opening models.

1 What **PD must you consider** to meet the diverse needs of your teachers?

2 What **PD will you provide for administrators** to support distance learning, such as the assessment and evaluation of teachers conducting distance learning?

NOTES

A.   To transition courses to virtual or hybrid on the district's learning management system?

B.   To incorporate instructional models that best support distance learning, such as project based learning, inquiry based learning, or cross curricular integration?

C.   For assessment and grading during distance learning?

D.   For developing and maintaining virtual collaboration?

NOTES

3 How will you **incorporate other staff,** such as expanded learning program staff, in PD to support your re-opening model?

4 How will **bargaining units** be involved in order to implement a professional development program for a high quality distance learning program?

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ALAMEDA COUNTY

As you prepare for the upcoming school year, you will need to design social & emotional supports for students, staff and families, so that they can successfully re-enter at the start of the new school year.

1 How will you **support staff with** SEL standards so that they can, in turn, support the students in your district?

2 How will you **structure the start of school** so that students and teachers may re-enter feeling as safe, connected and engaged as possible?

3 What systems and strategies do you need to have in place to **collect and analyze data to ensure SEL needs are being addressed** and met?

NOTES

4 How will you **support embedding SEL best practices and strategies throughout all aspects of schooling during the year**, as students and families will need support with feelings of anxiety, isolation, depression, trauma and lack of focus in response to the pandemic?

5 How can you **collaborate with county agencies more closely for referrals** for public assistance, child and/or domestic abuse, counseling services, health/medical attention, and other needs?

NOTES

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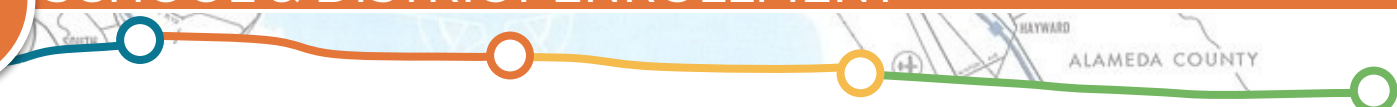
You will need to plan for enrollment/registration for new and existing students to start the new school year in the correct placement.

1 How will you address requests for **inter-district transfers** for students who want to enter or exit the district of residence?

2 How will you offer additional supports for **foster and homeless students** with enrollment, engagement, connectedness, academics, etc.?

3 How will you **enroll** students who are starting with your district in the new school year? What modifications can be made to reduce in-person processes, such as presenting original documents?

4 What will the **immunization/medical requirements** and expectations be for enrollment, sports, etc.?

NOTES

Students must be supported to enter or return to classrooms and/or more structured distance learning with new expectations and rules around social norms, cleanliness, and changes in the physical and social structures at school.

1 How will you engage students to **understand and help set new expectations and norms**?

2 What changes will you make to **extracurricular programs** (sports, student activities and clubs) and what is your timeline for decision-making?

3 How will you **manage shared supplies** in classrooms, and areas common to the campus, such as libraries and playgrounds?

Data will be an important part of your plans. You will need to think about data elements that are common across a 100% distance learning and hybrid learning scenarios as you may switch between these scenarios throughout the upcoming school year.

1 What **collection of data** should you prioritize for re-opening decisions?

2 What **assessment tools** will you use for formative and summative assessments in each model for reopening of schools (100% distance learning, 100% in person, hybrid)?

3 How will **participation, grades, and credits be tracked** after re-opening of school for each learning model?

NOTES

A. What type of assessment data will teachers use at the beginning of the school year, as students will not have CAASPP scores or local end-of-year assessments?

B. How will TK/K students be assessed at the beginning of the year?

C. What assessment data will be used to ensure that students are in the right math class as per the Math Placement Act?

D. What will new indicators be for transitioning students between tiered academic support in hybrid and distance learning models, and how will progress be monitored?

4 How will you **resume ELPAC testing** and support reclassification? Will you offer remote administration? What strategies will you implement to quickly administer delayed Initial ELPAC tests?

5 How will you use **CALPADS codes**? What challenges exist in complying with the required CALPADS submission schedule?

NOTES

Servicing the medical-related needs of students and staff with the inclusion of school and district nurses will play a significant role in the comfort of families to have their children return to classroom settings.

1 If there is a **positive COVID-19 diagnosis** in the district, what role will your school and district nurses play?

2 Will there be a school nurse at every site to perform **symptom checks or health screenings** for students and staff?

3 How will **immunization requirements and wellness exams** be enforced/implemented without a waiver from the state?

NOTES

A.   *Maintain confidentiality*

NOTES

4 Will you need to make adjustments to how **student illness/injury/medical needs** are treated at the school site level? How much first aid (non-urgent) will be done in classrooms?

5 What **equipment and/or barriers** will be needed for school sites related to student medical needs (i.e. thermometers, plexiglass barriers, face shields, isolation rooms)?

Families are key to the re-opening of schools. Clear communication and timely supports will allow parents/guardians to be partners in this critical time.

1 What **family supports** should you prioritize before re-opening schools, such as workshops for parents/guardians to better support distance learning at home?

NOTES

2 How will districts prioritize social-emotional, behavioral and trauma informed supports for **families who are considered vulnerable**?

3 In what ways should your district **engage with your county, city** and other local officials in executing re-opening plans (i.e. traffic planning, public transportation)?

CHILD NUTRITION

Child nutrition is an essential element of a student's education. As we re-open schools, it is important to plan any adjustments needed to continue to serve meals while ensuring the safety of students and staff to the maximum extent possible.

1 What flexibility will you consider in **establishing bell schedules, recess, seating in dining areas, and lunch time** to allow for physical distancing during meal service?

2 What adjustments will you implement to **remain compliant with child nutrition requirements**?

3 How do you plan to serve **meals to students participating in distance learning**?

NOTES

A. *How will you address any lack of necessary ingredients due to anticipated shortages in the supply chain?*

B. *What is your plan to provide meals to go if/when school campuses are closed?*

NOTES

4 Will you consider temporarily transitioning open high school campuses to **closed campuses** to keep students on campus during lunch?

5 What are your plans in **maintaining physical distancing or other safety measures in kitchens** during food preparation?

PURCHASING

ALAMEDA COUNTY

As the instructional delivery is shifting and performance of support to instruction is evolving, school districts should secure reliable and sustainable suppliers to support the fast changing needs of the instructional team.

1 How will you identify the **required PPE** for re-opened schools and offices, and how will you secure reliable vendors to supply the needed volume with reasonable prices?

2 How will you support **adjustments in furniture** for primary grades to maintain physical distancing?

3 How do you plan to **store and safeguard unused furniture** due to fewer students in the classrooms?

NOTES

NOTES

4 How many **additional portable devices** do you need to purchase to support distance learning, or a hybrid of distance learning and in-classroom instruction? How will you address any **lack of home internet access** and the costs associated with securing access?

5 Will you consider relaxing internal control surrounding **deliveries of supplies and equipment at an employee's home**?

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Each school district should revisit its daily operations and plan to reevaluate and modify its practices and protocols to prevent any exposure to potential liability. Strict adherence to these modifications should be communicated clearly to all employees and stakeholders.

1 Will you **screen students, parents, and visitors for potential exposure**? What will that screening include, and how will you maintain compliance with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule? How will you maintain good balance between safety and privacy?

2 How will you determine **sufficient cleaning protocols in terms of depth and frequency**? What are the **potential liabilities** for any exposures that are alleged due to insufficient cleaning and/or mis-steps?

NOTES

3 What adjustments will you implement to make sure that the district has **sufficient liability insurance coverage** for any claims resulting from exposure to COVID-19?

4 Since students and staff are likely to **access the internet outside of the school district network**, what measures will you implement to prevent exposure to inappropriate sites?

NOTES

Careful planning to transport students is needed to maintain balance between regulatory agency requirements, student safety, and instructional support. Alternative plans should be developed to allow flexibility to transport students to and from schools.

1 For school districts that have a fleet of school buses, how will you address the California Highway Patrol requirements to perform **preventative maintenance on school buses** out of use for 90 days?

2 What adjustments in your routes are you considering to **maintain physical distancing**?

3 What **level and frequency of sanitation** will be required for buses?

NOTES

4 What are your plans in addressing the **shortage of drivers** while adhering to accommodations for students' Individualized Educational Program (IEP)?

5 How will you determine and implement scheduling flexibilities needed to **coordinate bus routes** in the hybrid of distance learning and in-class instruction environment?

6 How will you instruct bus drivers to meet the needs of a **student requiring special attention** while ensuring the safety of all students and maintaining physical distance?

NOTES

HUMAN RESOURCES

As school districts approach the work of re-opening schools, human resources departments will focus on working conditions (employee safety) and staffing.

1 How do you plan on **allocating teaching and support staff** under the hybrid of distance learning and in-classroom instruction?

2 What **adjustments in the classroom setup** are you planning to implement in order to maintain physical distancing? How many students would you allow in a standard size classroom (960 square feet)?

3 How do you plan to **backfill staffing shortages** in the event that teachers are **sick or unwilling/unable to return to work**?

NOTES

4 Other than providing the minimum required PPE and physical distancing, what other **safety precautions or training** will you implement to maintain the safety of students and staff?
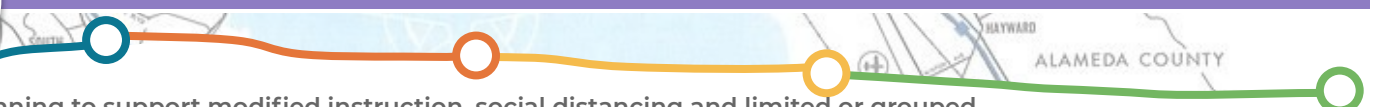
5 As you plan to reopen schools and offices, what are the **top five changes in working conditions** that you plan to address and how are you addressing them?

NOTES

ALAMEDA COUNTY

Planning to support modified instruction, social distancing and limited or grouped students and employees will require various scenarios in place for custodial services, shipping and receiving, courier service, building construction and maintenance. Plans must be fluid to allow for the changing needs of employees, inter-district/agency work and interaction with the public.

1 How will facilities staff support **classroom configurations** based on guidance from ACPHD?

2 What modifications are needed during drop off/pick up?

3 What facility modifications are needed to **accommodate hand-washing**? Are there any changes in the school office configuration to allow for physical distancing?

NOTES

A. *Should there be any limitation in the access point for students who walk/bike to school?*

B. *What parts of the campus should school install hand sanitation stations?*

C. *Should staggered release time be considered to avoid congregation?*

4 What training is needed to ensure staff are **practicing safe use of PPE and needed chemicals**?

5 How many students should be allowed **after school** and which facilities should be made available? How should school districts make sure that **after school contractors** are adhering to all related precautionary measures?

NOTES

A.   How deep and frequent should cleaning happen?
B.   How many more custodians are needed to keep the campus free from contamination at all times?
C.   How will you schedule cleaning time around classes?
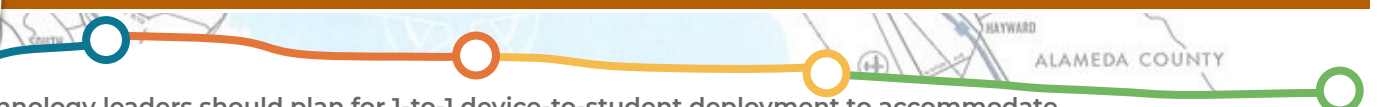
Technology leaders should plan for 1-to-1 device-to-student deployment to accommodate distance learning, and partner in exploring alternate options for those without access. School districts should identify their bandwidth requirements to ensure distance learning and remote access availability for staff. Technology staff should create a support plan to ensure student/staff devices are operational, secure and appropriately used.

1 What are your **network and infrastructure needs**? How will you ensure schools have the necessary bandwidth, equipment and staff to operate?

2 How do you plan to **address the digital divide** for your student population? What process have you implemented or developed to safeguard the devices and to make sure that they are appropriately used?

3 What tools have you implemented or plan to implement to **perform online instruction**? How would you **reconcile the network requirements of these tools** and the possible limitations of student and staff home networks?

NOTES

4 Do you plan to allow **teleworking for staff**? What additional technological resources do you anticipate needing in allowing staff to telework, and how do you plan to address them?
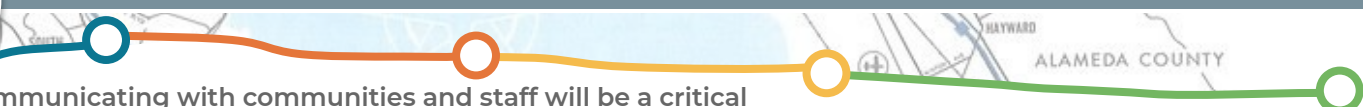
5 Are your **IT staff sufficiently trained**? What tools or resources do you plan to implement to assist IT staff and increase efficiency? How do you plan to address the increased demand for IT services at various distances?

NOTES

Communicating with communities and staff will be a critical component to any re-opening scenario, not only to relay important information, but to take in feedback and input from stakeholders that will guide planning and preparation. Communities will want to be heard during this process as much as they will want to hear from districts.

1 How will you communicate a plan that includes **several contingencies and scenarios** (positive diagnosis, etc.), with this level of uncertainty and that conditions will change constantly?

2 How will you communicate that **conditions will be as safe as possible**, but there are no guarantees of safety to offer?

3 How will you **involve stakeholders**? How will you include the community in this process, and help stakeholders understand the decision making that is required to bring a plan together?
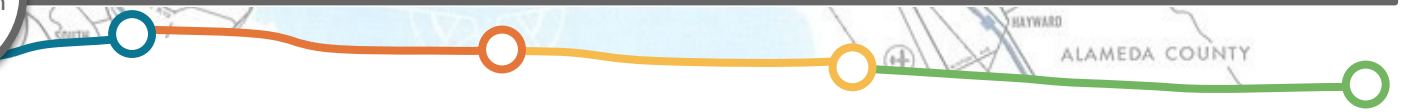
NOTES

4 How will you develop **regional standards, best practices, and messaging in alignment with public health guidance** to maintain consistency? How will you **message around inconsistencies** from district to district?

5 How will you control **who is issuing information** and maintain a communications strategy? How will you determine who needs to **receive information (child care providers, community orgs, etc.)**?

NOTES

Additional
Information

NOTES