

# Reopening, Moving Forward

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**Update:**

**CA Safe Schools for All Plan**

**ACOE/ACPHD**

**School Reopening Checklist**

**JANUARY 2021**

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**East Bay Innovation Academy  
Oakland, CA**



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# Letters from the Executive Director

## January 2021 Update

Dear EBIA families,

We have journeyed far as a community since we first shared our Reopening Plan in August 2020 – we have welcomed new students and staff into our fold, improved our distance learning, and opened a distance learning hub. We continue to move forward with tasks and traditions at hand, as the conditions allow. Meanwhile, we are also preparing to embrace tomorrow – opportunities to safely gather will allow us to support students much better, so that we can further counter the cumulative impact of the pandemic and help our students thrive.

This revision builds on the same re-opening framework with tactical detail that meet the current state and county public health guidance (California Department of Public Health, Alameda County Public Health, and Alameda County Office of Education), including Governor Newsom’s Safe Schools for All Plan. Our priorities and guiding principles for this January 2021 update have not changed: safety for all is our primary concern, as we carry out our mission and meet the needs of our families. We still believe that phased-in opening is the best approach to maneuver the lengthy re-opening process.

While the latest policy guidance from the State incentivizes schools serving K-6 grades to re-open for in-person instruction, it is largely silent on grades 7-12. Furthermore, policy frameworks continue to evolve as Covid-19 remains a dynamic threat. As we continue to move forward with many unknowns, we commit to continuing a way of planning and decision-making that prioritizes health and well-being of our students, staff and families first.

To end, I want to remind all of us that we are in this together – the pandemic is affecting all of us, and the EBIA team sees and feels the disappointment, suffering, frustration, and grief. And while we wish we could see the lighted path to take, it is clear that we must move forward in darkness sometimes. During these times, our students will be the light to guide us to the next step. We will put them at the center of our planning and decision-making, until we can see the light at the end of this tunnel.

In service,

*Michelle S. Cho*

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## August 2020

Dear EBIA families,

EBIA is Moving Forward -- accepting what we can't change, adapting to the crisis, and building on innovation to protect, nurture and challenge our students to grow as we learn to fight this pandemic. Although in-person instruction remains as the goal, we recognize the extremely high and evolving stakes of the current public health threat and commit to improving our distance learning program, as it will continue to be a part of the upcoming school year. To the extent safely possible, we will also be making strategic use of the campuses, maximizing use of outside space, with strict safeguards in place that are in alignment with local public health guidelines.

Per California Governor Newsom's July 17th guidance, EBIA will start the year in distance learning. In lieu of our typical start with a week of minimum days for orientation, we are planning a longer orientation (2-3 weeks) to build a solid foundation for a year of teaching and learning in crisis. Specifically, our goals for orientation are COVID awareness and protocol, welcoming new students, tech training, assessments, course/advisory introduction, and community-building.

After orientation, our instructional model will build on distance learning and our ability to phase-in campus use will depend on regional COVID trends and program considerations. When safely and programmatically possible, we plan to invite students on campus in the following equity-driven priority for in-person meetings:

- o Targeted support for students with specialized needs (including EL, IEP)
- o Advisory/SEL meetings
- o Academic instruction (i.e., lab sciences, art, and small bubble cohorts)

In all cases, we recognize that some families will choose to engage 100% virtually, based on their family-determination of risk. Our models will be structured to provide that option even in scenarios where students are invited back to campus.

Finally, we are exploring the feasibility of welcoming a small group of students on site to complete the remote portion of their hybrid schedule while social distancing on campus under supervision, within safety, staffing and resource constraints. Our ability to offer this option will depend again on regional COVID trends and equity-driven priority will be applied to children of essential workers, students in need of credit recovery/academic support, and requests (pending space).

We wished and hoped that we would be in a different place in our collective fight against this pandemic, after our Shelter-In-Place in spring. But we will accept the current public

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health/economic/educational conditions and move forward to provide stability, support and growth to our students and families, with safety as our highest priority.

In service,

*Michelle S. Cho*



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# EBIA Priorities and Guiding Principles

EBIA is a small Local Education Agency serving grades 6-12, authorized by Oakland Unified School District. Our students come from every zip code in Oakland and beyond, reflecting the racial and socio-economic diversity of Oakland. We lease two facilities (one from OUSD and the other private) in East Oakland, and while they have ample outdoor space, the buildings themselves are dated. Our re-opening framework takes these parameters into account and embodies the following community-centered priorities.

## Health, safety, stability

- Learning curve with safety curriculum and protocol
- Managed transitions according to community risk

## EBIA community needs

- Instructional: achievement gaps, learning loss
- Scheduling: diverse needs of families
- Nutrition services

## EBIA mission and goals

- Prepare a diverse group of students to be thoughtful, engaged citizens who are leaders and innovators in the 21st century global world

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# Instructional Models

EBIA’s re-opening framework recognizes that flexibility is required to protect the community and the program as we fight the pandemic. Throughout the year, EBIA will be balancing the educational and public health goals to serve our community, aligned with our priorities. The order of return to campus will be equity-based, to mitigate the disproportionate impact of the pandemic on certain student groups and/or subjects. In addition to the enabling conditions, actual invitation to campus will be subject to program considerations, including staff opt-in, staff availability, and calendar requirements.

Re-opening conditions in our framework below align to California Department of Public Health (CDPH) Guidance, the [Blueprint for a Safer Economy](#) and [Safe Schools for All Plan](#).

**Very High Risk** State/Alameda County Public Health (ACPHD) order to close

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- Distance learning

**High Risk** Purple Tier Under Small Cohort Guidance

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- Distance Learning
- **Targeted in-person support for students with specialized needs (incl. EL, IEP) 1-2x a week**

**Medium Risk** Red Tier

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- Distance Learning
- Targeted in-person support for students with specialized needs (incl. EL, IEP) 1-2x a week
- **Advisory/SEL in person 1x a week**

**Medium-low Risk** Yellow Tier

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- Distance Learning
- Targeted in-person support for students with specialized needs (incl. EL, IEP) 1-2x a week
- Advisory/SEL in person 1x a week
- **25-50% Select academic instruction in person 1-2x a week**

**Low Risk** Vaccine or cure widely available

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- Full classroom instruction



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## Distance Learning (Very High Risk)

As long as the State and the Alameda County Public Health Department mandate school closure, EBIA will be in a 100% Distance Learning model. EBIA is building on its initial virtual school model from spring, which already met the distance learning requirements recently released by the State:

- Access to device and connectivity,
- Content aligned to grade-level standards with quality and challenge similar to in-person instruction,
- Academic and other supports for students not performing at grade level or have specific needs,
- IEP services,
- EL services,
- Daily live interaction with certificated staff and peers.

In addition to the requirements, the distance learning program at EBIA will pilot research-based practices to increase/maintain engagement, encourage collaboration, and increase/maintain sense of belonging and accountability.

Instruction	Platforms	Schedule	Social-emotional Learning
<ul style="list-style-type: none"><li>• Distant</li><li>• Synchronous</li><li>• Real-time and digital feedback</li></ul>	<ul style="list-style-type: none"><li>• Echo</li><li>• Google docs</li><li>• Blended learning (various)</li><li>• Zoom</li></ul>	<ul style="list-style-type: none"><li>• Virtual</li></ul>	<ul style="list-style-type: none"><li>• Virtual</li></ul>

At Upper campus, students will attend 3 remote meetings per course per week in Zoom. There is also advisory and time built-in for small group and 1:1 supports. The week begins on Monday with 30 minute sessions of each course, followed by longer blocks, advisory, and office hours Tuesday through Friday.

At Lower campus, students begin the week on Monday with class meeting and SEL lesson in advisory, followed by office hours. The rest of the week consists of advisory, 2 longer sessions of core subjects (whole cohort and then workshop/small group/independent work time), one elective, and one support group (ELA or math) per day.

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## HYBRID: Targeted Support (High Risk)

When Alameda County is in Purple Tier under the Small Cohort Guidance, we will continue with distance learning and add on in-person Targeted Support, as recommended by staff. Targeted supports would address needs of students who are English Language Learners, students with Independent Education Plans (IEPs), and students in need of assessments for services.

The individual or small group support meetings will be scheduled by staff and take place outside as much as feasible, with all COVID safeguard procedures.

Instruction	Platform	Schedule	Social emotional learning
<ul style="list-style-type: none"><li>• Distant</li><li>• Synchronous</li><li>• Real-time and digital feedback</li><li>• Targeted in-person support for specialized needs</li></ul>	<ul style="list-style-type: none"><li>• Echo</li><li>• Google docs</li><li>• Blended Learning (various)</li><li>• Zoom</li></ul>	<ul style="list-style-type: none"><li>• Virtual</li><li>• By appointment</li></ul>	<ul style="list-style-type: none"><li>• Virtual</li></ul>

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## HYBRID: Advisory/SEL (Medium Risk)

When the Alameda County is in the Red Tier, we will explore the feasibility of adding advisory meetings on campus to meet the social and emotional needs of our students. Under current public health guidelines, these meetings would occur in stable groups as practicable. The on campus meetings will take place outside as much as feasible, with all COVID safeguard procedures.

Instruction	Platforms	Schedule	Social emotional Learning
<ul style="list-style-type: none"><li>• Distant</li><li>• Synchronous</li><li>• Real-time and digital feedback</li><li>• Targeted in-person support for specialized needs</li></ul>	<ul style="list-style-type: none"><li>• Echo</li><li>• Google docs</li><li>• Blended Learning (various)</li><li>• Zoom</li></ul>	<ul style="list-style-type: none"><li>• Virtual (Upper)</li><li>• Modified (Lower)</li></ul>	<ul style="list-style-type: none"><li>• Virtual</li><li>• In-person</li></ul>

Upper campus will still utilize the virtual schedule, and the students will have one day per week in the afternoon on-campus. This time will be used for advisory class, 1:1 check-ins with advisor or teachers, and small group support. Academic classes would continue to meet remotely and families could opt out of on-campus time without impacting access to academic classes.

Lower campus would move to a modified schedule that would allow students to take turns coming on campus for advisory/SEL, once a week. Classes would be held virtually on other days of the week. On campus days, students would be on campus for part of the day and spend the rest of the day in virtual class and/or independent work time.

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## HYBRID: Academic (Medium-Low Risk)

When the Alameda County is in the Yellow Tier, we will explore the feasibility of adding academics strategically on campus to meet the subject or grade-specific needs. Under current public health guidelines, these meetings would occur in stable groups. The on campus meetings will take place with all COVID safeguard procedures.

Instruction	Platform	Schedule	Social emotional Learning
<ul style="list-style-type: none"><li>• Distant and In-person</li><li>• Synchronous</li><li>• Real-time and digital feedback</li><li>• Targeted in-person support for specialized needs</li></ul>	<ul style="list-style-type: none"><li>• Echo</li><li>• Google docs</li><li>• Blended Learning (various)</li><li>• Zoom</li><li>• Lab/classroom</li></ul>	<ul style="list-style-type: none"><li>• Virtual (Upper)</li><li>• Modified (Lower)</li></ul>	<ul style="list-style-type: none"><li>• Virtual</li><li>• In-person</li></ul>

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## Classroom Instruction (Low Risk)

When a vaccine or a cure becomes widely available, we expect state guidance will be to return to classroom. We will return to regular school days (upper: 8:30 am to 3:45 pm; lower: 9 am to 3:30 pm) five days a week.

Instruction	Platform	Schedule	Social emotional Learning
<ul style="list-style-type: none"><li>• In-person</li><li>• Real-time and digital feedback</li></ul>	<ul style="list-style-type: none"><li>• Echo</li><li>• Google docs</li><li>• Blended Learning (various)</li></ul>	<ul style="list-style-type: none"><li>• Regular bell schedule</li></ul>	<ul style="list-style-type: none"><li>• In-person</li></ul>

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# Extended Learning on Campus

To the extent feasible, EBIA is providing a limited number of seats on campus under the small cohort guidance for students to social distance and participate in the distance learning portion of their hybrid schedule, under supervision of a dedicated cohort supervisor and with the support of administrators. We utilize outdoor space as much as possible.

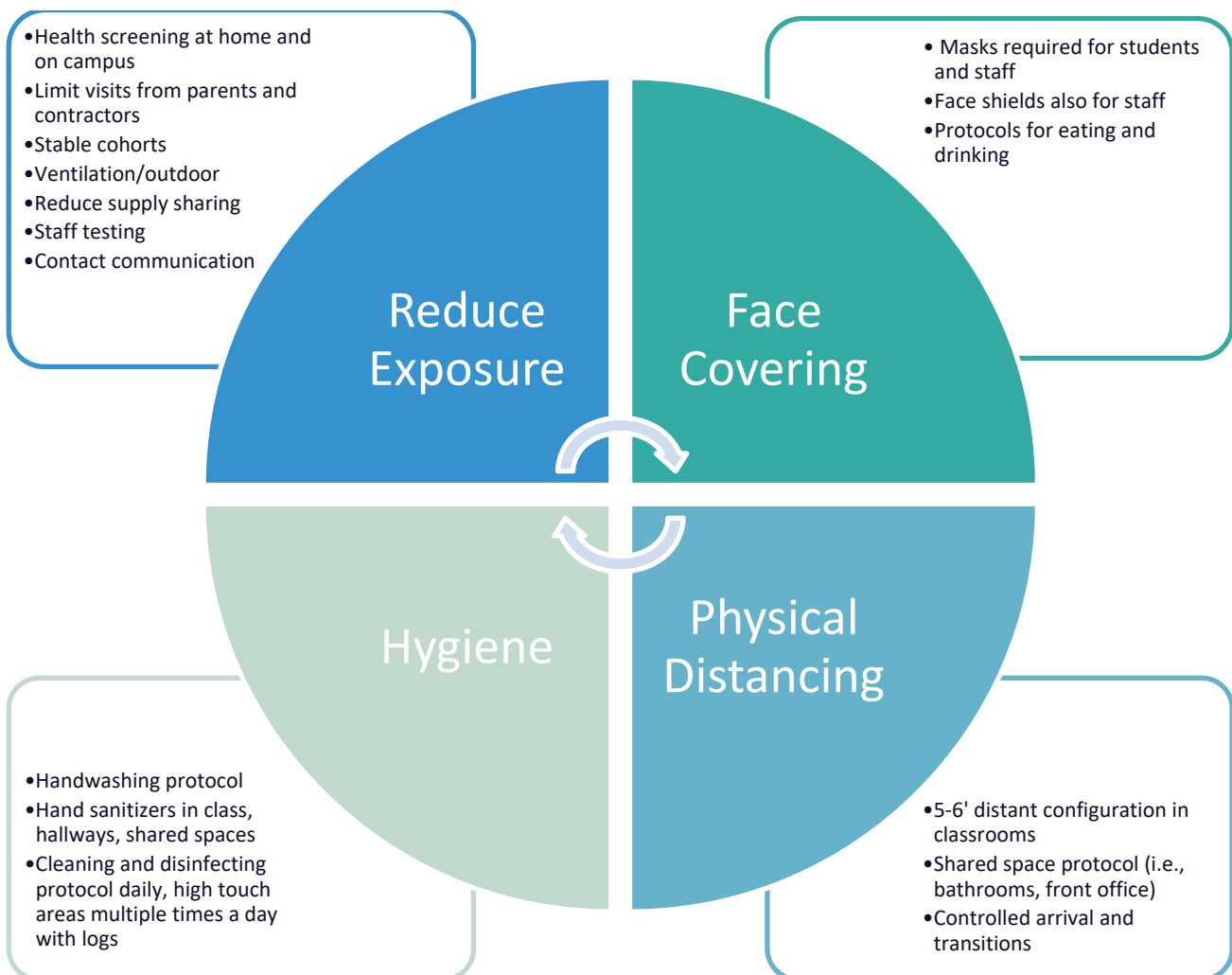
We will prioritize the following groups of students for this program:

- Children of essential workers,
- Students behind in academics,
- Requests pending space (i.e., single parent/guardian)

# COVID-19 Safeguards

## EBIA Culture of Care- Cover, Clean, Care (3Cs)

At EBIA, we are a community that cares for each other. We will extend our culture of care to meet the health and safety needs of the current time. Our team will provide ongoing education and support to staff, students, and families so that we all embrace the following practices on campus. EBIA follows Alameda County Office of Education/Alameda County Public Health Guidelines, which are subject to change.



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## Ongoing Engagement, Education, and Support

Our school leaders and community are familiar with the Alameda County Public Health Department (ACPHD) orders and with the Alameda County Office of Education (ACOE) School Reopening guidance and are committed to regular engagement and collaboration with all stakeholders.

- The Executive Director and Director of Operations stay current and highly engaged by attending weekly joint agency informational calls, by seeking out and attending webinars, and by monitoring news sources on a daily basis. ACOE and ACPHD websites, guidance documents, and experts guide every school reopening decision.
- The wider School Leadership Team (principals, deans, and operational leaders) are kept up to date with the evolving health orders and guidance via real time slack/email updates from the Executive Director, via ongoing weekly review during the School Leadership Team meetings, and via in-depth training before each school reopening milestone.
- Teachers and staff remain familiar with guidance through periodic presentations from the Executive Director and other school leaders, a weekly informational corner in the staff newsletter, and in-depth training before each school reopening milestone.
- Families are familiar with best practices and requirements through a weekly informational corner in the family newsletter, virtual town hall meetings, recorded trainings, and written return-to-campus agreements.
- Students have a thorough orientation upon return to campus. Signage, enforcement, and modeling keep the safeguards top of mind while on site. Advisory lessons also periodically address COVID safeguards.

## Reduce Exposure

### Health Screening: at home and on campus

We ask each family and staff member to screen for temperature and symptoms at home before leaving home to come to school. Families will also receive periodic email reminders of this requirement when they return to campus. Families will find these questions in their email, and this list will be posted on the [eastbayia.org](http://eastbayia.org) website and the students Echo homepage.

- Are you or anyone you have close contact with being tested or confirmed to be COVID-19 positive?
- Do you have a temperature of 100 F or higher?
- Do you have fever or chills, fatigue, body aches or headache?
- Do you have new or worsening cough? Sore throat? Difficulty breathing?
- Do you have loss of smell, taste, or appetite?

If you answer “YES” to any of the above, we ask that you stay home in abundance of caution and contact a health provider for next steps. If you are tested and confirmed to be positive, please



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contact the school. We will take the necessary steps to contain the spread while protecting your privacy.

School staff will also be checking temperature with a no-touch thermometer and asking these screening questions on site.

### **Stable Groups**

Students will mix as little as possible upon return to campus. When a limited number of students are invited on campus for Targeted Support the students will work socially-distanced in small groups or one-to-one with teachers or support staff. When students are invited back for Advisory/SEL time they will meet in their Advisory groups in an assigned and separate space outdoors. Advisory groups are stable groups, with no more than 25 students, one teacher, and as needed, one support staff. As we progress through the stages of our reopening plan group stability and size will continue to inform our scheduling and academic decisions.

### **Staff and Student Testing (amended March 17, 2021)**

Surveillance testing is encouraged for all staff who come on campus. The small group of EBIA staff working on site for operations and Targeted Support utilize the free surveillance testing from health care providers or at a community testing centers at least once a month.

When the majority of staff and students return for Hybrid instructional models, EBIA will contract with a mobile testing provider for regular surveillance testing services onsite that comply with [CDPH recommended cadence](#) in effect at the time.

In addition to asymptomatic surveillance testing, EBIA will offer response testing onsite for all who may have been exposed to a confirmed COVID-19 case on campus or who feel symptomatic.

### **Limit Visitors and Contractors**

Until the pandemic is contained only EBIA employees will be allowed on campus. EBIA will not utilize substitute teachers or volunteers. EBIA contracts with a janitorial company for cleaning services; the company is providing one consistent person for each campus to provide day porter services. Should tradespeople need to come on campus for repair or improvements they will be scheduled when students are not present.

### **Ventilation and Outdoor Settings**

Students will meet outdoors as much as possible.

When students must come inside ventilation will be maximized:

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- Windows and doors will be open.
  - The Lower School has an HVAC fan system which exhausts indoor air through the roof. This system runs 24 hours a day for maximum air changes per hour.
  - Portable air purifiers with medical grade HEPA filters will be deployed in shared spaces and classrooms as needed.
  - Industrial fans will be deployed strategically where helpful to promote air changes.

### **Reduce Supply Sharing**

EBIA has assigned each student a Chromebook which only he/she/they will use; computers will not be shared. To the extent possible school supplies (scissors, pencils, markers, etc.) will not be shared. If equipment needs to be shared (lab equipment, desks, loaner Chromebooks) the objects will be thoroughly sanitized between users.

### **Containment and Response Plans**

If a student shows COVID-19 symptoms while on campus they will be directed to a designated space on campus to quarantine and parents/guardians will be contacted for immediate pick up.

Parent/guardian should then contact their healthcare provider immediately for next steps, which may involve testing and quarantine for the student and family.

The parent will stay in touch with the COVID liaison, inform the school of the health care providers advice, and share the results of any COVID test. The student shall not return to campus until that conversation has taken place. EBIA will follow the guidance of ACPHD to determine the students safe return to campus, the period required for quarantine or isolation, and any contact tracing or reporting that may be required.

If a staff member shows COVID-19 symptoms while on campus, they will be asked to return home immediately. They will be directed to contact their healthcare provider immediately for next steps, and the staff member will inform the COVID liaison of the results of the consultation. EBIA will follow the guidance of ACPHD to determine staff's safe return to campus.

### **Contact Communication**

All staff, students, and families are required to inform an EBIA COVID liaison immediately if a student is being tested or has tested positive for COVID 19. You may call 510-577-9557 and ask to be transferred to a COVID liaison or email directly to [amanda.okamoto@eastbayia.org](mailto:amanda.okamoto@eastbayia.org), or [francesca.fay@eastbayia.org](mailto:francesca.fay@eastbayia.org), or [bonita.herrera@eastbayia.org](mailto:bonita.herrera@eastbayia.org). Communications will be consistent with privacy requirements.

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EBIA will follow the guidance of the ACPHD for contact communication and tracing. Briefly, all members of a cohort and all those who have had close contact with the COVID positive individual will be notified, advised to contact their health care provider, and will quarantine. Details of protocols for different scenarios can be found at [www.acoe.org/schoolguidance](http://www.acoe.org/schoolguidance), Addendum 2.

## Face Covering

### Masks and PPE

Students and staff will be required to wear face masks at all times while on site, and staff will also be supplied plastic face shields. Students and staff will be issued reusable masks, and may choose to bring their own CDC approved mask (multi-layer, well fitting, no valves). EBIA will also keep an adequate supply of disposable masks on site. Gloves will be available for those who wish to use them.

### Protocols for Eating and Drinking

Eating will be minimized, times and areas will be designated by teachers, and monitored for safe physical distancing.

Traditional sipping water fountains will be closed. Students will be encouraged to bring their own reusable water bottle. EBIA will have a supply of paper cups or bottled water for those who forget. Water breaks will be designated by the teacher, and physical distancing will be monitored.

## Physical Distancing

### 5-6' configurations

Outdoor and indoor classroom seating will be arranged to allow for 5-6' of space between people. Markers and signs around campus will serve as a reminder and an illustration of 6' of distance. If and when the distancing guidelines change, EBIA will comply with the guidance changes.

### Shared space protocols

Staff will monitor capacity and traffic flow at all shared spaces, such as restrooms and front office, to ensure physical distancing.

### Controlled arrival and transitions

Parents/guardians will drop off and pick up students at a designated check point and will not enter the campus. Families will be assigned staggered arrival and departure times. Students will be screened for fever and symptoms upon arrival. Staff members will monitor staggered traffic flow along the hallways to ensure safe student movement.

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To the extent possible, cohorts will stay in one location to eliminate mid-day transitions.

## **Hygiene**

### **Handwashing, Hand Sanitizer and Cleaning Supplies**

Campus handwashing stations have soap, running water, and touchless paper towel dispensers. Proper handwashing technique will be demonstrated during Advisory/SEL lessons and supported through CDC signage at sinks.

Hand sanitizer dispensers have been installed throughout the buildings. When students meet outside each cohort's class spot will have a mobile hand sanitizer station. Hand sanitizing times will be built into the schedule.

Self-serve cleaning supplies will be available in each classroom and shared space. EBIA will provide products that are non-bleach and List-N approved (EPA tested for killing coronavirus).

### **Janitorial Cleaning and Disinfecting**

Each campus has a day porter who will clean bathrooms and high touch surfaces at a minimum of every two hours. A log will be maintained. Janitorial performs a deep clean every night and will disinfect between cohorts. Janitorial is prepared with disinfection protocols to employ should we have a positive case on campus.

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# Contact Information and Reopening Specifics

## Name of School/District

East Bay Innovation Academy

## Business Address

3400 Malcolm Avenue, Oakland CA 94602

## Executive Director

Michelle Cho

## Date of Reopening\*

As soon as March 8, 2021\*, Trimester 3. EBIA will commence phased re-opening, moving through the models outlined in our re-opening plan (pp 7-12)

*\*Date may change based on labor agreements and California and Alameda County Public Health Department guidance. Currently, middle and high schools may only open if the county has been in the Red Tier for 5 consecutive days.*

## Date of Submission

January 31, 2021

## School Type

Public Charter, serving grades 6 -12

## COVID-19 Liaisons

Amanda Okamoto, Dir. of Operations, amanda.okamoto@eastbayia.org, 510-577-9557

Francesca Fay, Asst Dir. of Instruction, francesca.fay@eastbayia.org, 510-577-9557

Bonita Herrera, Dir. of Community and Data, bherrera@eastbayia.org, 510-577-9557

## School Sites Reopening

EBIA Lower School- 3400 Malcolm Avenue, Oakland CA 94605

- Reopening for up to 360 6<sup>th</sup> – 8<sup>th</sup> grade students and up to 30 staff members

EBIA Upper School- 3800 Mountain Blvd, Oakland CA 94619

- Reopening for up to 265 9<sup>th</sup> - 12<sup>th</sup> grade students and up to 29 staff members

A copy of this reopening plan can be found on the front page of the school website,  
[www.eastbayia.org](http://www.eastbayia.org)

# ACPHD and ACOE School Reopening Checklist

	Item	Details
✓	Contact Information and Reopening Specifics	p 21
✓	Health Order/Guidance	p 15
✓	School Reopening Plan is Posted	<a href="http://www.eastbayia.org">www.eastbayia.org</a>
✓	Cleaning, Disinfection and Ventilation	pp 17-18, 20
✓	Cohorting (Stable Groups)	p 17
✓	Physical Distancing	p 19
✓	Entrance, Egress, and Movement within the School	pp 17,19
✓	Face Coverings and Other Essential Gear	p 19
✓	Health Screenings for Students and Staff	p 16
✓	Health Hygiene Practices	p 20
✓	Identification and Tracing of Contacts	p 18
✓	Staff Training and Family Education	p 16
✓	Testing of Staff	p 17
✓	Triggers for Switching to Distance Learning	pp 8-13
✓	Communication Plans	p 18