



# Amethod Public Schools

## Special Meeting of the AMPS Board of Directors

Published on March 17, 2021 at 4:33 PM PDT

Amended on April 7, 2021 at 2:22 PM PDT

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### Date and Time

Thursday March 18, 2021 at 5:30 PM PDT

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This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.

The Board of Directors (Board) and employees of Amethod Public Schools shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so at:

<https://us02web.zoom.us/j/86081597676>

**Participating by Telephone:** 669-900-9128 Meeting ID: 8608159767

**Public Comment:** Members of the public who wish to comment about an agenda item please send an email to [lromo@amethodschools.org](mailto:lromo@amethodschools.org) with your name, email address, and your zoom name (if different) and the item under which you would like to comment before the item begins. The Board Chair will call on you. Please note that comments are limited to two minutes. The Board Chair may increase or decrease the time allowed for public comment, depending upon the topic and number of persons wishing to be heard.

**Access to Board Materials:** A copy of the written materials which will be submitted to the School Board may be reviewed by any interested persons on the Amethod Public School's website at [www.amethodschools.org](http://www.amethodschools.org) along with this agenda following the posting of the agenda at least 72 hours in advance of this meeting.

**Disability Access:** Requests for disability-related modifications or accommodations to participate in this public meeting should be made 72 hours prior to the meeting by calling (510) 701 -2415. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

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## **Agenda**

### **I. Opening Items**

- A.** Call the Meeting to Order
- B.** Roll Call
- C.** Announcements

### **II. Public Comment on Agenda Items**

### **III. Consent Agenda**

- A.** Approval of Amended Attendance Policy
- B.** COVID Health & Safety Policy
- C.** Approval of COVID-19 Employee Vaccination Policy

### **IV. Business**

- A.** Authorization of the CEO to Obtain a Line of Credit and Commercial Credit Cards from Umpqua Bank
- B.** Approve Corporate Resolution of Authority  
Authorization for Evelia Villa, Chief Executive Officer, and Andrew Wang, Senior Director of Finance to be signatories on the Umpqua bank accounts.
- C.** Approval of Acknowledgment Resolutions for Charter School Capital Borrowing  
Financing for 1450 Marina Way South construction.
- D.** Approval of Grade Level Reopening Plans for Richmond Charter Academy, Benito Juarez Elementary & John Henry High School

**V. Closed Session (Government Code 5457.7)**

- A.** Disclosure of Items to be Discussed
- B.** Public Comment on Closed Session
- C.** Recess to Closed Session
- D.** Public Employee Appointment / Discussion, Position: Chief Executive Officer (Government Code Section 54957)
- E.** Reconvene from Closed Session

**VI. Closing Items**

- A.** Adjourn Meeting

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**THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE.** Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice. **REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY.** The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed. **SPECIAL PRESENTATIONS MAY BE MADE.** Notice is hereby given that; consistent with the requirements of the Ralph Brown Open Meeting Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only. **REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY.** Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting the Amethod Public School Inc., 2101 Livingston Street Second Floor. Oakland, CA 94606; telephone, (510) 434-7017 ext.117 [info@amethodschools.org](mailto:info@amethodschools.org). **FOR MORE INFORMATION.** For more information concerning this agenda, please contact Amethod Public Schools Main Administration, 2101 Livingston St. Second Floor. Oakland, CA 94606; telephone, (510) 436-0172 ext. 106; Email: [lromo@amethodschools.org](mailto:lromo@amethodschools.org)

# Coversheet

## Approval of Amended Attendance Policy

**Section:** III. Consent Agenda

**Item:** A. Approval of Amended Attendance Policy

**Purpose:**

**Submitted by:**

**Related Material:**

21 03 08 DRAFT Attendance Policy clean.pdf

DRAFT - Attendance Letter - Truancy Letter #1 – Truancy Classification Notice.docx.pdf

DRAFT - Attendance Letter - Truancy Letter #2 - Habitual Truant Classification Notice and Conference Request.docx.pdf

DRAFT - Attendance Letter - Truancy Letter #3 - Referral to SART Meeting.docx.pdf





HONOR HARD WORK

Board Policy #: [INSERT]  
 Adopted/Ratified: 2005  
 Revision Date: March 18, 2021

## **CLASSROOM BASED ATTENDANCE POLICY**

Consistent school attendance is critical to the school's success. Being present for classroom instructional time is essential for students to reach their goals and achieve their dreams. Chronic absenteeism has been linked to an increased likelihood of poor academic performance, disengagement from school and further behavioral problems. It is the intent of the Board of Directors ("Board") of Amethod Public Schools ("AMPS" or "Charter School") to ensure that students attend school every day and on time. The policy permits students to be excused from school for justifiable reasons such as illness, doctor's appointment, family emergency, and attendance at religious retreats.

### **Definitions**

- *"Tardy"*: SCHOOL ABBREVIATION] starts at 8:00am. Students shall be classified as tardy if the student arrives after that time.
- *"Unexcused Absence"*: A student shall have an unexcused absence if the student is absent or is tardy for more than thirty (30) minutes without a valid excuse.
- *"Truant"*: A student shall be classified as a truant if the student is absent from school without a valid excuse three (3) full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof. Any student who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be deemed a truant. Such students shall be reported to the Site Director or designee.
- *"Habitual Truant"*: A student shall be classified as a habitual truant if the student is reported for truancy three (3) or more times within the same school year. This generally occurs when the student is absent from school without a valid excuse for five (5) full days in one school year or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on five (5) occasions in one school year, or any combination thereof.
- *"Chronic Truant"*: Students shall be classified as a chronic truant if the student is absent from school without a valid excuse for ten (10) percent or more of the school days in one school year, from the date of enrollment to the current date.

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- “*School Attendance Review Team* (*“SART”*)”: The SART panel will be composed of [INSERT ADMINISTRATORS AND/OR OTHER CERTIFICATED PERSONNEL WHO WILL BE ON THE SART PANEL]. The SART panel will discuss the absence problem with the student’s parent/guardian to work on solutions, develop strategies, discuss appropriate support services for the student and student’s family, and establish a plan to resolve the attendance issue.
  1. The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.
  2. The parent/guardian shall be required to sign a contract formalizing the agreement by the parent/guardian to improve the child’s attendance or face additional administrative action. The contract will identify the corrective actions required in the future, and indicate that the SART panel shall have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:
    - a. Parent/guardian to attend school with the child for one day
    - b. Student retention
    - c. After school detention program
    - d. Required school counseling
    - e. Loss of field trip privileges
    - f. Loss of school store privileges
    - g. Loss of school event privileges
    - h. Mandatory Saturday school
    - i. Required remediation plan as set by the SART
    - j. Notification to the County District Attorney
  3. The SART panel may discuss other school placement options.
  4. Notice of action recommended by the SART will be provided in writing to the parent/guardian.

### **Excused Absences for Classroom Based Attendance**

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy.

A student's absence shall be excused for the following reasons:

1. Personal illness;
2. Quarantine under the direction of a county or city health officer;
3. Medical, dental, optometric, or chiropractic appointments;

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- a. Students in grades 7-12, inclusive, may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian.
4. Attendance at funeral services for a member of the immediate family:
  - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
  - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. Participation in religious instruction or exercises in accordance with Board policy:
  - a. The student shall be excused for this purpose on no more than four school days per month.
6. For the purposes of jury duty in the manner provided for by law.
7. Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child. (The school does not require a note from the doctor for this excusal).
8. To permit the student to spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Charter School.
9. For the purpose of serving as a member of a precinct board for an election pursuant to Election Code section 12302.
10. Attendance at the student's naturalization ceremony to become a United States citizen.
11. Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician.
12. Authorized at the discretion of the Site Director or designee, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.
13. A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.

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14. In order to participate with a not-for-profit performing arts organization in a performance for a public-school student audience for a maximum of up to five (5) days per school year provided the student's parent or guardian provides a written note to the school authorities explaining the reason for the student's absence.
15. For the following justifiable personal reasons for a maximum of five (5) school days per school year, upon advance written request by the student's parent or guardian and approval by the Site Director or designee pursuant to uniform standards.
  - a. Appearance in court;
  - b. Observation of a holiday or ceremony of his/her religion;
  - c. Attendance at religious retreats for no more than four hours during a semester.
  - d. Attendance at an employment conference.
  - e. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.

## **Method of Verification**

When a student has not arrived by 9:00 a.m., and no contact from a parent has been received, a school representative will attempt to contact parent/guardian. To have an absence excused, a parent/guardian must call or send a signed note stating the reason for the absence upon the student's return to school.

If appropriate notification has not been received within two (2) days of student's return to school, the absence may be considered an unexcused absence. Parents whose work schedule prevents them from contacting the school during the normal school hours are strongly urged to send a note with the student, leave a message after hours, or email the school with an urgent message.

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence.

*The following methods may be used to verify student absences:*

1. Written note from parent/guardian, parent representative;
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a) Name of student;
  - b) Name of parent/guardian or parent representative;
  - c) Name of verifying employee;
  - d) Date or dates of absence; and
  - e) Reason for absence.

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3. Visit to the student's home by the verifying employee or designee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Healthcare provider verification
  - a. When excusing students for confidential medical services or verifying such appointments, School staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
  - b. A healthcare provider's note of illness will be accepted for any reported absence. When a student has had 3 or more consecutive absences in the school year for illness verified by methods listed in #1-#3 above without a healthcare provider's note, any further absences for illness must be verified by a healthcare provider.

*\*\*Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours, and, whenever possible, to encourage students to return to school after a non-emergency appointment.*

Students should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or for students in grades 7-12, inclusive, who may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law.

### **Unexcused Absences/Truancy for Classroom Based Attendance**

The Site Director, or designee, shall implement positive steps to reduce truancy, including working with the family in an attempt to resolve the attendance problem. A student's progress and learning may be affected by excessive unexcused absences. In addition, the Charter School is fiscally dependent on student attendance and is negatively impacted by excessive unexcused absences. If all attempts to resolve the student's attendance problem are unsuccessful, the Charter School will implement the processes described below.

### **Process for Addressing Truancy**

1. Each of the first two (2) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Site Director or designee. The student's classroom teacher may also call home.
2. Each of the third (3rd) and fourth (4th) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Site Director or designee. In addition, the student's classroom teacher may also call home and/or the Charter School may send the parent an e-mail notification. In addition,

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upon reaching three (3) unexcused absences or unexcused tardies over 30 minutes in a school year, the parent/guardian will receive **“Truancy Letter #1 – Truancy Classification Notice”** from the Charter School notifying the parent/guardian of the student’s “Truant” status. This letter must be signed by the parent/guardian and returned to the Charter School. This letter shall also be accompanied by a copy of this Attendance Policy. This letter, and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested, or some other form of mail that can be tracked. This letter shall be re-sent after a fourth (4<sup>th</sup>) unexcused absence.

3. Upon reaching five (5) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive **“Truancy Letter #2 – Habitual Truant Classification Notice and Conference Request,”** notifying the parent/guardian of the student’s “Habitual Truant” status and a parent/guardian conference will be scheduled to review the student’s records and develop an intervention plan/contract. In addition, the Charter School will consult with a school counselor/Community Outreach regarding the appropriateness of a home visitation and/or case management.
4. Upon reaching six (6) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive a **“Truancy Letter #3 – Referral to SART Meeting”** and the student will be referred to a Student Success Team (SST) and the SART.
5. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including disenrollment from the Charter School, consistent with the Involuntary Removal Process described below. If the student is disenrolled after the Involuntary Removal Process has been followed, notification will be sent within thirty (30) days to the student’s last known school district of residence.
6. For all communications set forth in this process, the Charter School will use the contact information provided by the parent/guardian in the registration packet. It is the parent’s or guardian’s responsibility to update the Charter School with any new contact information.
7. If a student is absent ten (10) or more consecutive school days without valid excuse and the student’s parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to the Charter School’s communication attempts, as set forth above, the student will be in violation of the SART contract, and the SART panel will recommend that the student be disenrolled in compliance with the Involuntary Removal Process described below. The Involuntary Removal Process can be started immediately upon the Charter School receiving documentation of the student’s enrollment and attendance at another public or private school (i.e., a CALPADS report).

### Process for Students Who Are Not in Attendance at the Beginning of the School Year



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When a student is not in attendance on the first five (5) days of the school year, the Charter School will attempt to reach the student's parent/guardian on a daily basis for each of the first five (5) days to determine whether the student has an excused absence, consistent with the process outlined in this policy. If the student has a basis for an excused absence, the student's parent/guardian must notify the Charter School of the absence and provide documentation consistent with this policy. However, consistent with process below, students who are not in attendance due to an unexcused absence by the fifth (5<sup>th</sup>) day of the school year will be disenrolled from the Charter School roster after following the Involuntary Removal Process described below, as it will be assumed that the student has chosen another school option.

1. Students who are not in attendance on the first (1<sup>st</sup>) day of the school year will be contacted by phone to ensure their intent to enroll in the Charter School.
2. Students who have indicated their intent to enroll but have not attended by the third (3<sup>rd</sup>) day of the school year and do not have an excused absence will receive a letter indicating the student's risk of disenrollment.
3. Students who have indicated their intent to enroll but have not attended by the fifth (5<sup>th</sup>) day of the school year and do not have an excused absence will receive a phone call reiterating the content of the letter.
4. Students who are not in attendance by the sixth (6<sup>th</sup>) day of the school year and do not have an excused absence will receive an Involuntary Removal Notice and the CDE Enrollment Complaint Notice and Form. The Charter School will follow the Involuntary Removal Process described below, which includes an additional five (5) schooldays for the parent/guardian to respond to the Charter School and request a hearing before disenrollment.
5. The Involuntary Removal Process can be started immediately upon the Charter School receiving documentation of the student's enrollment and attendance at another public or private school (i.e., a CALPADS report).
6. The Charter School will use the contact information provided by the parent/guardian in the registration packet.
7. Within thirty (30) calendar days of disenrollment, the Charter School will send the student's last known school district of residence a letter notifying it of the student's failure to attend the Charter School.

### **Involuntary Removal Process**

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of the Charter School's intent to remove the student ("Involuntary Removal



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Notice”). The Involuntary Removal Notice must be provided to the parent or guardian no less than five (5) schooldays before the effective date of the proposed disenrollment date.

The written notice shall be in the native language of the student or the student’s parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student’s educational rights holder. The Involuntary Removal Notice shall include:

1. The charges against the student
2. An explanation of the student’s basic rights including the right to request a hearing before the effective date of the action
3. The CDE Enrollment Complaint Notice and Form

The hearing shall be consistent with the Charter School’s expulsion procedures. If the student’s parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, “involuntarily removed” includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the Charter School’s suspension and expulsion policy.

Upon a parent’s or guardian’s request for a hearing, the Charter School will provide notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student’s parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student’s educational rights holder and shall include a copy of the Charter School’s expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If parent/guardian requests a hearing and does not attend on the date scheduled for the hearing, the student will be disenrolled effective the date of the hearing.

If as a result of the hearing the student is disenrolled, notice will be sent to the student’s last known school district of residence within thirty (30) calendar days.

A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy continue or re-occur.

These policies will be enforced fairly, uniformly, and consistently without regard to any protected classification, including but not limited to race, ethnicity, national origin, gender, disability, or sexual orientation.





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**Referral to Appropriate Agencies or County**

**District Attorney**

It is the Charter School's intent to identify and remove all barriers to the student's success, and the Charter School will explore every possible option to address student attendance issues with the family. For any unexcused absence, the Charter School may refer the family to appropriate school-based and/or social service agencies.

If a student's attendance does not improve after a SART contract has been developed according to the procedures above, or if the parents/guardians fail to attend a required SART meeting, the Charter School shall notify the County District Attorney's office, which then may refer the matter for prosecution through the court system. Students twelve (12) years of age and older may be referred to the juvenile court for adjudication.

**Non-Discrimination**

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Penal Code section 422.55, including immigration status, pregnancy, or association with an individual who has any of the aforementioned characteristics).

**Reports**

The **Site Director**, or designee, shall gather and report to the Board the number of absences both excused and unexcused as well as students who are truant, and the steps taken to remedy the problem.



Sent Via: Email and Certified Mail  
[INSERT EMAIL ADDRESS]

[INSERT DATE]

[INSERT PARENT NAMES]  
[INSERT ADDRESS]

Re: **Truancy Letter #1 – Truancy Classification Notice**  
[INSERT STUDENT NAME], DOB [INSERT]

Dear [INSERT PARENT NAMES]:

I am writing on behalf of [INSERT NAME] (“Charter School”). Our records indicate that your child, [INSERT STUDENT NAME] (“Student”) has been absent for three (3) days or 30 minutes late to three (3) classes without a valid excuse on [INSERT DATES], [INSERT DATES], and [INSERT DATES] and is now considered a truant.

Any student subject to full-time education who is absent from school without valid excuse for three (3) days in one school year or has been more than 30-minutes late to class three (3) times in one school year is considered a truant. (Education Code § 48260(a).) Upon a student’s initial classification as a truant, the Charter School is notifying you, the student’s parent/guardian, of the following:

1. Your Student is truant.
2. You are obligated to compel the attendance of the Student at school.
3. Parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution.
4. Alternative educational programs are available.
5. You have right to meet with appropriate Charter School personnel to discuss solutions to the Student’s truancy.
6. The Student may be subject to arrest.
7. Students under the age of 18, but over the age of 13, may be subject to suspension, restriction, or delay of the student’s driving privilege.

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8. It is recommended that the parent/guardian accompany the Student to school and attend classes with the Student for one (1) day.

If your child is absent due to a chronic illness or other unavoidable circumstances, please contact the Charter School. Absences or excessive tardies for any reason affect your child's education and reduce opportunities for success in school. Tardies also interrupt instruction and interfere with the learning environment for all Students. If the Charter School attendance record is inaccurate, please contact me at **[INSERT CONTACT INFORMATION]**.

If your child's attendance does not improve, we will need to schedule a conference to discuss the situation. We would like to understand the barriers to your child's attendance and discuss how we can work together to make sure your child is in class and learning.

Our goal is to assist you in educating your child. We can be successful if your child is in school every day and on time.

Kind Regards,

**[INSERT NAME AND TITLE]**

Enclosure: Attendance Policy

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Sent Via: Email and Certified Mail

[INSERT EMAIL ADDRESS]

[INSERT DATE]

[INSERT PARENT NAMES]

[INSERT ADDRESS]

Re: **Truancy Letter #2 - Habitual Truant Classification Notice and Conference Request**  
[INSERT STUDENT NAME], DOB [INSERT]

Dear [INSERT PARENT NAMES]:

I am writing on behalf of [INSERT NAME] ("Charter School") to inform you for the second time that your child continues to have an attendance issue and has now been classified as a habitual truant.

As a reminder, when a student has three (3) or more unexcused absences that student is classified as a truant. An unexcused absence means that you did not call or otherwise communicate with the Charter School to provide an explanation for a particular absence. A student can also be classified as a truant for arriving more than thirty (30) minutes late on three (3) classes during the school year. When a student has been reported as a truant three (3) or more times during a school year, that student is deemed a habitual truant. (Education Code § 48262.)

You are obligated to bring your child to school every day. Yet our records indicate that your child, [INSERT STUDENT NAME] has been absent for a total of \_\_\_\_\_ (\_\_\_\_) days during the [INSERT] school year, with \_\_\_\_\_ (\_\_\_\_) of these absences being unexcused. Further, your child has more than thirty (30) minutes late to class a total of \_\_\_\_\_ (\_\_\_\_) days. The Charter School now classifies [INSERT STUDENT NAME] as a habitual truant. As a result, the Charter School is going to take additional steps to ensure absences are not a problem in the future.

An appointment has been made for you and [INSERT STUDENT NAME] to meet with me to consider a proper plan for correcting this attendance problem. The meeting is scheduled at [INSERT DATE, TIME, and LOCATION]. Failure to appear may result in further action. Therefore, I look forward to seeing you at this meeting.

If for any reason you need to reschedule this meeting, please contact me at [INSERT CONTACT INFORMATION] so that we can work together to find a time to have this important meeting.

We appreciate your cooperation in being prompt for your appointment.

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Kind Regards,

[INSERT NAME AND TITLE]





Sent Via: Email and Certified Mail  
[INSERT EMAIL ADDRESS]

[INSERT DATE]

[INSERT PARENT NAMES]  
[INSERT ADDRESS]

Re: **Truancy Letter #3 – Referral to SART Meeting**  
[INSERT STUDENT NAME], DOB [INSERT]

Dear [INSERT PARENT NAMES]:

I am writing on behalf of [INSERT NAME] (“Charter School”) to inform you for the third time that [INSERT STUDENT NAME] continues to be absent or late to school. Your child has been absent or more than thirty (30) minutes late to school without a valid excuse on the following dates:

- [INSERT DATES]
- [INSERT DATES]
- [INSERT DATES]
- [INSERT DATES]
- [INSERT DATES]
- [INSERT DATES]

As a reminder, when a student has three (3) or more unexcused absences that student is classified as a truant. An unexcused absence means that you did not call or otherwise communicate with the Charter School to provide an explanation for a particular absence. A student can also be classified as a truant for arriving more than thirty (30) minutes late on three (3) classes during the school year. When a student has been reported as a truant three (3) or more times during a school year, that student is deemed a habitual truant. (Education Code § 48262.)

The Charter School has attempted to work with you to resolve your child’s attendance problem. You were notified on [INSERT DATE] that your child had been classified as a truant. You were notified on [INSERT DATE] that your child had been classified as a habitual truant. On [INSERT DATE], I requested that we schedule a meeting to discuss your child’s attendance issues. These previous attempts have been unsuccessful.

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It is **mandatory** for you to attend a School Attendance Review Team (“SART”) meeting. The meeting is scheduled at **[INSERT DATE, TIME, and LOCATION]**. Failure to appear may result in further action, such as a referral to appropriate law enforcement agencies.

If you have any questions or need to reschedule this appointment, please contact me at **[INSERT CONTACT INFORMATION]**.

Kind Regards,

**[INSERT NAME AND TITLE]**

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# Coversheet

## COVID Health & Safety Policy

<b>Section:</b>	III. Consent Agenda
<b>Item:</b>	B. COVID Health & Safety Policy
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	DRAFT 21 03 05 COVID-19 Health and Safety Policy.docx COVID 19 Health and Safety Policy.docx.pdf



### HEALTH AND SAFETY POLICY FOR COVID-19

It is the policy of Amethod Public Schools (“APS” or the “School”) to take all reasonable measures to prevent the spread of the novel coronavirus disease (“COVID-19”) among students and staff. In accordance with this policy, the School is temporarily implementing health and safety measures to mitigate the spread of COVID-19, to be used when the School is allowed to resume in-person instruction. This policy recognizes that these measures are each designed to provide some protection against COVID-19. While there may be times when one measure may not be feasible, implementing the other measures can make up for the absence of another. This Policy includes both mandatory measures (using terms “shall” or “will”) as well as recommended measures intended to guide decisions in light of practical limitations.

This Policy is based on guidance provided by the Centers for Disease Control (“CDC”), the California Department of Education (“CDE”), the California Department of Public Health (“CDPH”), and the Alameda County Department of Public Health (“ACPHD”). The Governor and each county public health official is vested with the authority to impose health and safety standards, which may vary by locality in response to different local conditions. The School will, as necessary, consult with their county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions to individually determine whether more or less stringent measures are necessary to align with the applicable public health order. The School will fully cooperate with county public health officials regarding the screening, monitoring and documentation that will be required to permit careful scrutiny of health outcomes associated with any potential resumption or expansion of in-person instruction on the School campus. Any reopening of School campuses will use a thoughtful, phased return to in-person instruction.

This Policy constitutes the COVID-19 Infection Control Plan for each School worksite. Prior to resuming in-person instruction, the COVID-19 Liaison shall perform a comprehensive risk assessment of all work areas and work tasks in accordance with guidance from CDPH and this Policy. The following staff members are responsible for implementing this Policy:

[INSERT NAMES AND CONTACT INFORMATION FOR COVID-19 LIAISON]

The School offers distance learning as an alternative to in-person instruction. Distance learning will also remain available for students who would be put at risk by an in-person instructional model once in-person instruction resumes. For example, students with a health condition, students with family members with a health condition, students who cohabitate or

regularly interact with high-risk individuals, or individuals, or are otherwise identified as “at-risk” by the parents or guardians are students whose circumstances otherwise merit distance learning.

**1. Limited campus access:**

- The School will allow only necessary visitors and volunteers on the School campus and limit the number of students and staff with whom they come into contact.
- School parents are highly encouraged to conduct any necessary business with School personnel virtually, whenever possible.
- The School will exclude from the campus any employee, student, parent, caregiver or visitor who refuses to take or does not pass a Wellness and Temperature Screening.
- Students excluded from campus on the basis of an elevated temperature or other COVID-19 related symptoms shall be provided with distance learning opportunities to support their academic success to the greatest extent possible during exclusion.
- Students and employees who are well but who have a household member that has been diagnosed with COVID-19 are directed to notify their teacher or the principal, respectively, and the School will work with them to ensure that CDC-recommended precautions are followed.
- Pursuant to local guidance, the School will not currently allow use of School facilities for non-school purposes.
- If allowed on campus, any community groups and other third-party users of campus facilities shall be subject to applicable health and safety plans and restrictions.
- Health and safety standards and procedures shall be applied equally to all users of a public-school campus that is subject to a co-location arrangement.
- The School will minimize close contact between students, staff, families, and the broader community at arrival and departure through one or more of the following methods:
  - Designate routes for entry and exit, using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
  - Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students. When in-person drop-off or pick-up is needed, only a single parent or caregiver should enter the facility to pick up or drop off the child.
  - Require all persons entering campus for in-person pick-up or drop-off to wear a face covering.
  - Provide supervision to disperse student gatherings during school arrival and departure.
  - Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable. The School will ensure

each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.

- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. The School will prioritize minimizing contact between adults at all times.
- Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- Designate routes for entry and exit, using as many entrances as feasible.
- Implement health screenings of students and staff upon arrival at school (see Section 2).
- To the extent that non-parent visitors are required to enter the School Campus, the School will take the following precautions:
  - Non-parental visitors will be allowed on campus via appointment only.
  - Non-parental visitors must pre-register in a visitor's log, which includes the visitor's name, email address, and phone number.
  - Non-parental visitors will only be allowed to enter specific areas to conduct their business. Non-parental visitors will not be allowed to interact with any cohorts.
- In the event that any School campuses do not offer in-person instruction, all employees will be allowed to work on-campus, where feasible, and where consistent with this policy, public health guidance, and applicable law.

**Commented [A1]:** The new CDPH guidance wants to ensure that teachers and other staff can work on campus, even if the School is in distance learning.

## 2. Wellness Checks and Temperature Screenings:

- *COVID-19 Symptoms.* Currently, the CDC has identified the following as potential symptoms of COVID-19:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- In-person wellness checks administered under this Policy shall:

- Confirm that the subject has not experienced COVID-19 symptoms in the prior 24 hours or potentially been exposed to COVID-19, by soliciting the following information:
  - Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?
    - Fever or chills
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
  - Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact means being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the person is isolated.
  - In the past 10 days, have you been sent home sick or absent due to illness?
  - In the past 10 days, have you been diagnosed with COVID-19 or did you have a test confirming that you had COVID-19?
- Be conducted safely and respectfully, and in a manner that maintains physical distancing within lines, by providing multiple screening entries into the campus if possible.
- In-person wellness checks do not need to be performed by a nurse or other health professional.
- *Home Screening (Students)*. Parents shall be instructed to screen their student before leaving the house for school. Before leaving the house, a parent should confirm that the student has a temperature below 100.4 degrees Fahrenheit and does not exhibit any other COVID-19 symptoms, including a new cough, diarrhea, or vomiting. The School will provide all families with a list of COVID-19 symptoms.

**Commented [A2]:** The CDC's updated definition of "close contacts" includes the following additional clarification: "15 cumulative minutes of exposure at a distance of 6 feet or less can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity (closer distance likely increases exposure risk), the duration of exposure (longer exposure time likely increases exposure risk), whether the infected individual has symptoms (the period around onset of symptoms is associated with the highest levels of viral shedding), if the infected person was likely to generate respiratory aerosols (e.g., was coughing, singing, shouting), and other environmental factors (crowding, adequacy of ventilation, whether exposure was indoors or outdoors)."

**Commented [A3]:** Please note that Alameda County guidance specifically wants these screening questions asked.

- Any student who has a fever of 100.4 degrees Fahrenheit or greater, a new cough, diarrhea, or vomiting upon a home screening should remain home, isolate, and consult with a medical provider for further evaluation and possible COVID-19 testing. Should the student test negative for COVID-19, the student should stay home until fever free without fever reducing medication for 24 hours and improved symptoms. If the student tests positive, the student stays isolated at home until fever free for 24 hours, improved symptoms, and 10 days from symptom onset. If a student exhibits symptom consistent with COVID-19 upon home screening does not test for COVID-19 or consult with a medical professional, the student must still isolate at home until fever free for 24 hours, improved symptoms, and 10 days from symptom onset.
- *Home Screening (Staff)*. All employees who enter campus are required to perform a self-administered wellness check for COVID-19 symptoms before leaving home for work. The School will provide all employees with a list of COVID-19 symptoms. Active symptom screening shall be conducted at the worksite if required by local order.
  - Any employee who has a fever of 100.4 degrees Fahrenheit or higher and/or any of the COVID symptoms is directed to remain home, notify his or her supervisor and await instructions.
  - If symptoms are secondary to an underlying condition (i.e., allergies or asthma) and have not worsened, then the employee can report to work and follow hygiene practices.
  - The School may initiate temperature checks for all staff entering campus.
- *Campus Screening (Students)*. Staff shall actively monitor students for COVID-19 symptoms when the student enters the school site, which shall include a visual wellness check and a temperature check (confirming temperature below 100.4 degrees Fahrenheit) using a no-touch thermometer, to the extent feasible.
  - Complete an in-person wellness check for signs and symptoms of COVID-19.
    - If student answers “no” to all questions and appears well, student will be allowed to proceed onto campus.
    - If the student answers “yes” to any question or upon visual check, and the screener feels the student may be exhibiting signs and symptoms of illness, the student’s temperature should be taken, preferably using a touchless infrared thermometer.
    - If the student answers “yes” that they have had close contacts exposure within the last 14 days:
      - Ask if the exposure was more than 10 days ago:

- If the exposure was not more than 10 days ago, the student should be accompanied to a preselected quarantine space until they can safely return home. This quarantine space should be separate and apart from the space set aside for symptomatic students.
  - If the exposure was more than 10 days ago, the student may enter campus. However, if the student had regular contact with anyone who is at high risk for severe disease, the student or parent/guardian should be advised that ACPHD guidance requires a 14-day quarantine in such situations.
- If the student's temperature is 100.4 or above or they have verbally confirmed symptoms, have them don a surgical facemask and go to the isolation area; have office staff contact the parent to pick up the student.
- If a student has had close contact with an individual who has screened positive for COVID-19 symptoms, the student will be accompanied to a preselected quarantine space until they can safely return home. This quarantine space should be separate and apart from the space set aside for symptomatic students.
- Screening for School students of middle-school and high-school age should include a question about close contact with anyone at home, school, or elsewhere that the student has been told has tested positive for COVID-19.
- *Campus Screening (Staff and Visitors)*. Each employee and visitor to the school site shall be screened for COVID-19 symptoms before entering the school site.
  - The staff member who greets the visitor at the entrance shall administer an in-person wellness check prior to escorting the visitor to his or her destination:
    - If the visitor answers "no" to all questions, he or she may enter the school.
    - If the visitor answers "yes" to any of the questions, he or she may not enter the school.
  - Screening for adult visitors and staff should include a question about close contact with anyone at home, school, or elsewhere that the student has been told has tested positive for COVID-19.
    - Adult visitors and staff who have had close contact with an individual who has screened positive shall return home to self-quarantine as per CDPH and local guidance.
- *Bus Screening (Students)*. The bus operator, a staff member or a volunteer shall conduct a wellness check of each student prior to entering the bus, which should include a

**Commented [A4]:** Please note that these procedures are Alameda County specific.

temperature check using a no-touch thermometer, if possible. In the event that a temperature or wellness check confirms that a student is exhibiting symptoms of COVID-19, the student shall not be permitted to ride.

- To prevent stigma and discrimination in the school setting, student and employee health screenings should be kept as private as possible to maintain the confidentiality of student and employee medical and student records. Race, nationality, country of origin and other protected characteristics should never be used as a basis for particularized health screening.
- Consider temperature checks pursuant to recommendations from the ACPHD.
- To the extent feasible and when required, a no-touch thermometer should be used for temperature checks if possible.
  - If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners such as gloves, eye protection, and mask.
  - Thermometers must be properly cleaned and disinfected after each use.
- The School will not penalize students and families for missing in-person instruction due to COVID-19.
- Any student or staff member who develops any COVID-19 signs or symptoms shall stay home, unless and until all conditions have been met pursuant to CDPH and local guidance.

**Commented [A5]:** This section can be removed if it is not applicable.

### 3. COVID-19 Liaison

- The School will designate an employee as its COVID-19 liaison pursuant to ACPHD guidance.
- The COVID-19 liaison will be responsible for responding to COVID-19 concerns for the School, providing COVID-19 guidance for the School community, and acting as a liaison with the ACPHD, among other items. The COVID-19 liaison will make all available efforts to stay up-to-date on current COVID-19 related guidance.

### 4. COVID-19 testing and reporting:

- Consistent with California “Safe Schools for All” Reopening Plan, ACPHD guidance, and current CDPH Guidance, the School will test both employees and students based entering campus for any period. Testing will depend on local disease trends and will be implemented

**Commented [A6]:** Current CDPH guidance provides specific cadences for student and employee COVID-19 testing, depending on what Tier Alameda County is in. Alameda County guidance endorses CDPH guidance in this regard. Ultimately, the safest approach to protect health and safety is to require testing along the cadences for students and employees, as recommended by the CDPH. Should the School have any questions about student or employee testing, please let us know.

on symptomatic<sup>1</sup>, response<sup>2</sup>, and asymptomatic<sup>3</sup> bases. Pursuant to current guidance, testing will be in accordance with the following cadences:

- **If Alameda County is in the Yellow or Orange Tiers:** Symptomatic and response testing.
- **If Alameda County is in the Red or Purple Tiers:** Symptomatic testing, response testing, and asymptomatic testing every two weeks.
- **If Alameda County's case positivity rate is greater than 14 per 100 population per day:** Symptomatic testing, response testing, and asymptomatic testing every week if using PCR testing, or twice weekly if using Antigen testing.
- When testing students or employees for COVID-19, the School will require [INSERT FORM OF TESTING].
- Additional levels of employee and student COVID-19 testing may be implemented in response to local disease trends, an outbreak, as determined by the COVID-19 liaison, where required by Cal/OSHA regulations, or where otherwise required by law or public health guidance.
- For staff and student-wide testing, all staff and students shall be tested, other than any staff and students who have no contact with others and do not report to campus. However, the ability to test all staff may not be possible if laboratory capacity is limited (see below).
- The School can cause tests to be provided at any one of its campuses, or have staff get tested at any local testing site or by their health insurance provider, which must cover the cost.
  - If county-provided testing is not available, then private labs and health insurance providers may be used, and the cost of testing must be covered by the health insurance provider under an emergency state regulation.

**Commented [A7]:** As there is a distinction for testing cadences based on the type of testing used, the School should specify which kind of test employees will be required to undergo.

**Commented [A8]:** If the School has partnered with a specific testing provider, please specify that information here.

<sup>1</sup> Symptomatic testing "is used for individuals with symptoms of COVID-19, either at home or at school."

<sup>2</sup> Response testing "is used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2."

<sup>3</sup> Asymptomatic testing is "used for surveillance, usually at a cadence of every 2 weeks or less frequently, to understand whether schools have higher or lower rates of COVID19 rates than the community, to guide decisions about safety for schools and school administrators, and to inform LHDs about district level in-school rates. Asymptomatic testing can also be used for screening, usually at a higher cadence (weekly or twice weekly) than surveillance testing, to identify asymptomatic or pre-symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission."



- The COVID-19 Liaison or designee must be made aware of student and staff test results and report those results to local public health officials.
- **Student consent for testing:**
  - **Students age 12 and under:** For School Students age 12 and under, the School will require parental consent for COVID-19 testing.
  - **Students age 13 to 17:** Pursuant to California Family Code Section §6926, ACPHD guidance, and CDPH guidance, School Students ages 13 to 17 may consent to COVID-19 testing on their own.
  - **Students age 18 and older:** School students age 18 and older do not need parental consent for COVID-19 testing.
- Staff and students who refuse to take a test or to report the test results to the School will not be allowed to return to in-person instruction or otherwise enter the School Campus. Both the testing and the reporting are required under applicable public health guidance and legal authority.
- The School must maintain confidentiality of test results, other than reporting the results to local public health officials. All medical information about any employee must be stored separately from the employee's personnel file in order to limit access to this confidential information. The School should have a separate confidential medical file for each employee where the School can store all of that employee's medical information. Medical information includes COVID-19 test results, an employee's statement via any symptom screening that they have symptoms or COVID-19, medical certifications showing the employee needs time off due to COVID-19, etc. For students, the School will take similar precautions to safeguard the students' privacy and confidentiality, consistent with FERPA and all relevant legal requirements.
- The families of students and staff who will return to in-person instruction at the School campus are highly encouraged to be tested for COVID-19 before their student or family member returns to campus, and regularly thereafter.
- Visitors to the School campus are highly encouraged to undergo COVID-19 testing prior to entering the School campus.
- In the event of a positive test result of a student or family member:
  - The School requires that parents/guardians notify school administration immediately if the student tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
  - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the School will take actions as required in Section 5-6 below.

**Commented [A9]:** Please note that while Family Code Section 6926 allows students 12 and over to consent on their own to COVID-19 testing, CDPH and Alameda County Guidance want consent for students under 13. The School could as a policy require parental consent for students 17 and under, but that is within the School's discretion.

- Follow the process set forth in Section 5 upon receipt of test results.

**5. Exposure Management Planning and Response to Suspected or Confirmed Cases and Close Contacts:**

- The School will comply with all guidance promulgated by the ACPHD, as well as CDPH guidance, in response to suspected or confirmed cases and close contacts. In the event that local guidance provides more stringent directives in response to suspected or confirmed cases and close contacts, the School will follow such local guidance.
- Potential Exposure: In the event of notice of potential exposure,<sup>4</sup> the School will take the following actions within one (1) business day of the notice of potential exposure:
  - Provide a written notice to all employees who were on the premises in the same worksite<sup>5</sup> as the qualifying individual<sup>6</sup> within the infectious period<sup>7</sup> that they may have been exposed to COVID-19.<sup>8</sup>
  - Provide a written notice to the exclusive representative, if any, of the above employees.

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<sup>4</sup> Notice of potential exposure means any of the following: (a) notification from a public health official or licensed medical provider that an employee was exposed to a qualifying individual at the worksite; (b) notification from an employee, or their emergency contact, that the employee is a qualifying individual; (c) notification through the School's testing protocol that the employee is a qualifying individual; or (d) notification from a subcontracted employer that a qualifying individual was on the school site. (Labor Code § 6409.6, subd. (d)(3).)

<sup>5</sup> The "worksite" does not include buildings, or floors within multistory buildings, that a qualifying individual did not enter. If the School operates multiple worksites, the School must only notify employees who worked at the same worksite as the qualified individual. (Labor Code § 6409.6, subd. (d)(5).)

<sup>6</sup> A "qualifying individual" means (a) a laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health; (b) a positive COVID-19 diagnosis from a licensed health care provider; (c) a COVID-19-related order to isolate provided by a public health official; (d) an individual who has died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county. (Labor Code § 6409.6, subd. (d)(4).)

<sup>7</sup> The "infectious period" means the time a COVID-19-positive individual is infectious, as defined by the State Department of Public Health. (Labor Code § 6409.6, subd. (d)(2).)

<sup>8</sup> Written notice will be provided in the same manner that the School ordinarily uses to communicate employment-related information. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one (1) business day of sending and shall be in both English and the language understood by the majority of the employees.

- Provide all employees who may have been exposed and the exclusive representative, if any, with information regarding COVID-19-related benefits to which employees may be entitled under applicable federal, state, or local laws.
  - Information regarding COVID-19-related benefits includes, but is not limited to, workers' compensation, and options for exposed employees, including COVID-19-related leave, School sick leave, state-mandated leave, supplemental sick leave, or negotiated leave provisions, including potential guaranteed leave provisions pursuant to the federal **Families First Coronavirus Response Act (FFCRA)**, as well as antiretaliation and antidiscrimination protections applicable to employees.
- Notify all employees, and the employers of subcontracted employees and the exclusive representative, if any, on the disinfection and safety plan that the School plans to implement and complete per the guidelines of the CDC.
- Records of the above notices shall be retained for a minimum of three (3) years.
- If the event of a suspected COVID-19 case(s):
  - The School will identify isolation rooms and/or outdoor areas to separate anyone who exhibits COVID-19 symptoms.
  - Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in a separate isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.
- In the event of one or more confirmed COVID-19 case(s) the School will follow CDPH and ACPHD guidance, including implementation of the following practices:
  - The School will provide notifications to the local public health department of any known case of COVID-19 among any student or employee who was present on a School campus in the 10 days before a positive test result or who was on campus during their infectious period<sup>9</sup> within the past 14 days. Such notifications must be made within one (1) business day of the School's notification of the case.
  - Notifications will be provided by the COVID-19 Liaison or designee.
  - The notification to the local public health department must include:
    - 1) The full name, address, telephone number, and date of birth of the individual who tested positive;

**Commented [A10]:** Please note that while the FFCRA expired on December 31, 2020, the Department of Labor announced that employers can voluntarily continue to provide FFCRA benefits to employees who have not already received such benefits, through March 31, 2021, and receive federal tax credits for doing so. To be clear, the School is under no legal obligation to continue FFCRA benefits. If the School will not be voluntarily continuing FFCRA benefits, this reference can be removed.

**Commented [A11]:** Please note that under updated ACPHD guidance, notifications to the local health department are required for any infectious person on campus in the last 14 days. The new CDPH guidance imposes a similar standard for those on campus in the 10 days before they test positive for COVID. Please ensure the School keeps both standards in mind any time it is on notice that a person with COVID-19 has been on campus.

<sup>9</sup> ACPHD guidance states that an individual is infectious either: 1) 2 (two) days before and until 10 days after the date that symptoms began, or 2) if a case did not have any symptoms, 2 (two) days before and 10 days after the date that the specimen was collected which later tested positive for COVID-19.

- 2) The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site; and
  - 3) The full name, address, and telephone number of the person making the report.
- The notification can to safelearning@acgov.org and/or call (510) 268-2101.
- Notify all staff and families in the School community, as well as any contractors who regularly work at the School, of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
  - For any employees deemed to have close contacts exposure, the School will notify employees as much, and provide appropriate quarantine/isolation instructions in line with current ACPHD guidance.
- Close off areas used by any sick person and do not use before cleaning and disinfection. Follow cleaning and ventilation procedures in Section 6 and 7.
- Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.
- Update protocols as needed to prevent further cases in accordance with CDPH Guidelines (“Responding to COVID-19 in the Workplace”).
- Implement communication plans for exposure at school and potential school closures in the event of an outbreak or other necessary circumstances, to include outreach to students, parents, teachers, staff and the community.
- Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.
- Maintain regular communications with the local public health department.
- For all settings: Provide information regarding close contacts to the county public health department via secure fax or email.
- Recommend testing for all students and employees in close contact with the confirmed COVID-19 case, consistent with recommendations from the ACPHD.
- If the school site must be closed for in-person instruction, develop a contingency plan for continuity of education using distance learning. Consistent with the School’s adopted Distance Learning Policy and Procedures, distance learning shall include all of the following:
  - Confirmation or provision of access for all students to connectivity and devices adequate to participate in the educational program and complete assigned work;

**Commented [A12]:** This is required by the CDPH for any exposures on campus.

**Commented [A13]:** Alameda County specifically requires the School to provide employees who have had close contacts exposure on campus with quarantine/isolation instructions.

- Content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction;
  - Academic and other supports designed to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with exceptional needs, students in foster care or experiencing homelessness, and students requiring mental health supports;
  - Special education, related services, and any other services required by a student's individualized education program, with accommodations necessary to ensure that individualized education program can be executed in a distance learning environment;
  - Designated and integrated instruction in English language development for English learners, including assessment of English language proficiency, support to access curriculum, the ability to reclassify as fully English proficient, and, as applicable, support for dual language learning;
  - Daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness in the form of internet or telephonic communication, or by other means permissible under public health orders; and
  - Continuing to provide school meals.
- Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
  - If the COVID-19 case was present on the School campus, the individual must be excluded from campus for at least 10 days from COVID-19 symptom onset, or if asymptomatic, 10 days from the date the specimen was collected for the positive COVID-19 test.
- In the event of a cluster (three or more cases within 14 days), the School will report such information to the ACPHD immediately, using the same contact methods for reporting other COVID-19 exposures on campus.
  - In the event of an outbreak<sup>10</sup> or cluster at a School:

**Commented [A14]:** This is the standard under the new CDPH guidance after a confirmed case on campus.

<sup>10</sup> Pursuant to CDPH guidance, "outbreak" is defined a "3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases."

- The School COVID-19 Liaison will work closely with local county public health officials, timely provide all required information, and otherwise comply with all CDPH and local guidance regarding outbreaks.
- The School will notify students, families, employees, and stakeholders that the School and local public health department are investigating a cluster and/or outbreak. The notice will encourage all stakeholders to follow public health recommendations.
- The School will identify absenteeism among those in affected classes or stable groups and coordinate with the LHD to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the cases infectious period.
- The School will additionally notify all stakeholders if the school is to be closed for 14 days due to widespread and/or ongoing transmission of COVID-19 at the school or in the general community.
- Discontinue all non-essential in-person group activities at the School Campus during the outbreak.
- Close contacts to laboratory confirmed COVID-19 case(s):
  - Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately and instructed to get COVID-19 testing five (5) to seven (7) days from the last exposure. Even if they test negative, they should remain in quarantine for a full 10-14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.
    - Pursuant to ACPHD guidance, if an individual required to quarantine will be in regular contact with a person who is at high-risk of severe disease, the individual must quarantine for 14 days.
  - No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
  - Those who test positive should not return until they have met county health department criteria to discontinue home isolation.
- Returning to school after home isolation:
  - Symptomatic individuals who test negative for COVID-19 can return 24 hours after resolution of fever (if any) and improvement in symptoms.
    - Documentation of a negative test result should be provided to school administrators.

**Commented [A15]:** Please note that under current CDPH guidance, this is now required.

**Commented [A16]:** Please note that while CDPH guidance recommends a 10-day quarantine after close contacts exposure, Alameda County guidance provides an option for a 10 or 14 day quarantine after close contacts exposure. Specifically, Alameda County advises that there is still a risk of COVID-19 exposure in day 10-14, and that the 14-day quarantine is the safest option. As such, the School has some discretion as to whether it wants to implement a 10 or 14-day quarantine. However, if the student or employee has regular contact with a person who is at a high-risk of contracting COVID-19, Alameda County requires a 14-day quarantine.

- In lieu of a negative test result, students and staff may return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
  - Symptomatic individuals who test positive for COVID-19 can return 10 days after the symptom onset, are fever free for 24 hours without the use of fever reducing medication and have improved symptoms.
  - Symptomatic individuals who neither test for COVID-19 nor consult with a medical professional must isolate at home until fever free for 24 hours, improved symptoms, and 10 days from symptom onset.
  - Individuals who test positive for COVID-19 test but who remain asymptomatic must still follow all public health guidance before returning to campus, including a full 10-14-day quarantine following the date of the positive test result.
    - Asymptomatic individuals who test positive for COVID-19 and who later develop symptoms should follow all applicable quarantine and isolation guidelines, including quarantining for 10 days after the onset of symptoms, 24 hours with no fever without the use of fever-reducing symptoms, and when symptoms have improved.
  - Close contacts to confirmed COVID-19 cases who test positive can return to school after isolating at home until fever free without fever reducing medication for 24 hours, improved symptoms, and 10 days from beginning of symptoms (or 10 days from test date if no symptoms).
  - Close contacts to confirmed COVID-19 cases who test negative can return to school after quarantining for 10-14 days from the last exposure to the infected person.
  - Pursuant to Cal/OSHA regulations, the School will exclude employees with close contacts exposure from campus for 14 days from their last exposure to the infectious person.
- **Subsequent School Closure Criteria:**
  - School campuses that are open for in-person instruction may subsequently and temporarily close for in-person instruction based on the following criteria:
    - 1) An outbreak has occurred in 25% or more stable groups at the School in 14-day period,
    - 2) 3 outbreaks have occurred in a 14-day period AND 5% of school population is infected, or
    - 3) As determined by the local health department
  - After closure, may reopen after 14 days, cleaning, disinfection, public health investigation, and local health department consultation.

**Commented [A17]:** Please note the distinction here, in that Cal/OSHA regulations require employers to exclude employees with close contacts exposure for a full 14 days.

**Commented [A18]:** This is the new closure criteria in the CDPH guidance.

**6. Sanitizing/hygiene materials and practices:**

- The School will develop plans and routines to ensure that students and staff wash or sanitize hands frequently, including upon arrival to campus, after using the restroom, after playing outside and returning to the classroom, before and after eating, and after coughing or sneezing.
- The School will schedule frequent, mandatory handwashing breaks for younger students at regular intervals, including but not limited to: Before and after eating, after toileting, after outdoor play, as well as before and after any group activity.
- Sanitation routines will enable students and staff to regularly wash their hands at staggered intervals to avoid congregating in restrooms.
- Staff will teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, using a tissue to wipe the nose, and covering coughs and sneezes.
- The School shall make soap, tissues, no-touch trashcans, face coverings, water and paper towels or dryers for hand washing available. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
- If handwashing stations near classrooms are not practicable, and to facilitate use by students and staff as needed, the School shall make available fragrance-free alcohol-based hand sanitizer that is at least sixty percent (60%) ethyl alcohol. (Note: frequent handwashing is more effective than the use of hand sanitizers). This hand sanitizer will be made available to both students and staff at all strategic locations throughout the School Campus.
- The School will not use hand sanitizer with isopropyl alcohol as the main ingredient.
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- Children under age 9 should only use hand sanitizer under adult supervision. Hand sanitizer will also not be left out in the open in classrooms for students under the age of 9.
- The School shall place posters conspicuously that encourage hand hygiene to help stop the spread of COVID-19.
- Employees should visit the CDC's coughing and sneezing etiquette and clean hands webpage for more information.

- 7. Routine cleaning and disinfecting:** The School will incorporate the CDPH and CDC Guidance for Cleaning, Disinfection and Ventilation as appropriate to maintain a high level of cleanliness throughout the year and reduce the risk of exposure to and spread of COVID-19 at the school site.



- Custodial staff will perform thorough cleaning when students are not present. When cleaning, the space will be aired out before children arrive.
- Staff should wait twenty-four (24) hours before cleaning and disinfecting any area that was used by a person who was experiencing COVID-19 symptoms. If it is not possible to wait twenty-four (24) hours, then staff should wait as long as possible.
- The School will ensure proper ventilation during cleaning and disinfecting. Staff are encouraged to introduce fresh outdoor air as much as possible, by opening windows where practicable.
- The School will ensure the HVAC system is in good, working order.
- All frequently touched surfaces in the workplace, such as chairs, desks, tables, keyboards, telephones, handrails, light switches, sink handles, restroom surfaces and door handles, will be routinely cleaned.
- Students and employees are discouraged from sharing desks, computers, books, phones, pens, art supplies, or other work tools and equipment, including playground equipment, when possible. When shared use is allowed, the items and equipment will be cleaned between uses.
- Staff will be trained as appropriate in the chemical hazards, manufacturer's directions, and Cal/OSHA requirements for safe and correct application of cleaning and disinfectant agents in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA.
- When choosing disinfecting products, the School will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list "N" and require staff to follow product instructions.
  - To reduce the risk of asthma and other health effects related to disinfecting, the School will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
  - The School will avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
  - Staff shall follow label directions for appropriate dilution rates and contact times.
  - The School will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Subject to available resources, disposable disinfecting wipes shall be made available so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards,

**Commented [A19]:** Please note that under the new CDPH guidance, there is less of a focus on frequent disinfection. Rather, the guidance emphasizes frequent cleaning over disinfection, as disinfection poses a higher risk of chemical exposure to students. However, disinfection is still recommended after any potential exposures on campus.

remote controls, desks, other work tools and equipment) before each use. Disinfectant wipes and sprays will be kept away from students.

- Drinking fountains will not be used and replacement items (e.g., reusable water bottles) will be used instead.
- Each student's belongings will be kept in an individually labeled storage container, cubby, or locker. Students are encouraged to take belongings home each day to be cleaned.

**8. Facility measures:** The School will incorporate CDE guidance for maintaining a healthy facility, to include some or all of the following:

- Upon re-opening for in-person instruction, the School will comply with all state and local guidance regarding capacity of the site.
- Maintenance staff will ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
- Windows and doors should not be opened if doing so poses a safety or health risk by exacerbating seasonal allergies or asthma symptoms.
  - The School will consider alternatives, such as increased central air filtration (targeted filter rating of at least MERV 13) if opening windows poses a safety or health risk to persons using the facility.
- Maintenance staff will ensure that all water systems and features (e.g., drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- If possible, suspend or modify use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and installing hydration stations; encourage the use of reusable water bottles.
- Consider installing additional temporary handwashing stations at all school entrances and near classrooms to minimize movement and congregation in s.
- Consider installing privacy boards or clear screens to increase and enforce separation between staff and students.

## 9. Cohorts and Stable Groups

- The School will implement the use of cohorts<sup>11</sup> and stable groups<sup>12</sup> for in-person education services. Cohorts will be utilized where providing specialized services. The School will utilize stable groups to the maximum extent possible in all grade levels and for any form of in-person instruction.
- **Stable Groups:**
  - **Elementary Schools:**
    - Stable groups in elementary schools will stay together all day with their core teacher. Any electives or counseling should be conducted virtually to the maximum extent practicable.
    - Stable groups should complete daily activities together, including lunch and recess, and should be staggered from other groups.
    - The School will consider rotating groups which are present on campus at any one time, including staggering attendance on certain days, or during different parts of the day.
  - **Middle and High Schools:**
    - To the maximum extent possible, the School will place students in groups that remain together all day for in-person instruction.
    - The School will consider implementing the following strategies to separate stable groups:
      - Rotating teachers between stable groups,
      - Implementing block schedules to reduce the number of courses students take in any one day,
      - Offering electives virtually,
      - Dividing the school year into smaller time units, such as four (4) to eight (8) week periods, where students intensively student one or two subjects during that period.
- The School will limit cohorts to 14 students.

**Commented [A20]:** Please note that the new CDPH guidance wants Schools to use stable groups for all grade levels.

**Commented [A21]:** These are additional strategies and considerations for stable groups under the guidance, but these are the primary recommendations.

<sup>11</sup> Cohorts are defined by the CDPH as “a cohort is a stable group of no more than 14 children or youth and no more than two supervising adults (or a configuration of no more than 16 individuals total in the cohort) in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.”

<sup>12</sup> A “stable group” is defined as “a group with fixed membership that stays together without mixing with any other groups for any activities.”

- To enforce and promote physical distancing, no child may be part of more than one (1) cohort. However, a student may leave a cohort temporary and as needed basis to receive individualized, one-on-one services, provided that the one-on-one services are provided in a secure space, apart from other staff and students.
- Pursuant to CDPH guidance, students, and supervising adults in any one cohort must not interact with students and supervising adults in any other cohort at the School. However, supervising adults may be assigned to no more than two (2) cohorts.
- Substitute supervising adults are permitted. However, any substitute may serve no more than one (1) cohort per day.
- To the extent possible, the School will strive to provide outdoor space for 50% of cohort activities and instruction.
- The School will take special precautions related to meals for cohorts, as referenced below in Section 12.
- Visitors to the School will not be allowed to interact with cohorts.
- Each cohort will be assigned a designated restroom. In the event that more than one cohort is required to use the same restroom, the School will implement a system to minimize student and cohort interactions in restrooms.
- During extracurricular activities such as art, music, and exercise, cohorts will be kept separate.
- During recess and playground time, cohorts will not be allowed in the same place at the same time. The School may implement a schedule to ensure physical distancing during recess and playground times.
- In assigning and arranging cohorts, and to limit physical interactions between cohorts, the School will use the following best practices:
  - To the extent feasible, assign children and youth who live together or carpool together, in the same cohort;
  - Avoid moving children and youth between cohorts, absent a concern for the child's overall safety and wellness.
- Staff Meetings: Meetings among staff from different cohorts must be conducted remotely, outdoors, or in a large room in which all providers wear cloth face coverings and maintain at least 6 feet distance from other providers. Outdoor meetings and meetings in large rooms with the windows open are preferred over meetings in small rooms with windows closed.

**10. Physical distancing (staff):** The School will incorporate CDPH and CDE guidance with respect to physical distancing between employees, to include some or all of the following:

- The School will consider arranging work schedules and providing telework options to limit the total number of staff on campus each day.
- The School will additionally consider implementing staggered shift schedules, where practicable, to encourage physical distancing. This includes potential staggering of break times, where practicable, to ensure physical distancing in break rooms and staff lounges.
- The School will arrange desks and workspaces to create a minimum of six (6) feet between individuals, including those employed in administrative positions.
- Break rooms, staff rooms and conference rooms will have posted occupancy limits. Staff should minimize use of staff rooms, break rooms and other indoor settings. Staff are encouraged to eat meals outdoors or in large, well ventilated spaces. In such locations, the School will ensure staff can maintain six (6) feet of physical distancing.
- Where possible, trainings and other meetings will be conducted virtually or in a manner that accommodates physical distancing.
- For School staff employed in food service and preparation operations, the School will implement, where practicable, physical distancing requirements, such as floor markings.

**11. Physical distancing (students):** The School will incorporate CDPH and CDE guidance with respect to physical distancing between students on campus, to include some or all of the following:

- The School will consider different options for instructional scheduling models, including using a blended learning model to limit the total number of students on campus each day.
- The School will establish a maximum occupancy of each classroom. Desks will be arranged to minimize face-to-face contact and maintain a minimum of six (6) feet between students and teacher.
- The School will implement measures to maintain physical distancing of six (6) feet between students in the following settings, as practicable. Where six (6) feet of physical distancing cannot be maintained, the School may allow no less than four (4) feet of physical distancing between students. If the School determines in good faith that six (6) feet cannot practicably be maintained, the School will document the reasons physical distancing is not practicable for each setting and describe the measures that will be used to maximize the space between students:
  - School bus stops
  - School buses
  - During daily symptom and temperature screening of students
  - While students are entering campus and waiting for their first class to begin
  - During meal periods

**Commented [A22]:** Please note that the new CDPH guidance allows for no less than four feet of distancing between students, and is extremely clear on that point:

"Under no circumstances should distance between student chairs be less than 4 feet."

- During recess
- During passing periods
- Classrooms and other instructional spaces
- Restrooms
- Locker rooms
- While students are exiting the campus
- School buses
- Before- and after-school programs
- Extracurricular and co-curricular programs
- To reduce possibilities for infection, students must remain in the same space and in cohorts or stable groups as small and consistent as practicable, including for recess and lunch.
  - Ensure students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire school day. Students should not mix with other stable classroom cohorts.
  - Prioritize the use and maximization of outdoor space for activities where practicable.
  - Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.
  - In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.
  - Maximize space between seating and desks. Distance teacher desks at least six feet away from students. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
  - Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- The School will implement measures to maintain physical distancing while students move between classrooms that are easy for students to understand and are developmentally appropriate, including potentially one or more of the following recommendations. In common areas, the school will adjust schedules to ensure that only one cohort moves through common areas such as hallways and restrooms at one time. Other measures to maximize physical distancing between cohorts in common areas includes but are not limited to:

- Hallways: The School will ensure only one cohort moves through a hallway at any given time. For example, the School may establish more ways to enter and exit a campus, and stagger passing times when necessary.
- Lockers: Minimize use of lockers to avoid unnecessary mixing and congregation of students in hallways.
- Restrooms: Stagger restroom use by groups of students to the extent practicable, and/or assign certain groups of students to use certain restrooms. Individual cohorts will be assigned a designated restroom. If more than one cohort is required to use the same restroom, the School will implement a system to minimize interactions in restrooms.
- Libraries: Stagger group use of libraries.
- Outdoors: Consider holding recess activities in separated areas designated by class.
- The School will implement physical barriers between food service workers and students, where necessary and appropriate.
- Outdoor and large format spaces (e.g., auditoriums) may be used for instructional activities where physical distancing cannot be maintained in classrooms.
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band (i.e., wind instruments) and choir practice and performances are not permitted.
- The School will implement procedures for turning in assignments to minimize contact.
- The School will implement a plan to maintain physical distancing during meals, included but not limited to the following:
  - Food will be distributed in single-service meals instead of buffet, salad bar or family-style formats.
  - The School will tape or measure six-foot intervals for food lines to ensure physical distancing between students while picking up meals.
  - If meals take place in the cafeteria, only one cohort will be allowed to eat in the cafeteria at any one time. Table and/or chairs will also be spaced at six-foot intervals to ensure physical distancing between students.
- The School will implement appropriate physical distancing measures during physical activities.
  - Sporting Events and Gatherings: Outdoor and indoor sporting events and competitions, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted.
  - Playgrounds and Recess: The School will consider holding recess activities in separated areas designated by class and/or staggered throughout the day and

limiting use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.

- **Youth Sports and Physical Education:** The School will conduct sports and physical education classes only when the following can be maintained (1) physical distancing of at least six (6) feet, and (2) a stable group or cohort, such as a class, that limits the risk of transmission. Activities should take place outside to the maximum extent practicable.

- If any students participate in a School-sanctioned outdoor high-contact or moderate contact sport, participants (via their parent/guardian) and coaches must sign the **School's Youth Sports Informed Consent Form**, prior to participation,
- If any students participate in a School-sanctioned outdoor high-contact sport, the School will strongly recommend COVID-19 testing,
- When equipment is shared during an activity, participants perform hand hygiene (wash hands with soap and water or use an alcohol-based hand sanitizer) before play, during breaks, at half time, and after the conclusion of the activity.
  - Balls or other objects or equipment can be touched by multiple players during practice and play if the above hand hygiene practices are followed.
- Face coverings should be worn by participants during practice, conditioning, and competition, even during heavy exertion as tolerated,
- Participants should maintain at least six (6) feet of distance from other participants to the maximum extent possible,
- Coaches and participants should maintain six (6) feet of distance to the maximum extent possible
- Face coverings must be worn when not participating in the activity,
- Coaches, support staff, and observers must wear a face covering,
- The School will not allow the sharing of drink bottles nor other personal items and equipment,
- Any indoor sports activities will comply with capacity limits indicated in CDPH guidance for gyms and fitness facilities,
- Physical conditioning, practice, skill-building, and training that can be conducted outdoors, with 6 feet of physical distancing, and within stable cohorts are authorized regardless of case rate or sport. Such activities may be conducted indoors consistent with CDPH restrictions.

**Commented [A23]:** Please note that this is an evolving area right now. Specifically, the CDPH just issued new guidance, allowing outdoor sports to resume, subject to certain limitations. Alameda County is following this guidance. Please note that pursuant to this guidance, there are nuances for testing, informed consent, and screening procedures for certain sports. The guidance also limits which sports can be played, depending on that tier a county is in. Please let us know if the School has any specific questions regarding youth sports.

**Commented [A24]:** This is required for certain sports. If the School needs assistance with one of these forms, we can assist, as needed.



- Locker Rooms: The School will enforce physical distancing in locker rooms by offering locker room access only when staff supervision is available so as to stagger locker room access, as well as by creating alternative storage solutions for students' clothing, books, and other necessary items. All School students must maintain six (6) feet of social distancing while using locker rooms.
- The School will consider and implement where practicable any teaching methods designed to encourage and promote physical distancing.

**12. Physical distancing (buses):** The School will incorporate CDE guidance with respect to physical distancing between students on buses (if bus transportation is provided).

- The School will limit the total number of students on each bus. Younger students and students with disabilities will be given highest priority.
- Seats on buses will be marked to require students to provide physical distancing on buses. Seating will be staggered in accordance with CDE guidance.
- The School will allow a maximum of one child per bus seat. When feasible, the School will also use alternating rows on such busses.
- All persons on School busses, including students, are required to wear face masks at all times.
- If feasible, consist with air quality and ride safety, School busses will attempt to keep bus windows open.

**Commented [A25]:** Please remove if not applicable to the School.

**13. Use of face coverings:** The School will follow CDPH, CDE and CDC guidance and state and local health orders on the use of face coverings. All staff are encouraged to review the CDPH and CDC guidance on cloth face coverings; face coverings must be used in accordance with CDPH Guidelines and this Policy unless a person is exempt as explained in this Policy, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

- Until such time as the statewide order is lifted, all individuals two years of age and older must wear a cloth face covering at all times while on campus, except while actively eating or drinking.
  - Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
- Employees should wear a clean face mask to work every day.
- Employees should avoid touching the mask and should wash their hands frequently, including after removing the mask.

- Employees are expected to teach and reinforce proper use of face coverings, and in limited circumstances, face shields.
- Teachers may use clear plastic face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations in the classroom to enable students to see their faces and avoid potential barriers to phonological instruction as long as the wearer maintains physical distance from others to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- The School will post signs regarding the proper use, removal, and washing of face coverings.
- The School will post signs to remind employees that CDC recommends maintaining social distancing of at least six (6) feet, and that the State of California currently requires face masks to be worn in public settings with certain limited exceptions.
- Unless exempted by state order or guidance, all students shall wear a clean face covering at all times, including:
  - While waiting to enter the school campus.
  - In any area outside of the classroom (except when eating or drinking).
  - While leaving school.
  - While waiting for or riding on a school bus.
- A face shield may be an acceptable alternative for children who cannot wear a face mask properly.
- Proper use of cloth face coverings by students will be strictly enforced. The School will exclude individuals from campus who refuses to wear a face mask. Students excluded from face covering requirements include anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance.
- The School shall educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.
- A cloth face covering, or face shield may be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- The School will provide face coverings for students and staff who lose their face coverings or forget to bring them to school.
- For School staff working with sick children or with children who are precluded from wearing a cloth face covering due to a medical condition, the School will provide a medical grade face mask to that employee.

- Employees working in a cubicle must wear a face covering.

**14. Use of gloves and PPE:** The School requires employees to wear gloves and other Personal Protective Equipment (“PPE”) in accordance with the following standards.

- The School will provide surgical masks, face shields, and disposable gloves for employees engaging in Wellness and Temperature Screenings.
- Workers or other persons handling or serving food must use gloves in addition to cloth face coverings.
- The School will provide a clear plastic barrier or face covering and disposable gloves for front office and food service employees.
- The School will provide equipment and PPE to custodial staff for cleaning and disinfecting, including:
  - For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.
  - For classified staff engaged in deep cleaning and disinfecting, proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.
  - All cleaning and disinfecting products must be kept out of children’s reach and stored in a space with restricted access.
- As required by Cal/OSHA, the School will provide training on the proper use of PPE to protect employees from the hazards of the cleaning products used.
- Employees must wash hands after removing gloves.

**15. Support for Students at Increased Risk of Becoming Infected or Unrecognized Illness:**

- The COVID-19 liaison or designee will review student health plans, including 504 Plans, to identify students who may need additional accommodations to minimize potential exposure.
- The COVID-19 liaison will develop a process for engaging families for potentially unknown concerns that may need to be accommodated.
- The School will identify additional preparations for classroom and non-classroom environments as needed to ensure the safety of students at increased risk of becoming infected or having unrecognized illness. Persons who might be at increased risk of becoming infected or having unrecognized illness include the following:
  - Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
  - Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and

- Individuals who may not be able to communicate symptoms of illness.

**16. Maintaining Healthy Operations:** The School will follow all ACPHD Public Health Orders and CDPH Guidance for maintaining healthy operations, including the following practices.

- Monitor on a weekly basis, COVID-19 guidance from the ACPHD, CDPH, and County Offices of Education.
- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- Implement routine COVID-19 testing of staff and students as directed by local county health officers and pursuant to CDPH guidance. Encourage students and families to receive testing from community testing sites before returning to school for in-person instruction and regularly while attending school in person.
- Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.

**17. Protection of higher risk employees:**

- The School recognizes that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.<sup>13</sup>
- Consistent with operational needs, the School shall support options to telework, if available and reasonable.
- The School shall attempt to limit vulnerable employees' duties to minimize their contact with visitors and other employees.

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<sup>13</sup> This includes employees with any one or more of the following high-risk factors: age 65 years and older, chronic lung disease, moderate to severe asthma, serious heart conditions, immune deficiency, severe obesity (body mass index of 40 or higher), diabetes, chronic kidney disease undergoing dialysis, or liver disease.

#### 18. COVID-19 Vaccinations:

- Pursuant to CDPH guidance, the School will strongly recommend that all person eligible to receive COVID-19 vaccines receive them at the first opportunity.

**Commented [A26]:** Please note that new CDPH guidance vaguely references vaccines, and “strongly recommends” all individuals vaccinate. This is a controversial subject and there are many details to sort out. The language provided is consistent with the current CDPH guidance for now. Whether the School mandates or encourages employee vaccinations, it should have a written policy in place, and will need to address several implementation and logistical issues. If the School would like to discuss any vaccine-related issues, please let us know.

#### 19. Communications to the School community:

- The School will engage with families and staff to develop strategies to prepare and respond to the COVID-19 emergency, including guidelines for families about when to keep students home from school and other topics.
- Communications will include a process for engaging families for potentially unknown concerns that may need to be accommodated.
- Beginning January 25, 2021, every School campus shall notify the CDPH whether it is serving students in person.
  - The School will provide and report the following information:
    - In-person instruction is being provided full-time, and for specific grades,
    - In-person instruction is being provided part-time (hybrid model),
    - In-person instruction only being provided on cohort basis, or
    - No in-person instruction is being provided.
  - Reporting must continue every other Monday. Reporting can be completed on the Safe Schools for All Hub.
- Prior to the start of the school year, the School will communicate to staff, students, and parents about new, COVID-19-related protocols, including:
  - Enhanced sanitation practices
  - Physical distancing requirements and recommendations
  - Proper use, removal and washing of face coverings.
  - Screening practice.
  - How COVID-19 is spread.
  - COVID-19 specific symptom identification.
  - Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID- 19, including pertinent isolation and quarantine policies.
  - Local community testing sites and options for obtaining COVID-19 testing from private medical providers, including any testing arranged by the School.
  - Guidelines for employees regarding COVID-19 specific symptom identification and when to seek medical attention.
  - Guidelines for families about when to keep students home from school.

- Systems for self-reporting symptoms.
- Criteria and plan to close schools again for physical attendance of students.
- Changes in School extracurricular, academic, and meal programs to help prevent the spread of COVID-19.
- School policies regarding parental visits to School campuses, reiterating options for contacting the school remotely.
- Contact information at the School for students who may have been exposed to COVID-19.
- School contact information if a student has COVID-19 symptoms or may have been exposed to COVID-19.
- The School will train staff and students on protocols for physical distancing for both indoor and outdoor spaces.
- The School will provide information to parents and guardians regarding this Policy and related guidance, along with the safety measures that will be in place in indoor and outdoor settings with which parents and guardians must comply.
- COVID-19 protocol will be posted at all public entrances to the School campus.
- Communications will be targeted to the most vulnerable members of the School community.
- The School will develop a communications plan for implementation if the school has a positive COVID-19 case in accordance with CDPH and CDE guidelines.

The Executive Director and/or designee is authorized to implement changes or additions to this policy in order to ensure compliance or consistency with new or revised orders or guidance from local, county, state or federal authorities (“Agencies”), to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this policy, and to ensure compliance with the School’s charter petition. The Executive Director and/or designee shall provide the Board with regular updates as to actions taken pursuant to this section.

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HONOR HARD WORK

### **Health and Safety Policy for COVID-19**

It is the policy of Amethod Public Schools (“AMPS” or the “School”) to take all reasonable measures to prevent the spread of the novel coronavirus disease (“COVID-19”) among students and staff. In accordance with this policy, the School is temporarily implementing health and safety measures to mitigate the spread of COVID-19, to be used when the School is allowed to resume in-person instruction. This policy recognizes that these measures are each designed to provide some protection against COVID-19. While there may be times when one measure may not be feasible, implementing the other measures can make up for the absence of another. This Policy includes both mandatory measures (using terms “shall” or “will”) as well as recommended measures intended to guide decisions in light of practical limitations.

This Policy is based on guidance provided by the Centers for Disease Control (“CDC”), the California Department of Education (“CDE”), the California Department of Public Health (“CDPH”), and the Alameda County Department of Public Health (“ACPHD”), and Contra Costa Health Services (“CCHS”). The Governor and each county public health official is vested with the authority to impose health and safety standards, which may vary by locality in response to different local conditions. The School will, as necessary, consult with their county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions to individually determine whether more or less stringent measures are necessary to align with the applicable public health order. The School will fully cooperate with county public health officials regarding the screening, monitoring and documentation that will be required to permit careful scrutiny of health outcomes associated with any potential resumption or expansion of in-person instruction on the School campus. Any reopening of School campuses will use a thoughtful, phased return to in-person instruction.

This Policy constitutes the COVID-19 Infection Control Plan for each School worksite. Prior to resuming in-person instruction, the COVID-19 Liaison shall perform a comprehensive risk assessment of all work areas and work tasks in accordance with guidance from CDPH and this Policy. The following staff members are responsible for implementing this Policy:

The COVID-10 Liaison at AMPS is: our **School Safety and Prevention Specialist**

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**COVID-19 School Site Lead:** will fulfill the following role:

- Reports cases to the COVID-19 Liaison (School Safety and Prevention Specialist); assists COVID-19 Liaison with investigation and contact tracing
- Verifies regularly that school mitigation strategies are being followed through periodic safety and facility sweeps
- Under supervision of Site Director, and with guidance from School Safety and Prevention Specialist

<b>Downtown Charter Academy (6-8th)</b>	<b>Richmond Charter Elementary- Benito Juarez (K-5th)</b>
Site Director: Claudia Lee <a href="mailto:cllee@amethodschools.org">cllee@amethodschools.org</a>	Site Director: Anjelica Zermeno <a href="mailto:azermeno@amethodschools.org">azermeno@amethodschools.org</a>
COVID-19 School Site Lead: Jordan Bautista <a href="mailto:jbautista@amethodschools.org">jbautista@amethodschools.org</a>	COVID-19 School Site Lead: Gabriela Lopez <a href="mailto:glopez@amethodschools.org">glopez@amethodschools.org</a>
510-535-1580	510-215-7009
2000 Dennison Street Oakland, CA 94606	1450 Marina Way South Richmond, CA 94804

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<p><b>Oakland Charter Academy (6-8th)</b></p> <p>Site Director: Philip Ellingberg  <a href="mailto:pellingberg@amethodschools.org">pellingberg@amethodschools.org</a></p> <p>COVID-19 School Site Lead: Craig Harris  <a href="mailto:charris@amethodschools.org">charris@amethodschools.org</a></p> <p>510-532-6751</p> <p>4215 Foothill Blvd  Oakland, CA 94601</p>	<p><b>Richmond Charter Academy (6-8th)</b></p> <p>Site Director: Anjelica Zermeno  <a href="mailto:azermeno@amethodschools.org">azermeno@amethodschools.org</a></p> <p>COVID-19 School Site Lead: Gabriela Lopez  <a href="mailto:glopez@amethodschools.org">glopez@amethodschools.org</a></p> <p>510-235-2465</p> <p>1450 Marina Way South  Richmond, CA 94804</p>
<p><b>Oakland Charter High School (9-12th)</b>  Site Director: Bianca Forrester  <a href="mailto:bforrester@amethodschools.org">bforrester@amethodschools.org</a></p> <p>COVID-19 School Site Lead: Paul Scholz  <a href="mailto:pscholz@amethodschools.org">pscholz@amethodschools.org</a></p> <p>510-436-0101</p> <p>2433 Coolidge Avenue  Oakland, CA 94601</p>	<p><b>John Henry High School (9-12th)</b></p> <p>Site Director: Sylvia Flores  <a href="mailto:sflores@amethodschools.org">sflores@amethodschools.org</a></p> <p>COVID-19 School Site Lead: Allyson Schoolcraft  <a href="mailto:aschoolcraft@amethodschools.org">aschoolcraft@amethodschools.org</a></p> <p>510-235-2439</p> <p>1402 Marina Way South  Richmond, CA 94804</p>

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The School offers distance learning as an alternative to in-person instruction. Distance learning will also remain available for students who would be put at risk by an in-person instructional model once in-person instruction resumes. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or individuals, or are otherwise identified as “at-risk” by the parents or guardians are students whose circumstances otherwise merit distance learning.

### **1. Limited campus access:**

- The School will allow only necessary visitors and volunteers on the School campus and limit the number of students and staff with whom they come into contact.
- School parents are highly encouraged to conduct any necessary business with School personnel virtually, whenever possible.
- The School will exclude from the campus any employee, student, parent, caregiver or visitor who refuses to take or does not pass a Wellness and Temperature Screening.
- Students excluded from campus on the basis of an elevated temperature or other COVID-19 related symptoms shall be provided with distance learning opportunities to support their academic success to the greatest extent possible during exclusion.
- Students and employees who are well but who have a household member that has been diagnosed with COVID-19 are directed to notify their teacher or the principal, respectively, and the School will work with them to ensure that CDC-recommended precautions are followed.
- Pursuant to local guidance, the School will not currently allow use of School facilities for non-school purposes.
- If allowed on campus, any community groups and other third-party users of campus facilities shall be subject to applicable health and safety plans and restrictions.
- Health and safety standards and procedures shall be applied equally to all users of a public-school campus that is subject to a co-location arrangement.

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· The School will minimize close contact between students, staff, families, and the broader community at arrival and departure through one or more of the following methods:

- Designate routes for entry and exit, using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
- Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students. When in-person drop-off or pick-up is needed, only a single parent or caregiver should enter the facility to pick up or drop off the child.
- Require all persons entering campus for in-person pick-up or drop-off to wear a face covering.
- Provide supervision to disperse student gatherings during school arrival and departure.
- Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable. The School will ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.
- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. The School will prioritize minimizing contact between adults at all times.
- Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- Designate routes for entry and exit, using as many entrances as feasible.
- Implement health screenings of students and staff upon arrival at school (see Section 2).

· To the extent that non-parent visitors are required to enter the School Campus, the School will take the following precautions:

- Non-parental visitors will be allowed on campus via appointment only.

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- Non-parental visitors must pre-register in a visitor's log, which includes the visitor's name, email address, and phone number.
- Non-parental visitors will only be allowed to enter specific areas to conduct their business. Non-parental visitors will not be allowed to interact with any cohorts.

In the event that any School campuses do not offer in-person instruction, all employees will be allowed to work on-campus, where feasible, and where consistent with this policy, public health guidance, and applicable law.

## 2. Wellness Checks and Temperature Screenings:

· *COVID-19 Symptoms.* Currently, the CDC has identified the following as potential symptoms of COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose

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- Nausea or vomiting
- Diarrhea
- In-person wellness checks administered under this Policy shall:
  - Confirm that the subject has not experienced COVID-19 symptoms in the prior 24 hours or potentially been exposed to COVID-19, by soliciting the following information:

§ Have you had any one or more of these symptoms today or within the past 24 hours?  
Are these symptoms new or not explained by another reason?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

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§ Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact means being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the person is isolated.

§ In the past 10 days, have you been sent home sick or absent due to illness?

§ In the past 10 days, have you been diagnosed with COVID-19 or did you have a test confirming that you had COVID-19?

- Be conducted safely and respectfully, and in a manner that maintains physical distancing within lines, by providing multiple screening entries into the campus if possible.
- In-person wellness checks do not need to be performed by a nurse or other health professional.
- 

*Home Screening (Students).* Parents shall be instructed to screen their student before leaving the house for school. Before leaving the house, a parent should confirm that the student has a temperature below 100 degrees Fahrenheit and does not exhibit any other COVID-19 symptoms, including a new cough, diarrhea, or vomiting. The School will provide all families with a list of COVID-19 symptoms.

- Any student who has a fever of 100 degrees Fahrenheit or greater, a new cough, diarrhea, or vomiting upon a home screening should remain home, isolate, and consult with a medical provider for further evaluation and possible COVID-19 testing. Should the student test negative for COVID-19, the student should stay home until fever free without fever reducing medication for 24 hours and improved symptoms. If the student tests positive, the student stays isolated at home until fever free for 24 hours, improved symptoms, and 14 days from symptom onset. If a student exhibits symptom consistent with COVID-19 upon home screening does not test for COVID-19 or consult with a medical professional, the student must still isolate at home until fever free for 24 hours, improved symptoms, and 14 days from symptom onset.

- *Home Screening (Staff).* All employees who enter campus are required to perform a self-administered wellness check for COVID-19 symptoms before leaving home for work. The School

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will provide all employees with a list of COVID-19 symptoms. Active symptom screening shall be conducted at the worksite if required by local order.

- Any employee who has a fever of 100 degrees Fahrenheit or higher and/or any of the COVID symptoms is directed to remain home, notify his or her supervisor and await instructions.
- If symptoms are secondary to an underlying condition (i.e., allergies or asthma) and have not worsened, then the employee can report to work and follow hygiene practices.
- The School may initiate temperature checks for all staff entering campus.
- *Campus Screening (Students).* Staff shall actively monitor students for COVID-19 symptoms when the student enters the school site, which shall include a visual wellness check and a temperature check (confirming temperature below 100 degrees Fahrenheit) using a no-touch thermometer, to the extent feasible.

- Complete an in-person wellness check for signs and symptoms of COVID-19.

§ If student answers “no” to all questions and appears well, student will be allowed to proceed onto campus.

§ If the student answers “yes” to any question or upon visual check, and the screener feels the student may be exhibiting signs and symptoms of illness, the student’s temperature should be taken, preferably using a touchless infrared thermometer.

§ If the student answers “yes” that they have had close contacts exposure within the last 14 days:

- Ask if the exposure was more than 10 days ago:
  - If the exposure was not more than 10 days ago, the student should be accompanied to a preselected quarantine space until they can safely return home. This quarantine space should be separate and apart from the space set aside for symptomatic students.
  - If the exposure was more than 10 days ago, the student may enter campus. However, if the student had regular contact with anyone who is at

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high risk for severe disease, the student or parent/guardian should be advised that ACPHD guidance requires a 14-day quarantine in such situations.

§ If the student's temperature is 100 or above or they have verbally confirmed symptoms, have them don a surgical facemask and go to the isolation area; have office staff contact the parent to pick up the student.

§ If a student has had close contact with an individual who has screened positive for COVID-19 symptoms, the student will be accompanied to a preselected quarantine space until they can safely return home. This quarantine space should be separate and apart from the space set aside for symptomatic students.

- Screening for School students of middle-school and high-school age should include a question about close contact with anyone at home, school, or elsewhere that the student has been told has tested positive for COVID-19.

- *Campus Screening (Staff and Visitors).* Each employee and visitor to the school site shall be screened for COVID-19 symptoms before entering the school site.

- The staff member who greets the visitor at the entrance shall administer an in-person wellness check prior to escorting the visitor to his or her destination:

§ If the visitor answers “no” to all questions, he or she may enter the school.

§ If the visitor answers “yes” to any of the questions, he or she may not enter the school.

- Screening for adult visitors and staff should include a question about close contact with anyone at home, school, or elsewhere that the student has been told has tested positive for COVID-19.

§ Adult visitors and staff who have had close contact with an individual who has screened positive shall return home to self-quarantine as per CDPH and local guidance.

- To prevent stigma and discrimination in the school setting, student and employee health screenings should be kept as private as possible to maintain the confidentiality of student and employee medical

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and student records. Race, nationality, country of origin and other protected characteristics should never be used as a basis for particularized health screening.

- Consider temperature checks pursuant to recommendations from the ACPHD and CCHS.
- To the extent feasible and when required, a no-touch thermometer should be used for temperature checks if possible.
  - If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners such as gloves, eye protection, and mask.
  - Thermometers must be properly cleaned and disinfected after each use.
- The School will not penalize students and families for missing in-person instruction due to COVID-19.
- Any student or staff member who develops any COVID-19 signs or symptoms shall stay home, unless and until all conditions have been met pursuant to CDPH and local guidance.

### 3. COVID-19 Liaison

- The School will designate an employee as its COVID-19 liaison pursuant to ACPHD and CCHS guidance.
- The COVID-19 liaison will be responsible for responding to COVID-19 concerns for the School, providing COVID-19 guidance for the School community, and acting as a liaison with the Local Health Department, among other items. The COVID-19 liaison will make all available efforts to stay up-to-date on current COVID-19 related guidance.

### 4. COVID-19 testing and reporting:

- Consistent with California “Safe Schools for All” Reopening Plan, ACPHD/CCHS guidance, and current CDPH Guidance, the School will test both employees and students based entering campus for any period. Testing will depend on local disease trends and will be implemented on symptomatic[1], response[2], and asymptomatic[3] bases. Pursuant to current guidance, testing will be in accordance with the following cadences:
  - **If County where school is located is in the Yellow or Orange Tiers:** Symptomatic and response testing.

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- **If County where school is located is in the Red or Purple Tiers:** Symptomatic testing, response testing, and asymptomatic testing every two weeks.
- **If County where school is located is greater than 14 per 100 population per day:** Symptomatic testing, response testing, and asymptomatic testing every week if using PCR testing, or twice weekly if using Antigen testing.
- When testing students or employees for COVID-19, the School will require PCR Testing
- Additional levels of employee and student COVID-19 testing may be implemented in response to local disease trends, an outbreak, as determined by the COVID-19 liaison, where required by Cal/OSHA regulations, or where otherwise required by law or public health guidance.
- For staff and student-wide testing, all staff and students shall be tested, other than any staff and students who have no contact with others and do not report to campus. However, the ability to test all staff may not be possible if laboratory capacity is limited (see below).
- The School can cause tests to be provided at any one of its campuses, AMPS has signed an MOU with HR Support Pros to contract their services for student and staff testing.
  - If county-provided testing is not available, then private labs and health insurance providers may be used, and the cost of testing must be covered by the health insurance provider under an emergency state regulation.
- The COVID-19 Liaison or designee must be made aware of student and staff test results and report those results to local public health officials.
- **Student consent for testing:**
  - **Students age 12 and under:** For School Students age 12 and under, the School will require parental consent for COVID-19 testing.
  - **Students age 13 to 17:** Pursuant to California Family Code Section §6926, ACPHD/CCHS guidance, and CDPH guidance, School Students ages 13 to 17 may consent to COVID-19 testing on their own.
  - **Students age 18 and older:** School students age 18 and older do not need parental consent for COVID-19 testing.

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- Staff and students who refuse to take a test or to report the test results to the School will not be allowed to return to in-person instruction or otherwise enter the School Campus. Both the testing and the reporting are required under applicable public health guidance and legal authority.
- The School must maintain confidentiality of test results, other than reporting the results to local public health officials. All medical information about any employee must be stored separately from the employee's personnel file in order to limit access to this confidential information. The School should have a separate confidential medical file for each employee where the School can store all of that employee's medical information. Medical information includes COVID-19 test results, an employee's statement via any symptom screening that they have symptoms or COVID-19, medical certifications showing the employee needs time off due to COVID-19, etc. For students, the School will take similar precautions to safeguard the students' privacy and confidentiality, consistent with FERPA and all relevant legal requirements.
- The families of students and staff who will return to in-person instruction at the School campus are highly encouraged to be tested for COVID-19 before their student or family member returns to campus, and regularly thereafter.
- Visitors to the School campus are highly encouraged to undergo COVID-19 testing prior to entering the School campus.
- In the event of a positive test result of a student or family member:
  - The School requires that parents/guardians notify school administration immediately if the student tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
  - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the School will take actions as required in Section 5-6 below.
  - Follow the process set forth in Section 5 upon receipt of test results.

**5. Exposure Management Planning and Response to Suspected or Confirmed Cases and Close Contacts:**

- The School will comply with all guidance promulgated by the ACPHD and CCHS, as well as CDPH guidance, in response to suspected or confirmed cases and close contacts. In the event that local guidance provides more stringent directives in response to suspected or confirmed cases and close contacts, the School will follow such local guidance.
- Potential Exposure: In the event of notice of potential exposure,[4] the School will take the following actions within one (1) business day of the notice of potential exposure:

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- Provide a written notice to all employees who were on the premises in the same worksite[5] as the qualifying individual[6] within the infectious period[7] that they may have been exposed to COVID-19.[8]
- Provide a written notice to the exclusive representative, if any, of the above employees.
- Provide all employees who may have been exposed and the exclusive representative, if any, with information regarding COVID-19-related benefits to which employees may be entitled under applicable federal, state, or local laws.

§ Information regarding COVID-19-related benefits includes, but is not limited to, workers' compensation, and options for exposed employees, including COVID-19-related leave, School sick leave, state-mandated leave, supplemental sick leave, or negotiated leave provisions, including potential guaranteed leave provisions pursuant to the federal Families First Coronavirus Response Act (FFCRA), as well as antiretaliation and antidiscrimination protections applicable to employees.

- Notify all employees, and the employers of subcontracted employees and the exclusive representative, if any, on the disinfection and safety plan that the School plans to implement and complete per the guidelines of the CDC.
- Records of the above notices shall be retained for a minimum of three (3) years.

· If the event of a suspected COVID-19 case(s):

- The School will identify isolation rooms and/or outdoor areas to separate anyone who exhibits COVID-19 symptoms.
- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in a separate isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.

· In the event of one or more confirmed COVID-19 case(s) the School will follow CDPH and Local Health Department guidance, including implementation of the following practices:

- The School will provide notifications to the local public health department of any known case of COVID-19 among any student or employee who was present on a School campus in the 10 days before a positive test result or who was on campus during their infectious period[9] within the past 14 days. Such notifications must be made within one (1) business day of the School's notification of the case.

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- Notifications will be provided by the COVID-19 Liaison or designee.
- The notification to the local public health department must include:
  - § 1) The full name, address, telephone number, and date of birth of the individual who tested positive;
  - § 2) The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site; and
  - § 3) The full name, address, and telephone number of the person making the report.
- The notification can to [safelearning@acgov.org](mailto:safelearning@acgov.org) and/or call (510) 268-2101.
- Notify all staff and families in the School community, as well as any contractors who regularly work at the School, of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
- § For any employees deemed to have close contacts exposure, the School will notify employees as much, and provide appropriate quarantine/isolation instructions in line with current ACPHD/CCHS guidance.
- Close off areas used by any sick person and do not use before cleaning and disinfection. Follow cleaning and ventilation procedures in Section 6 and 7.
- Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.
- Update protocols as needed to prevent further cases in accordance with CDPH Guidelines (“Responding to COVID-19 in the Workplace”).

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- Implement communication plans for exposure at school and potential school closures in the event of an outbreak or other necessary circumstances, to include outreach to students, parents, teachers, staff and the community.
- Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.
- Maintain regular communications with the local public health department.
- For all settings: Provide information regarding close contacts to the county public health department via secure fax or email.
- Recommend testing for all students and employees in close contact with the confirmed COVID-19 case, consistent with recommendations from the ACPHD and CCHS.
- If the school site must be closed for in-person instruction, develop a contingency plan for continuity of education using distance learning. Consistent with the School's adopted Distance Learning Policy and Procedures, distance learning shall include all of the following:
  - § Confirmation or provision of access for all students to connectivity and devices adequate to participate in the educational program and complete assigned work;
  - § Content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction;
  - § Academic and other supports designed to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with exceptional needs, students in foster care or experiencing homelessness, and students requiring mental health supports;
  - § Special education, related services, and any other services required by a student's individualized education program, with accommodations necessary to ensure that individualized education program can be executed in a distance learning environment;
  - § Designated and integrated instruction in English language development for English learners, including assessment of English language proficiency, support to access curriculum, the ability to reclassify as fully English proficient, and, as applicable, support for dual language learning;
  - § Daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness in the form of internet or

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telephonic communication, or by other means permissible under public health orders;  
and

§ Continuing to provide school meals.

- Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.

- If the COVID-19 case was present on the School campus, the individual must be excluded from campus for at least 14 days from COVID-19 symptom onset, or if asymptomatic, 10 days from the date the specimen was collected for the positive COVID-19 test.

- In the event of a cluster (three or more cases within 14 days), the School will report such information to the ACPHD/CCHS immediately, using the same contact methods for reporting other COVID-19 exposures on campus.

- In the event of an outbreak[10] or cluster at a School:

- The School COVID-19 Liaison will work closely with local county public health officials, timely provide all required information, and otherwise comply with all CDPH and local guidance regarding outbreaks.

- The School will notify students, families, employees, and stakeholders that the School and local public health department are investigating a cluster and/or outbreak. The notice will encourage all stakeholders to follow public health recommendations.

- The School will identify absenteeism among those in affected classes or stable groups and coordinate with the LHD to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the cases infectious period.

- The School will additionally notify all stakeholders if the school is to be closed for 14 days due to widespread and/or ongoing transmission of COVID-19 at the school or in the general community.

- Discontinue all non-essential in-person group activities at the School Campus during the outbreak.

- Close contacts to laboratory confirmed COVID-19 case(s):

- Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately and instructed to get COVID-19 testing five (5) to seven (7) days from the last exposure. Even if they test negative, they should remain in quarantine for a full 14 days after (1) date of last

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exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.

§ Pursuant to ACPHD guidance, if an individual required to quarantine will be in regular contact with a person who is at high-risk of severe disease, the individual must quarantine for 14 days.

- No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
- Those who test positive should not return until they have met county health department criteria to discontinue home isolation.

· Returning to school after home isolation:

- Symptomatic individuals who test negative for COVID-19 can return 24 hours after resolution of fever (if any) and improvement in symptoms.

§ Documentation of a negative test result should be provided to school administrators.

§ In lieu of a negative test result, students and staff may return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

- Symptomatic individuals who test positive for COVID-19 can return 10 days after the symptom onset, are fever free for 24 hours without the use of fever reducing medication and have improved symptoms.
- Symptomatic individuals who neither test for COVID-19 nor consult with a medical professional must isolate at home until fever free for 24 hours, improved symptoms, and 10 days from symptom onset.
- Individuals who test positive for COVID-19 test but who remain asymptomatic must still follow all public health guidance before returning to campus, including a full 14-day quarantine following the date of the positive test result.

§ Asymptomatic individuals who test positive for COVID-19 and who later develop symptoms should follow all applicable quarantine and isolation guidelines, including quarantining for 10 days after the onset of symptoms, 24 hours with no fever without the use of fever-reducing symptoms, and when symptoms have improved.

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- Close contacts to confirmed COVID-19 cases who test positive can return to school after isolating at home until fever free without fever reducing medication for 24 hours, improved symptoms, and 10 days from beginning of symptoms (or 10 days from test date if no symptoms).
- Close contacts to confirmed COVID-19 cases who test negative can return to school after quarantining for 14 days from the last exposure to the infected person.
- Pursuant to Cal/OSHA regulations, the School will exclude employees with close contacts exposure from campus for 14 days from their last exposure to the infectious person.

· **Subsequent School Closure Criteria:**

- School campuses that are open for in-person instruction may subsequently and temporarily close for in-person instruction based on the following criteria:
  - § 1) An outbreak has occurred in 25% or more stable groups at the School in 14-day period,
  - § 2) 3 outbreaks have occurred in a 14-day period AND 5% of school population is infected, or
  - § 3) As determined by the local health department
- After closure, may reopen after 14 days, cleaning, disinfection, public health investigation, and local health department consultation.

**6. Sanitizing/hygiene materials and practices:**

The School will develop plans and routines to ensure that students and staff wash or sanitize hands frequently, including upon arrival to campus, after using the restroom, after playing outside and returning to the classroom, before and after eating, and after coughing or sneezing.

- The School will schedule frequent, mandatory handwashing breaks for younger students at regular intervals, including but not limited to: Before and after eating, after toileting, after outdoor play, as well as before and after any group activity.
- Sanitation routines will enable students and staff to regularly wash their hands at staggered intervals to avoid congregating in restrooms.
- Staff will teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, using a tissue to wipe the nose, and covering coughs and sneezes.

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- The School shall make soap, tissues, no-touch trashcans, face coverings, water and paper towels or dryers for hand washing available. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended.
- If handwashing stations near classrooms are not practicable, and to facilitate use by students and staff as needed, the School shall make available fragrance-free alcohol-based hand sanitizer that is at least sixty percent (60%) ethyl alcohol. (Note: frequent handwashing is more effective than the use of hand sanitizers). This hand sanitizer will be made available to both students and staff at all strategic locations throughout the School Campus.
- The School will not use hand sanitizer with isopropyl alcohol as the main ingredient.
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- Children under age 9 should only use hand sanitizer under adult supervision. Hand sanitizer will also not be left out in the open in classrooms for students under the age of 9.
- The School shall place posters conspicuously that encourage hand hygiene to help stop the spread of COVID-19.
- Employees should visit the CDC’s coughing and sneezing etiquette and clean hands webpage for more information.

**7. Routine cleaning and disinfecting:** The School will incorporate the CDPH and CDC Guidance for Cleaning, Disinfection and Ventilation as appropriate to maintain a high level of cleanliness throughout the year and reduce the risk of exposure to and spread of COVID-19 at the school site.

Custodial staff will perform thorough cleaning when students are not present. When cleaning, the space will be aired out before children arrive.

- Staff should wait twenty-four (24) hours before cleaning and disinfecting any area that was used by a person who was experiencing COVID-19 symptoms. If it is not possible to wait twenty-four (24) hours, then staff should wait as long as possible.
- The School will ensure proper ventilation during cleaning and disinfecting. Staff are encouraged to introduce fresh outdoor air as much as possible, by opening windows where practicable.
- The School will ensure the HVAC system is in good, working order.
- All frequently touched surfaces in the workplace, such as chairs, desks, tables, keyboards, telephones, handrails, light switches, sink handles, restroom surfaces and door handles, will be routinely cleaned.

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- Students and employees are discouraged from sharing desks, computers, books, phones, pens, art supplies, or other work tools and equipment, including playground equipment, when possible. When shared use is allowed, the items and equipment will be cleaned between uses.
- Staff will be trained as appropriate in the chemical hazards, manufacturer's directions, and Cal/OSHA requirements for safe and correct application of cleaning and disinfectant agents in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA.
- When choosing disinfecting products, the School will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list "N" and require staff to follow product instructions.
  - To reduce the risk of asthma and other health effects related to disinfecting, the School will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
  - The School will avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
  - Staff shall follow label directions for appropriate dilution rates and contact times.
  - The School will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Subject to available resources, disposable disinfecting wipes shall be made available so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use. Disinfectant wipes and sprays will be kept away from students.
- Drinking fountains will not be used and replacement items (e.g., reusable water bottles) will be used instead.
- Each student's belongings will be kept in an individually labeled storage container, cubby, or locker. Students are encouraged to take belongings home each day to be cleaned.

**8. Facility measures:** The School will incorporate CDE guidance for maintaining a healthy facility, to include some or all of the following:

- Upon re-opening for in-person instruction, the School will comply with all state and local guidance regarding capacity of the site.

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- Maintenance staff will ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
- Windows and doors should not be opened if doing so poses a safety or health risk by exacerbating seasonal allergies or asthma symptoms.
  - The School will consider alternatives, such as increased central air filtration (targeted filter rating of at least MERV 13) if opening windows poses a safety or health risk to persons using the facility.
- Maintenance staff will ensure that all water systems and features (e.g., drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- If possible, suspend or modify use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and installing hydration stations; encourage the use of reusable water bottles.
- Consider installing additional temporary hand washing stations at all school entrances and near classrooms to minimize movement and congregation in s.
- Consider installing privacy boards or clear screens to increase and enforce separation between staff and students.

## 9. Cohorts and Stable Groups

- The School will implement the use of cohorts[11] and stable groups[12] for in-person education services. Cohorts will be utilized where providing specialized services. The School will utilize stable groups to the maximum extent possible in all grade levels and for any form of in-person instruction.

- **Stable Groups:**

- Elementary Schools:

- § Stable groups in elementary schools will stay together all day with their core teacher. Any electives of counseling should be conducted virtually to the maximum extent practicable.

- § Stable groups should complete daily activities together, including lunch and recess, and should be staggered from other groups.

- § The School will consider rotating groups which are present on campus at any one time, including staggering attendance on certain days, or during different parts of the day.

- Middle and High Schools:

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§ To the maximum extent possible, the School will place students in groups that remain together all day for in-person instruction.

§ The School will consider implementing the following strategies to separate stable groups:

- Rotating teachers between stable groups,
  - Implementing block schedules to reduce the number of courses students take in any one day,
  - Offering electives virtually,
  - Dividing the school year into smaller time units, such as four (4) to eight (8) week periods, where students intensively student one or two subjects during that period.
- The School will limit cohorts to 14 students.
  - To enforce and promote physical distancing, no child may be part of more than one (1) cohort. However, a student may leave a cohort temporary and as needed basis to receive individualized, one-on-one services, provided that the one-on-one services are provided in a secure space, apart from other staff and students.
  - Pursuant to CDPH guidance, students, and supervising adults in any one cohort must not interact with students and supervising adults in any other cohort at the School. However, supervising adults may be assigned to no more than two (2) cohorts.
  - Substitute supervising adults are permitted. However, any substitute may serve no more than one (1) cohort per day.
  - To the extent possible, the School will strive to provide outdoor space for 50% of cohort activities and instruction.
  - The School will take special precautions related to meals for cohorts, as referenced below in Section 12.
  - Visitors to the School will not be allowed to interact with cohorts.
  - Each cohort will be assigned a designated restroom. In the event that more than one cohort is required to use the same restroom, the School will implement a system to minimize student and cohort interactions in restrooms.
  - During extracurricular activities such as art, music, and exercise, cohorts will be kept separate.
  - During recess and playground time, cohorts will not be allowed in the same place at the same time. The School may implement a schedule to ensure physical distancing during recess and playground times.

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· In assigning and arranging cohorts, and to limit physical interactions between cohorts, the School will use the following best practices:

- To the extent feasible, assign children and youth who live together or carpool together, in the same cohort;
- Avoid moving children and youth between cohorts, absent a concern for the child's overall safety and wellness.

· Staff Meetings: Meetings among staff from different cohorts must be conducted remotely, outdoors, or in a large room in which all providers wear cloth face coverings and maintain at least 6 feet distance from other providers. Outdoor meetings and meetings in large rooms with the windows open are preferred over meetings in small rooms with windows closed.

**10. Physical distancing (staff):** The School will incorporate CDPH and CDE guidance with respect to physical distancing between employees, to include some or all of the following:

- The School will consider arranging work schedules and providing telework options to limit the total number of staff on campus each day.
- The School will additionally consider implementing staggered shift schedules, where practicable, to encourage physical distancing. This includes potential staggering of break times, where practicable, to ensure physical distancing in break rooms and staff lounges.
- The School will arrange desks and workspaces to create a minimum of six (6) feet between individuals, including those employed in administrative positions.
- Break rooms, staff rooms and conference rooms will have posted occupancy limits. Staff should minimize use of staff rooms, break rooms and other indoor settings. Staff are encouraged to eat meals outdoors or in large, well ventilated spaces. In such locations, the School will ensure staff can maintain six (6) feet of physical distancing.
- Where possible, trainings and other meetings will be conducted virtually or in a manner that accommodates physical distancing.
- For School staff employed in food service and preparation operations, the School will implement, where practicable, physical distancing requirements, such as floor markings.

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**11. Physical distancing (students):** The School will incorporate CDPH and CDE guidance with respect to physical distancing between students on campus, to include some or all of the following:

- The School will consider different options for instructional scheduling models, including using a blended learning model to limit the total number of students on campus each day.
- The School will establish a maximum occupancy of each classroom. Desks will be arranged to minimize face-to-face contact and maintain a minimum of six (6) feet between students and teacher.
- The School will implement measures to maintain physical distancing of six (6) feet between students in the following settings, as practicable. Where six (6) feet of physical distancing cannot be maintained, the School may allow no less than four (4) feet of physical distancing between students. If the School determines in good faith that six (6) feet cannot practicably be maintained, the School will document the reasons physical distancing is not practicable for each setting and describe the measures that will be used to maximize the space between students:
  - School bus stops
  - School buses
  - During daily symptom and temperature screening of students
  - While students are entering campus and waiting for their first class to begin
  - During meal periods
  - During recess
  - During passing periods
  - Classrooms and other instructional spaces
  - Restrooms
  - Locker rooms
  - While students are exiting the campus
  - School buses
  - Before- and after-school programs

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- Extracurricular and co-curricular programs
- To reduce possibilities for infection, students must remain in the same space and in cohorts or stable groups as small and consistent as practicable, including for recess and lunch.
  - Ensure students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire school day. Students should not mix with other stable classroom cohorts.
  - Prioritize the use and maximization of outdoor space for activities where practicable.
  - Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.
  - In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.
  - Maximize space between seating and desks. Distance teacher desks at least six feet away from students. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
  - Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- The School will implement measures to maintain physical distancing while students move between classrooms that are easy for students to understand and are developmentally appropriate, including potentially one or more of the following recommendations. In common areas, the school will adjust schedules to ensure that only one cohort moves through common areas such as hallways and restrooms at one time. Other measures to maximize physical distancing between cohorts in common areas includes but are not limited to:
  - Hallways: The School will ensure only one cohort moves through a hallway at any given time. For example, the School may establish more ways to enter and exit a campus, and stagger passing times when necessary.
  - Lockers: Minimize use of lockers to avoid unnecessary mixing and congregation of students in hallways.
  - Restrooms: Stagger restroom use by groups of students to the extent practicable, and/or assign certain groups of students to use certain restrooms. Individual cohorts will be assigned a designated restroom. If

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more than one cohort is required to use the same restroom, the School will implement a system to minimize interactions in restrooms.

- Libraries: Stagger group use of libraries.

- Outdoors: Consider holding recess activities in separated areas designated by class.

- The School will implement physical barriers between food service workers and students, where necessary and appropriate.

- Outdoor and large format spaces (e.g., auditoriums) may be used for instructional activities where physical distancing cannot be maintained in classrooms.

- Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band (i.e., wind instruments) and choir practice and performances are not permitted.

- The School will implement procedures for turning in assignments to minimize contact.

- The School will implement a plan to maintain physical distancing during meals, included but not limited to the following:

- Food will be distributed in single-service meals instead of buffet, salad bar or family-style formats.

- The School will tape or measure six-foot intervals for food lines to ensure physical distancing between students while picking up meals.

- If meals take place in the cafeteria, only one cohort will be allowed to eat in the cafeteria at any one time. Table and/or chairs will also be spaced at six-foot intervals to ensure physical distancing between students.

- The School will implement appropriate physical distancing measures during physical activities.

- Sporting Events and Gatherings: Outdoor and indoor sporting events and competitions, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted.

- Playgrounds and Recess: The School will consider holding recess activities in separated areas designated by class and/or staggered throughout the day and limiting use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.

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- Youth Sports and Physical Education: The School will conduct sports and physical education classes only when the following can be maintained (1) physical distancing of at least six (6) feet, and (2) a stable group or cohort, such as a class, that limits the risk of transmission. Activities should take place outside to the maximum extent practicable.

- § If any students participate in a School-sanctioned outdoor high-contact or moderate contact sport, participants (via their parent/guardian) and coaches must sign the School's Youth Sports Informed Consent Form, prior to participation,

- § If any students participate in a School-sanctioned outdoor high-contact sport, the School will strongly recommend COVID-19 testing,

- § When equipment is shared during an activity, participants perform hand hygiene (wash hands with soap and water or use an alcohol-based hand sanitizer) before play, during breaks, at half time, and after the conclusion of the activity.

- Balls or other objects or equipment can be touched by multiple players during practice and play if the above hand hygiene practices are followed.

- § Face coverings should be worn by participants during practice, conditioning, and competition, even during heavy exertion as tolerated,

- § Participants should maintain at least six (6) feet of distance from other participants to the maximum extent possible,

- § Coaches and participants should maintain six (6) feet of distance to the maximum extent possible

- § Face coverings must be worn when not participating in the activity,

- § Coaches, support staff, and observers must wear a face covering,

- § The School will not allow the sharing of drink bottles nor other personal items and equipment,

- § Any indoor sports activities will comply with capacity limits indicated in CDPH guidance for gyms and fitness facilities,

- § Physical conditioning, practice, skill-building, and training that can be conducted outdoors, with 6 feet of physical distancing, and within stable cohorts are authorized regardless of case rate or sport. Such activities may be conducted indoors consistent with CDPH restrictions.

- Locker Rooms: The School will enforce physical distancing in locker rooms by offering locker room access only when staff supervision is available so as to stagger locker room access, as well as by creating alternative storage solutions for students' clothing, books, and other necessary items. All School students must maintain six (6) feet of social distancing while using locker rooms.

- The School will consider and implement where practicable any teaching methods designed to encourage and promote physical distancing.

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**12. Use of face coverings:** The School will follow CDPH, CDE and CDC guidance and state and local health orders on the use of face coverings. All staff are encouraged to review the CDPH and CDC guidance on cloth face coverings; face coverings must be used in accordance with CDPH Guidelines and this Policy unless a person is exempt as explained in this Policy, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

- Until such time as the statewide order is lifted, all individuals two years of age and older must wear a cloth face covering at all times while on campus, except while actively eating or drinking.
  - Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
- Employees should wear a clean face mask to work every day.
- Employees should avoid touching the mask and should wash their hands frequently, including after removing the mask.
- Employees are expected to teach and reinforce proper use of face coverings, and in limited circumstances, face shields.
- Teachers may use clear plastic face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations in the classroom to enable students to see their faces and avoid potential barriers to phonological instruction as long as the wearer maintains physical distance from others to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- The School will post signs regarding the proper use, removal, and washing of face coverings.
- The School will post signs to remind employees that CDC recommends maintaining social distancing of at least six (6) feet, and that the State of California currently requires face masks to be worn in public settings with certain limited exceptions.
- Unless exempted by state order or guidance, all students shall wear a clean face covering at all times, including:
  - While waiting to enter the school campus.
  - In any area outside of the classroom (except when eating or drinking).
  - While leaving school.
  - While waiting for or riding on a school bus.

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- A face shield may be an acceptable alternative for children who cannot wear a face mask properly.
- Proper use of cloth face coverings by students will be strictly enforced. The School will exclude individuals from campus who refuses to wear a face mask. Students excluded from face covering requirements include anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance.
- The School shall educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.
- A cloth face covering, or face shield may be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- The School will provide face coverings for students and staff who lose their face coverings or forget to bring them to school.
- For School staff working with sick children or with children who are precluded from wearing a cloth face covering due to a medical condition, the School will provide a medical grade face mask to that employee.
- Employees working in a cubicle must wear a face covering.

**13. Use of gloves and PPE:** The School requires employees to wear gloves and other Personal Protective Equipment ("PPE") in accordance with the following standards.

- The School will provide surgical masks, face shields, and disposable gloves for employees engaging in Wellness and Temperature Screenings.
- Workers or other persons handling or serving food must use gloves in addition to cloth face coverings.
- The School will provide a clear plastic barrier or face covering and disposable gloves for front office and food service employees.
- The School will provide equipment and PPE to custodial staff for cleaning and disinfecting, including:
  - For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.
  - For classified staff engaged in deep cleaning and disinfecting, proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.

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- All cleaning and disinfecting products must be kept out of children's reach and stored in a space with restricted access.
- As required by Cal/OSHA, the School will provide training on the proper use of PPE to protect employees from the hazards of the cleaning products used.
- Employees must wash hands after removing gloves.

#### **14. Support for Students at Increased Risk of Becoming Infected or Unrecognized Illness:**

- The COVID-19 liaison or designee will review student health plans, including 504 Plans, to identify students who may need additional accommodations to minimize potential exposure.
- The COVID-19 liaison will develop a process for engaging families for potentially unknown concerns that may need to be accommodated.
- The School will identify additional preparations for classroom and non-classroom environments as needed to ensure the safety of students at increased risk of becoming infected or having unrecognized illness. Persons who might be at increased risk of becoming infected or having unrecognized illness include the following:
  - Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
  - Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
  - Individuals who may not be able to communicate symptoms of illness.

#### **15. Maintaining Healthy Operations:** The School will follow all ACPHD and CCHS Public Health Orders and CDPH Guidance for maintaining healthy operations, including the following practices.

- Monitor on a weekly basis, COVID-19 guidance from the ACPHD, CCHS, CDPH, and County Offices of Education.
- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.

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- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- Implement routine COVID-19 testing of staff and students as directed by local county health officers and pursuant to CDPH guidance. Encourage students and families to receive testing from community testing sites before returning to school for in-person instruction and regularly while attending school in person.
- Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.

#### **16. Protection of higher risk employees:**

- The School recognizes that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.[13]
- Consistent with operational needs, the School shall support options to telework, if available and reasonable.
- The School shall attempt to limit vulnerable employees' duties to minimize their contact with visitors and other employees.

#### **17. COVID-19 Vaccinations:**

- Pursuant to CDPH guidance, the School will strongly recommend that all person eligible to receive COVID-19 vaccines receive them at the first opportunity.

#### **18. Communications to the School community:**

- The School will engage with families and staff to develop strategies to prepare and respond to the COVID-19 emergency, including guidelines for families about when to keep students home from school and other topics.
- Communications will include a process for engaging families for potentially unknown concerns that may need to be accommodated.

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- Beginning January 25, 2021, every School campus shall notify the CDPH whether it is serving students in person.
  - The School will provide and report the following information:
    - § In-person instruction is being provided full-time, and for specific grades,
    - § In-person instruction is being provided part-time (hybrid model),
    - § In-person instruction only being provided on cohort basis, or
    - § No in-person instruction is being provided.
  - Reporting must continue every other Monday. Reporting can be completed on the Safe Schools for All Hub.
- Prior to the start of the school year, the School will communicate to staff, students, and parents about new, COVID-19-related protocols, including:
  - Enhanced sanitation practices
  - Physical distancing requirements and recommendations
  - Proper use, removal and washing of face coverings.
  - Screening practice.
  - How COVID-19 is spread.
  - COVID-19 specific symptom identification.
  - Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID- 19, including pertinent isolation and quarantine policies.
  - Local community testing sites and options for obtaining COVID-19 testing from private medical providers, including any testing arranged by the School.

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- Guidelines for employees regarding COVID-19 specific symptom identification and when to seek medical attention.
- Guidelines for families about when to keep students home from school.
- Systems for self-reporting symptoms.
- Criteria and plan to close schools again for physical attendance of students.
- Changes in School extracurricular, academic, and meal programs to help prevent the spread of COVID-19.
- School policies regarding parental visits to School campuses, reiterating options for contacting the school remotely.
- Contact information at the School for students who may have been exposed to COVID-19.
- School contact information if a student has COVID-19 symptoms or may have been exposed to COVID-19.
- The School will train staff and students on protocols for physical distancing for both indoor and outdoor spaces.
- The School will provide information to parents and guardians regarding this Policy and related guidance, along with the safety measures that will be in place in indoor and outdoor settings with which parents and guardians must comply.
- COVID-19 protocol will be posted at all public entrances to the School campus.
- Communications will be targeted to the most vulnerable members of the School community.
- The School will develop a communications plan for implementation if the school has a positive COVID-19 case in accordance with CDPH and CDE guidelines.

The Executive Director and/or designee is authorized to implement changes or additions to this policy in order to ensure compliance or consistency with new or revised orders or guidance from local, county, state or federal authorities

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(“Agencies”), to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this policy, and to ensure compliance with the School’s charter petition. The Executive Director and/or designee shall provide the Board with regular updates as to actions taken pursuant to this section.

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[1] Symptomatic testing “is used for individuals with symptoms of COVID-19, either at home or at school.”

[2] Response testing “is used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2.”

[3] Asymptomatic testing is “used for surveillance, usually at a cadence of every 2 weeks or less frequently, to understand whether schools have higher or lower rates of COVID19 rates than the community, to guide decisions about safety for schools and school administrators, and to inform LHDs about district level in-school rates. Asymptomatic testing can also be used for screening, usually at a higher cadence (weekly or twice weekly) than surveillance testing, to identify asymptomatic or pre-symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission.”

[4] Notice of potential exposure means any of the following: (a) notification from a public health official or licensed medical provider that an employee was exposed to a qualifying individual at the worksite; (b) notification from an employee, or their emergency contact, that the employee is a qualifying individual; (c) notification through the School’s testing protocol that the employee is a qualifying individual; or (d) notification from a subcontracted employer that a qualifying individual was on the school site. (Labor Code § 6409.6, subd. (d)(3).)

[5] The “worksite” does not include buildings, or floors within multistory buildings, that a qualifying individual did not enter. If the School operates multiple worksites, the School must only notify employees who worked at the same worksite as the qualified individual. (Labor Code § 6409.6, subd. (d)(5).)

[6] A “qualifying individual” means (a) a laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health; (b) a positive COVID-19 diagnosis from a licensed health care provider; (c) a COVID-19-related order to isolate provided by a public health official; (d) an individual who has died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county. (Labor Code § 6409.6, subd. (d)(4).)

[7] The “infectious period” means the time a COVID-19-positive individual is infectious, as defined by the State Department of Public Health. (Labor Code § 6409.6, subd. (d)(2).)

[8] Written notice will be provided in the same manner that the School ordinarily uses to communicate employment-related information. Written notice may include, but is not limited to, personal service, email, or text

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message if it can reasonably be anticipated to be received by the employee within one (1) business day of sending and shall be in both English and the language understood by the majority of the employees.

[9] ACPHD guidance states that an individual is infectious either: 1) 2 (two) days before and until 10 days after the date that symptoms began, or 2) if a case did not have any symptoms, 2 (two) days before and 10 days after the date that the specimen was collected which later tested positive for COVID-19.

[10] Pursuant to CDPH guidance, “outbreak” is defined a “3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases.”

[11] Cohorts are defined by the CDPH as “a cohort is a stable group of no more than 14 children or youth and no more than two supervising adults (or a configuration of no more than 16 individuals total in the cohort) in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.”

[12] A “stable group” is defined as “a group with fixed membership that stays together without mixing with any other groups for any activities.”

[13] This includes employees with any one or more of the following high-risk factors: age 65 years and older, chronic lung disease, moderate to severe asthma, serious heart conditions, immune deficiency, severe obesity (body mass index of 40 or higher), diabetes, chronic kidney disease undergoing dialysis, or liver disease.

**Amethod Public Schools**

2101 Livingston Street, Oakland, CA 94606 • Office 510.436.0172 • Fax 510.436.0173 • [www.amethodschools.org](http://www.amethodschools.org)

# Coversheet

## Approval of COVID-19 Employee Vaccination Policy

<b>Section:</b>	III. Consent Agenda
<b>Item:</b>	C. Approval of COVID-19 Employee Vaccination Policy
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Employee Vaccination Policy.docx.pdf



## Amethod Public Schools Covid-19 Employee Vaccination Policy

### Purpose

Consistent with Amethod Public School's ("AMPS" or the "School") legal duty to maintain a safe and healthy workplace and to limit the spread of COVID-19, the School has adopted the following COVID-19 employee vaccination policy ("Policy"). The purpose of this Policy is to protect the health, safety, and well-being of all School employees, students, families, and stakeholders to the maximum extent possible, and to facilitate a safe and meaningful return to in-person instruction. The School drafted this policy in compliance with all applicable federal and state laws, including guidance from the Equal Employment Opportunity Commission ("EEOC"), Centers for Disease Control and Prevention ("CDC"), the California Department of Public Health ("CDPH"), and local health authorities.

### Policy

Pursuant to this Policy, the School strongly encourages all employees to receive a COVID-19 vaccination at the first available opportunity. The School will notify all employees upon learning of any vaccination opportunities and will regularly provide a list of local facilities offering the vaccine. Upon request, the School will promptly provide any School employee with an employment verification letter, as well as any other documentation required to secure vaccination pursuant to federal, state, or local law.

Employees who choose to get vaccinated should do so outside of working hours. Employees who demonstrate they are unable to get vaccinated outside of working hours may use accrued sick leave. In such cases, employees must consult with their supervisors regarding the best time to be excused to receive the vaccine and are responsible for arranging coverage during their absence to get vaccinated, if applicable.

Employees who voluntarily vaccinate for COVID-19 are not to provide any proof of vaccination information to the School. However, such employees must retain proof of vaccination should the School elect to mandate vaccinations and request proof of COVID-19 vaccination status at a later date.

### Non-Discrimination

The School will not discriminate, harass, or retaliate against any employee for receiving the COVID-19 vaccine or for electing not to receive the COVID-19 vaccine.



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#### Disclaimer

As public health and legal guidance regarding COVID-19 vaccinations evolves, the School reserves the right to revise this Policy. Such a revision may include but is not limited to mandating all employees vaccinate for COVID-19, absent a legally-recognized accommodation. Upon any revision to this Policy, the School will provide immediate notice in writing to all employees.

Should you have any questions regarding this Policy, you may contact Chief Operating Officer Mike Barr at [mbarr@amethodschools.org](mailto:mbarr@amethodschools.org).

### Confirmation of Receipt

By signing below, I acknowledge that I have received, read, and understand the School's COVID-19 Employee Vaccination Policy.

I also understand that if I have any questions regarding this Policy, I shall contact the School as outlined above.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## Coversheet

### Authorization of the CEO to Obtain a Line of Credit and Commercial Credit Cards from Umpqua Bank

**Section:** IV. Business  
**Item:** A. Authorization of the CEO to Obtain a Line of Credit and Commercial  
Credit Cards from Umpqua Bank  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** AMPS Bank Signing Authority Board Resolution draft.docx  
Briefing Sheet 031821 - Umpqua and CSC.docx



## Corporate Resolution of Authority

**Name of Corporation: Amethod Public Schools**  
**Employer ID #: 94-3185735**

I, the undersigned, hereby certify to Umpqua Bank that I am the Secretary of Amethod Public Schools., a corporation duly organized and existing under the laws of the State of California; that the following is a true copy of resolutions duly adopted by the Board of Directors of said Corporation at a meeting held on March 18, 2021 at which a quorum was present; and that such resolutions have not been rescinded or modified.

RESOLVED, that the aforementioned Bank is hereby designated as a depository of this Corporation and that Operating/Checking, Payroll, Construction, Certificates of Deposit and Money Market, Commercial Cards and all Treasury Management products/accounts may be opened and maintained in the name of this Corporation with said Bank; and

FURTHER RESOLVED, if indicated, any employee or officer of this Corporation listed below is authorized to:

- (1) Sign checks, drafts, notes, bills of exchange, acceptances, or other orders for the payment of money from said accounts;
- (2) Endorse checks, notes, bills, certificates of deposit, or other instruments, owned or held by this Corporation, for deposit in said accounts, or for collection or discount by said Bank;
- (3) Accept drafts, acceptances, and other instruments payable at said Bank;
- (4) Waive demand, protest, and notice of protest, or dishonor of any check, note, bill, draft or other instrument made, drawn or endorsed by this Corporation; and
- 5) Apply and administer the Commercial Card program; and
- 6) Sign for any new Treasury Management product accepts or agreements; and

That the following person(s) be appointed as signatories to the above-mentioned accounts:

- [A] Evelia Villa, Chief Executive Officer  
[B] Andrew Wang, Senior Director of Finance



FURTHER RESOLVED, that said Bank be and it hereby is authorized to honor, receive, certify, or pay all instruments signed in accordance with the foregoing resolution even though drawn or endorsed to the order of any officer signing the same or tendered for cashing, or in payment of the individual obligation of such officer, or for deposit to his personal account, and said Bank shall not be required, or be under any obligation to inquire as to the circumstances of the issuance, or use of any instrument signed in accordance with the foregoing resolution, or the application, or disposition of such instrument, or the proceeds thereof; and

FURTHER RESOLVED, that the Secretary shall certify to said Bank the names of the presently duly elected and qualified officers of this Corporation and shall from time to time hereafter as changes in the personnel of said officers are made, immediately certify such changes to the Bank, and said Bank shall be fully protected in relying on such certifications of the Secretary and shall be indemnified and saved harmless from any claims, demands, expenses, loss or damage resulting from, or growing out of, honoring the signature of any officer so certified or refusing to honor any signature not so certified; and

FURTHER RESOLVED, that the foregoing resolutions shall remain in full force and effect until written notice of their amendment or rescission shall have been received by said Bank, and that receipt of such notice shall not affect any action taken by the Bank prior thereto; and

FURTHER RESOLVED, that the Secretary or Assistant Secretary be, and he hereby is, authorized and directed to certify to said Bank the foregoing resolution and that the provisions thereof are in conformity with the Charter and By-Laws of this Corporation.


I further certify that there is no provision in the Charter or By-Laws of said Corporation limiting the power of the Board of Directors to pass the foregoing resolutions and that the same are in conformity with the provisions of said Charter and By-Laws.

IN WITNESS WHEREOF, I have hereunto subscribed my name on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Secretary) Signature

\_\_\_\_\_  
Print name




 <p><b>AMPS</b></p> <p>HONOR HARD WORK</p>	<p align="center"><b>Amethod Public Schools</b> <b>Board Item Overview</b></p> <p>Date: 3/18/21</p>	
<p><b>Subject: IV.A, IV.B, and IV. C</b></p>	<p><b>IV.A</b> Authorization of the CEO to Obtain a Line of Credit and Commercial Credit Cards from Umpqua Bank</p> <p><b>IV.B</b> Approve Corporate Resolution of Authority</p> <p><b>IV.C</b> Approval of Acknowledgment Resolutions for Charter School Capital Borrowing</p>	
<p><b>Action:</b> <input checked="" type="checkbox"/></p> <p><b>Information:</b> <input type="checkbox"/></p> <p><b>Committee:</b> <input type="checkbox"/></p>		
<p><b>RECOMMENDATIONS:</b></p>	<p>Approval</p>	
<p><b>SUMMARY OF PREVIOUS BOARD DISCUSSION AND ACTION:</b></p>	<p>None</p>	
<p><b>SUMMARY OF KEYS ISSUES:</b></p>	<p>The AMPS team has been in conversations for a few months to secure financing for the construction project at 1450 Marina Way South in Richmond, as well as for working capital.</p> <p>We faced a couple of hurdles. The first hurdle was the unexpected loss of ~\$1.3m in our audited financials for the fiscal year ended 6/30/19; the second hurdle was that when we signed loan documents with New Resource Bank (now Amalgamated Bank) in 2017, we granted a blanket lien on all assets to that lender.</p> <p>In order to overcome those hurdles, we are seeking the approval of term sheets with 2 lenders:</p> <p><b><u>Umpqua Bank:</u></b></p> <p>We are planning to move our corporate banking relationships to Umpqua Bank, and they will provide us with an operating line of credit in the amount of \$1,000,000 and with a corporate credit card program with a cap of \$300,000. The \$1,000,000 line of credit will be secured by the receivables of Oakland Charter Academy and will carry an interest rate of 3.50%.</p> <p><b><u>Charter School Capital:</u></b></p> <p>There are 3 parts to this transaction:</p> <ol style="list-style-type: none"> <li>1. CSC will pay off the existing loans with Amalgamated Bank and with Capital Impact Partners.</li> <li>2. CSC will provide the financing for the construction at 1450 Marina Way South in Richmond.</li> <li>3. CSC will also provide the option for working capital borrowing via receivables sales.</li> </ol> <p>The transaction will be secured by the receivables of all schools other than Oakland Charter Academy, which is pledged to Umpqua as described above. The blended cost of borrowing with CSC will be 5.49% through December 31, 2021.</p>	
<p><b>FISCAL ANALYSIS:</b></p>	<p>This structure will allow us to finance the construction of the facility and to be able to meet our working capital needs.</p>	

<b>ATTACHMENT (S):</b>	
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# Coversheet

## Approve Corporate Resolution of Authority

<b>Section:</b>	IV. Business
<b>Item:</b>	B. Approve Corporate Resolution of Authority
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Briefing Sheet 031821 - Umpqua and CSC.docx Amethod- Updated Term Sheet - 03.17.21 (1).pdf

 <p><b>AMPS</b></p> <p>HONOR HARD WORK</p>	<p align="center"><b>Amethod Public Schools</b> <b>Board Item Overview</b></p> <p>Date: 3/18/21</p>	
<p><b>Subject: IV.A, IV.B, and IV. C</b></p>	<p><u><b>IV.A</b></u> Authorization of the CEO to Obtain a Line of Credit and Commercial Credit Cards from Umpqua Bank</p> <p><u><b>IV.B</b></u> Approve Corporate Resolution of Authority</p> <p><u><b>IV.C</b></u> Approval of Acknowledgment Resolutions for Charter School Capital Borrowing</p>	
<p><b>Action:</b> <input checked="" type="checkbox"/></p> <p><b>Information:</b> <input type="checkbox"/></p> <p><b>Committee:</b> <input type="checkbox"/></p>		
<p><b>RECOMMENDATIONS:</b></p>	<p>Approval</p>	
<p><b>SUMMARY OF PREVIOUS BOARD DISCUSSION AND ACTION:</b></p>	<p>None</p>	
<p><b>SUMMARY OF KEYS ISSUES:</b></p>	<p>The AMPS team has been in conversations for a few months to secure financing for the construction project at 1450 Marina Way South in Richmond, as well as for working capital.</p> <p>We faced a couple of hurdles. The first hurdle was the unexpected loss of ~\$1.3m in our audited financials for the fiscal year ended 6/30/19; the second hurdle was that when we signed loan documents with New Resource Bank (now Amalgamated Bank) in 2017, we granted a blanket lien on all assets to that lender.</p> <p>In order to overcome those hurdles, we are seeking the approval of term sheets with 2 lenders:</p> <p><u><b>Umpqua Bank:</b></u></p> <p>We are planning to move our corporate banking relationships to Umpqua Bank, and they will provide us with an operating line of credit in the amount of \$1,000,000 and with a corporate credit card program with a cap of \$300,000. The \$1,000,000 line of credit will be secured by the receivables of Oakland Charter Academy and will carry an interest rate of 3.50%.</p> <p><u><b>Charter School Capital:</b></u></p> <p>There are 3 parts to this transaction:</p> <ol style="list-style-type: none"> <li>1. CSC will pay off the existing loans with Amalgamated Bank and with Capital Impact Partners.</li> <li>2. CSC will provide the financing for the construction at 1450 Marina Way South in Richmond.</li> <li>3. CSC will also provide the option for working capital borrowing via receivables sales.</li> </ol> <p>The transaction will be secured by the receivables of all schools other than Oakland Charter Academy, which is pledged to Umpqua as described above. The blended cost of borrowing with CSC will be 5.49% through December 31, 2021.</p>	
<p><b>FISCAL ANALYSIS:</b></p>	<p>This structure will allow us to finance the construction of the facility and to be able to meet our working capital needs.</p>	

<b>ATTACHMENT (S):</b>	
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**Vanessa Ryan**

SVP/ Corporate Relationship Manager

Tel: 916.724-1214

Email: vanessaryan@umpquabank.com


**UMPQUA**  
 B · A · N · K

## Amethod Public Schools AMPS *Updated 3/17/2021*

Umpqua Bank (“Umpqua”) would like to express its interest in underwriting and obtaining credit approval for the following loan (the “Credit Facility”) for the Amethod Public Schools (the “AMPS”) on the terms and conditions outlined below.

**Preface:** Umpqua’s expression of interest in underwriting and obtaining credit approval for the Credit Facility is for discussion purposes only and does not constitute a commitment from Umpqua. Any commitment to lend that we might make is subject to the fulfillment of a number of conditions that include, but are not limited to, our normal credit approval process, an in-depth investigation of the purpose of the purpose of the loan, the School, and collateral the results of which are deemed satisfactory to Umpqua in our sole discretion.

**Confidentiality:** Except as required by law, neither this expression of interest nor its contents will be disclosed publicly or privately except to those individuals who are your officers, employees or advisors who have a need to know as a result of being involved in the proposed financing. The foregoing confidentiality provisions shall not apply to the disclosure of the federal income tax structure or treatment of the proposed financing.

### **Request #1**

Loan Amount:	\$1,000,000
Loan Purpose:	Cash flow for operations
Structure/Security:	Intercept of LCFF funds- on identified schools, general UCC-1 filing
School’s Intercepted:	Oakland Charter Academy
Term:	1-yr term
Maximum Advance:	Not to exceed 50% of LCFF funds, as verified by the CDE website
Interest Rate:	Indicative taxable rate, Prime + 0.25% - 3.50%, as of 3/17/2021 Floor 3.50%
Loan Fee:	\$0.00 – waived, due to the full banking relationship with Umpqua Bank (typical loan fee is 0.25% of total loan amount or \$3,000)
Repayment Terms:	Interest only, Principal and Interest due at maturity

### **Request #2**

Loan Amount:	\$300,000
Loan Purpose:	Commercial Card utilized for cash flow for operations
Term:	1-yr term
Repayment Terms:	Balance to be paid in full, monthly
Collateral:	Additional review of the current UCC-1 filings and security agreements may require an intercreditor agreement may need to be created. (counsel review required)
Relationship Discount:	The above rates include a relationship discount that assumes the ‘AMPS’ will maintain a full deposit relationship with Umpqua Bank. This includes Umpqua Bank being AMPS’s primary bank. Transition will be a planned time bound agreement.

**Vanessa Ryan**

SVP/ Corporate Relationship Manager

Tel: 916.724-1214

Email: [vanessaryan@umpquabank.com](mailto:vanessaryan@umpquabank.com)



**UMPQUA**  
B • A • N • K

Financial Covenants: 30 – consecutive days out of debt  
Debt Service Coverage Ratio 1.20x  
Other financial covenants maybe applicable based on final credit approval

COI Fees: Documents to be prepared/reviewed by bank counsel – Rudy Salo, Nixon Peabody LLP.  
Legal fees and expenses of Nixon Peabody, LLP shall not exceed TBD.

Reporting: Annual Audited Financials  
Quarterly Interim Financials  
Annual Approved Budget  
P1 & P2 verification of LCFF

**Additional Conditions**

Periodic financial and collateral reporting by the School, as well as representations and warranties of the School regarding its status and ability to repay and related matters and covenants and conditions that are appropriate for a Credit Facility of the scope and nature proposed herein will be determined as part of Umpqua Bank's normal underwriting and approval process. The proposed facility will be subject to a default rate equal to the proposed interest rate + 3.0%.

*PDFs of all executed and other documents listed on the Closing Index shall be provided to the Bank no later than 24 hours before the time of the requested wire; provided, that if any documents can only be signed after receipt of the wire those documents shall be provided immediately after receipt of the wire.*

Sincerely,

Vanessa Ryan

SVP, Middle Market Relationship Manager

Charter School Specialist

**Vanessa Ryan**

SVP/ Corporate Relationship Manager

**Tel:** 916.724-1214

**Email:** [vanessaryan@umpquabank.com](mailto:vanessaryan@umpquabank.com)



**UMPQUA**  
**B · A · N · K**

Please pursue underwriting and approval of a commitment for the described Credit Facility.

**Borrower**

**By:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Term Loan Option:** \_\_\_\_\_



# Coversheet

## Approval of Acknowledgment Resolutions for Charter School Capital Borrowing

<b>Section:</b>	IV. Business
<b>Item:</b>	C. Approval of Acknowledgment Resolutions for Charter School Capital
<b>Borrowing</b>	
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Ack Resolutions_AMPS CA21-1.pdf

## AMETHOD PUBLIC SCHOOLS ACKNOWLEDGEMENT RESOLUTIONS

The undersigned, on behalf of AMETHOD PUBLIC SCHOOLS, a California nonprofit corporation (the “Company”), hereby certifies that the resolutions set forth below were adopted by the Board of Directors (the “Board”) of the Company, in accordance with Section 5211 (a) of the California Nonprofit Corporation Law and the Bylaws of the Company, at a duly noticed meeting held on Wednesday, March 18, 2021 at \_\_:00 \_\_.m., Pacific Time via video conferencing due to social distancing requirements. A quorum of the Board was present at the meeting. Capitalized terms used herein and not otherwise defined have the meanings given to them in the Acknowledgment Resolution (as defined below).

### Sale of Receivables

WHEREAS, the Company receives and owns and will receive and own from time to time certain receivables or payments due from the State of California, Alameda County, Contra Costa County, the Alameda County Office of Education, the Contra Costa County Office of Education the Alameda Superintendent of Schools, the Contra Costa County Superintendent of Schools, Oakland Unified School District, the West Contra Costa County Unified School District, the Special Education Local Plan Area (“SELPA”), and/or the United States federal government (in each case, the “Payor”).

WHEREAS, the Company instructs the Payor, pursuant to the Payor’s policies and procedures, as to the location and manner of payment of the Company’s receivables.

RESOLVED: That the Board deems it to be in the best interests of the Company to authorize the Company to sell receivables and payments (the “Receivables”) to Charter School Capital, Inc. (“CSC”) at a discount to face value in an amount not to exceed the lesser of (i) \$28,000,000.00 of gross receivables value and (ii) \$24,000,000.00 of initial purchase (face value).

RESOLVED FURTHER: That the Company is authorized and directed to sell the Receivables to CSC from time to time pursuant to one or more Receivables Purchase Agreements and related Terms Letters between the Company and CSC, substantially in the form reviewed by the Board, with such changes thereto consistent with these resolutions as an Authorized Officer of the Company shall approve, and including any amendments, supplements or modifications to the foregoing consistent with these resolutions as an Authorized Officer of the Company shall approve from time to time.

RESOLVED FURTHER: That each of Evelia Villa, as Chief Executive Officer; Peter Hanley, as Board Chair; and Edgar Quiroz, as Board Vice Chair, (such persons and their duly elected and qualified successors, the “Authorized Officers”) is authorized and directed to execute and deliver, on behalf of the Company, the Receivables Purchase Agreements, the Terms Letters, the Paying Agency Agreements and/or Account Control Agreements, and subject to the limitations set forth herein, such other agreements and

other documents and instruments as may be necessary or desirable to effectuate the sale of Receivables contemplated hereby, including, without limitation, agreements or documents as may be necessary to facilitate the sale of Receivables by CSC to an affiliate or third party to finance its purchase of the Receivables, and further including, without limitation, such amendments, supplements or other modifications to any or all of the documents described in this paragraph and consistent with these resolutions as an Authorized Officer of the Company shall approve from time to time.

RESOLVED FURTHER: That the Board of the Company deems it to be in the best interests of the Company to instruct the Payor, in the form provided by CSC, to make the payment of all revenues of the Company administered and paid by the Payor in the manner described in the applicable Receivables Purchase Agreement, the Terms Letter, Paying Agency Agreement and/or Account Control Agreements.

RESOLVED FURTHER: That any two Authorized Officers will execute instructions to the Payor, in the form provided by CSC, directing the payment of all revenues of the Company in the manner described in the Receivables Purchase Agreement, the Terms Letter, the Paying Agency Agreement and/or Account Control Agreements.

RESOLVED FURTHER: That the instructions described in the immediately preceding paragraph will not be altered in any manner nor any other instructions substituted in their place without the prior written approval of the two Authorized Officers and without the express written consent of CSC and that the Payor is to disregard any change in disbursement instructions that are not counter-signed by such two Authorized Officers and CSC.

RESOLVED FURTHER: That the Authorized Officers are, and each of them is, hereby authorized and directed, on behalf and in the name of the Company and subject to the limitations set forth herein, to make all such arrangements, to do and perform all such acts and things, and to execute and deliver all such instruments, certificates and other documents as he or she may deem necessary or appropriate in order to effectuate fully the purpose of each and all of the foregoing resolutions and the transactions contemplated thereby (hereby ratifying and confirming any and all actions taken heretofore and hereafter by such officers to accomplish such purposes).

The foregoing resolutions were passed by a vote of the Board of Directors and adopted at the meeting of the Board of Directors of the Company on the date referred to above, by the following vote:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

\* \* \*

The undersigned certifies further that the foregoing resolutions have not been modified, amended or rescinded and are in full force and effect as of the date hereof.

**AMETHOD PUBLIC SCHOOLS**

By: \_\_\_\_\_

Name:

Title:

Date: \_\_\_\_\_, 2021

## Coversheet

### Approval of Grade Level Reopening Plans for Richmond Charter Academy, Benito Juarez Elementary & John Henry High School

**Section:** IV. Business  
**Item:** D. Approval of Grade Level Reopening Plans for Richmond Charter Academy, Benito Juarez Elementary & John Henry High School  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
AMETHOD Covid Prevention Plan.pdf  
COVID19\_School\_Guidance\_Checklist Richmond Charter Elementary- Benito Juarez.pdf  
COVID19\_School\_Guidance\_Checklist Richmond Charter Academy.pdf  
COVID19\_School\_Guidance\_Checklist.JHHS.pdf  
FINAL BJE\_RCA C19 Family Handbook (SJK Revisions)3.17.21.docx  
JHHS C19 Family Handbook.pdf  
Approval of Grade Level Reopening Plans for RCA, BJE & JHHS Briefing Sheet.docx.pdf

# Amethod Public Schools COVID-19 Prevention Plan



**BENITO JUAREZ  
ELEMENTARY**



**DOWNTOWN  
CHARTER ACADEMY**



**RICHMOND  
CHARTER ACADEMY**



**OAKLAND  
CHARTER ACADEMY**



**JOHN HENRY  
HIGH SCHOOL**



**OAKLAND CHARTER  
HIGH SCHOOL**

# AMPS

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## **Executive Summary**

The Amethod Public Schools COVID-19 Reopening Plan leverages our ability to work together - student, parents, staff, and community. The objective is not just to reopen schools fully with in-person instruction, but to move flexibly between distance learning, hybrid, and in-person instructional delivery models with minimal disruption to teaching and learning. Our top priorities in this process are to:

- Keep our students, staff, and community safe and healthy
- Develop a clear roadmap to return to campus
- Provide high-quality education throughout the year
- Provide an environment for social-emotional connection for students and staff

Amethod Public Schools, hereafter referred to as AMPS, continues to be led by our Mission and Core Values, whether delivering instruction through distance learning, hybrid learning, or in-person learning.

Our Core Values are:

1. Students First
2. Be Adaptable
3. Persevere
4. Take Responsibility
5. Commitment to Distinction

As we take a cautious approach on our path to reopen school campuses, we would like to share our deepest gratitude to our teachers and staff, who have been working tirelessly to remain flexible and adjust instruction and services to improve the remote learning experience for our students. Their genuine care for our students and their professionalism shines through all the challenges we continue to work through and gives us hope.

Chief Executive Officer: Evelia Villa  
 Charter Schools: Amethod Public Schools  
 Address: 2101 Livingston Street  
 Oakland, CA 94606  
 Proposed Reopening Date: April 12, 2021  
 Amethod Public Schools Board Approval Date:

This reopening plan is posted on our AMPS website at [amethodschools.org](https://amethodschools.org) in English, Spanish, and Chinese and can be printed as a pdf on the website.



## **AMPS School Contacts**

AMPS **COVID-19 Liaison** will fulfill the following roles:

- Responds to COVID-19 concerns for the Charter Management Organization
- Provides information and guidance for all members of the school district community
- Primary Liaison with the public health departments (Alameda County Public Health Department and Contra Costa Health Services), including positive case reporting

The COVID-10 Liaison at AMPS is: our **School Safety and Prevention Specialist**

**COVID-19 School Site Lead:** will fulfill the following role:

- Reports cases to the COVID-19 Liaison (School Safety and Prevention Specialist); assists COVID-19 Liaison with investigation and contact tracing
- Verifies regularly that school mitigation strategies are being followed through periodic safety and facility sweeps
- Under supervision of Site Director, and with guidance from School Safety and Prevention Specialist

<b>Oakland Region</b>  Local Health Department: <b>Alameda County Department of Public Health (ACDPH)</b> For Schools- <a href="mailto:safelearning@acgov.org">safelearning@acgov.org</a> General non-immediate- <a href="mailto:nCoV@acgov.org">nCoV@acgov.org</a> 510.268.2101	<b>Richmond Region</b>  Local Health Department: <b>Contra Costa Health Services (CCHS)</b> <a href="mailto:covid.schools@cchealth.org">covid.schools@cchealth.org</a> CCHS General Covid-19 Info Hotline: (844) 729-08410 CCHS Covid-19 Schools Liaison Hotline: (925) 608-5315
<b>Downtown Charter Academy (6-8th)</b>  Site Director: Claudia Lee <a href="mailto:cllee@amethodschools.org">cllee@amethodschools.org</a>  COVID-19 School Site Lead: Jordan Bautista <b><a href="mailto:jbautista@amethodschools.org">jbautista@amethodschools.org</a></b>  510-535-1580  2000 Dennison Street Oakland, CA 94606	<b>Richmond Charter Elementary- Benito Juarez (K-5th)</b>  Site Director: Anjelica Zermeno <a href="mailto:azermeno@amethodschools.org">azermeno@amethodschools.org</a>  COVID-19 School Site Lead: Gabriela Lopez <b><a href="mailto:glopez@amethodschools.org">glopez@amethodschools.org</a></b>  510-215-7009  1450 Marina Way South Richmond, CA 94804
<b>Oakland Charter Academy (6-8th)</b>  Site Director: Philip Ellingberg <a href="mailto:pellingberg@amethodschools.org">pellingberg@amethodschools.org</a>  COVID-19 School Site Lead: Craig Harris <b><a href="mailto:charris@amethodschools.org">charris@amethodschools.org</a></b>  510-532-6751  4215 Foothill Blvd Oakland, CA 94601	<b>Richmond Charter Academy (6-8th)</b>  Site Director: Anjelica Zermeno <a href="mailto:azermeno@amethodschools.org">azermeno@amethodschools.org</a>  COVID-19 School Site Lead: Gabriela Lopez <b><a href="mailto:glopez@amethodschools.org">glopez@amethodschools.org</a></b>  510-235-2465  1450 Marina Way South Richmond, CA 94804
<b>Oakland Charter High School (9-12th)</b> Site Director: Bianca Forrester <a href="mailto:bforrester@amethodschools.org">bforrester@amethodschools.org</a>  COVID-19 School Site Lead: Paul Scholz <b><a href="mailto:pscholz@amethodschools.org">pscholz@amethodschools.org</a></b>  510-436-0101  2433 Coolidge Avenue Oakland, CA 94601	<b>John Henry High School (9-12th)</b>  Site Director: Sylvia Flores <a href="mailto:sflores@amethodschools.org">sflores@amethodschools.org</a>  COVID-19 School Site Lead: Allyson Schoolcraft <b><a href="mailto:aschoolcraft@amethodschools.org">aschoolcraft@amethodschools.org</a></b>  510-235-2439  1402 Marina Way South Richmond, CA 94804

## **Section 1: C-19 Plan Development Process**

In March 2020, our adventure began with an immediate transition into Phase 1- full distance learning and it will continue until all of our students can safely return to our campuses. Throughout this process, we have valued input from our local community. We developed an AMPS Covid Task Force that meets bi-weekly to assist us with developing our instructional models, training, and organizational supports. We shared our progress and gathered public comments at regular board meetings, we held community forums, and we surveyed our community multiple times to receive feedback around distance learning, and the return of students and staff to campus. This work provided the foundation for this plan. We continue to survey and meet regularly with our community, and information from these surveys and meetings have also helped inform this plan.

While input from the Amethod community has been invaluable in this process, the larger part of the content in our reopening plan comes from the guidance of health agencies at the county, and state levels. Due to the fact that the 6 schools within our CMO straddles 2 counties (Alameda and Contra Costa Counties), we have paid careful attention to the health guidance and requirements set forth by both of these County health departments. Thus, our reopening plan is in alignment with health guidance from these 4 agencies- Alameda County Public Health Department, Contra Costa Health Services, the California Department of Public Health, and the Centers for Disease Control and Prevention. Reopening logistics in this plan, as it relates to safety and operating procedures, comes primarily from guidance documents found on the websites of these 4 agencies--

[Alameda County Public Health Department COVID-19 guidance documents](#)

[Contra Costa Health Services COVID-19 guidance documents](#)

[California Department of Public Health COVID-19 guidance documents](#)

[CDC COVID-19 guidance documents](#)

This plan is constructed around the core areas identified in the *“COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year”* document, put forth by the California Department of Health. These areas include the following layers of mitigation:

- Cleaning, Disinfecting and Ventilation
- Stable Cohorts
- Physical Distancing
- Entrance, Egress, and Movement Within the School
- Face Coverings and Other Essential Protective Gear
- Health Screenings for Students and Staff
- Healthy Hygiene Practices
- Identification and Tracing of Contacts
- Staff and Family Education
- Testing of Staff
- Triggers for Switching to Distance Learning
- Communication Plans

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In addition, our plan includes sections that address our small group targeted support cohorts.

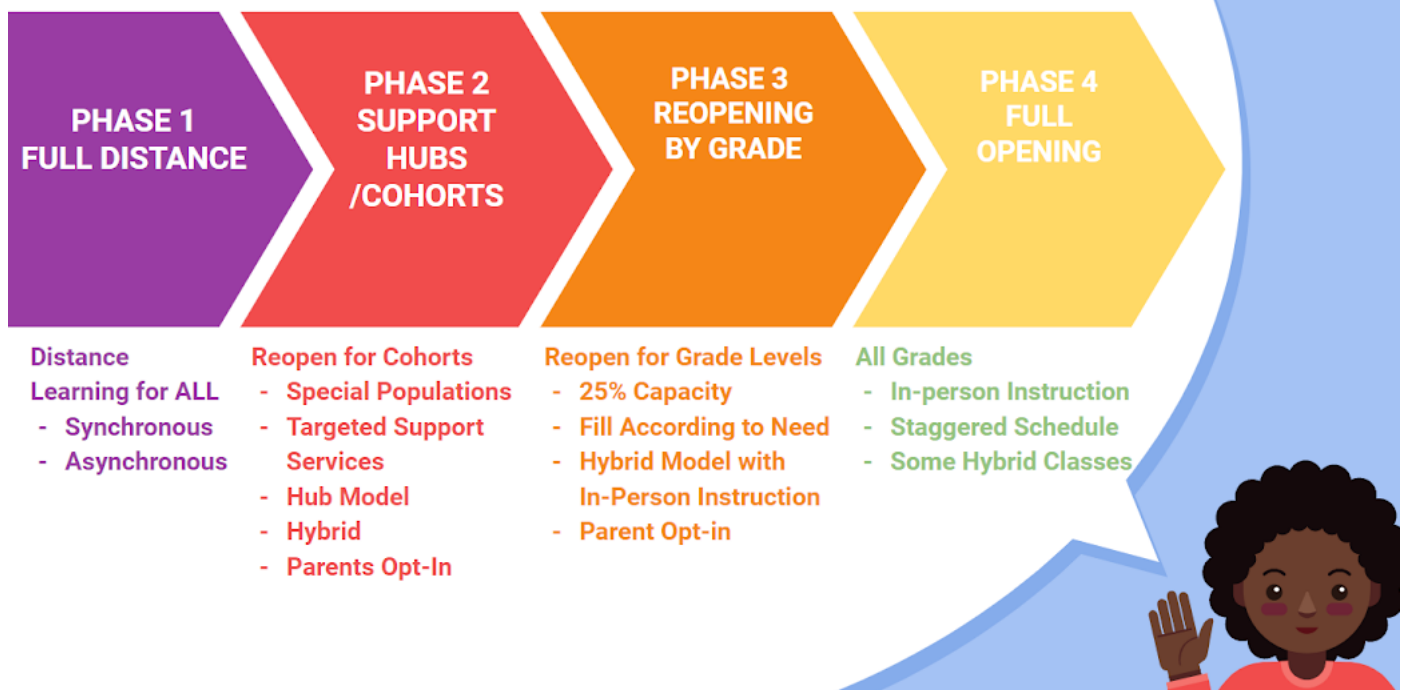
Finally, the timeline for reopening and the implementation of this plan will be driven by local health conditions and our ability to adapt and adjust to changing conditions. It is likely that someone within our school community will test positive for COVID-19 when we reopen and we need to be able to respond quickly and take appropriate action at the individual, class, school, and CMO level.

## **Section 2: Instructional Programs & Phases of Reopening**

Amethod's Reopening Plan leverages our ability to work together - student, parents, staff and community. The objective is not just to reopen, but to move flexibly between distance learning, in-person learning, and hybrid instructional delivery models with as little disruption to teaching and learning as possible. It is also our objective to provide as much advance notice of any transition between these models in order to support our students, teachers and families through these changes.

Families will be given the opportunity to select an instructional program model that best meets their needs during the ongoing COVID-19 pandemic. Families will have the option to choose between hybrid instruction or 100% distance learning. Once a selection is made, students will continue in their model of choice until all schools return to 100% full in-person instruction.

### Reopening in Phases:



## **Section 3: Cohort Specialized Services Phase 2**

In mid-March 2021, AMPS is planning to commence cohort specialized services to support our students who are in high need of in-person instruction. Following the [Cohorting Guidance](#) provided by the California Department of Health, AMPS will offer small-group targeted support cohorts to provide specialized services to students with disabilities, English learners, students at higher risk of further learning loss or not participating in distance learning, students at risk of abuse or neglect, foster youth, and students experiencing homelessness. AMPS has developed a matrix to determine and identify the students with high need for in-person instruction based on both academic and non-academic factors.

In addition to all considerations that apply to cohorts in K-12 settings cleared for in-person instruction, small-group targeted support cohorts taking place in schools that have not yet met the eligibility requirements for full in-person instruction, which in the case of AMPS is our 3 middle schools and our 2 high schools, must also abide by additional size requirements to maintain the focus on health and safety. This means that no cohort is to exceed 16 individuals (inclusive of 2 staff members).

**What Are Cohorts for Specialized Services?** In California, a cohort for specialized services, also known as a cohort for targeted instruction, is a stable group of students with no more than 16 individuals (including 2 staff members) who are meeting for targeted supports and intervention services, under the direction of the LEA, while the school is closed to in-person instruction and in addition to distance learning.

**What Are One-to-One Specialized Services?** One-to-one specialized services can be provided to a child or youth by a support service provider that is not part of the child or youth's cohort. Specialized service includes but is not limited to occupational therapy services, speech and language services, and other medical services, behavioral services, or educational support services as part of a targeted intervention strategy.

**Reduced Number of Targeted Support Cohorts:** The number of cohorts will depend on the school's enrollment size and available building capacity. Local school officials—in collaboration with local health departments and school-based staff—should determine the number of cohorts that can be safely established to avoid interactions between cohorts. In general, given the need for a physical distancing of 6-feet between students, and separation of cohorts, the number of students on a given school site should generally not exceed 25% of the school's enrollment size or available building capacity.

### **RESOURCES**

- CDPH's [Guidance for Small Cohorts/Groups of Children and Youth](#)
- California For All's [Providing Targeted, Specialized Support and Services at School](#)

## **Section 4: In-person Hybrid Instruction Model Phase 3**

Phase 3 initiates the hybrid model of instruction whereby a combination of at-home distance learning will continue to operate along with in-person instruction. At the elementary level, K-5 students will be divided into 2 cohorts per class and a sample schedule is shown in the table below.

### **Elementary School in-person Hybrid Instruction**

Grades K-5	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	COHORT A	COHORT B	COHORT A	COHORT B	Min. Day
8:30 - 3:00	Synchronous Instruction per current schedule, Breakfast/Lunch and Breaks Included	Synchronous Instruction per current schedule, Breakfast/Lunch and Breaks Included	Synchronous Instruction per current schedule, Breakfast/Lunch and Breaks Included	Synchronous Instruction per current schedule, Breakfast/Lunch and Breaks Included	VIRTUAL INSTRUCTION AS ASSIGNED
Dismissal	Sanitation	Sanitation	Sanitation	Sanitation	

As can be understood from the above table:

- All students will receive whole class core instruction.
- Students in Cohort A will receive in-person instruction on Monday, Wednesday and remote instruction (synchronous/asynchronous) on Fridays each week.
- Cohort B will receive in-person instruction on Tuesday, Thursday and remote instruction (synchronous/asynchronous) on Fridays each week.
- Cohort C will remain fully remote (synchronous/asynchronous instruction).
- Students will receive the daily required instructional minutes as required by CDE.

Please Note: When health orders dictate, students participating in the hybrid model will pivot back to 100% remote learning with their class and teacher. This includes moving to a more restrictive health order tier (i.e. 20 purple) or a local outbreak.

#### **Cohort C**

100% Remote Instruction Students who require or select the remote learning program model will participate in 100% remote instruction. Students participating in remote instruction will receive core synchronous/asynchronous instruction from their classroom teacher and other staff teaching remotely. Students who select the remote learning program model will participate in 100% remote instruction in line with those on campus for the remainder of the 2020-21 school year. This allows for greater cohort stability and allocation of school staff

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resources. Students participating in remote instruction will receive instruction from staff.

- Per Education Code 43503 students who are medically fragile or would be put at risk by in-person instruction, or who are self-quarantining because of exposure to COVID-19 may receive 100% remote learning
- In addition, any family may choose to continue to receive 100% remote learning.
- Students in remote learning will receive instruction from staff
- Remote learning will include synchronous and asynchronous remote instruction
- Students will receive state-approved and standards-based curriculum

## **Middle School and High School in-person hybrid instruction**

Students in grades 6-8 will return to in-person instruction following the successful opening of our elementary campus and return of the special population students, followed by students in grades 9-12.

Reopening Middle and High Schools, including the instructional program model options and bell schedules, will require collaboration with all Amethod stakeholders in conjunction with our County/State public health guidance. This planning work includes ongoing meetings with site administrators, staff, parents, students, CMO leadership, Board of Education trustees and members of the AMPS Covid Task Force.



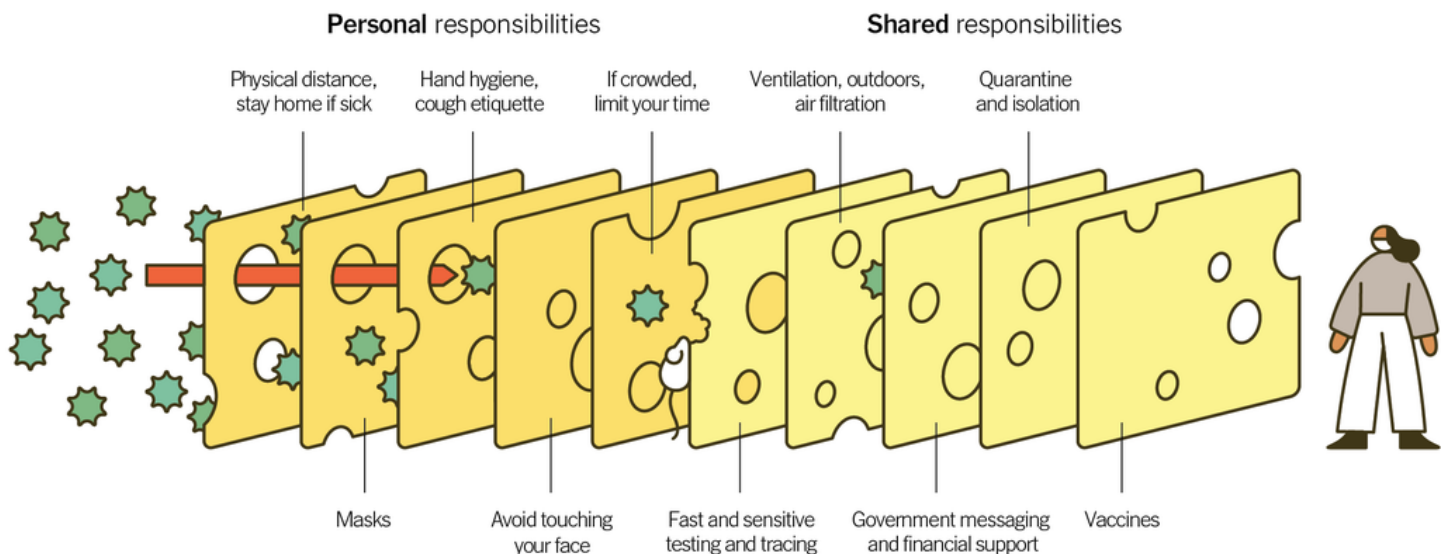
## **Sections 5-11: Layers of Safety - Infection Mitigation Strategy**

The following 7 sections detail the latest guidance on COVID-19 prevention safety. This has been referred to as the “Swiss Cheese Model of Pandemic Defense” whereby it’s not one single layer that is perfect at preventing the spread of infection. In fact, like swiss cheese, each layer has holes. However, implemented together, COVID-19 prevention is more effective.

The *COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year* (insert link to guidance) developed by California Department of Public Health is a resource used to inform the policies and procedure for our Infection Mitigation Strategies.

### **Multiple Layers Improve Success**

The Swiss Cheese Respiratory Pandemic Defense recognizes that no single intervention is perfect at preventing the spread of the coronavirus. Each intervention (layer) has holes.










Source: Adapted from Ian M. Mackay (virologydownunder.com) and James T. Reason. Illustration by Rose Wong

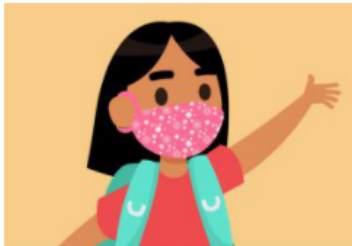
## **Section 5: Infection Mitigation Strategy - Face Coverings and Other Essential Protective Gear**

All individuals on site at any AMPS campus are expected to comply with the requirement for wearing a face covering in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines.

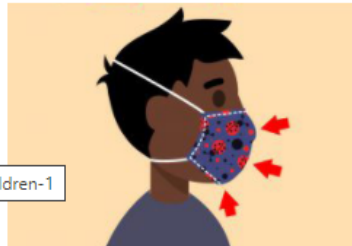
- Information contained in the CDPH Guidance for the Use of Face Coverings should be provided to staff and families of students. The face covering guidance applies to all settings, including schools. The guidance discusses the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices employers have adopted to ensure the use of face coverings.
- AMPS has already trained students and staff on wearing face coverings and will continue to reinforce use of face coverings, or in limited instances, face shields with drapes.
  - Before wearing a mask, wash your hands with an alcohol-based disinfectant or with soap and water.
  - Cover your mouth and nose with the mask and make sure the mask is firmly pressed against your face.

DO choose masks that	DO NOT choose masks that
 <p>Have two or more layers of washable, breathable fabric</p>	 <p>Are made of fabric that makes it hard to breathe, for example, vinyl</p>
 <p>Completely cover your nose and mouth</p>	 <p>Have exhalation valves or vents which allow virus particles to escape</p>
 <p>Fit snugly against the sides of your face and don't have gaps</p>	 <p>Are intended for healthcare workers, including N95 respirators</p>
 <p>Have a nose wire to prevent air from leaking out of the top of the mask</p>	

## Children



Find a mask that is made for children to help ensure proper fit



children-1

Check to be sure the mask fits snugly over the nose and mouth and under the chin and that there are no gaps around the sides



Do NOT put on children younger than 2 years old

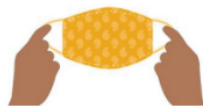
- Do not touch the mask while you are wearing it; if you do, wash your hands with an alcohol-based disinfectant or with soap and water afterward.
- Remove the mask from behind (do not touch its front side); and then wash your hands with an alcohol-based disinfectant or with soap and water.

## How to take off a mask



①

Carefully, untie the strings behind your head or stretch the ear loops



②

Handle only by the ear loops or ties



③

Fold the outside corners together



④

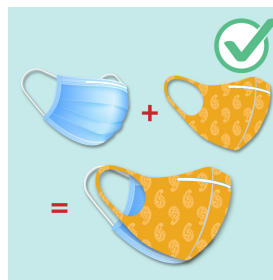
Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing

- Students and staff will be frequently reminded not to touch the face covering and to wash their hands often through daily announcements over the Public Announcement System.
- Information will be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#).
- Training will also be included in policies on how people who are exempted from wearing a face covering will be addressed.
  - Students in all grade levels K-12 are required to wear face coverings at all times, while at school, unless exempted. This list of students will be provided to staff who serve these students.

- Persons exempted from wearing a face covering due to a medical condition, as confirmed by AMPS school site leadership and Director of Special Education, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge that is tucked into the shirt of the wearer, as long as their condition permits it.
- The face covering guidance recognizes that there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Those with communication disabilities or caregivers of those with communication disabilities can consider wearing a clear mask or cloth mask with a clear panel when appropriate.
- A cloth face covering or face shield should be removed for meals, snacks, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean, safe area, clearly marked with the student's name and date, until it needs to be put on again.
- Participants in sports or physical education should wear face coverings when participating in the activity, even with heavy exertion as tolerated, both indoors and outdoors.
- In the instance that a student inadvertently fails to bring a face covering to school, the school will provide one to the student.
- In order to comply with this guidance, students who are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school, must be excluded from campus and provided with alternative educational opportunities, such as distance learning.
- Face covering policies apply on school buses and any vehicle affiliated with the LEA used to transport students, staff, or teachers to and/or from a school site.

### **As pertaining to AMPS Staff**

- All AMPS staff must use face coverings in accordance with [CDPH guidelines](#), released November 2020.
- For added layers of protection, CDC advises wearing a cloth mask with multiple layers over a disposable surgical mask. The cloth mask pushes the edges of the disposable mask against the wearer's face.



- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.

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- AMPS Food Service Staff or other persons handling or serving food must use gloves in addition to face coverings.
- For AMPS staff who screen others for symptoms or who handle commonly touched items, AMPS will provide disposable gloves to supplement frequent handwashing or use of hand sanitizer

The links below will take you to the CDC website where you will find information regarding Face Coverings.

[How to Wear a Mask](#) (See Appendix B)

[Considerations for Wearing Masks](#) (See Appendix C)

[Mask Feasibility and Adaptations](#) (See Appendix D)

## **Section 6: Infection Mitigation Strategy - Stable Cohort Structures**

Regardless of program model or bell schedule, all schools will adhere to the stable cohort groups as defined by the [Cohorting Guidance](#) put forth by the CDPH. These stable cohorts are fixed groups that will remain together for instruction, lunch, recess/passing period, and all other activities. Cohorts will avoid/minimize interaction with other cohorts. Cohorts will remain fixed for 4-weeks minimum.

Elementary classes are already self-contained, with 1 classroom teacher, and possibly 1 paraeducator or instructional aide.

Middle and High School classes will implement a self-contained classroom model. This way, interactions between cohorts will be minimal to non-existent. Teachers will rotate between two classrooms to maintain stable groups and provide minimal risk of exposure. Under current guidance, cohorts will have no more than 14 students and two staff members in each. Electives will continue to be taught online to minimize disruption to the schedule and mitigate risk factors.

AMPS acknowledges that the multi-class schedule of middle and high school students makes it harder to maintain such stable cohorts. Every effort will be made to maintain mandated size of cohorts of no more than 16 individuals (2 staff inclusive).

## **Section 7: Infection Mitigation Strategy - Physical Distancing**

6 feet of distance will be maintained between individuals at all times.

### **ENTRANCE, EGRESS & MOVEMENT WITHIN THE SCHOOL**

- Movement of students, staff, and parents will be managed to avoid close contact or mixing of cohorts.
- Arrival and drop off-times and locations will be staggered as consistently as practicable to minimize scheduling challenges for families.
- Each site will identify and label entrances and exits to avoid congregating during the start and end of each cohort's daily schedule.
- Schools will have one-way foot traffic designated in hallways and walking areas, with markers to guide students to maintain the appropriate lane.
- During the day, supervision by adults will support students keeping a 6-foot distance. Recess times for each cohort will be staggered or limited to specific areas of the campus.
- Expectations for adhering to social distancing requirements have been and will continue to be explicitly communicated to all staff, and staff will be expected to avoid congregating in areas of the campus and to maintain a 6-foot distance from each other.
  - AMPS staff will continue to ensure physical distancing among staff in their work environment to reduce the spread of the virus by:
    - Avoiding staff congregation in work environments, break rooms, staff rooms, and bathrooms.
    - Avoiding grouping staff together for training or staff development by conducting the training virtually or, if in-person, ensure distancing is maintained.
- We will evaluate all workspaces, in accordance with Cal/OSHA regulations and guidance, to ensure that employees can maintain physical distancing to the extent possible.
- Requirements for face coverings and physical distancing extend to all contractors and visitors to AMPS and school sites, including parents and guardians as they bring children to school and pick them up from school.
- Parents and guardians are not permitted on campus during instruction, other than to pick up information at the office. The number of parents standing in the office will be limited. Any essential in-person parent meetings will be held after hours outside, if possible, or in rooms with physical distancing, face coverings, and adequate ventilation.

### **CLASSROOM SPACE**

- Space between seating and desks will be maximized. Teacher and other staff desks will be distanced at least 6 feet away from student and other staff desks.
- Student chairs will be distanced at least 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made.
  - Upon request by the local health department and/or State Safe Schools Team, the superintendent should be prepared to demonstrate that good-faith effort, including an effort to



consider all outdoor/indoor space options and hybrid learning models.

- Under no circumstances should distance between student chairs be less than 4 feet. If 6 feet of distance is not possible, it is recommended to optimize ventilation and consider using other separation techniques such as partitions between students or desks, or arranging desks in a way that minimizes face-to-face contact.
- Short-term exposures of less than 6 feet between students and staff are permitted (e.g., a teacher assisting a student one-on-one), but the duration should be minimized and masks must be worn.
- All furniture and small group stations in classrooms will be rearranged to maximize separation between students and between students and staff
- Staff will develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- Staff will prioritize and maximize use of outdoor space for activities where possible.
- Activities where there is increased likelihood for transmission from contaminated exhaled aerosols such as band and choir practice and performances are permitted outdoors only, provided that precautions such as physical distancing and use of face coverings are implemented to the maximum extent (see below in Non-classroom spaces).
- Plexi-glass partitions and/or clear screens will be used to increase and enforce separation between staff and students in some classrooms.

## **DISTANCING AND SAFETY DURING MEAL TIMES AND MEAL DISTRIBUTION**

AMPS schools will continue to provide individually packaged meals, milk, and fruit from Better 4 You Meals. Students who come to campus for in-person instruction will be provided a lunch meal during the course of the school day. These meals will come with individually wrapped utensils and napkins. Students will consume meals at specified locations on campus to maximize distancing and minimize mixing of cohorts. Where possible, students will consume meals outside with their stable cohorts. Where weather does not permit, students will sit at assigned spaces in the school cafeteria or in their classrooms. AMPS will no longer be operating “share tables,” and students will not be permitted to share food.

Once a week meal distribution, containing 5-day breakfast and lunch meal packs, will continue to operate as follows:

<p>Mondays 1-5pm</p> <p>Downtown Charter Academy 2000 Dennison Street, Oakland, CA 94606</p> <p>Oakland Charter Academy 4215 Foothill Blvd, Oakland, CA 94601</p>	<p>All AMPS Oakland Families and OUSD students</p>
<p>Tuesday 2-5pm</p> <p>1402 Marina Way South, Richmond, CA 94804</p>	<p>All AMPS Richmond Families and WCCUSD students</p>

Meals will be picked-up using the existing curbside-pickup model where contactless meal pick-up by meal



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distribution staff and parents/students is practiced.

AMPS is installing motion-sensor activated bottle-filling stations at all of our schools, and suspending the use of the traditional drinking fountain. AMPS is also encouraging families to have students bring filled water bottles to school to limit student and staff contact with shared equipment.

### **STAFF-TO-STAFF INTERACTIONS**

- Ensuring staff maintain physical distancing of six feet from each other is critical to reducing transmission between adults.
- Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
- Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a distance learning context.
- Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, outside, or virtually, where physical distancing is a challenge.
- Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings. Try to provide space outside whenever possible.

### **LIMIT SHARING**

- Consider suspending or modifying use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.
- Limit use and sharing of objects and equipment, items such as electronic devices, clothing, toys, games, and art supplies to the extent practicable, or limit use of supplies and equipment to one group of children at a time and clean between uses.
- Cleaning shared objects between uses (for example with microfiber cloths or baby wipes) can help to physically remove germs on surfaces.
- Ensure adequate supplies to minimize sharing of high-touch materials.
- Keep each student's individual belongings separated and in individually labeled storage containers, cubbies or areas.

## **Section 8: Infection Mitigation Strategy - Adequate Ventilation**

Rooms with doors and windows are to be opened to increase air ventilation. Rooms without doors and windows, will utilize air purifiers. Leaving doors open is acceptable, as long as it does not create a safety risk for students or employees. Utilizing open windows and existing heating, ventilation, and air conditioning (HVAC) systems are good options for increasing air ventilation. Maintenance and Operations preventive maintenance protocols are already in place in AMPS and all HVAC high efficiency rated filters throughout the Schools are changed on a periodic basis. Indoor air ventilation is closely monitored and maintained by Maintenance & Operations staff during on-going preventive maintenance efforts.

The efforts by our Maintenance & Operations staff will be very helpful moving forward. Most of the HVAC units at AMPS range in age between 20 and 40 years old. However, they have been well-maintained and are in good working order. All sites have had Merv-13 filters installed. All sites with the exception of Oakland Charter High School have had their HVAC systems cleaned, disinfected evaporator coil, installed needlepoint bipolar ionization on all 14 packages and split AC systems and scheduled thermostat adjustments. This will enable us to maximize fresh air flow and filtration.

### **Filtration**

HVAC units in this age range can often not use higher quality air filters due to the degree of reduced air flow and strain placed on the motors. Recently, AMPS conducted stress testing on these units using the industry standard MERV 13 filters. Our results indicate that we will be able to use these filters in our HVAC units. Separate testing is being conducted by an independent company to verify our results. In all cases, we will use the highest grade air filters with the goal being to use MERV 13 filters in most if not all of our units. Filter replacement schedules will be adjusted so that these filters are changed more frequently as recommended.

### **Air Flow**

AMPS schools will also maximize fresh air flow in our classrooms as recommended by the Center for Disease Control. HVAC units will be set to allow for between 95-100% external air flow before and after student use. External air flow will also be maximized during class time as environmental conditions allow for it. During periods of time when the external air is cold, hot, or polluted, the external air flow will need to be reduced. Cross ventilation in rooms with windows and more than one door will be recommended. In rooms without external windows and only one door, area fans will be used as recommended by the Centers for Disease Control.

We ensured sufficient ventilation in all school classrooms and shared workspaces per American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidance on ventilation. Contact was made with a heating, ventilation, and air conditioning (HVAC) design professional, in order to evaluate your ventilation system in regards to the ASHRAE guidance. We maximized central air filtration for HVAC systems by using filters with a minimum efficiency reporting value (MERV) of at least 13. Portable high-efficiency air purifiers will be installed in all classrooms depending on the square footage. We have done everything possible to increase the quantity of outside air and ventilation in classrooms, offices and other spaces. Where we are not able to properly ventilate indoor instructional spaces, instruction will happen outdoors.

## **Section 9: Infection Mitigation Strategy - Hand Hygiene**

AMPS Site COVID-19 Liaison along with COVID-19 Safety Training provided by HR Options will teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

- Students will be taught and staff will be reminded to use tissues to wipe their nose and to cough/sneeze into a tissue or their elbow.
- Students and staff should wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
- Staff should model and practice handwashing. For example, use bathroom time in lower grade levels as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
  - Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children.
  - Isopropyl alcohol-based hand sanitizers are more toxic when ingested or absorbed into skin.
  - Do not use hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed.
  - Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- AMPS has purchased and installed portable handwashing stations throughout the school sites and near classrooms to minimize movement and congregating in bathrooms to the extent practicable.
- Routines have been developed to enable students and staff to regularly wash their hands at staggered intervals.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

## **Section 10: Symptoms and Exposure Screening**

AMPS actively encourages staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. AMPS policies encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.

AMPS has implemented a system for symptom and exposure screening for all staff, and this same system will be applicable to students as well. This self-screening occurs before staff and students enter the school building.

Students or staff exhibiting symptoms of COVID-19 at school (fever of 100 or above, cough, difficulty breathing, or other [COVID-19 symptoms](#)) must be immediately isolated in the designated private area at the school site until they can leave school or be picked up by a parent or guardian. Ill students and staff should be recommended to be tested for COVID-19 as soon as possible.

Students will NOT be penalized for missing class due to symptoms.

### **SCREENING PROCESS**

#### **Staff Screenings**

- For any staff member entering a school or AMPS facility for work or to visit, an AMPS issued self-screening verification google form must be completed each day prior to arrival at the school site. This form may also be accessed through each school site's QR Code
- The form contains the following questions:
  - Have you done a self health check today to confirm that you do not feel any symptoms (cough, shortness of breath or shortness of breath, runny nose, sore throat, chills, new loss of taste or smell, nausea, diarrhea or internal vomiting) 24 hours before reporting to work?
  - Do you have fever (100F), do you feel warm, or feel chills?
  - Do you have any of the following respiratory symptoms?
    - Persistent cough (wet or dry)
    - Sore throat
    - Runny nose
  - Have you, or someone in your household, had close, unprotected contact with a suspected or known COVID-19 patient (spent longer than 15 minutes within 6 feet of someone who was sick with a fever and cough)?
- Any employee who has a fever of 100 degrees Fahrenheit or higher and/or any of the COVID symptoms is directed to remain home, notify his or her supervisor and await instructions.
- If symptoms are secondary to an underlying condition (i.e., allergies or asthma) and have not worsened, then the employee can report to work and follow hygiene practices.
- All staff will be temperature checked upon entrance to campus.

#### **Student Screenings**

- School sites and families are required to take student's temperature and complete a health screening questionnaire on COVID-19 exposure and symptoms daily before entering school. Students may be

screened on site in addition to at home.

- Students will be monitored throughout the day for signs of illness; including determining any special or unique needs for students with disabilities.
- The student health screening has three parts that should be completed prior to entering the school building:
  1. Do you, or does any member of your household have a current, confirmed COVID-19 infection?  
If “yes”, the student may not come to school.  
If “no”, proceed to the next question.
  2. Have you had any of the following symptoms in the last 10 days
    - Fever 100.0 F or has felt feverish
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
  3. Conduct Temperature Check: A fever is a temperature of 100°F (37.8°C) or higher.

Upon arrival at the school site, school staff members will use a contactless thermometer to measure temperatures for each and every student, and screen students for temperatures above 100°F (37.8°C) or higher.

### **Staff and Visitor Screening**

Each employee and visitor to the school site shall be screened for COVID-19 symptoms before entering the school site. The same questions asked for staff self-screen verification form will be used.

- The staff member who greets the visitor at the entrance shall administer an in-person wellness check prior to escorting the visitor to his or her destination:
- If the visitor answers “no” to all questions, he or she may enter the school.
- If the visitor answers “yes” to any of the questions, he or she may not enter the school.
- Screening for adult visitors and staff should include a question about close contact with anyone at home, school, or elsewhere that the student has been told has tested positive for COVID-19.
- All Visitors will have their temperature taken before entering the building to verify that it is below 100°F (37.8°C)

Adult visitors and staff who have had close contact with an individual who has screened positive shall return home to self-quarantine as per CDPH and local guidance.

**Symptoms at School**

- If a student or staff member exhibits COVID-19 symptoms, answers yes to a health screening question or has a temp of 100°F or above the following actions will take place:
  - Student/staff sent home.
  - Student or staff will be isolated in a separate room or designated area, away from other students and staff, pending pick up.
  - Advise student or staff to contact their healthcare provider and consider COVID 19 testing.
  - Refer symptomatic individuals to find [community testing resources here](#). (See Appendix E)
  - Disinfect (See Appendix G) space after usage.

**Process for Dealing with Illness**

- If a student/staff member becomes ill at home they should not come to school.
- If a student/staff member becomes ill at school with a fever or other COVID symptoms:
  - Minimize contact, mask and isolate immediately in a dedicated room.
  - Wear a mask, gloves, and other PPE as appropriate.
  - Send the ill person home as soon as possible.
  - If symptoms are severe, send person to a healthcare provider or call 911.
- Anyone exhibiting COVID-19 symptoms will not be allowed on a school campus or AMPS facility.
- Parents should be prepared to pick up their student(s) immediately if they develop COVID-19 symptoms while at school.
- Advise symptomatic staff or parent of symptomatic student to follow [quarantine instructions](#) (Appendix F) unless COVID 19 is ruled out by a healthcare provider.
- Advise student or staff to share the test results with the school administrator as soon as possible.
- Ensure proper [cleaning/disinfecting](#) (Appendix G) of affected classrooms and common areas or the entire school campus before they are reopened.
- Work with ACPHD and CCHS to determine when it is safe to reopen the classroom or school, based on CDPH guidance.

**IDENTIFICATION PROCEDURES FOR POTENTIAL COVID EXPOSURE****SCENARIO 1: HAS SYMPTOMS**

- A student or staff member either exhibits COVID-19 symptoms, answers yes to a health screening question or has a temp of 100 degrees F or above.
- Actions:
  - Send a student or staff member home.
  - Isolate a student or staff member in a separate room or designated area, away from other students and staff, pending pick up.
  - Advise students or staff members to contact their healthcare provider and consider COVID-19 testing.
  - Advise student or staff member to share the test results with the school administrator as soon as possible:
    - If positive: follow Actions in Scenario 3
    - If negative: follow Actions in Scenario 4
  - Advise symptomatic staff or parents of symptomatic students to follow [quarantine instructions](#)

(See Appendix F) unless COVID-19 is ruled out by a healthcare provider.

- Refer symptomatic individuals to find [community testing resources](#) here. (See Appendix A)
- Cohort/School remains OPEN.
- Communication: No action needed

## **SCENARIO 2: CLOSE CONTACT TESTS POSITIVE**

- A household member or someone in close contact with a student or staff member tests positive for COVID-19.
- Actions:
  - Send student or staff member home.
  - Advise student or staff member to follow quarantine instructions for a minimum of 14 days.
  - Advise student or staff member to contact their healthcare provider and consider COVID-19 testing.
  - Advise staff or parent of student to follow [quarantine instructions](#). (See Appendix F)
  - Refer individuals to find [community testing resources](#) here. (See Appendix A)
- Cohort/School remains OPEN.
- Communication: No action needed

## **SCENARIO 3: TESTS POSITIVE**

- A student or staff member tests positive for COVID-19.
- Actions:
  - For AMPS Oakland Schools- Contact Alameda County Public Health Department: [safelearning@acgov.org](mailto:safelearning@acgov.org) or 510-268-2101.
  - For AMPS Richmond Schools- [Complete CCHS School Intake Form](#)
  - Advise cohort members and/or close contacts of the COVID-19 positive student or staff member to follow [quarantine instructions](#), (See Appendix F) contact their healthcare provider and consider testing.
  - Advise household contacts of COVID-19 positive student or staff member to follow quarantine instructions, contact their healthcare provider and consider testing.
  - [Find community testing resources here.](#) (See Appendix A)
  - [Clean and disinfect classroom and primary spaces](#) (See Appendix G) where the COVID-19 positive student or staff member spent significant time ≥15 minutes.
- Cohort QUARANTINED for 14 days from last exposure.
- Close contacts quarantine for 14 days from last exposure.
- School remains OPEN.
- Communication: Complete and send template exposure letter to cohort
- Consider school wide notification of a known case (Appendix J)

## **SCENARIO 4: CURRENTLY ISOLATED & TESTS NEGATIVE BEFORE 14 DAYS**

- While a student or staff member has been quarantined because of symptoms, they receive a negative test result for COVID-19 and want to return to school before 14 days have passed.
- Actions:
  - Follow quarantine instructions for county. (See Appendix F)
  - COVID-19 test is negative; the staff member or student can return after:
- They are feeling better. (The symptoms do not have to be completely resolved.)



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- They have been at least 24 hours with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin).
- Must show a medical evaluator note to verify that the symptoms are not due to COVID-19 and the test for COVID-19 is negative.
- Cohort/School Remains OPEN
- Communication: No action needed

#### **SCENARIO 5: CURRENTLY QUARANTINED & WANTS TO RETURN BEFORE 14 DAYS**

- Student or staff member has been quarantined because of symptoms and wants to return to school before 14 days have passed without a COVID-19 test.
- Actions:
  - No COVID-19 test, the staff member or student can return after:
    - They are feeling better. (The symptoms do not have to be completely resolved.)
    - There have been at least 24 hours with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin).
    - Must show a medical evaluator note to verify that an alternative diagnosis has been made and the symptoms are not due to COVID-19.
- Cohort/School Remains Open
- Communication: No action needed

#### **SCENARIO 6: CURRENTLY QUARANTINED & TESTS NEGATIVE**

- While a student or staff member is placed in quarantine following exposure to a case, they receive a negative test result for COVID-19.
- Actions:
  - Follow quarantine instructions for county. (See Appendix F)
  - If the staff member or student has never had symptoms, gets tested, and the COVID-19 test is negative:
    - They must still remain in quarantine for 14 days, because they may develop symptoms and/or become infectious to others at any time during the 14 days. Quarantine Infographic Note: For those who do not develop symptoms:
  - For students:
    - Testing is advisable but not required. Parents should discuss the pros and cons of testing with the child's healthcare provider.
  - For teachers and staff:
    - ACPHD recommends testing 4-10 days after the last exposure to the COVID-19 case.
- Cohort/School Remains Open
- Communication: No action needed



## **Section 11: Infection and Mitigation Strategy - Surveillance and Screening Testing**

### **OVERVIEW**

Used in conjunction with other mitigation strategies, testing for SARS-CoV-2 provides an additional tool to support safe and successful K-12 in-person instruction. Testing can allow for early identification of cases and exclusion from school to prevent transmission. However, it should not be used as a stand-alone approach to prevent in-school transmission. A negative test provides information only for the moment in time when the sample is collected. Individuals can become infectious shortly after having a negative test, so it is important to maintain all other mitigation strategies even if a recent negative test has been documented.

There are several circumstances under which a student or staff member might undergo testing. Below, we outline these circumstances and considerations for testing implementation in K-12 schools.

### **DEFINITIONS**

**Symptomatic testing:** This testing is used for individuals with symptoms of COVID- 19, either at home or at school. In this situation, the school guidance requires that these individuals stay home and isolate in case they are infectious. The Guidance includes the possibility of return to school in the case of a negative test for SARS-CoV-2 and 24 hours after fever is resolved and symptoms are improving.

**Response testing:** This testing is used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2.

**Asymptomatic testing:** This testing can be used for surveillance, usually at a cadence of every 2 weeks or less frequently, to understand whether schools have higher or lower rates of COVID19 rates than the community, to guide decisions about safety for schools and school administrators, and to inform Alameda County Dept of Health and Contra Costa Health Services about AMPS-wide in-school rates. Asymptomatic testing can also be used for screening, usually at a higher cadence (weekly or twice weekly) than surveillance testing, to identify asymptomatic or pre-symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission.

**Screening testing** is indicated for situations associated with higher risk (higher community transmission, individuals at higher risk of transmission (e.g., adults and high school students transmit more effectively than elementary aged students).

### **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 “Sections 5-10 Infection Mitigation Strategies” above are operating safely, with limited or no in- school transmission, under a range of asymptomatic testing approaches.

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. As such, AMPS will comply with the recommended testing cadence in the table that the CDE has determined.

The state of California has put into place support for the testing cadences in the table below 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 the table below reflect the higher likelihood that someone in the school community might be infected due to higher levels of circulating virus in the surrounding community.

**Table: Testing Cadences with Support from the State of California for K-12 schools**

	Yellow	Orange	Red	Purple	CR >14*
<b>Staff</b>	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)**.
<b>Students K-12</b>	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 rates above are adjusted case rates.

\*\* 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

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weekly until no longer considered an outbreak. Please refer to Cal/OSHA guidance for complete details.

AMPS is signing an MOU with HR Support Pros, who contract out with [Avellino Labs](#) in Menlo Park. Avellino Labs appears on the [list of approved labs](#) curated by California Testing Task Force.

## **Section 12: Cleaning and Disinfection**

### DEFINITIONS

“Cleaning” involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks.

“Disinfection” kills germs on surfaces using specific agents (see below for those approved for use).

If a case has been identified, the spaces where the case spent a large proportion of their time (e.g., classroom, or administrator’s office if an administrator) should be disinfected. **Frequent disinfection can pose a health risk to children and students due to the strong chemicals often used and so is not recommended in the school setting unless a case has been identified.**

- Staff should clean frequently-touched surfaces at school site
- Frequently touched surfaces in the school include, but are not limited to:
  - Sink handles.
  - Shared tables, desks, or chairs.
    - If a school has morning and afternoon stable groups, the desks and tables are considered shared and should be cleaned before the next group arrives.
    - Desks or chairs do not need daily cleaning if only used by one individual during the day.
  - Door handles.
  - Shared technology and supplies.
- If used, outdoor playgrounds/natural play areas only need routine maintenance. Make sure that children wash or sanitize their hands before and after using these spaces. When hand hygiene is emphasized, cleaning of outdoor structures play is not required between cohorts.
- When choosing disinfection products after an in-school COVID-19 case has been identified (see “What to do if there is a case of COVID-19 in a School”), use those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)- approved list “N”](#) and follow product instructions.
  - To reduce the risk of asthma and other health effects related to disinfection, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
  - Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthmatic attacks.
  - Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
  - Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of the reach of children and stored in a space with restricted access.
- Establish a cleaning schedule in order to avoid both under- and over-use of cleaning products.

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- Ensure safe and correct application of disinfectant and keep products away from students.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible for example by opening windows where practicable. When disinfecting, air out the space before students arrive; disinfection should be done when students are not present.
- [Take steps](#) to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

## **Section 13: Staff Training & Family Education**

Staff and families will be trained in the following:

- Proper use, removal, and washing of face coverings.
- Physical distancing guidelines and their importance.
- Symptoms screening practices.
- COVID-19 specific symptom identification.
- How COVID-19 is spread.
- Enhanced sanitation practices.
- The importance of staff and students not coming to work they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID- 19.
- For staff, COVID-19 specific symptom identification and when to seek medical attention.
- The employer's plan and procedures to follow when staff or students become sick at school.
- The employer's plan and procedures to protect staff from COVID- 19 illness.

Trainings will occur virtually, or, if in-person, outdoors, and ensuring a minimum of six-foot distancing is maintained.

AMPS will also be providing training to all staff via COVID-19 Safety Training through HR Options. This training will occur during schoolwide training sessions, and the recording will be made available for all staff to access afterwards.

## **Section 14: School Closure Determination**

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring.

Closure should be done in consultation with the local health officer.

### **SCHOOL CLOSING AFTER REOPENING**

What circumstances would cause AMPS schools to close once they've reopened?

Once schools have re-opened for in-person instruction, the California Department of Public Health has established these metrics for closing for in-person instruction due to COVID-19:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- The LHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- If one AMPS school site should close, this may result in AMPS sister schools within the region to close as well. Determination will be made in conjunction with the Local Health Department

Once open, will schools have to close if the county goes back into the Purple Tier?

No. According to the California Department of Public Health, schools should begin testing staff, or increase frequency of staff testing, but are not required to close.

However, if a school is preparing to open and West Contra Costa returns to the Purple Tier, the school may not reopen until the county returns to the Red Tier for at least two weeks, pending a public health order.

### **SCHOOL REOPENING AFTER CLOSURE**

Schools may typically reopen after 14 days and if the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local health department

If all AMPS schools were closed, it too may typically reopen after 14 days, in consultation with the local health officer.

## **Section 15: Identification and Tracing of Contacts**

PROCEDURE IF AN EMPLOYEE OR STUDENT AT A SCHOOL SITE OR AMPS FACILITY TESTS POSITIVE FOR COVID-19

### CONFIRMED COVID-19 CASE

Although Alameda County Public Health Department/ Contra Costa Health Services may know of a confirmed or probable case of COVID-19 in a student or staff member before the school does, it is possible that the school may be made aware of a case before the local health departments via a parent or staff member report.

The following are the interim COVID-19 case definitions from the Council of State and Territorial Epidemiologists'.

Confirmed case: Meets confirmatory laboratory evidence (detection of SARS- CoV-2 RNA in a clinical or autopsy specimen using a molecular amplification test).

Probable case: Meets clinical criteria AND epidemiologic linkage(‡) with no confirmatory lab testing performed for SARS-CoV-2; OR meets presumptive laboratory evidence (detection of SARS-CoV-2 by antigen test in a respiratory specimen); OR meets vital records criteria with no confirmatory laboratory evidence for SARS-CoV-2.

(‡) Epidemiologically-linked cases include persons with close contact with a confirmed or probable case of COVID-19 disease; OR a member of a risk stable group as defined by public health authorities during an outbreak. This includes persons with identifiable connections to each other such as sharing a defined physical space e.g., in an office, facility section or gathering, indicating a higher likelihood of linked spread of disease than sporadic community incidence.

### Local Health Department Actions

1. Interview the case to identify the infectious period and whether case was infections while at school; identify household and community close contacts, particularly any close contacts at school. Identify any employees, students or community members who had close contact with the infected person. A close contact is someone who was within six feet of the infected person for at least 15 minutes, beginning two days before the person had symptoms or tested positive and ending the last day they came to work.
2. It may be necessary to consider the entire class or members of the case's stable group exposed, as it can be challenging to determine who may have had contact with the case within 6 feet for at least 15 cumulative minutes in a 24-hour period. In some situations, case investigations may be able to determine individual members of a stable group are close contacts, and allow those who are not identified as close contacts to continue in-person instruction.
3. Notify the COVID-19 School Site Lead or point person at the school that a case of COVID-19 in a student or staff member has been reported and provide guidance to identify and generate a line list of close contacts at the school.



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4. Notify all close contacts (A close contact is someone who was within six feet of the infected person for at least 15 minutes, beginning two days before the person had symptoms or tested positive and ending the last day they came to work.) at the school and instruct them to follow CDPH COVID-19 Quarantine Guidance . (or follow LHO orders, if relevant and/or more stringent). Prepare exposure letter (template provided in Appendix J) and include start and end date of quarantine.
5. Recommend that all close contacts be tested; symptomatic contacts should be prioritized for immediate testing, and asymptomatic contacts should be recommended to be tested 5-7 days from last exposure.
6. Contacts who test negative must still complete the required quarantine as defined in the CDPH guidance.
7. Contacts who test positive are required to isolate until at least 14 days have passed since symptom onset; and at least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and other symptoms have improved. If asymptomatic, cases should be isolated for 14 days after the specimen collection date of their positive test.
8. Investigate COVID-19 cases in school students and staff to determine if in- school transmission likely occurred and whether any school-related factors could have contributed to risk of infection. Assist schools to update protocols as needed to prevent additional cases.

#### School Actions

1. Schools must adhere to required reporting requirements and notify, as indicated, the LHD of any newly reported case of COVID-19 in a student or staff member if the LHD has not yet contacted them about the case. Follow [State Reporting Requirements](#).
2. If the case is present at school at the time the school is notified, the case must go home and be excluded from school for at least 14 days from symptom onset date or, if asymptomatic, 14 days from the date the specimen was collected for the positive test.
3. Comply with any case investigation and contact tracing measures by the ACPHD. This will include providing the names, addresses, phone numbers, and work dates and times for close contacts of the infected person, which employers are required by law to provide to the ACPHD upon request.
4. Send a notice, developed in collaboration with the LHD, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the LHD to notify exposed people. (see sample notification #1 in Appendix 2).
5. Instruct all others who are not identified as close contacts and who are at the school site or AMPS facility where the infected person was present to self-monitor for COVID-19 symptoms for 14 days after the last day the infected person was at work.
6. Arrange for cleaning and disinfection of the classroom and primary spaces where case spent significant time (see Cleaning and Disinfection above for recommendations). Disinfect and sanitize each area used by the infected person within the last 48 hours, focusing on frequently touched surfaces. This

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does not need to be done until students and staff in the area have left for the day.

7. Implement online/distance learning for student cases if they are well enough to participate.

School closure determinations should be made in consultation with the LHO according to the section "School Closure Determinations." A school with confirmed cases and even a small cluster of COVID-19 cases can remain open for in-person education as long as contact tracing identifies all school contacts for exclusion and testing in a timely manner, any small cluster is investigated and controlled rapidly, and the LHO agrees that the school can remain open.

#### MEASURES FOR WHEN A CLUSTER OR OUTBREAK IS BEING INVESTIGATED AT A SCHOOL

When either a school or LHD is aware that an outbreak may be underway, the LHD should investigate, in collaboration with the school, to determine whether these cases had a common exposure at school (e.g., a common class or staff member, bus ride, or other common exposures outside of school).

CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically- linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).

The objectives of a school outbreak investigation are to identify and isolate all cases and to identify, quarantine, and test contacts to prevent further transmission of COVID-19 at the school. In addition, the investigation will attempt to ascertain whether the cases had a common exposure at school (e.g., a common class or teacher, bus ride, or other common exposures in the school setting). The investigation may also reveal common exposures outside of the school setting.

As noted above, an outbreak investigation is also an opportunity to understand the circumstances that may have allowed for transmission in the school setting. It is recommended that investigations determine whether there is adherence to key mitigation strategies to prevent school transmission. If gaps are identified, schools should take steps to strengthen strategies to prevent future outbreaks.

#### Local Health Department Actions

1. Review interviews (or re-interview as needed) of clustered cases to identify common exposures and determine whether the cluster suggests an outbreak with transmission at the school. If data suggest an outbreak, then notify the school about starting an investigation.
2. Provide the school with guidance on identifying and creating a line list of all school cases and contacts, including illness onset date, symptoms, date tested, test results, etc.
3. Consult with CDPH as needed for technical assistance, testing, and other resources.
4. Form an outbreak investigation team with a lead investigator and including one or more school staff members to assist with the investigation.
5. Identify all potential exposures and close contacts and implement testing of contacts, prioritizing symptomatic contacts for testing.

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6. Testing may be recommended for those who were not identified as close contacts but could potentially have been exposed; the fastest pathway to get test results rapidly should be used.
7. All symptomatic contacts should be considered probable cases and be interviewed to identify prioritized close contacts and exposures while awaiting their test results.
8. Implement isolation of all cases and symptomatic contacts and quarantine of all asymptomatic contacts of confirmed and probable cases.
9. Investigate to determine if in-school transmission likely occurred and whether any school-related factors could have contributed to risk of transmission. Assist schools to update and strengthen protocols as needed to prevent additional cases.
10. Determine, in collaboration with the school, whether the school meets closure criteria. See School Closure Determinations (page 36).
11. Determine, in collaboration with the school, when the school should be closed for 14 days even if the conditions outlined in School Closure Determinations below have not been reached. This may be when:
  - 1) the investigation shows that cases or symptomatic students or staff members continue to be identified and school-based transmission of SARS-CoV2 is likely ongoing despite implementation of prevention and control measures; or
  - 2) other local epidemiologic data support school closure.

#### School Actions

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

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for prevention and control measures (see sample notification in Appendix L).

9. Implement online/distance teaching and learning during school closure.
10. Arrange for cleaning and disinfection of entire school before reopening in the case of closure.

## **Section 16: Vaccination**

The California Department of Public Health strongly recommends that all persons eligible to receive COVID-19 vaccines receive them at the first opportunity. AMPS also stands by this recommendation to its students, staff, and families. Currently, people under 16 are not eligible for the vaccine since trials for that group are still underway.

In addition to vaccines required for school entry, CDPH strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- Protect the school community.
- Reduce demands on health care facilities.
- Decrease illnesses that cannot be readily distinguished from COVID- 19 and would therefore trigger extensive measures from the school and public health authorities.

Because vaccine implementation for schools is rapidly evolving, we are providing a separate vaccine guidance document that will be available on the Safe Schools for All Hub [here](#).

## **Section 17: Communication Plans and Conclusion**

Our goal is to communicate with our stakeholder groups regularly, reliably, and comprehensively. Since the beginning of the pandemic in March, AMPS has sent out regular updates to staff, students, and parents. Depending on the nature of the communication, the following types of communication are used:

**AMPS Website:** AMPS updates are posted to our website regularly. It is also where information is stored for stakeholders such as Distance Learning information, support for students and parents, and resources for staff.

**Social Media:** AMPS uses Facebook and our Student Information Systems as well as other social media platforms to send out general updates and to share new information.

**Email:** New information, access to resources, and general updates are sent out through AMPS email.

We are also required to communicate with students, staff, and parents about COVID-19 cases and exposures at our schools. Our goal with these communications is to share timely, accurate, and comprehensive information with our community. In doing so, we are required to adhere to privacy requirements, such as those mandated by FERPA and HIPAA. Accordingly, these types of communications may be targeted to the specific person or people involved. There may be other times when we will be able to share information on a school-wide basis. We will always follow the guidance and mandates from the California Department of Public Health.

### **Conclusion**

This plan meets all of the requirements outlined in the Covid-19 School Guidance Checklist. In addition to the information included in this plan, we are providing details to our families that will support the successful implementation of hybrid learning including Child Nutrition information, cohort schedules, mental health resources, and additional details about the implementation of hybrid learning.

## **Appendix:**

Appendix A: [Community testing resources](#)

Appendix B: [How to Wear a Mask](#)

Appendix C: [Considerations for Wearing Masks](#)

Appendix D: [Mask Feasibility and Adaptations](#)

Appendix E (CDC): [Testing](#)

Appendix E (Alameda): [ACDPH Testing Instructions](#)

Appendix E (Contra Costa): [CCHS Testing Instructions](#)

Appendix F (CDC): [Quarantine instructions](#)

Appendix F (Alameda): [ACDPH Quarantine Instructions](#)

Appendix F (Contra Costa): [CCHS Quarantine Instructions](#)

Appendix G: [Disinfect](#)

Appendix H: [ACPHD Reopening Plan Indicators](#)

Appendix I: [Health & Wellness Resources](#)

Appendix J: [School Exposure to COVID-19 Case Letter](#)

Appendix K: [COVID-19 School Outbreak Notification Letter](#)

Appendix L: [School Closure Due to COVID-19 Notification Letter](#)

Appendix M: [COVID-19 Exposure Template Letter \(student\)](#)

Appendix N: [COVID-19 Exposure Template Letter \(staff\)](#)

# COVID-19 School Guidance Checklist

February 22, 2021





Date: \_\_\_\_\_

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: \_\_\_\_\_

Number of schools: \_\_\_\_\_

Enrollment \_\_\_\_\_

Superintendent (or equivalent) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Date of proposed reopening: \_\_\_\_\_

County: \_\_\_\_\_

Grade Level (check all that apply)

Current Tier: \_\_\_\_\_  
 (please indicate Purple, Red, Orange or Yellow)

☐ TK ☐ 2<sup>nd</sup> ☐ 5<sup>th</sup> ☐ 8<sup>th</sup> ☐ 11<sup>th</sup>☐ K ☐ 3<sup>rd</sup> ☐ 6<sup>th</sup> ☐ 9<sup>th</sup> ☐ 12<sup>th</sup>☐ 1<sup>st</sup> ☐ 4<sup>th</sup> ☐ 7<sup>th</sup> ☐ 10<sup>th</sup>

Type of LEA: \_\_\_\_\_

**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).**

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate).**

## For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

☐ I, \_\_\_\_\_, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☐ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

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If you have departmentalized classes, how will you organize staff and students in stable groups?

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If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

---

☐ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

☐ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

☐ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

☐ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

☐ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

☐ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum \_\_\_\_\_ feet

Minimum \_\_\_\_\_ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

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☐ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

☐ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

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☐ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

☐ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

☐ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

☐ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☐ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

☐ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

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### **For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

☐ **Date of Submission to Local Health Department:** \_\_\_\_\_.

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

# COVID-19 School Guidance Checklist

February 22, 2021



Date: \_\_\_\_\_

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: \_\_\_\_\_

Number of schools: \_\_\_\_\_

Enrollment \_\_\_\_\_

Superintendent (or equivalent) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Date of proposed reopening: \_\_\_\_\_

County: \_\_\_\_\_

Grade Level (check all that apply)

Current Tier: \_\_\_\_\_  
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☐ TK ☐ 2<sup>nd</sup> ☐ 5<sup>th</sup> ☐ 8<sup>th</sup> ☐ 11<sup>th</sup>☐ K ☐ 3<sup>rd</sup> ☐ 6<sup>th</sup> ☐ 9<sup>th</sup> ☐ 12<sup>th</sup>☐ 1<sup>st</sup> ☐ 4<sup>th</sup> ☐ 7<sup>th</sup> ☐ 10<sup>th</sup>

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I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

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Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

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Minimum \_\_\_\_\_ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

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Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

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Planned student testing cadence. Please note if testing cadence will differ by tier:



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Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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Date: \_\_\_\_\_

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

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### **For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

☐ **Date of Submission to Local Health Department:** \_\_\_\_\_.

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

# COVID-19 School Guidance Checklist

January 14, 2021



Date: \_\_\_\_\_

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: \_\_\_\_\_

Number of schools: \_\_\_\_\_

Enrollment: \_\_\_\_\_

Superintendent (or equivalent) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of proposed reopening: \_\_\_\_\_

County: \_\_\_\_\_

Grade Level (check all that apply)

Current Tier: \_\_\_\_\_  
(please indicate Purple, Red, Orange or Yellow)

☐ TK ☐ 2<sup>nd</sup> ☐ 5<sup>th</sup> ☐ 8<sup>th</sup> ☐ 11<sup>th</sup>☐ K ☐ 3<sup>rd</sup> ☐ 6<sup>th</sup> ☐ 9<sup>th</sup> ☐ 12<sup>th</sup>☐ 1<sup>st</sup> ☐ 4<sup>th</sup> ☐ 7<sup>th</sup> ☐ 10<sup>th</sup>

Type of LEA: \_\_\_\_\_

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[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

### For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

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Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: \_\_\_\_\_ feet

Minimum: \_\_\_\_\_ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

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Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Every 2 wks, cadence changes in accordance with Table 3 on p. 44 of State Consolidated School Guidance document

☐ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

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☐ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☐ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

☐ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

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### **For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

☐ **Local Health Officer Approval:** The Local Health Officer, for (state Local Health Jurisdiction ) \_\_\_\_\_. Local Health Jurisdiction has certified and approved the CSP on this date: \_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

# AMPS

HONOR HARD WORK

## Student/Family Guide to Hybrid Instruction

BENITO JUAREZ



ELEMENTARY

DOWNTOWN CHARTER



ACADEMY

RICHMOND CHARTER



ACADEMY

OAKLAND CHARTER



HIGH SCHOOL

JOHN HENRY



HIGH SCHOOL

OAKLAND CHARTER



ACADEMY

Dear Families,

Welcome back! We are so happy to be able to open the doors to our school sites on March 22, 2021.

Since the closure of schools in March of 2020 our AMPS Team has been working to reopen.

This handbook is to help you understand the new procedures and protocols that we have put in place to help students, staff, and families engage in in-person instruction as safely as possible. We have structured this document to let you know what to expect about your child's school day (and, of course, that of parents/guardians) during hybrid instruction.

We fully expect that families will have questions we did not anticipate. Please know that we will add answers to those questions moving forward.

Respectfully,

Evelia Villa,  
AMPS CEO



HONOR HARD WORK

Powered by BoardOnTrack



## **AMPS Approach to COVID-19 Safety**

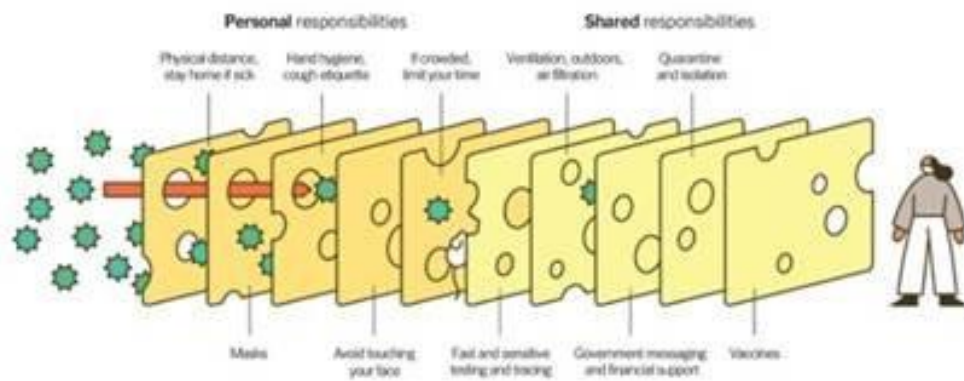
In keeping with the California Department of Public Health's [Safe Schools for All](#) guidance, Amethod Public Schools ("AMPS" or the "School") is focusing on reducing the risk of COVID-19 transmission by implementing a number of mitigation strategies. As the CDPH notes:

*A key goal for safe schools is to reduce or eliminate in-school transmission. A helpful conceptual framing as schools plan for and implement safety measures for in-person instruction, is the layering of mitigation strategies. Each strategy (face coverings, stable groups, distancing, etc.) decreases the risk of in-school transmission; but no one layer is 100% effective. It is the combination of layers that are most effective and have been shown to decrease transmissions.*

Those "layers" or "strategies" include:

1. Face coverings
2. Stable groups
3. Physical distancing
4. Adequate ventilation
5. Hand hygiene
6. Cleaning and disinfecting
7. Symptom and close contact exposure screening
8. Exclusion from school for staff or students with symptoms or with confirmed close contact
9. Surveillance testing for COVID-19
10. Vaccinations for COVID-19

**Source:** CDPH, "[COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#)," pp. 17-18). Some epidemiologists refer to this as the "Swiss Cheese Model of Pandemic Defense." That is, no slice is perfect (as it has holes). But when you stack up several layers (e.g., masks, handwashing, social distancing, and testing), the holes on one each slice get blocked by the next slice, and the virus has a harder time getting through.



## **Getting Ready to Return to School**

### **When will school start?**

AMPS Board has approved a **March 22nd start date for stable cohorts to serve students with identified needs**. We will commence hybrid, in-person instruction for everyone in April (date to be announced).

### **What do I need to do to return for in-person instruction?**

#### **1. Let us know that you are returning**



You should have received a survey on March 5th. That survey gave each family a chance to confirm whether or not they wanted their child to participate in in-person instruction beginning on March 22. If you did not respond to the survey, please contact your principal right away.

If you replied to the survey that your child will not be returning for in-person instruction at this time, you will be given another chance to sign up to return to campus after Spring Break.

- Orientation will be held on March 17th at 6:00 p.m.

#### **2. Understand the schedule**

At least in the beginning, schools will be open for a *hybrid schedule* with part-time in-person instruction. That means that your child will be on campus some days, as well as learning on-line and independently some days. This is because both the state and county public health departments mandate that students maintain a physical distance of six feet where practicable or four feet at a minimum, and they recommend bringing students back in small groups rather than full classes.



In order to comply with these guidelines, BJE/RCA needs to split each elementary school class into two smaller groups ("A" and "B") and have them alternate their time on campus. On Fridays, neither group will be on campus so that teachers can prepare and collaborate on their lessons. There will be remote instruction on Fridays consistent with

our current schedule, via Zoom. You will receive your group assignment between March 15 and March 19.

**The schedule below shows which days each cohort will be on campus. Cohorts will continue with the current instructional schedule but will be in-person two days per week.**

### BJE Schedule

Grades K-5	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	COHORT A	COHORT B	COHORT A	COHORT B	Min. Day
8:30 - 3:00	Synchronous Instruction per current schedule, Breakfast/Lunch and Breaks Included	Synchronous Instruction per current schedule, Breakfast/Lunch and Breaks Included	Synchronous Instruction per current schedule, Breakfast/Lunch and Breaks Included	Synchronous Instruction per current schedule, Breakfast/Lunch and Breaks Included	VIRTUAL INSTRUCTION AS ASSIGNED
Dismissal	Sanitation	Sanitation	Sanitation	Sanitation	

## RCA Schedule

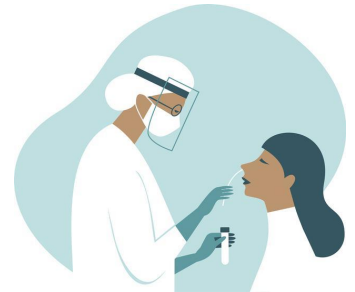
Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
	COHORT A	COHORT B	COHORT A	COHORT B	Min. Day All VIRTUAL
8:20 - 8:30	Breakfast/Homeroom	Breakfast/Homeroom	Breakfast/Homeroom	Breakfast/Homeroom	Breakfast/Homeroom
8:30 - 9:30	Period 1	Period 1	Period 1	Period 1	8:40-9:10 PERIOD 1
Break 5 min	Break 5 min	Break 5 min	Break 5 min	Break 5 min	Break 5 min
9:35 - 10:35	Period 2	Period 2	Period 2	Period 2	9:15-9:45 PERIOD 2
Break 5 min	Break 5 min	Break 5 min	Break 5 min	Break 5 min	Break 5 min
10:40-11:40	Period 3	Period 3	Period 3	Period 3	9:50-10:20 PERIOD 3
11:40-12:10	Lunch/Sanitation	Lunch/Sanitation	Lunch/Sanitation	Lunch/Sanitation	Break 5 min
12:10-1:10	Period 4	Period 4	Period 4	Period 4	10:25-10:55 PERIOD 4
Break 5 min	Break 5 min	Break 5 min	Break 5 min	Break 5 min	Break 5 min
1:15-2:15	Period 5	Period 5	Period 5	Period 5	11:00-11:30 PERIOD 5
2:15- 3:00	Office hours/Intervention	Office hours/Intervention	Office hours/Intervention	Office hours/Intervention	11:30-12:30 Office hrs/Interven.
Dismissal	Sanitation	Sanitation	Sanitation	Sanitation	Sanitation

## Getting Ready to Return, Continued

### 3. Sign up for COVID-19 testing

Governor Newsom's "Safe Schools for All" program mandates COVID-19 testing for all students and staff in certain instances, and strongly recommends it in many other situations.

- If the case rate in the surrounding area is more than 14 cases per 100,000 residents, the School will require students and staff to be tested weekly.
- If the case rate in the surrounding area is less than 14 cases per 100,000 residents, the School will require students and staff to be tested twice per month.



AMPS will let all families know how often they need to get tested. At least in the initial phase of return, we will be testing all students twice monthly, but we encourage families to plan on testing every ten days or so in order to avoid scheduling back-ups.

The test consists of a non-invasive nasal swab that enters about one inch into the nostril. The laboratory will use a RT-PCR test to analyze each specimen. You should receive results within 24-48 hours.

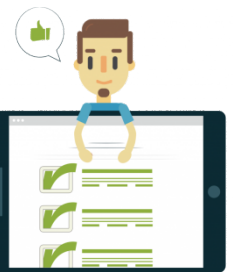
**If your child tests positive for COVID-19, they will not be able to go to school for 14 days. A school staff member will contact you right away to give you directions on isolation and other healthcare matters.**

To get the location and schedule of testing for your student's school, please see our [Student COVID-19 Testing web page](#). That page also has answers to commonly asked questions about AUSD's student COVID-19 testing program.

Please note that if you refuse to consent to testing for your student, your student will not be allowed to return to campus for in-person instruction and will need to remain on distance learning.

#### **4. Update Your Emergency Contact Information**

If your child gets sick, s/he will need to be picked up from school immediately.



### **Your New Morning Routine**

AMPS must follow county and state public health guidelines in order to open schools for in-person instruction. That means that your morning routine is going to be a little different. Please read this section carefully!

- 1. Fill out the health screen <https://forms.gle/QLCUd4KFzHZbEr9k8>**



- 2. All families will need to fill out an online health screen for each of their students before sending them to school. The screening will arrive by email or text. You will need to fill out one form for each student, and you will need to do it every school day.**

The health screen will ask you for:

- Your child's name
- Your child's school
- Your child's grade
- Your child's cohort (Group A or Group B)
- Whether your child has been exposed to anyone with COVID-19
- Whether your child has tested positive for or has symptoms of COVID-19

**Important note:** Students (and staff) cannot come to campus if they:

- Have had close contact with someone who was diagnosed with or tested positive for COVID-19
- Have any symptoms of COVID-19
- Have tested positive for COVID-19

Students who have not been cleared via the screener will not be allowed on campus until a parent/guardian or other adult fills out the form either at home or at the school, either via a smartphone or on a paper form. We will have QR codes posted at the school that will allow you to access the screener.

If your child regularly has symptoms of COVID-19 (e.g., headaches or a runny nose due to allergies), please have your doctor fill out the "Certification of Chronic Medical Conditions" at the end of this handbook.

### What does my child need to bring to school each day?

#### A mask

- Your child will need to wear a mask at all times while they are on campus.
- The mask needs to comply with Centers for Disease Control (CDC) recommendations. Such masks can be either paper surgical masks with multiple layers of non-woven material or a cloth mask with at least two layers.
- All masks should cover the mouth and nose and fit snugly on your child's face.



Students who for medical reasons cannot wear cloth or paper masks are allowed to wear plastic face shields with a drape or a cloth mask. AMPS has these plastic shields. Students are not allowed to use bandanas or masks with valves, as these do not control the spread of the coronavirus. Gaiters can be worn if they have been doubled over.

Schools will provide cloth and/or paper masks to students (and also staff!) who forget or lose their masks that day or who are wearing an inadequate mask. If you are able to provide an appropriate mask to your child, please use that one, so that we can reserve our mask supplies for students whose families cannot provide them.

#### Water bottle



Due to the risk of COVID-19 spread, we cannot let students use water fountains at this time. Please send your child to school with a full and refillable water bottle. Students will be allowed to lift their masks briefly to drink from their water bottles. Touchless bottle filling (“hydration”) stations will be operational on campuses.

#### Backpack

Your student is allowed to bring a backpack and will be asked to store their backpack on their own hook or cubby or on the back of their chair.

#### Chromebooks and other supplies

Tablets and Chromebooks and charging cords will need to come daily in their backpacks along with their water bottle. Please do not allow students to bring anything else unless advised by their teacher. Please note, however, that AMPS is providing supplies to each school site so that every student will have their own kit.

#### Layers

Make sure your child has an extra layer of warm clothing. It is likely that classrooms will be cooler than usual because we have set our ventilation system to circulate air more frequently. To increase ventilation inside the classroom, some teachers may also leave doors and windows open. Layers of clothing will also allow your child to get cooler if the classroom heats up.

#### Food

Free Meals will be available for **students on campus** at all schools. Students will have an opportunity to pre-order a bag that includes seven breakfasts and seven lunches on the days that their cohort is attending campus. In other words:

- Students on site will have meals on site and pick up for the following days.



- Tuesdays we will still operate **curbside pick-up**.

Students will not be able to bring food to campus, as we want them to keep their masks on as much as possible. (Some exceptions to this rule will apply to students who have a medical need for frequent snacks.)

## **What to Expect When You Arrive at School**

### **Coming to campus**

Entering campus needs to be done differently during the pandemic so that we can make sure your children: a) have been cleared via the health screen; b) are fever free; and c) are not gathering in large groups. As such, we ask that you try to arrive a little earlier than usual.

Here is what to expect:

1. Your principal will send information about where to enter your campus and what protocols to follow when you arrive.
2. As you enter, you will need to check in with the AMPS employee who is checking people in; they will make sure you have a screener on file for that day or work with you to provide the necessary screening information.
3. During this pandemic we have to ask that all family members stay in their vehicles during the morning drop-off. This will help us supervise your children and reduce the potential spread of COVID-19.
4. **Please note:** If your child is going to be more than 15 minutes late for in-person instruction, we ask that you have him/her just attend the distance learning for the day.

#### **Important Note:**

**To reduce the risk of virus transmission, non-staff adults will not be allowed on campus.**

### **Attendance**

At Amethod Public Schools, the assumption is that barring illness or an extraordinary event, students are in class every weekday. Chronic absenteeism creates achievement gaps especially when considering that it is impossible to make up a lost day. Therefore,

students are to come to school every day, and missing simply because a child does not want to come to school is unacceptable.

Section 48200 of the Education Code of the State of California, which states that it is the responsibility of the parents/guardians to see that their children attend school regularly and on-time. Section 48200 is the law, it is part of the outcome goals, and it is in our promotion policy. Parents violating 48200 may be subject to prosecution by the District Attorney.

*Our policy states that if a student has more than five (5) unexcused absence days, they may be retained. Perfect or excellent attendance should be a goal for every student. If a student will be absent, parents/guardians are responsible for calling the school on the day of the absence before the school day begins and provide medical documentation.*

## **Inside the Classroom**

AMPS has been ordering classroom supplies and making classroom improvements to create safe environments for students and staff. All of the improvements made meet or exceed public health mandates from county, state, and national agencies and organizations.

But let's talk about what your child will see first:

1. Desks will be 6 feet apart.
2. Teachers will have plastic "sneeze guards" set up on their desks and/or small group tables.
3. All students and all staff will be wearing masks!

It is likely, too, that your student's teacher will maintain more physical distance in the classroom than in the past. Please let your child know about this change.

## **Inside the Classroom, continued**

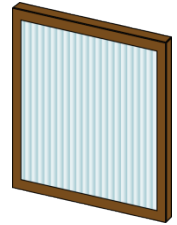
### **Behind the scenes...**

What your child won't be able to see is the improvements in ventilation that we have implemented to reduce transmission of the coronavirus, including:



**Adjusting our ventilation systems** so they exchange air up to four times per hour. We have hired an outside firm to check the exchange rate in every classroom in the district.

**Installing new MERV-13 air filters.** Maintenance staff upgraded air filtration systems in our schools so that they can utilize MERV-13 filters. These collect greater amounts of particles, pollen, aerosols, and other impurities than the MERV-8 filters we used previously.



**Purifiers** have been purchased for classrooms to sanitize the **air**, which may include pollutants, allergens, and toxins.

For more information about our ventilation improvements, please see our [COVID-19 Safety Re-Opening Plan](#) and [Superintendent Scuderi's Safety Briefing for Staff video](#).

## **Classroom Protocols**

Behavioral expectations inside the classroom will also be different. Specifically:

### **1. Wash Your Hands**

Children will be asked to **wash their hands** as they enter and exit the classroom as well as before meals. All classrooms with sinks will have soap and paper towels, as well as hand sanitizer. Classrooms that don't have sinks will have hand sanitizer.



### **2. Wear a Mask**

Students will be required to wear masks at all times except when they are taking sips of water and/or eating.



### **3. Watch your Distance**

Students will be asked to maintain six feet of distance between each other whether they are in the classroom, at recess, or doing outdoor learning.



### **4. Bathroom Use**

Kindergartners and first graders will go to the bathroom with a buddy. If the buddy is not using the restroom, she or he should wait outside, maintaining physical distance from other students.

Second, third, fourth, and fifth graders can go on their own. Only two students can be in the restroom at once.

Teachers will spend time during the first few weeks of school reviewing and reinforcing these expectations with students.

**What happens if my student does not comply with the school and classroom policies for C-19?**

**What happens if my child refuses to wear a facial covering on campus or comply with the School's health and safety protocol?**

If your child refuses to wear a facial covering and/or comply with health and safety protocol while on campus, the law and public health guidance requires the School to

exclude your student from campus. Your child will be offered distance learning in this instance. However, the School will evaluate all requests for accommodations from facial coverings and other health and safety protocols due to documented disabilities and all other legally recognized accommodations and determine whether the School can provide your child with an accommodation. Should your child need an accommodation from the facial covering requirement or other health and safety protocol, please contact [azermeno@amethodschools.org](mailto:azermeno@amethodschools.org)

## **What will Instructional Periods Look Like?**



The **in-person, on-campus time** is designed to focus on student social interaction, discourse and hands-on experiences. That can include Community Building, Science, English Language Arts, Math, and Outdoor Movement.

The **whole class Zoom synchronous time** will continue to be a time for the entire class to check-in, learn new concepts, and receive instruction. New concepts will be introduced during this period for the sake of the children who are staying in full distance learning.



During **asynchronous time**, students will continue to work independently by practicing, previewing, and reviewing new concepts. (Students who choose to stay in full-time distance learning will be spending more time doing this kind of asynchronous work.)

**ELD/Small Group:** This is differentiated instruction and support for English learners, as well as other small group support time to be organized by individual teachers.

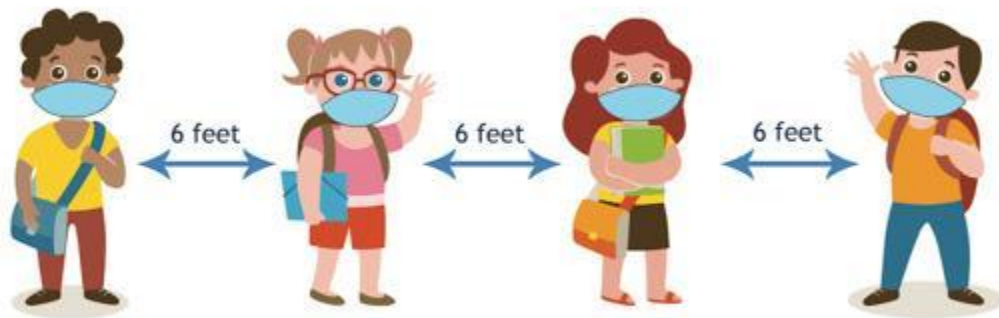


**Will there be opportunities for outdoor learning?** Yes, AMPS is encouraging school sites to set up outdoor learning areas for students.

## **Getting Around Campus**

The hallways and campus of your child's school now have markings to help students stay physically distanced from each other. Signs have also been posted. Teachers and principals will help students learn how to follow the signs and marks.

Please remind your children that when they are moving around campus individually or in pairs, they should still continue to observe all the social distancing rules at their school, as well as keeping their masks on.



## **Movement Breaks**

Children will have outside periods of play. However, please note that some teachers may wait a week or two before taking students outside to help establish routines.

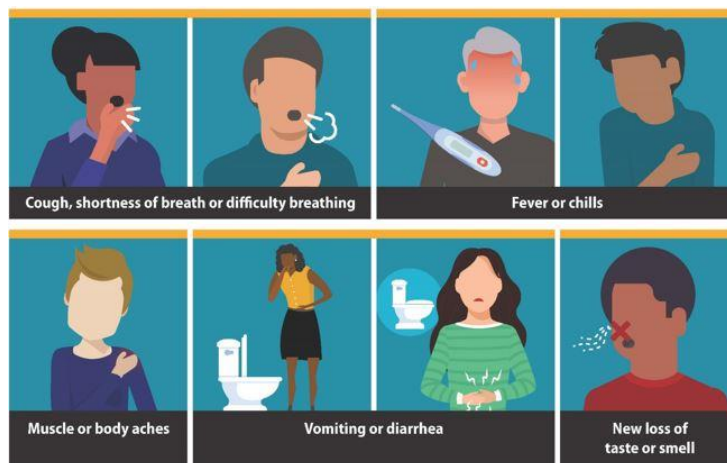
## **If Your Child Gets Sick At School**

AMPS and its schools have to follow mandated procedures for responding to students who:

- Have tested positive for COVID-19
- Have symptoms of COVID-19
- Have had close contact with people who have COVID-19

The symptoms of COVID-19 are quite wide ranging. Because of that, any student displaying COVID-19 symptoms needs to stay home, and any student who develops symptoms at school needs to be picked up from school immediately. Those symptoms include:

- Fever (100.0 F or more) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



If your child develops these symptoms at school, the teacher will call the office. A staff member will take your child from the classroom to an isolated place, where they will be supervised until picked up. Students - and their siblings - must be picked up within **30 minutes** by you or your identified emergency contact.

When the parent arrives to pick up their child, they will be asked to stay in the car, call the office, and wait for the child to be escorted outside. Parents and other visitors are not allowed on campus during this time.

If your child is sent home, your Health Office Assistant or other office staff will follow up with you.

## **If Your Child Gets Sick, cont'd.**

Because of the small size of our cohorts, having one sick student can affect the entire group. AMPS staff have been trained as COVID-19 Liaisons by the Alameda County Public Health Department and will work closely with the department on positive student and staff cases. Those staff members have also provided training to school office staff to be "School Liaisons."

### **A few definitions**

**"Isolation"** is for someone who has been diagnosed with COVID-19 or has symptoms of COVID-19. When you isolate, you stay in a room inside your house and have no contact even with household members.



Students who **test positive for COVID-19** must stay home, in isolation, for at least 14 days from symptom onset date or, if asymptomatic, for 14 days from the date the student was tested. Their entire cohort - or small group - has to quarantine for 14 days. Staff will conduct a case investigation, identify classmates or staff who had close contact with the student, and also disinfect the classroom. The class will continue in distance learning until the quarantine period is over.



Students who display **one symptom and have had non-close contacts exposure to someone with COVID-19** will need to remain in isolation until they have been tested or a medical evaluator has sent a letter ruling out COVID-19. The student's cohort will also have to go into quarantine until COVID-19 has been ruled out. The ill student can return to school if s/he is feeling better, has been fever free for 24 hours (without the use of medicine) and a medical evaluator provides a letter saying the symptoms were not due to COVID-19.



Students with **close contact to a positive case** must quarantine for 14 days. We will recommend that your child be tested 5-7 days after close contact and that you send the test results to the school. If the test comes back negative, the student still must stay in quarantine for the full 14 days, due to the chance of being infectious or developing symptoms.

### **Pick Up Protocols**

Your principal will provide you with information about how students will be released at the end of their school day on campus.

### **School Safety Policies**

Consistent with the School's COVID-19 Health and Safety Policy, and absent a documented and legally recognized accommodation, students who do not comply with the School's screening procedures and other COVID-19 health and safety protocols will be excluded from campus and will need to participate in distance learning. Such protocols include, but are not limited to wearing facial coverings, social distancing, and COVID-19 testing. Students and/or parents and guardians who believe their student may be entitled to an accommodation from the School's COVID-19 health and safety protocol should contact Anjelica Zermeno, Site Director

[azermeno@amethodschools.org](mailto:azermeno@amethodschools.org)

### **Classroom Cleaning Schedule**

Classrooms and common areas will be cleaned and/or disinfected daily. That cleaning will include "high touch" surfaces, such as light switches, doorknobs, desks, chairs, countertops, pencil sharpener handles, faucets, white boards, and stair railings.



Custodians will use electrostatic sprayers to apply disinfectant; it takes 5 to 10 minutes for it to dry.

All classrooms will also be supplied with disinfecting wipes so that teachers and/or students can wipe down surfaces as they feel is necessary.

### **Frequently Asked Questions about Returning to School**

**If my family travels out of state or out of the country during the Spring Break, will we need to quarantine when we return?**

AMPS families who travel should follow travel guidelines issued by the County Public Health Department. CDPH has said that people who travel more than 120 miles from their homes should quarantine for at least 14 days upon return. They also recommend that people who have traveled get tested within 3-7 days of return and avoid contact with people at risk of severe illness if they get COVID-19.

**If I choose to keep my child in distance learning, will we keep the same teacher?**

Under the current schedule, yes. If we expand the schedule to include more in-person time, we may need to change some teachers to adjust for staffing needs.

**What after school care options are available?**

Staff is currently working on ways for programs to become available.

**Confirmation of Receipt**

By signing below, I acknowledge that I have received, read, and understand the School's Student/Family Guide to Hybrid Instruction.

I also understand that if I have any questions regarding this Policy, I shall contact the School as outlined above.

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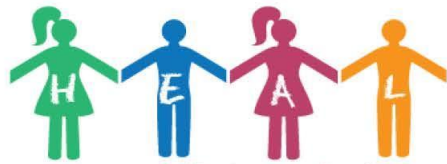
Student(s) Name

Date

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Parent/Guardian Name

Parent/Guardian Signature



**H.E.A.L.**  
HEALTH, EDUCATION &  
ATTENDANCE FOR LIFE

## A HEALTH FLYER FOR PARENTS

During COVID-19 Pandemic and Shelter in Place

Below you will find information related to Covid-19, that will assist you in understanding the disease, how it is spread, and how to protect your family. On the back page is information on when to send your child to school and when to keep them at home. The items on the back page that are in blue print refer to distance learning or learning from home.

### Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can be spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

### Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet to two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread person to person. You can become infected from respiratory droplets when an infected person coughs, sneezes or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose or eyes.

### Protect yourself and others from COVID-19

- Stay home as much as possible to avoid close contact with others. Stay 6 feet apart from other people.
- Wear a mask that covers your nose and mouth in public settings.
- Wash your hands and your child's often with soap and water for at least 20 seconds or use alcohol-based hand sanitizer that contains at least 60% alcohol.

### Other things to know

- Make sure your child has a medical home or health care provider so they can receive treatment if necessary.
- Notify school personnel if you or anyone in your household has been told that they have been exposed to a person that is positive for COVID-19 or you or anyone in your household has tested positive for COVID-19.
- Be prepared to get a note from a health care provider when requested by school personnel.

#### • For additional information contact:

Affix Contact Information Sticker



The Office of the  
District Attorney,  
Alameda County

Produced by:



ALAMEDA COUNTY  
PUBLIC HEALTH  
DEPARTMENT



Alameda County Health Care Services Agency  
Center for Healthy Schools and Communities  
Linking Health and Education to Change Lives and Achieve Equity

## WHEN SHOULD I SEND MY CHILD TO SCHOOL?

The suggestions below are general guidelines for children 5 to 18 years of age.  
Recommendations may be different for infants and younger children.

Items in blue refer to distance learning or learning from home.

Symptoms and Illnesses	Should My Child Go To School?
<b>Parent is Sick, Stressed, Hospitalized</b>	<b>No</b> - If you or a close relative are sick, stressed or hospitalized due to Covid-19 your child cannot come to school. <b>They may still participate in distance learning if possible and are not in need of your assistance.</b>
<b>Chronic Diseases (Asthma, Diabetes, Sickle Cell, Epilepsy etc.)</b> Chronic disease is a long-lasting condition that can be controlled but not cured.	<b>YES</b> - Your child should attend school or <b>participate in distance learning.</b>
<b>Child Doesn't Want to go to School</b> Frequent crying, fear, anger, not wanting to socialize, behavior change, stomachache, nausea (These can be signs of depression, anxiety, post-traumatic stress, or fear)	<b>YES</b> - You should keep your child in school but try to determine what is causing the changes. Talk to school personnel and consult a health care provider. Your child may be experiencing bullying or trauma, may be behind in his or her schoolwork or not getting along with others.
<b>Cold Symptoms/Ear Infections</b> Stuffy nose/runny nose, sneezing, mild cough	<b>No</b> - Although these symptoms may be a common cold, they can also be signs of Covid-19. Check with your child's health care provider before sending them to school and report to school personnel any diagnosis. <b>They may still be able to participate in distance learning from home.</b>
<b>Conjunctivitis (Pink Eye)</b> The white of the eye is pink and there is a thick yellow/green discharge.	<b>No</b> - Usually a child can attend school but call a health care provider as this can also be a symptom of Covid-19. Check your school's policy if it is determined to be Pink Eye to see if they can return to school.
<b>Head Lice</b>	<b>YES</b> - Your child can be in school. Check with your school for their policy. <b>They can participate in distance learning from home.</b>
<b>Strains, Sprains and Pains</b>	<b>YES</b> - If there is no known injury and your child can function (walk, talk, eat) he or she should be in school or participate in distance learning. If pain is severe or doesn't stop, consult a health care provider.
<b>Menstrual Issues (periods)</b>	<b>YES</b> - Most of the time menstrual issues should not be a problem. If they are severe and interfering with your daughter attending school, consult with a health care provider.
<b>Fever</b> Fever usually means illness, especially if your child has a fever of 100 or higher as well as other symptoms like behavior change, rash, sore throat, vomiting etc.	<b>No</b> - If your child has a fever of 100 or higher, keep them at home until his or her fever is below 100 for 24 hours without the use of fever reducing medication. If the fever does not go away after 2-3 days or is 102 or higher, you should consult a health care provider.
<b>Diarrhea</b> Frequent (2 or more), loose or watery stool may mean illness but can also be caused by food and medication	<b>No</b> - If, in addition to diarrhea, your child acts ill, has a fever or is vomiting, keep him or her at home. If stool is bloody, if the child has abdominal pain, fever or vomiting, you should consult a health care provider.
<b>Vomiting</b> Child has vomited 2 or more times in a 24-hour period	<b>No</b> - Keep your child at home until the vomiting has stopped for 24 hours. If vomiting continues, contact a health care provider.
<b>Coughing</b> Severe, uncontrolled, rapid coughing, wheezing, or difficulty breathing	<b>No</b> - Keep your child home and contact a health care provider. Asthma - if symptoms are due to asthma, provide treatment according to your child's Asthma Action Plan and when symptoms are controlled send your child to school or <b>have them participate in distance learning.</b>
<b>Rash with Fever</b>	<b>No</b> - If a rash spreads quickly, is not healing, or has open weeping wounds, you should keep your child at home and have him or her seen by a health care provider. <b>Distance learning may still be possible.</b>
<b>Strep Throat</b> Sore throat, fever, stomachache, and red, swollen tonsils	<b>No</b> - Keep your child at home for the first 24 hours after an antibiotic is begun.
<b>Vaccine Preventable Diseases</b> <b>Chicken Pox</b> - fever, headache, stomachache or sore throat, then a red itchy skin rash develops on the stomach first and then limbs and face. <b>Measles &amp; Rubella (German Measles)</b> - swollen glands, rash that starts behind ears then the face and the rest of the body, sore joints, mild fever and cough, red eyes <b>Mumps</b> - fever, headache, muscle aches, loss of appetite, swollen tender salivary glands <b>Pertussis (Whooping Cough)</b> - many rapid coughs followed by a high-pitched "whoop", vomiting, very tired	<b>No</b> - Keep your child at home until a health care provider has determined that your child is not contagious and notify the school immediately. Get a note from your health care provider clearing your child to return to school.



<http://atschool.alcoda.org>

*This information is based upon recommended guidelines from reliable sources to include the Centers for Disease Control (CDC), American Academy of Pediatrics, Public Health Association and has been reviewed by Alameda County Public Health Department.*





## School Health Center Permission Form



Our school has a new health service available for all students, provided through Hazel Health. When your child feels sick at school, they can be seen by a doctor over video, without leaving school. By completing this form, your child can access this service.

You can complete this form online at: [my.hazel.co/amethodschools](https://my.hazel.co/amethodschools)

Month / Day / Year

Child's First Name	Child's Last Name	Child's Birthdate
	( )	( )
Parent / Guardian #1 Name	Mobile Phone	Home Phone
	( )	( )
Parent / Guardian #2 Name	Mobile Phone	Home Phone

### Is your child allergic to any medications?

☐ YES ☐ NO Please List: \_\_\_\_\_

### Is your child currently taking any medications?

☐ YES ☐ NO Please List: \_\_\_\_\_

### If recommended by a licensed medical provider, can the following medications (age/weight appropriate) be administered to your child at school? Mark YES or NO: ☒

YES	NO	YES	NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tylenol™ / Acetaminophen (pain, fever)		Cough Syrup / Dextromethorphan / Guaifenesin (cough)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Advil™ / Motrin™ / Ibuprofen (pain, fever)		Honey (cough)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Children's Pepto™ / Calcium Carbonate (upset stomach)		Sudafed™ / Phenylephrine (congestion)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Liquid Pepto-Bismol™ / Bismuth Subsalicylate (nausea, indigestion, upset stomach)		Hydrocortisone Cream (inflammation, itch)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Liquid Antacid / Aluminum Hydroxide / Magnesium Hydroxide, Simethicone (upset stomach)		Benadryl™ / Diphenhydramine (allergic reaction)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Throat Lozenge / Benzocaine / Menthol (cough, sore throat)		Zyrtec™ / Cetirizine (allergies, allergic reaction)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Zaditor™ / Ketotifen (allergy eye drops)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Antibiotic Ointment / Bacitracin / Neomycin / Polymyxin B (cuts, infections)

### I have read the Hazel Health Services Authorization and Privacy Policy and: (Please check one box below)

- ☐ I **give** permission for my child to receive services from Hazel Health Services.
- ☐ I **DO NOT give** permission for my child to receive services from Hazel Health Services.

Parent / Guardian Signature (Required)

Date

Month / Day / Year

Child's First Name

Child's Last Name

Child's Birthdate

**Has your child ever had any of the following health conditions or health concerns?**Mark YES or NO: ☒

YES NO

☐ ☐ Allergies, other than medications (food, seasonal) List Allergies:☐ ☐ Asthma Date of Last Attack:☐ ☐ Lung Problems List Lung Problems:☐ ☐ Diabetes☐ ☐ Heart Problems Circle Problems: High Blood Pressure / Aortic Arch Obstruction Other:☐ ☐ Acid Reflux (Heartburn)☐ ☐ Infections Circle Infections: Ears / Bladder / Throat Other:☐ ☐ Seizures Date of Last Seizure:☐ ☐ Anxiety☐ ☐ Depression☐ ☐ ADD / ADHD (Attention Deficit Hyperactivity Disorder)☐ ☐ Surgery Circle Surgeries: Appendix / Gallbladder / Tonsils / Ear Tubes Other:☐ ☐ Eczema☐ ☐ Other Please Describe:**Does your child have a primary care doctor?**☐ YES ☐ NO

Child's Doctor

Phone

Fax

**Does your child have medical insurance?**☐ YES ☐ NO

Insurance Provider / Plan Name

Member Id Number

Group Number (if applicable)

Policy Holder (if applicable)

Policy Holder Birthdate

Relationship to Student

## Hazel Health Services School Health Center Authorization

Understanding that my child may need healthcare treatment or healthcare screenings during school hours at the school or after hours outside the school, I hereby authorize Hazel Health Services, and the School by and through the Hazel Health Services telehealth service, to administer such first aid or other medical examination and treatment as shall be deemed best under the circumstances, and I consent for my child to receive such treatment. I understand that Hazel Health Services may not always be available due to capacity or other reasons. I represent and warrant that I am an authorized legal representative of the child. I understand that the School will attempt to notify an authorized legal representative of the child in the event of an emergency requiring immediate medical care for my child and if the School is unable to notify an authorized legal representative of the child, it will have my child treated by a duly qualified medical practitioner. I authorize Hazel Health Services to contact and leave a voicemail and/or a text message, leaving protected health or personally identifiable information, such as a diagnosis, of me or my child, on the supplied phone number and contact phone numbers from the School. I also understand that the transmission of personal health and/or personally identifiable information may not be secure and may be illegally accessed by a third party. Any medical information provided to the School may be shared with Hazel Health and Hazel Health Services.

1. **PURPOSE.** The purpose of this form is to obtain your consent for your child to participate in a telehealth consultation. This consent will authorize medical information about the child, including personally-identifiable medical information, to be disclosed to your school District, Hazel Health and Hazel Health Services and medical professionals, administrative staff, and employees of Hazel Health and Hazel Health Services for the purposes of treatment by and through a telehealth consultation. This disclosure will also authorize the use of written or recorded information containing the child's personally-identifiable medical information, including recordings of any telemedicine encounter with the child, for training and informational purposes by employees of the School or Hazel Health or Hazel Health Services and the use of personally-identifiable information by Hazel Health for the development and improvement of software, hardware, and related tools designed to improve services provided by medical professionals, administrative staff, contractors and employees of Hazel Health and Hazel Health Services. This consent will also authorize the disclosure of information and records containing or related to the child's personally-identifiable medical information for the purposes of billing commercial and insured healthcare payors, state and/or federal healthcare payors, including but not limited to Medi-Cal. The purpose of the disclosure is to obtain information and/or renumeration for reimbursable medical services.
2. **NATURE OF TELEHEALTH CONSULTATION.** During the telemedicine consultation, the following may occur:
  - a. Details of your child's medical history, examinations, x-rays, and test will be discussed with other health professionals through the use of a mobile application with real-time, interactive video, audio and telecommunications technology.
  - b. Physical examination and behavioral assessment of your child may take place via a remote medical practitioner through the mobile application. Not all conditions can be treated by a telehealth consultation.
  - c. Non-medical personnel including school staff, Hazel Health Services employees and/or translators may be present to aid with language and technical implementation of the consultation.



d. Video, audio and/or photo recordings may be taken of the consultation.

3. **MEDICAL INFORMATION AND RECORDS.** All existing laws regarding your access to medical information and copies of your medical records apply to this telehealth consultation. Additionally, dissemination, beyond the potential uses listed in this consent, of any patient-identifiable images or information from this telehealth interaction will not occur without your explicit consent except you authorize Hazel Health Services to disclose protected health information about my child to school designees, school nurses, physicians, Hazel Health or other health care providers and payors for treatment and billing purposes. You also authorize Hazel Health to maintain and save your child's medical records consistent with applicable laws and regulations.
4. **CONFIDENTIALITY.** Reasonable and appropriate efforts have been made to eliminate any confidentiality risk associated with the telehealth consultation, and all existing confidentiality protections under federal law apply to information disclosed during this telehealth consultation.
5. **RIGHTS.** You may withhold or withdraw consent to telehealth consultation at any time without risking the loss or withdrawal of any program benefits to which you would otherwise be entitled. You acknowledge that you have been advised of your right to receive a copy of this authorization as signatory to the authorization.
6. **RISK, CONSEQUENCES AND BENEFITS.** I am aware of any potential risk, consequences and benefits of telehealth. I have had an opportunity to ask questions about this information and all of my questions have been answered. I understand the written information provided above. I am choosing to enroll in Hazel Health Services and am not being forced to utilize this program.

## Notice of Privacy Practices - Hazel Health Services Affiliated Covered Entity

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This Notice of Privacy Practices (the "Notice") describes how School Based Urgent Care Network d/b/a Hazel Health Services and the members of its Affiliated Covered Entity (collectively "we" or "our") may use and disclose your protected health information to carry out treatment, payment or business operations and for other purposes that are permitted or required by law. An Affiliated Covered Entity is a group of health care providers under common ownership or control that designates itself as a single entity for purposes of compliance with the Health Insurance Portability and Accountability Act ("HIPAA"). The members of the Hazel Health Services Affiliated Covered Entity will share protected health information with each other for the treatment, payment, and health care operations of the Hazel Health Services Affiliated Covered Entity and as permitted by HIPAA and this Notice of Privacy Practices. For a complete list of the members of the Hazel Health Services Affiliated Covered Entity, please contact the Hazel Health Services Privacy Office.

"Protected health information" or "PHI" is information about you, including demographic information, that may identify you and that relates to your past, present or future physical health or condition, treatment or payment for health care services. This Notice also describes your rights to access and control your protected health information.

### USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION:

Your protected health information may be used and disclosed by our health care providers, our staff, and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you, to support our business operations, to obtain payment for your care, and any other use authorized or required by law.

#### TREATMENT:

We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with a third party. For example, your protected health information may be provided to a health care provider to whom you have been referred to ensure the necessary information is accessible to diagnose or treat you.

#### PAYMENT:

Your protected health information may be used to bill or obtain payment for your health care services. This may include certain activities that your health insurance plan may undertake before it approves or pays for your services, such as: making a determination of eligibility or coverage for insurance benefits and reviewing services provided to you for medical necessity.

#### HEALTH CARE OPERATIONS:

We may use or disclose, as needed, your protected health information in order to support the business activities of this office. These activities include, but are not limited to, improving quality of care, providing information about treatment alternatives or other health-related benefits and services, development or maintaining and supporting computer systems, legal services, and conducting audits and compliance programs, including fraud, waste and abuse investigations.

### USES AND DISCLOSURES THAT DO NOT REQUIRE YOUR AUTHORIZATION

We may use or disclose your protected health information in the following situations without your authorization. These situations include the following uses and disclosures: as required by law; for public health purposes; for health care oversight purposes; for abuse or neglect reporting; pursuant to Food and Drug Administration requirements; in connection with legal proceedings; for law enforcement purposes; to coroners, funeral directors and organ donation agencies; for certain research purposes; for certain criminal activities; for certain military activity and national security purposes; for workers' compensation reporting; relating to certain inmate reporting; and other required uses and disclosures. Under the law, we must make certain disclosures to you upon your request, and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of the Health Insurance Portability and Accountability Act (HIPAA). State laws may further restrict these disclosures.

#### USES AND DISCLOSURES THAT REQUIRE YOUR AUTHORIZATION:

Other permitted and required uses and disclosures will be made only with your consent, authorization or opportunity to object unless permitted or required by law. Without your authorization, we are expressly prohibited from using or disclosing your protected health information for marketing purposes. We may not sell your protected health information without your authorization. Your protected health information will not be used for fundraising. If you provide us with an authorization for certain uses and disclosures of your information, you may revoke such authorization, at any time, in writing, except to the extent that we have taken an action in reliance on the use or disclosure indicated in the authorization.

#### YOUR RIGHTS WITH RESPECT TO YOUR PROTECTED HEALTH INFORMATION:

You have the right to inspect and copy your protected health information.

You may request access to or an amendment of your protected health information.

You have the right to request a restriction on the use or disclosure of your protected health/personal information. Your request must be in writing and state the specific restriction requested and to whom you want the restriction to apply. We are not required to agree to a restriction that you may request, except if the requested restriction is on a disclosure to a health plan for a payment or health care operations purpose regarding a service that has been paid in full out-of-pocket.

You have the right to request to receive confidential communications from us by alternative means or at an alternate location. We will comply with all reasonable requests submitted in writing which specify how or where you wish to receive these communications.

You have the right to request an amendment of your protected health information. If we deny your request for amendment, you have the right to file a statement of disagreement with us. We may prepare a rebuttal to our statement and we will provide you with a copy of any such rebuttal.

You have the right to receive an accounting of certain disclosures of your protected health information that we have made, paper or electronic, except for certain disclosures which were pursuant to an authorization, for purposes of treatment, payment, healthcare operations (unless the information is maintained in an electronic health record); or for certain other purposes.

You have the right to obtain a paper copy of this Notice, upon request, even if you have previously requested its receipt electronically by e-mail.

#### REVISIONS TO THIS NOTICE:

We reserve the right to revise this Notice and to make the revised Notice effective for protected health information we already have about you as well as any information we receive in the future. You are entitled to a copy of the Notice currently in effect. Any significant changes to this Notice will be posted on our web site. You then have the right to object or withdraw as provided in this Notice.

#### BREACH OF HEALTH INFORMATION:

We will notify you if a reportable breach of your unsecured protected health information is discovered. Notification will be made to you no later than 60 days from the breach discovery and will include a brief description of how the breach occurred, the protected health information involved and contact information for you to ask questions.

#### COMPLAINTS:

Complaints about this Notice or how we handle your protected health information should be directed to our HIPAA Privacy Officer. If you are not satisfied with the manner in which a complaint is handled you may submit a formal complaint to the Department of Health and Human Services, Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/). We will not retaliate against you for filing a complaint.

We must follow the duties and privacy practices described in this Notice. We will maintain the privacy of your protected health information and to notify affected individuals following a breach of unsecured protected health information. If you have any questions about this Notice, please contact us at (415) 424-4266 and ask to speak with our HIPAA Privacy Officer or e-mail at [privacy@hazel.co](mailto:privacy@hazel.co).





## Formulario de Permiso del Centro de Salud Escolar



Nuestra escuela tiene un nuevo servicio de salud disponible para todos los estudiantes, proporcionando a través de Hazel Health. Cuando su estudiante se sienta enfermo en la escuela, puede ser visto por un doctor en video, sin salir de la escuela. Al completar este formulario, su estudiante puede acceder a este servicio.

Puede completar el formulario en el internet (en línea) en: [my.hazel.co/amethodschools](https://my.hazel.co/amethodschools)

		Mes	Día	Año
		/	/	
Primer Nombre del Estudiante	Apellido del Estudiante	Fecha de Nacimiento		
	( )	( )		
Padre / Tutor #1 Nombre	Teléfono Celular	Teléfono De Casa		
	( )	( )		
Padre / Tutor #2 Nombre	Teléfono Celular	Teléfono De Casa		

### ¿Su hijo es alérgico a algún medicamento?

☐ SÍ ☐ NO Por favor enlista: \_\_\_\_\_

### ¿Su hijo esta tomando algún medicamento actualmente?

☐ SÍ ☐ NO Por favor enlista: \_\_\_\_\_

### Si lo recomienda un proveedor de servicios médicos certificado, se podrían administrar los siguientes medicamentos (edad/peso apropiado) a su hijo (a) en la escuela? Marque SÍ o NO: ☒

SÍ	NO	SÍ	NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tylenol™ / Acetaminofeno (dolor, fiebre)		Jarabe para la tos / Dextromethorphan / Guaifenesina (tos)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Advil™ / Motrin™ / Ibuprofen (dolor, fiebre)		Miel (tos)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pepto™ para niños / Carbonato de Calcio (Dolor de estómago)		Sudafed™ / Fenilefrina (congestión)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Líquido Pepto-Bismol™ / Subsalicilato de Bismuto (náuseas, indigestión, dolor de estómago)		Crema de Hidrocortisona (inflamación, picazón)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Antiácido Líquido / Hidróxido de aluminio / Hidróxido de magnesio, Simeticona (dolor de estómago)		Benadryl™ / Diphenhydramine (reacción alérgica)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pastilla para la garganta / Benzocaína / Mentol (tos, dolor de garganta)		Zyrtec™ / Cetirizine (alergias, reacción alérgica)
		<input type="checkbox"/>	<input type="checkbox"/>
			Zaditor™ / Ketotifeno (gotas para alergias en los ojos)
		<input type="checkbox"/>	<input type="checkbox"/>
			Ungüento antibiótico / Bacitracin / Neomicina / Polimixina B (heridas, infecciones)

### He leído la Autorización y poliza de privacidad de Hazel Health Services y: (por favor marque una casilla de abajo)

- ☐ **DOY** permiso para que mi hijo reciba servicios de salud de Hazel Health Services.
- ☐ **NO DOY** permiso para que mi hijo reciba servicios de salud de Hazel Health Services.

Firma de Padre / Guardián (Requerida)

Fecha

		Mes                      Día                      Año /                      /
_____ Primer Nombre del Estudiante	_____ Apellido del Estudiante	_____ Fecha de Nacimiento

**¿Alguna vez ha tenido su hijo/a una (o más) de las siguientes afecciones de salud o problemas de salud?**Marque Sí o No: ☒

SÍ	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Alergias, que no sean medicamentos (alimentos, de temporada) <u>Indique:</u> _____
<input type="checkbox"/>	<input type="checkbox"/>	Asma <u>Fecha del último ataque de asma:</u> _____
<input type="checkbox"/>	<input type="checkbox"/>	Problemas pulmonares <u>Por favor, liste:</u> _____
<input type="checkbox"/>	<input type="checkbox"/>	Diabetes
<input type="checkbox"/>	<input type="checkbox"/>	Problemas cardíacos <u>Circule todos que aplican:</u> <u>Alta presión sanguínea / Obstrucción del arco aórtico</u>
		<u>Otros problemas cardíacos:</u> _____
<input type="checkbox"/>	<input type="checkbox"/>	Reflujo ácido (Acidez estomacal)
<input type="checkbox"/>	<input type="checkbox"/>	Infecciones <u>Circule todos los que aplican:</u> <u>Orejas / Vejiga / Garganta</u> <u>Otro:</u> _____
<input type="checkbox"/>	<input type="checkbox"/>	Convulsiones <u>Fecha de la última convulsión:</u> _____
<input type="checkbox"/>	<input type="checkbox"/>	Ansiedad
<input type="checkbox"/>	<input type="checkbox"/>	Depresión
<input type="checkbox"/>	<input type="checkbox"/>	ADD / ADHD (Desorden Hiperactivo y Déficit de Atención)
<input type="checkbox"/>	<input type="checkbox"/>	Cirugía <u>Circule todos los que aplican:</u> <u>Apéndice / Vesícula biliar / Amígdalas / Tubos para los oídos</u>
		<u>Otro cirugía:</u> _____
<input type="checkbox"/>	<input type="checkbox"/>	Eczema
<input type="checkbox"/>	<input type="checkbox"/>	Otro <u>Por favor describa:</u> _____

**¿Tiene su hijo un médico de atención primaria?**☐ SÍ ☐ NO\_\_\_\_\_  
Nombre de Médico del Niño\_\_\_\_\_  
Teléfono\_\_\_\_\_  
Fax**¿Tiene seguro médico su hijo?**☐ SÍ ☐ NO

_____ Proveedor de Seguro / Nombre del Plan	_____ Número de Identificación del Miembro	_____ Número de Grupo (si corresponde)
_____ Titular de la Póliza (si corresponde)	_____ Fecha de Nacimiento del Titular de la Póliza	_____ Relación con el Estudiante

## Autorización de Hazel Health Services Centro de Salud Escolar

Entendiendo que mi hijo puede necesitar tratamiento de salud o exámenes de salud durante el horario escolar en la escuela o fuera del horario escolar, por la presente autorizo Hazel Health Services y la Escuela, a través del servicio de telesalud Hazel Health Services, a administrar tales primeros auxilios u otro examen médico y tratamiento que se considere mejor bajo las circunstancias, y doy consentimiento para que mi hijo reciba tal tratamiento. Entiendo que los servicios de Hazel Health pueden estar no siempre disponible debido a su capacidad u otras razones. Yo represento y garantizo que soy legalmente un representante autorizado del niño/a. Entiendo que la escuela intentará notificar a un representante legal autorizado del niño en caso de una emergencia que requiera atención médica inmediata para mi hijo y si la escuela no puede notificar a un representante legal autorizado del niño, tendrá mi hijo tratado por un practicante médico debidamente calificado. Autorizo a Hazel Health Services a contactar y dejar un mensaje de voz y / o mensaje de texto, dejando información protegida de salud o de identificación personal, como un diagnóstico, de mí o de mi hijo, en el número de teléfono proporcionado y los números de teléfono de contacto de la escuela. También entiendo que la transmisión de información de salud personal y / o de identificación personal puede no ser segura y un tercero puede acceder ilegalmente a ella. Cualquier información médica proporcionada a la Escuela se puede compartir con Hazel Health y Hazel Health Services.

1. **PROPÓSITO.** El propósito de éste formulario es obtener su consentimiento para que su hijo participe en una consulta de telesalud. Éste consentimiento autorizará la divulgación de información médica sobre el niño, incluida información médica de identificación personal, a su distrito escolar, Hazel Health y Hazel Health Services, así como a profesionales médicos, administrativos y empleados de Hazel Health y Hazel Health Services para fines de tratamiento por parte de a través de una consulta de telesalud. Ésta divulgación también autorizará el uso de información escrita o grabada que contenga la información médica identificable personalmente del niño, incluidas las grabaciones de cualquier encuentro de telemedicina con el niño, con fines de capacitar e informar por parte de los empleados de la Escuela o Hazel Health o Hazel Health Services y el uso de información personal identificable por Hazel Health para el desarrollo y mejora de software, hardware y herramientas relacionadas diseñadas para mejorar los servicios prestados por profesionales médicos, personal administrativo, contratistas y empleados de Hazel Health y Hazel Health Services. Este consentimiento también autorizará la revelación de información y de registros que contengan o estén relacionados con información médica (con datos de identificación personal) del menor para enviar facturas a los pagadores de atención médica comerciales y asegurados, y a los pagadores de atención médica estatales o federales, tales como Medi-Cal, entre otros. El propósito de la divulgación es obtener información y / o renumeración para servicios médicos reembolsables.
2. **INTENCIÓN DE LA CONSULTA TELEFÓNICA.** Durante la consulta de telemedicina, puede ocurrir lo siguiente:
  - a. Los detalles del historial médico, los exámenes, las radiografías y la prueba de su hijo se discutirán con otros profesionales de la salud a través del uso de una aplicación móvil con tecnología de video, audio y telecomunicaciones en tiempo real.
  - b. Un profesional médico podrá hacer los exámenes físicos y las evaluaciones del comportamiento de su hijo de manera remota mediante la aplicación móvil. No todas las condiciones se pueden tratar con una consulta de telesalud.



## Aviso sobre las Prácticas de Privacidad: Entidad Cubierta Afiliada de Hazel Health Services

**ESTE AVISO DESCRIBE CÓMO SE PUEDE USAR Y REVELAR SU INFORMACIÓN MÉDICA, Y CÓMO PUEDE USTED ACCEDER A ESTA INFORMACIÓN. REVÍSELO DETENIDAMENTE.**

Este Aviso sobre las Prácticas de Privacidad (el "Aviso") describe cómo School Based Urgent Care Network, que opera bajo el nombre comercial de Hazel Health Services, y los miembros de su Entidad Cubierta Afiliada (a los que, en conjunto, se hace referencia como "nosotros" o "nuestro") pueden usar y revelar su información médica protegida para el tratamiento, pago u operaciones comerciales y para otros fines permitidos o exigidos por la ley. Una Entidad Cubierta Afiliada es un grupo de proveedores de atención médica bajo propiedad o control común que se designa a sí misma como una sola entidad para fines de cumplir la Ley de Responsabilidad y Portabilidad del Seguro Médico (Health Insurance Portability and Accountability Act, "HIPAA"). Los miembros de la Entidad Cubierta Afiliada de Hazel Health Services compartirán entre sí información médica protegida para el tratamiento, pago y operaciones de atención médica de la Entidad Cubierta Afiliada de Hazel Health Services y según lo permita la HIPAA y este Aviso sobre las Prácticas de Privacidad. Para obtener una lista completa de los miembros de la Entidad Cubierta Afiliada de Hazel Health Services, comuníquese con la Oficina de Privacidad (Privacy Office) de Hazel Health Services.

La "información médica protegida" (protected health information, "PHI") es información sobre usted, que incluye su información demográfica, que puede identificarlo y que está relacionada con su condición o salud física pasada, presente o futura, tratamiento o pago de servicios de atención médica. Este Aviso también describe sus derechos de acceso y control de su información médica protegida.

### USOS Y REVELACIONES DE SU INFORMACIÓN MÉDICA PROTEGIDA:

Nuestros proveedores de atención médica, nuestro personal y otros fuera de nuestra oficina que participan en su atención y tratamiento pueden usar y revelar su información médica protegida para prestarle servicios de atención médica, para apoyar nuestras operaciones comerciales, para obtener pagos por su atención y para todo uso autorizado o exigido por la ley.

### TRATAMIENTO:

Nosotros usaremos y revelaremos su información médica protegida para prestar, coordinar y administrar su atención médica y todo servicio relacionado. Esto incluye la coordinación y administración de su atención médica con terceros. Por ejemplo, su información médica protegida puede compartirse con un proveedor de atención médica a quien usted haya sido remitido para así garantizar la accesibilidad de la información necesaria para diagnosticarlo o tratarlo.

### PAGO:

Su información médica protegida puede usarse para cobrar u obtener el pago por sus servicios de atención médica. Esto puede incluir determinadas actividades que su seguro médico puede desempeñar antes de aprobar o pagar por sus servicios, como determinar la elegibilidad o cobertura de beneficios de seguro médico y revisar la necesidad médica de los servicios que se le prestaron.

### OPERACIONES DE ATENCIÓN MÉDICA:

Nosotros podemos usar y revelar su información médica protegida, según sea necesario, para apoyar las actividades comerciales de esta oficina. Estas actividades incluyen, entre otras, mejorar la calidad de la atención, dar información sobre otras posibilidades de tratamiento u otros beneficios y servicios relacionados con la salud, desarrollar o mantener y apoyar los sistemas de computación, prestar servicios jurídicos, hacer auditorías y programas de cumplimiento, por ejemplo, las investigaciones de fraude, despilfarro y abuso.

### USOS Y REVELACIONES QUE NO REQUIEREN SU AUTORIZACIÓN:

Nosotros podemos usar y revelar su información médica protegida, en las siguientes situaciones, sin su autorización. Estas situaciones incluyen los siguientes usos y revelaciones: según lo exija la ley; para fines de salud pública; para fines de supervisión de atención médica; para denunciar abusos o descuidos; conforme a los requisitos de la Administración de Alimentos y Medicamentos (Food and Drug Administration); en relación con procedimientos jurídicos; para fines del orden público; a médicos forenses, directores de funerarias y agencias de donación de órganos; para determinados fines de investigación; para determinadas actividades relacionadas con el delito; para determinadas actividades militares y para fines de seguridad nacional; para informes de indemnización de trabajadores; en relación con determinados informes de presos; y otros usos y revelaciones exigidos. Según la ley, debemos compartir determinada información con usted, si nos lo pide, y cuando lo exija el secretario del Departamento de Salud y Servicios Humanos (Department of Health and Human Services) para investigar

y determinar si cumplimos los requisitos de la Ley de Responsabilidad y Portabilidad del Seguro Médico (HIPAA). Las leyes estatales pueden restringir aún más estas revelaciones.

#### USOS Y REVELACIONES QUE REQUIEREN SU AUTORIZACIÓN:

Otros usos y revelaciones permitidos y exigidos se harán únicamente con su consentimiento, autorización u oportunidad de oponerse, a menos que lo permita o exija la ley. Sin su autorización, tenemos expresamente prohibido usar o revelar su información médica protegida para fines comerciales. No podemos vender su información médica protegida sin su autorización. No se usará su información médica protegida para fines de recaudación de fondos. Si nos da su autorización para hacer determinados usos y revelaciones de su información, puede revocar dicha autorización, en cualquier momento, por escrito, excepto en lo que concierne a las medidas que ya hayamos tomado basándonos en el uso o revelación indicados en su autorización.

#### SUS DERECHOS SOBRE SU INFORMACIÓN MÉDICA PROTEGIDA:

Tiene derecho a inspeccionar y copiar su información médica protegida.

Puede solicitar el acceso a su información médica protegida o su modificación.

Tiene derecho a solicitar una restricción del uso y revelación de su información médica o personal protegida. La solicitud se debe hacer por escrito y debe indicar la restricción específica que solicita y a quién quiere que se aplique la restricción. Nosotros no estamos obligados a estar de acuerdo con la restricción que usted solicite, a menos que la restricción solicitada esté relacionada con la revelación de información a un plan médico para fines de pago u operaciones de atención médica por un servicio pagado en su totalidad de su bolsillo.

Tiene derecho a solicitar que le enviemos las comunicaciones confidenciales por otros medios o a otra dirección. Cumpliremos todas las solicitudes razonables presentadas por escrito y que especifiquen cómo o dónde quiere recibir esas comunicaciones.

Tiene derecho a solicitar la modificación de su información médica protegida. Si denegamos su solicitud de modificación, tiene derecho a presentarnos una declaración de desacuerdo. Nosotros podemos preparar una refutación a su declaración, de la que le entregaremos una copia.

Tiene derecho a recibir un informe de determinadas revelaciones de su información médica protegida que hayamos hecho, en papel o electrónicamente, excepto aquellas revelaciones que se hayan hecho con una autorización, para fines de tratamiento, pago, operaciones de atención médica (a menos que la información médica esté en un expediente médico electrónico) o para determinados otros fines.

Tiene derecho a obtener una copia en papel de este Aviso, si la pide, aunque ya haya pedido recibir una copia por correo electrónico.

#### REVISIONES DE ESTE AVISO:

Nos reservamos el derecho a revisar este Aviso y a aplicar el Aviso revisado a la información médica protegida sobre usted que ya tengamos y a toda información que recibamos en el futuro. Tiene derecho a una copia del Aviso que actualmente está en vigencia. Todos los cambios significativos a este Aviso se publicarán en nuestro sitio web. Después, usted tendrá derecho a oponerse o revocar su autorización según se indica en este Aviso.

#### VIOLACIÓN DE INFORMACIÓN MÉDICA:

Le notificaremos si se descubre una violación de notificación obligatoria de su información médica protegida no asegurada. Se le notificará, a más tardar, 60 días después de haberse descubierto la violación y se incluirá una breve descripción de cómo ocurrió, la información médica protegida violada y la información de contacto por si tiene preguntas.

#### QUEJAS:

Dirija cualquier queja sobre este Aviso o la forma en la que usamos su información médica protegida a nuestro responsable de privacidad de la HIPAA. Si no está satisfecho con la manera en que se atendió alguna queja, puede presentar una queja formal a la Oficina de Derechos Civiles (Office for Civil Rights) del Departamento de Salud y Servicios Humanos enviando una carta a 200 Independence Avenue, S.W., Washington, D.C. 20201; llamando al 1-877-696-6775, o visitando [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/). No tomaremos represalias en contra de usted por presentar una queja.

Debemos seguir las obligaciones y las prácticas de privacidad descritas en este Aviso. Mantendremos la privacidad de su información médica protegida y notificaremos a las personas afectadas por una violación de información médica protegida no asegurada. Si tiene preguntas acerca de este Aviso, llámenos al (415) 424-4266 y solicite hablar con el responsable de privacidad de la HIPAA o envíe un correo electrónico a [privacy@hazel.co](mailto:privacy@hazel.co).



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# AMPS

HONOR HARD WORK

## John Henry High School Student/Family Guide to Hybrid Instruction

BENITO JUAREZ



ELEMENTARY

DOWNTOWN CHARTER



ACADEMY

RICHMOND CHARTER



ACADEMY

OAKLAND CHARTER



HIGH SCHOOL

JOHN HENRY



HIGH SCHOOL

OAKLAND CHARTER



ACADEMY

Dear Families,

Welcome back! We are so happy to be able to open the doors to our school sites. Since the closure of schools in March of 2020, our AMPS Team has been working to reopen.

This handbook is designed to help you understand the new procedures and protocols that we have put in place to help students, staff, and families engage in in-person instruction as safely as possible. We have structured this document to let you know what to expect about your child's school day (and, of course, that of parents/guardians) during hybrid instruction.

We understand that families might have additional questions. Please know that we will be available to answer questions and add answers to our FAQ (Frequently Asked Questions) document.

Please contact us if you have any questions, need clarification, or want to provide suggestions on our plans:

John Henry High School  
1402 Marina Way S.  
Richmond, CA 94804

(510) 235-2439  
[jhhsinfo@amethodschools.org](mailto:jhhsinfo@amethodschools.org)

JHHS COVID-19 Safety Coordinator: Allyson Schoolcraft

Respectfully,  
Evelia Villa,  
AMPS CEO

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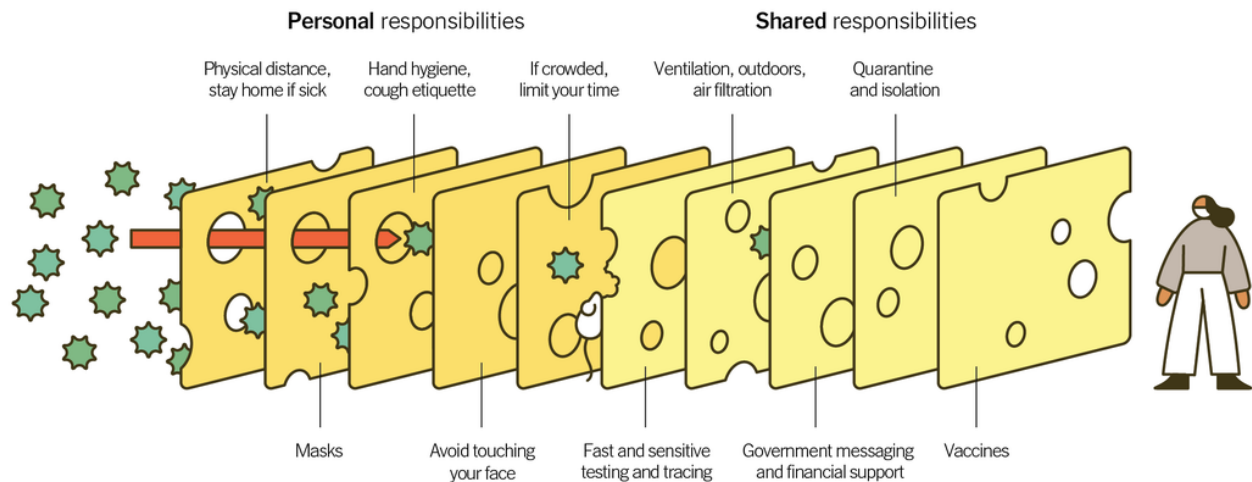
## AMPS Approach to COVID-19 Safety

In keeping with the California Department of Public Health's [Safe Schools for All](#) guidance, Amethod Public Schools ("AMPS" or the "School") is focusing on reducing the risk of COVID-19 transmission by implementing a number of mitigation strategies. As the CDPH notes:

*A key goal for safe schools is to reduce or eliminate in-school transmission. A helpful conceptual framing as schools plan for and implement safety measures for in-person instruction, is the layering of mitigation strategies. Each strategy (face coverings, stable groups, distancing, etc.) decreases the risk of in-school transmission; but no one layer is 100% effective. It is the combination of layers that are most effective and have been shown to decrease transmissions.*

### **Multiple Layers Improve Success**

The Swiss Cheese Respiratory Pandemic Defense recognizes that no single intervention is perfect at preventing the spread of the coronavirus. Each intervention (layer) has holes.



Source: Adapted from Ian M. Mackay (virologydownunder.com) and James T. Reason. Illustration by Rose Wong

Those "layers" or "strategies" include:

1. Face coverings
2. Stable groups
3. Physical distancing
4. Adequate ventilation
5. Hand hygiene
6. Cleaning and disinfecting
7. Symptom and close contact exposure screening

8. Exclusion from school for staff or students with symptoms or with confirmed close contact
9. Surveillance testing for COVID-19
10. Vaccinations for COVID-19

Source: CDPH, "[COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#)," pp. 17-18).

Some epidemiologists refer to this as the "Swiss Cheese Model of Pandemic Defense." That is, no slice is perfect (as it has holes). But when you stack up several layers (e.g., masks, hand washing, social distancing, and testing), the holes on one each slice get blocked by the next slice, and the virus has a harder time getting through.

## Getting Ready to Return to School

When will school start?

The AMPS Board has approved a March 29th start date for the School to bring in stable cohorts and serve students with identified needs. We will commence hybrid, in-person instruction for everyone in April (date to be announced).

What do I need to do to return to school?

- Let us know that you are returning:



Each family received a survey asking them to choose whether or not they wanted their student to return to school and/or participate in in-person instruction. If you did not respond to the survey or would like to change your responses to the survey, please contact the School right away. All families will receive a survey to share their preferences every 4-6 weeks.

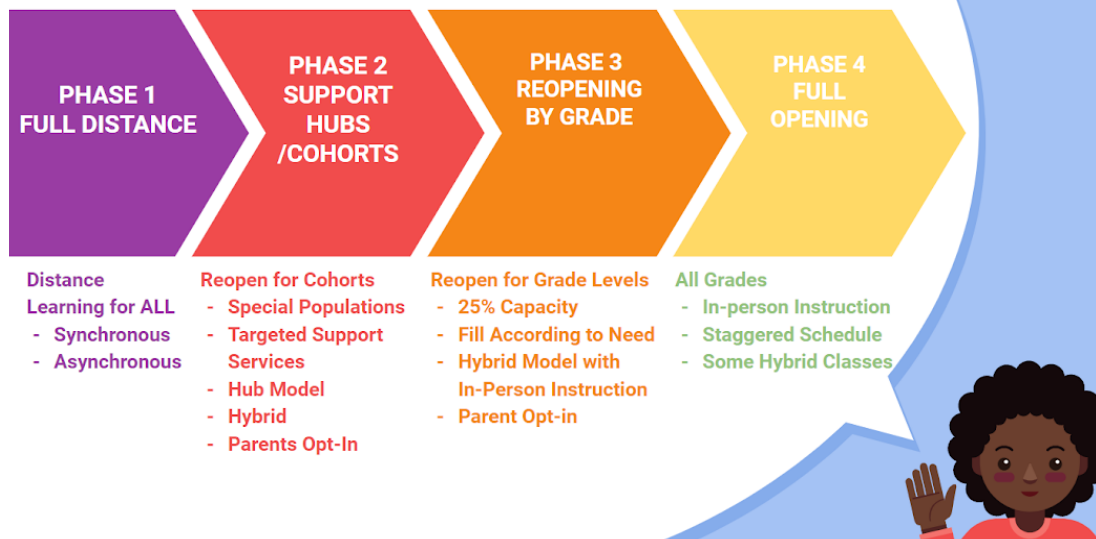
- Attend Orientation:

For families who choose for their student to return to school, they (student and parent/guardian) must attend a mandatory orientation which will be held prior to the student returning to school.

- Understand the schedule:

The School plans to reopen in phases.

### Reopening in Phases:



We are currently in Phase 1. On March 29th, we will move to Phase 2. Under this phase, we will open for support hubs using a *hybrid schedule* where students will come to school Monday-Thursday and stay at home on Friday.

In order to maintain a physical distance of six feet, where practicable, or four feet at a minimum, the health departments recommend bringing students back in small groups rather than full classes. In order to comply with these guidelines, the School can bring up to a maximum of 25% of its students on campus.

Please note that our current bell schedule will remain the same for all students, regardless of whether they are on campus or at home.

## John Henry High School 2020-2021 Bell Schedule

Times	Monday A Day	Tuesday B Day	Wednesday A Day	Thursday B Day	Friday Min Day
9:00-10:20	Period 1	Period 4	Period 1	Period 4	Period 1 9:00-9:40 Period 2 9:40-10:20
10:20-10:35	Break	Break	Break	Break	Break
10:35-11:55	Period 2	Period 5	Period 2	Period 5	Period 3 10:35-11:15 Period 4 11:15-11:55
11:55-12:40	Lunch	Lunch	Lunch	Lunch	Lunch
12:40-2:00	Period 3	Period 6	Period 3	Period 6	Period 5 12:40-1:20 Period 6 1:20-2:00

- **Cohort Assignment:**

Students who will be returning to school will be assigned to a specific cohort. These cohorts will have no more than 14 students each with a maximum of 2 staff members. Each cohort will be assigned to a classroom. These cohorts will remain stable through the first 4 weeks. Students will not be able to switch

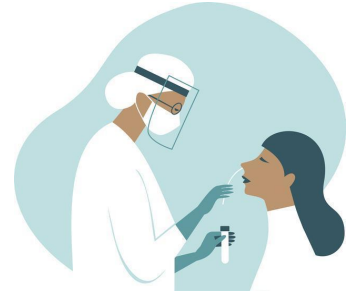


cohorts or classrooms. Students will receive their cohort assignment prior to their return to school.

- **Sign up for COVID-19 testing:**

Governor Newsom's "Safe Schools for All" program mandates COVID-19 testing for all students and staff in certain instances, and strongly recommends it in many other situations.

- If the case rate in the surrounding area is more than 14 cases per 100,000 residents, the School will require students and staff to be tested weekly.
- If the case rate in the surrounding area is less than 14 cases per 100,000 residents, the School will require students and staff to be tested twice per month.



AMPS will let all families know how often they need to get tested. At least in the initial phase of return, we will be testing all students and staff twice monthly, but we encourage families to plan on testing every ten days or so in order to avoid scheduling back-ups. Please note that the first test for all students who will be returning to school will be the week of March 29th.

The test consists of a non-invasive nasal swab that enters about one inch into the nostril. The laboratory will use a RT-PCR test to analyze each specimen. You should receive results within 24-48 hours.

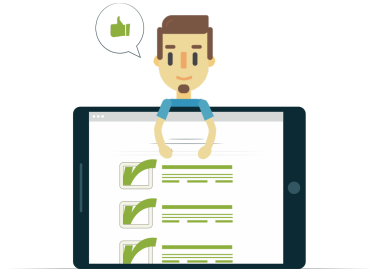
If your student tests positive for COVID-19, they will not be able to go to school for 14 days. The School will contact you, as soon as possible, to give you directions on isolation and other healthcare matters.

To get the location and schedule of testing for Contra Costa County, please see the [COVID-19 Testing](#) webpage. That page also contains answers to commonly asked questions and guidance regarding health and safety.

Please note that if you refuse to consent to testing for your student, your student will not be allowed to return to campus for in-person instruction and will need to remain on distance learning.

- **Update Your Emergency Contact Information:**  
We must have your most current contact information in order to be able to contact you in case of an emergency or if your child needs to be picked up from school.

Please note that if your student gets sick or if your student is not following the rules, directions, expectations, or safety guidelines, the student will need to be picked up from school immediately (no more than 30 minutes). You may grant the School permission to send your child home by foot or public transportation, if appropriate.



## Your New Morning Routine

AMPS must follow county and state public health guidelines in order to open schools for in-person instruction. That means that your morning routine is going to be a little different. Please read this section carefully and follow all steps before bringing your child to school each day.

1. Fill out the health screen for EACH of your students EVERY DAY:

(Click on the link or use your cell phone/cell phone camera to scan the QR code)

<https://forms.gle/WHSFxBwRQ46NgDmDA>



All families must fill out an online health screen form for each of their students before sending them to school. Please note that you will need to fill out one form for each student, and you will need to do it every school day.

The health screen will ask you for:

- Your student's name
- Your student's grade
- Your student's cohort (A, B, C, D)
- Whether your child has been exposed to anyone with COVID-19 in the past 14 days
- Whether your child has tested positive for or has symptoms of COVID-19 in the past 14 days

Important note: Nobody (students, staff, visitors) can come to campus if they:

- Have had close contact with someone who was diagnosed with or tested positive for COVID-19 in the past 14 days
- Currently have any symptoms of COVID-19

- Have tested positive for COVID-19 in the past 14 days

Students who have not been cleared via the online health screen form will not be allowed on campus. The online health screen form must be filled out either at home or at the school, either via a smartphone or on a paper form. We will also have the QR code posted at the school in case you need to access the online health screen form.

If your child has regular symptoms that are similar to those of COVID-19 (e.g., headaches or a runny nose due to allergies), you must bring a doctor's note to the School.

## Be Prepared Each School Day

### Masks:

- Your child will need to wear a mask at all times while they are on campus.
- The mask needs to comply with the Centers for Disease Control (CDC) recommendations. Such masks can be, either paper surgical masks with multiple layers of non-woven material, or a cloth mask with at least two layers.
- All masks should cover the mouth and nose and fit snugly on your child's face.
- If the mask is of washable fabric, please wash the mask often.
- Masks must be appropriate and abide by the school uniform policies. They cannot contain any derogatory, offensive, or inappropriate language or image.
- Extra masks will be available at the school for any person who needs one.



Students who for medical reasons cannot wear cloth or paper masks are allowed to wear plastic face shields with a drape or a cloth mask. AMPS has plastic face shields available for anyone who needs one.

Please note that students are not allowed to use bandanas or masks with valves, as these do not control the spread of the coronavirus. Gaiters can be worn only if they have been doubled over.

### Water Bottles:



Due to the risk of COVID-19 spread, we cannot let students use water fountains at this time. Please send your child to school with a full and refillable water bottle. Students will be allowed to lift their masks briefly to drink from their water bottles. Touchless bottle filling ("hydration") stations will be operational on campuses. The School will also provide students with a water bottle in case they do not have one.

### Backpacks:

Your student is allowed to bring a backpack and will be asked to place their backpack on the back of their chair at all times. They cannot place their backpacks on the floor or on top of their desk. If the desk has an underneath compartment, the student is able to

store the backpack there.

#### Chromebooks:

Students must bring their chromebooks and charging cords with them daily. Students cannot share power cords with other students so please make sure that they are prepared for school each day.

#### Clothing:

Students must wear their uniform to come to school. Because there could be multiple doors open in the classroom and around the school, make sure your child has an extra layer of warm clothing. At this time, the School is not charging students for uniforms so they are able to request an extra sweater or jacket as needed.

#### Food:

Free lunch meals will be available to students on campus every day. However, students are able to bring their own lunch to campus if they want or need to. Please note that students will not be able to eat in their classroom during class time, unless the student has a medical condition that requires them to have frequent snacks.

We will also continue to operate our weekly meal curbside pick-up for all families in the district. The distribution dates are Tuesdays from 2pm-5pm at the John Henry High School front office (1402 Marina Way S., Richmond CA 94804).

#### Lockers:

Lockers are off-limits to students. Students will not be allowed to use lockers for the remainder of the year, or until it is deemed necessary by the Site Director or designee.

## What to Expect When You Arrive at School

Entering campus needs to be done differently during the pandemic so that we can ensure that your student: a) has been cleared via the online health screen form; b) is fever free; and c) is not gathering in large groups. As such, we ask that you try to arrive a little earlier than usual.

Here is what to expect:

1. Your student will enter through the front doors to the school.
2. As your student is about to enter, a staff member will check to make sure the online health screen form has been filled out and that your child does not have a temperature above 100 degrees.
3. During this pandemic, all other family members, who do not need to come inside the school, must stay in their vehicles during morning drop-off. This will help us supervise students and reduce the potential spread of COVID-19.
4. Please note: If your student is going to be more than 20 minutes late for in-person instruction, we ask that you have them attend classes online, at home, for that day.

### Attendance:

At Amethod Public Schools, the assumption is that, barring illness or an extraordinary event, students are in class every weekday. Chronic absenteeism creates achievement gaps, especially when considering that it is impossible to make up a lost day.

Therefore, students are to be in school every day, and missing simply because a student does not want to attend school is unacceptable.

Section 48200 of the Education Code of the State of California, states that it is the responsibility of the parents/guardians to see that their children attend school regularly and on-time. Section 48200 is the law. Parents violating 48200 may be subject to prosecution by the District Attorney.

Perfect or excellent attendance should be a goal for every student. However, if a student will be absent, parents/guardians are responsible for calling the school on the day of the absence, before the school day begins, and for providing medical documentation.

Please note that if a student is sick, the student should stay home and try to join classes online, instead of coming to school for in-person instruction. The parent/guardian should notify the school that the student will be attending classes online for that day.

In the case where a student is sent home due to illness or for refusal to follow directions, the expectation is that, if the student can join classes online for the day, they will do so.



## Inside the Classroom

AMPS has been ordering classroom supplies and making classroom improvements to create safe environments for students and staff. All of the improvements made meet *or exceed* public health mandates from county, state, and national agencies and organizations.

### Classroom Space:

1. Desks will be placed 6 feet apart. Students may not move desks around.
2. Students will be assigned to a desk and they may not sit anywhere else unless directed to do so by a staff member.
3. All desks, including teacher desks, will have plastic “sneeze guards” set up.
4. Remember that all students and staff are mandated to wear a mask, at all times, unless permission is granted by the Site Director or designee.

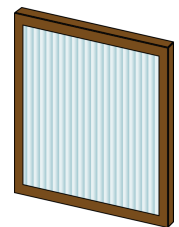
It is likely, too, that your student’s teacher will maintain more physical distance in the classroom than in the past.

### Ventilation:

We have made improvements to our ventilation system to reduce transmission of the coronavirus, including:



Adjusting our ventilation system so they exchange air up to four times per hour. We have hired an outside firm to check the exchange rate in every classroom at the School.



Installing new MERV-13 air filters. Maintenance staff upgraded air filtration systems in our schools so that they can utilize MERV-13 filters. These collect greater amounts of particles, pollen, aerosols, and other impurities than the MERV-8 filters we used previously.

Air purifiers have been purchased for classrooms and offices to sanitize the air, which may include pollutants, allergens, and toxins.

We have also chosen classrooms, for reopening, that have a door that can be propped open so that fresh air can flow in and out of the classroom.

## Protocols:

Behavioral expectations inside the classroom will also be different:

### 1. Wash Your Hands

Students will be asked to wash their hands as they enter and exit the classroom as well as before and after meals. All classrooms with sinks will have soap and paper towels, as well as hand sanitizer. Classrooms that don't have sinks will have hand sanitizer and a sink where a student can wash their hands will be nearby.



### 2. Wear a Mask

Students will be required to wear masks covering their mouths and noses at all times except when they are taking sips of water, eating, or when approved by the Site Director or designee.



### 3. Watch your Distance

Students will be asked to maintain six feet of distance between each other whether they are in the classroom, in transition, in the hallways, or outdoors.



### 4. Bathroom Use

Only two students can be in the restroom at once.

Staff will spend time reviewing and reinforcing these expectations with students.

## Compliance:

What happens if the student does not comply with the school and classroom rules, policies, and/or expectations for reopening?

If a student refuses to comply with health and safety protocols while on campus, the law and public health guidance requires the School to exclude your student from campus. A parent/guardian will be contacted to come pick up the student and the student will be directed to take classes from home, in distance learning.

The School will evaluate all requests for accommodations from facial coverings and other health and safety protocols due to documented disabilities and all other legally recognized accommodations and determine whether the School can provide your student with an accommodation. Should your student need an accommodation from

the facial covering requirement or other health and safety protocol, please contact Allyson Schoolcraft, the JHHS C-19 Safety Coordinator, at [aschoolcraft@amethodschools.org](mailto:aschoolcraft@amethodschools.org).

#### Instructional Periods:

The in-person, on-campus, time is designed to focus on student social interaction, discourse and hands-on experiences in their classes-- Science, English Language Arts, History, Math, and Electives.

The whole-class Zoom synchronous time will continue to be a time for the entire class to check-in, learn new concepts, and receive instruction.



During asynchronous time, students will continue to work independently by practicing, previewing, and reviewing new concepts.

ELD/Small Group: This is differentiated instruction and support for English learners, as well as other small group support time to be organized by individual teachers.

AMPS is encouraging school sites to set up outdoor learning areas for students.

#### Instruction in Phases:

In Phase 2, students who choose to be on-campus, will be in support hubs. While in hubs, students will be taking their classes virtually, in a classroom, and will be supervised by a Classroom Engagement Tutor.

In Phase 3, students will be assigned to a stable group and will be taking some classes in-person and others virtually. The students who choose to be on-campus will have some teachers on-campus who will transition through no more than two classrooms to provide in-person instruction. For the rest of the time, students will be in their designated classroom taking their classes virtually, similar to Phase 2.

In Phase 4, all students will be back on-campus and will most likely have a staggered schedule where they come to campus either in an AM or a PM session to take in-person classes while taking other classes virtually at home.

## Getting Around Campus

The School now has signs and markings to help students stay physically distanced from each other. Hallways are now designated with "One Way" floor markings. Staff will help students learn how to follow the signs and markings. All students are expected to follow the "One Way" flow of traffic.

Please remind your student that when they are moving around campus individually or in pairs, they should still continue to observe all the social distancing rules at their school, as well as keeping their masks on. Any space that is off limits to students on campus will be clearly marked with a "Do Not Enter" sign or marking.



### Lunch and Breaks:

Whenever possible, students will have lunch outdoors. Protocols will still be in place outdoors to ensure social distancing requirements. Masks can be lowered or taken off only when a student is eating or drinking, or as directed by the Site Director or designee.

If lunch cannot be provided outside, students will have designated areas inside of the school where they can sit to eat their lunch or take a break. These designated areas will be assigned based on a student's stable group or cohort assignment.

## If Your Child Gets Sick At School

The School has to follow mandated procedures for responding to students who:

- Have tested positive for COVID-19
- Have symptoms of COVID-19
- Have had close contact with people who have tested positive for COVID-19

The symptoms of COVID-19 are wide ranging. Because of that, any student displaying COVID-19 symptoms needs to stay home, and any student who develops symptoms at school needs to be picked up from school immediately, no more than 30 minutes.

Those symptoms include:

- Fever (100.0 F or more) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



If your student develops these symptoms at school, a staff member will take your student to our isolation tent, where they will be supervised until a parent, guardian, or emergency contact can pick them up. Students - and their siblings, if applicable - must be picked up within 30 minutes by you or your identified emergency contact.

When someone arrives to pick up the student, please stay in the car, call the school at (510) 235-2439, and wait for the student to be escorted to the car.

Because of the small size of our cohorts, having one sick student can affect the entire group. AMPS staff has been trained as COVID-19 Liaisons and will work closely with the health departments on positive student and staff cases.

Students who test positive for COVID-19 must stay home, in isolation, for at least 14 days from symptom onset date or, if asymptomatic, for 14 days from the date the student tested positive. Their entire cohort - or small group - has to quarantine for 14 days as well.



#### A few definitions

**“Isolation”** is for someone who has been diagnosed with COVID-19 or has symptoms of COVID-19. When you isolate, you stay in a room inside your house and have no contact even with household members.

**Quarantine** is for those who have had close contact with someone who has tested positive for COVID-19 or has been diagnosed with the virus.

And **close contact** is defined as being within six feet of someone who has been diagnosed with COVID-19 for a least 15 minutes within a 24 hour period.

Staff will conduct a case investigation to identify classmates or staff who had close contact with the student and disinfect the classroom. The cohort or group will remain in distance learning until the quarantine period is over.

Students who display one symptom and have had “non-close” contact or



exposure to someone who tested positive for COVID-19 will need to remain in isolation until they have been tested or a medical evaluator has provided a letter ruling out COVID-19. The student’s cohort will also have to go into quarantine until COVID-19 has been ruled out. The ill student can return to school once the student is feeling better, has been fever free for 24 hours (without the use of medicine), and a medical evaluator provides a letter saying the symptoms were not due to COVID-19.

Students with close contact to a positive case must quarantine for 14 days. We will recommend that your child be tested 5-7 days after close contact and that you send the test results to the school. If the test comes back negative, the student still must stay in quarantine for the full 14 days, due to the chance of being infectious or developing symptoms.

## Dismissal

At the end of the school day, students are expected to follow our dismissal procedures:

1. Students will exit through the doors marked as "Exit Only" to reduce close contact with others.
2. Students will exit the building, at the end of their school day, through the door that is designated as "Student Exit".
3. Everyone must follow the designated floor markings and "One Way" signs.

We ask that parents minimize having to take their student from school early. This creates disruptions and poses risk factors.

Once the student exits the building for the school day, we ask that the student not come back to pick up materials or things left behind because classrooms will be getting sanitized and cleaned after use.

## Classroom Cleaning Schedule

Classrooms and common areas will be cleaned and/or disinfected daily. That cleaning will include “high touch” surfaces, such as light switches, doorknobs, desks, chairs, countertops, pencil sharpener handles, faucets, white boards, and railings.



Custodians will use electrostatic sprayers to apply disinfectant inside the classroom and around the school; it takes 5 to 10 minutes for it to dry.

Doorknobs, faucets, and frequently used handles, will be cleaned and/or sanitized every hour.

All classrooms will also be supplied with disinfecting wipes so that teachers and/or students can wipe down surfaces as they feel is necessary.



## School Safety Policies

Consistent with the School's COVID-19 Health and Safety Policy, and absent a documented and legally recognized accommodation, students who do not comply with the School's screening procedures and/or other COVID-19 health and safety protocols will be excluded from campus and will need to participate in classes online, through distance learning. Such protocols include, but are not limited to: wearing facial coverings, social distancing, and COVID-19 testing.

Students and/or parents and guardians who believe their student may be entitled to an accommodation from the School's COVID-19 health and safety protocol should contact Allyson Schoolcraft, JHHS C-19 Safety Coordinator, at [aschoolcraft@amethodschools.org](mailto:aschoolcraft@amethodschools.org).

## Frequently Asked Questions

Where can I find the Schools' COVID-19 Prevention Plan?

The School's [COVID-19 Prevention Plan](https://www.jhhs.amethodschools.org/COVID-19-Prevention-Plan) can be found online at [jhhs.amethodschools.org](https://www.jhhs.amethodschools.org)

If my family travels out of state or out of the country, will we need to quarantine when we return?

AMPS families who travel should follow travel guidelines issued by the County Public Health Department. CDPH has said that people who travel more than 120 miles from their homes should quarantine for at least 14 days upon return. They also recommend that people who have traveled get tested within 3-7 days of return and avoid contact with people at risk of severe illness if they get COVID-19.

If I choose to keep my child at home, in distance learning, will they keep the same schedule and teachers?

For the current school year, yes, all students will keep the same schedule and the same teachers regardless of whether they choose to come back to school or stay at home.

When will sports become available?

We are following guidance from our league, Bay Area Charter School Athletic Conference (BACSAC). Most sports are allowed to return when the County moves to the Moderate or Orange Tier. For more information, please visit their website at [www.bacsac.org](https://www.bacsac.org).

Are there any after school activities available?

No. However, staff is currently working on ways for after school activities and clubs to become available.

## Confirmation of Receipt

By signing below, I acknowledge that I have received, read, and understand the School's Student/Family Guide to Hybrid Instruction.

I also understand that if I have any questions regarding this Policy, I shall contact the School as outlined above.

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Student's Full Name

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Date

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Student's Signature

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Parent/Guardian's Name

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Date

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Parent/Guardian's Signature



## Amethod Public Schools Board Item Overview

**Date:** March 18, 2021

**Subject:** Business

Reopening Plans for: *Richmond Charter Academy, John Henry High School and Benito Juarez Elementary*

**Action:**

☒

**Information:**

☐

**Committee:**

☐

### RECOMMENDATIONS:

The staff recommends that the board approves the updated FERPA policy for Amethod Public Schools.

### SUMMARY OF PREVIOUS BOARD DISCUSSION AND ACTION:

NA

### SUMMARY OF KEYS ISSUES:

**Reopening Plans:** Following President Biden's signing the American Rescue Plan into law, the U.S. Department of Education announced additional details on its plans to support schools in safely returning to in-person instruction. The Department of Education will provide best practices, guidance, and support to schools as they navigate reopening, while the American Rescue Plan will provide \$130 billion to help schools implement these safe reopening measures and address the academic, social, and emotional needs of students. These efforts are part of U.S. Education Secretary Miguel Cardona's priority to support schools, campuses, and students across the country and were outlined in President Biden's [Executive Order](#) on *Supporting the Reopening and Continuing Operation of Schools and Early Childhood Education Providers*.

**Covid Prevention Plan:** The COVID-19 Prevention Program (CPP), pursuant to CalOSHA requirements, and this CDPH COVID-19 Guidance Checklist and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools that will be posted on the AMPS website serve to fulfill the posting requirement of five (5) days prior. For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

**CDC checklist.** Satisfies the requirents for the safe reopening of schools per California Department of Publilc Health (CDHP) guidance on schools.

<b>FISCAL ANALYSIS</b>	<p>At the next board meeting, there will be an overview of all the expenses that have taken place at the different sites.</p>
<b>ATTACHMENT(s):</b>	<ul style="list-style-type: none"> <li>● Reopening Plans (RCA, BJE, JHHS)</li> <li>● Covid Prevention Plan (CPP)</li> <li>● CDC Checklist</li> <li>● Parent Handbook</li> </ul>