



Amethod Public Schools

Regular Meeting of the AMPS Board of Directors

Published on August 13, 2021 at 5:58 PM PDT

Amended on August 18, 2021 at 5:48 PM PDT

Date and Time

Wednesday August 18, 2021 at 6:00 PM PDT

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/83696379836>

Participating by Telephone: 669-900-9128 Meeting ID: 83696379836

Public Comment: Members of the public who wish to comment about an agenda item please send an email to 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 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

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Call the Meeting to Order		Gilbert Lopez Jr.	1 m
B. Roll Call		Luis Romo	3 m
C. Announcements		Gilbert Lopez Jr.	6 m
Ken Kusactay - John Henry HS Joins National PBS NewsHour Program			
D. Public/Board Comments			
II. Consent Agenda			6:10 PM
A. Approval of Consent Agenda	Vote		25 m
1. Approval of Amended Dress Code and Uniform Policy			
2. Approval of Amended COVID-19 Health and Safety Policy			
B. Approval of Board Minutes 09/09/2020	Approve Minutes	Luis Romo	5 m
C. Approval of Board Minutes 06/16/2021	Approve Minutes	Luis Romo	
D. Approval of Board Minutes 06/29/2021	Approve Minutes	Luis Romo	
E. Approval of Board Minutes 07/21/2021	Approve Minutes	Luis Romo	

	Purpose	Presenter	Time
F. Approval of Board Minutes 08/02/2021	Approve Minutes	Luis Romo	
III. Business			6:40 PM
A. CEO Report	Discuss		10 m
B. Approval of Accelerated Mathematics Plan	Vote	Stephen Chee, Math Department, OCHS	15 m
C. Approval of AMPS 2021-2022 Finance Handbook	Vote	Mike Barr	15 m
IV. Closing Items			7:20 PM
A. Adjourn Meeting			

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. **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

Coversheet

Approval of Consent Agenda

Section:	II. Consent Agenda
Item:	A. Approval of Consent Agenda
Purpose:	Vote
Submitted by:	
Related Material:	COVID-19 Health and Safety Policy (Final).docx COVID-19 Health and Safety Policy (Redline).docx 5044 Dress Code and Uniform Policy (Final).pdf Uniform and Dresscode Policy Redline.docx

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 the return to in-person instruction on the School campus.

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: Kellee Gambrell

COVID-19 School Safety Lead will fulfill the following role:

- Reports cases to the COVID-19 Liaison (Kellee Gambrell);
- Assists COVID- 19 Liaison with investigation and contact tracing;
- Verifies regularly that school mitigation strategies are being followed through periodic safety and facility sweeps;
- Is under supervision of Site Director and follows guidance from COVID19 Liaison

<p>Downtown Charter Academy (6-8th)</p> <p>Site Director: Claudia Lee cllee@amethodschools.org</p> <p>COVID-19 School Safety Lead: Gregg Pentony gpentony@amethodschools.org</p> <p>510-535-1580</p> <p>2000 Dennison Street Oakland, CA 94606</p>	<p>Richmond Charter Elementary- Benito Juarez (K-5th)</p> <p>Site Director: Anjelica Zermeno azermeno@amethodschools.org</p> <p>COVID-19 School Safety Lead: Linda Williams lwilliams@amethodschools.org</p> <p>510-215-7009</p> <p>1450 Marina Way South Richmond, CA 94804</p>
<p>Oakland Charter Academy (6-8th)</p> <p>Site Director: Philip Ellingberg pellingberg@amethodschools.org</p> <p>COVID-19 School Safety Lead: Greer Relphorde grelphorde@amethodschools.org</p> <p>510-532-6751</p> <p>4215 Foothill Blvd Oakland, CA 94601</p>	<p>Richmond Charter Academy (6-8th)</p> <p>Site Director: Anjelica Zermeno azermeno@amethodschools.org</p> <p>COVID-19 School Safety Lead: Linda Williams lwilliams@amethodschools.org</p> <p>510-235-2465</p> <p>1450 Marina Way South Richmond, CA 94804</p>
<p>Oakland Charter High School (9-12th)</p> <p>Interim Vice Principal: Paul Scholz pscholz@amethodschools.org</p> <p>COVID-19 School Safety Lead: Paul Scholz pscholz@amethodschools.org</p> <p>510-436-0101</p> <p>2433 Coolidge Avenue Oakland, CA 94601</p>	<p>John Henry High School (9-12th)</p> <p>Co-Site Directors: Natalie Garcia and Allyson Schoolcraft nagarcia@amethodschools.org, aschoolcraft@amethodschools.org</p> <p>COVID-19 School Safety Lead: Raul Romo-Romo rromoromo@amethodschools.org</p> <p>510-235-2439</p> <p>1402 Marina Way South Richmond, CA 94804</p>

1. Limited campus access.

- The School may limit nonessential visitors' access to the School campus and may limit the number of students and staff with whom they come into contact, based on, among other factors, the current levels of community transmission, the vaccination status of any such visitor, and the relative importance of the visit's purpose.
- 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.

- All visitors to the School must wear a face mask while inside any School building, vehicle, or other enclosed space. Visitors may wear a face shield with a cloth drape sealing the bottom edge if they are unable to wear a mask due to a medical condition, mental health condition, or disability, or if they are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Signage shall be posted at all public entrances to the School warning visitors not to enter if they have COVID-19 symptoms.
- 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.
- All adults entering campus for in-person pick up or drop-off are to wear a face covering.
- 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.

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
- *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.
- 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. These criteria may include, but are not limited to, a negative PCR COVID-19 viral test.

3. COVID-19 Liaison

- The School will designate an employee as its COVID-19 liaison pursuant to ACPHD and CCHS guidance. The name and contact information for the School's COVID-19 liaison is referenced above on pages one and two of this Policy.
- 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.
- The COVID-19 liaison shall monitor the prevalence of symptoms and illnesses among students and staff on campus and help to isolate any suspected COVID-19 cases promptly, as needed.

4. COVID-19 testing and reporting:

- When testing students or employees for COVID-19, the School will conduct Antigen or Polymerase Chain Reaction (PCR) testing.
- Testing will be applied on symptomatic¹, response², and asymptomatic³ bases, consistent

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."

with state and county guidance.

- The Charter School's COVID-19 liaison must be made aware of all positive student and staff test results and shall report those results to local public health officials as required by law.
- Per Cal/OSHA Emergency Temporary Standards, the Charter School will provide testing at no cost to employees during paid time for:
 - Symptomatic unvaccinated employees, regardless of whether there is a known exposure,
 - Unvaccinated employees after an exposure,
 - Vaccinated employees after an exposure,
 - Unvaccinated employees in an outbreak (three or more employee cases), or
 - All employees in a major outbreak (20 or more employee cases).
 - All students and employees must undergo symptomatic and response testing for COVID-19, as needed.
- 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.
- 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. AMPS is also planning to sign MOU with the CDE for on-site antigen 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.
- Staff and students who refuse to take a test or report test results to the School will follow the progression of consequences from the School and CMO:

- Example for student: warning, call home, detention, parent meeting, Saturday School, parent meeting, suspension**, meeting with CEO/ Board President
- Example for staff: verbal warning with email documentation, written warning with meeting, final written warning with meeting

**Please note that if students are excluded from campus for refusing to wear a mask, they must be offered alternative educational opportunities.

- Consistent with applicable law, the Charter School will consider accommodations from mandatory testing for medical reasons and any other lawfully recognized reason. Employees or students and/or parents/guardians who wish to request an accommodation for themselves or their child can contact the School. The School cannot guarantee the availability of either remote work or in-person instruction as an accommodation and will process all requests for accommodation consistent with policies and applicable law.
- 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.
- **Vendors**
 - All vendors' employees who regularly enter the Charter School Campus must comply with this entire Policy, including any and all COVID-19 testing and screening requirements.

- For the purposes of this Policy, vendors include but are not limited to the Charter School's contracted partners who provide limited and specialized services on Charter School campuses.
- Consistent with this Policy, any vendor's employee who either refuses to test for COVID-19 or refuses to provide COVID-19 testing results will be excluded from the Charter School campus, to protect the health and safety of all Charter School students, employees, and the community. Similarly, any vendor's employee who screens or tests positive for COVID-19 prior to campus entry must follow all protocol in this Policy, including but not limited to temporary campus exclusion, COVID-19 testing, and any other protocol required by public health guidance.
- Vendor's employees who test negative must still follow all protocol in this Policy, and consistent with public health guidance.

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 with regard to its employees, the School will comply with its COVID-19 Prevention Plan.

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).)

- 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 period⁹ 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:

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.

- 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 will be 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/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").
- 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;
 - Provide synchronous instruction as required by law.
 - "Synchronous instruction means classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of internet or telephonic communications, and involving live two-way communication between the teacher and pupil. Synchronous instruction shall be provided by the teacher of record for that pupil pursuant to Section 51747.5.
 - For TK-3 opportunities must occur daily.
 - For 4-8 opportunities must occur weekly along with daily live interaction.
 - For 9-12 opportunities must occur weekly.
 - Can be classroom style, designated small group, or one-on-one.
 - The School will document each pupil's participation in synchronous instruction.
 - The School shall continue 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.
- COVID-19 cases who have tested positive but are asymptomatic shall be required to re-test within 48 hours to determine whether the initial test was a false positive.
- Exposed students and employees must self-quarantine and self-monitor for symptoms for 10 days from their last contact with the case while infectious. If they remain asymptomatic, quarantine can end 10 days from the last date of exposure without testing. Quarantine can end after Day 7 for contacts who remain asymptomatic, if a COVID-19 test taken after Day 5 produces a negative result. In either case, the exposed individual must continue to monitor their health and adhere to COVID-19 prevention precautions through Day 14.
- Close contacts who remain asymptomatic after exposure and either fully vaccinated or have recovered from laboratory-confirmed COVID-19 within the last 90 days are not required to quarantine. These individuals are encouraged to test for COVID-19. If the student meets the standards for modified quarantine as set forth in the CDPH guidance, the School shall have the discretion to provide modified guidance.
- 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 outbreak¹⁰ 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.
 - Limit visitors to the affected campus, except for those that are essential to the School's mission. Law Enforcement Personnel (Sheriff and Police), Fire, Medical, Emergency, or government employees who are responding to, working at, or

- inspecting the facility will be allowed to access the campus.
 - Discontinue all non-essential in-person group activities at the School Campus during the outbreak.
- The School will comply with current CDPH and CDC recommendations for quarantines or modified quarantines in the case of exposure to a confirmed COVID-19 case.
- For individuals who test positive for COVID-19:
 - Persons with COVID-19 who have symptoms may discontinue self-isolation under the following conditions:
 - At least 10 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.
 - Persons with COVID-19 who are asymptomatic may discontinue isolation under the following conditions:
 - At least 10 days have passed since the day of the first positive COVID-19 diagnostic test. If they develop symptoms, then the strategies for discontinuing isolation for symptomatic persons (above) should be used.
- Pursuant to Cal/OSHA regulations, the School will exclude employees with close contact exposure from campus for 14 days from their last exposure to the infectious person.
 - However, the School will not exclude employees with close contacts exposure and not require such employees to quarantine if the employee is both asymptomatic and fully vaccinated against COVID-19. Should an asymptomatic and fully vaccinated employee be exposed to COVID-19, the School reserves the right to request proof of vaccination for COVID-19 before allowing the employee to forego post-exposure quarantine and exclusion.
- Subsequent School Closure Criteria:
 - Charter School campuses that are open for in-person instruction may subsequently and temporarily close for in-person instruction based on any criteria to be determined in consultation with the relevant local health department.

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.”

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, 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 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 routine and thorough cleaning once per day when students are not present. When cleaning, the space will be aired out before children arrive.
- Routine cleaning practices include, but are not limited to:
 - Using everyday janitorial cleaning supplies and disinfectants for surfaces such as floors, tables, desks, counters, sinks, toilets, and other hard-surfaced furniture and equipment;
 - Dusting hard surfaces;
 - Damp wiping of hard surfaces to ensure they are free of debris;
 - Wet mopping of floors;
 - Vacuuming carpets and mats.
- The School will clean and disinfect areas commonly visited by staff no less than once per

day during operating hours and implement a schedule for such cleaning and disinfecting. These areas include, but are not limited to: break rooms, restrooms, lobbies, classrooms, laboratories, nurse's office, counseling and student support areas, staff offices, and cafeterias.

- The School will clean high touch areas in staff breakrooms at least once per day.
- Cleaning and Disinfection after a Confirmed Case on Campus:
 - If an individual confirmed to have COVID-19 was on campus, the School will complete enhanced cleaning and disinfection procedures in the spaces occupied by the confirmed case.
 - Employees completing this cleaning must wear a mask and gloves at all times and will refer to Material Safety Data Sheets or follow the instructions on the chemical labels.
 - When disinfecting, the School will use an EPA-registered disinfectant that is approved for emerging pathogens.
 - Custodians will focus on immediate areas occupied by the confirmed COVID-19 case.
 - Custodians will clean and disinfect:
 - All non-porous surfaces in the ill occupant's space/office, as well as on shared equipment (like tablets, touch screens, keyboards, remote controls) in bathrooms and shared spaces used by the ill person. Cleaning and disinfection will also focus on high-touch surfaces (e.g. desk, table, hardbacked chair, doorknob, light switch, handle, computer, keyboard, mouse, telephones).
 - On porous surfaces (e.g., carpets, chairs) in the confirmed COVID-19 case's space or office, custodians will remove visible contamination, clean with appropriate cleaners, and disinfect with a liquid/spray indicated for use on the material.
 - The space(s) where the confirmed COVID-19 case was present may be reoccupied once these cleaning and disinfection procedures have been completed.
- The School will ensure proper ventilation during all cleaning and disinfecting. Staff are encouraged to introduce fresh outdoor air as much as possible, by opening windows where practicable.
- The School will comply with CDPH Guidance on Ventilation of Indoor Environments and Ventilation and Filtration to Reduce Long-Range Airborne Transmission of COVID-19 and Other Respiratory Infections: Considerations for Reopened Schools to the greatest extent practicable for each facility.
- 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.
- Student and employees are discouraged from sharing desks, computers, books, phones, pens, art supplies, or other work tools and equipment, including playground equipment,

when possible.

- 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 disinfecting 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 EPA Design for Environment program.
 - The School will avoid product that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma.
 - Staff should follow label direction 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.

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

- 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.
- 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. 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 arrange desks and workspaces to create a minimum of six (6) feet between individuals where possible, including those employed in administrative positions.
- 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.
- Where possible, trainings and other meetings will be conducted 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.

10. Physical distancing (students): The School will incorporate CDPH and CDE guidance with respect to physical distancing between students on campus as much as is feasible, including maximizing physical distance as much as possible while eating (especially indoors) using additional spaces outside of the cafeteria for mealtime seating, and arranging for eating outdoors as much as feasible.

11. 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.

- All students must wear a cloth face mask when indoors at any School building, bus, or other enclosed space, unless exempted from doing so pursuant to the accommodation procedures laid out in this Policy. All adults in a K-12 school setting, including teachers, staff, parents, visitors, and outside workers, must wear a cloth mask when in any indoor space shared with students or other staff.
- Face masks are required without regard to vaccination status.
- Face masks are optional when outside.
- Proper use of cloth face coverings will be strictly enforced. The School will exclude from campus anyone who refuses to wear a face mask if not exempted pursuant to this Policy. If students do not wear masks, the school's progression of consequences will be followed;
 - Example for student: warning, call home, detention, parent meeting, Saturday School, parent meeting, suspension**, meeting with CEO/ Board President
 - Example for staff: verbal warning with email documentation, written warning with meeting, final written warning with meeting

****Please note that if students are excluded from campus for refusing to wear a mask, they must be offered alternative educational opportunities.**

- Face masks and face shields may be removed for meals, snacks, naptime, showers, or outdoor recreation, or when needing to be replaced. When any type of 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 who lose their face coverings or forget to bring them to school.
- Employees are expected to teach and reinforce proper use of face coverings, and in limited circumstances, face shields.
- The School will post signs regarding the need for, proper use of, removal of and washing of face coverings and shall educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.
- When pedagogically necessary, 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, unless otherwise exempted.
- The School will evaluate any employee's request for accommodation from the School's face covering policy/requirement pursuant to the School's Employee Handbook and applicable law for all lawfully recognized accommodations. Employees requesting an accommodation from the facial covering policy/requirement must provide appropriate documentation and contact human resources.
- Accommodations for students:
 - Pursuant to CDPH Guidance on the use of face masks, individuals with a medical condition, mental health condition, or disability that prevents wearing a mask are to be accommodated with an exemption from mask wearing. This includes those who are hearing impaired as well as those who communicate with the hearing impaired.
 - If a student cannot wear a mask due to a medical condition, mental health condition, or disability, he or she should wear the next most effective alternative that can be tolerated, such as a transparent face shield with a cloth draping sealing the bottom.
 - Parents/guardians who believe their student may need an accommodation from the Charter School's facial covering policy and requirement should contact the Charter School principal.
 - Upon receipt of appropriate documentation, the Charter School will evaluate requests for accommodation and determine what, if any accommodations the Charter School can provide.
 - For special education/504 students:
 - Appropriate determinations will be made during IEP team meetings.

- When considering potential accommodations, SPED/504 teams will use the following criteria:
 - 1) Does the student have a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance and
 - 2) When deciding if students with certain disabilities should wear a mask, determine if they can:
 - Use a mask correctly,
 - Avoid frequent touching of the mask and their face,
 - Limit sucking, drooling, and excess saliva on the mask, and
 - Remove the mask without assistance.
 - Students exempted from wearing a mask or face shield are strongly encouraged to be vaccinated against COVID-19. If a student is exempt from wearing any type of face covering and is not vaccinated, the Charter School shall implement physical distancing and other isolation measures to the greatest degree feasible.

12. Use of gloves and PPE: The School is no longer required by emergency public health orders to require the use of gloves and personal protective equipment. Any employee or student who wishes to wear gloves and/or personal protective equipment beyond the required facial coverings may do so, provided that they dispose of them safely and appropriately and do not wear gloves or personal protective equipment of a type or in a manner that interferes with their ability to perform their duties as a student or staff member. Upon request, the School will provide gloves and a medical grade mask to any employee dealing with sick children or providing instruction to any student with a face mask exemption.

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

- 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.

13. Support for Students at Increased Risk of Becoming Infected or Unrecognized Illness.

Pursuant to state and local health guidance, the Charter School has developed the following measures to mitigate the risk of COVID-19 to vulnerable student groups:

- The COVID-19 Response Team 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 Response Team or designee will develop a process for engaging families for potentially unknown concerns that may need to be accommodated.
- The Charter 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.
- The Charter School is prepared for opening to provide Free Access to Public Education ("FAPE") in the least restrictive environment ("LRE") for each student. All students with disabilities will receive services according to their IEP. In accordance with IDEA, it is critical to reinforce the understanding that students receiving special education services, or 504 accommodations are general education students first. Balancing the educational needs with the health and well-being of students and staff is our top priority.
- Every child and adolescent with a disability is entitled to FAPE and is entitled to special education services based on their individualized education program (IEP). The Charter School continuously review and problem solve to balance safety and service needs. In order to provide the required level of safety, systems, processes and service delivery models have been reviewed. Adherence to social distancing guidelines will be followed as feasible except for instances when the services outlined in a specific IEP call for closer proximity. This will be evaluated on a case-by-case basis. For example, additional provision of PPE supplies to staff (gloves, gowns, face shields and Plexiglas dividers) who are required to deliver hand-over-hand instruction or hygiene service needs for students.

- Evaluations and Timelines:
 - All IDEA/ADA compliance timelines will be followed on schedule and in accordance with IDEA/ADA regulations. IEP Team meetings and 504 meetings that were missed due to the March school facility closures will be rescheduled and conducted as soon as possible, if not already conducted. All IEP team meetings and 504 meetings will be conducted virtually until the use of school facilities return to normal operations.
- Services:
 - The IDEA allows for flexibility in determining how to meet the individualized needs of students receiving special education services. State guidelines for the delivery of special education and related services will be implemented while protecting the health and safety of students as well as the individuals providing the services.
 - If a student is unable to access their education in person due to medical or other circumstances, including the inability to wear a face covering, alternative means of delivering these services will be provided.
 - The Charter School will provide appropriate protective equipment relative to the responsibilities of all Support Service Staff and disability needs.
 - All Staff and students will receive training on the appropriate use of PPE and healthy hygiene practices that are proven to mitigate the spread of COVID-19.
- The Charter 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.

14. Vaccination Policy. The Charter School has adopted the following COVID-19 employee vaccination policy (“Vaccination Policy”). The purpose of this Vaccination Policy is to protect the health, safety, and well-being of all Charter School employees, students, families, and stakeholders to the maximum extent possible, and to facilitate a safe and meaningful return to in-person instruction. The Charter 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:

- The Charter School strongly encourages all employees to receive a COVID-19 vaccination at the first available opportunity.

- Employees who choose to get vaccinated should do so outside of working hours. Employees who demonstrate they are unable to get vaccinated outside working hours may use either COVID-19 Supplemental Paid Sick Leave or accrued sick leave for time spent attending a COVID-19 vaccination appointment. 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 experience symptoms related to a COVID-19 vaccine that prevent the employee from being able to work or telework may be entitled to COVID-19 Supplemental Paid Sick Leave.
- The Charter 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.
- As public health and legal guidance regarding COVID-19 vaccinations evolves, the Charter School reserves the right to revise this Vaccination 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 Vaccination Policy, the Charter School will provide immediate notice in writing to all employees.
- Employee with any questions regarding the Charter School's Vaccination Policy may contact the COVID-19 Liaison at kgambrell@amethodschools.org.

15. Communications to the Charter School Community. The Charter School will keep families, staff, and the community informed, engaged, and in touch as the new school year begins, by implementing the following communications measures:

- The Charter 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.
- Prior to the start of the school year, the Charter School will communicate to staff, students, and parents about new, COVID-19-related protocols, including:
 - Proper use, removal and washing of face coverings.
 - 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 Charter 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 Charter School extracurricular, academic, and meal programs to help prevent the spread of COVID-19.
- Contact information at the Charter School for students who may have been exposed to COVID-19.
- Charter School contact information if a student has COVID-19 symptoms or may have been exposed to COVID-19.
- The Charter 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.
- This Policy will be posted at all public entrances to the Charter School campus.
- The Charter 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.

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 the return to~~ 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**

COVID-19 School Safety 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

Downtown Charter Academy (6-8th) Site Director: Claudia Lee cllee@amethodschools.org COVID-19 School Safety Lead: Jordan Bautista jbautista@amethodschools.org 510-535-1580 2000 Dennison Street Oakland, CA 94606	Richmond Charter Elementary- Benito Juarez (K-5th) Site Director: Anjelica Zermeno azermeno@amethodschools.org COVID-19 School Safety Lead: Gabriela Lopez glopez@amethodschools.org 510-215-7009 1450 Marina Way South Richmond, CA 94804
Oakland Charter Academy (6-8th) Site Director: Philip Ellingberg pellingberg@amethodschools.org COVID-19 School Safety Lead: Craig Harris charris@amethodschools.org 510-532-6751 4215 Foothill Blvd Oakland, CA 94601	Richmond Charter Academy (6-8th) Site Director: Anjelica Zermeno azermeno@amethodschools.org COVID-19 School Safety Lead: Gabriela Lopez glopez@amethodschools.org 510-235-2465 1450 Marina Way South Richmond, CA 94804
Oakland Charter High School (9-12th) Site Director: Bianca Forrester bforrester@amethodschools.org COVID-19 School Safety Lead: Paul Scholz pscholz@amethodschools.org 510-436-0101 2433 Coolidge Avenue Oakland, CA 94601	John Henry High School (9-12th) Site Director: Sylvia Flores sflores@amethodschools.org COVID-19 School Safety Lead: Allyson Schoolcraft aschoolcraft@amethodschools.org 510-235-2439 1402 Marina Way South Richmond, CA 94804

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~~ may limit nonessential visitors' access to the School campus and may limit the number of students and staff with whom they come into contact, based on, among other factors, the current levels of community transmission, the vaccination status of any such visitor, and the relative importance of the visit's purpose.
- ~~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.
- All visitors to the School must wear a face mask while inside any School building, vehicle, or other enclosed space. Visitors may wear a face shield with a cloth drape sealing the bottom edge if they are unable to wear a mask due to a medical condition, mental health condition, or disability, or if they are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Signage shall be posted at all public entrances to the School warning visitors not to enter if they have COVID-19 symptoms.
- 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.

Commented [JNC1]: We have deleted the campus screening section; if you wish to continue holding screenings as a condition of entry, for everyone or a subset of people (e.g. visitors, vendors) you may add the language back in, amended to your needs. Please see comment below, re screening. While no longer required by CDPH, screening remains strongly recommended for communities experiencing rising case rates.

Commented [JNC2]: Delete if no longer employing temperature screening.

- 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.
- All adults entering campus for in-person pick up or drop-off are to wear a face covering.
- 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.

Commented [JNC3]: Current guidance no longer requires a closed campus. However, you may wish to continue keeping the campus closed while case rates are increasing.

- ~~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.~~

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

Commented [JNC4]: Wellness checks and temperature screenings are no longer required by public health guidance, but are recommended as a best practice, especially in communities with rising case rates. We have deleted many of these, but you are encouraged to add them back in at your discretion.

- 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 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 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 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 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. These criteria may include, but are not limited to, a negative PCR COVID-19 viral test.

3. COVID-19 Liaison

- The School will designate an employee as its COVID-19 liaison pursuant to ACPHD and CCHS guidance. The name and contact information for the School's COVID-19 liaison is referenced above on pages one and two of this Policy.
- 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.
- The COVID-19 liaison shall monitor the prevalence of symptoms and illnesses among students and staff on campus and help to isolate any suspected COVID-19 cases promptly, as needed.

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 symptomatic¹, response², and asymptomatic³ 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.
- ~~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 Polymerase Chain Reaction (PCR) Testing.~~
- Testing will be applied on symptomatic¹, response², and asymptomatic³ bases, consistent with state and county guidance.
- The Charter School's COVID-19 liaison must be made aware of all positive student and staff test results and shall report those results to local public health officials as required by law.
- Per Cal/OSHA Emergency Temporary Standards, the Charter School will provide testing at no cost to employees during paid time for:
 - Symptomatic unvaccinated employees, regardless of whether there is a known exposure,
 - Unvaccinated employees after an exposure,
 - Vaccinated employees after an exposure if they develop symptoms,
 - Unvaccinated employees in an outbreak (three or more employee cases), or
 - All employees in a major outbreak (20 or more employee cases).
 - All students and employees must undergo symptomatic and response testing for COVID-19, as needed.
- 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~~

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."

~~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:**

¹Symptomatic testing "is used for individuals with symptoms of COVID-19, either at home or at school."²

²Response 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

³Asymptomatic 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

- **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.
- 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 reserves the right to exclude employees who refuse to comply with the COVID-19 testing cadences indicated in this policy.
- Consistent with applicable law, the Charter School will consider accommodations from mandatory testing for medical reasons and any other lawfully recognized reason. Employees or students and/or parents/guardians who wish to request an accommodation for themselves or their child can contact the School. The School cannot guarantee the availability of either remote work or in-person instruction as an accommodation and will process all requests for accommodation consistent with policies and applicable law.
- 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 [JNC5]: This topic is very sensitive. Please feel free to call our office to discuss this section and its implementation.

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

- **Vendors**

- All vendors' employees who regularly enter the Charter School Campus must comply with this entire Policy, including any and all COVID-19 testing and screening requirements.
- For the purposes of this Policy, vendors include but are not limited to the Charter School's contracted partners who provide limited and specialized services on Charter School campuses.
- Consistent with this Policy, any vendor's employee who either refuses to test for COVID-19 or refuses to provide COVID-19 testing results will be excluded from the Charter School campus, to protect the health and safety of all Charter School students, employees, and the community. Similarly, any vendor's employee who screens or tests positive for COVID-19 prior to campus entry must follow all protocol in this Policy, including but not limited to temporary campus exclusion, COVID-19 testing, and any other protocol required by public health guidance. Vendor's employees who test negative must still follow all protocol in this Policy, and consistent with public health guidance.

Commented [A6]: Please consider having vendors comply with safety policies.

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 with regard to its employees, the School will take comply with its Injury and Illness Prevention Program COVID-19 Addendum.
~~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 worksite⁵ as the qualifying individual⁶ within the infectious period⁷ that they may have been exposed to COVID-19.⁸~~
 - ~~○ Provide a written notice to the exclusive representative, if any, of the above employees.~~

Commented [JNC7]: Make sure you have this in place. You may also call it your COVID Prevention Plan. If you do not have one, please contact us.

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 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 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 period⁹ 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:

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.

- 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~~ **will be** 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/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”).
- 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.

Commented [JNC8]: Cleaning and ventilation measures are no longer required by public health order but remain strongly recommended. As noted below, you may keep them in the policy or delete them. If deleted, remove this reference.

- 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;
 - Provide synchronous instruction as required by law.
 - "Synchronous instruction means classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of internet or telephonic communications, and involving live two-way communication between the teacher and pupil. Synchronous instruction shall be provided by the teacher of record for that pupil pursuant to Section 51747.5.
 - For TK-3 opportunities must occur daily.
 - For 4-8 opportunities must occur weekly along with daily live interaction.
 - For 9-12 opportunities must occur weekly.
 - Can be classroom style, designated small group, or one-on-one.
 - The School will document each pupil's participation in synchronous instruction. 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
 - The School shall ~~continuing~~ to provide school meals.
- Provide guidance to parents, teachers and staff reminding them of the importance

Commented [JNC9]: Make sure this is consistent with your Independent Study Program, or if you don't have an IS policy, your learning continuity plan.

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.
- COVID-19 cases who have tested positive but are asymptomatic shall be required to re-test within 48 hours to determine whether the initial test was a false positive.
- Exposed students and employees must self-quarantine and self-monitor for symptoms for 10 days from their last contact with the case while infectious. If they remain asymptomatic, quarantine can end 10 days from the last date of exposure without testing. Quarantine can end after Day 7 for contacts who remain asymptomatic, if a COVID-19 test taken after Day 5 produces a negative result. In either case, the exposed individual must continue to monitor their health and adhere to COVID-19 prevention precautions through Day 14.
- Close contacts who remain asymptomatic after exposure and either fully vaccinated or have recovered from laboratory-confirmed COVID-19 within the last 90 days are not required to quarantine. These individuals are encouraged to test for COVID-19. If the student meets the standards for modified quarantine as set forth in the CDPH guidance, the School shall have the discretion to provide modified guidance.
- 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 outbreak¹⁰ 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.
 - Limit visitors to the affected campus, except for those that are essential to the School's mission. Law Enforcement Personnel (Sheriff and Police), Fire, Medical, Emergency, or government employees who are responding to, working at, or inspecting the facility will be allowed to access the campus.
 - Discontinue all non-essential in-person group activities at the School Campus during the outbreak.
- The School will comply with current CDPH and CDC recommendations for quarantines or modified quarantines in the case of exposure to a confirmed COVID-19 case.
- For individuals who test positive for COVID-19:
 - Persons with COVID-19 who have symptoms may discontinue self-isolation under the following conditions:
 - At least 10 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.
 - Persons with COVID-19 who are asymptomatic may discontinue isolation under the following conditions:
 - At least 10 days have passed since the day of the first positive COVID-19 diagnostic test. If they develop symptoms, then the strategies for discontinuing isolation for symptomatic persons (above) should be used.
- Pursuant to Cal/OSHA regulations, the School will exclude employees with close contact exposure from campus for 14 days from their last exposure to the infectious person.
 - However, the School will not exclude employees with close contacts exposure and not require such employees to quarantine if the employee is both asymptomatic and fully vaccinated against COVID-19. Should an asymptomatic and fully vaccinated

employee be exposed to COVID-19, the School reserves the right to request proof of vaccination for COVID-19 before allowing the employee to forego post-exposure quarantine and exclusion.

- Subsequent School Closure Criteria:
 - Charter School campuses that are open for in-person instruction may subsequently and temporarily close for in-person instruction based on any criteria to be determined in consultation with the relevant local health department.
- ~~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 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.~~

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.”

● ~~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.~~
- ~~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.
- 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.

Commented [JNC10]: Sanitation measures are no longer required but remain strongly recommended. You may delete this section if you wish, but we advise keeping it or relaxing it as necessary.

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 routine and thorough cleaning once per day when students are not present. When cleaning, the space will be aired out before children arrive.
- Routine cleaning practices include, but are not limited to:
 - Using everyday janitorial cleaning supplies and disinfectants for surfaces such as floors, tables, desks, counters, sinks, toilets, and other hard-surfaced furniture and equipment;
 - Dusting hard surfaces;
 - Damp wiping of hard surfaces to ensure they are free of debris;
 - Wet mopping of floors;
 - Vacuuming carpets and mats.
- The School will clean and disinfect areas commonly visited by staff no less than once per day during operating hours and implement a schedule for such cleaning and disinfecting. These areas include, but are not limited to: break rooms, restrooms, lobbies, classrooms, laboratories, nurse's office, counseling and student support areas, staff offices, and cafeterias.
- The School will clean high touch areas in staff breakrooms at least once per day.
- Cleaning and Disinfection after a Confirmed Case on Campus:
 - If an individual confirmed to have COVID-19 was on campus, the School will complete enhanced cleaning and disinfection procedures in the spaces occupied by the confirmed case.
 - Employees completing this cleaning must wear a mask and gloves at all times and will refer to Material Safety Data Sheets or follow the instructions on the chemical labels.
 - When disinfecting, the School will use an EPA-registered disinfectant that is approved for emerging pathogens.
 - Custodians will focus on immediate areas occupied by the confirmed COVID-19 case.
 - Custodians will clean and disinfect:
 - All non-porous surfaces in the ill occupant's space/office, as well as on shared equipment (like tablets, touch screens, keyboards, remote controls) in bathrooms and shared spaces used by the ill person. Cleaning and disinfection will also focus on high-touch surfaces (e.g. desk, table, hardbacked chair, doorknob, light switch, handle, computer, keyboard, mouse, telephones).

Commented [JNC11]: As with the preceding section, cleaning and disinfection measures are no longer required but are strongly recommended. You may delete this section if you wish, but we recommend keeping it or relaxing it as necessary.

- On porous surfaces (e.g., carpets, chairs) in the confirmed COVID-19 case's space or office, custodians will remove visible contamination, clean with appropriate cleaners, and disinfect with a liquid/spray indicated for use on the material.
 - The space(s) where the confirmed COVID-19 case was present may be reoccupied once these cleaning and disinfection procedures have been completed.
- The School will ensure proper ventilation during all cleaning and disinfecting. Staff are encouraged to introduce fresh outdoor air as much as possible, by opening windows where practicable.
- The School will comply with CDPH Guidance on Ventilation of Indoor Environments and Ventilation and Filtration to Reduce Long-Range Airborne Transmission of COVID-19 and Other Respiratory Infections: Considerations for Reopened Schools to the greatest extent practicable for each facility.
- 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.
- Student and employees are discouraged from sharing desks, computers, books, phones, pens, art supplies, or other work tools and equipment, including playground equipment, when possible.
- 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 disinfecting 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 EPA Design for Environment program.
 - The School will avoid product that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma.
 - Staff should follow label direction 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.
- 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, 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: Where feasible, ~~t~~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 cohorts¹¹ and stable groups¹² 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 [JNC12]: The use of cohorting and stable groups is no longer required by public health order. You may wish to delete this section or modify it as your school's needs require.

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.”

- 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.

Commented [JNC13]: Due to the universal use of masks, physical distancing is no longer required by public health order. You may wish to delete this section, or modify it by relaxing it to suit your school's needs.

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
- 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.

- 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. 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.

- ~~All students must wear a cloth face mask when indoors at any School building, bus, or other enclosed space, unless exempted from doing so pursuant to the accommodation procedures laid out in this Policy. 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.~~
- All adults in a K-12 school setting, including teachers, staff, parents, visitors, and outside workers, must wear a cloth mask when in any indoor space shared with students or other staff.
- Face masks are required without regard to vaccination status.
- Face masks are optional when outside.
- Proper use of cloth face coverings will be strictly enforced. The School will exclude from campus anyone who refuses to wear a face mask if not exempted pursuant to this Policy. Students excluded from campus for refusing to wear a mask without a valid exemption will be provided educational opportunities to the greatest extent possible.
- Face masks and face shields may be removed for meals, snacks, naptime, showers, or outdoor recreation, or when needing to be replaced. When any type of 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 who lose their face coverings or forget to bring them to school.
- ~~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.~~

Commented [JNC14]: Due to the universal use of masks, physical distancing is no longer required by public health order. You may wish to delete this section, or modify it by relaxing it to suit your school's needs.

If you choose to delete these sections, consider replacing them with the following alternative language:

"The School will incorporate CDPH and CDE guidance with respect to physical distancing between students on campus as much as is feasible, including maximizing physical distance as much as possible while eating (especially indoors) using additional spaces outside of the cafeteria for mealtime seating, and arranging for eating outdoors as much as feasible."

- Employees are expected to teach and reinforce proper use of face coverings, and in limited circumstances, face shields.
- The School will post signs regarding the need for, proper use of, removal of and washing of face coverings and shall educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.
- When pedagogically necessary, tTeachers 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, unless otherwise exempted.
- The School will evaluate any employee's request for accommodation from the School's face covering policy/requirement pursuant to the School's Employee Handbook and applicable law for all lawfully recognized accommodations. Employees requesting an accommodation from the facial covering policy/requirement must provide appropriate documentation and contact human resources.
- ~~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.~~

- Accommodations for students:
 - Pursuant to CDPH Guidance on the use of face masks, individuals with a medical condition, mental health condition, or disability that prevents wearing a mask are to be accommodated with an exemption from mask wearing. This includes those who are hearing impaired as well as those who communicate with the hearing impaired.
 - If a student cannot wear a mask due to a medical condition, mental health condition, or disability, he or she should wear the next most effective alternative that can be tolerated, such as a transparent face shield with a cloth draping sealing the bottom.
 - Parents/guardians who believe their student may need an accommodation from the Charter School's facial covering policy and requirement should contact the Charter School principal.
 - Upon receipt of appropriate documentation, the Charter School will evaluate requests for accommodation and determine what, if any accommodations the Charter School can provide.
 - For special education/504 students:
 - Appropriate determinations will be made during IEP team meetings.
 - When considering potential accommodations, SPED/504 teams will use the following criteria:
 - 1) Does the student have a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance and
 - 2) When deciding if students with certain disabilities should wear a mask, determine if they can:
 - Use a mask correctly,
 - Avoid frequent touching of the mask and their face,
 - Limit sucking, drooling, and excess saliva on the mask, and
 - Remove the mask without assistance.
 - Students exempted from wearing a mask or face shield are strongly encouraged to be vaccinated against COVID-19. If a student is exempt from wearing any type of face covering and is not vaccinated, the Charter School shall implement physical distancing and other isolation measures to the greatest degree feasible.
 - ~~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.

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.

Commented [JNC15]: The use of gloves and PPE are no longer required but are recommended as an additional layer of protection against COVID-19. You may delete this section, or modifying it to relax its requirement in accordance with your school's needs.

If deleting this section, consider replacing it with the following alternative language:
 "The School is no longer required by emergency public health orders to require the use of gloves and personal protective equipment. Any employee or student who wishes to wear gloves and/or personal protective equipment beyond the required facial coverings may do so, provided that they dispose of them safely and appropriately and do not wear gloves or personal protective equipment of a type or in a manner that interferes with their ability to perform their duties as a student or staff member. Upon request, the School will provide gloves and a medical grade mask to any employee dealing with sick children or providing instruction to any student with a face mask exemption."

- 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.

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

Pursuant to state and local health guidance, the Charter School has developed the following measures to mitigate the risk of COVID-19 to vulnerable student groups:

- The COVID-19 Response Team 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 Response Team or designee will develop a process for engaging families for potentially unknown concerns that may need to be accommodated.
- The Charter 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.
- The Charter School is prepared for opening to provide Free Access to Public Education ("FAPE") in the least restrictive environment ("LRE") for each student. All students with disabilities will receive services according to their IEP. In accordance with IDEA, it is critical to reinforce the understanding that students receiving special education services, or 504 accommodations are general education students first. Balancing the educational needs with the health and well-being of students and staff is our top priority.
- Every child and adolescent with a disability is entitled to FAPE and is entitled to special education services based on their individualized education program (IEP). The Charter School continuously review and problem solve to balance safety and service needs. In order to provide the required level of safety, systems, processes and service delivery models have been reviewed. Adherence to social distancing guidelines will be followed as feasible except for instances when the services outlined in a specific IEP call for closer proximity. This will be evaluated on a case-by-case basis. For example, additional provision of PPE supplies to staff (gloves, gowns, face shields and Plexiglas dividers) who are required to deliver hand-over-hand instruction or hygiene service needs for students.
- Evaluations and Timelines:
 - All IDEA/ADA compliance timelines will be followed on schedule and in accordance with IDEA/ADA regulations. IEP Team meetings and 504 meetings that were missed due to the

March school facility closures will be rescheduled and conducted as soon as possible, if not already conducted. All IEP team meetings and 504 meetings will be conducted virtually until the use of school facilities return to normal operations.

- Services:

- The IDEA allows for flexibility in determining how to meet the individualized needs of students receiving special education services. State guidelines for the delivery of special education and related services will be implemented while protecting the health and safety of students as well as the individuals providing the services.
- If a student is unable to access their education in person due to medical or other circumstances, including the inability to wear a face covering, alternative means of delivering these services will be provided.
- The Charter School will provide appropriate protective equipment relative to the responsibilities of all Support Service Staff and disability needs.
- All Staff and students will receive training on the appropriate use of PPE and healthy hygiene practices that are proven to mitigate the spread of COVID-19.

- The Charter 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.

- ~~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.~~

Commented [A16]: Please carefully review this section to ensure it is consistent with your other policies and protocols.

15. Vaccination Policy. The Charter School has adopted the following COVID-19 employee vaccination policy ("Vaccination Policy"). The purpose of this Vaccination Policy is to protect the health, safety, and well-being of all Charter School employees, students, families, and stakeholders to the maximum extent

possible, and to facilitate a safe and meaningful return to in-person instruction. The Charter 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:

- The Charter School strongly encourages all employees to receive a COVID-19 vaccination at the first available opportunity.
- Employees who choose to get vaccinated should do so outside of working hours. Employees who demonstrate they are unable to get vaccinated outside working hours may use either COVID-19 Supplemental Paid Sick Leave or accrued sick leave for time spent attending a COVID-19 vaccination appointment. 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 required to provide any proof of vaccination information to the Charter School. However, such employees must retain proof of vaccination should the Charter School elect to mandate vaccinations and request proof of COVID-19 vaccination status at a later date.
- Employees who experience symptoms related to a COVID-19 vaccine that prevent the employee from being able to work or telework may be entitled to COVID-19 Supplemental Paid Sick Leave.
- The Charter 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.
- As public health and legal guidance regarding COVID-19 vaccinations evolves, the Charter School reserves the right to revise this Vaccination 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 Vaccination Policy, the Charter School will provide immediate notice in writing to all employees.
- Employee with any questions regarding the Charter School’s Vaccination Policy may contact Human Resources Department at [\[ADD CONTACT INFORMATION\]](#).

16. Communications to the Charter School Community. The Charter School will keep families, staff, and the community informed, engaged, and in touch as the new school year begins, by implementing the following communications measures:

- The Charter 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.
- Prior to the start of the school year, the Charter School will communicate to staff, students, and parents about new, COVID-19-related protocols, including:
 - Proper use, removal and washing of face coverings.
 - 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 Charter 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 Charter School extracurricular, academic, and meal programs to help prevent the spread of COVID-19.
- Contact information at the Charter School for students who may have been exposed to COVID-19.
- Charter School contact information if a student has COVID-19 symptoms or may have been exposed to COVID-19.
- The Charter 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.
- This Policy will be posted at all public entrances to the Charter School campus.
- The Charter School will develop a communications plan for implementation if the school has a positive COVID-19 case in accordance with CDPH and CDE guidelines.

~~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.~~
- ~~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.
- Beginning January 25, 2021, every School campus shall notify the CDPH whether it is

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.

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.



Board Policy #: 5044
Adopted/Ratified: June 16, 2021
Revision Date: June 16, 2021

Dress Code and Uniform Policy

The following guidelines are intended to define appropriate student attire and personal grooming for students at Amethod Public Schools (“AMPS” or the “Charter School”). The purpose of our Dress Code and Uniform Policy is to enhance the classroom atmosphere, encourage appropriate dress for the workplace in the future, and minimize student distraction, so as not to interfere with the educational process. It is also intended to help protect the health, safety, and welfare of the individual student.

All students shall be required to show proper attention to personal cleanliness, health, neatness, safety, appearance and suitability of clothing for school activities. This policy shall be in effect on campus during school and school sponsored activities except where modified by the site administrator for specific extracurricular activities or in special cases. The AMPS staff and administration reserve the right to determine whether a student’s clothing disrupts or detracts from the educational environment in violation of this policy. This policy is gender neutral.

Dress and Grooming

Students shall at all times dress and groom themselves in a manner which is consistent with AMPS’ educational goal of providing safe and secure schools and which demonstrates respect for the seriousness appropriate in a learning environment.

In cooperation with teachers, students and parents/guardians, the Director or designee may establish school-specific rules governing student dress and grooming which are consistent with law and this Dress Code and Uniform Policy. These school dress codes will be regularly reviewed.

Uniforms

Schools may require school uniforms (e.g., with school branding) because implementing a uniform requirement can foster a safe and healthy learning environment. Students and families will be expected to adhere the specific uniform requirements at all times including on field trips, excursions, events, unless advised by a Director or designee.

In cases where a student arrives at school with non-conforming clothing and parents are not reached or do not respond, a uniform will be given to the student by the school for the day. Students will not be penalized academically, otherwise discriminated



against or denied attendance to school for failing to comply with the Dress Code and Uniform Policy.

Guidelines for All AMPS Schools

The following guidelines shall apply to all regular school activities:

1. Appropriate shoes must be worn at all times, which include: sandals with a heel strap, tennis shoes, shoes with laces, and slip on shoes. The following shoes are not permitted: high heel or platform shoes, shoes with grind plates, shoes with wheels, slippers, or flip-flop sandals. Black or white shoes only due to promote student safety (e.g., reduce risk of gang color associations).
2. Accessories: The following are not permitted: wallet chains, facial piercings, or spiked bracelets.
3. Hats, caps or other head coverings shall not be worn unless it is necessary for medical or for religious reasons.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, and skirts or shorts shorter than knee-high are prohibited. No shirts may be worn that expose bare midriff.
5. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring. Neatly groomed hair is essential to avoid specific gang associations by use of hair designs and/or color.
6. No clothing, jewelry, accessories, or hairstyles which are, or include, a picture, writing, or insignia which is: (1) gang related; (2) presents a safety hazard to the wearer or others; (3) advertises or symbolizes any type of alcohol, drugs, tobacco, or gambling; (4) includes weapons or acts which are illegal, violent, obscene, or; discriminatory hazardous to one's health; (5) sexually suggestive, crude, vulgar, profane, obscene, contain threats, libelous; or (6) offensive or degrading to students or staff on the basis of gender, cultural, religious or ethnic values.
7. The Director, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

Religious Requirements

The school will be respectful of religious dress requirements, including but not limited to the wearing of scarves or head coverings. Those who need religious or other exemptions should notify the school at the beginning of the year or as the situation arises.



Notification of the Student Dress Code

Parents and students will be provided notice of the AMP's dress code at the beginning or the school year and/or upon enrollment.

Dress Code and Uniform Policy Violations

If an AMPS staff member determines that a student's attire violates the Dress Code and Uniform Policy or other AMPS policy, or otherwise is inappropriate or disruptive to the educational environment, the following may occur:

1. The student may be asked to change clothing to align with the Dress Code and Uniform Policy (e.g., compliant uniform provided by AMPS).
2. AMPS may confiscate items that violate the Dress Code and Uniform Policy.
3. AMPS may notify the student's parents/guardians of the Dress Code and Uniform Policy violation(s).
4. AMPS may schedule a conference with the student's parents/guardians to discuss the Dress Code and Uniform Policy violation(s).

Students will not be penalized academically, otherwise discriminated against or denied attendance to school for failing to comply with the Dress Code and Uniform Policy.

DRESS CODE AND UNIFORM POLICY

Board Policy #: [INSERT]
 Adopted/Ratified: [INSERT]
 Revision Date: [INSERT]

The following guidelines are intended to define appropriate student attire and personal grooming for students at Amethod Public Schools (“AMPS” or the “Charter School”). The purpose of our dress code is to enhance the classroom atmosphere, encourage appropriate dress for the workplace in the future, and minimize student distraction, so as not to interfere with the educational process. It is also intended to help protect the health, safety, and welfare of the individual student.

All students shall be required to show proper attention to personal cleanliness, health, neatness, safety, appearance and suitability of clothing for school activities. This dress code shall be in effect on campus during school and school sponsored activities except where modified by the site administrator for specific extracurricular activities or in special cases. The AMPS staff and administration reserve the right to determine clothing which disrupts or detracts from the educational environment. This dress code is gender neutral. Clothing may be of any fashion, style or design, as determined by the student and the student’s parents/guardians.

Uniforms

Designated and approved school uniforms will be worn by every student attending an Amethod Public Schools (“AMPS”) school. Students and families will be expected to adhere the specific uniform requirements at all times including on field trips, excursions, events, unless advised by Director. Uniforms will be ~~made available~~ for purchase throughout the year. Students unable to purchase a uniform will be given one.

Dress and Grooming

Students shall at all times dress and groom themselves in a manner which is consistent with the schools’ educational goal of providing safe and secure schools and which demonstrates respect for the seriousness appropriate in a learning environment. In cooperation with teachers, students and parents/guardians, the director or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and uniform policies. These school dress codes shall be regularly reviewed and at least once per semester.

The following guidelines shall apply to all regular school activities:

1. Appropriate shoes must be worn at all times, which include: sandals with a heel strap, tennis shoes, shoes with laces, and slip on shoes. The following shoes are not permitted: high heel or platform shoes, shoes with grind plates, shoes with wheels, slippers, or flip-flop sandals. Black or white shoes only due to gang color associations and student safety.
2. ~~Jewelry, accessories and such personal items shall be not be worn.~~ Accessories: The following are not permitted: wallet chains, facial piercings, or spiked bracelets.

Commented [MB1]: This seems overly broad and perhaps difficult to enforce. We include some alternate recommended language here.

~~2.—~~

3. Hats, caps or other head coverings shall not be worn unless it is necessary for medical or religious reasons.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, and skirts or shorts shorter than knee-thigh are prohibited. No shirts may be worn that expose bare midriff.
5. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring. Neatly groomed hair is essential to avoid specific gang associations by use of hair designs and/or color.
- ~~6.—~~ Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.
- ~~6,7.—~~ No clothing, jewelry, accessories, or hairstyles which are, or include, a picture, writing, or insignia which is: (1) gang related; (2) presents a safety hazard to the wearer or others; (3) advertises or symbolizes any type of alcohol, drugs, tobacco, or gambling; (4) includes weapons or acts which are illegal, violent, obscene, or hazardous to one's health; (5) sexually suggestive, crude, vulgar, profane; discriminatory, obscene, contain threats, libelous; or (6) offensive or degrading to students or staff on the basis of gender, cultural, religious or ethnic values.
- ~~7.—~~ The Director, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.
- 8.

Religious Requirements

The school will be respectful of religious dress requirements, including but not limited to the wearing of scarves or head coverings.

Gang-Related Apparel

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Notification of the Student Dress Code

Parents and students will be provided notice of the Charter School's dress code at the beginning or the school year and/or upon enrollment.

Dress Code Violations

If a Charter School staff member determines that a student's attire is inappropriate or disruptive to the educational environment as described hearing, the following may occur:

1. The student may be asked to briefly leave class to change clothing to align with this dress code.
2. The Charter School may confiscate items that violate the dress code.
3. The Charter School may notify the student's parents/guardians of the dress code violation(s).
4. The Charter School may schedule a conference with the student's parents/guardians to discuss the dress code violation(s).

Students may not be disciplined, penalized academically, or removed from class as a consequence for wearing "inappropriate" attire.

Coversheet

Approval of Board Minutes 09/09/2020

Section: II. Consent Agenda
Item: B. Approval of Board Minutes 09/09/2020
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Regular Meeting of the AMPS Board of Directors on September 9, 2020

APPROVED



Amethod Public Schools

Minutes

Regular Meeting of the AMPS Board of Directors

Date and Time

Wednesday September 9, 2020 at 6:00 PM

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/87893232470>

Public Comment: Members of the public who wish to comment during the Board meeting may use the “raise hand” tool on the Zoom platform. Individual comments will be limited to two (2) minutes. If comments are in Spanish or another language, they will be translated to English and such comments will be limited to four (4) minutes. The Board of Directors may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a member of the public if comments or actions disrupts the Board meeting.

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 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

Directors Present

E. Quiroz (remote), G. Lopez Jr. (remote), M. Gonzalez (remote), N. Driver (remote), P. Hanley (remote)

Directors Absent

None

Guests Present

L. Romo (remote)

I. Opening Items

A. Call the Meeting to Order

P. Hanley called a meeting of the board of directors of Amethod Public Schools to order on Wednesday Sep 9, 2020 at 6:19 PM.

B. Roll Call

C. Announcements

Next week will be an important meeting that will probably run long.

II. Recess to Closed Session

A. Public Employee Evaluation Pursuant of Government Code 54597-Interim CEO

No public comment on closed session. Estimated half hour in closed session. No action taken during closed session. No general public comments and no Board comments.

III. Consent Agenda

A. Approval of Board Minutes (08.19.2020)

No public or Board comments. Minutes are pulled because they were not prepared in time leaving only one item in consent agenda.

B. University of La Verne MOU

N. Driver made a motion to Approve the consent agenda which only includes item B.
E. Quiroz seconded the motion.

The board **VOTED** unanimously to approve the motion.

IV. Business

A. CEO Report

Interim CEO Evelia Villa makes report.

B. Unaudited Actuals Financial Report for 2019-2020

Kelly Ellis makes Financial Update for Board approval.

E. Quiroz made a motion to Approve Unaudited Actuals.

N. Driver seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. JHHS Updated Charter Petition

JHHS Site Director Sylvia Flores makes presentation on the updated JHHS Charter Petition.

E. Quiroz made a motion to accept the Updated JHHS Charter Petition with the changes and give the administration the authority to amend article XIV as they receive feedback from the CDE.

G. Lopez Jr. seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Present Learning Continuity and Attendance Plan

Mr. Jorge Lopez presents this item to the Board.

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:36 PM.

Respectfully Submitted,
P. Hanley

Documents used during the meeting

- Richmond Charter Academy MOU.pdf
- AMPS FY20 Balance Sheet.pdf
- AMPS FY20 Financials.pdf
- AMPS - September Board Meeting Presentation FINAL.pptx

- AMPS - September Board Meeting Presentation DRAFT.pptx
- DCA Other Sources Memo.docx
- OCA Other Sources Memo.docx
- DCA Unaudited Actuals.xlsm
- OCHS Other Sources Memo.docx
- OCHS.zip
- RCA.zip
- AMPS FY2020 Cash Reconciliation.xlsx
- BJE FY2020 IS.xlsx
- BJE_19-20_P-2.pdf
- AMPS FY2020 Bank Statements.pdf
- BJE FY2020 GL.xlsx
- BJE 19-20 Unaudited Actuals Checklist.pdf
- BJE FY2020 FCMAT Calculator v21.2.xlsx
- AMPS FY2020 Cash Reconciliation.xlsx
- JHHS 19-20 Unaudited Actuals Checklist.pdf
- JHHS FY2020 GL.xlsx
- AMPS FY2020 Bank Statements.pdf
- JHHS FY2020 FCMAT Calculator v21.2.xlsx
- RCA FY2020 FCMAT Calculator v21.2.xlsx
- John Henry High School Petition for Renewal Filed with SBE.docx
- Enclosure 2.pdf
- JohnHenryHighApprovalLetter (2).pdf
- Enclosure 1.pdf
- AMPS LCEP DRAFT V2 FOR WEBSITE.docx
- LCEP announcemet ENG AMPS.docx

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. **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*

Coversheet

Approval of Board Minutes 06/16/2021

Section: II. Consent Agenda
Item: C. Approval of Board Minutes 06/16/2021
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Regular Meeting of the AMPS Board of Directors on June 16, 2021

APPROVED



Amethod Public Schools

Minutes

Regular Meeting of the AMPS Board of Directors

Date and Time

Wednesday June 16, 2021 at 6:00 PM

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/86398471901>

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

Public Comment: Members of the public who wish to comment about an agenda item please send an email to 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 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

Directors Present

G. Lopez Jr. (remote), G. Nuno (remote), J. Azubuike (remote), M. Gonzalez (remote), N. Driver (remote), P. Hanley (remote)

Directors Absent

D. Garcia, E. Quiroz

Guests Present

L. Romo

I. Opening Items

A. Call the Meeting to Order

P. Hanley called a meeting of the board of directors of Amethod Public Schools to order on Wednesday Jun 16, 2021 at 6:12 PM.

B. Roll Call

C. Announcements

Sylvia Flores makes announcement about the JHHS Annual Scholarship Fundraiser.
Xochitl Arechiga & Kiara Jackson announce the OCHS Class of 2011 10 Year Reunion Fundraiser. Bianca Forrester gives an AMPS Farewell.

II. Closed Session (Government Code 5457.7)

A. Disclosure of Items to be Discussed

Board Chair Hanley announces the items to be discussed during closed session.

B. Public Comment on Closed Session

No public comments were made.

C. Recess to Closed Session

D.

**Public Employee Evaluation / Discussion, Position: Chief Executive Officer
(Government Code Section 54957)**

E. CONFERENCE WITH LEGAL COUNSEL-- ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Paragraph (2) or (3) of subdivision (d) of Section 54956.9: One case

F. CONFERENCE WITH LEGAL COUNSEL-- ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Paragraph (2) or (3) of subdivision (d) of Section 54956.9: One case

G. Reconvene from Closed Session

The Board took no reportable action during closed session.

III. Public/Board Comments

A. Public Comment

Parents speak about their experience at parent university and the trip they took on a boat around the SF bay.

IV. Consent Agenda

A. Approval of Board Meeting Minutes 4/21/2021

These minutes require more work and will be brought back to the next meeting for approval.

B. Approval of Board Meeting Minutes 5/19/2021

C. Approval of Special Board Meeting Minutes 05/19/2021

D. Approval of Board Meeting Minutes 06/02/2021

E. Uniform/Dress Code Policy

N. Driver made a motion to Approval of the consent agenda with the exception of items A and G. With proviso that itme F will be approved as a final version.

G. Lopez Jr. seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

D. Garcia Absent

M. Gonzalez Aye

J. Azubuike Aye

E. Quiroz Absent

G. Lopez Jr. Aye

Roll Call

G. Nuno Absent
N. Driver Aye
P. Hanley Aye

F. Student Tutoring Program Policy

Item pulled

G. Approval of Education for Foster & Mobile Youth Policy

Item pulled.

H. Approval of Section 504 Policy, Procedures, and Parent Rights Regarding Identification, Evaluation and Education

I. Amended 2021-2022 Oakland School Calendars

J. Approval of Renewal Contract with BoardOnTrack

K. Approval of Northwest Evaluation Association (NWEA) Contract Renewal (3 Years)

V. Business

A. CEO Report

Evelia Villa thanks the Board and will present more information during her yearly report.

B. AMPS End of Year Report

C. Approval of the 2021-2022 Local Control Accountability Plans (LCAP) and Review of CA School Dashboard Local Indicators

N. Driver made a motion to approve the LCAPs.

G. Lopez Jr. seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

G. Nuno Absent
G. Lopez Jr. Aye
N. Driver Aye
P. Hanley Aye
D. Garcia Absent
E. Quiroz Absent
J. Azubuike Aye
M. Gonzalez Aye

D. Finance Update

Kelly Ellis makes her presentation.

E. Approval of FY 2021-2022 Budget

G. Lopez Jr. made a motion to approve the FY 2021-2022 Budget as presented.

J. Azubuike seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

G. Lopez Jr.	Aye
E. Quiroz	Absent
D. Garcia	Absent
P. Hanley	Aye
M. Gonzalez	Aye
J. Azubuike	Aye
G. Nuno	Absent
N. Driver	Aye

F. Approval of EdTec Contract

This item is pulled as more discussion is necessary.

G. 2021-2022 Board Meeting Calendar

N. Driver made a motion to approve the Board meeting calendar as presented.

M. Gonzalez seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

N. Driver	Aye
P. Hanley	Aye
M. Gonzalez	Aye
G. Lopez Jr.	Aye
D. Garcia	Absent
J. Azubuike	Aye
G. Nuno	Absent
E. Quiroz	Absent

H. 2021-2022 Board Elections

Mr. Hanley nominates Gilbert Lopez Jr. Mr. Driver nominates Nick Driver Mr. Lopez accepts the nomination. Mr. Driver nominates Ms. Gonzalez for Vice Chair. Ms. Gonzalez nominates Mr. Driver as Vice Chair. Ms. Gonzalez declines the nomination.

There are four positions open and four Board members on the call. The Board decides to bring the other positions to a later meeting.

VI. Closing Items

A.

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:29 PM.

Respectfully Submitted,
P. Hanley

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Coversheet

Approval of Board Minutes 06/29/2021

Section: II. Consent Agenda
Item: D. Approval of Board Minutes 06/29/2021
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Special Meeting of the AMPS Board of Directors on June 29, 2021

APPROVED



Amethod Public Schools

Minutes

Special Meeting of the AMPS Board of Directors

Date and Time

Tuesday June 29, 2021 at 5:00 PM

Location

<https://us02web.zoom.us/j/86174674599>

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/86174674599>

Participating by Telephone: 669-900-9128 Meeting ID:86174674599

Public Comment: Members of the public who wish to comment about an agenda item please send an email to 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 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

Directors Present

D. Garcia (remote), E. Quiroz (remote), G. Lopez Jr. (remote), J. Azubuike (remote), P. Hanley (remote)

Directors Absent

M. Gonzalez, N. Driver

Guests Present

L. Romo

I. Opening Items

A. Call the Meeting to Order

B. Roll Call

C. Announcements

There were no announcements.

II. Consent Agenda

A. Approval of Board Meeting Minutes 4/21/2021

B. Approval of Education for Foster & Mobile Youth Policy

E. Quiroz made a motion to approve consent agenda as presented.

J. Azubuike seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

D. Garcia Aye
N. Driver Absent
M. Gonzalez Absent

Roll Call

J. Azubuike Aye
E. Quiroz Aye
P. Hanley Aye
G. Lopez Jr. Aye

C. Approval of Visitation and Volunteer Policy

D. Approval of Renewal Contract with Charter Safe

E. Approval of Hybrid Classroom Audio Visual Quotes for Benito Juarez Elementary, John Henry High School and Oakland Charter Academy

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:47 PM.

Respectfully Submitted,
P. Hanley

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Coversheet

Approval of Board Minutes 07/21/2021

Section: II. Consent Agenda
Item: E. Approval of Board Minutes 07/21/2021
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Special Board Meeting of the AMPS Board of Directors on July 21, 2021

APPROVED



Amethod Public Schools

Minutes

Special Board Meeting of the AMPS Board of Directors

Date and Time

Wednesday July 21, 2021 at 5:00 PM

Location

Zoom

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/87165055881>

Participating by Telephone: 669-900-9128 Meeting ID:86174674599

Public Comment: Members of the public who wish to comment about an agenda item please send an email to 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.

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ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Directors Present

D. Garcia, E. Quiroz (remote), G. Lopez Jr. (remote), M. Gonzalez (remote), N. Driver (remote)

Directors Absent

J. Azubuike

Guests Present

L. Romo

I. Opening Items

A. Call the Meeting to Order

G. Lopez Jr. called a meeting of the board of directors of Amethod Public Schools to order on Wednesday Jul 21, 2021 at 5:09 PM.

B. Roll Call

C. Announcements

No announcements.

II. Consent Agenda

A. Approval of ADT Security System Contract for 1450

Mike Barr and JoAnn Koplin answer questions from the Board. Potential delay of the start of school (August 30 instead of the originally planned 16th) in Richmond because of the delay in the construction.

Board member Diego Garcia joins at around 5:10PM.

E. Quiroz made a motion to approve the consent agenda as presented.

N. Driver seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

M. Gonzalez Aye
J. Azubuike Absent
N. Driver Aye
D. Garcia Aye
G. Lopez Jr. Aye
E. Quiroz Aye

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:23 PM.

Respectfully Submitted,
G. Lopez Jr.

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. **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

Coversheet

Approval of Board Minutes 08/02/2021

Section: II. Consent Agenda
Item: F. Approval of Board Minutes 08/02/2021
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Special Meeting of the AMPS Board of Directors on August 2, 2021

APPROVED



Amethod Public Schools

Minutes

Special Meeting of the AMPS Board of Directors

Date and Time

Monday August 2, 2021 at 6:00 PM

Location

Zoom

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/81613186077>

Participating by Telephone: 669-900-9128 Meeting ID: 816 1318 6077

Public Comment: Members of the public who wish to comment about an agenda item please send an email to 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.

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ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Directors Present

E. Quiroz (remote), G. Lopez Jr. (remote), J. Azubuike (remote), N. Driver (remote)

Directors Absent

D. Garcia, M. Gonzalez

Guests Present

L. Romo

I. Opening Items

A. Call the Meeting to Order

G. Lopez Jr. called a meeting of the board of directors of Amethod Public Schools to order on Monday Aug 2, 2021 at 6:04 PM.

B. Roll Call

C. Announcements

Board Chair Gilbert Lopez Jr. expresses gratitude for the invitation to a dinner with the leadership teams from all sites.

II. Consent Agenda

A. Approval of Consent Agenda

E. Quiroz made a motion to accept and approve the consent agenda as presented.

N. Driver seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

M. Gonzalez Absent

E. Quiroz Aye

D. Garcia Absent

N. Driver Aye

Roll Call

G. Lopez Jr. Aye

J. Azubuike Aye

III. Business

A. Public Hearing: Independent Study Policy

Public hearing opened at 6:34pm PST. Public hearing closed at 6:35pm PST. There were no comments for the public hearing on the Independent Study policy.

B. Approval of Independent Study Policy

J. Azubuike made a motion to approve the Independent Studies Policy as presented.

E. Quiroz seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

J. Azubuike Aye

D. Garcia Absent

M. Gonzalez Absent

N. Driver Aye

G. Lopez Jr. Aye

E. Quiroz Aye

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:36 PM.

Respectfully Submitted,

G. Lopez Jr.

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Coversheet

CEO Report

Section:	III. Business
Item:	A. CEO Report
Purpose:	Discuss
Submitted by:	
Related Material:	CEO REPORT.pptx



CEO Report

*AMPS Board Meeting
August 18, 2021*

AMPS

HONOR HARD WORK

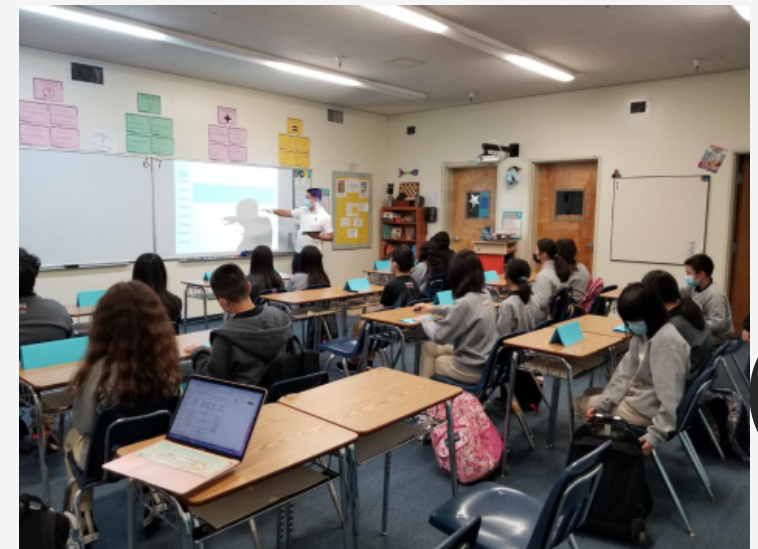
- Oakland Schools: 8/9
- John Henry High 8/16
- Richmond Charter Academy and Benito Juarez 8/30
- Training
- Summit 9/17 in Richmond
- Ribbon cutting – October
- Vacancies

Updates

AMPS

HONOR HARD WORK

School updates



AMPS

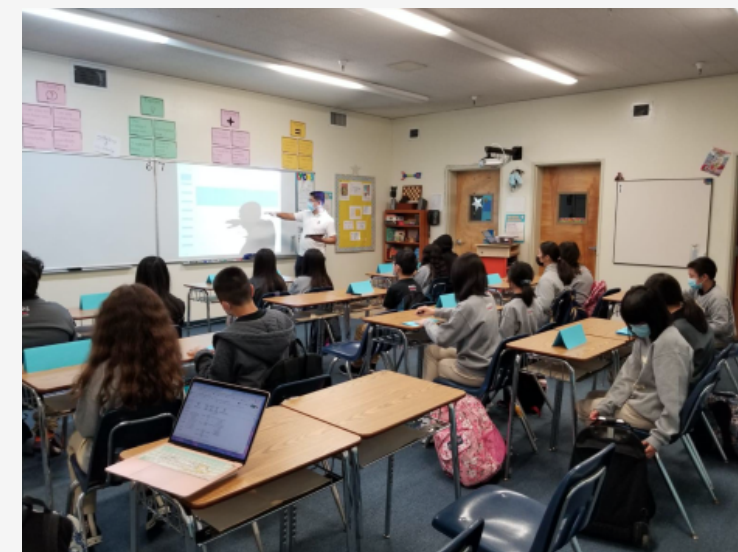
HONOR HARD WORK



School updates



Powered by BoardOnTrack





Coversheet

Approval of Accelerated Mathematics Plan

Section:	III. Business
Item:	B. Approval of Accelerated Mathematics Plan
Purpose:	Vote
Submitted by:	
Related Material:	Math Acceleration Pathways.pptx Accelerated_Math_Path_Briefing.pdf

Mathematics Pathways

OCHS & JHHS

Base Pathway 1

With the current decision.

9th Grade	10th Grade	11th Grade	12th Grade
Algebra 1	Geometry	Algebra II	Precalculus & AP Stats

Base Pathway 2

Students must take community college course

9th Grade	10th Grade	11th Grade	12th Grade
Algebra 1	Geometry	Algebra II	AP Calc AB & AP Stats

Accelerated Track 1

Geometry A -

First semester content of Geometry taught in 1 year

Geometry B -

Second semester content of Geometry taught in 1 year

Accelerated Track 2

Students will be recommended to take a Precalculus

Students will be taking the geometry courses as 0 period.

Accelerated Track Proposed Entry Point 1			
9th Grade S2	10th Grade S1	11th Grade	12th Grade
Algebra 1 + Geometry A	Algebra II + Geometry B	Calculus AB	Calculus BC

Accelerated Track 3


Students will need to take summer session for the purpose of accelerating.

Accelerated Track Proposed Entry Point 2				
9th Grade	Summer	10th Grade S1	11th Grade	12th Grade
Algebra 1	Geometry A	Algebra II + Geometry B	Calculus AB	Calculus BC

Who accelerates?

Any student who has shown that they meet Grade Level standards on the NWEA assessments may elect from 8th grade.

Teacher may recommend a student to override the NWEA requirement (Recommendation for Opt In).

		Amethod Public Schools Board Item Overview <i>Date: 10/24/2018</i>	
Subject:		Approval of Accelerated Mathematics Plan	
Action: <input checked="" type="checkbox"/> Information: <input type="checkbox"/> Committee: <input type="checkbox"/>		Approve the Accelerated Mathematics Plan proposed for OCHS and JHHS	
RECOMMENDATIONS:		To provide access to advanced math courses, we recommend that the board approve the Accelerated Mathematics Pathways plan for both OCHS and JHHS	
SUMMARY OF PREVIOUS BOARD DISCUSSION AND ACTION:		NA	
SUMMARY OF KEYS ISSUES:		<p>With the current math pathways at OCHS & JHHS, students lose the access to AP Calculus BC the highest-level math course offered at the high school currently.</p> <p>We provided pathways with multiple entry points so that students will have opportunities to accelerate and have AP math courses available to them.</p> <p>We are considering minimal entry requirements to “Meeting Grade Level” on the NWEA test or teacher’s recommendation based on data from IXL.</p> <p>We expect to gather data rather the acceleration is successful/sustainable/equitable after 3 years and observing performance from AP Calculus exam results.</p>	
FISCAL ANALYSIS:			
ATTACHMENT (S):			

Coversheet

Approval of AMPS 2021-2022 Finance Handbook

Section:	III. Business
Item:	C. Approval of AMPS 2021-2022 Finance Handbook
Purpose:	Vote
Submitted by:	
Related Material:	DRAFT AMPS Finance Manual Jul-21 v3.pdf FinanceHanbookBriefingSheet.pdf

Section 1: Managing School Budgets

General Philosophy

Each school site will work to create and allocate their budgets based on their priorities and strategic goals. It is the responsibility of each Site Director to ensure that they are spending within their budget. They have the authority to move expenses between line items at their general discretion, provided that the full year spending is within their approved budget.

Budgeting Process

Each spring, the Finance team will work closely with each site to ensure they have a clear picture of the key moving parts of their budget for the upcoming school year, including:

- Per Pupil Funding
- Other State, Local, and Federal Funding
- Enrollment
- ADA %
- Staffing required to support the site's enrollment
- Which funds are restricted, and how those restrictions must be managed
- All other expenses

The AMPS Board approves site budgets at the June meeting for the upcoming year. The Finance Team will review and consult monthly on budgets with each site throughout the year.

While our goal is to provide as much latitude as possible to Site Directors in managing their budgets, there are a number of decisions that will be made by the Home Office and that will apply across the AMPS network of schools. Those include:

- Salary ranges based on education level, credential status, and years of experience
- Employee Benefits
- Insurance
- Curriculum purchases
- Technology purchases

With support from the Finance team as needed, sites are expected to understand the various expense accounts and resource codes (for spending grant funds) and to ensure that all transactions are coded correctly. A link to the current AMPS Chart of Accounts, which lists expense codes and resource codes, can be found [here](#).

Receiving & Managing Grants

Grant funds are an area that require special attention. When spending grant funds, it is important to consider:

- The valid uses of funds per the grant documents
- The time period over which the grant funds can be spent
- The reporting requirements of the grant

In addition to the state and federal dollars described above, we also have the opportunity to apply for grants to help fund our needs. Grant applications up to \$1,000 can require no Home Office approval before applying; grants applications over \$1,000 should be discussed with the Grants & Compliance Manager prior to applying. That allows us to assess:

- Whether the funder's mission is consistent with our work
- The level of administrative work required for grant tracking and reporting
- Whether the deliverables of the grant are achievable

Section 2: Buying and Procuring

General Philosophy

Spend money as it were your own—we live in a time of scarce resources for education and therefore must be extremely frugal when making spending decisions. Whenever possible, we will work to make the buying and procurement process as paperless and as automated as possible.

How to Purchase Things

There are several processes by which goods or services can be purchased, and several ways in which the vendors can be paid for those goods or services. Each process is described below.

Online Ordering

- AMPS has corporate accounts with Staples (for office supplies), Amazon (for office and other supplies), and Starline (for custodial supplies). Sites wishing to gain to these sites to make purchases should contact Jenny Quan, Accounting Manager.

Direct Orders from Vendors

- Some vendors from whom you will place orders either by phone or email. In those cases, the vendor will provide you with an invoice.
- Many vendors offer discounts for nonprofits, and you should always let the vendor know

of our nonprofit status. As proof, they may ask for a copy of our 501(c)(3) letter [insert link here] or our Federal Tax ID, which is 94-3185735. Note that our 501(c)(3) status does not exempt use from paying Sales or Use taxes in most states.

- **Purchase Orders:** In some cases, the vendor may require a Purchase Order (“PO”) before they provide goods or services. The sites are responsible for completion of the PO, and the template to complete one can be found here [insert link]. Note that POs that exceed the Site Director’s approval limit (see below) must be approved by the CEO before being sent to the vendor.
- **New Vendors:** The IRS requires us to provides a 1099-MISC tax form to all vendors to whom we pay over \$600 in each calendar year. Therefore, all new vendors are required to complete an [IRS Form W-9](#) before payment can be made.


Contracts with Vendors

- For a number of services, AMPS will sign contracts with vendors that specify the terms, conditions, and cost of the services to be provided. Examples include Special Education, Custodial, Translation Services, Substitute Teachers, and other services.
- Contracts are to be negotiated in conjunction with the Home Office. If you have a need for a contract, please contact the Senior Director of Finance or Chief Operations Officer to negotiate terms and to coordinate contact signing.
- In no instance can payment be made without a signed contract.

How Things Are Paid For

There are 5 primary ways in which AMPS pays for goods and services:

1. The vendor provides an invoice and AMPS pay via check.
 - a. If you receive an invoice for a vendor, it is your responsibility to ensure that the goods were received or the services were provided satisfactorily.
 - b. Once you have reviewed the invoice, approve it by signing and dating it, and then scan it to apsupport@amethodschools.org. It is the responsibility of the site to provide the coding for the expense account and resource code for each invoice.
 - c. The AP team will reach out with any questions and will process the payments.
 - d. The AP team will cut checks on the 1st and 3rd Thursday of each month. In order to be considered for payment, all paperwork and approvals must be completed by the Friday preceding the check run.
 - e. The AP team will balance the terms of the vendor contract and our available cash flow to determine the timing of paying invoices.
2. The items are charged to an AMPS credit card.
 - a. It is your responsibility to keep receipts for all purchases made with your AMPS credit card. For online orders, this will likely be an email receipt and for other orders it will likely be a hard copy receipt.
 - b. Monthly, you will be provided with a statement of all transactions for the prior

- billing period and will need to complete a Credit Card Report and submit it to apsupport@amethodschools.org. The closing statement is available on the 18th of each month, and you will receive your statement from Accounting by the 22nd of the month.
- c. Your Credit Card Report must include expense account and grant coding for each line item, and all items will require a receipt.
 - d. Your Credit Card Report must be completed within 2 business days of the end of each month; failure to do so may result in the cancellation of your card. *Beef this up*
3. The items are purchased by an AMPS staff member via cash or their personal cards, and they are reimbursed by AMPS.
- a. It is your responsibility to keep receipts for all purchases made via cash or your personal card. For online orders, this will likely be an email receipt and for other orders it will likely be a hard copy receipt.
 - b. Within 30 days of incurring the expense, you should complete an Expense Report and submit it to apsupport@amethodschools.org.
 - c. Your Expense Report must include expense account and grant coding for each line item, and all items will require a receipt.
 - d. The AP team will cut expense reimbursement checks on the 15th and last day of each month. To be considered for payment, your expense report invoice must be received by the 10th or the 25th of the month.
4. You need to provide a check to a vendor at the time of an event. Examples of this will include school events, dances, etc.
- a. At least 5 business days before you need to check, complete a Check Request Form and submit it to apsupport@amethodschools.org.
 - b. The Check Request Form must include the vendor's name, address, Tax Identification Number (for businesses) or Social Security Number (for individuals), as well a description of the services or goods to be provided.
 - c. If the goods or services provided will exceed \$600 to the vendor during any calendar year, the vendor will need to complete an IRS Form W-9 prior to the issuance of a check.
 - d. The AP Team will coordinate with you to provide you with the check once it has been  signed.
5. AMPS pays the vendor via ACH. Note: This will very rarely apply to a Site, but is for corporate-level expenses such as utilities, insurance, benefits, etc.

In addition to the processes described above for purchases of goods and services, staff may be reimbursed for use of their personal vehicle and for parking expenses when driving to attend AMPS-related events.

- Use of personal vehicle will be reimbursed at a rate of \$0.575 per mile, and the employee must complete an Expense Report for reimbursement. Please list the origination and destination of your mileage along with a description of the business

purpose for the mileage.

- Parking will also be reimbursed via an Expense Report, and a receipt will be required.

Spending Limits & Contracts

Before placing any order for goods or services, you must receive approval. The approval limits shown below apply to all purchases, regardless of how the purchase is made. They also apply to the signing of contracts.

From	To	Approver
\$1	\$5,000	Site Director or Home Office Director
\$5,001	\$25,000	Site Director/Home Office Director and Senior Director of Finance
\$25,001	\$50,000	CEO
\$50,001	\$100,000	AMPS Board Chair
\$100,001		Full AMPS Board (vote required)

When AMPS wishes to use an outside to provide services, the Independent Contractor Agreement must be signed. That document details the rates to be paid, the services to be provided, and the insurance requirements that the Independent Contractor must meet. Under no circumstances should a contractor perform any services without an agreement in place. If that happens, the contractor will not be paid.

Any other contracts must be reviewed by the Finance team before being signed.

Section 3: Receiving Funds

General Philosophy

Whenever possible, we should strive to receive any payments electronically, and if not possible, then via a check. Cash is the least desirable form of payment due to the risks inherent in collecting, handling, and depositing cash.

Receipt of Checks

Your site may also receive checks for smaller amounts from fundraisers or other sources. Please also remit those checks to the Home Office within 2 business days of receipt. The site should use a 3-part Receipt Form, keeping one copy at the site, providing one copy to the payer, and

sending one copy along with the physical to the Home Office. A deposit log should be prepared using the form found [here](#).

Receipt of Cash

Sites should encourage payments be made via check or electronically whenever feasible. However, schools will periodically receive cash from such things as uniform sales, prom ticket sales, food sales, and school-based fundraising activities. Great care must be taken in dealing with cash at the school site.

Upon Receipt of Cash:

- Cash should be kept in a lockbox that can only be accessed by one staff member at each school site.
- That lockbox should then be further secured in a locked, non-portable location at the school site.
- For each receipt of cash, a paper receipt should be prepared in 3 parts. One copy will be provided to the party that paid the cash, one should remain on file in a secure location at the school, and one should be provided to the AMPS Accounting Department when the cash collected from the school.
- Each receipt of cash should also be recorded in a Cash Receipt [log](#). Each entry in that log should be signed off and attested to by two individuals at the school site.

Remitting Cash to the Home Office

- Periodically, a member of the AMPS Accounting Team will come to your site to collect your cash.
- The Accounting Team will also count the cash while and work with you if any discrepancies are found with the Cash Receipt log.
- The Accounting Team will deposit the cash into the AMPS bank account.
- You should never hold more than \$1,000 in cash at your school site; if you reach that amount, please contact the Accounting Team as soon as possible to coordinate the collection of cash.

Cash Collected from Meal Programs

The National School Lunch Program is a federal program with very specific guidelines. All cash collected from lunch sales should be recorded in MealTime. The collected cash should be counted daily and accompanied with a Lunch Cash Receipt [Report](#).



HONOR HARD WORK

Amethod Public Schools Board Item Overview

Date: 8/18/21

Subject:Item III.C Approval of AMPS 2021-2022 Finance Handbook**Action:****Information:****Committee:****RECOMMENDATIONS:**

Approval

**SUMMARY OF PREVIOUS
BOARD DISCUSSION AND
ACTION:**

Not applicable.

**SUMMARY OF KEYS
ISSUES:**

We are asking for the board to approve our Finance Manual with an effective date of 7/1/21. This version replaces all prior versions of the manual and attempts to simplify the key transactions that we process into concise, understandable segments.

The one substantive change is the approval limits for various levels within the organization. Our previous limits are as shown here:

From	To	Approver
\$0	\$1,500	Site Director
\$1,500	\$5,000	+ Regional Superintendent
\$5,000	\$50,000	+ CEO
\$50,000		+ AMPS Board

In the interest of empowering our sites and in reflection of our current structure, we are proposing changing the limits as shown here:

From	To	Approver
\$0	\$5,000	Site Director
\$5,000	\$25,000	+ Sr. Director of Finance
\$5,000	\$50,000	+ CEO
\$50,000	\$100,000	+ Board Chair
\$100,000		+ AMPS Board

FISCAL ANALYSIS:

None

ATTACHMENT (S):

