

***The Academy of Alameda's
Health and Safety
Reopening Plan
Fall, 2020-21***

Executive Director: Matt Huxley

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COVID-19 REOPENING SCHOOLS HEALTH AND SAFETY PLAN SUMMARY	3
SCHOOL INFORMATION	3
COMMUNITY EXPECTATIONS	4
OVERVIEW OF HEALTH AND SAFETY PROTOCOLS	5
Daily Health Screening	5
Exclusion From School Based On Symptom Screening	6
Hand Washing and Hand Sanitizing	6
Personal Protective Equipment (PPE)	6
Masks and Face Shields	7
Feasibility and Adaptations	7
Small, Stable Cohorts	8
Physical Distancing	8
Restrooms	9
Signage and Markers	9
Cleaning and Disinfecting	9
Ventilation	9
DROP-OFF AND PICK-UP	10
Carpooling	10
Campus Map	10
Drop Off and Pick Up Schedule	11
COVID-19 SYMPTOMS, CONTACT, AND DIAGNOSIS MATRIX	12
Certification for Student Returning to AoA after COVID-19 Symptoms, Positive Test Result, or Exposure	16
Community Commitment	16
TRIGGERS FOR SWITCHING TO DISTANCE LEARNING	17
COMMUNICATIONS, TRAINING, AND CONTACT TRACING	17
Overview of Staff Responsibilities and Training	18
Overview of Family Information and Training	18
Contact Tracing	19
SCHOOL LEADERSHIP CONTACT INFO & COVID-19 RESPONSE TEAM	20

COVID-19 REOPENING SCHOOLS HEALTH AND SAFETY PLAN SUMMARY

The Academy of Alameda is committed to providing a safe environment where dynamic and engaging learning thrives. Health and safety, while supporting our students' academic success and social emotional well-being, is at the forefront of our efforts. The Academy of Alameda's COVID-19 Health and Safety Reopening Plan has been shaped by the following four key elements as well as by a number of key guidance documents from the county, state and federal governments (See Key Guidance Documents below). The main document that we are using is the [COVID-19 School Guidance: Alameda County Schools Reopening Plans](#) as Alameda County's plan incorporates information from a number of key resources and the state provides each county with a degree of autonomy to set guidelines and make recommendations based on local data. This document will be updated to reflect changes in county, state and federal guidelines and laws as well as changes in school operations to reflect best practices based on experience.

1. Health and Safety

- a. The health, safety, and social-emotional well being of our students, staff, and families are always our top priorities at AoA. With the introduction of COVID-19, we have made significant changes to how we approach health and safety--all of which are outlined in this document and all of which were developed in conjunction with the guidance set forth by state and local officials.

2. Student Learning

- a. We believe that students learn best when they are on campus and in class with their teacher(s). However, there are currently significant health and safety concerns that impede us from conducting school in this manner. It is therefore incumbent upon us to develop alternative methods of educating students--methods that allow for flexibility as conditions change and that allow for a variety of entry points, given that not all students need the same things. The Academy of Alameda has two main instructional plans for the 2020/21 school year.
 - i. Distance Learning Only (students learn remotely from home)
 - ii. Blended Learning Environment: Students in specific grades attend school for part of the day or week and learn remotely for the other part of the day or week. The blended learning option may be available for only some students (with the highest needs).

* Families can make the decision to have their child learn remotely for the entire 2020/21 school year, even if a blended program is offered.

3. Staff and Organizational Capacity

- a. Our instructional models have also been developed with attention to their impact on our staff and on our organization. We have endeavored to provide flexibility for students and families while not compromising our staff's ability to continue to support students at the highest level.

4. Family Needs

- a. We recognize that in this time of uncertainty each family is experiencing its own issues and challenges and that families' needs are variable. Because of COVID related issues, some students may be unable to physically attend school. At all times, AoA will have a learning model that allows for those students to remain at home.

SCHOOL INFORMATION

The Academy of Alameda plans to reopen one grade level at a time, with the following timelines and numbers of students and staff expected to be on campus. Please note that The Academy operates two schools--an elementary school and a middle school--with two CDS codes. While the organization plans to phase in grades K-2 initially, there currently is not a specific timeline for reopening grades 3 through 5 in the elementary school and grades 6-8 in the middle school.

Grade Level	Date of Reopening	# of Students Returning	# of Staff Returning
Kindergarten	December 7, 2020	28	19 Includes admin, teachers, office staff, support personnel, custodians, breakfast/lunch staff
1st	January 11, 2020	30	22 Includes admin, teachers, office staff, support personnel, custodians, breakfast/lunch staff
2nd	January 18, 2020	30	25 Includes admin, teachers, office staff, support personnel, custodians, breakfast/lunch staff
3rd-5th*	TBD. Possibly February.	TBD	TBD
6th-8th*	TBD.	TBD	TBD

*The Academy will open learning hubs for grades 3-8 while the school continues to assess the feasibility of opening those grade levels for on campus instruction.

COMMUNITY EXPECTATIONS

As the school reopens, your cooperation is essential to maintaining a safe learning environment. All members of the AoA community have the shared responsibility to prevent the spread of illness when they are aware or suspect that they have contracted a communicable disease.

It is crucial that all members of our school community remain committed to the safety policies and procedures listed in this and in future communications to ensure the safety of students and staff. As a member of the AoA community, you agree to abide by the following requirements:

Follow State, Local, and Federal Orders. All families are expected to adhere to the directives of local, state, and federal health departments, regarding social distancing in public and other measures to reduce the spread of COVID-19.

COVID-19 Testing and Notification. If your children or someone in your household tests positive for COVID-19, you must notify our executive director, Matt Huxley (mhuxley@aoaschools.org) and the corresponding principal (Leah Rubin, elementary school, lrubin@aoaschools.org, Miranda Thorman, middle school, mthorman@aoaschools.org) as soon as possible. Our COVID-19 District Liaison will coordinate the specific actions to be taken after consultation with the Alameda County Public Health Department.

Stay Home If Sick. If your child is sick, including, but not limited to, exhibiting any symptoms of COVID-19 (e.g., fever, chills, cough, shortness of breath, difficulty breathing, fatigue, headache, nausea, vomiting, diarrhea, etc), you are expected to keep your child from school and notify the school as noted above.

Stay Home If Exposed. If anyone in your household has been in contact with an individual infected with COVID-19, you are asked to please notify the school immediately. Based on the circumstance, in alignment with guidance from local health officers and our protocols, you may be asked to keep your child home for 14 days. During this time, your child will be able to continue classes via our distance learning plan.

Travel. Please avoid unnecessary and non-essential travel per the ACDPH Health Order. If your child has traveled outside the State, or to any regional area with high COVID-19 case rates, at any time during the school year, you are required to notify the school and you may be asked to keep your child home for 14 days--your child would have access to the virtual learning environment for the duration of their stay at home.

Temperature Checking and Screening. The school will screen and check temperatures of students and staff daily upon arrival at school. If your child presents with a temperature that is higher than 100.0 F, your child will be sent home.

Face Coverings. Per local guidance, face masks are required for all students in grades K-8. Please send your children to school with a clean face mask every day they are attending on-campus classes. Teach your children how to properly use and remove a face mask. If using fabric masks, ensure that your child's mask is cleaned regularly.

Hygiene. Practice and reinforce good hygiene practices at home. In particular, emphasize the importance of frequent hand washing for at least 20 seconds.

Water Bottles. For health and safety reasons, students must bring their own water bottles to school every day. The use of water fountains will not be permitted, in order to reduce the spread of COVID-19.

Medical Forms and Emergency Contacts. Parents/guardians must provide the school with at least THREE emergency contacts who are able to pick up their children from school within one hour of receiving a call if their child presents with a temperature or becomes ill during the school day.

General. With health and safety as our top priority, we implore students, staff, and families to also minimize personal risk by avoiding high-risk activities such as attending large gatherings. Community members who do not follow this guidance and who come to the AoA campus are putting others in our community at risk.

OVERVIEW OF HEALTH AND SAFETY PROTOCOLS

To reduce the risk of transmission, with health and safety as our priority, we have implemented the following health and safety measures, as directed by local, state, and federal guidance. These protocols and procedures are mandatory and will be strictly enforced. AoA reserves the right to restrict access to campus to any individual community members who do not comply with these requirements, or to send home a student if there is a lack of compliance.

Daily Health Screening

Prior to the start of school, every day, all families and employees are required to complete a COVID-19 questionnaire in ParentSquare (Kyla for employees), which will ask about confirmed COVID-19 diagnoses for each individual, along with confirmed or likely exposure. If you are unable to access the ParentSquare screener at home, your child will be asked the screening questions upon arrival at school. We will also check the temperature of each student prior to them coming on campus each day as part of the campus entry process. Students who have a temperature of over 100F will have to return home.

Please click here to access our guide to using the [ParentSquare Screener](#).

Upon arrival at school:

1. Please proceed to your designated drop off location (see Drop Off and Pick Up Procedures later in this document) and wait for your turn to complete the screening process.
2. A parent/guardian must show the screening personnel on duty that your child has completed the ParentSquare Screener. For students who are arriving to school on their own, an AoA staff member will walk them through the questions in the screener.
3. Students' temperatures will be taken by the screening personnel on duty.
4. Parents/guardians may only leave AFTER the screening process is complete.

Exclusion From School Based On Symptom Screening

Students and staff presenting with a fever of 100F or above will be excluded from the school campus. The school may exclude any individual who presents with symptoms associated with COVID-19.

Students and employees who appear to be ill, have a fever, or report symptoms associated with COVID-19 will be sent home as soon as practicable. In determining whether to exclude a student or employee based on symptoms of COVID-19, the school will consider whether the student has a history of allergies or similar health history and may require medical certification. Individuals exhibiting symptoms associated with COVID-19 will not be allowed to return to campus until one of the following occurs:

- The student or employee certifies that at least 10 days have passed since the symptoms first appeared AND the student or employee has been free from fever, without the use of fever-reducing medication for at least 24 hours AND respiratory symptoms have improved.
- The student or employee provides the school with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable).
- The student's or employee's health care provider provides the school with a note certifying that the student or employee is free from COVID-19.
- The person is otherwise safe to be around others per [CDC criteria for discontinuing home isolation](#).

The school will maintain COVID-19 test results and doctor's notes submitted pursuant to this policy as students' confidential medical records.

Hand Washing and Hand Sanitizing

In accordance with CDPH and Cal/OSHA guidance, opportunities will be made for students and staff to wash their hands frequently. In addition to the sinks in the bathrooms and in some classrooms, the school has secured 2 portable handwashing stations (each handwashing station has 2 sinks) that are located outside in common areas.

Washing hands with soap and water is the best way to get rid of germs in most situations. However, if soap and water are not readily available, an ethyl alcohol-based hand sanitizer can be an appropriate substitute. AoA has placed hand sanitizer stations inside every classroom and office, and there are outside stations strategically located throughout the campus.

Personal Protective Equipment (PPE)

1. Per the Alameda County Public Health Department (ACPHD), cloth face coverings are required (except for when eating or drinking) for students K-8 and for all staff, with the exception of students unable to wear them due to special circumstances such as a particular developmental or health diagnosis that would limit their ability to wear a face covering. More details on masks and face shields is below.
2. Students and staff should bring their own facemasks to school. The school will provide masks to all employees and students or other necessary protective equipment, as appropriate for work assignments. See the school's [Workplace Face Covering Policy](#) for staff guidance.
3. The office staff will be provided with face coverings and disposable gloves and office work stations will have plexiglass protection.
4. Classrooms will have plexiglass dividers, as developmentally appropriate when necessary, to provide additional protection for students and staff.
5. The custodial staff will be provided equipment and PPE for cleaning and disinfecting, including gloves.
 - a. All products will be kept out of children's reach and stored in a space with restricted access.
 - b. Cal/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used and training to be provided to staff on the hazards of chemicals.

Masks and Face Shields

Mask requirements:

- Masks should fit snugly on the face while covering both the nose and mouth.
- Cloth masks are encouraged, but surgical masks are acceptable.

- Bandanas and neck gaiters are not acceptable options as masks.
- N95 masks are not recommended for general use.
- Masks with valves attached to them are not permitted, as the valve increases the number of respiratory droplets released into the air.

Face shields:

- A face shield is primarily used for eye protection for the person wearing it. At this time, it is not known what level of protection a face shield provides to people nearby from the spray of respiratory droplets from the wearer. There is currently not enough evidence to support the effectiveness of face shields for source control. Therefore, CDC does not currently recommend use of face shields as a substitute for masks.
- However, wearing a mask may not be feasible in every situation for some people for example, people who are deaf or hard of hearing—or those who care for or interact with a person who is hearing impaired. Here are some considerations for individuals who must wear a face shield instead of a mask:
 - Although evidence on face shields is limited, the available data suggest that the following face shields may provide better source control than others:
 - Face shields that wrap around the sides of the wearer’s face and extend below the chin.
 - Hooded face shields.
 - Face shield wearers should wash their hands before and after removing the face shield and avoid touching their eyes, nose and mouth when removing it.
 - Disposable face shields should only be worn for a single use and disposed of according to manufacturer instructions.
 - Reusable face shields should be cleaned and disinfected after each use according to manufacturer instructions or by following [CDC face shield cleaning instructions](#).

Feasibility and Adaptations

- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- A cloth or face covering or face shield should be removed for meals, snacks, or when it needs to be replaced. During these times, students and adults will be 6ft apart.
- The CDC recognizes that wearing masks may not be possible in every situation or for some people. In some situations, wearing a mask may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a mask or to reduce the risk of COVID-19 spreading if it is not possible to wear one.

Small, Stable Cohorts

In order to minimize exposure and to mitigate the rate of transmission, students will remain in small, stable cohorts of no more than 16 students and will not mix with other cohorts. In the event that it is necessary, small, stable cohorts will also allow for contact tracing and for the possibility that a campus closure can be avoided.

Teachers will be able to teach different cohorts of children as long as they are practicing social distancing protocols, wearing masks and following other guidance practices. If a teacher remains solely with one cohort, physical distancing will be less crucial to adhere to at all times. For younger children, keeping a physical

distance from teachers will be difficult, which is part of the consideration of stable cohort groupings in the younger grades.

If there is a need for additional support, administrators and/or other instructional aides might provide supervision or support for the classroom teacher, as needed, while maintaining physical distancing and wearing a face covering.

Physical Distancing

In addition to the use of face coverings, small and stable cohort groups, and continuous hand washing practices:

- The school will make every effort to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of six feet of distance between individuals.
- As practicable, given classroom space and furniture configurations, student desks and tables will be placed six feet apart to minimize face-to-face contact. According to ACDPH guidelines, face coverings and cohort stability are higher priorities if they allow for more practical utilization of physical spaces to provide in-person instruction.
- The school has developed schedules and campus management to minimize movement of students, educators, and staff as much as possible.
- Face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.
- Plexiglass shields may be used as an additional protection to separate individuals when needed; however, they do not replace the use of face coverings.
- The school has prepared a training plan for students and staff, along with signage that will be posted, to direct a safe student foot traffic flow around the campus where needed.
- The school will implement staggered start and dismissal times, as practicable, in order to eliminate the mixing of cohorts and/or to decrease groups congregating in any one location.
- The school will schedule student restroom breaks and assign cohorts to specific restroom areas to avoid overcrowding. Supervision will be provided.
- Outdoor space will be used as classroom space as practicable as possible.
- Employees will be expected to enforce the school's physical distancing strategies and shall take measures to decrease students congregating in any one location.
- The school reserves the right to deny attendance to any individual who does not comply with this and all provisions of this handbook.

Restrooms

- Each cohort will be assigned staggered restroom breaks and assigned stalls per cohort. Students who need to use the restroom at unassigned times will be directed to use assigned stalls. Custodial staff will conduct regular cleanings of the restrooms throughout the day with a set schedule both during the school day and nightly, per CDC guidance.
- There will be no more than 2 students per restroom at a time.
- All students will be instructed to wash their hands before and after using the restroom.

Signage and Markers

Markers that designate intervals of six feet will be placed throughout the campus and at entrances to designated spaces where students should be when in line to maintain physical distancing. Signage and barriers will also be in place to direct students to walk through campus in hallways in a manner that promotes physical distancing. The school will also designate foot traffic patterns, such as one-way hallways, to limit the number of students passing each other or coming within six feet of each other, as they move throughout campus.

Cleaning and Disinfecting

The school has adopted these [Campus Cleaning Procedures](#) to promote a safe and healthy school and workplace by establishing cleaning, disinfection, and ventilation practices in an effort to mitigate the spread of COVID-19. Additionally:

- Staff who are required to work out of multiple rooms in any given workday will have a cart with their own materials and supplies to bring with them to each room. Every room will be stocked with wipes, Lysol, and hand sanitizer for staff to use to ensure proper disinfection of shared surfaces.
- Students will have their own supplies. Common items will be cleaned between uses.

Ventilation

- [HVAC System](#)
- Door stoppers have been provided for each classroom/office space in order to prop the doors open to increase air flow.
- Every classroom has operable windows, which will remain open, unless stated differently by health guidance, to ensure copious amounts of fresh air..
- Every classroom and other space over 900 sq. ft is equipped with an [Alen BreathSmart Classic True HEPA Air Purifier](#).
- Every office and spaces 900 sq. ft of smaller are equipped with an [Alen BreatheSmart FLEX True HEPA Air Purifier](#).
- The school also follows [CDC guidance](#) and [ACDPH guidance](#) regarding COVID-19 considerations for extreme heat and unhealthy air quality.

DROP-OFF AND PICK-UP

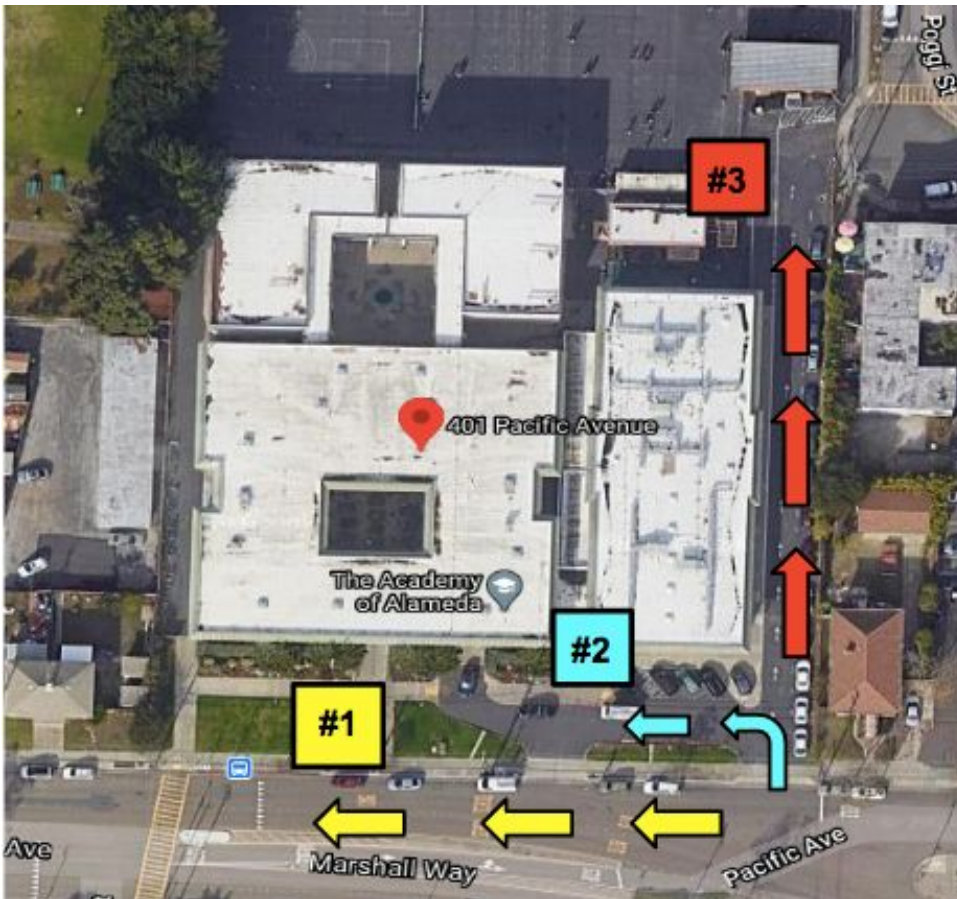
Drop off and pick up times will be staggered in increments of 10 minutes to minimize mixing of cohorts and to ensure physical distancing. To expedite the process, the school will offer multiple screening stations. Parents/guardians must wear a mask and remain in their vehicle at all times. Parking is not permitted. Students may only exit the vehicle, or enter the building if walking, after the daily screening has been completed.

Carpooling

We encourage people to limit their exposure as much as possible. For this reason, we discourage carpooling. However, we recognize that carpooling may be necessary for some families. If that is the case, we require that you maintain a carpool group that is consistent with the students assigned to your child's stable group and that you limit the number of students in the carpool. If you have multiple children in different grade levels at AoA, we request that you please refrain from carpooling with other families.

Campus Map

There are three drop off/pick up and screening locations as marked on the diagram below.



Drop Off and Pick Up Schedule

The schedule below shows the windows for drop off and pick up. At arrival, please drive or walk to your designated screening station.

- If you miss your assigned drop off window, please park your car and walk your child to the main office for screening.
- If you have children in multiple grade levels, please contact your children's teachers to coordinate drop off and pick up.

Grade	Drop-Off	Pick-Up	Screening Station
Kinder AM	8:20-8:30	11:10-11:20	#1
Kinder PM	11:30-11:40	2:30-2:40	#1
1st AM	8:20-8:30	11:20-11:30	#3
1st PM	11:30-11:40	2:30-2:40	#3
2nd AM	8:30-8:40	11:20-11:30	#1
2nd PM	11:40-11:50	2:40-2:50	#1
3-5 AM/PM Learning Hub	8:30-8:40	2:20-2:30	#3
6-8 AM/PM Learning Hub	8:00-8:10	3:35-3:45	#2

COVID-19 SYMPTOMS, CONTACT, AND DIAGNOSIS MATRIX

The school will follow the [guidance provided by the California Department of Public Health](#) (CDPH) and the Alameda County Public Health Department (ACPDH) when a student, teacher, or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19. The school will work in tandem with ACPDH and will communicate promptly, as needed, respecting the privacy rights of individuals, as required. However, the school reserves the right to take a stricter approach to the actions taken, based on new guidance that might become available.

The following matrix is adapted from “COVID-19 Health Screening in TK-12 Schools and Extracurricular Programs Serving School-Age Children and Youth” published by Alameda County Public Health Department November 10, 2020 and “COVID-19 School Guidance: Alameda County School Reopening Plans” published by Alameda County Office of Education last updated on November 12, 2020.

Definition of Frequently Used Terms

Close contact: A person that was within 6 feet of a COVID positive person for 15 minutes or longer (this includes multiple shorter periods in the same day that add up to 15 minutes) EVEN IF both people were wearing masks. Close contact can also mean that the person had a briefer but major exposure to the COVID positive person’s respiratory droplets. For example, the sick person coughed directly on the person.

Cohort: A stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Medical Evaluator: A Physician, Nurse Practitioner, or Certified Physician Assistant.

Isolation: Separates sick people with a contagious disease from people who are not sick.

Quarantine: Is used to keep someone who might have been exposed to COVID-19 away from others.

	Student/Staff with:	Action	Communication Resources
#1	COVID-19 Symptoms (e.g. fever, cough, loss of taste or smell, difficulty breathing, etc)	<ul style="list-style-type: none"> <input type="checkbox"/> Send student or staff member home <ul style="list-style-type: none"> <input type="checkbox"/> Isolate student or staff member in a separate room or designated area, away from other students or staff, pending pick up <input type="checkbox"/> Provide student or staff member with Instructions for Student or Staff with Symptoms which advises them to: <ul style="list-style-type: none"> <input type="checkbox"/> Contact their healthcare provider and consider COVID-19 testing <input type="checkbox"/> Share COVID-19 test results with the School Site COVID Liaison as soon as possible. <input type="checkbox"/> Follow Isolation Instructions unless COVID-19 is ruled out by a healthcare provider <input type="checkbox"/> Follow Requirements for Returning to School. <input type="checkbox"/> School/cohort remains OPEN <input type="checkbox"/> Contact School Site COVID Liaison 	<p>Instructions for Student or Staff with Symptoms</p> <p>Isolation Instructions</p> <p>What to Do While Waiting for Test Results</p> <p>Alameda County COVID-19 Testing Information</p>
#2	Close contact with a confirmed COVID-19 case	<ul style="list-style-type: none"> <input type="checkbox"/> Send student or staff member home to quarantine for 14 days <input type="checkbox"/> Provide student or staff member with: <ul style="list-style-type: none"> <input type="checkbox"/> Instructions for Self-Reported Close Contacts OR <input type="checkbox"/> Information for Students and Staff with Possible Exposure to COVID-19 <input type="checkbox"/> Cohort/school remains OPEN <input type="checkbox"/> Contact School Site COVID Liaison 	<p>Instructions for Self-Reported Close Contacts</p> <p>Information for Students and Staff with Possible Exposure to COVID-19</p> <p>Quarantine Instructions</p> <p>What do Do While Waiting for Test Results</p> <p>Alameda County COVID-19 Testing</p>

			Information
#3	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <input type="checkbox"/> Contact School Site COVID Liaison <input type="checkbox"/> Contact person with confirmed case and complete COVID-19 Contact Tracing Form <input type="checkbox"/> Provide positive case with Isolation Instructions <input type="checkbox"/> Contact students/staff exposed, send home to quarantine for 14 days and provide them with: <ul style="list-style-type: none"> <input type="checkbox"/> Information for Students and Staff with Possible Exposure to COVID-19 <input type="checkbox"/> Quarantine Instructions <input type="checkbox"/> Close classrooms and primary spaces where the COVID-19 positive student or staff member spent significant time (more than 15 minutes). <input type="checkbox"/> Contact Sergio Sanchez to coordinate disinfection and cleaning. <input type="checkbox"/> Send Positive Case on Campus Community Communication to staff and families <input type="checkbox"/> Cohort is closed for 14 days from last exposure <input type="checkbox"/> School remains open 	COVID-19 Contact Tracing Form Isolation Instructions Information for Students and Staff with Possible Exposure to COVID-19 Quarantine Instructions Positive Case on Campus Community Communication
Requirements for Returning to School			
The parent/guardian of the student or staff member must contact Myleka Johnson (School Site COVID Liaison) prior to returning through email mjohnson@aoaschools.org or call her at (510) 748-4017.			
Requirements for Returning to School from Isolation	<p>Student or staff member can return from isolation after:</p> <ul style="list-style-type: none"> ● At least 10 days have passed since symptoms first appeared, AND ● There have been at least 24 hours with no fever, without taking medicines to lower a fever like Tylenol, Advil, or Motrin, AND ● They are feeling better (the symptoms do not have to be completely resolved) <p><u>Requirements for returning before 10 days have passed</u></p> <p>Student or staff member may return if they can provide ONE of the following:</p> <ol style="list-style-type: none"> 1. Provide COVID-19 NEGATIVE test result OR 2. Provide Medical Evaluator Note verifying that the symptoms are not due to COVID-19 <p>AND</p> <ul style="list-style-type: none"> ● They are feeling better (the symptoms do not have to be completely resolved) ● There have been at least 24 hours with no fever, without taking medicines to lower a fever like Tylenol, Advil, or Motrin 		
Requirements for Returning to School from Quarantine	<p>Student or staff member may return from quarantine after:</p> <ul style="list-style-type: none"> ● 14 days have passed from when they were last in close contact with the person with COVID-19. ● Never developed symptoms 		

Community Commitment

For the health and safety of our entire community, all families and staff commit to:

- Before the start of in-person instruction on campus, my household will self-quarantine for 14 days. As part of this quarantine, our family will avoid travel, avoid crowded spaces (including gatherings of extended family or friends), and will remain at home with only household members, as much as is reasonably possible.
- In the event that my family opts to engage in travel outside of California during any of the scheduled school breaks (Thanksgiving, December, Winter, or Spring Break), we will self-quarantine for the 14 days after returning home, before my child returns to campus.
- If I have any questions or concerns as to potential health risks associated with travel outside of my home region, attending events, or any risk beyond normal daily activity, my household will self-quarantine for 14 days.

TRIGGERS FOR SWITCHING TO DISTANCE LEARNING

The California Department of Public Health (CDPH) has established the following metrics for closing in-person instruction due to COVID-19:

- If 5% of students and teachers in a classroom test positive for the virus, the classroom would be closed, followed by 14 days of quarantine.
- If a school experienced a 5% positive testing rate of both students and teachers, the entire school would have to close, with everyone subject to 14 days of quarantine.

ACDPH may also determine school campus closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. *Additionally, AoA reserves the right to close campus if it is in the best safety and health interest of the school's students and staff.*

Closure decisions, if needed, would be made in consultation with ACDPH. After 14 days of closure, AoA may return to on-campus instruction, when the following have occurred:

- Deep cleaning and disinfection
- ACDPH investigation
- ACDPH approval

COMMUNICATIONS, TRAINING, AND CONTACT TRACING

The Executive Director and the organizational leadership team will meet regularly and will communicate with families, staff, students, and the larger community, as needed. Regular communication will be sent regarding COVID-19 related protocols. These include:

- The proper use of PPE

- Cleanliness and disinfection
- Transmission prevention
- Guidelines for families about when to keep students home from school
- Systems for self-reporting symptoms
- Criteria and plans for close in-person schooling
- Necessary communication for vulnerable members of the school community.

Additionally, the school will:

- Have a communication plan in place if a member of the school community reports a positive COVID-19 test.
- Address its role in documenting, reporting, tracking, and tracing infections in coordination with public health officials.
- Notify staff and families immediately of any possible cases of COVID-19.
- Comply with all legal responsibilities and privacy rights for communicating about cases of the virus.
- Provide guidance to families, teachers, and staff reminding them of the importance of community physical distancing measures if the school is closed, including discouraging students or staff from gathering elsewhere.
- Provide information to staff regarding labor laws, disability insurance, paid family leave, and unemployment insurance.
- Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop.

Overview of Staff Responsibilities and Training

- All employees of the school will review and train on the reopening guidelines as well as the health and safety protocols to safely return to campus.
- Appropriate staffing levels will be sufficient to meet unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19.
- The school will provide staff training and/or information on the following:
 - Disinfecting frequency, tools and chemicals used in accordance with the Healthy Schools Act, CDPR guidances, and CAL/OSHA regulations.
 - Physical distancing of staff and students.
 - Symptom screening, including temperature check.
 - State and local health standards and recommendations, including but not limited to, the following:
 - Proper use of protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer.
 - Face coverings do not replace the need for physical distancing and frequent hand washing.
 - Cloth face coverings are most essential when physical distancing is not possible.
 - Removal and washing of face coverings.
 - Cough and sneeze etiquette and keeping one's hands away from one's face.
 - Frequent hand washing and proper technique.
 - Confidentiality around health recording and reporting.

- Training on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them.

Overview of Family Information and Training

All families will receive training and/or information on the following safety actions:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Proper use, removal, and washing of face coverings
- Screening practices
- 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 school if students or family members have symptoms, or if they or someone they live with has been diagnosed with COVID-19
- All health and safety protocols

All training sessions will be conducted virtually either in synchronous or asynchronous formats to reduce the spread of COVID-19.

Contact Tracing

AoA is ready to assist ACDPH with the tracing of contacts. Within the team list below, there are trained contact tracers and ACDPH liaisons as follows:

- Our School Liaison for both of our schools is Myleka Johnson: mjohnson@aoaschools.org
- Our District Liaison is Summer Hottinger: shottinger@aoaschools.org

The school will work closely with ACDPH when there is a confirmed case of COVID-19 in the community, following the steps mentioned in the matrix above (as provided by ACDPH's Confirmed Positive COVID-19 Process for Schools, Childcare Programs, and Extracurricular Programs).

After a case is confirmed with documentation, the following steps will be taken:

1. Internal notification

- School, childcare program, extracurricular program and partner organization staff immediately notify COVID-19 Liaisons
 - Advise school staff, childcare program staff, extracurricular program staff and partner organizations, to immediately report positive COVID-19 cases to the COVID Liaisons
- COVID Liaisons notify the pertinent childcare program, extracurricular program, school, and district staff
 - The School Superintendent should also be notified

2. Notification to ACPHD

- COVID Liaisons notify ACPHD (email, phone) Monday-Friday 8:30-5:00
 - Advise COVID Liaisons, to contact safelearning@acgov.org; (510) 268-2101 if the district, school, childcare program or extracurricular program is made aware of a confirmed COVID-19 case.

- ACPHD will provide guidance and will answer any questions you may have about the ACPHD COVID-19 contact investigation process.
- Please use this form to report a confirmed or suspected COVID-19 case in a children and youth setting (school, childcare, organization, etc.), and any associated contacts <https://veoci.com/veoci/p/form/matpj7dvdzvs#tab=entryForm>
- Please complete a separate form for each confirmed or suspected COVID-19 case. Before completing this form be sure to have a list of the COVID-19 case close contacts ready to either input into the form or to upload. In accordance with HIPAA Privacy and Security Rules, all information you provide in this form will remain confidential; the information you provide will not impact immigration status.

3. *Identify exposed cohort and group(s) that must receive contact notification.*

- Refer to the Protocols for the Onset of Symptoms, Close Contact with an Individual Testing Positive for COVID-19 in a School, Childcare Setting or Extracurricular Setting (included above as the Diagnosis Matrix)
- Identify the dates that the case was at school, program facility while infectious. Cases are infectious from 2 days before through 10 days after the date that symptoms began. If a case did not have any symptoms, they are infectious from 2 days before through 10 days after the date that they had a specimen collected (usually a swab) for COVID testing.
- Determine when the quarantine period begins for contacts.
 - It begins the day after the last exposure to the case while the case was infectious.

4. *Send an exposure letter to parents/guardians and staff.*

- Provide the date that the quarantine period begins.

SCHOOL LEADERSHIP CONTACT INFO & COVID-19 RESPONSE TEAM

District Liaison

Summer Hottinger, Director of Human Resources. shottinger@aoaschools.org

School Liaison

Myleka Johnson, K-8 Schools Office Manager. mjohnson@aoaschools.org

School Leadership

Matt Huxley, Executive Director. mhuxley@aoaschools.org

Leah Rubin, K-5 Principal. lrubin@aoaschools.org

Miranda Thorman, 6-8 Principal. mthorman@aoaschools.org

Amber Cameron, Director of Special Education. acameron@aoaschools.org

COVID-19 Response Planning Team

Matt Huxley, Executive Director.

Leah Rubin, K-5 Principal.

Miranda Thorman, 6-8 Principal.

Amber Cameron, Director of Special Education. acameron@aoaschools.org

Stacie Ivery, Director of Finance. sivery@aoaschools.org
Summer Hottinger, Director of Human Resources
Myleka Johnson, K-8 Schools Office Manager