



Date: January 25, 2022

To: Board of Directors of Navigator Schools

From: Kevin Sved, CEO

Subject: COVID-19 Update

The COVID-19 surge from the Omicron variant has had a significant impact on Navigator Schools upon return from winter break. A huge challenge has been staffing, with an average of 32 staff members absent each day since returning to school on January 5, 2022. Knowing the importance of keeping schools open, staff members have worked diligently and creatively to coordinate coverage in the classrooms, school offices, and campuses. Thanks to tremendous efforts from our staff, we have been able to keep classes functioning close to normal. We have covered staff absences in the following ways:

- Utilizing Teachers-in-Training (TNTs) to cover teacher absences
- Site administrators (Principal, Vice Principals) subbing in classrooms
- Support Office personnel subbing in classrooms, offices, IT support, and yard duties
- Reassigning site safety staff (yard duties) to support physical education
- Small Group Instructors (SGIs) reassigned to support classes with highest needs
- Utilizing the flexibility afforded by the [Executive Order](#) signed by the Governor on January 11, 2022 to staff classrooms with non-certificated staff when absolutely necessary.

The attached Daily COVID-19 data visualizations show the magnitude of the impact the current surge has had on staff absences at the individual school sites and Navigator Schools as a whole.

Staff have also worked to provide short-term independent study to the significant numbers of students not coming on-site due to exposure or parent concerns. The attached Students Not on Site data visualizations show how this has changed day by day since returning to school on January 5. While each site has experienced the surge differently, the overall trend across the three sites looks encouraging. This current week (M-W) we have had an average of 137 students not on campus across our three sites compared to an average of 174 last week. As the Daily COVID-19 data visualizations demonstrate, the vast majority of these students have been assigned short-term independent study. The attached Tableau Dashboard Notes can be used to help explain the visualizations and how they can be utilized to support analysis strategies.

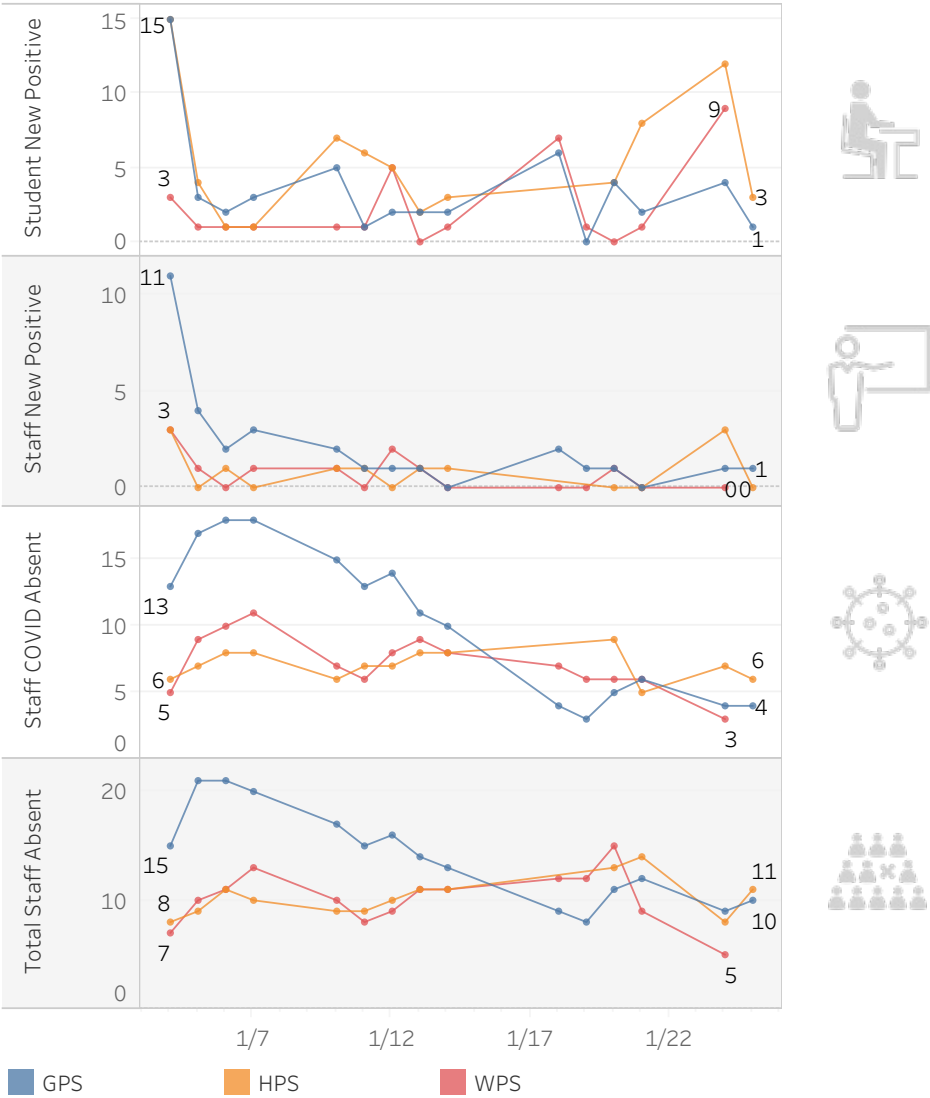
Additionally, as of January 2022, students and fully vaccinated staff who have been exposed can continue to come to school as long as they are asymptomatic and test negative on day 5 after exposure. Due to the high rates of exposure, state guidance has shifted to focus on COVID testing rather than contact tracing. Staff has significantly increased the numbers of students and staff tested on-site using rapid antigen tests. Over the last five school days, more than 740 Navigator students have been tested by staff.

Lastly, providing timely communication to parents regarding the changing guidelines, information about access to testing and vaccines, and other COVID-related information is extremely important. The attached parent letter regarding new COVID guidance is an example.

Attachments:

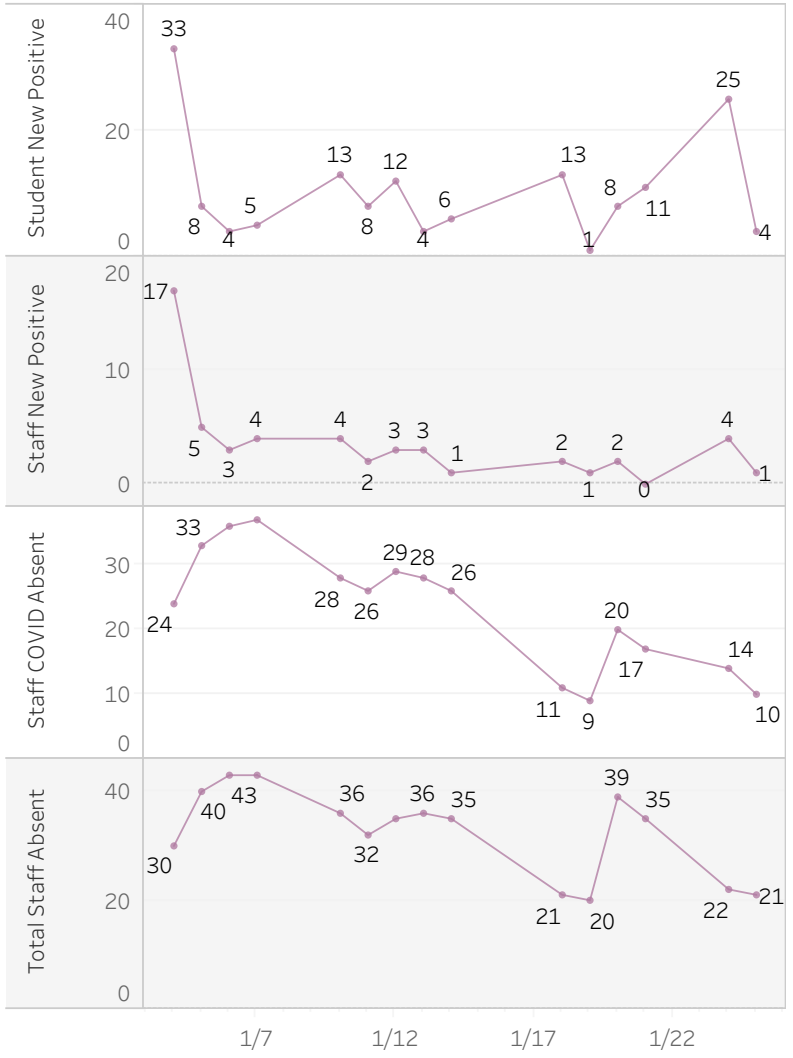
- 1) Daily COVID-19 Data
- 2) Students Not on Site Data
- 3) Tableau Dashboard Notes
- 4) Parent Letter Regarding New COVID Guidance
- 5) Contingency Planning Slides

1. Site Level



2. NAV Level

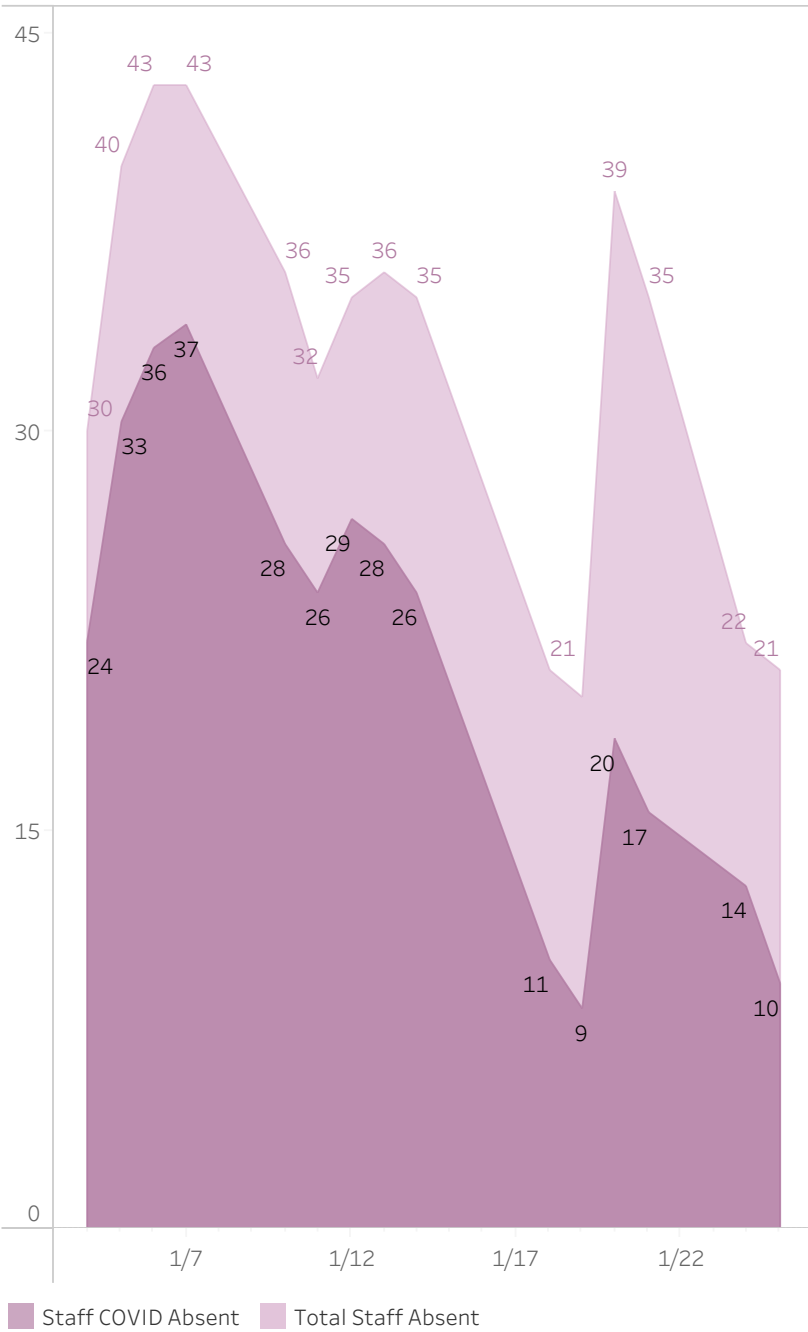
C-19 Daily Site Survey



3. Last Seven Days

	Student New Positive				Staff New Positive				Staff COVID Absent				Total Staff Absent			
	Thu	Fri	Mon	Tue	Thu	Fri	Mon	Tue	Thu	Fri	Mon	Tue	Thu	Fri	Mon	Tue
GPS	4	2	4	1	1	0	1	1	5	6	4	4	11	12	9	10
HPS	4	8	12	3	0	0	3	0	9	5	7	6	13	14	8	11
WPS	0	1	9		1	0	0		6	6	3		15	9	5	
NAV	8	11	25	4	2	0	4	1	20	17	14	10	39	35	22	21

4. Staff: COVID Absent & All Absent

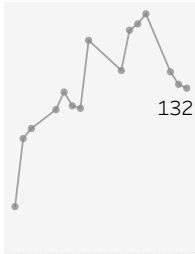


5. Sites as Columns

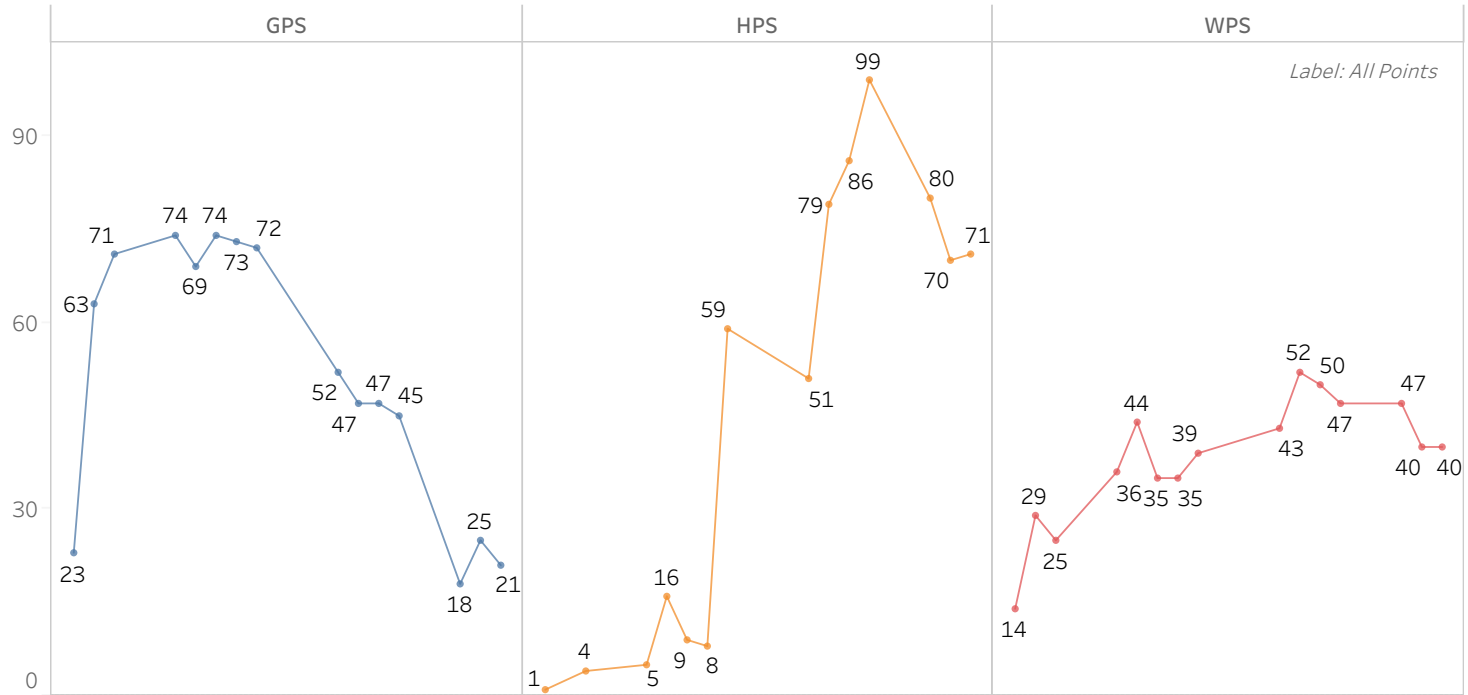


1. Students Not on Site Due to C-19

NAV

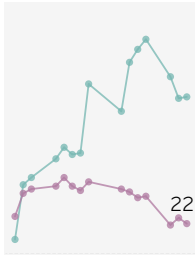


- GPS
- HPS
- WPS



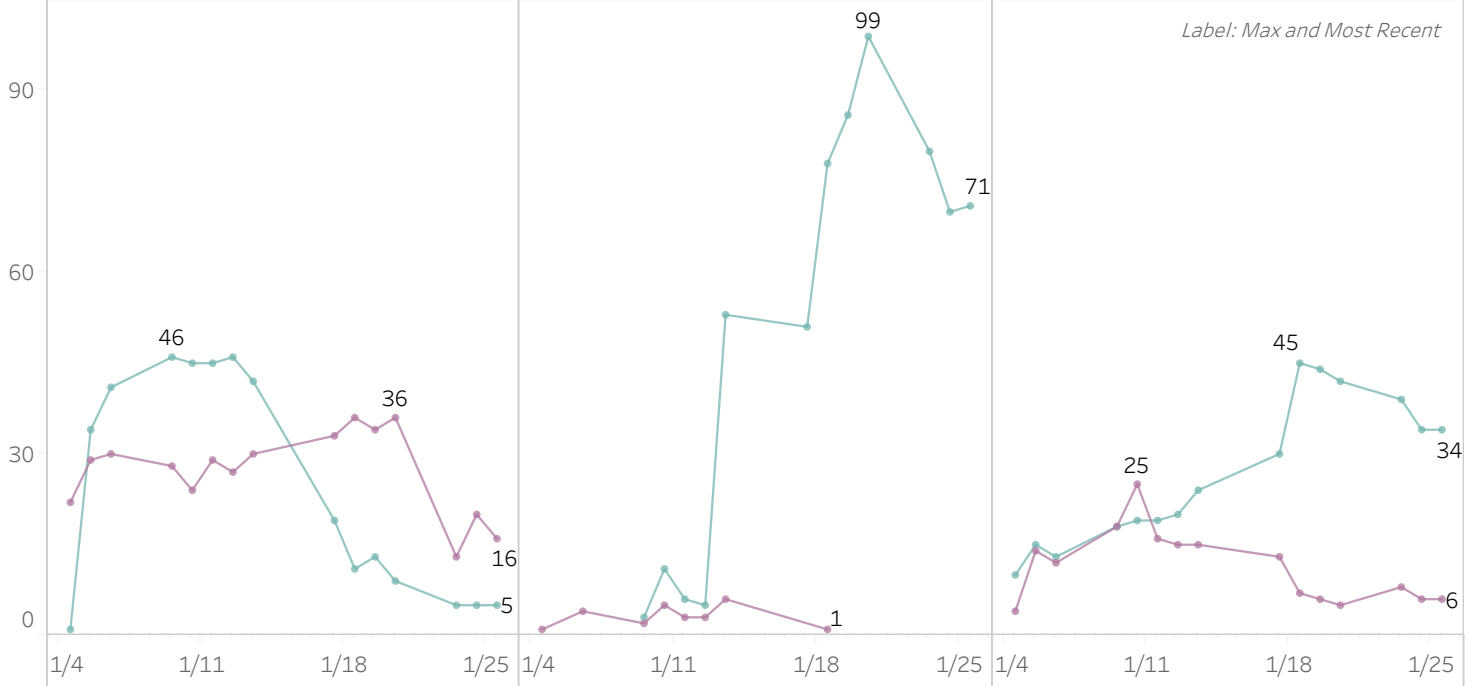
2. Students Not on Site Due to C-19 by Code

NAV

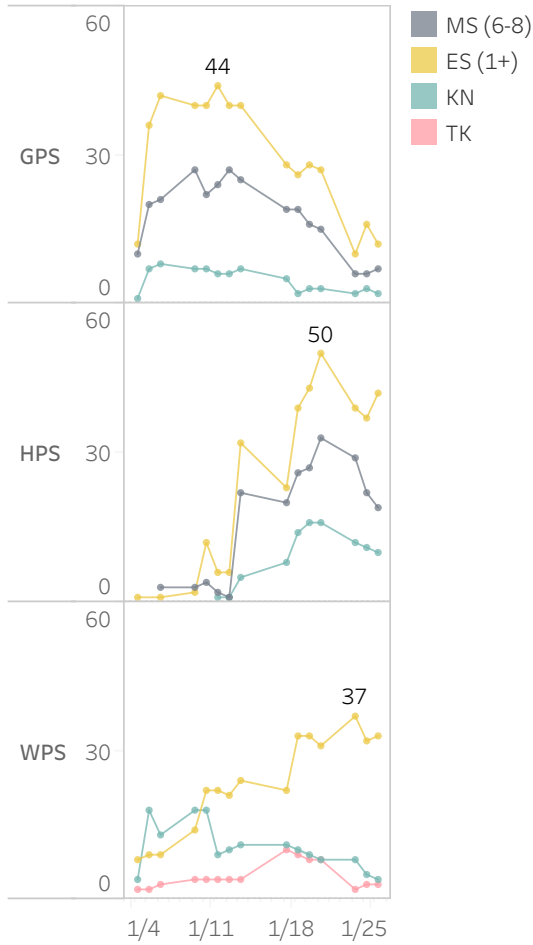


- EXCO
- ISP

EXCO is the code for Daily Excused (C-19 Flag).
ISP is the code for Independent Study..

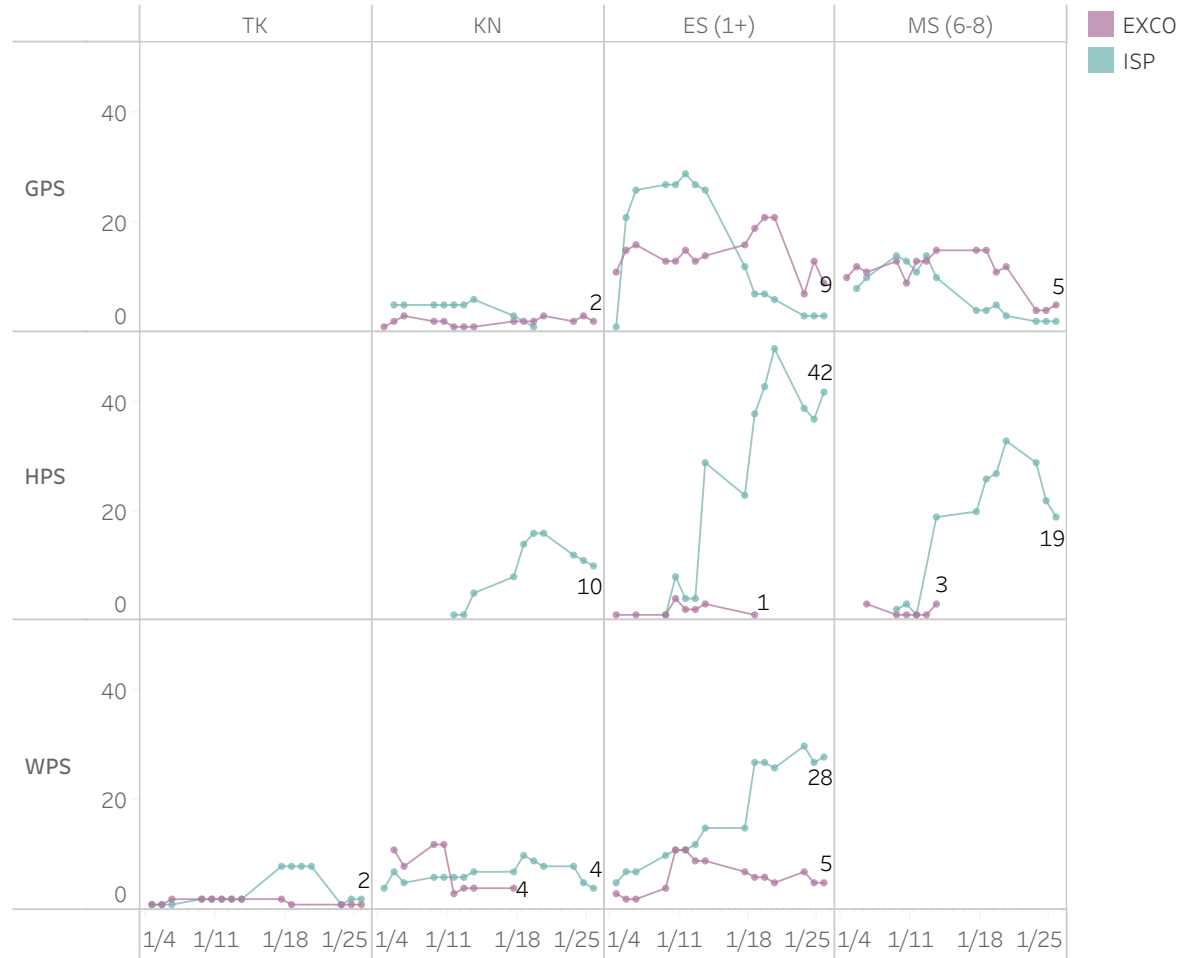


3. Grade Span: Students Not on Site Due to C-19



Label: Max

4. Grade Span: Students Not on Site Due to C-19 by Code



EXCO is the code for Daily Excused. ISP is the code for Independent Study.

Label: Most Recent

5. Weekday Table: Students Not On Site Due to C-19

		January														
		5	6	7	10	11	12	13	14	18	19	20	21	24	25	26
		Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Tue	Wed	Thu	Fri	Mon	Tue	Wed
GPS		23	63	71	74	69	74	73	72	52	47	47	45	18	25	21
HPS		1		4	5	16	9	8	59	51	79	86	99	80	70	71
WPS		14	29	25	36	44	35	35	39	43	52	50	47	47	40	40
NAV		38	92	100	115	129	118	116	170	146	178	183	191	145	135	132



January 26, 2022
Sean Martin

Tableau Dashboard Notes

1. C-19 Daily Site Survey

Introduction

The C-19 Daily Site Survey dashboard consists of two tabs. These tabs focus on the impacts of COVID-19 at each school site, including the count of new positives among students and staff and numbers of staff absences.

The data source is an online survey completed daily by Site Operations Managers or Vice Principals via Google Forms. The Tableau workbook has a live connection to the data source; therefore, it updates automatically whenever new data is entered. Staff members generally complete the survey at the close of each school day.

First Tab

The first dashboard tab (A. Overview) consists of two sets of line charts and one text table. The first set of line charts (1. Site Level) tracks totals over time at each site across four measures listed below.

1. Student New Positives
 - a. This is the total number of new, positive C-19 test results among students each school day.
2. Staff New Positives
 - a. This is the total number of new, positive C-19 test results among staff each school day.
3. Staff COVID Absent
 - a. This measure tracks the number of staff who are absent due to COVID-related reasons each work day.
4. Staff Total Absent
 - a. This is the total number of staff who are absent for all reasons.

The second set of line charts (2. NAV Level) tracks the four measures listed above, combining the site totals to generate a grand total at the organizational (NAV) level.

The table at the bottom of the first tab (3. Last Seven Days) provides a numerical summary of the four measures at all sites, including NAV, by weekday. The table is currently filtered to capture results for a period of seven days. Non-school days are not listed in the table, although

Saturday and Sunday are counted within the seven-day period. With this in mind, the table reports data for five consecutive weekdays.

Second Tab

The second tab (B. Staff Absent & Site Columns) consists of two visualizations. The first (4. Staff: COVID Absent & All Absent) presents two sets of data on a dual axis. The darker area presents daily totals of staff absent due to COVID-related reasons. The lighter area presents the total number of staff absent for all reasons. This visualization enables the viewer to compare the two measures in visual form across time, providing opportunities to explore potential relationships between each category.

The second visualization (5. Sites as Columns), presents the four data points listed previously (new positives and staff absences) as separate rows arranged beneath individual school columns. This arrangement provides a summary of information for each school, whereas the line charts encountered earlier on the first tab provide a summary of each measure.

Analysis Strategies

Topics for analysis afforded by this dashboard focus on infection and absenteeism trends. Daily totals allow the viewer to gauge and prepare for changes in student and staff absence rates due to COVID-19, informing the allocation of resources accordingly. These trends may or may not be consistent across sites. Likewise, these trends may or may not prove to be predictive of events at different sites, but the consideration of such a predictive capacity could be beneficial. The dashboards also provide an historical record of the COVID-19 story at each site, thereby documenting the alignment of preparations, conditions, and responses at specific periods in time. Exploring this alignment provides opportunities to evaluate and celebrate organizational effectiveness during the COVID-19 pandemic.

2. Students Not on Site: C-19

Introduction

The Students Not on Site: C-19 dashboard visualizes daily totals of students who are not on-site due to reasons specifically related to COVID-19 (C-19). Student absences for reasons unrelated to C-19 are not addressed in this dashboard. There are two designations (codes) applicable to student attendance related to C-19. The first is EXCO. This code documents an excused absence for a school day due to C-19 as verified by the school office. The second designation is ISP (Independent Study Program). This indicates that a student is off-site as a result of participation in a short-term independent study program due to C-19. To calculate the total number of students who are not on-site on a given day, the number of EXCO students is added to the number of ISP students.

First Tab

The first tab of the dashboard (A. Site Level) presents two line charts that visualize daily totals of students not on-site at each school. The first chart (1.) expresses grand totals, combining the total number of EXCO students with the total number of ISP students. The second chart (2.) delineates the totals by code. As a result, this chart features two lines (one for EXCO and one for ISP). Small summary panes next to each chart (NAV) calculate an organization-wide total for all three schools combined.

Second Tab

The second tab (B. Grade Spans) consists of two sets of line charts and one text table. The first visual (3.) provides grade-span totals for each school site. The spans presented are Transitional Kindergarten (TK), Kindergarten (K), Elementary School (ES), and Middle School (MS). The ES span includes grades one through five as applicable per school. The MS span includes grades six through eight. These span divisions are assigned to provide a deeper understanding of the COVID-related totals based on the unique attributes and circumstances of grade levels and student age groups.

The second visual (4.) presents student totals delineated by code (EXCO and ISP) for grade spans at each site. The table at the bottom of the tab (5. Weekday Table) lists totals for sites (including NAV) by weekday.

Analysis Strategies

Topics for analysis afforded by this dashboard include the interrelated impacts of COVID-19 on students, families, teaching, and learning. Daily totals filtered by site, grade span, and code (EXCO and ISP) provide opportunities to monitor the course of the pandemic, the resilience of student information systems, the standardization of procedures, and the allocation of resources to support independent study. Wide variations between grade span totals, site totals, distribution of codes (EXCO and ISP), or totals by weekday provide opportunities for deeper analysis.

1/24/22 (Sent via ParentSquare)

The health and well-being of our students and staff are our highest priority. As a result of the substantial exposures in our school during the Omicron surge we are implementing additional COVID-19 protocols that include increased access to testing and weekly notifications of exposures.

To decrease the number of exposure notifications you receive and also to maintain a safe on campus learning environment, the following protocols are being implemented:

- Instead of receiving multiple exposure notifications, parents will receive a weekly general notification of exposures.
 - Your child may remain in school unless you are contacted by the school with quarantine/isolation information.
- Students who are exposed will continue to test between 3-5 days after exposure. Students can access testing on campus, through a drive through clinic, or a home test.
 - To access weekly off campus testing resources visit the link for your school site, [Gilroy Prep](#), [Hollister Prep](#), and [Watsonville Prep](#). School sites will continue to test grades with known exposures. Please email your results to [Gilroy Prep School](#), [Hollister Prep School](#), or [Watsonville Prep School](#). Also, any FDA-approved over-the-counter (at-home) tests may also be used. If your child tested positive for COVID-19 within the last 90 days, antigen testing (home test vs. PCR/drive throughs) is recommended. **If you do not want to have your child tested at school, please notify the office.** If we do not hear from you, we will include your child in the on site testing.
- If your child develops symptoms of COVID-19 or tests positive for COVID-19, please make sure they isolate at home immediately and please notify the school office right away. When you notify us here at the school, we can take additional steps to keep our school community safe.
- Your child must continue to wear a mask indoors in the school and community per school, local, and state requirements. Follow school policies to protect against COVID-19. [High quality masks](#) with the best fit and filtration will provide the best protection for your child and the school community. Masks are available at the school sites for children.

If you haven't done so yet, your child should get vaccinated against COVID-19. If your child is 12 years of age or older, a booster dose is recommended five months after the second dose. COVID-19 vaccination remains the best way to protect against the spread of the virus and against severe disease. Make an appointment to get vaccinated or contact your child's doctor or healthcare provider to learn more. If you need assistance with getting this crucial protection, please contact us, and we will assist you.

Thank you for helping us to provide the safest learning environment for your child and the rest of our students.

We encourage you to contact us with questions and concerns.

Sincerely,
Kirsten Carr
Director of Engagement & Partnerships
Navigator Schools



COVID Response Game Plan

Board of Directors
January 27, 2022





**COVID Staffing
Contingency Planning**

1. Current status
2. Contingency plans
3. Concerns

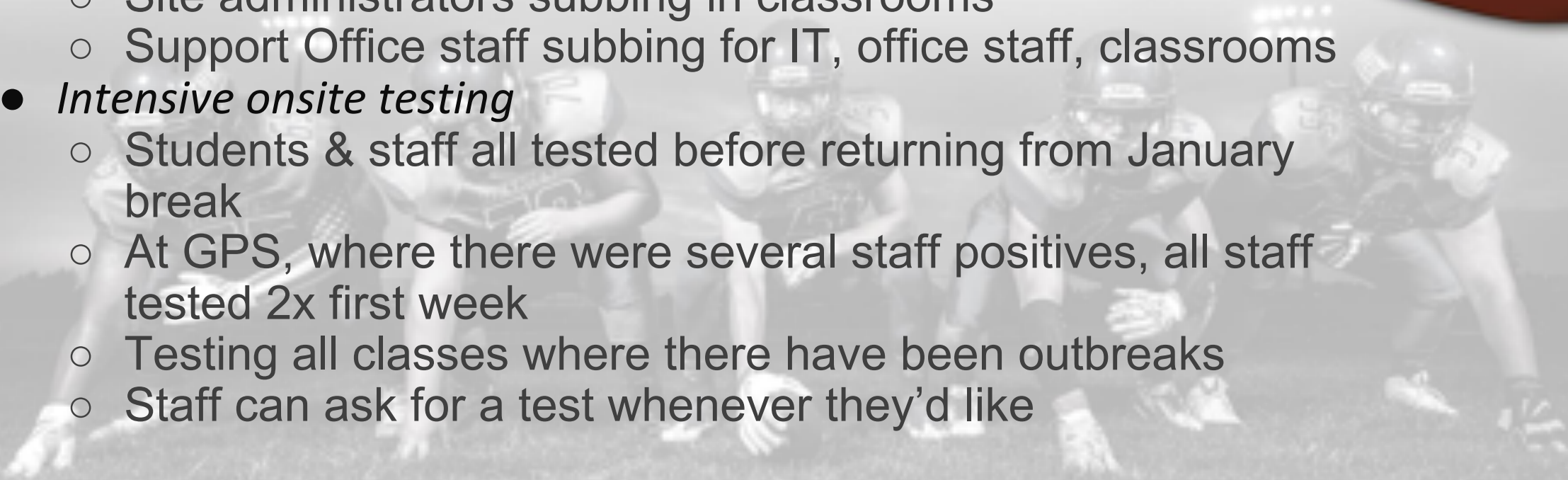


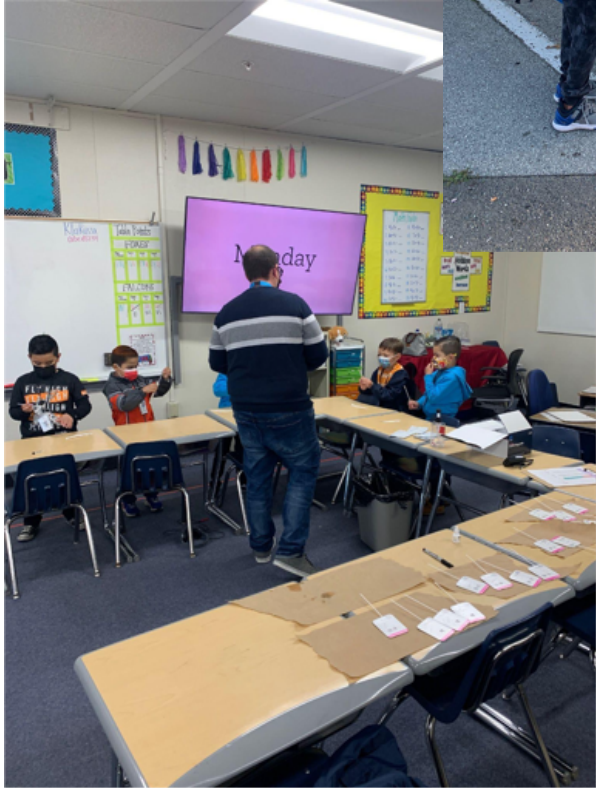
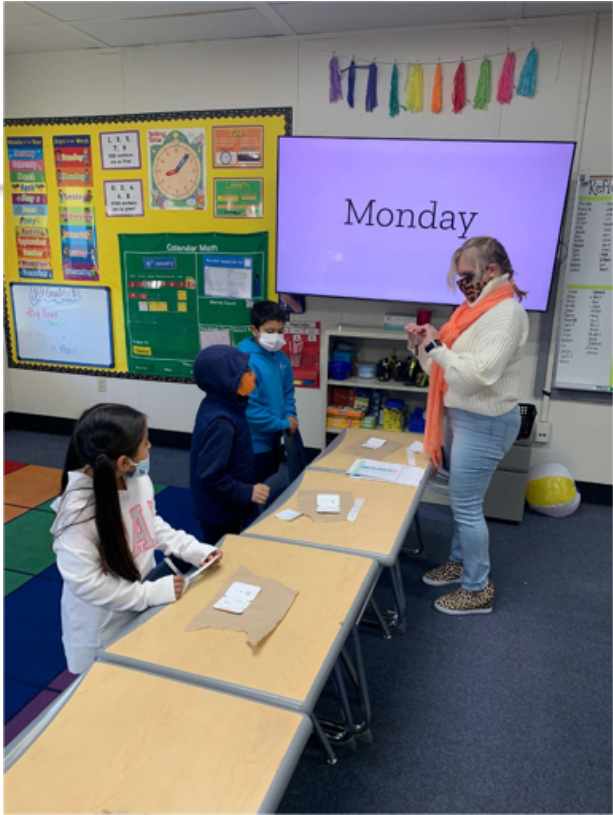
Current Protocol

- 01 General Exposure notifications
- 02 Weekly staff testing
- 03 Exposure testing grade levels
- 04 Providing proper masks to staff & students who need/want them

Current activities & guidance

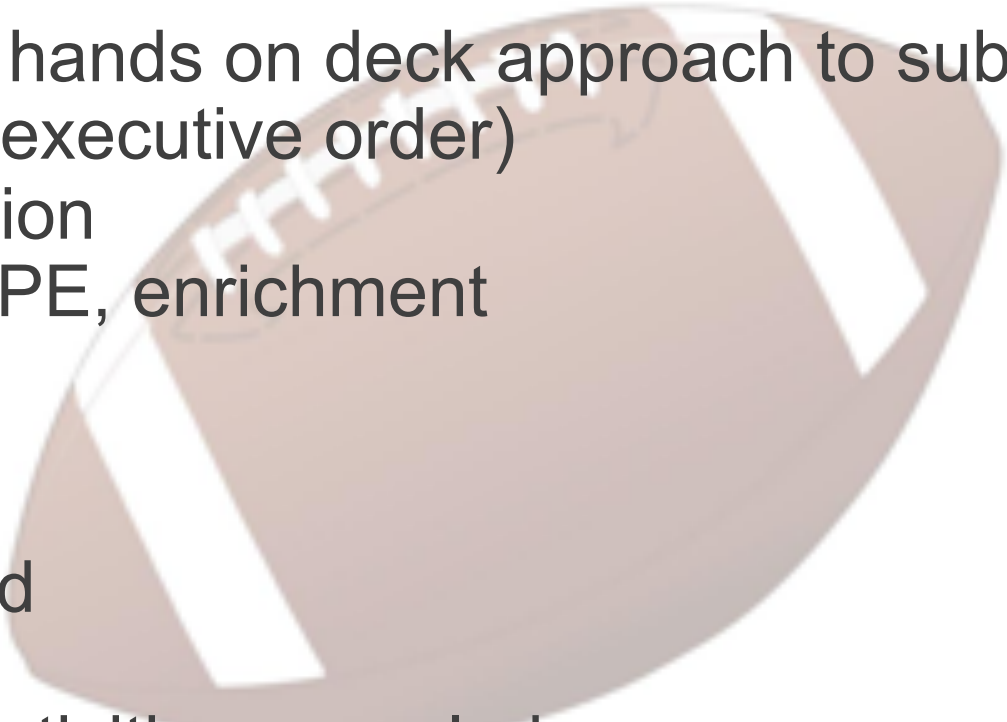
- *Staff absences have been covered through:*
 - Use of TNTs
 - Reassigning site staff - yard duties covering PE, SGIs covering centers only
 - Site administrators subbing in classrooms
 - Support Office staff subbing for IT, office staff, classrooms
- *Intensive onsite testing*
 - Students & staff all tested before returning from January break
 - At GPS, where there were several staff positives, all staff tested 2x first week
 - Testing all classes where there have been outbreaks
 - Staff can ask for a test whenever they'd like





Contingency Planning

What ifs: If the numbers grow higher

- *Staff absences*
 - Current plan (all hands on deck approach to subbing - including flexibility of new executive order)
 - Class consolidation
 - Daily rotations - PE, enrichment
 - *School activities*
 - Lunch outside
 - Staff room closed
 - Office closed
 - Extracurricular activities canceled
- 



Questions?

