



# **RE-OPENING PLAYBOOK**

## *IN RESPONSE TO COVID-19*

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## INTRODUCTION

The guidelines referenced in this plan are based on guidance from the Santa Clara County Office of Education, the Santa Clara County Public Health Department, and other local, state, and federal laws and regulations.

## GUIDING PRINCIPLES

Alpha Public Schools will follow the following guidelines when considering how to re-open schools via a phased approach:

- The safety of our students and staff is paramount
- We follow science and public health guidelines
- We will work to bring all scholars back to campus as soon as possible - if we are not able to, we will maximize learning in a hybrid option
- Our schools will aim to standardize our practices in order to ensure an equitable experience for our students.
- We will collaboratively plan to support mental health needs of our students and families when we open

## SECTION 1: HEALTH & SAFETY OF STUDENTS, STAFF, AND VISITORS

### HEALTH SCREENING

#### HEALTH SCREENING QUESTIONNAIRE

Every employee, student, and visitor **MUST** answer the questions on this form **DAILY** before entering an Alpha Public School site location. Please note that the method of answering these questions depends on the stakeholder, as described below.

If you answer **YES** to any of the below questions please stay home, do not enter the school site, and seek medical care.

If you are an Alpha employee answering **YES** to any of the below questions, please contact the HR department for additional instructions immediately.

1. Within the last 10 days, have you been diagnosed with or tested positive for COVID-19?
2. Within the past 10 days, have you had close contact with someone who has been isolated for COVID-19 or tested positive for COVID-19? Close contact is someone 6 ft or less for 15 minutes or more.
3. Have you had any one or more of these symptoms today or within the last three days (fever/chills, cough, lost of taste/smell, shortness of breath/difficulty breathing)?

4. Have you had any one or more of these symptoms today or within the past 3 days and that are new or not explained by another reason (Fatigue, muscle aches, headache, sore throat, nausea, vomiting, or diarrhea)?

If you answered YES to any of the above questions, please notify the Alpha staff member who provided you this form and DO NOT ENTER the school site.

- Health Screening Questionnaire: [Link](#)

## EMPLOYEE SCREENING AND PROTOCOL

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, all staff will be required to complete a health self-screening questionnaire (above) daily.

Employees will be regularly reminded of health and safety protocols through electronic updates. Any changes to local, state, or federal regulations that would create a change in these policies will be implemented and communicated as soon as possible.

Per current regulations:

- All staff must wear a cloth face covering at all times while on campus, except while eating or drinking.
  - Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards. Staff requiring this accommodation must file documentation with Human Resources.
- All staff will be screened for symptoms daily through the self-assessment questionnaire
- Staff will maintain at least 6 feet from others as is possible in the instructional environment
- Staff will frequently wash their hands and use hand sanitizer when immediate handwashing is not possible
- Staff will minimize the sharing of supplies and equipment among staff and students to the extent feasible.
  - When items must be shared, clean and disinfect items between uses.
- Staff will minimize contact with high-touch surfaces (e.g., propping open building or room doors, particularly at arrival and departure times).
- Staff will wipe with disinfectant wipes high-touch surfaces in their classrooms and offices (such as door knobs, phones, etc.) regularly and in the shared staff spaces (such as the refrigerator, microwave, etc.) after every use.
- Staff will not access more than one site without HR pre-approval over a 10 day period

## STUDENT SCREENING & PROTOCOLS

All students will be screened prior to campus entry in the following ways:

- Families will receive the [health agreement](#) and the [self-screening questions](#) prior to re-opening.
- Answers “no” to all questions on the health screening survey prior to arriving to campus (see below).
- Assigned staff will visually check for symptoms

- *Temperature check should be given only to students who are symptomatic.* Those with a temperature of 100.0 or higher must be sent home until testing or medical evaluation has been conducted.

### Daily Health Screening

All families will be asked to do a Daily Health Screening at least 15 minutes before arrival to school and all students will be screened before entering campus. Families will indicate successful completion of screening via a “COVID-clear” card (see school-specific procedures for details). Students who answer “yes” to one of the questions should stay home. The school operations team will follow up with instructions for how to proceed, and parents can use the guide here for potential scenarios:

[Family Symptom Response Guide \(English\)](#)

[Family Symptom Response Guide \(Spanish\)](#)

### **If health screening is needed upon arrival at school:**

- At arrival, students who have not done the home screening will be asked the screening questions: [link](#).
- Any student who screens positive based on questions or for COVID-19 symptoms or exposure, will immediately be taken to the designated isolation area to be sent home.
- Ops team will follow up on students who did not fill out the health survey.

## ARRIVAL & DISMISSAL PROCEDURES

Each school has its set of arrival and dismissal procedures, using the sample template here: [Alpha Re-opening Sample Procedures](#) Template, see below:

### School-Specific Arrival Procedures:

- [ABA](#)
- [CAPS](#)
- [CAHS](#)
- [AJH](#)

### School-Specific Dismissal Procedures:

- [ABA](#)
- [CAPS](#)
- [CAHS](#)
- [AJH](#)

Some key components of the arrival and dismissal procedures should include:

- Drop-off and Pick-up Maps
- Assignment of specific entrances/gates for classrooms or grades and staggered timings in order to have an efficient arrival process.
  - At BA/JH, each school will have collaborate to ensure equity on arrival and dismissal times and entrance gate access.

## VISITOR POLICY & SCREENING

To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we *will not be accepting guests or **non**-essential contractor visitors on-campus in locations other than the main office or administrative offices, until county guidance recommends this. Any guests or non-essential contractor visitors accessing the main office or administrative offices must adhere to all face covering, hand washing, social distancing and health and safety requirements.*

For essential contractors/vendors, we will be requiring completion of the health screening questionnaire, and all visitors beyond the main office will be required to wear a mask, and temperature taken if fever is suspected. Please note that essential contractors include external substitutes, maintenance vendors, and regular contractors (SPED-related, coaches).

For Alpha staff who are not school-based (e.g. ANT), HR staff will coordinate dates and times of presence with school leadership. Recommended guidance is no more than 3 additional non-school based staff following all guidelines (6 feet apart, masks).

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE will be required.

### Face Coverings:

Stakeholder	Requirement
<b>Staff</b>	<ul style="list-style-type: none"> <li>All adults must wear a cloth face covering at all times, unless working in an office/room alone.*</li> <li>Adults who assess students for symptoms or who may be exposed to or who will consistently be within close contact (under 6 feet), are recommended to wear surgical/procedure masks. Disposable surgical masks will be provided as needed in the main office.</li> <li>Face masks are recommended rather than face shields, unless specifically needed for instructional purposes. If face shields are used, shields must be sealed at bottom.</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>All students age 2 and above are required to wear a face mask at all times while at school, unless exempted*</li> </ul>
<b>Visitors</b>	<ul style="list-style-type: none"> <li>Any adult visitor is required to wear a face covering.</li> <li>Family members dropping off/picking up students are required to wear a face mask on school campus (in/out of car, on school property)</li> </ul>

**\*Note:** Staff members who are unable to wear a face mask must have medical documentation on file with HR. Persons exempted must wear a non-restrictive alternative, as long as their condition permits this.

Any student/staff who refuse to wear a face covering and not exempt will be excluded from campus.

### **Guidance for Mask Distribution**

All families will be advised that they are able to provide their own student with a face covering or the school will provide their student with one upon entrance to campus. Face masks must follow the following requirements at school:

- Face masks must completely and tightly cover the entire nose and mouth;
- Face masks must be securely on the face without assistance;
- Face masks must not be solid blue or red, and cannot have writing or images that a reasonable person would consider offensive and/or allude to drugs or alcohol.

The school will provide disposable masks if the above requirements are not met. The school will provide each student with one backup mask to be held by the homeroom teacher. The main office will supply additional masks beyond the additional masks held by the homeroom teacher.

Any behavioral issue and consequence will be managed by school leadership.

## **HYGIENE**

In addition to PPE, it is critical that all staff, students, and visitors practice good hygiene. All Alpha schools will ensure the following practices are followed through training, signage, and access to PPE, hand washing sinks or hand sanitizer, and disinfecting agents:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Proper face covering usage
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow; wash your hands with soap and water for at least 20 seconds after coughing or sneezing

In addition, the following guidelines around hand-washing and/or hand sanitizer use is below:

- Students will be required to wash their hands/use hand sanitizer upon entry to campus or classroom, before lunch, and at dismissal (at minimum).
- Visitors will be required to use hand sanitizer upon entry.
- Bathroom use will require proper hand-washing / hand sanitizer use upon exit.
- Staff will wash hands upon entry and exit, before and after eating, after cleaning high-touch areas (at minimum).

See additional CDC recommendations on hygiene here:

- <https://www.cdc.gov/healthywater/hygiene/etiquette/index.html>
- <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>



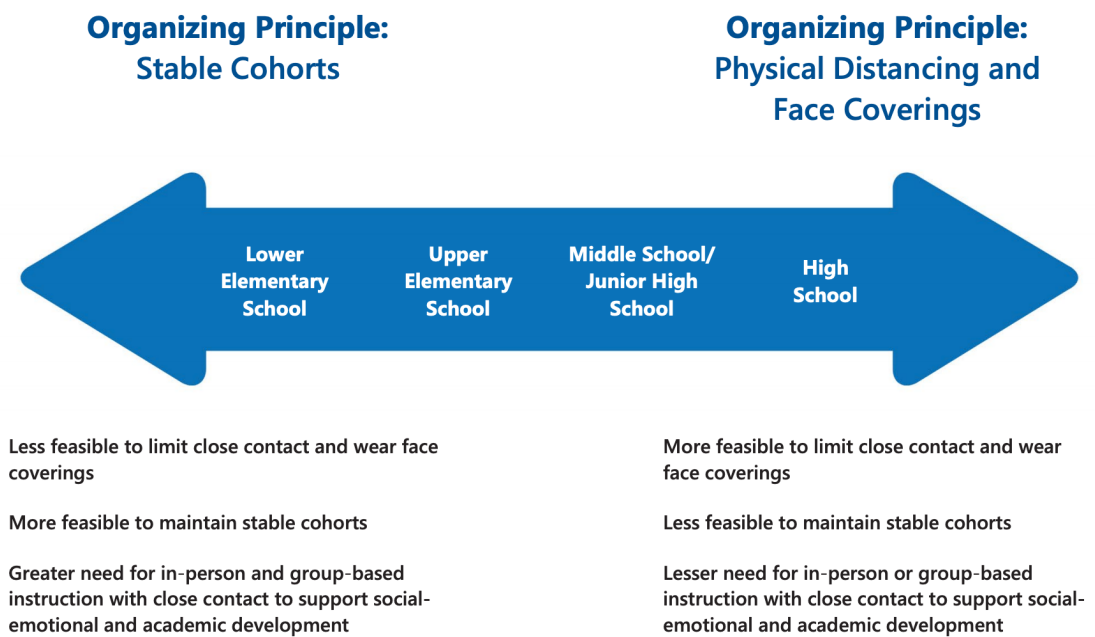
# PHYSICAL SPACE ARRANGEMENTS

## SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Alpha Public Schools employees, students, parents, and visitors, should maintain a 6 feet distance away from others and eliminate contact with others.

## CLASSROOM ARRANGEMENTS

Alpha follows SCCOE's organizing principles regarding guidance for various age groupings.



Each room will be slightly different given the size of cohort and rooms. Principals will be the decider on classroom set up. All classrooms must follow the guidelines below:

- Maximize spacing between student desks. Student seating is required to be a minimum of 3 feet apart, when other safety measures are in place (masks, ventilation).
- When staff or students are not wearing masks (ie. eating/drinking), maintain 6 feet of distance.
- Plastic dividers should be placed on each desk.
- Staff/teacher desk, if one exists in the classroom, must be 6 feet away from student desks.
- All excess furniture should be removed.
- Individual container bins for each student, with sets of supplies to minimize mixing.

Other Classroom Considerations:

- Ensure proper ventilation: HVAC unit is on, and at least one window is open at all times (even in winter). If applicable, wall ventilation fans (facing outwards) should be turned on.
- Student belongings should not be in contact with others.

### Sample Classroom Procedure

<b>Supplies Needed</b>	<ul style="list-style-type: none"> <li>● Disinfecting wipes or spray/paper towels</li> </ul>
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	<ul style="list-style-type: none"> <li>● Hand sanitizer</li> <li>● Tape for marking floor where tables should sit</li> <li>● Bags/bins for supplies (pencils, tape, stapler)</li> <li>● Student belonging options:             <ul style="list-style-type: none"> <li>○ Consider Storage Bins for belongings</li> <li>○ Having students use backpack hooks on desks or under chair</li> </ul> </li> <li>● Signs (see "Signage" section below)</li> </ul>
<b>Space Set Up</b>	<p>See guidance above.</p> <ul style="list-style-type: none"> <li>● Ensuring Ventilation (windows open, AC on)</li> <li>● Ensure functioning sinks (portable as needed) in all rooms</li> <li>● Ensure soap in all rooms w/sinks</li> <li>● Mark where desks should sit in each room on floor (in case things are displaced)</li> <li>● Consider possible student ziplock of supplies prepared- 2 pencils, eraser, etc.</li> </ul>
<b>Procedure: Before</b>	<ul style="list-style-type: none"> <li>● Open windows with AC/air filter turned on.</li> </ul>
<b>Procedure: During</b>	<ul style="list-style-type: none"> <li>● Give students hand sanitizer pump upon entry (if not included in arrival procedure)</li> <li>● Minimize contact with items, follow walking patterns around room</li> <li>● Handwashing routine before lunch.</li> </ul>
<b>Procedure: End of Day</b>	<ul style="list-style-type: none"> <li>● Hand out disinfectant wipe</li> <li>● Build in extended transition time for: Wipe down desks/chairs, laptops, writing utensils</li> <li>● Hand washing/ hand sanitizer before leaving</li> <li>● Leave AC/air filter on/windows open at the end of day.</li> </ul>

## POLICY ON STABLE GROUPINGS

SCCOE and CPHD guidance shares that there should be great consideration given around how LEAs can stabilize cohorts of students as much as possible. It is understood that schools provide many opportunities for students to mix and the efforts an LEA can take to mitigate risk by creating stable cohorts with little or no mixing can go a long way toward reducing possible transmission.

Alpha's policy is to minimize the mixing of groups as much as possible, by ensuring the following:

- Students are with the same cohort of students for the vast majority of the day.
- In accordance with SCCOE/SCCPHD best practices, students should remain in stable groupings for the entire day, to the greatest extent possible, in order to limit potential exposure/spread and ensure effective contact tracing (Capacity = ~32 other contacts).
- Students are interacting only with their core teachers for the majority of the day.

- Additional staff (school leaders, instructional staff, SPED, paraprofessionals) may come in contact with students. SPED-related and instructional staff should maintain at least a 6 foot difference with those they do not directly support whenever as possible.

**PERSONAL WORKSPACES**

Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

**BATHROOMS/RESTROOM USAGE**

Key Guidance:

- Post the maximum capacity sign on the door. The maximum capacity in shared bathrooms will vary according to bathroom size, but congregation should be minimized and capacity should allow for ample distancing.
- Custodial staff is in charge of replenishing all supplies.
- Consider staggering restroom use by groups/grades of students to the extent practicable.
- Consider assigning certain groups of students to use certain restrooms.
- Consider creating staff schedule for bathroom supervision (table/chair/tent outside of bathrooms to monitor)

**Sample Bathroom Procedure**

<b>Supplies Needed</b>	<ul style="list-style-type: none"> <li>• Signs on washing hands</li> <li>• Signs on limit of students</li> <li>• Soap (disinfecting)</li> </ul>
<b>Space Set Up</b>	<ul style="list-style-type: none"> <li>• Placing Signs in adequate space</li> <li>• Put up Barriers between Urinals</li> <li>• If applicable, prepare staff schedule for bathroom supervision (w/table/chair/tent outside of bathrooms to monitor)</li> </ul>
<b>Procedure: Before</b>	<ul style="list-style-type: none"> <li>• Make sure the restrooms are clean and soap dispensers, toilet paper, etc full</li> </ul>
<b>Procedure: During</b>	<ul style="list-style-type: none"> <li>• Monitor that no more than the capacity of students enter the bathroom.</li> <li>• Ensure that student washes hands/hand sanitizer upon exit from bathroom (if applicable) or classroom entry.</li> </ul>
<b>Procedure: After</b>	<ul style="list-style-type: none"> <li>• Janitorial crew does lunchtime and end of day cleaning of bathrooms</li> </ul>

**MAIN OFFICES**

Main offices should set up in order to limit the number of people in the main office. See below for sample set up and procedure.

**Sample Setup / Procedure**

<p><b>Supplies Needed</b></p>	<ul style="list-style-type: none"> <li>● Plexi-Glass Barrier</li> <li>● Cones/Stickers</li> <li>● Mounted Hand Sanitizer (and refills)</li> <li>● Removable folding tables (smaller)</li> <li>● Signs</li> <li>● Face masks</li> <li>● Temperature Gauge</li> </ul>
<p><b>Space Set Up</b></p>	<ul style="list-style-type: none"> <li>● Open windows, AC/air filter on</li> <li>● Arrival/Dismissal Time:             <ul style="list-style-type: none"> <li>○ BA, JH: Set up folding and shade structure table at or outside office door so that no one can enter.</li> <li>○ CAPS, CAHS: Set up folding table and shade structure outside at gate/entrance</li> <li>○ Phone extension to table</li> </ul> </li> <li>● During the Day:             <ul style="list-style-type: none"> <li>○ Cones and signs at bottom of the ramp indicating only one person/time</li> <li>○ Cone/stanchion at door for only one a time in main office</li> <li>○ Tape/markings on ground to indicate line spacing</li> </ul> </li> <li>● Set up special area for students in the main office (ie. designated space)             <ul style="list-style-type: none"> <li>○ Establish maximum limits of people in office at one time</li> <li>○ Overflow area for students who are sent to main office?</li> </ul> </li> <li>● Use of copy machine in office             <ul style="list-style-type: none"> <li>○ Schedule or limit who can use which machine (ie. one in teacher work room, etc)</li> </ul> </li> <li>● School gates are locked during the day. If anyone needs to enter, there should be a sign at door that says (call main office (#) if you need to enter campus)</li> </ul>
<p><b>Procedure for Arrival to Main Office (tardies, visitors): Before</b></p>	<ul style="list-style-type: none"> <li>● Set out shade structure and folding Table outside according to the above (if applicable)</li> <li>● Cones/markings set up at regular increments outside/in front of desk of main office</li> <li>● Set up barrier/stanchion at entrance</li> <li>● Office manager at desk ready to take attendance, etc</li> <li>● Outside Seating (if needed)?</li> </ul>
<p><b>Procedure: During</b></p>	<ul style="list-style-type: none"> <li>● Office manager calls up/in family or student one a time             <ul style="list-style-type: none"> <li>○ Visitors must wear mask and temp check</li> </ul> </li> <li>● Only one person at desk/in office at a time</li> <li>● Student check in: Staff will need a sign in sheet that they fill out to confirm the below for each student: <a href="#">Screening Questions</a></li> <li>● Hand sanitizer upon entrance</li> </ul>
<p><b>Procedure: After</b></p>	<ul style="list-style-type: none"> <li>● Wipe down table/disinfect</li> <li>● If applicable, return cones inside office</li> </ul>

Question:

- What is procedure for kids who are late for getting picked up? Where do they sit, etc? Separate section?

## SHARED SPACES

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Alpha Public Schools has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Alpha Public Schools Custodial Team will clean all workspaces at their designated cleaning time.

*Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.*

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

- **Capacity:** Alpha Public Schools will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.
- **Breakrooms or Teacher Lounge/Multipurpose Room:** These spaces should be used minimally throughout the day. Principal or designee will determine size limits for shared spaces, but there should be a minimum of 6 feet apart if there is adequate ventilation. Eating and drinking indoors while congregated with other adults should be minimized, and outdoor space should be used whenever possible. A schedule and capacity limitations may need to be created and posted in order to accommodate these space limits and use of appliances, copying machines, etc per school site.
- **Playground & Basketball Structures:** Stable cohorts should be maintained during recess and in outdoor areas (no mixing). While playground structures may be used, physical activities that require less contact with shared surfaces are recommended. Playground structures should be disinfected using spray between stable groups. Physical distancing of 3 feet outdoors should be maintained as much as possible.
- **Drinking Fountains:** Drinking fountains will remain closed for direct drinking through the end of 2020-21. Fountains may be used to refill water bottles, but only with monitoring and a schedule for additional cleaning. Use of the drinking fountains will be re-assessed as we return in 2021-22. Students will have disposable water bottles available during breakfast and lunch. These bottles should not be shared.

## FOOD, CAFETERIA AND MEAL PERIODS

In order to minimize the exposure of students to additional locations and people, breakfast and lunch should take place in classrooms or outside.

- All meals will be in a grab and go format.
- Lunch will be delivered to the classroom.
- When staff or students are not wearing masks (ie. eating/drinking), maintain 6 feet of distance.
- Food service will be available curbside for students at home also.
- For staff: Staff will not share food made at home with other staff members. Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Food or refreshments brought from home should be kept in assigned space (in classroom or refrigerator). Staff must remove food items brought from home daily, if not consumed. Food and personal deliveries should not be delivered to Alpha Public Schools. Staff must disinfect every high-touch surface used in a shared staff room after every use, such as the refrigerator, freezer, microwave, Keurig single-use coffee maker, etc.

### School-Specific Meal Procedures:

- [ABA](#) (Draft)
- [CAPS](#)
- [CAHS](#)
- [JH](#)

Sample breakfast and lunch procedures are below.

### Sample Breakfast Procedures

<p><b>Supplies Needed</b></p>	<ul style="list-style-type: none"> <li>• Carts to transport food</li> <li>• Trays</li> <li>• Cleaning Wipes</li> <li>• Gloves</li> <li>• Cones/Floor Stickers</li> <li>• Hair nets</li> <li>• Computer and key-punch in numbers</li> <li>• Large Trash Cans</li> </ul>
<p><b>Space Set Up</b></p>	<ul style="list-style-type: none"> <li>• Table/Carts set up at central location outside cafeteria</li> </ul>
<p><b>Procedure: Before</b></p>	<ul style="list-style-type: none"> <li>• Clean carts, countertops and anything else needed</li> <li>• Food service team washes hands, puts gloves on</li> <li>• Food service team organizes all meals with food components</li> <li>• Food service team prepares laptop and key pad</li> <li>• Set up cones/stickers in with 6 ft gap</li> <li>• Bring large trash cans to room</li> </ul>
<p><b>Procedure: During</b></p>	<ul style="list-style-type: none"> <li>• As students enter gates after arrival, those who want breakfast approaches table and get breakfast when food service member calls them up.</li> <li>• Food service team member enters the ID on key pad.</li> </ul>

<b>Procedure: After</b>	<ul style="list-style-type: none"> <li>● All cones/materials put away.</li> <li>● Wipe down table, cart, and key pad.</li> <li>● Bring large trash cans to cafeteria</li> </ul>
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**Sample In-Session Lunch Procedure**

<b>Supplies Needed</b>	<ul style="list-style-type: none"> <li>● Carts to transport food</li> <li>● Trays</li> <li>● Cleaning Wipes</li> <li>● Gloves</li> <li>● Cones/Floor Stickers</li> <li>● Hair nets</li> <li>● Computer and key-punch in numbers</li> <li>● Student ID numbers</li> <li>● Large Trash Cans</li> </ul>
<b>Space Set Up</b>	<ul style="list-style-type: none"> <li>● Clean carts, countertops and anything else needed</li> </ul>
<b>Procedure: Before</b>	<ul style="list-style-type: none"> <li>● All students in classroom wash hands</li> <li>● Students wipe desks/tables and chairs, laptops, utensils</li> <li>● Teacher opens door.</li> <li>● Food service team washes hands, puts gloves on</li> <li>● Food service team organizes all meals with food components (up X carts for number of rooms at that time).</li> <li>● Food service team prepares laptop and key pad</li> <li>● Food service team or staff member picks up cart for assigned room.</li> <li>● Teacher takes roll for who will receive lunch.</li> <li>● Bring large trash cans to room</li> </ul>
<b>Procedure: During</b>	<ul style="list-style-type: none"> <li>● When food service team member or staff member arrives to classroom, teacher picks up lunches, and shares names of students taking lunch.</li> <li>● Food service team member enters the ID on key pad.</li> </ul>
<b>Procedure: After</b>	<ul style="list-style-type: none"> <li>● Food service team member enters the ID on key pad (if not done in real time)</li> <li>● Classroom procedure for clean-up.</li> <li>● Wipe down table, cart, and key pad.</li> <li>● Bring large trash cans to cafeteria</li> </ul>

**Procedure for Curbside Pickup**

<b>Supplies Needed</b>	<ul style="list-style-type: none"> <li>● Carts to transport food</li> <li>● Cleaning Wipes</li> <li>● Gloves</li> <li>● Hair nets</li> <li>● 1 staff member</li> </ul>
<b>Space Set Up</b>	<ul style="list-style-type: none"> <li>● Clean carts, countertops and anything else needed</li> </ul>

<b>Procedure: Before</b>	<ul style="list-style-type: none"> <li>● Food service team washes hands, puts gloves on</li> <li>● Food service team organizes all meals with food components</li> <li>● Positions outside of front gate for pick-up (no one should enter campus).</li> </ul>
<b>Procedure: During</b>	<ul style="list-style-type: none"> <li>● Food service staff hands out lunches.</li> </ul>
<b>Procedure: After</b>	<ul style="list-style-type: none"> <li>● Wipe down table, cart, and key pad.</li> </ul>

**Sample Snack Procedure (Where Applicable)**

<b>Supplies Needed</b>	<ul style="list-style-type: none"> <li>● Bins for storage</li> <li>● Gloves</li> <li>● Wipes</li> </ul>
<b>Space Set Up</b>	<ul style="list-style-type: none"> <li>● Wipe down "boxes of snacks" upon receiving</li> </ul>
<b>Procedure: Before</b>	<ul style="list-style-type: none"> <li>● Adult will wash hands before starting process</li> <li>● Wipe down boxes</li> <li>● Teachers will have snacks in storage bins located in classrooms.</li> </ul>
<b>Procedure: During</b>	<ul style="list-style-type: none"> <li>● Adults will wash hands before putting on gloves</li> <li>● Only one adult passes out snacks with gloves             <ul style="list-style-type: none"> <li>○ If students need assistance opening snacks they will wait for adult to finish distributing snacks</li> <li>○ Adult will change gloves and help open snacks</li> </ul> </li> </ul>
<b>Procedure: After</b>	<ul style="list-style-type: none"> <li>● Wipe down containers and anything else used</li> <li>● Teacher will wipe down container at the end of usage.</li> </ul>

**COVID-19 CASE RESPONSE**

**SICK/ISOLATION ROOM**

Each school needs to identify an isolation room in case of a suspected case. Isolation room should be well ventilated. Outdoor is ideal. Isolation room may be an administrator office, but be aware that in case of illness the room may be inaccessible for a period of time.

**Set Up**

<b>Supplies Needed</b>	<ul style="list-style-type: none"> <li>● Sick Bed/chair</li> <li>● Cone/stanchion to put in front of room</li> <li>● Sign "Sick adult/child: Please do not enter"</li> <li>● Masks, disinfectant, hand sanitizer, gloves available near or in room</li> </ul>
<b>Space Set Up</b>	<ul style="list-style-type: none"> <li>● In isolation room, ensure that extra masks, disinfectant, and hand sanitizer is available.</li> </ul>



	<ul style="list-style-type: none"> <li>• Ensure sign is available that says “Sick adult/child: Please do not enter”</li> <li>• Bed or chair for student to sit/lay down.</li> <li>• Stanchion outside of room as extra barrier.</li> </ul>
<b>After</b>	<ul style="list-style-type: none"> <li>• Ensure room is disinfected using procedure below.</li> </ul>

## GUIDANCE IF EXPOSED (OFF CAMPUS)

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in close contact with has been exposed to the virus, our first concern is for your health and safety and those around you. **A close contact is someone who has been within six feet of the case for a prolonged period of time (15 minutes over a 48 hour period) regardless of face covering use.** Fully vaccinated adults (fully vaccinated means 2 weeks after final vaccine shot, first if Johnson, second if Pfizer or Moderna) who are close contacts do NOT need to quarantine unless they are symptomatic.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
  - a. Your supervisor
  - b. Alpha Public Schools's HR department
  - c. Your healthcare provider
3. Your supervisor will work with HR and Alpha's COVID-19 designee (COO) to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

## PROTOCOL FOR SUSPECTED OR CONFIRMED CASES AND CLOSE CONTACTS

### Suspected COVID-19 Case(s):

- Definition of "Suspected" Student or staff exhibits COVID-19 symptoms, answers "yes" on health screening, or has a temperature of 100+.
- Any students or staff exhibiting symptoms will immediately be required to wear a face covering and wait in an isolation area (see above) until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, 9-1-1 will be called.
- Student or staff will be instructed to get tested. Free testing sites are available here: [www.sccfreetest.org](http://www.sccfreetest.org).
- "Parent Scenario 1" handout should be sent home

- Principal or designee should inform COO of a suspected student case, HR of a suspected staff case for consultation.

### **Confirmed COVID-19 Case(s):**

- Principal or designee should inform COO of confirmed student case, and include HR if confirmed staff case.
- Designee will notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case [via online portal](#).
- Principal or designee, in consultation with COO, will notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws. See templates below.
- All areas used by any sick person will be closed off and not used before cleaning and disinfection.
- For settings in which **stable classroom cohorts** have been maintained, all students and staff in the cohort will be instructed to get COVID-19 testing and remain quarantined at home for 10 days.
- For any settings in which stable classroom cohorts have NOT been maintained, the school will use class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case. **A close contact is someone who has been within six feet of the case for a prolonged period of time (at least 10-15 minutes) regardless of face covering use.** Close contacts will be instructed to get COVID-19 testing and should remain quarantined at home for 10 days.
- Send home "Household/Close contact" letter to student families and staff members who are close contacts. Send "Confirmed COVID-19 Case" letter to all families impacted.
- School administrators will provide information regarding close contacts to the County of Santa Clara Public Health Department via secure fax or email.

**Close contacts to confirmed COVID-19 Case(s):** Close contacts (household or non-household) of confirmed COVID-19 cases will be sent home immediately, instructed to get COVID-19 testing, immediately and on day 10 after the last day of exposure to the case. They should, even if they test negative, remain in quarantine for a full 10 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.

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 of Santa Clara criteria to discontinue home isolation.

### **Close contacts to symptomatic non-tested individual):**

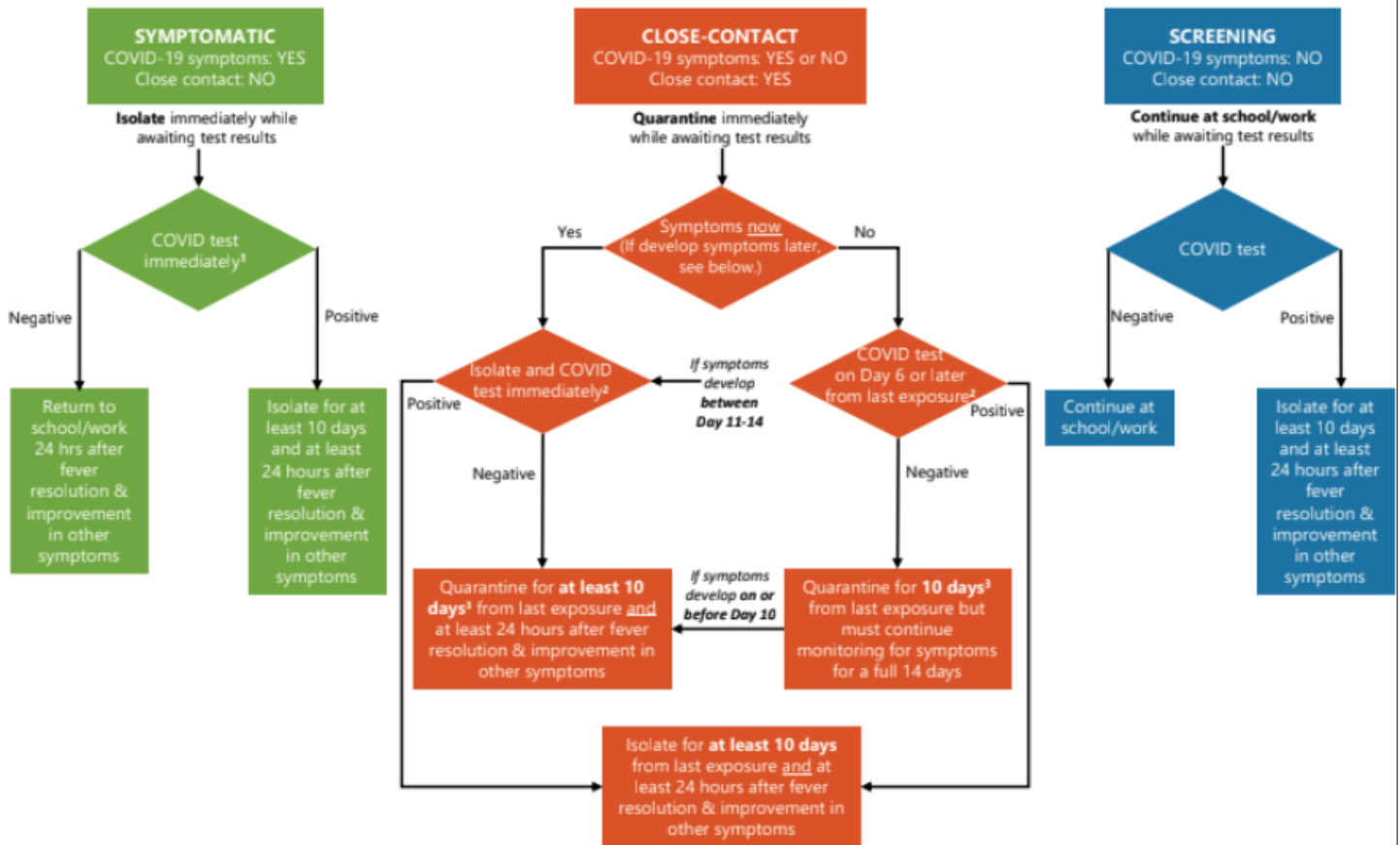
Individuals who are close contacts with symptomatic individual who has not been tested should follow the isolation protocol above of a confirmed COVID-19 case before returning to school/work.

### **Requirements for Safe Return to Campus (Post-Test):**

<p style="text-align: center;"><b>Negative Test Result</b></p>	<p style="text-align: center;"><b>Positive Test Result</b></p>
<ul style="list-style-type: none"> <li>● <u>Symptomatic individuals</u> (who are not close contacts) who test negative for COVID-19 can return 24 hours after resolution of fever (if any) and improvement in symptoms.                             <ul style="list-style-type: none"> <li>○ <i>Documentation of a negative test result must be provided to school administrators.</i></li> <li>○ In lieu of a negative test result, students and staff can return to work with a medical note by a physician that provides an alternative explanation for symptoms and reason for not ordering COVID-19 testing.</li> </ul> </li> <li>● If they test negative, <u>close contacts</u> to confirmed COVID-19 cases can return a full 10 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.</li> </ul>	<ul style="list-style-type: none"> <li>● <u>Symptomatic individuals</u> who test positive for COVID-19 can return 10 days after symptom onset and 24 hours after resolution of fever and improvement in other symptoms, <u>whichever is longer</u>.</li> <li>● <u>Asymptomatic individuals</u> who test positive for COVID-19 can return 10 days after their positive test result.</li> <li>● If they test positive, <u>close contacts</u> to confirmed COVID-19 cases can return after completing the required isolation period described above.</li> <li>● If individuals have observed the above, they do not need a note to return to work.</li> </ul>

### TEST RESULT DECISION TREE

#### Isolation and Quarantine Recommendations While Awaiting and After Receiving COVID-19 Test Results



1. If not tested, obtain medical note (explaining why not tested) OR follow instructions for positive case.  
 2. If test done earlier than 6 days after last exposure to case, repeat testing towards the end of the quarantine period. If not tested, quarantine for 10 days.  
 3. If person is a household contact and is continuously exposed, quarantine starts once the case's isolation period ends and continues as directed above.

**Persistent Positive/Re-infection Diagram**

**Effective Date:** 8/4/2020; Rev. 9/12/2020; Rev. 10/7/2020; Rev. 11/13/2020; Rev 12/10/2020; Rev. 12/15/20

**Intended Audience:** Healthcare providers

**Purpose:** To advise individuals who tested positive for COVID-19, completed isolation but have persistent or recurrent positive tests

**Reference:** Reinfection has been documented in a very small number of cases. When a person can be reinfected remains unknown and is a subject of investigation. Until we have more information, the determination of whether a person with a positive test in these situations is contagious to others should be made on a case-by-case basis.



\*Consider ID consult to review medical history, review cycle threshold values of repeat PCR test, and evaluate need for additional tests, such as viral culture, serology, or genotyping. Send specimen to PHL\*\* if between 45-90 days and no obvious alternate etiology and no known close contact to a confirmed COVID-19 case.

\*\*For specimens sent to PHL, paired specimens (one from each episode) should be available and with a CT cutoff < 33 (or CT unavailable).

**PROTOCOL FOR WHOLE OR EXTENDED SCHOOL CLOSURE**

In the case that there are increasing cases of COVID-19 at an Alpha school, we will consult with SCC Public Health to determine if there will be a whole or extended school closure.

Individual school closure may be appropriate:

- When an outbreak (3 or more linked cases) has occurred in 25% or more stable groups in the school within a 14-day period.
- When at least three outbreaks have occurred in the school, and more than 5% of the school population is infected, within a 14 days period.

In these cases, the principal will consult with Alpha network leadership (COO) to determine if whole and/or extended school closure will occur.

Schools will reopen after 14 days, with guidance from county health officials.

**LETTER TEMPLATES**

- [Family Symptom Response Guide \(English\)](#)
- [Family Symptom Response Guide \(Spanish\)](#)
- [Close Contact in a Cohort Setting: Letter to Close Contact](#)
- [Close Contact in a Cohort Setting: Letter to Cohort](#)

- [Case in a Cohort Setting: Letter to Case](#)
- [Case in a Cohort Setting: Letter to Cohort](#)
- [Case in a non Cohort Setting: Letter to Case](#)
- [Case in a non Cohort Setting: Letter to Close Contacts](#)
- [Case in a non Cohort Setting: Letter to non-Close Contacts](#)

## TESTING

Staff who have had potential COVID-19 exposure in our workplace will be directed to complete COVID-19 testing at no cost during their working hours and to follow all county quarantine directives as applicable.

Currently, if symptomatic, students (and their families) will be given a range of free and convenient options for families to test in the community.

## VACCINATION EFFORTS

Alpha Public Schools has worked with Santa Clara County Office of Education (SCCOE), to promote the vaccine amongst our families and students (12+), by a variety of means, including phone calls, direct messages, announcements during events, and social media.

In addition, we have organized on-site vaccination dates on our school sites during the summer, and plan on continuing to offer these opportunities through the year.

## FACILITIES

### DISINFECTION MEASURES

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

Frequency	Who	Areas	Description
Daily (Evening)	Janitorial Crew	<ul style="list-style-type: none"> <li>• Student Desks / Tables</li> <li>• Student Chairs</li> <li>• Teacher Desks &amp; Chair</li> </ul>	Disinfect according to procedures here: <a href="#">Link</a>

		<ul style="list-style-type: none"> <li>● Keyboards, phones, headsets, copy machines</li> <li>● Door handles</li> <li>● Light Switches</li> <li>● Handrails</li> <li>● Drinking fountains</li> <li>● Restroom surfaces (toilet, countertop, faucet)</li> </ul>	Sample description of cleaning: <a href="#">SM</a>
<b>Daily</b>	Groundskeeper	<ul style="list-style-type: none"> <li>● Gate entrances</li> <li>● Outdoor tables</li> <li>● Playground equipment (once active)</li> </ul>	
<b>Daily (end of day)</b>	Office Manager	<ul style="list-style-type: none"> <li>● Appliances (microwave, refrigerator, coffee machine)</li> <li>● Copy Machine                             <ul style="list-style-type: none"> <li>● Doorknobs</li> <li>● Kitchen surfaces</li> <li>● Keypads</li> </ul> </li> </ul>	
<b>Weekly</b>	Janitorial Crew	<ul style="list-style-type: none"> <li>● Non-high contact furniture</li> <li>● Vacuuming in rooms with rug area</li> <li>● Door surfaces</li> <li>● Fogging Each Classroom</li> </ul>	
<b>Ongoing (if feasible)</b>	Staff	<ul style="list-style-type: none"> <li>● Appliances (microwave, refrigerator, coffee machine)</li> <li>● Copy Machine</li> <li>● Shared supplies (stapler)</li> <li>● Phones</li> </ul>	Disinfect/wipe after use (include in norms for workroom)

Some additional considerations while cleaning include:

- When using disinfectant, ensure that all surfaces are wet. Allow surfaces to dry completely.
- Wash hands after cleaning

## DISINFECTION PROTOCOL

Disinfection is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

- Use disposable gloves and masks while cleaning the area.
- Close off the area used by sick person
- Open doors/window, use air filter, or turn on AC to encourage ventilation of the area.
- After proper ventilation has occurred, disinfect all surfaces using the guide here: [link](#).

- Allow all surfaces to dry completely.
- Confirm cleaning with SOM before anyone is allowed to enter.

## VENTILATION

All classrooms are well-ventilated with HVAC units. Filters meet the SCC-recommended specifications, and are changed every 90 days.

Windows are kept open to increase air circulation, weather permitting. In rooms with inadequate ventilation, window fans (facing outwards) or portable HEPA air filters will be installed.

## PROTOCOL FOR SUPPLIES ORDERING

Use the table below to determine how supplies are kept in stock.

Supplies	Links	How Often?	Who Re-orders?
No-Touch Thermometers	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Option 1 ( No contact needed)</a></li> <li><input type="checkbox"/> <a href="#">Option 2 (no contact needed)</a></li> </ul>	As needed	Inform ANT Ops
Plexi-Glass Barriers	<a href="https://www.separationscreen.com/product/signature-separationscreen/">https://www.separationscreen.com/product/signature-separationscreen/</a>	As needed	Inform ANT Ops
Masks	<a href="https://stores.customink.com/health-wellness/purchases/096b7f035d05637583df46725eab58d7">https://stores.customink.com/health-wellness/purchases/096b7f035d05637583df46725eab58d7</a>	As needed, quarterly check	Inform ANT Ops
Cleaning Supplies <ul style="list-style-type: none"> <li>• Paper Towels</li> <li>• Tissues</li> <li>• Bathroom (soap, toilet paper)</li> </ul>	Tadco/cleaning services	As needed, monthly check	Janitorial Crew
Cones		As needed	Inform ANT Ops
Floor Stickers		As needed	Inform ANT Ops
Hand Sanitizer		As needed, monthly check	School Ops
Disinfectant Spray/Wipes		As needed, monthly check	School Ops



Portable Handwashing Stations	<a href="https://www.rentnational.com/san-jose/portable-toilets">https://www.rentnational.com/san-jose/portable-toilets</a> <a href="https://www.unitedsiteservices.com/locations/ca/san-jose/3408-hillcap-ave/">https://www.unitedsiteservices.com/locations/ca/san-jose/3408-hillcap-ave/</a>	As needed	ANT Ops
Face Shields for Staff	County	As needed	ANT Ops
Disposable Gloves		As needed, quarterly check	School Ops
Classroom Dividers		As needed	ANT Ops
Signs	<a href="#">Signs Folder</a> <a href="https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc">https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc</a> <a href="#">Signs (laminated):</a>	As needed	School Ops

## SIGNAGE

The following signage will be placed throughout the offices and school. The network team will provide initial signage, and replacement signs will be printed as needed by school ops staff.

Signs	Link / Notes	Where
Face Covering & Social Distancing <b>Poster (11x17)</b>	<a href="#">English</a> <a href="#">Spanish</a> Provided by ANT Ops	<ul style="list-style-type: none"> <li>● Entrance Gate (1)</li> <li>● Main Office (1)</li> <li>● Classrooms (All)</li> <li>● Cafeteria (1)</li> </ul>
Wash your Hands	<a href="#">English</a> Provided by ANT Ops	<ul style="list-style-type: none"> <li>● Bathrooms (All)</li> <li>● Classrooms (All)</li> <li>● Cafeteria (1)</li> </ul>
Proper face covering	<a href="#">English</a> <a href="#">Spanish</a> Provided by ANT Ops	<ul style="list-style-type: none"> <li>● Main Office (1)</li> <li>● Teacher Workroom (1)</li> <li>● Cafeteria (1)</li> </ul>
COVID-19 fact-sheet	<a href="#">English</a> <a href="#">Spanish</a> <a href="#">Vietnamese</a>	<ul style="list-style-type: none"> <li>● Main Office (1)</li> <li>● Teacher Workroom (1)</li> </ul>

	Provided by ANT Ops	
COVID-19 Symptoms <b>Poster (11x17)</b>	<a href="#">English</a> <a href="#">Spanish</a> Provided by ANT Ops	<ul style="list-style-type: none"> <li>• Main Office (1)</li> <li>• Teacher Workroom (1)</li> </ul>
Cover your Cough	<a href="#">English</a> Provided by ANT Ops	<ul style="list-style-type: none"> <li>• Main Office (1)</li> <li>• Classrooms (All)</li> </ul>
Screening Questions <b>Poster (11x17)</b>	Provided by ANT Ops	<ul style="list-style-type: none"> <li>• Entrance Gate (1)</li> <li>• Main Office (1)</li> </ul>
Prevent the Spread of COVID	<a href="#">English</a> Provided by ANT Ops	<ul style="list-style-type: none"> <li>• Main Office (1)</li> <li>• Teacher Workroom (1)</li> <li>• Cafeteria (1)</li> </ul>
<b>School made signs below</b>	<b>SOM made</b>	<b>Print and laminate</b>
Maximum Room Capacity Signs	Ops to create template and send to School Ops for printing	<ul style="list-style-type: none"> <li>• Bathrooms (All)</li> <li>• Main Office (1)</li> <li>• Teacher Workrooms (1)</li> </ul>
Gate Sign for Entry	<ul style="list-style-type: none"> <li>• “Call Main Office Phone Number” if you need to enter campus</li> <li>• Created by School Ops</li> <li>• Laminated</li> </ul>	<ul style="list-style-type: none"> <li>• Entrance Gate (1)</li> </ul>
Teacher Workroom Norms	<ul style="list-style-type: none"> <li>• Created by School Ops</li> <li>• Additional norms around disinfecting/wiping appliances, etc after use.</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Workroom (1)</li> </ul>
“Do Not Enter - Sick/Ill Person” Sign	<ul style="list-style-type: none"> <li>• Created by School Ops</li> <li>• Indicate “wait 24 hours to clean - _____ (date/time)”</li> </ul>	<ul style="list-style-type: none"> <li>• Isolation Room</li> </ul>

All signs are located in the folder here: [Signs](#)

## COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit the Alpha website
3. Follow our social media platforms
4. Direct messaging via phone and text messaging platform
5. Parent Communication Mobile Apps (Konstella, Remind, Infinite Campus)

## TRAVEL RESTRICTIONS

Alpha Public Schools will discontinue staff travel to conferences and workshops until further notice, unless pre-approved by the Human Resource department.

## SECTION 2: ACADEMICS AND HOME-BASED LEARNING

### PLAN DEVELOPMENT

Alpha Public Schools developed a team to organize and develop systems in place for the organization's reopening. The team members included school Principals, the Director of Academics, Managing Director of Schools, and Chief Schools Officer.

### ACADEMIC CALENDAR

Alpha's 2020-21 Academic Calendar is located here: [Link](#)

### INDIVIDUAL SCHOOL PLANS

Each school has developed a site-specific supplement plan.

Individual School Plans are located here:

- [Blanca Alvarado](#)
- [Cindy Avitia HS](#)
- [Cornerstone Academy](#)
- [José Hernández](#)
- [ANT](#)

### ATTENDANCE POLICY

### VIRTUAL/DISTANCE LEARNING ATTENDANCE

Key Guidance from SB98

- Each local educational agency shall document daily participation for each pupil on each schoolday, in whole or in part, for which distance learning is provided. A pupil who does not participate in distance learning on a schoolday shall be documented as absent for that schoolday.
  - Specifically with Distance Learning - on asynchronous days: Daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders. If daily live interaction is not feasible as part of regular instruction, the governing board or body of the local educational agency shall develop, with parent and stakeholder input, an alternative plan for frequent live interaction that provides a comparable level of service and school connectedness.
- Each local educational agency shall ensure that a weekly engagement record is completed for each pupil documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments.
- A pupil who does not participate daily in either in-person instruction pursuant to subdivision (b) or distance learning pursuant to subdivision (d) shall be deemed absent by the local educational agency. A local educational agency shall use documentation of the absence for purposes of reporting its chronic absenteeism rates in its local control and accountability plan.

### Attendance Procedures

- **Daily Attendance (Live Interaction) / Synchronous Days attendance:** The official daily attendance will be recorded by presence in synchronous learning.
  - All teachers (M,T,Th,F) submit attendance via Infinite Campus rosters
    - K-8: 15-20 minutes into the academic day
    - 9-12: Attendance will be taken by teachers within the first 10 minutes of class period.
  - The school operations team begins to track morning attendance, 60 min after day begins.
    - This will serve to send out messages to get students who are "absent" to log in to class.
  - At 3 pm, Infinite Campus syncs with Deanslist and pushes period attendance to deans list.
  - By EOD, teachers will review deans list/google classroom/emailed list at the end of the day to confirm "attendance", which includes engagement for the day.
  - The following morning, Ops team reconciles Deans list with Infinite Campus to enter final attendance into Infinite Campus
  - A weekly engagement report of the previous week will be produced via Deanslist on Monday. Teachers will sign this as well as the weekly attendance report and send back to the ops team by Wednesday EOD.
- **Asynchronous Days attendance (Wednesday)**
  - Take attendance in AM/SEL
  - On Thursday, Teachers check assignment attendance by 9 am in their google classroom, and mark attendance for previous day
  - Ops team reconciles assignment completion with IC attendance for previous day

**Tiered Re-Engagement Strategies: Weekly Engagement and Chronic Absenteeism**

Our approach around ensuring student attendance and engagement will focus on working in collaboration with the student and family to reduce the barriers to participation and engagement. This includes multiple modes of participation and engagement that gives the flexibility to students and families to engage in various ways, while also ensuring the engagement is high quality. We are committed to working with students so they can access instruction.

If a student's weekly engagement drops below 60% in a given week, the following steps will be taken:

Engagement	Overall Attendance	Strategy
Daily absence		<ul style="list-style-type: none"> <li>● Daily phone call (Ops)</li> <li>● Tracked via Infinite Campus</li> <li>● Verify contact information</li> </ul>
1st Instance of <60% Weekly Engagement	5 total unexcused absences	<ul style="list-style-type: none"> <li>● Tracked via Infinite Campus</li> <li>● Check in phone call from teacher or leadership team member</li> <li>● Internal discussion on solutions with teacher and leadership team</li> </ul>
2nd Instance of <60% Weekly Engagement	10 total unexcused absences	<ul style="list-style-type: none"> <li>● 1st Certified Letter Sent Home</li> <li>● Tracked via Infinite Campus</li> <li>● SLT member meeting with parent/guardian to determine student needs, including "connection to health and social services, as necessary," internet connection and other needs posing a barrier to participation in distance learning</li> </ul>
3rd Instance of <60% Weekly Engagement	15 total unexcused absences	<ul style="list-style-type: none"> <li>● 2nd Certified Letter Sent Home</li> <li>● Tracked via Infinite Campus</li> <li>● SLT member meeting with parent/guardian and student to create attendance contract</li> </ul>
4th+ Instance of <60% Weekly Engagement	20 total unexcused absences	<ul style="list-style-type: none"> <li>● 3rd Certified Letter Sent Home</li> <li>● Meeting with Principal/SLT to discuss attendance contract</li> <li>● Home Visit w/</li> <li>● Potential referral to Alpha-wide SART</li> </ul>

**DISTANCE LEARNING DRESS CODE**

During distance learning, students will observe the following dress code:

- Alpha uniform shirts or black/burgundy polos are highly encouraged
- Appropriate casual attire must be worn. Options include: T-shirts with appropriate coverage, tank tops with appropriate width straps. Solid red or blue shirts cannot be worn.
- Students cannot wear pajamas or clothing that contains offensive language, logos, pictures, etc. and is visible on screen
- Students cannot wear hats or beanies.
- Whenever any element of physical appearance or grooming—even if it is allowable under the school’s current rules—becomes a distraction to one’s self or to others, it is no longer acceptable and steps will be taken to remove the distraction.

## **SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF**

The district/campus counselors will develop videos and resources for parents and teachers to access. The counselors will work with students individually or in small groups to address any well-being needs. The counselors will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

## **SECTION 3: EXTRACURRICULAR ACTIVITIES**

### **FIELD TRIPS**

We will not have field trips for the 2020-21 school year.

### **CLUBS & EXTRACURRICULAR ACTIVITIES**

When hybrid model begins, only outdoor sports/activities/extra-curriculars will continue with approval from the principal according to CPH guidance: [link](#).

Participants in all activities should wear face coverings when participating in the activity, even with heavy exertion as tolerated.

### **EVENTS / FAMILY GATHERINGS**

Through the end of 2020-21, there will be only minimal in-person gatherings for external parties (ie. families). Gatherings should be held virtually if possible, and/or in a non-congregate manner. Gatherings may be held in some cases, with COO approval, if the following are observed:

- Following the current SCC order, gatherings should build in for 6 feet of distance to determine capacity.
- Visitors must be screened according to the procedure described above.
- All persons must wear face coverings

## GRADUATION EVENTS

In accordance with CDPH guidelines, Alpha schools may hold end of year graduation or commencement ceremonies.

All ceremonies must follow the CDPH guidance outlined here: [CDPH guidance on Graduation/Commencement Ceremonies](#).

In particular, all Alpha ceremonies must follow the guidelines here (key items bolded):

- General:
  - **Ceremonies should be held outdoors.** There are more specific attendance restrictions for indoor.
  - If multiple ceremonies are planned for a single day, schools must allow for at least **two hours** between ceremonies to prevent mixing across attendees.
  - Limit attendee groups to a household unit. People from the same household do not need to be six feet apart.
  - **Audience seating must be fixed or marked**, with readily identifiable signs to indicate by section, row, and seat. Marked seats should clearly define space for individuals with appropriate space per person (no blanket reservations or group areas).
- Control Measures and Screening:
  - **All attendees must wear masks and maintain distance of at least 6 feet from other attendees at all times, other than with household members.**
  - Speakers may remove masks during their remarks as long as they are at least 6 feet away from other attendees.
  - Attendance must be limited to school staff, graduates, household members, and family members and attendees must abide by travel limitations
    - Attendees must sign up in advance of the graduation, and only those who have pre-registered may attend.
    - Staff or attendants must monitor the number of attendees entering the graduation event and confirm that they had pre-registered.
  - **All attendees should be screened or self-screen for fever and COVID-19 symptoms before leaving home for the event.**
- Distancing/Entering/Exiting:
  - Graduates must enter and exit 6 feet apart from one another in a single line.
  - Signage or pavement/ground markings should be posted to have one-way aisles or otherwise direct attendees to follow certain pathways for entering and exiting from the graduation service to ensure social distancing.

- Tape, chalk, or other markings should be laid on the ground outside of the venue in order to maintain social distancing of at least 6 feet.
- Staff should direct people to help maintain social distancing.
- Staff should direct successive, row-by-row exiting.
- Before, During, After Event:
  - The venue must be cleaned and disinfected prior to and after the event, particularly high touch surfaces (e.g., bathrooms).
  - **There must be permanent or added barriers to create at least 12' between space occupied by event attendees and the focal point (e.g., stage/podium).**
  - Consider limiting the sharing or exchanging of materials (such as throwing graduation caps, "sign-in" practices, programs, gifts, flowers).
  - Districts and schools should, if possible, send students diplomas and caps and gowns in advance through the mail or delivery so they can arrive dressed and with their diplomas in hand.
  - Graduates may be invited to walk across the stage individually and turn their tassel in lieu of receiving the diploma. Alternatively, diplomas and awards could be distributed if bestowing the awards and diplomas is done in a manner that reduces contact (e.g., placing each diploma and award on a table as the graduate walks by to retrieve it). Or, hand hygiene should be performed before and after touching objects and should be available in the appropriate locations.
  - Discourage families from cheering or yelling (or anything that would increase distribution of droplets in the air).
- There are some additional attendance restrictions depending on the color tier, if this involves an outdoor venue with assigned seating. Please see the attached CDPH guide for specific details: [CDPH Guidance on Outdoor Seated Events](#).
  - Attendance Limitations:
    - Orange Tier:
      - Venues must limit attendance to maximum of 33% capacity (based on the design/operating capacity or fire department occupant limit).
    - Yellow Tier:
      - Venues must limit attendance to maximum of 67% capacity (based on the design/operating capacity or fire department occupant limit).

## SECTION 4: ADDITIONAL RESOURCES

- [California Department of Public Health Guidance](#) (Updated 1/15/2021)
- [STRONGER TOGETHER: RECOVERY AND REOPENING SCHOOLS IN SANTA CLARA COUNTY](#) (Updated 9/21/2020)
- [COVID-19 PREPARED: REOPENING OF SANTA CLARA COUNTY K-12 SCHOOLS](#)
- [AMERICAN ACADEMY OF PEDIATRICS: COVID-19 PLANNING CONSIDERATIONS: GUIDANCE FOR SCHOOL REENTRY](#)



