

Hope Technology School Reopening Plan 2020-2021 School Year

August 1, 2020



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INTRODUCTION

Hope Technology School (HTS) is a private school in Palo Alto that began in 2001 with a vision for innovative, inclusive education for students of all learning abilities. In over 19 years, Hope Technology School has become an accredited Kindergarten through twelfth-grade private school.

Our small class sizes and inclusive student population make HTS a unique school particularly equipped to provide the educational environment that supports the safety protocols necessary for on site as well as distance learning. Each grade consists of only one class, except for our combined Kindergarten/First Grade class, and our combined Fifth/Sixth Grade class. This ensures that we are providing small, stable cohorts that will not mix. Each combined class does not exceed 10 students. Our small community allows us the ability to deliver an excellent individual, safe, and supported learning experience to our diverse learning community of students.

We have long believed in the educational and social benefits of inclusive education to both typically developing and special needs learners. In this time of COVID, we support the organizations as well as health and childcare professionals that have cited the negative effects of prolonged online instruction for all students, but especially those with special needs.

Here are some quick facts about our program that make us an excellent candidate for a waiver:

- ❑ 71% **special needs students enrolled**. These students have either/or a diagnosis, IEP, ISP - (Individualized Service Plan), ILP (Individualized Learning Plan), accommodations or modifications to their academic program
- ❑ 70% of special needs students' parents requested on site instruction
- ❑ 82% of parents voted yes to filing the waiver (5% voted no, and 13% did not vote)
- ❑ 100% of board members that voted yes to filing the waiver
- ❑ 86% of staff voted yes to filing the waiver (only 4 voted no)
- ❑ Safety protocols approved by the Santa Clara Department of Public Health (submitted July 1, 2020)
- ❑ Safe and successful summer program July 1st-August 14th
- ❑ **Small class** sizes ranging from 8-12 students per class regularly, with 5-10 **on site** per class during our summer program. We have one class per grade.
- ❑ Designated site for **essential workers**: <https://mychildcare.ca.gov/#/home> (Enter 2525 East Bayshore Drive, Palo Alto to find HTS)

SECTION 1-PREVENTION

Physical Distancing

- **General**

- A welcome back letter and FAQ's (attached) regarding updated COVID-19 policies and procedures have been sent to new and returning families. Physical distancing requirements are outlined in these documents and defined based on appropriate CDC guidelines. [Social Distancing, Quarantine, and Isolation](#).
- **Indoors:** Staff has reconfigured the classroom to distance teacher and staff desks at least six feet away from students to minimize the risk of disease transmission. This will also maximize the physical distance between students in keeping with the appropriate social distancing guidelines. Students will also be provided with desk dividers for further separation.
- **Outdoors:** Implemented bubble groups where students remain in their same small group for the duration of the day.
- Signage is posted throughout the building regarding appropriate social distancing guidelines.
- An updated visitor and delivery policy has been implemented and clearly posted throughout the site.
- Appropriate signage is posted throughout the building illustrating how to stop the spread of COVID-19.
- **Staggered schedules:** Drop off, pick up, meal, recess, and PE schedules are attached (See attached schedules)

- **Arrival and Departure**

- Parents are required to review the COVID-19 symptoms screening questionnaire at home, prior to the start of each school day. These have been sent via email to all HTS families.
- If your student shows any of the following symptoms: fever, chills, cough, shortness of breath, diarrhea, vomiting, runny/congested nose, sore throat, muscle pain, fatigue, nausea, headache, or loss of taste or smell your student, in accordance with the Santa Clara County School Reopening plan, they need to remain home or will be sent home, school administration will be notified, and the student will need to be tested for COVID 19. If a negative result is received (or a medical note if testing not performed), your student may return to school 72 hours after resolution of fever and improvement in other symptoms
- Parents and students will have their **masks on in their cars when they arrive**.
- Before exiting the car, students will have their temperatures taken with a touchless thermometer by their teacher. Any student whose temperature is 100.0 or above will not be permitted to enter the school and will have to follow the guidelines described above.
- Students will then exit their vehicle and wash their hands at their designated hand washing station, being careful to stand 6 feet apart from any other student who may still be washing their hands.
- Finally, students will step in disinfectant to sanitize the bottoms of their shoes. They will

then enter through their designated hall.

- A **video** illustrating our arrival procedure can be found here: <https://hopetechschool.org/fall-2020-back-to-school-covid-19-response-plan/>
- Students in Kindergarten through 4th grade enter and exit through the back of the building-**South Hall**, students in 5th-8th grade enter and exit through the back of the building-**North hall**. Entry and exit times are **staggered** by grade (cohort). Each grade consists of only one class, except for our combined Kindergarten/First Grade class, and our combined Fifth/Sixth Grade class. Each class does not exceed 10 in-person instruction students. High School students enter and exit directly through a specified **Front-entrance** completely **separate** from the other programs.
- Students wait in designated 6 feet apart socially distanced marked areas so as not to crowd the handwashing and shoe sanitizing stations. They enter the school one at a time.
- There are designated entrances and exits for both vehicles and students. **Cohorts do not mix.**
- **Refer to Diagram for illustration of arrival and departure.**
- Students arriving together in different grades, with the exception of siblings, must adhere to the staggered schedule. If a sibling arrives prior to their designated drop off time they are allowed to enter school but are required to enter through separate entrances.
- Drivers and passengers have been instructed to remain in their vehicles at drop off and pick up. Entrance to the building is restricted to students, approved family members, visitors and staff. Any family members who need to enter the building must undergo COVID-19 symptom questionnaire screening, adhere to hygiene and our stringent visitor policies.
- At this time, we are not allowing visitors, family members or delivery personnel into our building. If, in an emergency, a parent or family member must enter the building, they will be required to go through the same screening process as our students including wearing a mask, washing their hands in the outside sink, and disinfecting their shoes. **These guidelines are based upon the City of Palo Alto order: EMERGENCY ORDER NO. ONE AN ORDER BY THE DIRECTOR OF EMERGENCY SERVICES OF THE CITY OF PALO ALTO REQUIRING THE WEARING FACE COVER.**
- Students are not permitted to gather during school arrival or departure as they must remain in their vehicles or classrooms until release or dismissal.

Additional measure taken:

- Indoor and outdoor markings have been made to facilitate physical social distancing of **six feet** or more at all entry points.
- An updated arrival and departure schedule has been staggered to minimize crowding as well as separate drop off and pick up locations.

Classroom Settings

- All our programs have students assigned to **bubble groups** (a small group of students who remain with the same group) throughout the day. These groups do not interact with other groups. They also maintain a 6ft social distance from others within the group.
- Classroom desks have been reconfigured so as to maintain a 6 foot distance between students. **Staff desks are also at least six feet away from students to minimize the risk**

of adult-to-child disease.

- Students do not rotate between classes.
- Our maximum class size is **12, which includes in-person and distant learners.**
- Each student is required to bring personal bins to store their personal belongings, computers and electronics, art and school supplies.
- All classroom shareables including toys, games and manipulatives have been individually boxed to limit sharing. They may only be utilized by one student per day and disinfected at the end of each day.
- Doors and windows remain open during the school day (weather permitting) and have placed **high efficiency UV** germ-guard **EPA air filters** to increase additional ventilation in each classroom.
- **The building HVAC system is filtered by hospital grade MERV 13-16 filters for cleaner air ventilation.**
- Non classroom space has been maximized for the use of meals, meetings, testing and quiet areas.
- Markings are indicated in and out of classrooms to facilitate physical distancing.
- In our middle and high school programs, students do not rotate between classrooms, teachers rotate instead only if needed. HS has only 2 very small (separate) classes (6-10 students in each) in a classroom. Located separately in the front of the building.

Non Classroom Settings

- Restroom use is restricted to specific grades and entrance is limited based on identifying bathroom passes. Doors are always cracked for ventilation.
- A staggered recess schedule is designated by class. The playground equipment is disinfected after each bubble group use.
- Physical Education is on a staggered class schedule.
- Hallway use is restricted by each program with designated entrances and exits.
- School office staff have been reassigned to designated office space based on appropriate social distancing guidelines.
- Meeting space has been moved to outdoor locations, virtual platforms, and space configured for appropriate social distancing.
- Meal areas: Students eat their lunch indoors or outdoors, depending on the staggering schedule provided. They must remain within their bubble group-cohorts so as not to mix with other cohorts.

Indoor: Students are allowed to eat at their desks with dividers and desks are disinfected immediately after with EPA approved products after use. Windows are cracked.

Outdoor: Outdoor seating areas which include picnic tables, benches and individual trays are spaced out in accordance with social distant guidelines. Their use is limited to one cohort (class) at a time. All tables, benches and chairs are disinfected with EPA approved products immediately after use.

Staff: Staff will eat during their allotted breaks either in their empty classrooms or in the designated outdoor area. Any surface used will be disinfected immediately with EPA approved products. **We have closed our staff break room.**

Hygiene Measures

1. Face coverings

- Teachers, staff and students are required to wear face coverings at all times in accordance with the EMERGENCY ORDER NO. ONE AN ORDER BY THE DIRECTOR OF EMERGENCY SERVICES OF THE CITY OF PALO ALTO REQUIRING THE WEARING FACE COVER and based on the guidelines in [Guidance for the Use of Face Coverings](#),
- Staff who meet the County exception requirements for the face covering order will not be assigned or permitted to perform duties that require close contact with students or other staff members.
- Students excluded from face covering requirements include: 1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and 2) students with special needs who are unable to tolerate a face covering.
- Masks will be provided for those who need one.
- Signage is posted on when and where to use face coverings and appropriate use of face coverings.
- Notification of face mask expectations sent to all families and stakeholders.
- Social stories and videos provided to elementary aged students on the importance of face mask usage.
- Appropriate face coverings are available to students and staff on site.
- Face shields are also available upon request.

2. Handwashing and Other Hygiene Measures

- Social stories, signage and a hand washing schedule have been implemented to teach and reinforce proper hand washing techniques.
- An adequate supply of soap and hand sanitizers (at least 70 percent ethyl alcohol).
- Outdoor hand washing stations have been installed for required hand washing at all entrances. Students and staff must wash their hands for 20 seconds with soap, rubbing thoroughly after application.
- Each classroom has designated cleaning and disinfecting supplies for their use (non-shared).
- All high touch areas remain open including room doors and windows.
- Hand sanitizers are in each class and are wiped down after use.
- Students K-3rd grade only use hand sanitizer under the supervision of an adult.
- Water dispensers are **only** used by adults to fill water bottles. No water fountain usage is available.
- Each student is required to bring their own water bottle and only re-filled with permission. Staff wipes down water dispensers after each use.
- Students are to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.

- Implemented protocol to prevent the spread of COVID-19 based on the guidance in the CDC's guidelines: [Help Stop the Spread of COVID-19 in Children](#).

Cleaning and Maintenance

- A classroom cleaning schedule is checked off at the end of each day based on the [Cleaning and Disinfecting Your Facility](#).
- Our cleaning products are approved against COVID-19 based on the [List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\) | US EPA](#).
- Employees received information regarding Cal/OSHA requirements of safe use.
- All doors and windows remain open during the school day and after school hours during cleaning and disinfecting.
- Limited cleaning is performed when students are on site.
- After any identified illness of a student or staff member, the areas affected are limited to access until cleaned and disinfected.

Electives, Extracurricular Activities, Athletics, and School Events

- All extracurricular activities will be conducted within student cohorts (adhering to all social distancing and mask wearing requirements) or will be hosted on a digital platform.

SECTION 2-MONITORING

Health Screening

- Parents are encouraged to take their student's temperature before they arrive at school.
- Temperature screenings are taken in the student's car through windows before they enter the building by their teacher.
- A screening questionnaire is given to each student, family member, staff member and visitor prior to entering the building.
- The **digital** screening questionnaire has been sent out to families and is asked at home before arriving at school each day (questionnaire attached).
- Once at school, **if a student shows any of the following symptoms: fever (100+), chills, cough, shortness of breath, diarrhea, vomiting, runny/congested nose, sore throat, muscle pain, fatigue, nausea, headache, or loss of taste or smell your student, in accordance with the Santa Clara County School Reopening plan, needs to remain home, school administration will be notified, and your student will need to be tested for COVID 19. If a negative result is received (or a medical note if testing not performed), your student may return to school 72 hours after resolution of fever and improvement in other symptoms.**

COVID-19 Testing and Reporting

- Staff are required to test every four-six weeks. The school will support staff by directing them to the now widely available testing sites and healthcare providers throughout the community. Staff testing is also supported by allowing time for the staff member to leave for their appointments for their scheduled tests if during school hours.
- Staff are required to get tested as soon as possible if they develop one or more of the COVID-19 symptoms or anyone in their household or non-household close contacts.
- If a staff member shows any of the following symptoms: fever (100+), chills, cough, shortness of breath, diarrhea, vomiting, runny/congested nose, sore throat, muscle pain, fatigue, nausea, headache, or loss of taste or smell your student, in accordance with the Santa Clara County School Reopening plan, needs to remain home, school administration will be notified, and your student will need to be tested for COVID 19. If a negative result is received (or a medical note if testing not performed), your student may return to school 72 hours after resolution of fever and improvement in other symptoms.
- Students are encouraged to actively screen in accordance with the guidance put forth by the California Department of Health (CDPH) which has recommended daily visual wellness and symptoms checks prior to students entering the building. Students are asked about their symptoms via a complete short checklist of symptoms from the CDC. Follow-up to those checklists will occur whenever symptoms of COVID-19 are identified.

Positive test results:

- Parents/Guardians, staff to notify school administration immediately if the student or staff tested positive or if one of their household members or non-household close contacts tested positive for COVID-19.
- Upon receiving notification of a student or staff member is suspected or tested positive, the protocol will be followed as is required in Section 3: Response to suspected or confirmed cases and close contacts.

Negative test results:

- Symptomatic students or staff who test negative for COVID-19 must remain at home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.
- Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative.
- Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation.
- Documentation of negative test results must be provided to school administration.

SECTION 3: RESPONSE TO SUSPECTED OR CONFIRMED CASES AND CLOSE CONTACTS

Suspected COVID-19 Case(s):

- Provide a room or area to separate anyone who exhibits COVID-19 symptoms

- Any students or staff exhibiting symptoms will immediately be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- When a student is exhibiting symptoms, the following steps are immediately taken (see diagram A):

Scenario 1

An available educator from the classroom is required to walk the student through their assigned hallway to the designated isolation space-the office conference room. The parent/guardian will be contacted to take the student home. The student will be escorted outside once their transport has arrived.

Scenario 2

If an educator is unavailable, then administration will be notified to walk the student through their assigned hallway to the designated isolation space-the office conference room. The parent/guardian will be contacted to take the student home. The student will be escorted outside once their transport has arrived.

Scenario 3

If neither an educator or administrator is available, an available therapist within the same building location will be notified to walk the student through their assigned hallway to the designated isolation space-the office conference room. The parent/guardian will be contacted to take the student home. The student will be escorted outside once their transport has arrived.

Confirmed COVID-19 Case(s):

- School administrators will notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by emailing coronavirus@phd.sccgov.org and calling (408) 885-4214. Will notify all staff, families, and the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
- Affected areas will be closed off and will not be used before cleaning and disinfection. To reduce risk of exposure, a 24 hour waiting period will ensue before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.
- For elementary schools and other settings in which stable classroom cohorts have been maintained: All students and staff will be instructed to get COVID-19 testing and remain quarantined at home for 14 days.
- For all settings: 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 Contact Defined: Close contact of a COVID-19 positive person is someone who has been within six feet of the positive person while they were infectious for 15 minutes or more (regardless of face covering use).
- If an individual lives in a household with or had close contact with a confirmed COVID-19 case, they must follow the home quarantine steps in the [Home Isolation & Quarantine Guidelines](#).
- Those who test positive should not return until they have met Santa Clara County Public Health Department criteria to discontinue home isolation (see next section).

Home Isolation and Quarantine Guidelines:

We will refer to the isolation and quarantine steps for people before and after COVID-19 test results as noted in Santa Clara County Public Health Department's [Home Isolation & Quarantine Guidelines](#).

Returning to School:

- Documentation of a negative test result will be provided to school administrators.
- In lieu of a negative test result, students and staff will be allowed to return with a medical note by a physician that provides alternative explanations for symptoms and reason for not ordering COVID-19 testing.
- Symptomatic individuals who **test positive for COVID-19** can return 10 days after symptoms first appear AND 3 days with no fever AND respiratory symptoms have improved per [Home Isolation & Quarantine Guidelines](#)
- Asymptomatic individuals who **test positive for COVID-19** can return 10 days after their positive test result per [Home Isolation & Quarantine Guidelines](#).
- If they **test negative for COVID-19**, they must quarantine for the full 14 day period. It can take up to 14 days to be infected with COVID-19-they must stay home and monitor their own health during this time to prevent passing infection to anyone else.

Identification and Tracing of Contacts

Once someone has a positive test confirmation for Covid-19, the following steps will be followed to identify and stop the spread:

Contact Tracing Steps:

- Questions:
 1. Ask the individual to think about where they had been in the 48 hours before the symptoms started up to the present.
 2. Ask the individual to think back to the 48 hours before when the positive test was taken up to the present.
 3. Ask the individual about the people who they may have had close contact with and who may have been exposed.

Identify the Level of Contact: **We will inform anyone who is a part of the COVID-19 cohort and anyone who may have been exposed, while keeping the identity of the person**

confidential. Additionally, if any of the individuals exposed are affiliated with HTS, then they will be required to follow the following protocol based on their level of contact.

COVID-19 positive individual

- Must quarantine and isolate immediately for 10 days since symptoms first appeared
- Symptomatic individuals can return at least 10 days after symptoms appeared and at least 3 days with no fever and improvement in other symptoms
- Asymptomatic individuals can return 10 days after their positive test results

Anyone who has been in close contact with an individual who has tested positive for COVID 19

- Must quarantine immediately for 14-days.
- Get COVID-19 tested 7 days after the last exposure
- Symptomatic individuals, who are not close-contacts and who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
 - Documentation of a negative test result should be provided to school administrators.
 - In lieu of negative test results, allow students and staff to return to work with a medical note by a physician that provides alternative explanations for symptoms and reasons for not ordering COVID-19 testing.
- Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 7 days after exposure, and remain asymptomatic, can return 14 days after the date of last exposure to the case. If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case's isolation period ends.

SECTION 4-DISTANCE/REMOTE LEARNING FOR PARTICULAR STUDENTS

Considerations

- For the 2020-2021 school year, all families were sent a survey to indicate their preference in three categories: On-site learning, distance/remote learning or both the on-site and distance/remote learning.
- Classrooms have been equipped to provide both on-site and remote learning to all students.

SECTION 5-TRAINING OF STAFF MEMBERS AND FAMILY EDUCATION

Safety Actions and Training

HTS administration conducts weekly staff meetings. Since March, we have discussed varying topics of all issues concerning distance learning, on site instruction, COVID-19 protocols and guidelines, scheduling, and creating an excellent on-line instruction experience.

Staff meeting topics included:

- How to shift to distance learning in all grades
- Student and parent needs during COVID-19
- Effective communication with students and parents
- Scheduling
- Balancing instruction on zoom
- Developing electives on zoom
- Adjusted progress reports to include students doing distance learning
- Graduation plans on zoom
- Assessing students
- Material regarding COVID-19 Policies and Procedures
- Enhanced sanitation practices.
- Physical distancing guidelines and their importance.
- Proper use, removal, and washing of face coverings.
- Screening practice.
- How COVID-19 is spread.
- COVID-19 specific symptom identification
- Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID19.
- Procedure to follow when a person tests positive.
- Periodic training on updated COVID-19 protocols at staff meetings.

Of special note:

- Introduction of the Facebook Portal technology to teachers 5/11/2020
- Powerpoint on reopening safety protocols 5/18/2020
- Updated Safety Information 8/5/2020
- California Private School Conference 2020

Admin also posts multiple articles, reminders, and information to staff multiple times a week on our teacher GroupMe. We also have a shared document updating articles and information regarding COVID-19 and all related topics that teachers can access at any time.

SECTION 6-WHEN TO SWITCH TO DISTANCE LEARNING

Criteria to Move to Distance Learning

HTS will follow and comply with the protocol of switching to distance learning based on the guidance outlined by Governor Newsom: [Governor Gavin Newsom Lays Out Pandemic Plan for Learning and Safe Schools](#),

This guidance specifically refers to the California Department of Public Health (CDPH) updated guidance for when schools must physically close and revert to distance learning because of COVID-19 infections including but not limited to:

- HTS will revert to distance learning when multiple cohorts have multiple cases across multiple classes or 5% of the school -including students and staff test positive within a 14-day period.
- Additional consideration to revert to distance learning is when the school district has 25 percent or more of its schools physically closed due to COVID-19 within 14 days.
- Closure decisions should be made in consultation with local health officers.

SECTION 7-COMMUNICATION PLANS

- Reopening plans and policies:
 - Posted to our website at www.hopetechschool.org.
- Communication of waiver request:
 - We surveyed our stakeholders (board members, HTS parents and guardians, staff) regarding the request to apply for a waiver.
 - The survey was sent via Google Form and email. Recipients had the option to complete via Google Form, email reply or turn in their response to the school in the designated “waiver box”. All responses could be made anonymously.
 - The majority (over 70%) voted in favor of proceeding with the waiver process.
 - Parents were given a choice as to whether they would like on-site, distance learning, or a combination of both if a waiver was granted.
 - Subsequently, a follow up letter has been sent to HTS families communicating the continued process with obtaining a waiver.
- Communication with staff:
 - Staff consulted with regards to the waiver process.
 - Weekly staff meetings were held to inform staff of the on-going reopening plans. During these meetings, our staff provided feedback regarding all aspects of our reopening plans. In addition to weekly staff meetings, staff is encouraged to communicate with administrators regarding any ideas, suggestions, or concerns.
 - Staff receive updates via Group Me, email or on any changes to COVID-19 policies.
- Communication with families:
 - Weekly updates via Bloomz app and email to families from both teacher and administration.
 - Class newsletters sent.

COVID-19 HTS POLICIES FAQ'S

1. What preparations and safety guidelines have you made for students returning?

2. How are staff breaks and lunches taken?
3. What if I don't want my child to return to on-site instruction? Will they still be able to participate in remote learning?
4. What are the portals and how do they work?
5. What is a Bubble Group?
6. How will you disinfect the classes once school resumes?
7. Does my child have to wear a face mask all day?
8. Do I need to supply my child with a mask every day?
9. What if my child refuses to wear a face mask?
10. Will you be taking my child's temperature prior to them coming to class?
11. What do you consider to be a fever?
12. What if my child shows any symptoms?
13. What if a sibling shows symptoms?
14. What if my child has a temperature when we arrive at school or gets sick during the school day?
15. What do I do if someone in my immediate family or household tests positive for COVID-19? What do I do if someone in my family or household comes or has had close contact with someone diagnosed with COVID-19?
16. What do I need to supply my child for the start of school?
17. How will playtime/outdoor activities (recess) be adjusted to ensure adherence to recommended measures?
18. How often will students need to wash their hands?
19. Will my child still be able to heat up their food?
20. How will you ensure social distancing in the classrooms and the school?
21. Will I still be able to visit my child's classroom?
22. I want to contribute or donate items to my classroom, what is the best way to do this?

1. What preparations and safety guidelines have you made for students returning?

- A deep cleaning for the entire building was performed on May 29th. The cleaning was consistent with the most current CDC guidelines reference here: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> and includes but is not limited to the disinfecting of all high touch areas, removal or cleaning of soft and porous areas, cleaning of common areas including motor room, office, outdoor play areas and restrooms.
- We have received our approved COVID-19 Prepared Social Distancing Protocol sign from the Santa Clara County Public Health. You will see green check signs posted around the building.
- We have reconfigured our classrooms to maximize the space in keeping with the appropriate social distancing guidelines where students will sit six feet apart as well as dividers for some students where needed.
- We have instituted policies in place to ensure appropriate hand and respiratory hygiene, social distancing and limiting crowding.
- We have new HEPA air filters in each classroom.
- Implemented Bubble Groups to maintain through the day.

- Shoe sanitation mats have been placed at entrances for the purpose of sanitizing shoes prior to entering the building.
- We are limiting the amount of non-essential visitors to our site.
- We have eliminated centralized check in at the front desk and instituted a virtual google form to check in and out for approved visitors.
- We have added additional picnic tables, benches and tray tables to allow for additional seating outside.
- Pick up and drop off times have been staggered to reduce crowding.
- Staggered recess schedules and additional time for students to be outside including during lunch and snack times.
- Temperature checks upon arrival.
- Multiple handwashing stations and schedules.

2. **How are staff breaks and lunches taken?**

Staff will eat during their allotted breaks either in their empty classrooms or in the designated outdoor area. Any surface used will be disinfected immediately with EPA approved products. **We have closed our staff break room.**

3. **What if I don't want my child to return to on-site instruction? Will they still be able to participate in remote learning?**

Yes. We use a variety of distant learning tools, stable cohorts, and have added Facebook Portals in some classrooms to allow for students to continue their classroom experience.

4. **What are the portals and how do they work?**

Portals allow for another method of student involvement in distant learning. Unlike Zoom, Portal gives a more classroom feel to the distant learning experience by allowing for broader interaction between teachers and students.

5. **What is a Bubble Group?**

A Bubble Group is a small group where your student will remain with the same students and teachers throughout the day. This group will not interact with other groups and maintain social distancing from each other within the group.

6. **How will you disinfect the classes once school resumes?**

Classrooms, toys, and common areas will be cleaned according to a daily schedule with EPA approved disinfectants.

7. **Does my child have to wear a face mask all day?**

Face masks will be required for all students and staff at the school per the most recent order: <https://www.cityofpaloalto.org/civicax/filebank/documents/76636>

8. **Do I need to supply my child with a mask every day?**

We will provide face coverings for students and staff who do not have a face covering.

9. What if my child refuses to wear a face mask?

We understand that some students will have difficulty wearing face masks. Teachers will work with their students daily using reminders, social stories and age appropriate videos. Students will not be required to wear masks during snack or lunch as long as they continue to adhere to social distancing guidelines.

10. Will you be taking my child's temperature prior to them coming to class?

At drop off each morning, your child's temperature will be taken with a non-touch thermometer by a staff member prior to them entering school. We recommend taking your children's temperature PRIOR to arriving at school to determine if they have a fever.

11. What do you consider to be a fever?

A fever is defined by most healthcare providers as a temperature of 100°F (38°C) and higher.

12. What if my child exhibits symptoms?

If your student shows any of the following symptoms: fever, chills, cough, shortness of breath, diarrhea, vomiting, runny/congested nose, sore throat, muscle pain, fatigue, nausea, headache, or loss of taste or smell your student, in accordance with the Santa Clara County School Reopening plan, needs to remain home or will be sent home, school administration will be notified, and your student will need to be tested for COVID 19. If a negative result is received (or a medical note if testing not performed), your student may return to school 72 hours after resolution of fever and improvement in other symptoms

13. What if an HTS sibling exhibits symptoms?

All of the same policies in #11 apply.

14. What if my child has a temperature when we arrive at school or gets sick during the school day?

If it is apparent that your child has a fever, they will not be able to be admitted to HTS. Parents are asked to not leave the parking lot until it has been determined that your child is fever free.

It is imperative that parents return to school immediately if called by a teacher for any reason, especially sickness.

The student will be isolated from the rest of the students as best as possible until you arrive. Please be sure to update your emergency contact information and ensure that the emergency call will be promptly answered. Unanswered calls could prevent and/or hinder staff from safely administering the social distancing and safety guidelines for the rest of the students. We may require a doctor's note for re-entry to school at our discretion. We may not be able to accommodate your child at school if we are unable to reach you. Your adherence to these requests is appreciated.

15. What do I do if someone in my immediate family or household tests positive for COVID-19? What do I do if someone in my family or household comes or has had close contact with someone diagnosed with COVID-19?

There are a number of reasons you may need to be tested for COVID-19: 1) because you have symptoms of possible infection, 2) because you were in close contact with someone who was infectious with COVID-19. While you are waiting for test results, please refer to and follow the complete **updated mandate by the Santa Clara County Public Health Department as of 7/20/2020:**

Tests positive: (Home Isolation) You must notify HTS immediately if someone in your immediate family or your household **tests positive for COVID-19**. You must follow the home isolation steps according to the [Home Isolation Home Isolation & Quarantine Guidelines & Quarantine Guidelines](#).

Had close contact: (Home Quarantine) You must follow the steps according to the Santa Clara County Public Health Department [Home Isolation Home Isolation & Quarantine Guidelines & Quarantine Guidelines](#).

Please note that if someone in your household has any symptoms, please keep **all children home until symptom free.

16. What do I need to supply my child for the start of school?

We are happy to use the supplies that are already in the classrooms. They will be sanitized to the best of our ability. **If you do not feel comfortable with using the existing supplies, your teacher will send a list of needed supplies, including supplies for each student to have a separate bin for classroom supplies and a separate recess bin.** We are asking you to label everything with their first name and/or initial.

For students K-5th, we are asking parents to supply **three bins**, one for the classroom, one for recess and one that will act as their cubbies. The bins will be used for their personal art items, outdoor play items, and cubby items. Please supply two small bins and one large. The small bins should have a lid or cover and be approximately 12.2 x 7.8 x 5.1 Inches as a guide, and can be found on Amazon.

Middle and High School Students: Will have their supplies with them.

17. How will playtime/outdoor activities (recess) be adjusted to ensure adherence to recommended measures?

Teachers can share the adjusted schedule with you before students come back to class. Please let your child know, as the schedule will be different from when they were in school before. Recess times and outdoor activities will be staggered so that students are able to maintain bubble group separation and social distancing. Students will also be organized in Bubble Groups (small groups and will remain in these small groups as much as possible throughout the day). We will keep the children and teacher or staff with the same group to the greatest extent possible as well.

18. How often will students need to wash their hands?

We have created a schedule for frequent hand hygiene, especially for young children. We have also installed outdoor hand wash stations at school entrances. We will assist or direct each student to wash their hands immediately after using the bathroom, after recess and before snack and lunch. Teachers can provide you with the hand washing schedule.

19. Will my child still be able to heat up their food?

Each grade has one microwave located in their classroom. Teachers will be the only ones allowed to heat the student's food so as to limit the use of direct contact with the microwave. Students will not be allowed to crowd or gather near the microwaves. We recommend sending food that does not have to be heated if possible.

20. How will you ensure social distancing in the classrooms and the school?

Desks have been reconfigured in accordance to the school social distancing guidelines. We also have signs posted throughout the building as reminders to social distance and will stagger recess to limit crowding. We have also purchased dividers for student work areas.

21. Will I still be able to visit my child's classroom?

We are limiting the amount of non-essential visitors to our site. We have eliminated centralized check in at the front desk and will be using a virtual google form to check in and out for approved visitors. You may no longer accompany any students into or out of the building, in specific cases, parents can wait outside on the porch only if absolutely necessary, otherwise staff will escort the student to and from their vehicle.

22. I want to contribute or donate items to my classroom, what is the best way to do this?

Our teachers have compiled their classroom wish list so please sign up for Amazon Smile, and choose Hope Technology School as your charity of choice, order any items you would like to donate to your classrooms and for every purchase you make, the **AmazonSmile** Foundation will **donate** 0.5% of the purchase price of eligible products to the charitable organization of your choice. Every item available for purchase on www.amazon.com is also available on **AmazonSmile** (smile.amazon.com) at the same price.

PLEASE DO NOT ENTER THE BUILDING IF YOU
HAVE ANY OF THE FOLLOWING SYMPTOMS



Do you
have these
symptoms?

- Fever
- Cough
- Chills
- Colds
- Headache
- Difficulty breathing
- Shortness of breath
- Fatigue
- Sore throat
- Muscle or body aches
- Recent loss of taste or smell
- Congestion
- Runny nose
- Nausea
- Vomiting or diarrhea

Have you
had Exposure?

- Traveled to other countries in the past 14 days
- Exposure to a confirmed COVID-19 patient

HOPE TECHNOLOGY SCHOOL COVID-19 QUESTIONS

PLEASE STAY HOME UNTIL YOU ARE SYMPTOM FREE



Hope Technology School Drop Off and Pick Up Schedules

	DROP OFF		
	Hall 1 (South)	Hall 2 (North)	Front
8:50- 9:05	4th	8th	LC (9/10th)
9:05- 9:15	3rd/LSP	7th	LC (11/12th)
9:15- 9:25	2nd	5/6th	
9:25- 9:35	K/1		

* Before entering, students follow the drop off protocol.

	PICK UP		
	Hall 1 (South)	Hall 2 (North)	Front
2:20-2:30	2nd, 3rd	4th, 5/6th	
2:30-2:40	K/1, LSP	7th, 8th	LC

*Students remain in their class (cohort) and are dismissed one at a time, as their parents arrive.

Hope Technology School Outdoor Schedules

RECESS AND LUNCH SCHEDULE					
	Westside 1	Westside 2		Eastside 1	Eastside 2
10:00-10:20	4th (recess)		10:10-10:30	5/6th (recess)	
10:20-10:40	3rd (recess)		10:30-10:50	7th (recess)	
10:40-11:00	2nd (recess)		10:50-11:10	8th (recess)	
11:00-11:20	K/1 (recess)		11:10-11:30	OPEN	
11:20-11:40	LSP (recess)		11:30-11:50	LC (recess)	
11:40-12:00	4th (L recess)		11:50-12:10	5/6th (L recess)	
12:00-12:20	3rd (L recess)		12:10-12:30	7th (L recess)	
12:20-12:40	2nd (L recess)		12:30-12:50	8th (L recess)	
12:40-1:00	K/1 (L recess)		12:50-1:10	PE/OPEN	PE/OPEN
1:00-1:20	LSP (L recess)		1:10- 1:30	LC (L recess)	
1:20-1:40	PE/OPEN	PE/OPEN	1:30-1:50	OPEN	OPEN
1:40-2:00	PE/OPEN	PE/OPEN			

*Depending on the day, teachers may sign up to use an OPEN outdoor slot.

**K/1 and 5/6th are combination classes and singular cohorts

***Follow disinfectant procedure in between cohorts.

PICNIC TABLE SCHEDULE	
11:05-11:20	2nd
11:20-11:35	K/1st
11:35-11:50	3rd
11:50-12:05	5th
12:05-12:20	4th
12:20-12:35	5/6th
12:35-12:50	7th
12:50-1:05	LC
1:05-1:15	8th

*Follow disinfectant procedure after use.

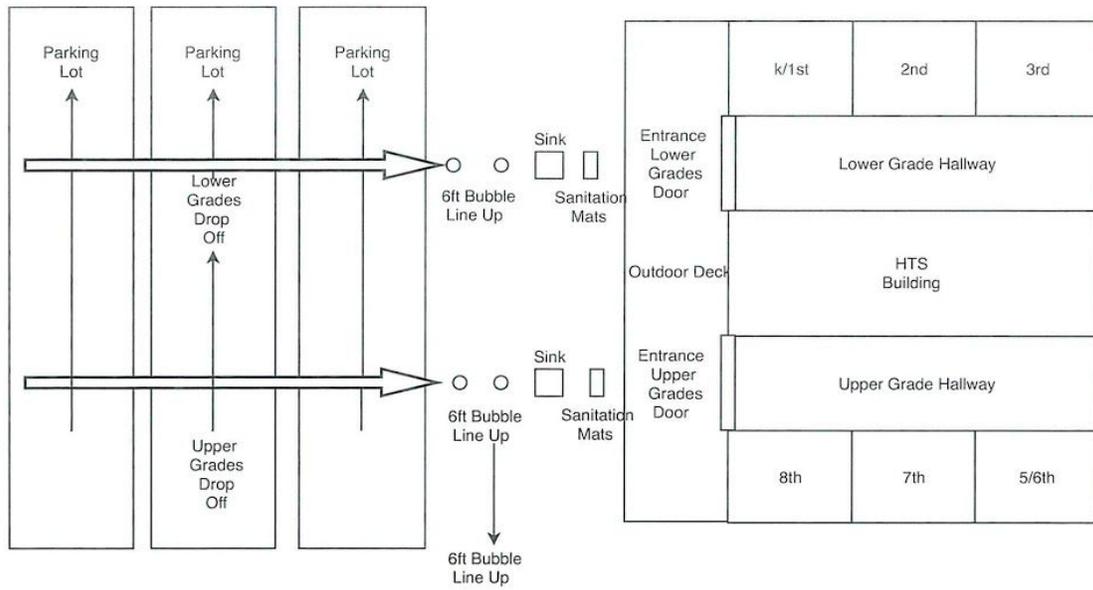


Diagram C



Diagram D

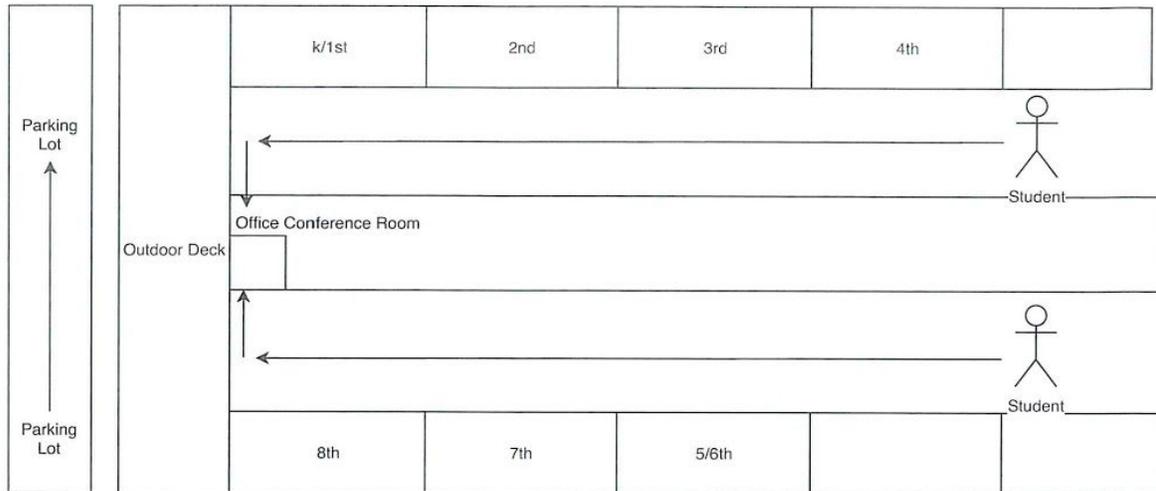


Diagram A