



**Acalanes Union High School District**

# **Transition to In-Person Learning and Safety Plan**

## **2020-2021 School Year**

UPDATED: December 14, 2020

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This is a fluid working document and may be adjusted as conditions and guidance change.

# Message from Dr. Nickerson

## AUHSD GOVERNING BOARD

Nancy Kendzierski, President

Christopher Severson, Clerk

Kristin Connelly

Kathy Coppersmith

Bob Hockett

Student Member:

Preston Nibley

November 2020

Dear Acalanes Union High School Community,

We have all felt the hardship of the COVID-19 pandemic. Our experiences differ, but your sacrifices for community, family and personal safety and wellbeing have undoubtedly been significant. We know that the disruption to our regular on-campus instructional and extracurricular programs has brought additional challenges to many. Through the first semester, our efforts have been focused on delivery of a high-quality distance learning program and safely providing on-campus opportunities for students to support their learning and connections to others. Our recent shift has been to support all students opting to come on campus for a hybrid model of instruction (in-person and distance learning) to begin in the second semester.

Throughout our planning process, we have been following the guidance and orders of the [Center for Disease Control and Prevention](#), [California Department of Public Health](#), and [Contra Costa Health Services](#). We have also collaborated broadly with the Contra Costa County Office of Education and other districts in the County. Within this guidance, stakeholder general input, surveys, focus groups, and work groups from May through November have provided invaluable information for the AUHSD administration and Governing Board to develop plans to best meet the safety and learning needs of all students. Leadership from our employee groups have provided an invaluable partnership as we move forward to support our students.

The following documents the general safety procedures and special programs supporting students during this pandemic. It also outlines the hybrid the distance learning options available for students. While no hybrid or distance learning model is ideal for all students, we believe the models developed will best serve the students of the Acalanes Union High School District.

Given the recent national, California and Contra Costa County surge in new COVID-19 cases, it is ever so important that we remind our community of the most important factors to remain safe. We must all adhere to best public and personal health practices if we are going to have a safe environment for our students to return to school. By doing the following, we know we can reduce the spread of COVID-19. Please do your part:

- Wear a mask whenever you leave your home
- Avoid gatherings and maintain a physical distance of 6 feet from anyone not in your household
- Get tested for COVID, especially if you are feeling sick
- Wash your hands often. Avoid touching your eyes, nose, and mouth
- Clean and disinfect frequently touched surfaces

Further, given the approaching holiday season, please take the time to review and follow [this holiday guidance](#) from Contra Costa Health Services (CCHS). Also, it helps the community if you and your family participate in testing even if feeling no symptoms, but especially if experience symptoms. Please consult your health care provider for testing options or participate with free [CCHS testing at one of their sites](#).

Take care and stay well. And thank you for your efforts to keep your family and the community safe.

Sincerely,

John Nickerson  
Superintendent

# Health & Safety Protocols



The health and safety of our students, staff, and families is of the utmost importance. The plan to reopen schools for in-person instruction is based on current guidance from public health officials and state agencies and will be updated as the situation evolves.

## IMPLEMENTING PHYSICAL DISTANCE

Physical distancing will limit the spread of the virus. Students and staff will adhere to the following strategies to maintain physical distancing as much as possible:

- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
- During regular school hours, school sites will restrict non-essential visitors, volunteers, and activities involving other groups and ask school community members to call the office instead of physically visiting for routine office business. An appointment system will be used for non routine meetings.
- Minimize movement of students and teachers or staff as much as practicable.
- Not hold large gatherings such as assemblies, award ceremonies and performances and move to implement virtual events for families instead of on-campus gatherings for widely attended events such as Back-to-School Night and Open House.
- Routes will be designated one way to reduce face-to-face contact and directionality at entry and exit to lunch, breaks, and other transition times.
- Staggered schedules for restroom breaks, lunch and transition.
- Modifications to instructional schedules, lunch and break protocols to reduce concentration of students and build stable cohorts.
- Each campus will have a designated isolation room to hold staff or students who show symptoms while at school.



## INSIDE CLASSROOMS

- Classroom space will be arranged to remove non-essential furniture, allowing maximum space for students and staff.
- Student desks will be spaced to allow six feet between students and between students and staff.
- Personal protective equipment (PPE), including desk shields, will be provided in classrooms that require additional PPE.
- Work surfaces will be disinfected before and after each class period.

## FACE MASKS & PERSONAL PROTECTIVE EQUIPMENT (PPE)

In accordance with the California Department of Public Health (CDPH) and Contra Costa County Health Services (CCHS) guidance, students and staff are expected to wear face masks. Gaiters, bandanas and masks with exhalation valves are not allowed on campus.

- Students and staff must wear face masks that cover both nose and mouth at all times while on campus, except when eating/drinking or exercising while physically distanced under supervision of staff.
- Persons exempted from wearing a mask due to a medical condition can seek permission to wear an alternative such as a face shield with a drape at the bottom edge.
- Schools will provide face masks should students or staff forget to bring a mask.

## COVID-19 SCREENING

All staff and students will be required to complete a daily COVID-19 self screening prior to arriving at school.

- AUHSD has partnered with Company Nurse to conduct COVID-19 screening.
- Detailed directions to complete daily screening and next steps can be found on the district website.
- Staff and students experiencing COVID-19 symptoms should not come to school. See Appendix A for a symptom decision tree.

## ARRIVAL AT SCHOOL

- Students and staff will follow school procedures for entering campus in order to limit direct contact with others.
- School sites will have signage throughout campus to remind students and staff about wearing face masks, physical distancing, safe hygiene practices, and traffic flow.
- Parents and visitors will have limited access to school campuses. Visitors may be required to complete a COVID-19 screening when visiting school sites. Meetings will be scheduled online as practicable.

## OTHER SAFETY CONSIDERATIONS

- Students and staff will be required to complete mandated COVID-19 trainings and/or orientation.
- Campuses will follow guidelines developed by CDPH for cleaning, disinfection, and ventilation of school campuses.
- Common touch surfaces will be cleaned regularly (e.g. door handles, countertops, restrooms, student desks and chairs).
- Students and staff will be expected to sanitize/wash their hands regularly.
- Schools will limit sharing of supplies between students to the extent possible and encourage students to take home personal items for cleaning daily.

# CDPH COVID-19 Guidelines

## CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (CDPH) GUIDELINES FOR PUBLIC SCHOOLS

### CLOSE CONTACT:

A close contact is defined as a person who is less than 6 feet from a positive case for more than 15 minutes, during the positive person's communicable period.

### COHORT:

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

### COMMUNICABLE PERIOD:

The communicable period for a positive case begins 48 hours prior to the onset of symptoms, or, if asymptomatic, 48 hours prior to the administration date of a positive test.

### What are the criteria for closing a school?

The California Department of Public Health recommends individual school closure based on the number of cases, the percentage of the teacher/student/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teacher/student/staff cases are within a 14-day period, depending on the size and physical layout of the school.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

### If a school is closed for in-person learning, when may it reopen?

Schools may typically reopen after 14 days and the following has occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

### What are the criteria for closing a school district?

The California Department of Public Health recommends that a superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local health department.

### If a school district is closed, when may it reopen?

Districts may typically reopen after 14 days, in consultation with the local health department.

\*These action guidelines may change in accordance with recommendations from CDPH and the local county health officer.



## GENERAL GUIDELINES FROM CDPH

### Student or staff with COVID-19 Symptoms

(e.g., fever, cough, loss of taste or smell, difficulty breathing):

- (Appendix A) Use Symptom Decision Tree to identify symptoms and proceed accordingly
- School/classroom remain open
- No communication sent to classroom or school community

### Student or staff with close contact to a COVID-19 confirmed case:

- (Appendix B) Send home student or staff immediately, place in school site isolation room while awaiting pick-up
- Quarantine for 10 days from last exposure
- Recommend COVID-testing
- School/classroom remains open
- Consider school community notification of a known contact

### Staff or student with confirmed COVID-19 case infection:

- (Appendix B) Notify the local public health department
- Isolate case and exclude from school for 10 days from symptom onset or test date
- Identify close contacts, quarantine and exclude expose contacts; could be entire cohort for 10 days after the last date the case was present at school while infectious
- Recommend testing of contacts, prioritize symptomatic contacts
- Disinfection and cleaning of classroom and primary spaces where case spent significant time
- School remains open
- School or classroom community notification of a known case

### Staff or student tests negative after symptoms:

- (Appendix A) Staff or student may return to school after 24 hours without fever and symptoms improving
- School/classroom remain open
- Consider school community notification if prior awareness of testing

# Facility Cleaning & Sanitization Protocols

The safety of employees and students at Acalanes Union High School District is the highest priority. Schools have been completely cleaned and disinfected, and AUHSD will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the office and school before employees and students return, the cleaning steps outlined below will be followed:

**CLEANING** - Physical removal of soil (dirt and debris) from surfaces which can include the use of water and detergent.

**DISINFECTING** - Destroy or inactivate microorganisms, including bacteria and viruses on surfaces

**SANITIZATION** - Treating a surface to effectively reduce microorganisms of public health significance. Cleaning before sanitizing is always recommended when time permits.

## CLEANING AND DISINFECTING

The District has developed protocols, consistent with public health guidance, for daily and ongoing cleaning of each school facility before the return of students to the campus.

In order to disinfect high-touch surfaces regularly to minimize the risk of exposure, the District has invested in updated equipment that will both speed up and make the cleaning process more complete. Also, each classroom and workspace will have access to paper towels and disinfecting supplies.

In addition, AUHSD staff will engage in the following:

- Reduction in shared items – water fountains, equipment
- Ongoing cleaning and disinfecting of frequently touched surfaces (e.g., door handles, light switches, bathroom surfaces)
- Disinfecting equipment between use
- Classroom workspaces will be cleaned routinely, with student workstations cleaned after each class period
- Additional custodial staff will be deployed at each site
- Personal Protective Equipment (PPE) will be available at each site as needed

## INDOOR AIR QUALITY

Indoor air quality is essential to providing a safe and comfortable environment for schools and offices. Proper temperature and humidity levels can help slow down the reproduction of viruses and bacteria. AUHSD is ensuring proper preventive maintenance is being performed on all HVAC units and is changing filters on a regular basis and providing adequate air filters:

- The Center for Disease Control recommends increasing air filtration as high as possible (target MERV 13) without diminishing air flow and enforcing the existing or revised indoor air quality plan
- AUHSD HVAC systems have been updated to include MERV-13 filters
- Needlepoint Bi-Polar Ionization devices are being installed to further reduce pathogens and particles
- HEPA standing filters and fans are being used as needed
- To help increase airflow in spaces where possible, continuous fan, AC or heat is being utilized in addition to maximizing outdoor air exchange

## HANDWASHING

Handwashing is strongly encouraged as one of the most effective ways to prevent the spread of any biological pathogen, including COVID-19.

- Wash hands thoroughly with soap and water for at least 20 seconds
- Thoroughly dry hands
- Hand sanitizer dispensers have been installed in all school classrooms and instructional spaces

Portable hand sanitization stations are being deployed to supplement existing facilities, especially where food is eaten and in common areas.



## DRINKING STATIONS

- Drinking fountains have bottle filling stations and provides an alternative to using drinking fountains.
- Students should provide their own reusable water bottles to reduce sharing and encourage environmentally friendly alternatives to disposable water bottles.

# Transition from Distance Learning to Hybrid Learning

Quality instruction and a commitment to equity for all students continues to be a focus for the Acalanes Union High School District. The following set of Governing Board approved core values and priorities are maintained throughout the planning process of all instructional models:

- Student and staff safety
- High quality education
- Social-emotional well-being
- Access and equity
- Support and intervention
- Minimize disruption to community

Given the guidance from the state and county, all schools in AUHSD started the school year in a Distance Learning model.

## RETURN TO CAMPUS ROADMAP

A phased approach to bringing students on campus has been used to create safe learning spaces for students and staff.

### Phase 1: In-Person Small Group Instruction

- Grade 9 – Adult Special Education, Special Day Classes
- Continuation of afterschool sports camp cohorts
- Target Start Date: 10/5/2020

### Phase 2: In-Person Small Group Instruction

- After school academic and social-emotional support
- Academy; academic and social-emotional support
- Quiet learning spaces, access to technology and supports
- Target Start Date: 10/13/2020

### Phase 3: In-Person Small Group Instruction

- Co and Extra curricular activities
- Social peer interaction events
- Examine additional curricular activities
- Target Start Date: 11/1/2020

### Phase 4: Hybrid Learning

- Students participate in blended learning (synchronous and asynchronous instruction)
- All classes offered on campus for student cohorts
- Recommended model by AUHSD
- Target Start Date: Contra Costa County in Red Tier as per CA Blueprint for Safer Economy Dashboard

DISTANCE  
LEARNING

HYBRID  
INSTRUCTION

## HYBRID INSTRUCTION MODEL PLANNING

Prior to the start of the school year, AUHSD staff had developed a Hybrid Instruction Model for implementation at the start of the 2020-21 school year. This approved model was not implemented due to the county restrictions on in-person reopening. Based on the new legal requirements, community and staff input, and information gathered from school districts across the state, AUHSD staff has developed an updated Hybrid Instruction Model that will be presented to the Governing Board on November 18, 2020.

Guiding values that informed the development of the Hybrid Instruction Model and the design process:

- Maximize instructional minutes (live; in-person or virtual)
- Minimize disruption to the student and staff schedules
- Bring back the value of Academy
- Ensure daily contact with students
- Minimize time students spend in asynchronous (independent) learning
- Limit student and staff exposure to COVID-19
- Schedule flexibility when students or staff are absent
- Retain late start to the school day
- Implement consistent daily school day start
- Provide flexible spaces on campus for students who need a quiet learning space

## TRANSITION TO HYBRID INSTRUCTION MODEL

When AUHSD schools re-open for in-person instruction they will reopen under a Hybrid Instructional Model. Hybrid model allows for half of the students to participate in in-person instruction while the other half participates remotely. The reason the schools may not fully reopen and have all students attend in-person instruction at the same time is due to the Contra Costa Health Services guidelines stating that schools must have six feet of physical distance between students in all classrooms and all other instructional areas. Given these requirements, AUHSD schools are able to accommodate half of the students on campuses at one time.

**Prior to returning to in-person instruction, families will be asked to make a decision for each child between two instructional learning models:**

1. **In-person Hybrid Instructional Model**  
*(Recommended model by AUHSD)*
2. **Full Remote Learning Model**

# Hybrid Instruction Model Draft Schedule



## HYBRID INSTRUCTION MODEL SCHEDULE

In a Hybrid Instruction model, students come to school campus on specific days of the week and learn remotely on the other days. AUHSD will implement a cohort model (Cohort A and Cohort B). Students will follow the schedule below based on their cohort assignment. Additional details are included on the following page.

Monday	Tuesday		Wednesday		Thursday		Friday	
	<i>Student Group A In-Person Synchronous</i>		<i>Student Group B In-Person Synchronous</i>		<i>Student Group A In-Person Synchronous</i>		<i>Student Group B In-Person Synchronous</i>	
<i>Student Groups A and B Asynchronous</i>	<i>Student Group B Remote Synchronous</i>		<i>Student Group A Remote Synchronous</i>		<i>Student Group B Remote Synchronous</i>		<i>Student Group A Remote Synchronous</i>	
	Period 1 8:30 - 9:45 (75)		Period 1 8:30 - 9:45 (75)		Period 4 8:30 - 9:45 (75)		Period 4 8:30 - 9:45 (75)	
Cohort Academy 9:00 - 9:45								
(15)	Brunch + Passing 9:45- 10:05 (20)		Brunch + Passing 9:45- 10:05 (20)		Brunch + Passing 9:45- 10:05 (20)		Brunch + Passing 9:45- 10:05 (20)	
Period 1 10:00 - 10:40 (40)	Period 2 10:05 - 11:20 (75)		Period 2 10:05 - 11:20 (75)		Period 5 10:05 - 11:20 (75)		Period 5 10:05 - 11:20 (75)	
(5)								
Period 2 10:45 - 11:25 (40)								
(5)	(10)		(10)		(10)		(10)	
Period 3 11:30 - 12:10 (40)	Academy (1) 11:30 - 12:00	Lunch (1) 11:30 - 12:00	Academy (1) 11:30 - 12:00	Lunch (1) 11:30 - 12:00	Academy (1) 11:30 - 12:00	Lunch (1) 11:30 - 12:00	Academy (1) 11:30 - 12:00	Lunch (1) 11:30 - 12:00
Lunch (30)	(5)		(5)		(5)		(5)	
Period 4 12:40 - 1:20 (40)	Lunch (2) 12:05 - 12:35	Academy (2) 12:05 - 12:35	Lunch (2) 12:05 - 12:35	Academy (2) 12:05 - 12:35	Lunch (2) 12:05 - 12:35	Academy (2) 12:05 - 12:35	Lunch (2) 12:05 - 12:35	Academy (2) 12:05 - 12:35
(5)	(5)		(5)		(5)		(5)	
Period 5 1:25 - 2:05 (40)	Period 3 12:40 - 1:55 (75)		Period 3 12:40 - 1:55 (75)		Period 6 12:40 - 1:55 (75)		Period 6 12:40 - 1:55 (75)	
(5)								
Period 6 2:10 - 2:50 (40)								
(5)	(10)		(10)		(10)		(10)	
Period 7 2:55 - 3:35 (40)	Period 7 2:05 - 3:20 (75)		Period 7 2:05 - 3:20 (75)		Period 0 2:05 - 3:20 (75)		Period 0 2:05 - 3:20 (75)	

**Synchronous Instruction:** the teacher is present or “live” at the same time as the learner(s), providing instruction and engaging students in the learning process.

**Asynchronous Instruction:** the teacher, the learner, and other students are not engaged in the learning process at the same time. Students learn on their own pace, engaging with assigned content independently.



# Hybrid and Fully Remote Learning Model Details

## HYBRID INSTRUCTION MODEL

General aspects of the In-Person Hybrid Model:

- Students are split into two cohorts (A and B) - split is alphabetical with the exception of some specialty classes
- Cohorts attend school on campus on alternating days
- Each day begins at 8:30 AM
- Mondays are fully remote with all students required to meet virtually in their Cohort Academy followed by asynchronous instruction
- Tuesday through Friday are synchronous days with two days being on campus and two days virtual
- Both cohorts will begin each period together and amount of synchronous time will be decided by the teacher depending on the lesson
- Lunch and Academy will be in-person and will be staggered (half of the in-person students will be assigned to “Academy 1” and “Lunch 2” while the other half of the students will be assigned to “Lunch 1” and “Academy 2”, allowing for more individualized attention during Academy and fewer students on campus during lunch)
- Staff will be provided with time for staff meetings, professional development, collaboration and preparation on Mondays
- Schools will provide flexible spaces for students who need quiet time to work during their remote days
- Staff will utilize known technology through the use of Zoom and in class iPads and webcams on existing computers.
- Cohort C support is time dedicated for the students in remote learning only
- Immunocompromised staff members will be allowed to live stream into their classes



## FULLY REMOTE LEARNING MODEL

Monday	Tuesday	Wednesday	Thursday	Friday
	Student Group A In-Person Synchronous, C Live Stream Synchronous	Student Group B In-Person Synchronous, C Live Stream Synchronous	Student Group A In-Person Synchronous, C Live Stream Synchronous	Student Group B In-Person Synchronous, C Live Stream Synchronous
Student Groups A, B, C Asynchronous	Student Group B & C Remote Synchronous	Student Group A & C Remote Synchronous	Student Group B & C Remote Synchronous	Student Group A & C Remote Synchronous
Cohort Academy 9:00 - 9:45	Period 1 8:30 - 9:45 (75)	Period 1 8:30 - 9:45 (75)	Period 4 8:30 - 9:45 (75)	Period 4 8:30 - 9:45 (75)
*Cohort C Support (Opt. 1) 10:00 - 11:00 (60)	Brunch 9:45 - 10:05 (20)	Brunch 9:45 - 10:05 (20)	Brunch 9:45 - 10:05 (20)	Brunch 9:45 - 10:05 (20)
Period 1 10:00 - 10:40 (40) (5)	Period 2 10:05 - 11:20 (75)	Period 2 10:05 - 11:20 (75)	Period 5 10:05 - 11:20 (75)	Period 5 10:05 - 11:20 (75)
Period 2 10:45 - 11:25 (40) (5)				
Period 3 11:30 - 12:10 (40) Lunch [30]	Lunch 11:30 - 12:35 (65)	Lunch 11:30 - 12:35 (65)	Lunch 11:30 - 12:35 (65)	Lunch 11:30 - 12:35 (65)
Period 4 12:40 - 1:20 (40) (5)				
Period 5 1:25 - 2:05 (40) (5)	Period 3 12:40 - 1:55 (75)	Period 3 12:40 - 1:55 (75)	Period 6 12:40 - 1:55 (75)	Period 6 12:40 - 1:55 (75)
Period 6 2:10 - 2:50 (40) (5)				
Period 7 2:55 - 3:35 (40) *Cohort C Support (Opt. 2) 2:00 - 3:00 (60)	Period 7 2:05 - 3:20 (75)	Period 7 2:05 - 3:20 (75)	Period 0 2:05 - 3:20 (75) *Cohort C Support (Opt. 3) 2:00 - 3:00 (60)	Period 0 2:05 - 3:20 (75)

## IMPLEMENTATION TIMELINE CONSIDERATIONS

The rapidly changing COVID-19 numbers are of serious concern to AUHSD staff, students, parents and community. AUHSD will use the following implementation timeline considerations to address the fluid nature of the pandemic and any updates to state and county guidelines:

- Monitor public health data, follow CDPH guidance, and work with local public health officers for safe implementation timeline of Hybrid model (Note: State waivers for opening in hybrid in Purple are only for K-6 schools.)
- Determine Hybrid/Distance Learning program commitments (number of students in Hybrid and Distance Learning) and modify master schedule for beginning of second semester to accommodate needs
- Should implementation require delay from beginning of second semester, master schedule adjustments will allow for quick shift from Distance Learning for all to separate Hybrid/Distance Learning models.
- Provide orientation and training for staff and students on school site and classroom safety protocol and procedures
- **Implement the Hybrid Learning Model when Contra Costa County reaches the Red Tier as per CA Blueprint for Safer Economy Dashboard tier assignment**

General aspects of the Fully Remote Option:

- Students unable to return to in-person instruction will be assigned to a Cohort C and will remain in the existing schedule
- Cohort C will be “grouped” with, and will follow a Cohort A or B schedule (AC or BC)
- All cohorts (A,B,C) are fully remote on Monday
- During Remote Synchronous days, Cohort C will follow a regular Hybrid In-Person schedule as it is remote for those cohorts
- During In-Person days, Cohort C will live stream via Zoom into the classrooms for the duration determined by individual teacher
- Live streaming may be replaced by a different activity depending on subject area or teacher discretion
- Support will be provided during designated Cohort C time on Mondays or during “0” period time

## SAFETY CONSIDERATIONS FOR STUDENTS WITH DISABILITIES

Several students with disabilities have been participating in in-person instruction on school campuses. In addition to specific protocols and procedures used, AUHSD will implement the following for students with disabilities:

- Students with disabilities will adhere to the guidelines previously outlined to maintain physical distancing and follow safe practices as much as possible
- Students with sensory/cognitive/behavioral needs will not be required to wear facial coverings, but are encouraged to utilize a face shield or covering when possible
- Students who are deaf/hard of hearing will not be required to wear facial coverings, but will be encouraged to wear a face shield or a clear mask
- School personnel will work closely with families of students who are immunocompromised regarding specific needs when returning to school

## INDIVIDUAL EDUCATION PLAN (IEP) PROCEDURES

Student IEP services and supports will continue, as outlined in student's IEP. Additional considerations being implemented include:

- "In Person" IEP meetings will be determined in conjunction with public health guidelines
- Services and accommodations will be discussed at the next IEP meeting to allow for Distance Learning or Hybrid adaptations
- All special education timelines resumed on the first day of school
- Staff is encouraged to convene IEP meetings during students' non-direct instructional time



## RELATED SERVICES

- Related Service Providers (Speech, Occupational Therapy, Physical Therapy, etc. ) may continue to serve students via Distance Learning, or in-person following public health guidelines
- Related Service Providers will make every effort to provide services outside of direct instructional time
- Special education students who receive Specialized Academic Instruction (SAI) will have services delivered to the maximum extent possible in alignment with the student's IEP

## CONSIDERATIONS FOR STAFF WORKING WITH STUDENTS WITH DISABILITIES

- Staff will be provided a face covering which is most conducive to addressing specific student needs
- IEP services will be delivered while adhering to public health guidelines by wearing masks or face shields as facial coverings, and/or the use of desk shields or table guards, physical distancing, and including increased hand washing and sanitizing to the greatest extent possible
- All staff who work with students who require more hands-on services, such as direct behavioral instruction, diapering, feeding, etc. will utilize face coverings and gloves
- Classroom surfaces are cleaned and sanitized before students arrive and after they leave each day

## ASSESSMENTS

One-on-one assessments are currently being conducted at all school sites utilizing the guidelines below, and District staff is working hard on the assessment backlog caused by the shelter in place orders which began in March 2020.

- Prior to campus arrival, students must complete the Screening Checklist and bring it to school
- Students may not take any fever reducing medications within 24 hours of their testing appointment
- Please note that any current symptoms or recent exposure to large groups will result in the student not being able to participate in the class
- Students should bring their Chromebook, laptop, or other device being used for distance learning and ear buds
- Students must arrive at school wearing a mask and go to the main office, sanitize hands and then sign in
- Temperature will be taken upon arrival and students will be given an identification badge/sticker to wear
- Student's teacher or other school staff will meet the student and administer the assessment
- Parents may not accompany the student on campus.
- Please follow all instructions in the assessment room
- Students must wait outside for pick up or leave campus as soon as assessment appointment is completed



# Appendix A: COVID-19 Symptom Check

## COVID-19 Decision Tree for New Symptoms

For students experiencing the following symptoms of COVID-19 or other respiratory and related illness

Have you experienced any **NEW** or unexplained COVID-19 signs and symptoms?

- Fever  $\geq$  100.4
- Shortness of breath
- Difficulty breathing
- Muscle or body aches
- New loss of smell or taste
- Congestion or runny nose
- New Cough
- Nausea & vomiting
- Diarrhea
- Sore throat
- Headache
- Fatigue



YES



**DO NOT COME TO SCHOOL** AND NOTIFY YOUR SCHOOL'S ATTENDANCE OFFICE  
IF YOU ARE AT SCHOOL, FOLLOW SCHOOL PROCEDURES FOR ISOLATION  
AND DISMISSAL.



YES



**DID YOU GET TESTED FOR COVID-19?**  
(It is strongly recommended that students be tested)



NO



**NEGATIVE RESULTS AND WITHOUT KNOWN COVID-19 CONTACT:** You should not return to school until symptom free for 24 hours without use of medication. (Submit proof of negative test to your school site.)

**NEGATIVE RESULTS BUT WITH KNOWN COVID-19 CONTACT:** Quarantine for 10 days before returning to school and monitor symptoms for 14 days.

**POSITIVE RESULT:** You should remain at home -

- until at least 10 days have passed since symptoms onset, **AND**
- at least 24 hours have passed since resolution of fever without use of medication, **AND**
- other symptoms have improved

### **REMAIN AT HOME:**

- Until at least 10 days have passed since symptoms onset, **AND**
- at least 24 hours have passed since resolution of fever without use of medication, **AND**
- other symptoms have improved

### **OR**

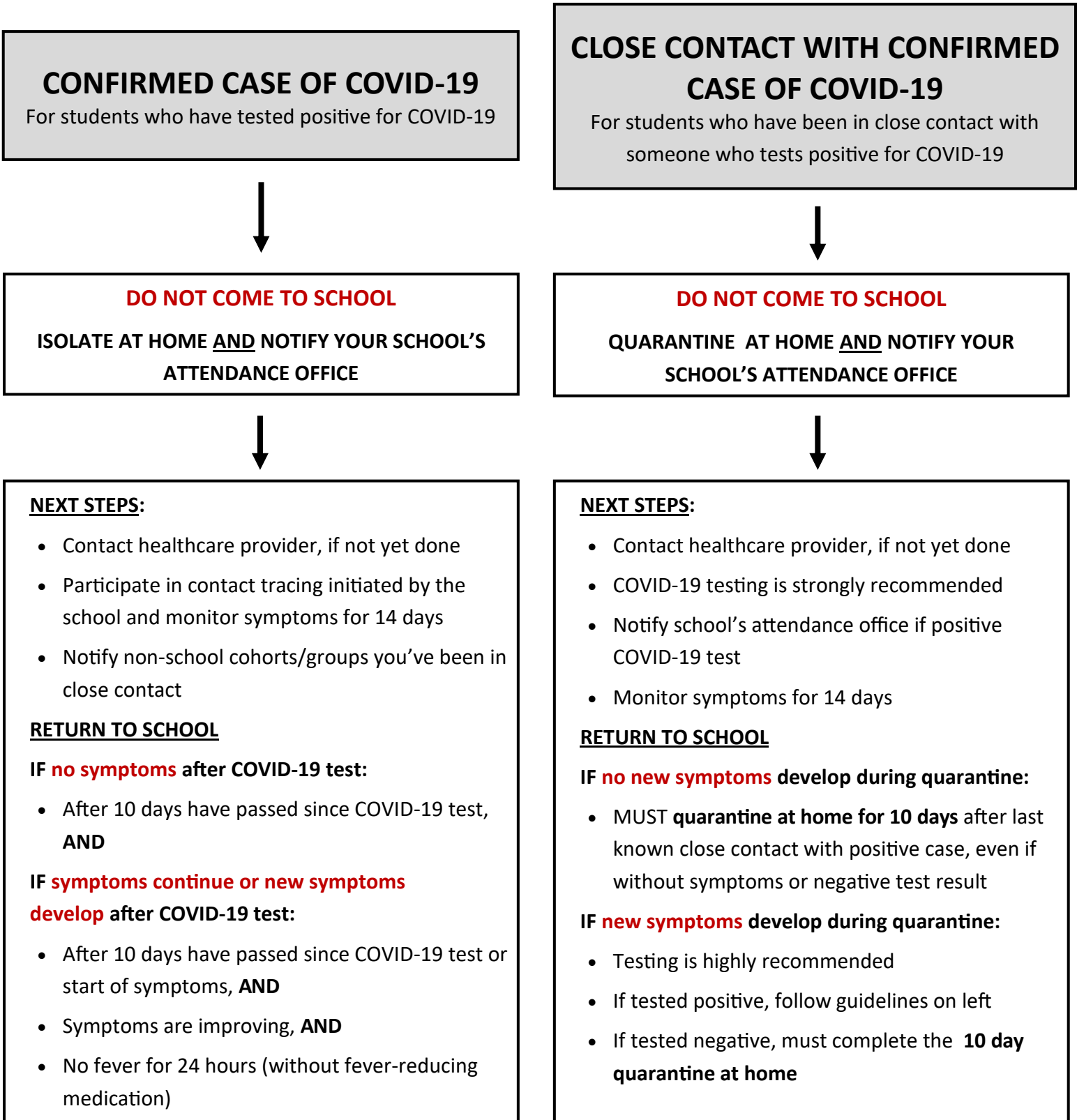
You should remain at home until you receive clearance from your healthcare provider. (Submit documentation to your school site.)

(Note: Monitor symptoms for at least 14 days.)

Guidance subject to change per CDPH and CDC updates.  
(Updated: December 14, 2020)

# Appendix B: Confirmed COVID-19 Case

For students who have tested positive, or have been in close contact with someone who tested positive for COVID-19.



Guidance subject to change per CDPH and CDC updates.

(Updated: December 14, 2020)

# Appendix C: COVID-19 Symptom FAQs & Resources

## What do I do if my child is experiencing COVID-19 symptoms while at home?

If your child is experiencing COVID-19 symptoms, please keep them home and contact your child's health care provider. Please contact your school to report the absence; a COVID-19 related absence is excused for the student and other children living in the household. See Appendix A for more details.

## If my child was sent home sick, what is the protocol and what do I need to present to the school office before he/she can return?

It depends on the outcome of your consultation with your medical provider, and if your student had COVID-19 exposure. See Appendix A for specifics.

## What if someone in our household tested positive for COVID-19?

If someone in your household tested positive for COVID-19, your child should follow the steps outlined in Appendix B.

## What happens if a student demonstrates COVID-19 symptoms while at school?

If a student becomes ill during the school day, the following steps will be taken:

- Student will be taken to an isolation area where temperature and symptoms will be evaluated; student will remain in the isolation area until they are picked up by a parent or guardian
- The school site will work with the family to follow the Symptom Decision Tree (Appendix A)

## I have more than one student in the district. If one is sent home, how does that affect my other children?

Per CDPH guidelines, only students who are exhibiting signs and symptoms of COVID-19 will be sent home. Your medical provider will determine the appropriate next steps, including, but not limited to, COVID-19 testing for your student and other family members. Quarantine guidelines may apply to all your students and, this will be determined in consultation with your medical provider and the county health department.

## Can my child wear a face shield and mask? Does the district supply a face shield?

Your child can wear both a face shield and mask together. The district does not supply face shields to students.

## Can my child wear just a clear face shield and no mask?

No. Students wanting an exemption from wearing a mask due to a medical condition must seek permission to wear an alternative such as a face shield with a drape at the bottom edge. The request must be accompanied by a medical note from healthcare provider. This exemption may also be applied to students with disabilities, but determined on a case-by-case basis.

## What are the criteria for closing a school?

Please see page 3 for CA Department of Public Health (CDPH) guidelines for school closure.

## What happens if a positive COVID-19 case occurs at a school site?

For any positive COVID-19 case the following protocol will be applied, in accordance with state and local laws and regulations. School administrators will notify the District Office designee with the following information:

- Name of person confirmed
- If known, date of potential exposure
- Date of test
- Last date on AUHSD campus or facility
- Names of individuals who had physical contact with an infected person or spent 15 minutes or more within six feet of distance

The person, if on campus, will be isolated and safely dismissed from school. The person will follow CCHS guidelines for isolation.

District staff will coordinate a response with CCHS, and initiate contact tracing. Persons who were in close contact with COVID-19 case (less than 6 feet for more than 15 minutes over a 24-hour period) will be identified and will begin a 10-day quarantine after the last date the case was present at school while infectious. Symptoms should be monitor for 14 days.

The classroom or impacted areas will receive extensive cleaning and sanitation following District Maintenance & Operations procedures and CDPH/CCHS guidelines.

The school community will be notified of a known case.

**PLEASE SEE OUR WEBSITE FOR ADDITIONAL FAQ/RESOURCES.**

## COVID-19 RESOURCES

The following public agency websites provide additional information and guidance on the state of the pandemic and how it relates to school operations:

- Contra Costa Health Services (CCHS) [free COVID-19 testing website](#) (or call 844-729-8410)
- Contra Costa County Office of Education (CCCOE) [School Reopening Guide](#) (prepared in consultation with CCHS)
- California Department of Public Health (CDPH) [Guidance for Schools and School-Based Programs](#)
- Contra Costa Health Department (CCHS) [COVID-19 website](#)
- [Contra Costa County Office of Education \(CCCOE\)](#)
- [CA Department of Public Health \(CDPH\)](#)
- CA COVID-19 [Blueprint for a Safer Economy website](#) (weekly update of county COVID-19 risk level)
- CDC [Coronavirus \(COVID-19\) website](#)

# Appendix D: Community Compact

AUHSD will ask all students and staff returning to campus for in-person instruction to agree and abide by a community compact - a commitment to keep our schools safe and open. The draft below was presented to the AUHSD Governing Board on Nov 4, 2020.

## **Acalanes Union High School District COVID-19 Community Compact 2020-2021**

The Acalanes Union High School District is committed to providing a safe, inclusive, and welcoming environment for all students, staff, and families. As we continue to navigate these unprecedented times together, and transition to in-person learning opportunities at our school sites, we are calling upon the entire community to help us maintain the safety and health of our schools through responsible actions and following public health best practices. Although the risk of viral transmission cannot be completely eliminated, it can be mitigated significantly by a community compact between all stakeholders.

We are collectively responsible for the common good of our local community and greater world. The District prides itself upon the collaboration and partnership of our staff, students, and families, and has full confidence that everyone will be respectful of each other, protect our health and safety, and abide by the policies, procedures, and guidelines recommended by the State, County, and District.

For all AUHSD students and staff returning to campus this year for in-person learning, we request a commitment to follow the guidance outlined below.

### **Before staff, students, and families arrive at AUHSD school sites, they will:**

- Perform a self-assessment of COVID-19 symptoms and remain at home if any symptoms are present: fever or chills, cough, shortness of breath or difficulty breathing, muscle/body aches or illness related fatigue, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
- Complete symptom check daily through the District designated prescreening system.\*
- Alert the school site immediately if a student, staff member, or member of the household tests positive for COVID-19.\*
- Consult with a healthcare provider about testing recommendations if a student or staff member has had close contact (closer than 6 feet for more than 15 minutes) with someone who has COVID-19.
- Abide by County and State guidance for physical distancing, mask wearing in public, avoiding large gatherings or gatherings where attendees are not practicing appropriate safety measures, and maintaining appropriate handwashing and hygiene practices.

### **When staff, students, and families are on AUHSD school sites, they will:**

- Maintain physical distance of at least 6 feet between students, adults and students, and adults.
- Wear face masks that cover the nose and mouth at all times and are consistent with County guidance.
- Wash or sanitize hands appropriately prior to arrival on campus and frequently throughout the day (before and after eating, using the restroom, entering and leaving classrooms, etc.).
- Follow school and classroom procedures for workspace sanitation.
- Avoid sharing food, supplies, materials, etc.
- Follow individual school procedures for school arrival, school departure and moving throughout the school campuses.
- In the event that COVID-19 symptoms arise during the school day, follow site procedures for isolation and next steps.\*

### **Consistently, staff, students, and families will:**

- Obtain periodic COVID-19 testing via a District facilitated process (for staff), County Health Services, or through your own healthcare provider.
- Observe routine medical practices, e.g., routine annual checkups and immunizations.
- Stay home when sick.

\*The District will follow regulations to protect privacy and security of health information in compliance with the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA).

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