

# Silver Oak High School

2021-22

## COVID-19 Safety Plan

### Guidance to Keep in Mind:

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

- Lowest Risk: Students and teachers engage in virtual-only classes, activities, and events.
- More Risk: Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- Highest Risk: Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

**Silver Oak will reopen school in the “lowest risk” category by engaging in virtual-only classes, activities and events\***

\*A “more risk” category Hybrid Schedule, (A/B Weekly in-person attendance) and assigned cohorts of no more than 14-16 students, will be applied following Alameda County approval of reopening schools.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection.

Therefore, personal prevention practices (such as [handwashing](#), [staying home](#)

[when sick](#)) and environmental [cleaning and disinfection](#) are important principles that are covered in this document. Fortunately, there are a number of actions school administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities

### **Ahead of state/county approval of reopening for in-person classes, Silver Oak High School will ensure the following:**

- A minimum of 30 days in advance of approved reopening dates, the school administration will survey the following groups to get feedback on both the reopening plan and safety/willingness of returning to in-person learning: teaching faculty, support staff, students & families
- All faculty and staff will be required to show proof of vaccination
- We will monitor the mandates of 16 & 17 year-old student vaccination availability and requirements as they develop

### **Promoting Behaviors that Reduce Spread**

Silver Oak is implementing several strategies to encourage behaviors that reduce the spread of COVID-19.

- Requiring students and staff to stay home when appropriate (for example, fever, COVID19 symptoms, COVID19 positive diagnosis, contact with someone who was recently diagnosed with COVID19)
- Silver Oak will use ACDPH and the CDC's criteria to inform when employees should return to work:
  - [If they have been sick with COVID-19](#)
  - [If they have recently had close contact with a person with COVID-19](#)
- Silver Oak will teach and use Hand Hygiene and Respiratory Etiquette
  - Teach and reinforce [handwashing](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
    - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer). Silver Oak is installing hand sanitizing stations in all classrooms and offices.
  - Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Face Coverings
  - Teach and reinforce use of face coverings. Face coverings must be worn by both staff and students, and are most essential in times when physical distancing is difficult. Individuals will be frequently reminded not to touch the face covering and to [wash their hands](#) frequently. Information will be provided to staff, students, and students' families on [proper use, removal, and washing of cloth face coverings](#).
  - If a student or staff member forgets to bring their own face covering, Silver Oak will provide them with a disposable one upon entering campus
- Adequate Supplies
  - Silver Oak will support [healthy hygiene](#) behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans.
- Signs and Messages
  - Silver Oak will post [signs](#) in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs (such as by [properly washing hands](#) and proper use of face coverings)
  - Include messages about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, newsletters and on school [social media accounts](#)).

## **Maintaining Healthy Environments**

Silver Oak will implement several strategies to maintain healthy environments.

- Cleaning and Disinfection

- Silver Oak will follow CDC regulations for cleaning and disinfecting frequently touched surfaces on a regular basis (e.g., equipment, door handles, sink handles, drinking fountains)
- Silver Oak is limiting the number of shared objects as much as possible
- Silver Oak contracts with a custodial service at the end of each day. This company provides all cleaning supplies and is trained on CDC guidelines and standards
- Ventilation
  - Silver Oak classrooms will have open windows and doors whenever possible
  - Air purification and circulation systems will be available and in use in all classrooms and offices
- Water Systems
  - Drinking fountains will be closed off, and Silver Oak will require staff and students to bring their own water bottles to minimize use and touching of water fountains.
- Modified Layouts/Physical Barriers & Guides
  - Silver Oak will space seating at least 6 feet apart when feasible
  - Silver Oak will install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
  - Silver Oak will provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart
- Communal Spaces
  - Students will eat lunch outside weather permitting, and in classrooms in their assigned cohort groups during inclement weather
- Food Service
  - Silver Oak will be following county and state guidelines regarding food distribution

## **Maintaining Healthy Operations**

Silver Oak will implement several strategies to maintain healthy operations.

- Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19
  - Consistent with applicable law, Silver Oak will offer options for staff at [higher risk for severe illness](#) (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework, modified job responsibilities that limit exposure risk).
  - Offer options for students at [higher risk of severe illness](#) that limit their exposure risk (any student who is at high risk has the option of participating in distance learning only).
  - Consistent with applicable law, put in place policies to protect the privacy of people at [higher risk for severe illness](#) regarding underlying medical conditions.
- Regulatory Awareness
  - Silver Oak will remain current with local and/or state regulatory agency policies related to group gatherings to determine if events can be held.
- Gatherings, Visitors, Sports and Field Trips
  - Silver Oak will pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.
  - Silver Oak will limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
  - Silver Oak will make informational meetings, orientation and families conferences available virtually
  - Silver Oak is following BACSAC guidance to pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches, and communities.
- Assigned Section/Cohort Groups
  - Silver Oak will ensure that student and staff groupings are as static as possible by having the same group of students stay together throughout the day
  - Silver Oak will limit mixing between groups

- Silver Oak will put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
- Electives will be offered virtually one day per week
- Should the need arise to place a group of students in full time distance learning, Silver Oak will use flexible worksites (e.g., telework) to help establish policies and practices for social distancing or quarantining
- Silver Oak will designate a COVID-19 Liaison
  - A Silver Oak staff person will be responsible for responding to COVID-19 concerns.
  - All school staff and families should know who this person is and how to contact them.
- Participation in Community Response Efforts
  - Silver Oak will participate with the district and site partners in broader COVID-19 community response efforts
- Communication Systems
  - Put systems in place for:
    - Consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their student have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19](#) (e.g. see “Notify Health Officials and Close Contacts” in the Preparing for When Someone Gets Sick section below) and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).
    - Notifying staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure
- Leave (Time Off) Policies and Excused Absence Policies
  - Consistent with applicable law, Silver Oak will implement flexible sick leave policies and practices that enable staff to stay home when they are sick, have been exposed, or caring for someone who is sick.
    - Silver Oak will continue to examine and revise policies for leave, telework, and employee compensation.

- Develop policies for return-to-school after COVID-19 illness. CDC's [criteria to discontinue home isolation and quarantine](#) can inform these policies.
- Back-Up Staffing Plan
  - Monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up staff.
- Staff Training
  - Train staff on all safety protocols.
  - Conduct training virtually or ensure that [social distancing](#) is maintained during training.
- Recognize Signs and Symptoms
  - Silver Oak will conduct daily health and symptom screening for all staff and students
  - Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. School administrators may use examples of screening methods in CDC's supplemental [Guidance for Child Care Programs that Remain Open](#) as a guide for screening children and CDC's [General Business FAQs](#) for screening staff.
- Sharing Facilities
  - Silver Oak will encourage any organizations that share or use the school facilities to also follow these considerations.
- Support Coping and Resilience
  - Silver Oak encourages employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
  - Silver Oak promotes employees and students in eating healthy, exercising, getting sleep, and finding time to unwind.
  - Silver Oak encourages employees and students to talk with people they trust about their concerns and how they are feeling.
  - Silver Oak will post signages for the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746

## Preparing for When Someone Gets Sick

When someone gets sick, Silver Oak will...

- Advise Staff and Families of Sick Students of Home Isolation Criteria
  - Sick staff members or students should not return until they have met CDC's [criteria to discontinue home isolation](#).
- Isolate and Transport Those Who are Sick
  - Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case.
  - Immediately separate staff and students with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance for caring for oneself and others](#) who are sick.
    - Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
    - Self-monitor for symptoms
      - Check temperature twice a day
      - Watch for fever\*, cough, or shortness of breath, or other [symptoms](#) of COVID-19
    - Avoid contact with [people at higher risk for severe illness](#) from COVID-19
    - Follow [CDC guidance](#) if symptoms develop
  - Silver Oak has established an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms.
- Clean and Disinfect
  - Silver Oak will close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#)
  - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Notify Health Officials and Close Contacts
  - In accordance with state and local laws and regulations, Silver Oak will notify [local health officials](#), staff, and families immediately of any



case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)

- Silver Oak will inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.