

COVID-19 School Guidance Checklist

Silver Oak High School

CALIFORNIA
ALL

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Date: 04/13/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Silver Oak High School

Number of schools: 1

Enrollment: 210

Superintendent (or equivalent) Name: Elaine Blasi

Address: 22100 Princeton St

Hayward, CA 94541

Date of proposed reopening: 04/26/2021

Elaine Blasi

Phone Number: 510-370-3334

Email:

elaine@silveroakmontessori.org

County: Alameda

Current Tier: **ORANGE** (please indicate Purple, Red, Orange or Yellow)

Type of LEA: Charter School

Grade Level (check all that apply)

TK K 1st 2nd 3rd 4th 5th 6th
 7th 8th 9th 10th 11th 12th

x x x x

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in **ALL TIERS**:

I, Elaine Blasi, Superintendent/Principal, will post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Students will be in groups of no more than 15 students with one teacher

If you have departmentalized classes, how will you organize staff and students in stable groups?

Students will be assigned to specific cohorts with same instructor for testing on the same days

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

All electives will continue to be provided through Distance Learning.

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: _____ 6 _____ feet

Minimum: _____ 6 _____ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: _N/A

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: Parents Surveyed

Date: 04/07/2021

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

A faculty meeting was held on 04/07/2021 followed by a faculty survey on 04/07/2021. A final meeting was held on 04/12/2021.

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state Local Health Jurisdiction) _____ . Local Health Jurisdiction has certified and approved the CSP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.



COVID-19 School Guidance Check List

Silver Oak High School
22100 Princeton Street
Hayward, CA 94541
Alameda County

Elaine Blasi
Principal/Superintendent
elaine@silveroakmontessori.org
510.370.3334

Posted on April 14, 2021



Stable Group Structures: How students and staff will be kept in stable groups with fixed membership that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please provide specific information regarding:

- **How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)**
- **If you have departmentalized classes, how will you organize staff and students in stable groups?**
- **If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?**

Staff and Students in each Planned Stable Cohort: Silver Oak High School will host small cohort groups of no more than 15 students with a teacher. The grouping will remain stable throughout the quarter. The small cohort group will have the opportunity to work inside the classroom or outside with the necessary supervision.

When testing is deemed necessary Silver Oak will set up small testing groups of no more than 15 students with one proctor to test on the same days. An additional adult will be assigned to the testing group in case assistance is necessary and to maintain the cohort group stable.

Electives: All electives will remain in a Distance Learning format only.



Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Each classroom's student groups will stay separated at all times, not mixing. All of our meetings on campus will take place in either indoor classroom with adequate ventilation or outdoor learning spaces. Upon arriving at school, every student will pass through a Health Check Station when entering the campus via the gate located in H Hall on Princeton Street which is located the closest to the main office. They will immediately proceed to their assigned classroom.

Students' spacing in the classroom will be set up by desks that accommodate students 6ft apart. We will have a coordinated plan for keeping students separated by group if they need to use the restroom, refill their water bottle at a refill station, and there will be ample hand sanitizer all around.

It is requested that parents drop off / pick up in a "drive through" format in the small parking lot located on the corner of Princeton St and Laurel St. If parents wish to enter the premise they will only be allowed in the main office area as they are not allowed to enter the area where students are gathered. Parents will have to adhere to social distancing of at least 6ft apart and masking guidelines at all times.

Staff on campus will follow social distancing guidelines to avoid close contact with each other. Staff are encouraged to stay in their own classroom spaces and/or offices as much possible and not congregate in common spaces.



Face Coverings and Other Essential Protective Gear: How CDPH’s face covering requirements will be satisfied and enforced for staff and students.

A compliant face covering is required for every staff member and student while on campus. The face covering must be worn at all times, and if a student refuses to wear a face covering, we will need to send them home.

Families have been notified of the California Dept of Public Health exemption criteria for a medical or mental health condition or disability that would impede properly wearing or handling a face covering. Families that think their student may qualify under this exemption criteria, are asked to message the school in advance so staff can confirm exemption criteria are met and provide guidance on the suggested non-restrictive alternative which is a face shield with an additional drape on the bottom edge.

Disposable face masks are available to any student or staff member who does not arrive with one or needs a replacement during the day. In addition, the school has Face Shields (to be used with an additional face covering) for any staff member who would like one. The school also provides the “Clear Mask” for teachers and students that need their mouth visible to do their instruction, assessments, etc.



Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how will students or staff will be separated from others and sent home immediately.

Staff and students are required to do a self-screening before coming to campus each day that may include a temperature check. Upon arriving at school, every student will pass through a Health Check Station when entering the campus via the gate on H Hall off of Princeton St by the office that leads to the C Wing”. Students will receive a temperature check, a visual scan for symptoms, and then be asked screening questions.

If a student or staff person has one or more symptoms upon arrival, or develops symptoms during their time on campus, they must go home immediately. If the individual must wait for pick up, they will stay in a private area away from other individuals. This location is a seating area in located in the back of the main office that is supervised by a staff member, which will have a HEPA air purifier inside next to the individual.



Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Hand hygiene will be in the form of hand sanitizer upon arrival at the Health Check station and also provided by the teacher as needed in the learning area. There is nearby access to restrooms where sinks with soap and water for students to wash their hands.

The use of shared items will be very limited. In the event an item is shared we will wipe it down between students. Restrooms and high touch areas will be cleaned and sanitized ready to use the morning of class and cleaned again at the end of the day. Our contracted custodial company will be cleaning every evening with a heightened focus on high touch surfaces and shared spaces.

- Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.**

In the event we have a positive case on campus, we will adhere to the guidelines established for us by the California Department of Public Health and Alameda County Department of Public Health. Silver Oak has identified Mayra Miramontes, Office Manager, as the COVID Liaison with the Alameda County Department of Public Health. The COVID Liaison will notified if there is a positive case on our campus, and then will work to identify everyone who was in close contact with the positive individual during their “infections period.” Those individuals will be notified to quarantine, be tested for COVID-19, and will be instructed to stay home to monitor for symptoms. In addition, general notification will be provided to all staff as required, and to the general school population (or subgroups) as appropriate depending on the circumstances.

The COVID Liaison will notify the Alameda County Department of Public Health (and if applicable based on new guidance the California Department of Public Health) of the positive individual and any exposed lists of close contacts for further contact tracing.

- Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff. Please provide the planned maximum and minimum distance between students in classrooms including Maximum and Minimum feet.**

All student group meetings will be conducted with 6ft of distancing between staff and students. Although we do not anticipate not being able to meet the 6ft distancing best practice, if we do need to make adjustments it will be very small, and the distancing would never fall below the minimum 3ft of distancing allowed in the state guidance.

- Staff Training and Family Education: How staff will be trained, and families will be educated on the application and enforcement of the plan.**

Staff will be trained in campus procedure and protocol in a number of ways including at online staff meetings, quick reference documents, and emails send just in advance of their return to campus as a reminder, and periodically as needed when procedures need adjustment or reinforcement. Teachers will “train” students in procedure and protocol in advance during their Distance Learning meetings. Parents/guardians will have an opportunity to obtain more information regarding small cohort groups on campus via email or one on one zoom meeting with the administration prior to the reopening of date.

- Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence. Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier.**

In the event a staff person has been exposed to an individual with COVID-19, or has symptoms of COVID-19, and is unable to obtain a test through their health care provider or another county testing service provider, Silver Oak will assist the staff member in finding a rapid testing center nearby. Test results generally are received within 48 hrs. of receipt at the lab. The individual will be instructed to isolate until a negative test result is received or 10 days of isolation has completed. Staff members will additionally be required to participate in monthly asymptomatic surveillance testing for the remainder of the school year regardless of the color of tier.

- Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.**

In the event a student has been exposed to an individual with COVID-19, or has symptoms of COVID-19, and is unable to obtain a test through their health care provider or another county testing service provider, Silver Oak will assist the staff member in finding a rapid testing center nearby. Test results generally are received within 48 hrs. of receipt at the lab. The individual will be instructed to isolate until a negative test result is received or 10 days of isolation has completed. At this time, there is no plan for students to participate in asymptomatic COVID-19 surveillance testing.

- Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.**

In the event we have a positive case on campus, Silver Oak will adhere to the reporting requirements established for us by the California Department of Public Health and Alameda County Department of Public Health. At all times, confidentiality of the positive individual and exposed individuals will be maintained.

Silver Oak has identified Mayra Miramontes, Office Manager, as the COVID Liaison with the Alameda County Department of Public Health. The COVID Liaison will be notified if there is a positive case on our campus, and then will work to identify everyone who was in close contact with the positive individual during their "infections period." Those individuals will be notified to quarantine, be tested for COVID-19, and will be instructed to stay home to monitor for symptoms. In addition, general notification will be provided to all staff as required, and to the general school population (or subgroups) as appropriate depending on the circumstances. The COVID Liaison will notify the Alameda County Department of

Public Health (and if applicable based on new guidance the California Department of Public Health) of the positive individual and any exposed lists of close contacts for further contact tracing.



Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

In the event we have a positive case on campus, Silver Oak will adhere to the communication and notification requirements established for us by the California Department of Public Health and Alameda County Department of Public Health. At all times, confidentiality of the positive individual and exposed individuals will be maintained following FERPA and HIPAA guidelines.

Silver Oak has pre-drafted letters for quick access using templates provided by the Alameda County Office of Education. The letters cover instances of a positive individual being told to isolate, an exposed individual being told to quarantine, a general informational notice to staff working on campus, and a school wide notice in the event of a larger population requiring notification.



Consultation: (For schools not previously open) Please confirm consultation with the following groups.

- **Labor Organization name and dates consulted. If no labor organization represents staff at the school, please describe the process for consultation with school staff:**
- **Parent and Community Organization(s) and Date(s) Consulted:**

Silver Oak does not have a labor organization. Staff are an integral part of all planning and decision making on our campus and significant effort has been made to be transparent, inclusive, and data driven in our approach as an employee community. Staff were surveyed several times during the year, most recently 04/07/2021, to gather feedback on reopening plans. Staff are encouraged to meet one-to-one with the Principal if they have individual questions / concerns about returning to campus.

Silver Oak has routinely communicated with parents/guardians on our Distance Learning program and our plans for Reopening the Campus. Families have completed surveys regarding their Distance Learning experience and feedback. Most recently in April 2021, families were surveyed on their feelings to return to campus which informed our final choices for our reopening plan, and a live information session on February 25th.