

Orinda Union School District



OPEN: Orinda's Path to Education Now



Developed by the 2020-2021 School Year Advisory Group

Revised December 2020

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Introduction

The COVID-19 pandemic has confirmed what many of us have always known: schools are an irreplaceable part of our lives and our communities. Simply put, schools must function for our society to function. This health crisis has greatly affected every sector of society. When school facilities across the globe closed to help slow the spread of the virus, educators had to transform their entire practice, seemingly overnight, to deliver instruction to their students remotely by leveraging technology. Parents and guardians became teaching assistants for their children while also juggling work and other responsibilities. The last months of the 2019-2020 school year were difficult to say the least, but we all learned a great deal from that experience. The feedback Orinda USD received from our stakeholders via surveys, emails, conversations, and other means was invaluable in helping us to improve our practice. We will continue to incorporate that knowledge to provide a rigorous and engaging educational experience for our students - whether virtually, in-person, or a combination of the two. Our teachers have been incorporating the best practices they learned during the final three months of the 2019-2020 school year into the 2020-2021 school year. The current educational experience provides students with increased academic rigor, daily live interaction with teachers, synchronous (live) instruction, classroom community-building and peer-to-peer activities, more formal feedback on their work, and increased opportunities for engagement with their teacher(s) and other students.

We do not know when the COVID-19 pandemic will end, but we do know that we are a community of exceptional teachers, parents/guardians, staff, students, Board members, and administrators who all support our schools and want the best educational program possible for Orinda's students. Now more than ever, we must call upon our empathy, resilience, relationship building, and collective resolve as we innovate and redesign our educational program. Collaborating together, we will weather these times and learn important lessons that we can implement when life returns to "normal." We will succeed through our collective effort.

We have created this plan to aid in navigating the reopening of our schools by mitigating the impact of COVID-19 conditions upon returning to in-person learning at our sites. First and foremost, we want to protect our students, parents/guardians, teachers, and staff to the greatest extent possible. The guidelines referenced in this plan are based on information obtained from the Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), Contra Costa Health Services (CCHS), the California Department of Education (CDE), the Contra Costa County Office of Education (CCCOE), the American Academy of Pediatrics (AAP), and other applicable federal, state, and local agencies. This plan is a working document and will be updated as needed to incorporate new information and data about COVID-19 as it applies to TK-8 schools. We will be communicating and soliciting feedback consistently and expeditiously with our entire community as we move through the 2020-2021 school year.

2020-2021 School Year Advisory Group







Teachers	Parents and Community	Staff and BASC	Board Members	Site and District Administration
Sue Boudreau-OIS Sci. Marissa Hay-GL SPED Kendra Hodder-OIS French & Leadership Michelle Kalafatis-GL K Adam Miller-OIS Sci. Dayle Okamitsu-WR 1 Janet Robinson-Elem Art Michelle Stieler-DR 4	Jordan Beck Vanessa Chan, M.D. Kristen Hoover, M.D. Alicia Keenan Jenny Mathews Robin Meezan, M.D. Whitney Simon	Betsy Bourgein Leonard Kaku, R.N. Glory Lane, R.N. Patti Mahoney Dan Sanford Angel Sorenson	Liz Daoust Hillary Weiner	Bobby Bardenhagen Stuart House Brian Inglesby Maple Lai Tracey Lewis Jim Manheimer Carrie Nerheim David Schrag Carolyn Seaton

The 2020-2021 School Year Advisory Group is composed of Orinda USD stakeholders who represent a broad spectrum of expertise and perspectives. Using the CCCOE's recommended framework as a guide, the group met weekly beginning in May and in subgroups to research best practices and provide guidance and input on the following topics:

Safety	Wellness Checks and PPE, Cleaning/Sanitation, Physical Distancing Measures, Hygiene Protocols (Handwashing), Contact Tracing, Individual Student Materials, e.g, Packets
Learning	Standards, Curriculum, Assessments, Instructional Materials, Schedules (In-Person, Hybrid, Distance Learning), Differentiated Student Support, Technology, Outdoor Environments, Learning Management Systems, Device Distribution
Social/Emotional Wellness	Student Engagement, Relationships, Check-Ins, Attendance, Support, Safe Adults, Counseling, Peer-to-Peer Connections
Childcare	Scheduling, Cohorts, Cleaning and Sanitation, Prioritization, Prepackaged Lunches/Snacks, Minimizing Indoor/Maximizing Outdoor Time
Communication	Platforms, Stakeholders, Emergency vs. Ongoing, Email, Website, Resource Banks for Staff and Parents, Positive Cases

Between whole group meetings, subgroups convened to delve deeply into their assigned topics. Advisory group members researched current recommendations from the Centers for Disease Control and Prevention, the American Academy of Pediatrics, the California Department of Public Health, the California Department of Education, Contra Costa Health Services, Contra Costa County Office of Education, and other highly reputable sources to inform their work. The School Year Advisory Group will continue to meet as needed throughout the 2020-2021 school year.

Guiding Values

		
Student and Staff Safety	High Quality Instruction	Social/Emotional Well-Being
<p>The health, safety, and well-being of the children and adults in our schools is paramount. Our plans for returning to instruction at our school sites incorporate the latest safety guidance and requirements from national, state, and local agencies to protect our students and staff from exposure to COVID-19 to the greatest extent possible.</p>	<p>We are providing a high-quality instructional program for <i>all</i> students in-person, via our hybrid models, and/or through distance learning. Students are experiencing academic rigor, daily live interaction with teachers, synchronous and asynchronous instruction, classroom community-building and peer-to-peer activities, formal feedback on work, and frequent opportunities for engagement with their teacher(s) and other students.</p>	<p>Whether in school classrooms or at home, students need to feel emotionally safe, valued, and cared for. Our teachers focus their efforts on developing and strengthening relationships with every student and building community within the classroom through engagement strategies. Strong connections between students and their teacher(s) form critical foundations for learning.</p>
		
Access and Equity	Support and Intervention	Communication and Transparency
<p>Orinda USD remains committed to providing equitable learning environments for all students. This access includes support for students with disabilities, English Language Learners, socioeconomically disadvantaged students, those in need of social-emotional support, and students who lack technology and/or Internet access.</p>	<p>Support and intervention are critical for students who struggle to master essential standards. Teachers implement both formative and summative assessments to gauge each student's academic progress. School schedules incorporate intervention and small group check-in time so classroom teachers and specialists can meet with students individually and in small groups to reteach and reinforce concepts and skills.</p>	<p>Orinda USD communicates with staff, families, and the community regularly, consistently, expeditiously, and transparently throughout the 2020-2021 school year. We engage in frequent, two-way communication providing opportunities for staff, parent, and student feedback.</p>

Curriculum and Instruction

The Orinda School Year Advisory Group (SYAG) agreed that our school programs and schedules for all students, parents, and staff need to be nimble to adjust to the fluid dynamics of our current realities. The Orinda USD plan also needs to be clear and consistent, as parents and students are assuming a new role in the implementation of many of these program scenarios. The SYAG used our six guiding values as focus areas to drive our planning process. We also incorporated our collective experience from Spring 2020 Distance Learning, along with data collected from teacher, parent, and student surveys. With all of our prospective plans, we have continually consulted with teachers, parents, staff, and community members to understand the benefits and trade-offs of our potential recommendations.

Based on the State of California's instructional minutes requirements*, our curriculum plans are structured to ensure that students and families have consistent, live interactions with teachers and peers to facilitate effective learning. The SYAG and Orinda USD teachers have researched and incorporated best practices for Distance Learning into this plan. Understanding the shifting conditions and constraints, ***Orinda USD has created both In-Person Hybrid and full Distance Learning models to engage all staff and students and promote a rich, comprehensive, and safe learning environment.*** Both models address the need for all students to have a clear, consistent, equitable, and rigorous experience that will support and challenge them.

*Time Requirements from Assembly Bill 77

180 Instructional Days for All Students	
Grade Levels	Required Daily Minutes of Instruction (Total of Synchronous + Asynchronous)
TK and Kindergarten	180 min. per day (versus 200 typical)
Grades 1 to 3	230 min. per day (versus 280 typical)
Grades 4 to 8	240 min. per day (versus 300 typical)

The instructional minutes can be a combination of synchronous instruction, asynchronous instruction, completion of independent practice or extension activities, work on group projects, and small group or individual meetings with teachers, for example. On Mondays, teachers hold live, check-in meetings with all students. Students engage primarily via asynchronous learning. Elementary students participate in activities assigned by their classroom teacher as well as receive instruction from art, music, or P.E. teachers and our Teachers on Special Assignment (Technology, Mathematics, and Literacy). OIS students meet with their advisory teacher each Monday, engage in asynchronous instruction for their classes, and participate in P.E.

Distance Learning Schedule Grades TK-K

	Distance Learning: TK/K	
	Monday	Tuesday-Friday
8:00 - 8:30	Prep	Intervention for In-Person Kindergarten Students
8:30AM - 11:30 AM Including 15 minute break	Distance Learning Whole Class (8:30-10:50)	Distance Learning Whole Class (Academics)
11:30 AM - 12:15 PM	<u>Flex Day</u> Music Art PE IEP/ SST/504 Teacher Prep Asynchronous Work	Lunch
12:15 PM - 12:45 PM		Distance Learning Whole Class (Academics)
12:45 PM - 1:30 PM		Asynchronous/Small Group
1:30 PM - 2:00 PM		Intervention for In-Person Kindergarten Students
2:00 PM - 2:30 PM		Prep for Intervention Groups
2:30 PM - 3:00 PM		Prep

Distance Learning Schedule Grades 1-5

Distance Learning: GRADES 1-5		
	Monday	Tuesday-Friday
8:00 - 8:30	Prep	Support for Grade Level In-Person Learners
8:30AM - 11:30 AM Including 15 minute break	Distance Learning Whole Class (8:30-10:50)	Distance Learning Whole Class (Academics)
11:30 AM - 12:15 PM	Flex Day Music Art PE IEP/ SST/504 Teacher Prep Asynchronous Work	Lunch
12:15 PM - 1:15 PM		Distance Learning Whole Class (Academics)
1:15 - 2:00 PM		Asynchronous/Small Group
2:00 - 2:30 PM		Support for Grade Level In-Person Learners
2:30 - 3:00 PM		Prep

*The Distance Learning sample schedules may be adjusted slightly at each site based on the needs of the school community and to reflect different developmental levels of students in grades TK-5. Each site's schedule was shared by site principals prior to the start of school.

Features of the Distance Learning Schedule TK-5*:

- 5 days of whole class synchronous learning with an Orinda USD teacher.
- Monday: 125 min. Tue-Fri: 225 min. (Additional asynchronous instructional minutes provided daily.)
- Students receive small group instruction at least 2x a week from 1:15-2:00 p.m.
- Distance Learning teachers to support in-person learners
- Students' Monday afternoons focused on specialists' lessons: Music, Art, P.E.

In-Person AM/PM Hybrid Schedule Grades TK-5

	AM/PM Cohort: TK-5		
	Monday	Tuesday-Friday	
8:00 AM - 10:50 AM	Distance Learning Whole Class (AM+PM)*	AM Cohort	
10:50 - 11:25 PM	<u>Specialists' Work</u> Music/PE/Art IEP/ SST/504 Teacher Prep Asynchronous Work	Prep Time	Cleaning
11:25 - 12:10 PM		Lunch	
12:10 PM - 3:00 PM		PM Cohort	

Features of the In-Person AM/PM Hybrid Schedule TK-5:

- 5 days of live instruction (4 in person + 1 synchronous remote)
- 170 live minutes daily w/ additional asynchronous instructional minutes
- 1 hr 20 min. time between AM/PM cohorts (for cleaning and teacher prep./lunch)
- Student Monday afternoons focused on specialists' lessons: Music, Art, P.E.
- Consistent drop-off and pick-up for families
- Consistent cohort times for childcare
- Literacy support and special education provided during students' asynchronous time when possible

Distance Learning Schedule Grades 6-8 - Revised Session Cycle

Revised 12/15/2020

		Monday	Tuesday	Wednesday	Thursday	Friday
Session 1 2 weeks	8:45 - 10:00	8:45 - 9:15 Advisory	Period 1	Period 1	Period 1	Period 1
	10:15 - 11:30	9:30 - 10:30 Period 1	Period 2	Period 2	Period 2	Period 2
	11:45- 1:00	10:45 - 11:45 Period 2	Period 3	Period 3	Period 3	Period 3
	1:00 - 1:45	12:00 - 1:00 Period 3	Lunch	Lunch	Lunch	Lunch
	1:45- 2:45	P.E. Off-Session Work Office Hours Scheduled Site Meetings Teacher Prep	Office Hours / Strategy Groups	Office Hours / Strategy Groups	Office Hours / Strategy Groups	Office Hours / Strategy Groups
	2:45- 3:30		Asynchronous Work P.E. Teacher Prep	Asynchronous Work P.E. Teacher Prep	Asynchronous Work P.E. Teacher Prep	Asynchronous Work P.E. Teacher Prep

		Monday	Tuesday	Wednesday	Thursday	Friday
Session 2 2 weeks	8:45 - 10:00	8:45 - 9:15 Advisory	Period 4	Period 4	Period 4	Period 4
	10:15 - 11:30	9:30 - 10:30 Period 4	Period 5	Period 5	Period 5	Period 5
	11:45- 1:00	10:45 - 11:45 Period 5	Period 6	Period 6	Period 6	Period 6
	1:00 - 1:45	12:00 - 1:00 Period 6	Lunch	Lunch	Lunch	Lunch
	1:45- 2:45	P.E. Off-Session Work Office Hours Scheduled Site Meetings Teacher Prep	Office Hours / Strategy Groups	Office Hours / Strategy Groups	Office Hours / Strategy Groups	Office Hours / Strategy Groups
	2:45- 3:30		Asynchronous Work P.E. Teacher Prep	Asynchronous Work P.E. Teacher Prep	Asynchronous Work P.E. Teacher Prep	Asynchronous Work P.E. Teacher Prep

Features of the Distance Learning Schedule - Revised Session Cycle 6-8 (change effective January 19, 2021):

- **Highlights:**
 - More balanced workload for students
 - More structure to school day for students
 - Increased synchronous instructional time for students + 55 minutes (compared to prior distance learning schedule)
 - Increased break time between class periods
 - Special education minutes maintained
- **Structure:**
 - Students take three subject classes for two weeks (Session 1) before moving to their next three classes (Session 2) to complete a Cycle.
 - Students are scheduled into six periods, including one elective for 6th grade and two electives for 7th and 8th grades. P.E. is not an assigned class period for students. Students are expected to engage in P.E. activities several times per week during each Session.
- **Instruction:**
 - Teachers provide rigorous and targeted unit work focused on essential standards for each Session.
 - Students “meet” four days a week with their three subject area teachers in 75-minute blocks allowing for in-depth unit work, project-based learning, and relationship-building.
 - Mondays: In addition to Advisory, all cohorts will meet for 60-minute periods.

In-Person Hybrid Schedule Grades 6-8

Live Stream is access to a 'window to the classroom' via on-camera Zoom instruction using an iPad, doc cam or poly camera. Primary focus of instruction will be on in-person students.

Cohort C are students who have chosen distance learning full time. These students will live stream with either Cohort A or Cohort B.

	Monday All Cohorts (A, B, & C) Remote Learning	Tuesday Cohort A In Person (Cohort B & C Live Stream)	Wednesday Cohort B In Person (Cohort A & C Live Stream)	Thursday Cohort A In Person (Cohort B & C Live Stream)	Friday Cohort B In Person (Cohort A & C Live Stream)
Session 1	8:45 - 10:00	8:45 - 9:15 Advisory	Period 1	Period 1	Period 1
Periods 1,2,3	10:15 - 11:30	9:30 - 10:30 Period 1	Period 2	Period 2	Period 2
2 Weeks	11:45- 1:00	10:45 - 11:45 Period 2	Period 3	Period 3	Period 3
	1:00 - 1:45	12:00 - 1:00 Period 3	Lunch	Lunch	Lunch
	1:45- 2:45	P.E. Off-Session Work Office Hours	Office Hours / Strategy Groups	Office Hours / Strategy Groups	Office Hours / Strategy Groups
	2:45- 3:30	Scheduled Site Meetings Teacher Prep	Asynchronous Work P.E. Teacher Prep	Asynchronous Work P.E. Teacher Prep	Asynchronous Work P.E. Teacher Prep

	Monday All Cohorts (A, B, & C) Remote Learning	Tuesday Cohort A In Person (Cohort B & C Live Stream)	Wednesday Cohort B In Person (Cohort A & C Live Stream)	Thursday Cohort A In Person (Cohort B & C Live Stream)	Friday Cohort B In Person (Cohort A & C Live Stream)
Session 2	8:45 - 10:00	8:45 - 9:15 Advisory	Period 4	Period 4	Period 4
Periods 3,4,5	10:15 - 11:30	9:30 - 10:30 Period 4	Period 5	Period 5	Period 5
2 Weeks	11:45- 1:00	10:45 - 11:45 Period 5	Period 6	Period 6	Period 6
	1:00 - 1:45	12:00 - 1:00 Period 6	Lunch	Lunch	Lunch
	1:45- 2:45	P.E. Off-Session Work Office Hours	Office Hours / Strategy Groups	Office Hours / Strategy Groups	Office Hours / Strategy Groups
	2:45- 3:30	Scheduled Site Meetings Teacher Prep	Asynchronous Work P.E. Teacher Prep	Asynchronous Work P.E. Teacher Prep	Asynchronous Work P.E. Teacher Prep

Features of the In-Person Hybrid Schedule 6-8:

- Students are broken into three cohorts (A, B, C). Cohort C are students who are in full distance learning.
- Maintains the Session Cycle Model - students have three periods for two weeks.
- Cohort A and B students will be on campus two days a week. ○ Cohort A - Tuesday/Thursday ○ Cohort B - Wednesday/Friday.
- Cohorts not on campus will live stream into each period to receive class instruction.
- Cohort C will live stream with the cohorts not on campus.
- Mondays: In addition to Advisory, all cohorts will meet for 60-minute periods.
- Classes will begin at 8:45 am and end at 1:00 pm every day (Monday - Friday).
- Office hours are focused on supporting students who are not on campus that day.

Essential Standards

Orinda USD has created a protocol whereby each grade level will undergo a collaborative process to identify essential standards using support and guiding documents developed by our Teachers on Special Assignment (TOSAs) and resources such as [Achieve the Core](#). Teachers will also access planning tools that align these standards directly with the units and lessons to be taught and will utilize district pacing guides, curriculum scope and sequence calendars, and their regular collaborative grade level and departmental meetings to

ensure these standards are taught with consistency and fidelity. Teachers and staff continue to meet during Common Planning Time (CPT) and Long Range Planning (LRP) sessions to align standards, map curriculum to daily and weekly calendars, track student progress, and hone their programs.

Attendance and Engagement Requirements

Orinda USD teachers will take attendance Monday through Friday, whether instruction is via Distance Learning or In-Person Hybrid. California Education Code requires each school district to “document daily participation for each pupil on each school day, in whole or in part, for which Distance Learning is provided. A pupil who does not participate in Distance Learning on a school day shall be documented as absent for that school day.” (EC 43504(d) and (f)). In addition, each District shall ensure that a weekly engagement record is completed for each pupil documenting synchronous or asynchronous instruction for each whole or partial day of Distance Learning, verifying daily participation, and tracking assignments.” (EC 43504(e)). In order to be marked as present on a Distance Learning day, a pupil must participate Monday through Friday. Daily participation may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between employees of the District and students or parents or guardians. ((EC 43504(d))

For the 2020-2021 school year, school districts will satisfy the annual instructional day requirements through in-person instruction or a combination of in-person instruction and Distance Learning. (EC 43502(c))

Grading and Assessments

Both of Orinda USD’s instructional models (In-Person Hybrid and Distance Learning) will utilize regular grading and assessments. Consistent grading will include trimester report cards with grades for TK-5 and quarter progress reports and semester grades for OIS. For trimester one elementary report cards, teachers will share students’ formative progress during October parent-teacher conferences, rather than publishing them in the teacher comments section of the report card. There will continue to be ongoing, regular teacher feedback for students on their work. Teachers will utilize the structured time built into the Distance Learning schedule to conduct formal and informal literacy and math assessments to identify any learning gaps that students may have and create lessons that address these gaps. Teachers will implement literacy assessments such as Fountas and Pinnell and DIBELS to identify struggling students and track their progress. Students who qualify will receive direct literacy support from a literacy specialist and other tier two interventions such as the online literacy program Lexia. To provide students with differentiated, independent math practice, teachers will assign online tools like Freckle. Students will be accountable for turning in assignments, and the District will work with all families to ensure that students have appropriate resources and capacity to complete their work.

Instructional Materials and Professional Development

Orinda USD has prepared for 2020-2021 Distance Learning and In-Person Hybrid programs in the following critical ways:

For Teachers:

- Two days of required professional development (August 10th and 11th) prior to the opening of schools and voluntary Professional Development opportunities.

- Teachers engaged in Professional Learning Modules from the International Society for Technology in Education (ISTE) focused on high caliber online instruction and learning.
- Teachers received training on digital tools including how to deliver instruction effectively in the Zoom platform to enhance students' learning.
- Staff provided digital materials, such as virtual lessons from Teachers College Reading and Writing Project (TCRWP) and SAVVAS digital materials for History/Social Studies for teachers to use in Distance Learning.
- Teachers continue to collaborate within grade levels and departments to share and align content and maximize content expertise within and across each grade level or departmental team.

For Students and Families:

- School sites have coordinated with families to deliver any hard copies of materials that will be needed in our Distance Learning Program. Schools continue to provide hands-on materials for all TK-5 families.
- Orinda USD continues to ensure that students who need access are provided with devices and WiFi connectivity to ensure accessibility of the instruction.
- For students impacted by COVID-19, Orinda USD has provided academic accommodations and intervention in addition to social/emotional support.
- For students who have difficulty learning online, Orinda USD has prepared alternative methods for showing mastery so that learning deficits do not occur.
- Orinda USD continues to provide targeted and customized support as needed for students from low-income backgrounds, students with disabilities, English learners, foster/homeless youth, and other vulnerable student groups.
- Orinda is implementing a re-engagement protocol and procedure for students who are absent for more than two days of instruction per week.
- Orinda has offered a robust parent education series related to supporting student success with Distance Learning, the In-Person Hybrid Model, and social emotional well-being. (see Student and Family Engagement section)

Harnessing the Outdoors

When the opportunity for a return to classrooms becomes available, Orinda USD will draw on the recently developed [2019 Outdoor Education Strategic Plan](#) to direct resources and energy into maximizing the rich outdoor learning spaces that are available at every Orinda USD campus. Site principals will work with staff to determine how lessons can be conducted outside with the most frequency while balancing teachers' and students' needs. Teachers will be encouraged to find times during the day when outdoor activities and learning may be appropriate, although outdoor instruction will not be mandated in any way.

Potential Reopening Scenarios for 2020-2021

Governor Newsom's July 17, 2020, order required schools on the COVID-19 County Monitoring List, including Contra Costa County, to open in a Distance Learning scenario. The 2020-2021 school year began in August with Orinda USD classroom teachers collaborating, designing, and leading the academic program within the Distance Learning schedule. On August 28, 2020, Governor Newsom announced that California was replacing the county monitoring list with a new color-coded protocol featuring four categories that guide when schools

can offer in-person instruction as well as when and how certain businesses can open. The [protocol](#) assigns one of four colors (purple, red, orange, or yellow) to each county based on the number of new COVID-19 cases reported each day, as well as the percentage of positive test results for the virus. Counties are rated purple if their case numbers exceed seven per 100,000 residents in a single day, or the percent of positive test results is more than 8%. Counties moving to a less restrictive level will need to meet that level's criteria for the two weeks leading up to the move. Counties will only be able to move one level at a time.

County Risk Level/Tier	New Cases	Positive Tests
Widespread Many non-essential indoor business operations are closed.	More than 7 daily new cases per 100,000	More than 8% positive tests
Substantial Some non-essential indoor business operations are closed.	4-7 daily new cases per 100,000	5-8% positive tests
Moderate Some indoor business operations are open with modifications.	1-3.9 daily new cases per 100,000	2-4.9% positive tests
Minimal Most indoor business operations are open with modifications.	Less than 1 daily new case per 100,000	Less than 2% positive tests

Schools in counties placed in the purple, widespread tier “are not permitted to reopen for in-person instruction” unless they have received waivers for children in grades K-6. Once counties move into a less restrictive tier than purple (red or orange), they must remain in that tier for fourteen days before schools in those counties can reopen for in-person instruction. Please be aware that once Orinda USD returns to in-person instruction, there is a possibility that classes will be restructured depending upon the number of families electing the In-Person Hybrid option versus remaining in Distance Learning.

Waivers for In-Person Instruction for Students in Grades TK-6

On August 18, 2020, Contra Costa Health Services (CCHS) announced they would begin accepting waiver applications from schools/districts in the COVID-19 purple tier (formerly the county monitoring list) to allow students in grades TK-6 to attend school in-person. The waiver application is extensive, and students must be kept in small, stable, groups with fixed membership that stay together for all activities. In late November, Contra Costa Health Services changed the waiver requirements so that teachers can now teach separate cohorts of students during the day, i.e. Cohort A and Cohort B as in our approved hybrid model. The Orinda USD Board voted on December 15, 2020, to submit an elementary waiver application for grades TK-5 to the County to be considered as soon as the case rates drop to the required County threshold. Furthermore, as part of the waiver process will test all of our employees for COVID-19, whether symptomatic or asymptomatic, every two months and receive results within 72 hours.

Pathways to Reopening School Sites for In-Person Instruction in Contra Costa County

The following table illustrates the three potential pathways for providing in-person instruction at school sites in Contra Costa County. The District's goal remains bringing students and staff back to our school campuses in a manner that maximizes safety and follows required COVID-19 protocols issued by state and local governmental agencies.

Pathways to Reopening School Sites for In-Person Instruction in Contra Costa County			
	Waiver	Small Group "Hubs/Cohorts"	Return to School-Hybrid Model
Guidance Data Source	CDPH Guidance Document Waiver Checklist Waiver Application CCCOE Reopening Guidance	CDPH Guidance Document CFA FAQ	CDE Stronger Together California Blueprint for Safer Economy CCCOE Reopening Guidance
Student Group	TK-6 students may return for regular instruction while county is in "widespread risk level"	Targeted student supports and services as "determined by the LEA and needs of the students"; designed for the most vulnerable students who struggle to access instruction via distance learning.	All students TK-8 are allowed to return for in-person instruction based on state and county guidance 14 days after county's designation changes to red in state blueprint
Model of Instruction	Small, stable cohort of 14 students and two adults or "a Configuration of no more than 16 individuals in the cohort" which "stay together for all activities and avoid contact with people outside the group."	Small, stable cohort of 14 students and two adults or "a Configuration of no more than 16 individuals in the cohort" which "stay together for all activities and avoid contact with people outside the group."	Elementary: Small, stable cohorts of students based on facility space. No limit on the number of adults interfacing with the cohort as long as physical distancing requirements can be met. Secondary: Maintain 4-6 ft. of physical distancing as practicable.
Health	Screening testing required 72 hour test return Contact tracing required	Screening testing not required Contact tracing required Hygiene practices	Screening testing not required Contact tracing required Hygiene practices
Safety	4-6 ft. physical distancing required Face covering required Regular cleaning & disinfecting	4-6 ft. physical distancing required Face covering required Regular cleaning & disinfecting	4-6 ft. physical distancing required Face covering required Regular cleaning & disinfecting
Path for OUSD	Orinda USD will submit an elementary waiver application on December 18, 2020 to be considered when County case rates drop to the required County threshold.	The District is developing options for small group instruction/ interaction for the most vulnerable students.	The District is prepared for a transition to in-person instruction using the hybrid schedule when the county data measures "Red" on the State Blueprint or when our waiver application is approved by the CDPH. These conditions for implementation are also completed or in process: <ul style="list-style-type: none"> • Survey families • Survey teachers/staff • Classroom considerations • MOUs with union partners

Students Continuing with Distance Learning

Orinda USD is considering several options for families who elect to remain in Distance Learning throughout the 2020-2021 school year. Depending upon the results of the parent/guardian intent to return survey, Orinda USD will determine the exact program for continued Distance Learning. Ideally, we hope to match students whose parents choose to have them continue with Distance Learning with Orinda USD teachers who are unable to teach in-person. Students may be assigned to a new teacher and have different peers in their class(es), but we will follow the Distance Learning schedule that has been established with any adjustments made based on the feedback of students, teachers, and parents/guardians.

Substitute Teachers

Orinda USD must be able to rely on a consistent, stable pool of qualified substitute teachers. Substitutes will be provided with training on our protocols to maximize safety for students and staff. Furthermore, the District is providing training on platforms such as Google Classroom and Zoom to support instructional continuity when the classroom teacher is not present. We will be working closely with our teachers and staff to identify substitute needs and support the process of obtaining qualified coverage for our classrooms. Orinda USD will strive to recruit additional substitutes within our community.

Health and Safety

Revised 12/16/2020

This section will continue to be reviewed and updated based on guidance from CCHS, CDPH, CDC, and other state and national health organizations.

The health and safety of our students and staff are our highest priorities. Orinda USD will develop and maintain safe school environments, in continued collaboration with Contra Costa Health Services (CCHS) and the Contra Costa County Office of Education (CCCOE). Staff will work to ensure a safe and healthy learning environment for all students and staff and will receive appropriate training as needed. Orinda USD's health and safety practices are governed by the public health guidelines, as identified in the Resources section at the end of this document.

Physical Distancing

The objective of physical distancing is to reduce the likelihood of contact and the possibilities for infection. Staff will encourage physical distancing throughout the day as much as possible. All persons on campus at an Orinda USD school site will be required to maintain 4-6 feet physical distancing, per county guidelines. Students are required to maintain a 4 foot distance from one another and a 6 foot distance from staff members, while staff are required to maintain a distance of 6 feet from students and peers. In-person hybrid schedules have been developed and approved to allow for cohorts of students as small and consistent as practicable. Drop off and pick up schedules will be staggered to help promote physical distancing. In an effort to reduce large gatherings, students will not be eating lunch on campus. Classrooms will utilize space by spreading desks and tables around the room, as well as using outdoor spaces, as available. To the extent practicable,

desks will be positioned so that students are not face to face, and all desks face the same direction. Excess chairs and other furniture will be removed from each classroom to make as much space as possible. The use of large group gathering areas will be limited.

In a circumstance where sufficient physical distancing is difficult or impossible, all individuals, including staff and students, should continue to wear face coverings that cover the mouth and nose consistent with public health guidance. School sites will be affixed with markings to identify areas for drop-off, pick-up, and areas for students to stand outside of their classrooms and for outdoor learning. One-way walking arrows will also be placed at the school sites, to direct the flow of walking traffic on campus. In an effort to maintain physical distancing and stable cohorts, visitors will be strictly limited and required to wear face coverings.

Bathroom usage at school sites will be monitored closely, and students will not be able to congregate in restrooms. At the elementary schools, physical distancing must be maintained outside during recess, with appropriate supervision. Recess will be staggered to support cohorts of students from interspersing with members from other cohorts.

Face Coverings

Face coverings that cover the mouth and nose are required to be worn by all students, staff, and visitors on campus, per current county health guidelines. Per [CDC guidance](#), it is recommended that cloth masks should have two or more layers of breathable fabric, and should not have exhalation valves or vents.

In limited situations where a face covering cannot be used by a staff member or student for pedagogical or developmental reasons (i.e., communicating or assisting young children or those with special needs), a face shield can be used instead of a cloth face covering while in the classroom, as long as the wearer maintains physical distance from others, to the extent practicable. Clear masks or masks with clear mouth panels may also serve to support youth in need of visual facial cues. Clear masks provide increased protection as compared to shields, particularly in situations where physical distancing is less than six feet. When used alone (without a mask), face shields are preferred for situations where physical distancing can be achieved. Face shields should be wiped down. Teachers and staff will be supplied face shields by the District.

The District has also procured N-95 masks for specific staff members, including school nurses, custodial staff, and Special Day Class staff. All students will be taught the reason for and the proper use of face coverings while on school grounds. Students and staff may bring their own masks, but school sites will have an ample supply as well for use. Persons not wearing appropriate PPE will not be allowed on campuses. School sites have been supplied with PPE, hand sanitizer, thermometers, gloves, and plexiglass shields for the front offices.

Hygiene

Healthy hygiene practices will be promoted throughout the day at each school site. Students will be taught and staff reminded to wash hands frequently and thoroughly throughout the day with either soap and water, for at least 20 seconds, or with hand sanitizer (with at least 60% alcohol) if soap and water are unavailable. Students and staff will be expected to wash hands before entering and exiting a classroom. Students will also be taught and staff reminded to avoid contact with one's eyes, nose, or mouth, and to cover coughs and sneezes.

Age-appropriate signage will be placed throughout the school to remind students and staff of the importance of hand hygiene.

Where & How

- Designated Hand Washing Stations (HWS)
- Classrooms
- Restrooms
- Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible

When

- Upon arrival
- Upon entering/exiting any school facility
- Before and after recess
- Before and after restroom use
- Upon return to classroom after using the restroom
- At dismissal
- Adults need to wash hands when they work with a new cohort

In Classrooms

- Put paper towels on student desks to avoid lines
- Keep an extra roll of paper towels in classroom
- Portable hand sanitizer/soap bottles for teacher use

Testing

According to the CDPH, school staff are essential workers, and staff includes teachers, paraprofessionals, custodians, instructional assistants, or any other school employee who may have contact with students or other staff. Orinda USD will test staff periodically, as testing capacity permits and as practicable, in accordance with language developed in the District's MOUs with our certificated and classified staff union partners. The testing modalities will be chosen based on current recommendations, availability, and appropriate testing strategies. The District has partnered with Agile Force Inc. and PMH Laboratory Inc. to provide RT-PCR and antibody testing for staff, students, and parents/guardians at the District Office. Participants schedule their own appointments with Agile Force Inc., and no copay is necessary. The District plans to offer its facilities for Agile Force Inc./PMH Laboratory Inc. to conduct regular testing of staff, students, and parents/guardians approximately twice per month. Testing through Agile Force, Inc. has been scheduled on the following dates at Orinda USD's District office:

January 2021 - 4, 25

February 2021 - 8, 22

March 2021 - 8, 22

April 2021 - 5, 19

May 2021 - 3, 17

All Orinda USD staff (who are not working 100% remotely) will be tested at least every two months. Orinda USD staff will be encouraged to test more frequently than that, either through the District organized testing with Agile Force, Inc., through Kaiser, or through Contra Costa County testing sites.

Home Health Screening

Staff and Students are directed to not come to school if they answer yes to any of the following symptom checks:

1. Do you currently have, or have you had a fever of 100.0° or greater in the past 14 days?
2. Are you currently experiencing or have you experienced in the last 14 days a cough, shortness of breath/difficulty breathing, sore throat, new loss of taste or smell, chills, headache or muscle aches, nausea, diarrhea, or vomiting?
3. Have you been in close proximity to anyone who has experienced any of the above symptoms or who has tested positive for COVID-19?

A symptom checker entry must be submitted for each student each day via the [Frontline App](#) prior to entering campus.

- Before sending children to school, parents must complete home health screening using the Frontline app. This screening must be completed every day for each child.
- What is Frontline?
 - Frontline allows parents to connect to their school childrens' school-held health records and receive messages directly from their school nursing team.
 - [Frontline for families](#)
 - [Frontline for staff](#)
- [Frontline website](#)

Care Rooms have been established at each school campus where students who are exhibiting symptoms will isolate under adult supervision until immediate pick-up by a designated parent/guardian.

Orinda USD Protocols: Suspected/Confirmed COVID-19 Cases

As additional guidance develops, this section will be revised to reflect new and changing guidelines. Orinda USD is committed to preventing discrimination against students and staff who are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk. Notification to the community regarding potential contacts to cases will be provided based on Public Health guidelines.

The Orinda USD contact for confirmed cases of COVID-19 is Orinda USD Director of Student Services, Dr. Carrie Nerheim. Dr. Nerheim can be reached at 925-258-6218 or cnerheim@orindaschools.org. Each school site has designated the following individuals to be responsible for responding to COVID-19 concerns:

Del Rey: Michelle Brobak 925-258-6300
Glorietta: Sarah Endsley 925-258-6351
Sleepy Hollow: Shauna Simmonds 925-258-6441
Wagner Ranch: Debbie Wong 925-258-6400
OIS: Jackie McGonigle 925-258-6332

According to the CDC, the following are the most common symptoms of COVID-19:

- Fever or chills (100 °F or greater)
- Cough

- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose

Parents/guardians and staff will utilize the Frontline symptom checking attestation tool every morning before arrival at school.

The following scenarios reflect the varied measures that should be taken when staff, students, or other points of contact have symptoms and/or are diagnosed with COVID-19:

1. Students or Staff exhibiting symptoms of COVID-19:

- Prior to coming to school for in-person instruction, students and staff will be asked to check for COVID-19 symptoms and document via the Frontline tool.
- Anyone with a fever of 100° F or higher and/or experiencing symptoms of COVID-19 should not come to school.
- If a student or staff member begins exhibiting symptoms after arriving at school, students and/or staff will be separated from others as much as possible, and arrangements will be made for the student and/or staff member to go home.
- School sites will develop an “isolation area” or “sick room” through which others do not pass where symptomatic individuals can remain until they can go home.
- If students or staff have any COVID-19 symptoms, they should remain home and be evaluated by their healthcare provider to determine whether testing for COVID-19 is recommended.
- If students or staff have any COVID-19 symptoms, their household contacts, including siblings, should remain home until they receive guidance from their healthcare provider.
- The school and classroom will remain open.
- School officials must be notified (e.g., the designated COVID-19 point of contact) if any staff or students exhibit COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed/suspected case.

Note: Students or staff or who are determined to have an alternate cause of illness by their primary medical doctor: exclude until not exhibiting a fever for 24 hours (if fever present) and symptoms are improving. Some students and staff may have chronic symptoms that overlap with COVID-19 symptoms, and Orinda USD District will work with these individuals and their healthcare providers’ recommendations on a case by case basis.

2. Students or Staff with COVID-19 test Positive With Symptoms:

- Should remain home under isolation until:
 - At least 10 days have passed since symptoms first appeared and
 - At least 24 hours have passed since last fever without the use of fever-reducing medications and

- Symptoms (e.g., cough, shortness of breath) have improved.
- The COVID-19 positive individual does NOT need a repeat negative COVID-19 test to return to school.
- Guidelines for determining when a COVID-19 infected person can return to school or work continue to evolve. CCHS will continue to provide guidance to medical providers and school personnel. Staff or students should contact their personal medical provider if a return-to-school/work clearance note is needed since individual health situations may vary.
- If students or staff test positive for COVID-19, their household contacts, including siblings, should remain home until they receive guidance for quarantine.

3. Students or Staff with COVID-19 test Positive Without Symptoms:

- For persons who never develop symptoms, they should remain at home under isolation until 10 days *after the date of their first positive COVID-19 RT-PCR test*.
- If symptoms develop after their positive test within the 10 initial days, they should follow the criteria in number two above.
- If students or staff test positive for COVID-19, their household contacts, including siblings, should remain home until they receive guidance for quarantine.

4. Students or Staff Not Tested, or pending test results for COVID-19 With Symptoms:

- Strongly recommend evaluation by healthcare provider to determine next steps and possible testing.
- If no evaluation by healthcare provider, should remain home under isolation until:
 - At least 10 days have passed since symptoms first appeared and
 - At least 24 hours have passed since last fever without the use of fever-reducing medications and
 - Symptoms (e.g., cough, shortness of breath) have improved.
- If students or staff have symptoms and are awaiting test results for COVID-19, their household contacts, including siblings, should remain also at home.

5. Students or Staff with COVID-19 test Negative With Symptoms:

- Should remain home until fever-free for 24 hours (if fever present) AND improved respiratory symptoms.
- If a student or staff member tests negative, he/she may return to school three days after symptoms resolve. Guidance in this area continues to evolve.
- If a student or staff member tests negative, their household contacts, including siblings, if asymptomatic, may return to school.

6. Students or Staff Exposed to a known COVID-19 Positive individual (close exposure as defined by the CDC) or has a Household contact/Family member who has tested Positive and the Student or Staff person remains Asymptomatic:

- Should remain home under quarantine for 10 days from last exposure if remain asymptomatic.
- If an individual becomes symptomatic, follow criteria in number four above.

7. Students or Staff with household contacts/family members with symptoms, or pending COVID-19 test results for symptoms or exposure:

- Should remain home under quarantine until:
 - At least 10 days have passed since symptoms first appeared in the contact/family member and
 - At least 24 hours have passed since last fever without the use of fever-reducing medications and
 - Symptoms (e.g., cough, shortness of breath) have improved.
- If another cause of illness in the household contact/family member has been determined by a healthcare provider, or the COVID-19 test comes back negative, then the student or staff member may return to school.

Orinda USD Symptom Decision Tree and Quick Guide













Revised 12/16/2020

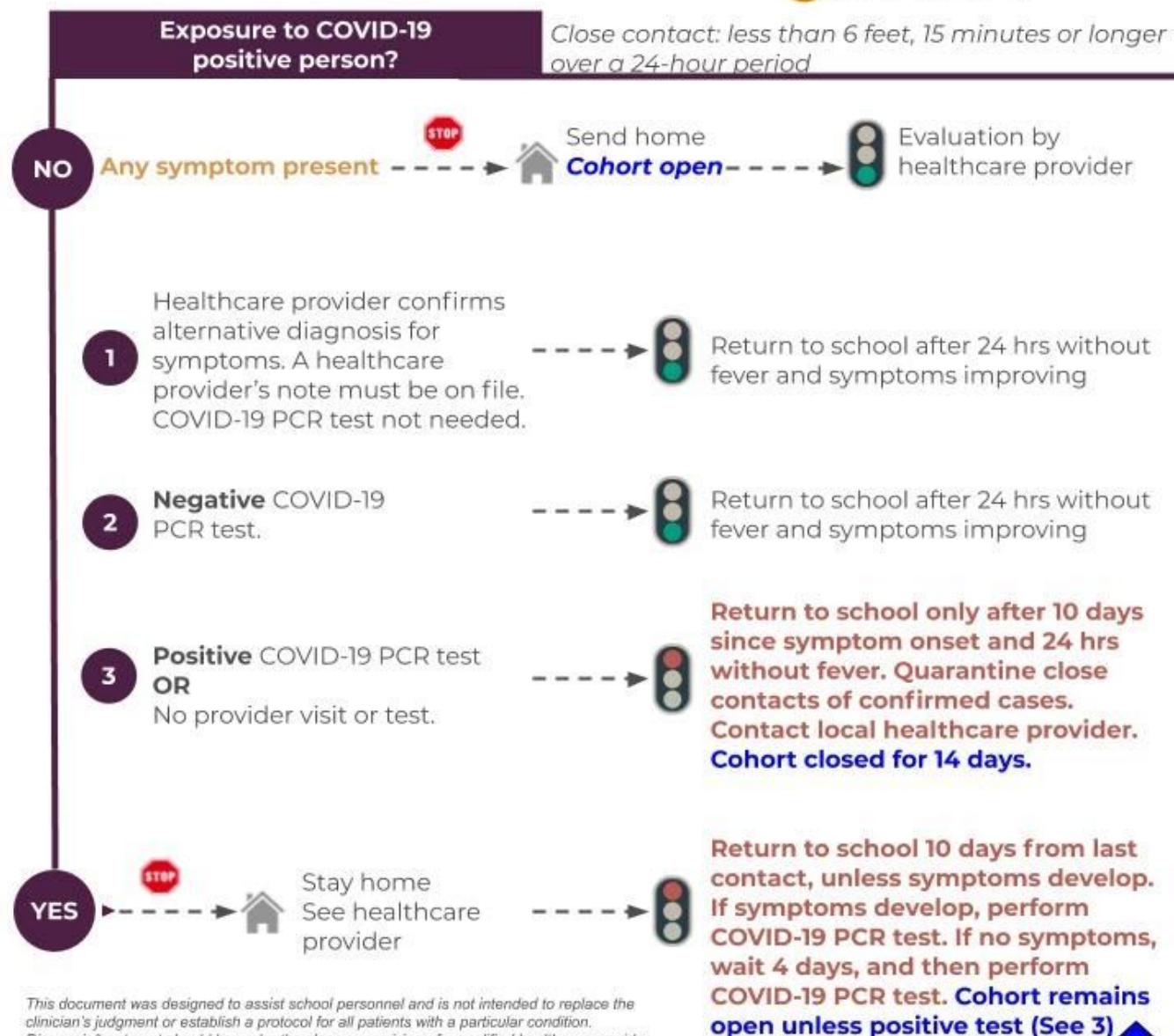
The following symptom Decision Tree and Quick Guide for When Someone Has Suspected or Confirmed COVID-19 contain the algorithm for screening all students/staff for potential COVID-19 symptoms or exposure. We recommend printing both documents and posting in your home as a quick reference.

Orinda USD Symptom Decision Tree

Screen all students/staff for potential COVID-19 symptoms or exposure

Potential COVID-19 Symptom List

- | | | |
|---|---|---|
|  Congestion/runny nose |  Sore throat |  Cough |
|  - Nausea |  Headache |  Difficulty breathing |
|  - Vomiting |  - Fatigue |  Loss of taste/smell |
|  - Diarrhea |  - Muscle/body aches |  Fever ($\geq 100.0^{\circ}\text{F}$) |



This document was designed to assist school personnel and is not intended to replace the clinician's judgment or establish a protocol for all patients with a particular condition. Diagnosis/treatment should be under the close supervision of a qualified healthcare provider.

Orinda USD Quick Guide for When Someone Has Suspected or Confirmed COVID-19:

*This guidance is evolving and subject to change, dependent upon public health guidelines.
Edited November 12, 2020.*

Scenario	Action	Communication
1 Child or staff has symptoms of COVID-19	Send home. Keep siblings/household contacts home. Recommend testing. Cohort remains OPEN.	Provide " COVID-19 Health Checks "
2 Child or staff had close contact with someone with confirmed COVID-19.	Keep home with instructions to quarantine for 10 days after the last exposure. Keep siblings/household contacts home. Recommend testing (but will not shorten 10 day quarantine) Cohort remains OPEN.	Orinda USD will consider notifying staff and families or children in the cohort.
3 Child or staff has confirmed COVID-19 infection	Notify the Contra Costa Health Services and Contra Costa County Office of Education Keep home with instructions to isolate at home for at least 10 days after the first symptoms occurred. Keep siblings/household contacts home. Identify close contacts, likely including the entire cohort of the person with COVID-19. Instruct close contacts to <ul style="list-style-type: none"> Quarantine at home for 10 days after the last date the person with COVID-19 was at the school/program while infectious. Get tested, especially if they have symptoms (but will not shorten 10 day quarantine). Clean and disinfect spaces where the person with COVID-19 spent significant time. Cohort CLOSED for 14 days after last exposure. Non-exposed cohorts remain open.	Notify staff and families of children who are close contacts. Notify all other staff and families about the COVID-19 case.

1. <https://www.cccoe.k12.ca.us/>

2. A close contact is defined as a person who is < 6 feet from the infected person for > 15 minutes over a 24 hour period. For cohorts of children under 12 years of age, all staff and children in a cohort are considered to be close contacts. For cohorts of any age, if people have spent time together indoors the entire cohort, classroom, or other group may need to be considered exposed.

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

Orinda USD Protocols: Confirmed COVID-19 Cases

As additional guidance develops, this section will be revised to reflect new and changing guidelines. When Orinda USD has been notified of a confirmed COVID-19 case, the CDPH requires the following actions:

- Notify the local public health department
- Isolate the case and exclude from school for 10 days from symptom onset or test date
- Identify contacts, quarantine, and exclude exposed contacts (likely entire cohort) for 10 days after the last date the case was present at school while infectious
- Recommend testing of contacts and prioritize symptomatic contacts, but this will not shorten the 10 day quarantine
- Disinfection and cleaning of classroom and primary spaces where case spent significant time
- If the case can be isolated to a particular classroom, the school remains open

In the event of a confirmed COVID-19 case, Orinda USD staff will work with CCHS to document/track incidents of possible exposure. CCHS staff will conduct contact tracing using classroom rosters and information obtained from school personnel through interviews and in coordination with school officials. Local health officials, staff, and affected families will be notified of any positive case of COVID-19, while maintaining confidentiality of the sick individual(s), as required under the Family Educational Rights and Privacy Act (FERPA) and state law related to privacy of educational records. Our communications protocol for alerting members of the community about confirmed cases is consistent with county and state guidelines.

Student absence related to COVID-19 will not count towards truancy. Students with needs for extended absences will be supported on a case by case basis. Students sent home due to COVID-19 exposure will continue with work assigned by their classroom teacher(s). In the event that an entire classroom or school needs to close, however, instruction will be shifted to Distance Learning.

Individual school closure is recommended based on the number of confirmed cases, the percentage of the students and staff that are positive for COVID-19, and following consultation with CCHS. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school, or when at least 5% of the total number of students and staff are positive within a 14-day period, depending on the size and physical layout of the school. CCHS may also determine school closure is warranted for other reasons, including results from a public health investigation or other local epidemiological data. If a school is closed for in-person learning, it may reopen after 14 days if the school has undergone thorough cleaning and disinfection, a public health investigation, and in consultation with CCHS.

Per the CDPH, a school district should close if 25% or more of schools have closed due to COVID-19 within 14 days, and in consultation with CCHS. If Orinda USD is closed, all instruction will shift to Distance Learning. In this scenario, the District may reopen after 14 days, in consultation with CCHS.

Student Wellness and Support

The social and emotional wellbeing of our students is as important to our District as their physical safety. We realize that the COVID-19 pandemic has been a source of stress, anxiety, and even depression for some of our students. In an effort to recognize and support students who are having a difficult time socially or

emotionally, we have created the following guidelines to identify and provide support options for those students both in the Distance Learning and In-Person Hybrid models.

Social/Emotional Learning and Support

Teachers continue working to build relationships with their students to create a safe academic environment. During the beginning weeks of school, teachers dedicated a significant amount of time to create a strong, cohesive classroom community. During either the Distance Learning or In-Person Hybrid models, teachers will maintain/sustain this community through regular interaction. Teachers and parents are encouraged to remain in close collaboration and communication regarding students' social emotional status and growth. Teachers will also remind students of the adults available to them if they are having a difficult time. Principals, school psychologists and interns, counselors, direct service providers, and classroom teachers are all resources with whom students can talk. If a student needs a more structured program of support, he/she will be referred to the site administration. A support plan can then be developed with the students, parents, administrator or designee, and any other necessary personnel.

A document has been created for parents and teachers and will provide strategies for supporting students on topics such as self-awareness, optimistic thinking, self-management, social awareness, relationship skills, goal directed behavior, personal responsibility, and decision making. We will continue to add to this bank of [resources](#) as more become available. The District is working with the Contra Costa County Office of Education's Social Emotional Learning Coordinator to provide strategies that can be used in the classroom or in the home.

Parent and teacher communication is critical to support students' social and emotional well-being. Parents are asked to bring any concerns about their child's well-being to the attention of their child's teacher(s). Open communication between home and school is the most effective strategy for providing students the support they need. Parents will start with their child's teacher(s), which may lead to a Student Study Team (SST) meeting. SST meetings include the parent, teacher, administrator, and other relevant personnel to create a plan to address the student's needs.

Special Education

We want all students to return to school as soon as it is safe to do so; however, some students may require possible considerations for prioritization when returning to school. The District will determine how best to utilize the role of special services assistants in the Distance Learning model of instruction. In addition, the District will address the scheduling for intensive services, related services, and future IEP meetings as necessary. The process of completing individual assessments is also being examined under current health and safety guidelines.

We have been working closely with our Special Education Local Plan Area (SELPA) which comprises 15 Contra Costa County school districts and the Contra Costa County Office of Education. We are meeting every two weeks to discuss options and best practices for our students receiving special education services. Student supports will continue to be based on each child's Individualized Education Plan.

Our District Special Day Classes (SDC) at Wagner Ranch and OIS returned to an in-person model in November 2020. In-person services for students with IEPs will resume when students return to school campuses in the hybrid model, to the extent possible.

Homeless and Foster Youth/English Learners

Students who meet criteria of homeless/foster youth under the McKinney-Vento Act, and students currently identified as English Learners may be prioritized for live instruction and or services. Students who qualify for free and reduced lunch are being provided with lunch during distance learning.

Work and Learning Environments

A home learning environment for both students and staff that is safe, comfortable, and conducive to study is extremely important in preparing for success. Students should ideally have a designated work area with school supplies near their device/charger in order to be able to work independently and be in close proximity for live Zoom sessions. Parents can connect with their student's individual teacher(s) for tips and strategies related to at-home learning, supplies, schedules, norms, and Zoom etiquette.

Student and Family Engagement

Orinda USD is working to engage both students and families throughout the 2020-2021 school year, whether students are participating in the Distance Learning model or the In-Person Hybrid model. Teachers are developing connections with students and families that will continue throughout the entire year. To maintain the strong connection between parents/guardians and schools as well as facilitate off-screen learning, teachers are coordinating the distribution of physical learning materials to families as needed. As safety protocols allow for individual or small groups of students to meet with their teachers on campus, the District and site administrators will work toward facilitating these interactions in a safe and responsible manner. The District hosted Back to School Distance Learning Orientation sessions and an [Online Parent University](#) composed of twelve sessions at the beginning of the school year. Videos of the Online Parent University seminars are posted on the District website at <http://www.orindaschools.org/parented>. Furthermore, parents may engage with teachers via Zoom for support and education related to technology, students' emotional needs, and students' academic challenges throughout the Distance Learning or In-Person Hybrid Model experience. Additional parent education events related to student learning and social and emotional health will be organized throughout the year.

In our quest for continuous improvement and to address our six guiding values, Orinda USD is engaging with different groups of stakeholders to obtain feedback. Examples of these feedback tools and strategies include Thoughtexchange, a digital crowdsourcing platform, and focus groups. District staff presented a [summary](#) of feedback on the Distance Learning program during the September 14, 2020, Board Meeting. In addition to implementing Thoughtexchange with teachers and parents/guardians, District staff held a stakeholder engagement meeting on September 2, 2020, with parents, students, staff, and administrators. Feedback gleaned from these various tools and strategies and our regular meetings with stakeholders such as Board Coffees and Coordinating Council meetings continue to inform and shape our collective decision-making process in all aspects of our educational programming.

The District will be hosting a campus reopening webinar in January 2021, entitled “Here We Go: Parent/Guardian Webinar on Reopening Campuses for In-Person Learning.” The webinar will be presented by the Principals to inform families about all return to school logistics, health and safety procedures, and campus protocols (such as hygiene, pick-up/drop-off, restroom use, signage, hallway walking paths, updated campus maps, etc.). This webinar will also be recorded and posted on the Orinda USD COVID-19 Response Website for those who are unable to attend the live session. Presentations and materials will also be emailed to parents/guardians and regular follow-up communications will be sent by both the Superintendent and Principals. The Superintendent will also send out weekly communications to the community, which will include updated COVID-19 related information.

Technology

Adequate access to a computing device and high-speed broadband is essential for students to engage in remote learning. In addition, we must provide multiple ways for students to participate in learning and demonstrate their mastery of the learning standards in both remote and hybrid instructional models. We will support parents/guardians and students with use of technology platforms and tools and provide professional development for teachers and staff on designing effective online learning experiences.

Device Access and Usage

All Orinda USD students need devices (iPads for TK-2 and Chromebooks for grades 3-8) to participate fully in their Distance Learning experiences. As with the Spring of 2020, the District facilitated a device lending program during full Distance Learning that offered devices for check out before the start of school. The link to the device lending request form was sent out via email to families and can also be found on the [Orinda USD website on the COVID-19 page](#). All grades 3-5 students will need to bring a school issued device between home and school on a daily basis. For grades 3-5, the technology department will be coordinating a checkout procedure for those students who did not checkout a device during distance learning and need a device to bring to school. OIS will be implementing a Bring Your Own Device (BYOD) program when in-person instruction resumes. Details regarding the BYOD program will be shared with families prior to the return to school.

Internet Access

Internet hotspots will be made available for families who do not have internet access at home. Parents will need to contact their school site principal to make a request for a hotspot. Orinda USD will be providing an informational page on the District website with recommendations for improving home internet connections.

Common Digital Platforms

The Clever Single Sign-on portal will be used to provide students streamlined access to all of the common digital platforms used in the District. The portal will be customized to the student login to provide a grade level specific list of applications that will be accessed throughout the year. Clever logins were provided to students by their classroom teacher(s) at the beginning of the year.

Google Classroom will be the main platform used by all TK-5 parents for the purpose of managing their student's schedules and overall workload and assignments. TK-5 teachers may also use Seesaw for student activities and projects. TK-5 parents will be able to access Google Classroom using their student's Google account, and login information was provided in August 2020. For students in grades 6-8, teachers will post assignments in Google Classroom that copy over to School Loop so parents have access to assignment information. School Loop is the overall management tool for all student classes, while Google Classroom provides specific information for each individual teacher.

Learning Alternatives

Orinda USD will strive to find a balance between digital and traditional instructional materials and activities. We realize that learning is best achieved through a variety of methodologies, both onscreen and off. Teachers will be in communication with their students and parents to distribute physical learning materials to aid in the mastery of standards during Distance Learning.

Communication and Connection

The Zoom video conferencing platform is being used for Distance Learning sessions and activities. Teachers are being trained on effective Zoom communication and pedagogical strategies throughout the school year. The District is also providing a variety of Parent Education opportunities throughout the year to help parents learn and navigate our digital platforms. In addition, the District will use the SchoolMessenger notification system to provide regular updates to families. Grade reports for students in grades TK-5 will be made available electronically using the Illuminate Home Connect Portal. Grade reports for OIS students will be made available through the PowerSchool parent/student portal. We consistently monitor all platforms to help ensure a safe digital environment for all students and staff.

Facilities

When students and staff return to Orinda USD school sites for in-person instruction, it will be vitally important that the physical spaces they occupy are configured and maintained in a way that provides the maximum possible protection against spreading COVID-19. Orinda USD will follow county and state health guidance related to physical distancing and other safety measures that must be in place to slow the spread of COVID-19. To meet the requirements of that guidance, Orinda USD may need to rearrange or repurpose physical spaces within our school facilities, expand building or site footprints, or alter existing spaces through changes in programming or operation. Orinda USD is taking the essential actions necessary to create a physical environment that promotes student and staff safety through established protocols and procedures.

Disinfection, Cleaning, and Sanitation

Orinda USD will ensure all staff, resources, and supplies are prepared for school site re-opening, including but not limited to assigning sufficient staff to carry out reopening, ensuring proper training, and stocking inventory of necessary supplies. Before school campuses reopen, Orinda USD staff will enhance cleaning plans and conduct facilities inspections and mechanical system checks. These inspections and checks will include

verifying mechanical, HVAC, and fire/life safety systems are fully operational and confirming an adequate inventory of supplies (e.g., PPE, cleaning supplies, hand sanitizer, etc.).

Once school campuses are reopened, per guidance from the CDC, CDPH, CCHS, and CCCOE, Orinda USD schools will implement the following disinfection, cleaning, and sanitation practices throughout each school campus, and ensure proper staff training where necessary:

- Suspend or modify the use of site resources that necessitate sharing or touching, like drinking fountains, and instead encourage the use of reusable water bottles.
- Clean and disinfect frequently touched surfaces within the school at least daily and, as practicable, frequently throughout the day, including but not limited to door handles, light switches, sink handles, bathroom surfaces, tables, student desks, chairs, bookshelves.
- Limit the sharing of objects and equipment, such as toys, games, books, art supplies, and playground equipment, to the extent practicable. But where unavoidable, clean and disinfect between uses.
- Establish and post a cleaning and disinfecting schedule.
- Ensure proper ventilation during cleaning and disinfecting.
- Thoroughly disinfect classroom materials such as classroom electronic devices, desks, and chairs at least daily.
- Disinfect restrooms multiple times a day.

A complete Daily Classroom Cleaning Protocol can be found in the Appendices.

To assist with the heavy-duty disinfection and cleaning of the school campuses, Orinda USD has acquired Clorox Electrostatic spray sanitizing machines. Proper safety gear has been provided to those staff members utilizing the sanitation equipment. Staff will ensure safe and correct application of disinfectant and keep products away from students. All cleaning and sanitation products will be in conformity with those approved for use against COVID-19 on the Environmental Protection Agency's (EPA) approved list "N" and will follow product instructions. All cleaning procedures and expectations will be clearly communicated and posted throughout school campuses.

A current and updated list of PPE procured by the District can be found in the Appendices.

Ensuring Good Air Ventilation

Proper ventilation in shared spaces is critical to ensuring healthy indoor air quality in school learning environments. Orinda USD will make sure that shared spaces have good airflow by installing air purifiers in each classroom and opening windows and doors, weather permitting. Where possible, exhaust fans or ceiling fans will stay running. According to the U.S. Environmental Protection Agency (EPA), air filters with MERV-13 or higher ratings can trap smaller particles, including viruses. The District has procured MERV-13 air filters for all classroom and office HVAC systems. In addition, the use of outdoor spaces or other cross-ventilation options will be encouraged. In November 2020, Orinda USD purchased Austin HealthMate air purifiers for each classroom and office on our school campuses; each unit covers 1,500 square feet with an air changes per hour (ACH) rating of 3-4 clean air exchanges and also filters out viruses at 0.1 microns. These air purifiers are installed and in place for when students and staff return for in-person instruction.

Campus Configuration

In classrooms, desks and tables will be placed in rows, facing the same direction, where possible, to allow for required physical distancing between students and staff. Classrooms will also be emptied of extra furniture to maximize physical distancing within each individual classroom. Clear shields have been placed in each school front office to ensure appropriate physical distancing between visitors entering the school site and office staff. TK and Kindergarten classrooms will have four-way desk shields for tables or individual student desks, and teachers will have tri-fold desk shields to use as needed for assessment and other circumstances. Sinks and hand sanitizing stations will be available throughout the school sites for student and staff use at all times. As noted in the health and safety section above, face masks will be required at all times for all students, staff, and visitors.

Entrance, Egress, and Movement Within the School

Parent/Student School Entry Protocols:

Parents: Parents are instructed to drop-off their children at designated carpool location. If a child is walking/cycling to school, the child should be dropped off at the school entry. Only students/staff may pass beyond school entry point. Parents are instructed to keep traffic flow moving, stay inside their vehicles, and not park their vehicles. Students are directed to exit on the curbside of the car on their own (TK/K excepted).

Crosswalk/Carpool Supervisor: The crosswalk/carpool supervisor is instructed to arrive promptly at student start time, wearing a face covering. The carpool supervisor must slow student entry if it starts to get crowded or backed up. The carpool supervisor must also continually remind students to keep/put masks on, keep 6 foot distance, and report directly to their designated classroom line-up.

Students: Students are directed to wear face coverings, keep 6 feet distance, and line up outside their classroom on the student's designated dot.

School sites will be affixed with markings to identify areas for drop-off, pick-up, and areas for students to stand outside of their classrooms and for outdoor learning. One-way walking arrows will also be placed at the school sites, to direct the flow of walking traffic on campus. Visitors will be strictly limited and required to wear face coverings. See Appendices for detailed campus maps.

Emergency Drills

Per county guidelines, Orinda USD schools must continue to conduct mandatory fire, earthquake, and lockdown drills according to the existing statutory schedule. School leaders will plan for these drills to be conducted in a manner that maintains physical distancing at exits and gathering points outside the building, while still preparing students and staff to respond in emergencies.

Childcare (Before and After School Care)

Childcare services provided by the Before and After School Care (BASC) programs within the District have always prioritized the health and safety of the children in their care. With the spread of COVID-19 and planning for re-opening of childcare services, new health and safety protocols are necessary to ensure children, families, and staff members are as safe as possible. Orinda USD is continuing to work closely and collaboratively with all school BASC programs to implement a safe reopening of services to the extent possible. We realize the critical need for childcare for our essential workers, including staff and parents, as well as two parent and single parent working families. At this time, while we are operating in a Distance Learning format, childcare is offered only at Del Rey Elementary School through Adventure Time. The City of Orinda's Parks and Recreation Department has also offered childcare at their facilities. Parent Clubs representing Glorietta Elementary School, Sleepy Hollow Elementary School, and Wagner Ranch Elementary School are planning to offer modified childcare services for families after students return to our school campuses in the In-Person Hybrid model. These three Parent Clubs are targeting a launch of their respective modified childcare programs in January, with prioritization for essential workers, single parent working families, and dual parent working families.

Planning and Training

Operating childcare facilities during the COVID-19 pandemic requires significant planning and staff training. Parents and caregivers must be provided with all procedures, information, and guidelines they must follow including detailed arrival and pick up procedures. Childcare staff must implement and follow daily health screening procedures for all staff and students. Training for childcare staff will include enhanced sanitation practices, guidance for maintaining a safe physical distance between adults and from adult to child, the proper use of face coverings, and protocols for staff or children who exhibit illness or other COVID-19 symptoms.

Staffing, Group Size, and Scheduling

To reduce the spread of the virus and to facilitate contact tracing, children in childcare should remain in small groups of approximately 12 students per Contra Costa Health Services. Each school site childcare program will determine its capacity for childcare based on available space and staffing. Priority for available spaces will be provided to children of Orinda USD employees and essential workers such as physicians, nurses, and paramedics. If spaces are available after accommodating staff and essential workers, prioritization will be given to children of single and two-parent working families. Every effort will be made to maintain stable cohorts of children in childcare groups, which may vary from the stable classroom cohorts. When possible, the childcare schedule should align to the school/children's learning schedule.

Physical Distancing and Activity Space

Schools will harness additional spaces such as multi-purpose rooms and unused classrooms to accommodate childcare needs. Childcare personnel will provide students with easily understandable physical distancing instructions for both indoor and outdoor spaces. Furniture in childcare facilities will be rearranged to facilitate six feet of separation between adults and students and four feet of separation from student to student.

Childcare staff will be encouraged to harness outdoor spaces to the extent possible, weather permitting, and will stagger schedules as feasible to reduce the number of children in the same area. Outdoor play equipment, if utilized, will be disinfected regularly, and students will be directed to wash their hands frequently and thoroughly when attending a childcare program.

Cleaning, Sanitation, and Hygiene Procedures

All high-touch surfaces in areas utilized by the childcare program will be cleaned and sanitized multiple times per day, e.g., sink knobs, toilet handles, doorknobs, desks, chairs, and tables. Staff will ensure that toys and manipulatives that are made available to students are easy to clean and disinfect throughout the day. In addition, staff will designate a container for toys, equipment, and other items that need to be cleaned, sanitized, or disinfected before use by another student or staff member. It is strongly recommended that each student have a personal school supply box to reduce sharing of supplies and materials in the childcare setting.

Cleaning with disinfectants should be performed only by staff, and they should wear gloves and eye protection as necessary. All cleaning and disinfecting supplies should be stored out of the reach of children. As mentioned in the Health and Safety section, staff and students should be trained on strict handwashing guidelines, and staff must reinforce those guidelines with students. Other important hygiene guidelines to reinforce with children in the childcare setting include reminding students not to touch their eyes, nose, or mouth and to use a tissue to wipe their nose. They should cough and sneeze in the crook of their arm (opposite their elbow) to avoid the spread of particles into the air. Childcare staff are expected to model for students and have students practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.

Meal or Snack Serving Time

During lunch or snack, childcare personnel should utilize additional tables to spread children out or use name cards to ensure adequate spacing of children. All students need to be reminded to wash their hands thoroughly before and after eating. Use pre-packaged and single servings for food distribution. Furthermore, use of paper goods and disposable utensils is recommended. Children may not share or touch each other's food. Following snack and meal times, staff should immediately clean and disinfect tables. Weather permitting, it is recommended that snack and meal times occur outdoors.

Transportation

During the 2019-2020 and prior school years, many Orinda USD families relied on bus transportation to transport their children safely to and from school. While some students walk or ride their bikes to school, the terrain and distance from home to school prevent some children from safely doing so. With bus service greatly reduced at least for the beginning of the 2020-2021 school year, the District pledges to assist parents/guardians in determining how to safely transport their child(ren) to and from school.

Lamorinda School Bus Program and County Connection

On June 24, 2020, Lamorinda School Bus Program Manager Whitney Simon sent [this notice](#) to inform all parents/guardians of Orinda USD students using the Lamorinda School Bus program that service has been temporarily suspended due to COVID-19. When service resumes, Ms. Simon will work with Orinda USD to inform families that service has been reinstated.

[County Connection](#) offers service for students traveling to OIS. Face coverings are required for all passengers and drivers. In an effort to increase vehicle disinfection and enhance passenger safety, drivers are returning to the yard for vehicle exchanges. This added step requires additional time, which may create schedule delays. County Connection recommends that bus passengers maintain a distance of at least six feet apart which decreases the capacity of each bus and may cause further delays.

Carpools

When Orinda USD's in-person hybrid schedule is implemented, parents may need to collaborate with neighbors and family members to transport children to and from our school sites. We are committed to working with our site Parents' Clubs to facilitate parents/guardians in determining the safest and most efficient manner in which to transport their children. See campus maps in the appendices for elementary carpool driving directions. OIS will provide two dropoff/pickup locations for students.

Glossary of Terms

Asynchronous Learning: learning the same material at different times and at a different pace without real-time interaction between the student and teacher

BASC: Before and After School Care or childcare offered in partnership with school Parents' Clubs at Orinda USD school sites

CCCOE: Contra Costa County Office of Education

CCHS: Contra Costa Health Services

CDC: Centers for Diseases Control and Prevention

CDE : California Department of Education

CDPH: California Department of Public Health

Cleaning: The removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection

Cohort: a group of students working together in the same class, progressing through the same academic curriculum

COVID-19: a mild to severe respiratory illness that is caused by a coronavirus; is transmitted chiefly by contact with infectious material (e.g. respiratory droplets) and is characterized especially by fever, cough, and shortness of breath

CSEA: California School Employees Association; the Orinda USD chapter is Chapter 320

Device: A computing device, such as a laptop, desktop, Chromebook, iPad, or full-size tablet. Phones and mini-tablets are not sufficient devices for learning purposes

Disinfection: A process using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection

Distance Learning: Instruction that takes place outside of the school building while the students are not in attendance at the school

ELA: English Language Arts

ELL: English Language Learner

Essential Standards: standards that are a carefully selected subset of the specific grade and course that students must know and be able to do by the end of each school year in order to be prepared to enter the next grade level or course

Hand Hygiene: Hand washing with soap and water or alcohol-based hand sanitizer

Hybrid Model: educational structure that combines face-to-face and online teaching or independent work into one cohesive experience. A portion of the full student body is in-person, learning, while the other portion of students works online or remotely at any given time

LEA: Local Education Agency or school district

MOU: Memorandum of Understanding

OEA: Orinda Education Association is the teachers' union for the Orinda Union School District

Personal Protective Equipment (PPE): Wearable equipment that is designed to protect from exposure to or contact with infectious agents. PPE that is appropriate for various types of patient interactions and effectively covers personal clothing and skin likely to be soiled with blood, saliva, or other potentially infectious materials (OPIM) should be available. These include gloves, face masks, protective eyewear, face shields, and protective clothing (e.g., reusable or disposable gown, jacket, laboratory coat)

Physical Distancing: the practice of increasing the space between individuals and decreasing the frequency of contact to reduce the risk of spreading a disease

Respiratory Hygiene: Cough etiquette infection prevention measures designed to limit the transmission of respiratory pathogens spread by droplet or airborne routes. Applies to anyone with signs of illness including cough, congestion, runny nose, or increased production of respiratory secretions

Social Emotional Learning (SEL): process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions

Specialists: art, music, physical education, and intervention teachers in Orinda USD elementary schools

Synchronous Learning: learning that occurs concurrently with other students and happens live or in real time

TOSA: Teachers on Special Assignment - The District has three TOSAs who serve as instructional coaches for our teachers in the areas of Technology, Literacy, and Mathematics

Resources

The documents and websites linked below are some of the resources the 2020-2021 Orinda USD School Year Advisory Group used to create this plan.

- [American Academy of Pediatrics: Guidance for School Re-Entry](#) (Issued June 2020)
- [Association of California School Administrators: School Reopening Report](#) (Issued May 28, 2020)
- [California Department of Education](#) Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools (Issued June 8, 2020)
- [California Department of Public Health](#) COVID-19 Industry Guidance - Schools and School-Based Programs (Issued July 17, 2020)
- [California Department of Public Health](#) COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year (Issued July 17, 2020)
- [California Department of Public Health Guidance for Schools](#) (Issued June 5, 2020)
- [The California School Boards Association: The Uncertain Road Ahead](#) (Issued June 9, 2020)
- [California County Superintendents Educational Services Association School Reopening Guide](#) (Issued June 2, 2020)
- [California School Nurses Organization: Recovery Plan Resource Guide in Educational Settings](#) (Issued July 2020)
- [Centers for Disease Control and Prevention](#) COVID-19 Interim Guidance for Schools and Childcare (Issued April 2020)
- [Centers for Disease Control and Prevention](#) Indicators for Dynamic School Decision Making (updated September 15, 2020)
- [Contra Costa County Office of Education](#) Roadmap to Reopening Schools (Issued June)
- [Contra Costa County Office of Education 2020-2021](#) School Reopening Guidance Document (Revised August 24, 2020)
- [Contra Costa County Office of Education FAQ](#) (August 10, 2020)
- [Edsource State, County and Local Reopening Resources](#) (July 9, 2020)
- [Instruction Partners Resource Hub: Instructional Management, Structures, and Routines](#), including K-5 Content-Specific Guidance for the Digital Model
- [North American Association for Environmental Education: Re-Opening Safely Using Outdoor Spaces](#) (Issued June 2020)

Appendices

A. Daily Classroom Cleaning Protocol



Orinda Union School District Daily Classroom Cleaning Protocol

School Name:					
Room #:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Enter Date:					
Custodian's Initials:					
High Touch Surfaces: Wiped down daily with any of the following: diluted bleach solution (1/3 cup per gallon), alcohol-based cleaner, Germicidal Disinfectant Cleaner (NABC), Betco pH7Q or AF79	✓ *	✓ *	✓ *	✓ *	✓ *
• Doorknobs					
• Light switches					
• Sink faucet handles					
• Teacher's Desk					
• Trash bins					
• Handles of drawers & cabinets					
• Bookshelves					
• Keyboard, tablet screens, & other technology					
• Vacuum carpets and/or mop floors					
• Student desks, tables, chairs					
Room Sanitized with Clorox 360 Spray Machine					
Trash bins emptied					
Hand sanitizer restocked if needed					
Paper towels restocked if needed					
Hand soap restocked if needed					

✓ * - Check off the completed tasks (9/2020 sh)

B. PPE List

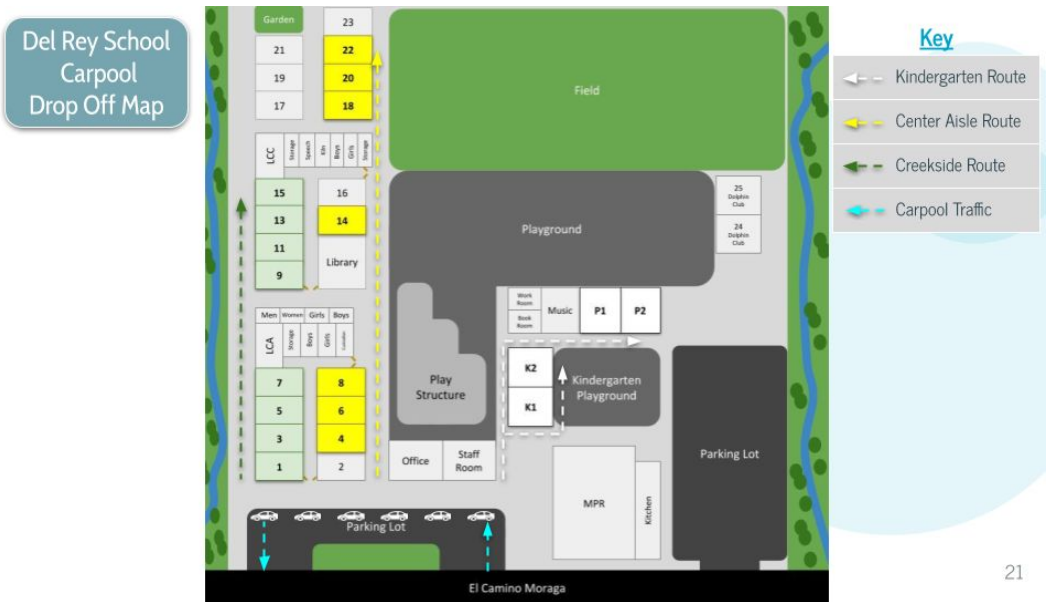
2020 PERSONAL PROTECTIVE EQUIPMENT (PPE) Orinda Union School District

ITEM	OUSD Purchased	State of CA/ CCCCOE	TOTAL
Clorox 360 Electrostatic Sprayer	13	0	13
Clorox Brand Sanitizer - Gallons	260	0	260
Envirox Absolute Cleaning Systems	6	0	6
36 Spray Bottles	36	0	36
Alcohol Wipes - Canisters	720	0	720
Lysol Disinfectant Wipes	360	0	360
Thermometers	25	26	51
Face Shields	200	564	764
Desk Shields - Front Counter	24	0	24
Desk Shields - Four-way TK & K	77	0	77
Desk Shields - Tri-fold Teachers	104	0	104
Desk Shields - Tri-fold for OIS	600	0	600
Gloves	0	3,700	0
Gloves from Cole Supply	14,000	0	14,000
Masks - Smile Masks	325	0	325
Anti-fog solution for Smile Masks	195	0	195
Masks - Adult Paper (Surgical)	2,000	2,068	4,068
Masks - Child Paper (Surgical)	0	3,912	3,912
Masks - Adult Cloth	0	2,646	2,646
Masks - Child Cloth	0	3,912	3,912
Masks - N95	370	0	370
Sanitizer - Bottles filled	300	2,000	2,300
Sanitizer - Bottles Unfilled	180	0	180
Sanitizer - Gallons	44	0	44
Pedestal Sanitizer Dispensers	38	0	38
Goggles	16	0	16
Protective Coveralls	12	0	12
A-frame "Masks Required" Signs	36	0	36
Hand washing stations	43	0	43
Protective Gowns	300	0	300
Boxes of Tissue	324	0	324
Paper Towels	690	0	690

C. Campus COVID-19 Protocol Maps

Del Rey

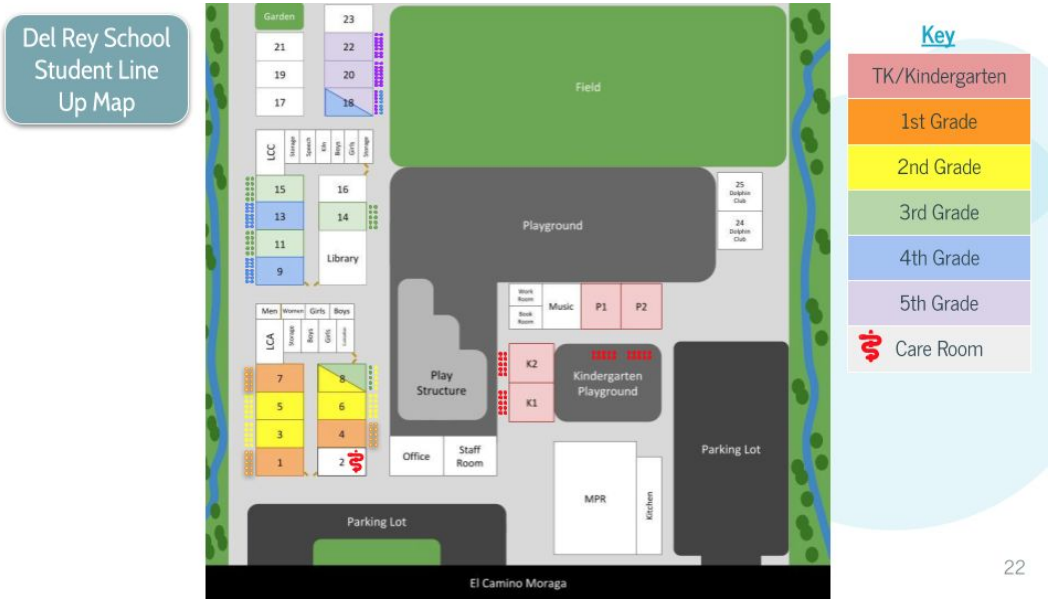
Del Rey Carpool & Walking Map



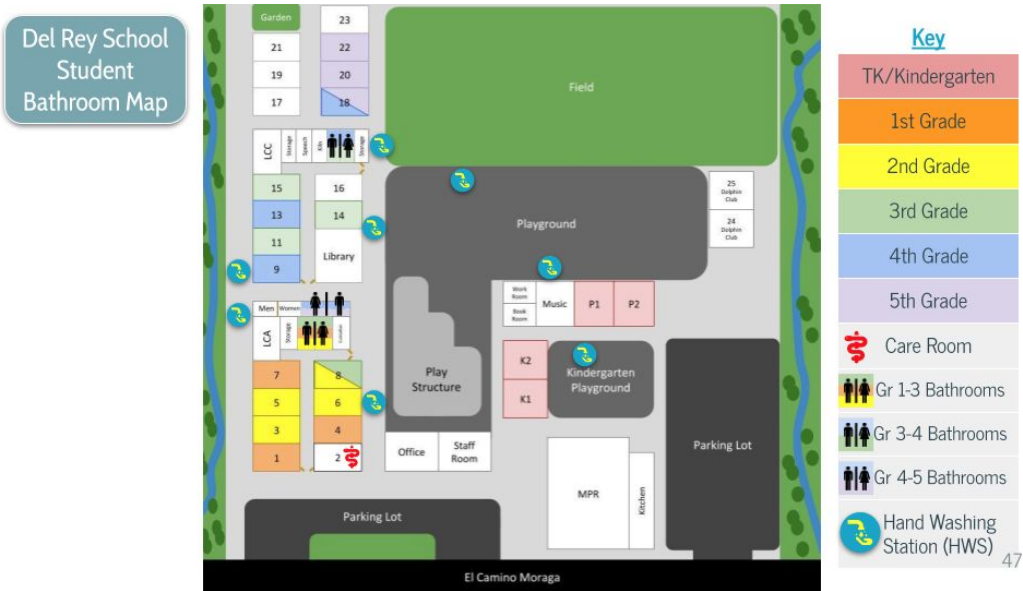
Del Rey Recess Map



Del Rey Student Line-Up Map



Del Rey Bathroom Map



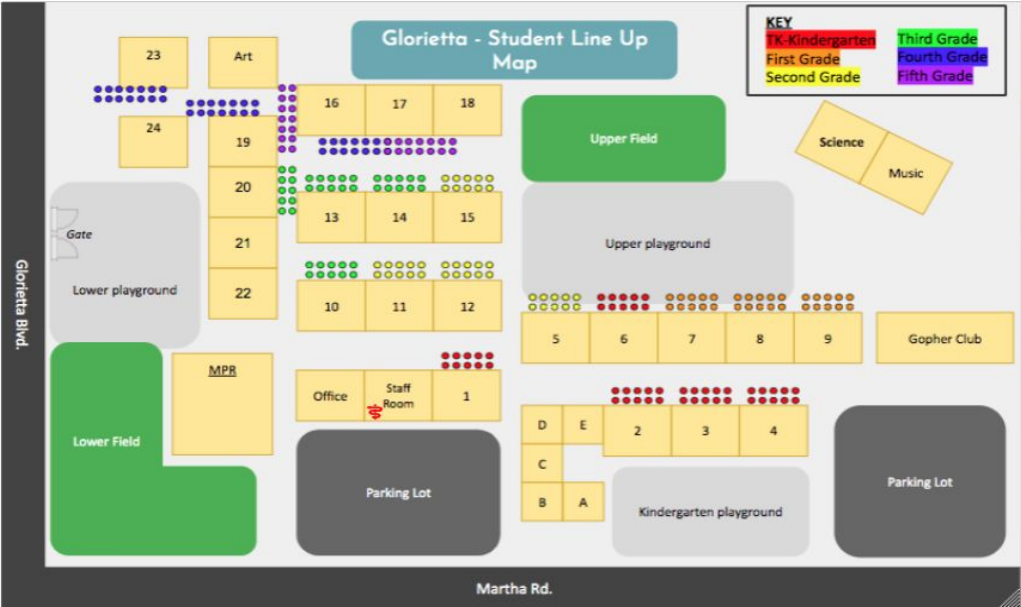
Glorietta Carpool & Walking Map



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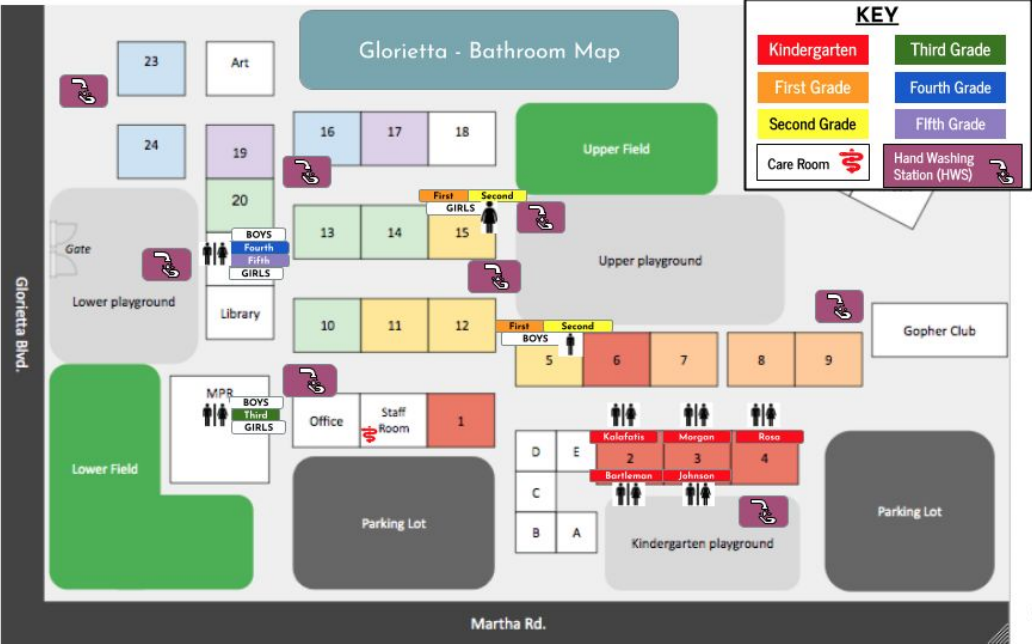


Glorietta Student Line-Up Map



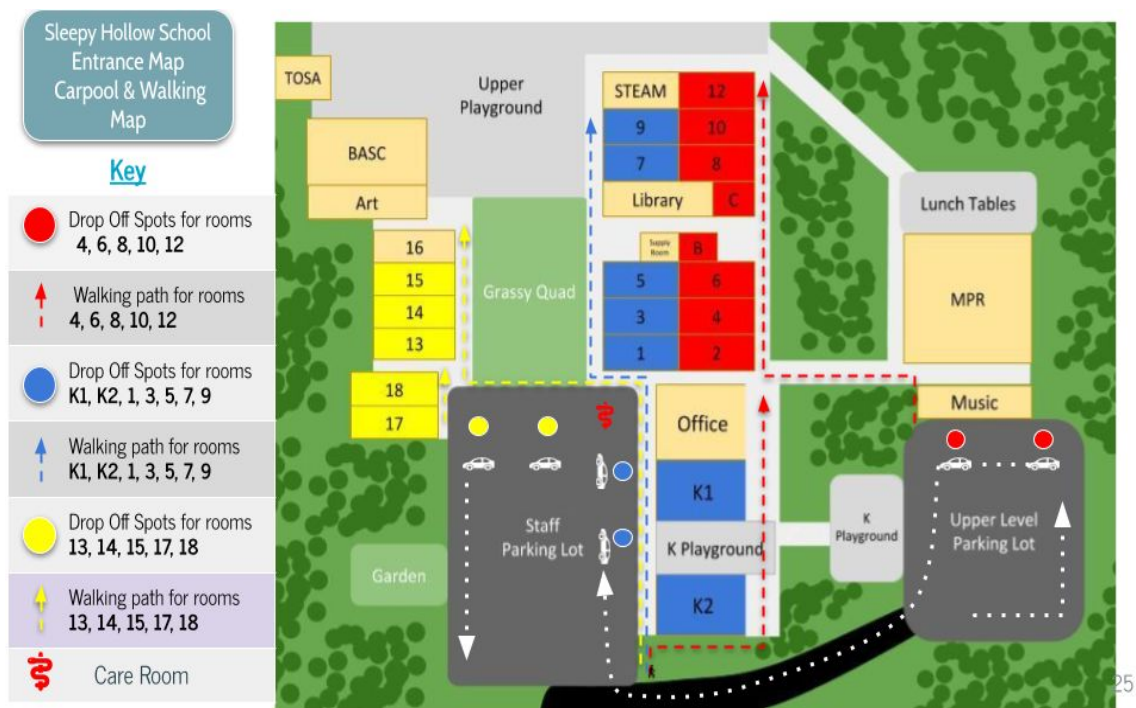
24

Glorietta Bathroom Map

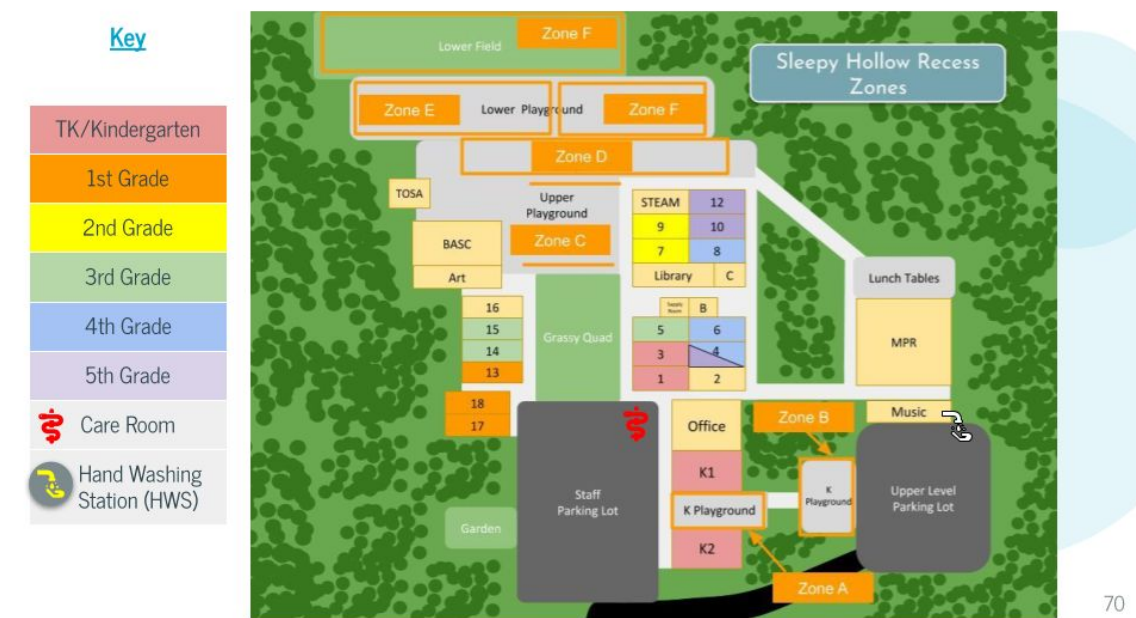


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Sleepy Hollow: Sleepy Hollow Carpool & Walking Map



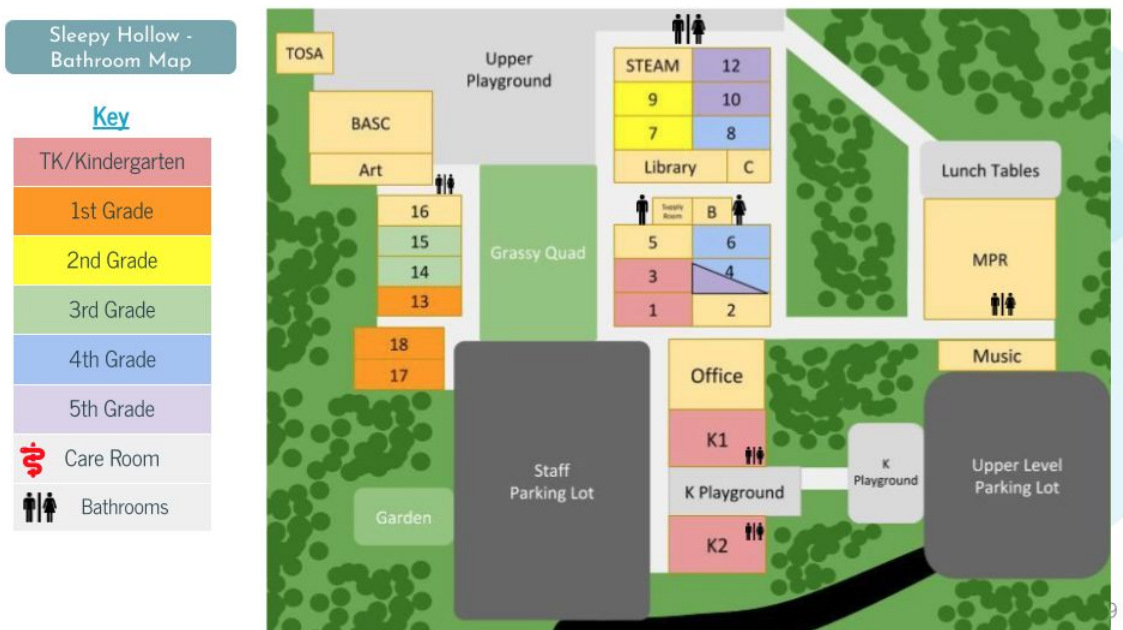
Sleepy Hollow Recess Map



Sleepy Hollow Student Line-Up Map

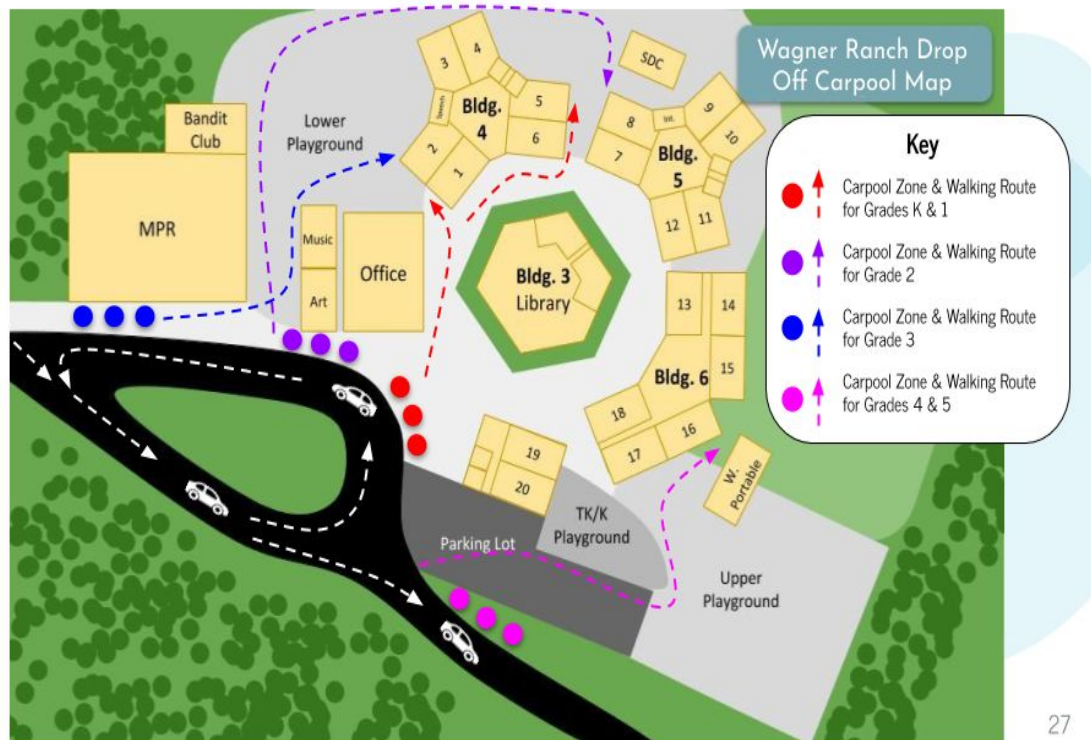


Sleepy Hollow Bathroom Map



Wagner Ranch

Wagner Ranch Carpool and Walking Map



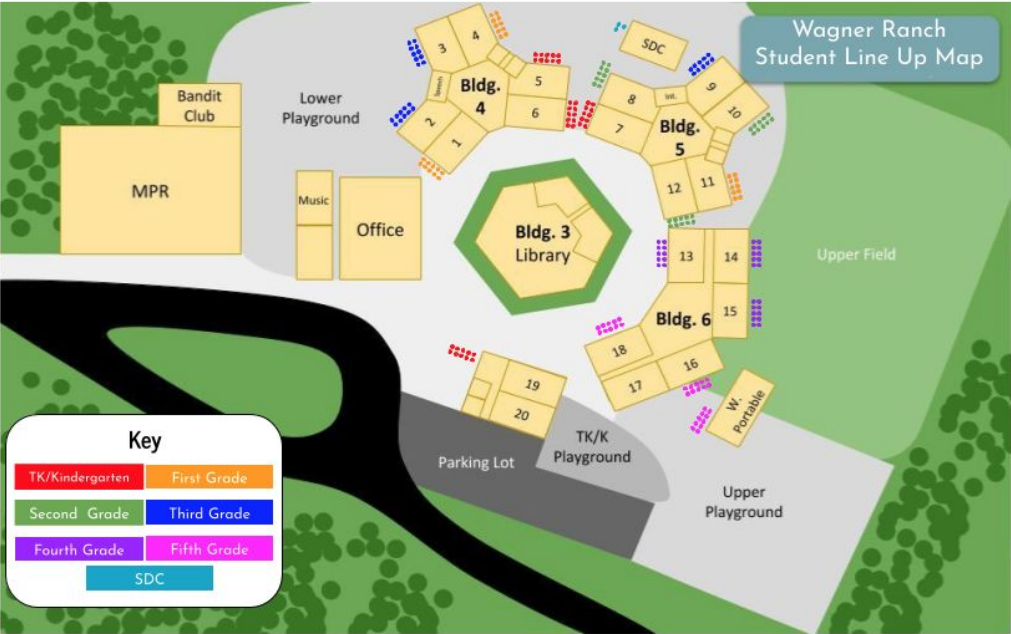
27

Wagner Ranch Recess Map

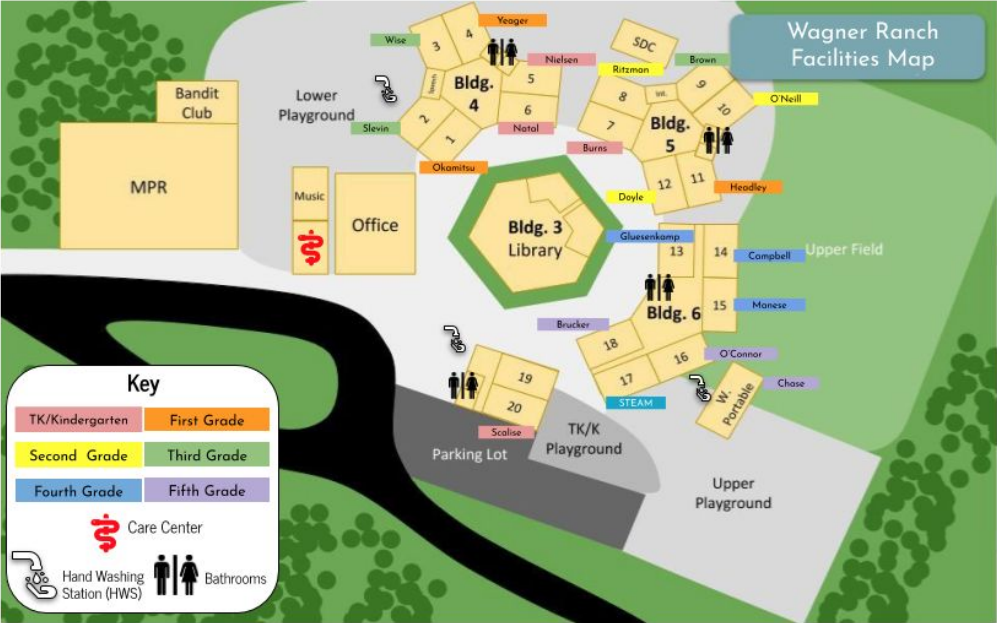


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Wagner Ranch Student Line-Up Map

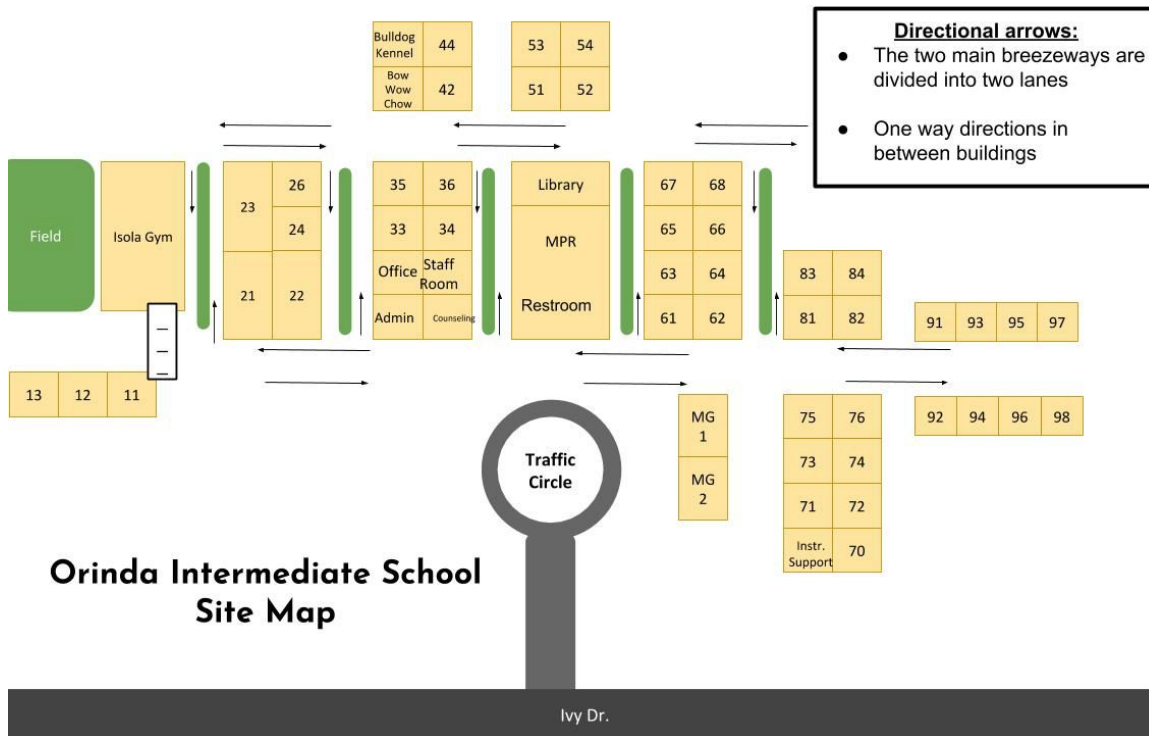


Wagner Ranch Bathroom Map

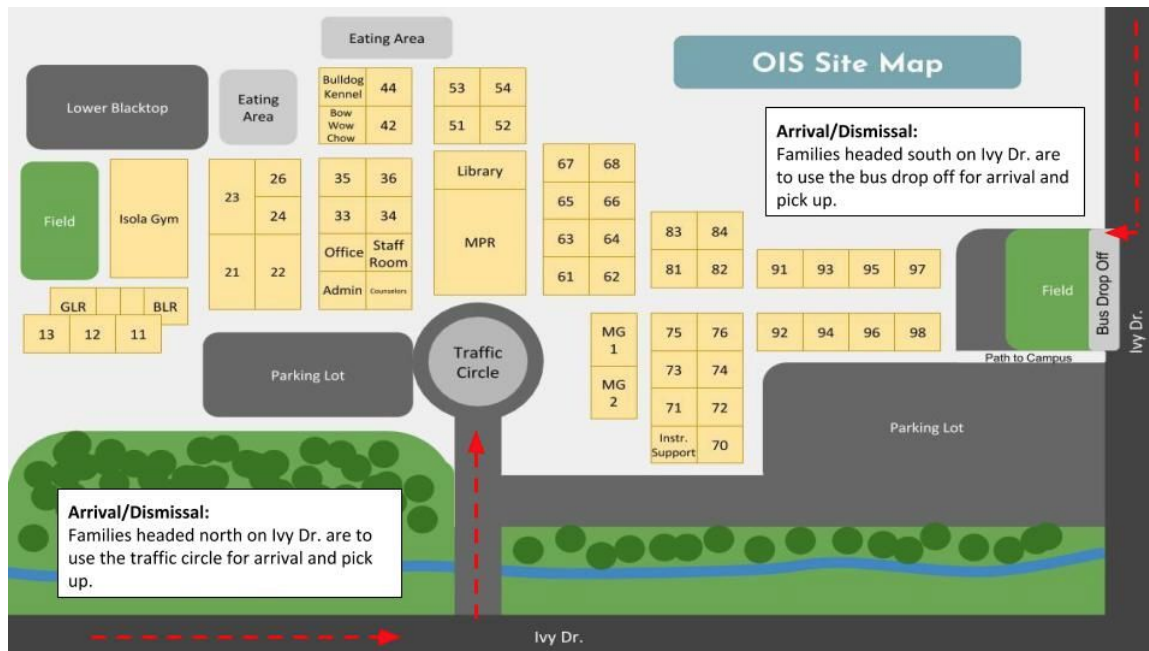


OIS

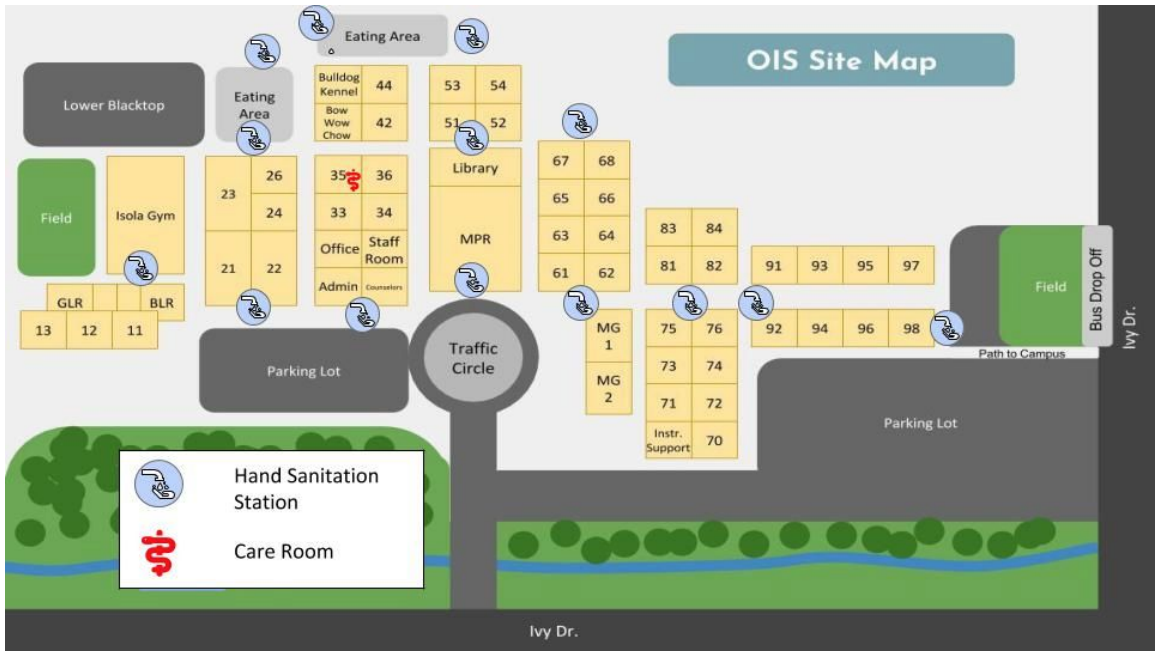
OIS Campus Movement Map



OIS Hybrid/Dismissal Map



OIS Hand Washing Stations Map



D. Family/Staff Notification Forms for Contact Tracing

Carolyn E. Seaton, Ed.D.
Superintendent of Schools



Board of Trustees

Carol Brown
Liz Daoust
Cara Hoxie
Jason Kaune
Hillary Weiner

Orinda Union School District

8 Altarinda Road • Orinda • California 94563 • (925) 254-4901 • FAX (925) 254-5261

[Date]

Dear Parent or Guardian of [Name of Student]:

It has come to our attention that a person at [Name of School] was recently diagnosed with COVID-19. COVID-19 is a disease caused by the SARS-CoV-2 virus and is spread from person to person through contact with respiratory secretions (mucus from the nose and mouth) from the person who is sick. People who spend 15 minutes or longer within six feet of a person infected with COVID-19 are considered exposed and at risk of contracting COVID-19.

Orinda Union School District is working closely with Contra Costa Health Services to address this situation. We are identifying students and staff who may have been exposed to the infected individual. Records indicate that your student may have been exposed to this individual. Therefore, your student needs to quarantine for 10 days from the last date that s/he was exposed, [fill in date]. Please view home quarantine instructions for close contacts for more details on home quarantine:

<https://www.coronavirus.cchealth.org/for-covid-19-patients>. You will also receive a call from our Contact Tracing Team.

Current studies on COVID-19 in children suggest that many children will have no symptoms or very mild symptoms of illness. Children and adults who have COVID-19 but do not have any symptoms can still transmit the virus. *This means that your child should stay in quarantine for the full 10 days even if s/he does not develop symptoms.* If your child is having any of the symptoms of COVID-19 listed below, please see your healthcare provider right away:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

For more information, please visit <https://www.coronavirus.cchealth.org/>.

Sincerely,

Glory Lane, RN, BSN, PHN
District Nurse
925-258-6219

Leni Kaku, RN, DNP, FNP-BC
District Nurse
925-258-6408

SHAPING THE FUTURE THROUGH EDUCATIONAL EXCELLENCE

Carolyn E. Seaton, Ed.D.
Superintendent of Schools



Board of Trustees

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Orinda Union School District

8 Altarinda Road • Orinda • California 94563 • (925) 254-4901 • FAX (925) 254-5261

[Date]

Dear Parent or Guardian of [Name of Student]:

It has come to our attention that your child has recently been diagnosed with COVID-19. COVID-19 is a disease caused by the SARS-CoV-2 virus and is spread from person to person through contact with respiratory secretions from the infected individual. People who spend 15 minutes or longer within six feet of a person infected with COVID-19 are considered exposed and at risk of contracting COVID-19.

We have notified Contra Costa Health Services, as required by our county, that your child has tested positive for COVID-19. Confidentiality is a priority for us, and therefore besides the confidential staff members who are required to be notified, no one else will know your child's personal medical information. We ask that you refrain from telling other members of the Orinda USD community about the diagnosis in order to protect your child's privacy.

Please make sure your child isolates at home. We recommend all household members try to keep six (6) feet apart if possible, and wear masks. Make sure your child drinks plenty of water and rests. Practice safe hand hygiene; all members of the household should wash their hands with soap and water for 20 seconds at least.

Current studies on COVID-19 in children suggest that many children will have no symptoms or very mild symptoms of illness. Children and adults who have COVID-19 but do not have any symptoms can still transmit the virus. This means that your child should stay in isolation for the full 10 days to avoid spreading the COVID-19 to anyone else.

Your student may be allowed to resume normal activities after 10 days have passed since the first symptoms began, if s/he has had no symptoms for at least 24 hours. If your child was asymptomatic, s/he may come back after 10 days have passed since the test date.

If you have any questions or concerns, please don't hesitate to contact us. The safety and health of our students and community are our main goals. We appreciate your cooperation.

Sincerely,

Glory Lane, RN, BSN, PHN
District Nurse
925-258-6219

Leni Kaku, RN, DNP, FNP-BC
District Nurse
925-258-6408



Orinda Union School District

8 Altarinda Road • Orinda • California 94563 • (925) 254-4901 • FAX (925) 254-5261

[Date]

Dear [Name of Staff Person]:

It has come to our attention that a person at [Name of School] has recently been diagnosed with COVID-19. COVID-19 is a disease caused by the SARS-CoV-2 virus and is spread from person to person through contact with respiratory secretions from the infected individual. People who spend 15 minutes or longer within six feet of a person infected with COVID-19 are considered exposed and at risk of contracting COVID-19.

Orinda Union School District is working closely with Contra Costa Health Services to address this situation. We are identifying students and staff who may have been exposed to the infected individual. Records indicate that you may have been exposed to this individual. Therefore, you need to quarantine for 10 days from the last date that you were exposed, [fill in date]. Please view home quarantine instructions for close contacts for more details on home quarantine: <https://www.coronavirus.cchealth.org/for-covid-19-patients>. You will also receive a call from our Contact Tracing Team.

If you are having any symptoms of COVID-19 listed below, please see your healthcare provider right away:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Please know that we are here to support you and are happy to answer any questions you may have. For more information, please visit <https://www.coronavirus.cchealth.org/>.

Sincerely,

Glory Lane, RN, BSN, PHN
District Nurse
925-258-6219

Leni Kaku, RN, DNP, FNP-BC
District Nurse
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8 Altarinda Road • Orinda • California 94563 • (925) 254-4901 • FAX (925) 254-5261

[Date]

Dear [Name of Staff Person]:

It has come to our attention that you have recently been diagnosed with COVID-19. COVID-19 is a disease caused by the SARS-CoV-2 virus and is spread from person to person through contact with respiratory secretions from the infected individual. People who spend 15 minutes or longer cumulatively within six feet of a person infected with COVID-19 are considered exposed and at risk of contracting COVID-19. If you have not already identified the individuals with whom you came into close contact, please call the Orinda Union School District Nurses immediately at (925) 258-6219 or (925) 258-6408.

We have notified Contra Costa Health Services, as is required by our county, that you have tested positive for COVID-19. Your confidentiality is a priority and therefore besides the confidential staff members who are required to be notified, no one else will know about your personal medical information. We ask that you refrain from telling coworkers and other staff members of your diagnosis in order to protect your privacy.

Please stay at home and isolate yourself from others. If you have other household members, we recommend trying to stay six (6) feet apart and wearing your mask. Drink plenty of water, and make sure to rest. Practice safe hand hygiene, and wash your hands with soap and water for 20 seconds at least.

You may be allowed to resume normal activities and come back to campus after 10 days have passed since your first symptoms began, if you have had no symptoms for at least 24 hours. If you were asymptomatic, you may come back after 10 days have passed since you took your test.

If you have any questions or concerns, please don't hesitate to contact us. Your safety and health, as well as the safety and health of our entire community, are our main goal. We appreciate your cooperation. For more information, please visit <https://www.coronavirus.cchealth.org/>.

Sincerely,

Glory Lane, RN, BSN, PHN
District Nurse
925-258-6219

Leni Kaku, RN, DNP, FNP-BC
District Nurse
925-258-6408

Carolyn E. Seaton, Ed.D.
Superintendent of Schools



Board of Trustees

Carol Brown
Liz Daoust
Cara Hoxie
Jason Kaune
Hillary Weiner

Orinda Union School District

8 Altarinda Road • Orinda • California 94563 • (925) 254-4901 • FAX (925) 254-5261

[Date]

Dear Parent or Guardian of [Name of Student] or Dear [Name of Staff Member]:

It has come to our attention that a person at [Name of School] has recently been diagnosed with COVID-19. COVID-19 is a disease caused by the SARS-CoV-2 virus and is spread from person to person through contact with respiratory secretions (mucus from the nose and mouth) from the person who is sick. People who spend 15 minutes or longer within six feet of a person infected with COVID-19 are considered exposed and at risk of contracting COVID-19.

Orinda Union School District is working closely with Contra Costa Health Services to address this situation. We are identifying students and staff who may have been exposed to the infected individual and requiring these people to quarantine for 10 days from the time of their last exposure. Records indicate that [you have **not** been] [your child has **not** been] exposed to COVID-19, and we are **not** recommending testing or quarantining at this time. If at any time the situation changes, we will let you know immediately.

For more information, please visit <https://www.coronavirus.cchealth.org/>.

Sincerely,

Glory Lane, RN, BSN, PHN
District Nurse
925-258-6219

Leni Kaku, RN, DNP, FNP-BC
District Nurse
925-258-6408

E. Community Compact

Orinda USD COVID-19 Community Compact 2020-2021

Orinda USD 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 move toward the safe reopening of our physical school sites, we are calling upon the entire community to help us maintain the safety and health of our schools through responsible actions. Although the risk of viral transmission cannot be completely eliminated, it can be mitigated significantly by a community compact between all stakeholders. Consistent with [Orinda USD's Strategic Direction](#) to cultivate ethical and respectful citizens, we request that all Orinda USD students, staff, and families pledge to follow the guidance outlined below.

Before staff, students, and families arrive at Orinda USD school sites, they will:

- Perform a self-assessment of COVID-19 symptoms and remain at home if any symptoms are present (congestion/runny nose, nausea/vomiting/diarrhea, sore throat, headache, fatigue, muscle/body aches, cough, difficulty breathing, loss of taste/smell, fever of 100° F or higher).
- Complete symptom check on the Frontline app.
- Alert the school site immediately if a student, staff member, or close family member tests positive for COVID-19 OR has been exposed to someone with COVID-19 symptoms or a confirmed/suspected case.
- Consult with a healthcare provider about testing recommendations if a student, staff member, or family member in one's household has had close contact (closer than 6 feet for a total of 15 minutes or more over a 24 hour period) with someone who has COVID-19.
- Wear a mask in public, avoid large gatherings or gatherings where attendees are not practicing appropriate safety measures, stay at least 6 feet from other people who are not in one's household, maintain appropriate handwashing and hygiene practices, and otherwise consistently abide by county and state guidance for physical distancing, mask wearing, and hygiene.

When staff, students, and families are on Orinda USD school sites, they will:

- Maintain physical distance of 4 feet between students and 6 feet between teachers and staff or students and adults.
- Wear face masks with two or more layers that cover the nose and mouth at all times. See the [CDC guidance](#) for more details on appropriate mask wearing.
- Wash or sanitize hands appropriately when they arrive on campus and frequently throughout the day (before and after eating, using the restroom, etc.).
- Avoid sharing food, supplies, materials, etc.
- Follow individual school procedures for drop off, pick up, and moving throughout the school campuses.

Consistently, staff, students, and families will:

- Avoid higher-risk travel outside the Bay Area while working/learning on campus or 14 days before a scheduled return to campus. [Higher-risk travel](#) includes traveling to areas with higher positivity rates and/or interactions within 6-feet of individuals outside of one's household if masks are not worn at all times, especially indoors or in groups (e.g., air travel or large social gatherings such as weddings or parties).
- Inform the school and consider a 14-day self-quarantine per [CDC recommendations](#) if higher-risk travel outside the Bay Area is unavoidable. This is not a requirement for returning to in-person instruction but is recommended.
- Obtain testing via a district facilitated site or through your own healthcare provider.
- Observe routine medical practices, e.g., routine annual checkups, immunizations, and flu vaccines (**It is highly recommended that everyone gets a flu vaccine this year**).

We are collectively responsible for the common good of our local community and greater world. Orinda USD 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 (including the [OPEN](#) plan). Thank you for your ongoing help and support in reopening our school sites and allowing them to remain open.

This form is being completed for a/an (check the appropriate box):

- ☐ Student
- ☐ Orinda USD Certificated or Classified Staff Member

School/Work Site (check the appropriate box):

- ☐ Del Rey
- ☐ Glorietta
- ☐ OIS
- ☐ Sleepy Hollow
- ☐ Wagner Ranch
- ☐ District Office
- ☐ Multiple (Two or More) Sites

Print Student or Staff Member's LAST NAME

Print Student or Staff Member's FIRST NAME

Parent/Guardian or Employee Signature

Date

Student Signature

Date