



Pine Hill School
1325 Bouret Drive
San Jose, CA, 95118
(408) 979-8210

Waiver Application

Reopening Plan

I

Cleaning and Disinfection

Cleaning and Disinfection

General Policy

- On a daily or more frequent basis, campus will be cleaned according to the CDC Guidelines for Cleaning and Disinfecting Your Facility.
- The playground structure will be sanitized each morning before students arrive, and prior to the first scheduled school lunch period.
- The cleaning schedule will be maintained by the Facilities Manager.
- Lunch tables will be sanitized after each student group completes their lunch (i.e. When Edison finishes lunch, the tables will be sanitized before the Newton lunch period begins).

Facilities Cleaning and Disinfection Schedule:

School facilities, offices and all classrooms shall be cleaned, disinfected and sanitized daily, Monday-Friday from 2AM-6AM

Classroom Cleaning and Disinfecting during school

- All classrooms will contain cleaning supplies for immediate use.
- Students will sanitize (or wash with soap and water) upon entry into any classroom.
- Facility maintenance personnel will be present on campus during the school day to immediately respond to any cleaning or disinfecting issue.

II

Small, Stable Cohorting

Pine Hill Classroom Cohorts

Facts: Pine Hill School San Jose is authorized to serve up to 108 students on our San Jose campus.

Current elementary enrollment: 20 students

Number of current elementary classrooms: 3

The maximum number of students per homeroom is limited to 12 students.

Issue: Re-opening under Santa Clara County Waiver Requirements

Rules for Cohorts (Classrooms) under Waiver Conditions: Per Santa Clara County Public Health Department standards, the following is in effect for the reopened campus:

- 1) Students in grades 1-6 will be allowed on campus.
- 2) Classrooms (cohorts) will be self-contained (All students physically attending will remain in their homeroom peer group throughout the entire school day).
- 3) Classrooms are limited to no more than 12 students and two staff members per room. One-One staff is allowed for students with that service in their IEP. Additional 1 on 1 staff may be required to facilitate the education and behavior of students within our classrooms, as reflected in our students IEPs. These staff will not be counted towards the total staff members assigned to the room.
- 4) Students will enter the classroom individually, maintaining social distancing of a minimum of 6 feet.
- 5) All classroom student areas are organized to ensure a minimum of 6 feet distance between each student desk.
- 6) Student recesses and breaks will be done on a class-by-class basis.
- 7) Lunch will be provided on a class-by-class basis.
- 8) No breakfasts or lunches will be served within the school cafeteria. Students will receive their meals outside of the cafeteria, and be allowed
- 9) to eat with their cohort either in their homeroom or at an outside location where minimum six-foot distancing occurs.

III

Entrance, Egress, and Movement within the School

Entrance, Egress, and Movement within the School

Arrival and Departure:

Pine Hill School will utilize limited entrances and modes of exit so to be able to best monitor the staff, parents, students and visitors that come on campus, so to properly supervise and document all individuals who come on campus

By way of signage both on the ground and marked above ground Pine Hill will ensure social distancing measures are followed at the designated entrances and exits of the school so to decrease crowding at these points

At time of arrival: Staff members and visitors will self-attest by:

1. Sanitizing hands
2. Take temperature
3. Review Screening Questionnaire
4. Sign attestation if they meet the requirements of 'no' answers and a temperature at or below 100°F
5. Sanitizing hands.

Any staff member or visitor will be denied access and sent home with 'Action Form.'

At time of arrival: All students will sanitize hands and have temperature checked by staff member upon arrival. Any student with a temperature at or above 100°F will be denied admittance, and temporarily moved to our quarantine area while they wait to be picked up from site. They will be sent home with an 'Action Form', which will document their status and provide steps to take to return to school.

Parents will pick-up/drop-off their students in the designated areas and avoid coming on to campus to do so, dropping them off right outside of it so to decrease the lines that may develop during the start and end of the day. Parents are strongly encouraged to stay self-contained in their vehicles as they wait for their students, although not mandated.

Parents must wear masks during drop-off and pick-up

Parents who do need to come on to campus will follow associated campus protocol for all visitors

Classrooms at Pine Hill will be self-contained within their designated classroom setting and will not mix with other cohorts

All staff and students will receive training on protocols for physical distancing for both indoor and outdoor spaces.

Staff members will be assigned to the same group of students throughout the entire day and will not interchange between these groups

Students work locations as well as eating locations shall be 6 feet apart from each other

staff will accommodate various means of turning in work and passing material out to students in order to limit contact.

Signage will be posted reminding students and staff about physical distancing in prominent locations throughout each school campus.

Schools will only allow necessary visitors on the campus and limit the number of students and staff who come into contact with them. No volunteers will be utilized and visitors will be encouraged to communicate with the school through phone, email, or other distancing protocol.

Visitors: To limit the potential for spread of Covid-19, parent classroom visits and observations are suspended until further notice. The school Principal, or designee, may except this policy on a case-by-case basis. If granted, visits shall be no longer than 30 minutes, the visiting parent/guardian shall comply with all school personnel requests and directions, maintain a minimum distance of 6 feet from any student, wear a mask, and shall not interact with any student(s).

Physical education shall follow the same social distancing protocols as implemented inside classroom settings, as well as the separation of classes and with appropriate distancing measures within the groups to the extent practical.

Transportation:

Pine Hill School Vehicle and Transportation Services COVID Response Policy:

Following County and State Guidelines, Pine Hill will be implementing policy and procedure to ensure the utmost safety of our students and staff. Our Vehicle and Transportation Services will adhere to the most up to date guidance distributed from the Public Health Department of Santa Clara County, The California Department of Education (CDE) and the California Public Health Department.

Pine Hill Vehicle and Transportation Service staff will be disinfecting the vehicles, whether van or bus, entirely before and after any students and/or staff are transported.

Pine Hill Vehicle and Transportation Service staff will be checking the temperature of all students and staff **before** they enter a Pine Hill vehicle. Any student or staff temperature checked at more than 100 degrees F, will not be allowed to enter any Pine Hill vehicle. Drivers are not allowed to make judgement calls to determine the cause of a temperature being inadmissible (>100F).

Pine Hill Vehicle and Transportation Service staff will ensure all students and staff upon entering a Pine Hill vehicle sanitize their hands, have an appropriate face mask and that it is worn correctly. Any students who refuse to follow these procedures maybe excluded from transportation services that day.

Pine Hill School Vehicle and Transportation Services will regularly consult state and county guidance as to assess the need to reduce or heighten these precautionary procedures and policy.

IV

Face Coverings and Other Essential Protective Gear

Face Coverings and Protective Gear

Classrooms: ALL classrooms are equipped with high-efficiency particulate air (HEPA) Filters.

Staff: ALL staff are required to wear face masks at all times when on campus except when eating/drinking, or isolated in their classroom/office. This includes inside or outside of the classroom setting, and in common areas such as school offices.

Students: ALL students are required to wear face masks at all times when on campus except when eating/drinking. This includes inside or outside of the classroom setting, and in common areas such as school offices.

Students excluded from face covering requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering.

Visitors: To limit the potential for spread of Covid-19, parent classroom visits and observations are suspended until further notice. The school Principal, or designee, may except this policy on a case-by-case basis. If granted, visits shall be no longer than 30 minutes, the visiting parent/guardian shall comply with all school personnel requests and directions, maintain a minimum distance of 6 feet from any student, wear a mask, and shall not interact with any student(s).

V

Health Screenings for Students and Staff

Health Screenings

All students and staff will be screened for symptoms each day. Staff will complete a screening form and students will be screened at-home, prior to arrival and again in a visual check once students arrive on campus.

Thermometers will be available for staff as needed, cleaned regularly, and staff will follow safety guidelines as outlined when taking student temperatures.

Pine Hill has an isolation room or area to separate anyone who exhibits COVID-19 symptoms.

Any students or staff exhibiting symptoms will immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, schools will call 9-1-1 without delay.

Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher will be sent home immediately until testing and/or medical evaluation has been conducted.

Parents will be immediately notified if a student has a fever and be required to pick up the child within 30 minutes.

At time of arrival: Staff members and visitors will self-attest by:

1. Sanitizing hands
2. Take temperature
3. Review Screening Questionnaire
4. Sign attestation if they meet the requirements of 'no' answers and a temperature below 100°F
5. Sanitizing hands.

Any staff member or visitor will be denied access and sent home with 'Action Form.'

At time of arrival: All students will sanitize hands and have temperature checked by staff member upon arrival. Any student with a temperature at or above 100°F will be denied admittance and sent home with an 'Action Form.'

Health Screenings for All Persons Procedure

- 1) Temperature check (100° or above will be denied entrance).
- 2) Completely hand sanitize.
- 3) Mask check to ensure wearing of a facemask.
- 4) Read Posted Questionnaire & Sign Attestation (*except students)

Staff members and visitors will self-attest by:

1. Sanitizing hands
2. Take temperature
3. Review Screening Questionnaire
4. Sign attestation if they meet the requirements of 'no' answers and a temperature below 100°F

Questionnaire

1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?	
Yes - STAY HOME and seek medical care.	
2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.	
Yes - STAY HOME and seek medical care and testing.	
3. a) Have you had any one or more of these symptoms today or within the past 3 days?	
• Fever or Chills	• Shortness of breath or difficulty breathing.
• Cough	• Loss of taste or smell
b) Have you had any one or more of these symptoms today or within the past 3 days that are new or not explained by another reason?	
• Muscle or body aches	• Headache
• Fatigue	• Sore throat
• Nausea, vomiting, or diarrhea	
Yes - STAY HOME and seek medical care and testing.	

VI

Healthy Hygiene Practices

Healthy Hygiene Practices

- All students will be trained on hand washing, cough and sneeze etiquette, and expected and healthy hygiene practices at all grade levels.
- Students shall be encouraged and allowed to wash or disinfect hands frequently (upon entering, exiting, before and after shared materials).
- Students and staff should wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or electives; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application.
- Provide adequate cleaning and washing supplies to support healthy hygiene (including soap, tissues, no-touch trashcans, face coverings, and hand sanitizer (with at least 60 percent ethyl alcohol) for staff and students who can safely use hand sanitizer. Children under age 9 will only use hand sanitizer under adult supervision. Staff will call Poison Control if consumed: 1-800-222-1222.
- Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Access to shared environments like playgrounds, benches, water fountains, shall be closely monitored and cleaned after use.
- Teachers shall monitor air flow in classrooms. Classroom doors should remain closed during class sessions, and locked so that no intruders may enter from outside of the classroom. If a teacher determines there is a need for fresh air in the classroom, they may open their classroom door for a minimal amount of time (not to exceed 5 minutes) to allow for airflow.
- All non-essential items should be removed from classrooms rooms. Each teacher shall decide what is essential in their classroom environment.

- Lunch tables will be sanitized after each student group completes their lunch (i.e. When Edison finishes lunch, the tables will be sanitized before the Newton lunch period begins).
- Students will be encouraged and instructed not to share classroom textbooks, supplies, or materials. If shared however, shared items will be cleaned and disinfected between uses.
- Signage will be posted in high visibility areas to remind students and staff of proper technique and other hygiene techniques.

VII

Identification and Tracing of Contact

COVID-19 Contact Tracing Protocol:

If an employee or student tests positive for COVID-19 it is important that we mitigate the spread of the virus through contact tracing. Affected employee will need to:

1. Self-isolate in accordance with Second Start’s Covid-19 Exposure Protocol; and
2. Provide a list of anyone who has been within 6 feet of the infected person for 15 minutes or more, as they are at risk.

Second Start will:

1. Notify and staff or parents of students who meet criteria for possible exposure; and
2. Notify the County Public Health Department and any other required for reporting and additional contact tracing support; and
3. Start an investigation to determine if COVID-19 exposure happened at our location; and
4. Contact workers compensation provider to initiate a potential claim (if staff member); and
5. May have to notify Cal-OSHA depending on the outcome of the investigation.

Contact Tracing Contacts Pine Hill School

Contact Tracing of Staff Members - Monica Gorham	4089798210 ext. 212 monicag@secondstart.org
Contact Tracing of Students - Nick Schlick	4089798210 ext. 200 nicks@secondstart.org

Students Exhibiting Symptoms or Suspected of Having Covid-19

Students will be monitored for symptoms of Covid-19. Any student exhibiting symptoms of Covid-19 or suspected of having Covid-19 will be isolated, the parent/guardian will be notified, and the parent/guardian will be required to pick the student up from school immediately if deemed unsure or possibly related to having COVID-19. If the student receives a transportation service, they will not be allowed to utilize the service to return home.

Following are symptoms of Covid-19 as defined by health and medical experts:

- 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
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Please note that the above symptoms may be the result of something non-Covid-19 related (such as shortness of breath after running, fever due to a common flu, or runny nose due to allergies, etc.). It is important that parents, guardians, and caregivers report such information to the school.

On-Campus Procedure for Students Exhibiting Symptoms or Suspected of Having Covid-19

- 1) If a student is exhibiting symptoms of Covid-19 or suspected of having Covid-19 they will be isolated in a separate location on campus.
- 2) A temperature check will occur in the isolation area.
- 3) Staff will remain with the student to monitor the student.
- 4) Parent/Legal Guardian will be notified by the school, and instructed to pick their child up.
- 5) Pine Hill will document the isolation. This documentation is called an 'Action Form'. One of which is sent home with the student/family and a copy of it will be kept on-site. At a minimum the documentation will include:
 - a. Symptom(s) exhibited that required the isolation.
 - b. Beginning time of isolation.
 - c. Temperature recorded during isolation.
 - d. Time of call to parent/legal guardian (or parent/legal guardian authorized contact that is allowed to pick their child up from school)
 - e. Any unique activity during isolation (i.e. restroom break, additional symptoms, student comments related to illness).
 - f. Time parent picked up their child.
- 6) If required by directive, statute, or law, Pine Hill will disclose required information to the appropriate reporting agency (i.e. the local health officer, the Santa Clara County Department of Health, contact tracers, etc.).
- 7) The student will not be allowed to return to school until such time that a physician, or health officer finds upon examination that the student is not suffering from a communicable disease. The parent/legal guardian shall submit a certificate to this effect to the school authority who shall readmit the student.

**Procedure for Students that Have Contracted, or Had Contact with Someone
Who Has Covid-19**

- 1) Students that have a confirmed case of Covid-19 or have had contact with someone who has a confirmed case of Covid-19 shall not attend school, and shall not return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved, and 10 days since symptoms first appeared.
- 2) If required by directive, statute, or law, Pine Hill will disclose required information to the appropriate reporting agency (i.e. the local health officer, the Santa Clara County Department of Health, contact tracers, etc.).
- 3) The student will not be allowed to return to school until such time that a physician, or health officer finds upon examination that the student is not suffering from a communicable disease. The parent/legal guardian shall submit a certificate to this effect to the school authority who shall readmit the student.

VIII

Physical Distancing

Physical Distancing

Staff will maintain six feet or more of distance between one another while on the school campus. Staff

Pine Hill will adopt procedures to ensure staff can maintain six feet or more of distance from any necessary visitors and students, within practical reason.

All staff meetings, professional development training and education, and other activities involving staff will be conducted only when absolutely necessary for school functioning. If possible, meetings will be conducted via video or phone conference. If in-person attendance is necessary, these activities will occur with appropriate physical distancing.

Food Service

Physical distancing will be followed for Food Service Workers.

All requirements will be followed for the County's Department of Environmental Health to prevent transmission of COVID-19 in food facilities.

Students will be encouraged to bring their own snacks, drinks and lunches.

Free and Reduced students will have access to the normal food program.

Students will eat all meals in designated eating areas or outdoors when practicable.

Students will store all food items in designated storage containers.

Electives, Extracurricular Activities, Athletics, and School Events

During this phase of reopening electives will be self-contained within each classroom.

There will be no extracurricular activities, or other school events.

Physical Education:

During this time, no activities requiring contact or close proximity will occur. Students will remain in their cohort, and participate in outdoor activities such as walking or stretching (while maintaining physical distancing of a minimum of 6 feet).

Physical education shall follow the same social distancing protocols as implemented inside classroom settings, as well as the separation of classes and with appropriate distancing measures within the groups to the extent practical.

General Physical Distancing Guidelines

Parents will pick-up/drop-off their students in the designated areas and avoid coming on to campus to do so, dropping them off right outside of it so to decrease the lines that may develop during the start and end of the day. Parents are strongly encouraged to stay self-contained in their vehicles as they wait for their students, although not mandated.

Parents must wear masks during drop-off and pick-up

Parents who do need to come on to campus will follow associated campus protocol for all visitors

Classrooms at Pine Hill will be self-contained within their designated classroom setting and will not mix with other cohorts

All staff and students will receive training on protocols for physical distancing for both indoor and outdoor spaces.

Staff members will be assigned to the same group of students throughout the entire day and will not interchange between these groups

Students work locations as well as eating locations shall be 6 feet apart from each other

staff will accommodate various means of turning in work and passing material out to students in order to limit contact.

Signage will be posted reminding students and staff about physical distancing in prominent locations throughout each school campus.

Schools will only allow necessary visitors on the campus and limit the number of students and staff who come into contact with them. No volunteers will be utilized and visitors will be encouraged to communicate with the school through phone, email, or other distancing protocol.

Visitors: To limit the potential for spread of Covid-19, parent classroom visits and observations are suspended until further notice. The school Principal, or designee, may except this policy on a case-by-case basis. If granted, visits shall be no longer than 30 minutes, the visiting parent/guardian shall comply with all school personnel requests and directions, maintain a minimum distance of 6 feet from any student, wear a mask, and shall not interact with any student(s).

Pine Hill School Vehicle and Transportation Services COVID Response Policy:

Following County and State Guidelines, Pine Hill will be implementing policy and procedure to ensure the utmost safety of our students and staff. Our Vehicle and Transportation Services will adhere to the most up to date guidance distributed from the Public Health Department of Santa Clara County, The California Department of Education (CDE) and the California Public Health Department.

Pine Hill Vehicle and Transportation Service staff will be disinfecting the vehicles, whether van or bus, entirely before and after any students and/or staff are transported.

Pine Hill Vehicle and Transportation Service staff will be checking the temperature of all students and staff **before** they enter a Pine Hill vehicle. Any student or staff temperature checked at more than 100 degrees F, will not be allowed to enter any Pine Hill vehicle. Drivers are not allowed to make judgement calls to determine the cause of a temperature being inadmissible (>100F).

Pine Hill Vehicle and Transportation Service staff will ensure all students and staff upon entering a Pine Hill vehicle sanitize their hands, have an appropriate face mask and that it is worn correctly. Any students who refuse to follow these procedures maybe excluded from transportation services that day.

Pine Hill School Vehicle and Transportation Services will regularly consult state and county guidance as to assess the need to reduce or heighten these precautionary procedures and policy.

IX

Staff Training and Family Education

Staff Training and Education

Pine Hill School will regularly review, implement and disseminate guidance based on the Santa Clara County Public Health Department and The State of California.

These measures after being reviewed shall be shared with parents via letters sent via mail and email, as well as posted and updated regularly to our schools website at Secondstart.org

Pine Hill's website will be a key and valued resource for our parents, students, staff and district partners as we navigate through the COVID-19 times.

Resources shall be made available, as well as contacts to the appropriate venues determined by local and state health officials.

X

Testing of Students and Staff

Testing of Students and Staff

Staff and students will be required to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.

Staff will be tested periodically, as testing capacity permits and as practicable. Schools will consider recommended testing frequency identified by the State, including testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.

If a student is exhibiting symptoms of Covid-19 or suspected of having Covid-19 they will be isolated in a separate location on campus.

A temperature check will occur in the isolation area.

Staff will remain with the student to monitor the student.

Parent/Legal Guardian will be notified by the school, and instructed to pick their child up.

Pine Hill will document the isolation. This documentation is called an 'Action Form'. One of which is sent home with the student/family and a copy of it will be kept on-site. At a minimum the documentation will include:

- a. Symptom(s) exhibited that required the isolation.
- b. Beginning time of isolation.
- c. Temperature recorded during isolation.
- d. Time of call to parent/legal guardian (or parent/legal guardian authorized contact that is allowed to pick their child up from school)
- e. Any unique activity during isolation (i.e. restroom break, additional symptoms, student comments related to illness).
- f. Time parent picked up their child.

If required by directive, statute, or law, Pine Hill will disclose required information to the appropriate reporting agency (i.e. the local health officer, the Santa Clara County Department of Health, contact tracers, etc.).

The student will not be allowed to return to school until such time that a physician, or health officer finds upon examination that the student is not suffering from a communicable disease. The parent/legal guardian shall submit a certificate to this effect to the school authority who shall readmit the student.

XI

Triggers for Switching to Distance Learning

Triggers for Switching to Distance Learning

School closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer.

School closure may be appropriate when there are multiple cases in multiple cohorts at the school or when at least 5 percent of the total number of teachers/student/staff are positive cases within a 14-day period, depending on the size and physical layout of the school.

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

If a school is closed for in-person learning, it may reopen:

- after 14 days and the following have occurred:
 - a) Cleaning and disinfection
 - b) Consultation with the local public health department

XII

Communication Plans

Communication Plans

- If a student or staff member is a close contact to a case, the student's parent/guardian or staff member is expected to report this to the site administrator immediately, and the student or staff is excluded from the cohort.
- The cohort remains open for in-person instruction.
- If the student or staff member has a household member who is COVID-19 positive, all household members of the COVID-19 case must quarantine, monitor symptoms, and contact their health care providers to schedule testing. If there are household members who attend other schools/programs, they must be excluded from the school/program, and the other school/programs should be notified by the site administrator.
- All families of students and staff members of the cohort should be notified that a student or staff member has a household member or other close contact that has tested positive for COVID-19.
- The site administrator should gather information regarding any other individuals on campus who the student or staff member was in close contact with and forward this information to the County of Santa Clara Public Health Department (by emailing coronavirus@phd.sccgov.org and calling (408) 885-4214).
- The Public Health Department will advise of any additional next steps.