



MAKING EDUCATION  
A COMMUNITY PASSION

# INDIGO SCHOOL OPENING GUIDEBOOK

**2020-2021**

*Guidelines, Resources, and Best Practices for the Safe  
Opening of Oak Grove Schools during COVID-19*

# PREFACE

## OF SCHOOL OPENING GUIDE



This document has evolved over the past several months and has been revised based on changing public health guidelines, surveys and input from families and staff, and ongoing staff review.

Oak Grove School District (OGSD) staff have been working within and across departments, as well as with the bargaining groups (OGEA, CSEA, AFSCME) to develop plans to safely and effectively open our schools.

In light of the Governor's "Resilience Roadmap," the California Department of Public Health (CDPH) guidelines, and the most recent Santa Clara County Health Orders, this guidance serves to provide Oak Grove schools and families with information related to opening school facilities that will serve students in the 2020-2021 school year.

Please note that this guidance is based on current knowledge of how COVID-19 is transmitted. The guidebook will continue to be updated based on information from the Centers for Disease Control, California Department of Public Health and Santa Clara County Public Health orders.

We know there are unique challenges facing each school site and their respective communities. It is the hope of District Administration that this School Opening Guidebook will provide our stakeholders with ongoing information and transparent planning in an ever-changing, rapidly-evolving landscape. We know this school year will look different and require adjustments and flexibility. Our ultimate goal is to ensure our schools open safely and continue to provide a healthy learning environment for each and every student.

Thank you for your patience as we continue to plan for the opening of schools in these uncertain times.



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# MESSAGE

FROM MRS. GENVIEVE DORSEY,  
PRINCIPAL



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*"Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results."*

- Andrew Carnegie

Dear Indigo Families,

It is with great pleasure that I present our opening plans guidebook. This guidebook outlines the health and safety measures we will institute to ensure our return to campus is safe for students, staff, and families.

Oak Grove School District has been working tirelessly on our opening plans in the face of ever-changing health conditions and conflicting data and information. This plan has been developed with a constant focus on how to serve our students best while keeping students, staff, and families safe.

This document will help provide guidance to our staff and families around safely returning to in person learning. Accordingly, we will continue to update the plan based on the California Department of Public Health and County Public Health guidelines and local county orders. Our ultimate goal is to ensure our schools are safe and provide a healthy in person learning environment for each student.

It will be critical that we continue to monitor the CA Department of Public Health and local directives to update plans to ensure the return to in person learning where schools provide a safe and healthy environment for students and staff. One of the greatest concerns during school closures has been the impact on students' emotional well-being. Indigo takes great pride in creating socially and emotionally safe environments.

We will amplify our efforts to ensure students feel connected, valued and have opportunities to learn collaboratively. We understand that this return to school will come with a myriad of mixed feelings after being separated for so long. Through the continued use of Positive Discipline practices, such as morning meetings and class meetings, we will continue to provide a nurturing environment where students feel a sense of belonging and significance by contributing to developing our new ways of being together. Our students with unique learning needs, as well as with IEPs, 504s and English learners, will continue to be provided with the necessary differentiated support to foster their individual success.

While we may need to limit parents' physical presence on campus, our goal will be to partner with parents for their child's education. We will continue to communicate regularly with our families and staff regarding our plans and changing health and safety protocols. Additionally, the PTA board and I, along with your input, will continue to re-invision the future of participation at Indigo as we navigate this new terrain. We want our parents to be as informed as possible when making the right decision for their children and family.

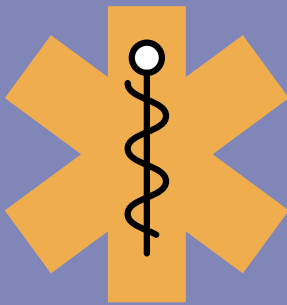


# VALUES

FOR OPENING SCHOOLS SAFELY



THESE CORE VALUES HAVE GUIDED THE WORK OF OAK GROVE'S SUPERINTENDENT, STAFF, ADMINISTRATORS AND TEACHERS TO ENSURE A SMOOTH AND SAFE 2020-21 SCHOOL YEAR FOR EACH AND EVERY STUDENT:



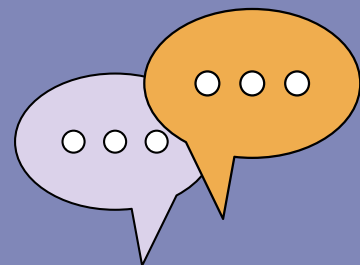
FOLLOW CALIFORNIA  
DEPARTMENT OF PUBLIC  
HEALTH (CDPH) GUIDELINES  
AND SANTA CLARA COUNTY  
PUBLIC HEALTH ORDERS



MAINTAIN AN  
INCLUSIVE,  
CARING, AND  
SUPPORTIVE  
SCHOOL CULTURE



ESTABLISH  
SYSTEMATIC  
PROTOCOLS FOR  
HEALTH AND SAFETY









TIMELY, FREQUENT  
COMMUNICATION  
AND  
TRANSPARENCY

# PATH TO OPENING

## TIMELINE

### Instructional Model Phases for 20-21

Oak Grove School District

	Phase 1	Phase 2	Phase 3
Elementary	Distance Learning 	Phase-in In-person Learning 	Full in person learning 
Intermediate	Distance Learning 	Distance Learning With ability to bring small groups on campus 	Full in person learning 

All grades are currently in phase one - distance learning. Tentatively phase two would start pending approval from the board and finalizing negotiations with labor organizations.

### Preventing COVID-19 Transmission by Age Group

#### Organizing Principle: Stable Cohorts

#### Organizing Principle: Physical Distancing and Face Coverings

Lower  
Elementary School

Upper  
Elementary School

Middle School/  
Junior High School

High School

- Less feasible to limit contact and wear face coverings
- More feasible to maintain stable cohorts
- Greater need for in-person and group-based instruction with close contact to support social-emotional and academic development

- More feasible to limit close contact and wear face coverings
- Less feasible to maintain stable cohorts
- Lesser need for in-person and group-based instruction with close contact to support social-emotional and academic development

### SCREENING AT HOME:

- 1. Within the last 10 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. Within the past 14 days, have you had close contact with someone who 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
- Cough
- Loss of taste or smell
- Shortness of breath or difficulty breathing

Yes – STAY HOME and seek medical care and testing.

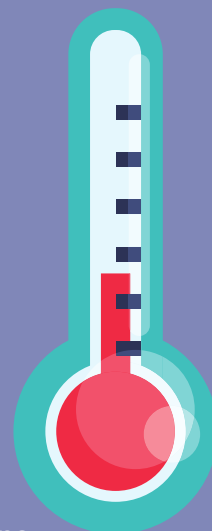
- b. Have you had any one or more of these symptoms today or within the past 3 days that are new or not explained by another reason?**

- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Nausea, vomiting, or diarrhea

Yes – STAY HOME and seek medical care and testing.

### ARRIVING AT SCHOOL:

- Arrival/departure times and campus entry points will be managed to allow for appropriate physical distancing.
- Physical barriers will be installed in areas where face-to-face interaction with the public occurs.
- School sites will have signage throughout campus to encourage physical distancing and proper sanitation.
- OGSD will work with Santa Clara County to identify testing opportunities and locations for school staff.





# HEALTH & SAFETY

WHAT TO EXPECT WHEN OPENING  
SCHOOL

AS WE OPEN...

## ARRIVING/DEPARTING SCHOOL:



BELL SCHEDULE  
TBD

# PERSONAL PROTECTIVE EQUIPMENT AND PROTOCOLS

- Staff and students will be trained on proper hand hygiene, including hand washing and use of hand sanitizer (**CDC: Handwashing: Clean Hands Save Lives**).
- Students will be instructed to wash or sanitize their hands upon arrival on to the campus, using the restroom, before/after eating and after recess.
- Handwashing and hand sanitizing for students will be reinforced daily with time allotted to wash hands regularly.
- Hand sanitizer stations will be available at all school sites.
- Students and staff will be instructed on protocols for coughing, sneezing, etc. while protecting others.
- Schools will limit sharing of supplies.
- Visual reminders will be provided and posted for staff and students.



## HAND HYGIENE

## PHYSICAL DISTANCING



- Sites will implement plans to ensure physical distancing, such as staggered start times for elementary, and reducing the number of students entering/exiting campus at the same time.
- Sites will design spaces with physical distancing in mind, which may include instruction outdoors or in larger areas and one-way traffic flow in hallways.
- Student work spaces will be arranged with consideration for maximum physical distancing, following public health recommendations.
- Teacher and other staff desks will be distanced at least six feet away from student desks.
- Group activities will be significantly limited, and off-site field trips will be suspended.
- Visual reminders will be provided and posted around campus.

# PERSONAL PROTECTIVE EQUIPMENT AND PROTOCOLS

- **Face coverings are required for ALL students Preschool-8th** (unless exempt), in order to provide additional protection for students and staff and prevent the spread of COVID-19. Students without masks will be provided with a disposable one to wear while at school.

## FACE COVERINGS



- Students who refuse to wear face coverings and do not have an exemption will be excluded from on-campus learning.
- Students with medical/sensory/cognitive/behavioral exemptions will not be required to wear a mask, but are strongly encouraged to utilize a face shield with neck drape if possible.
- Students will be instructed on proper face covering protocol. Parents are asked to familiarize their children with the use of cloth face coverings, including the importance of being careful not to touch their mask or areas of their face.
- Students will be asked to wear face coverings upon arrival to the school site, throughout the day in their classrooms, as they transition between classes, as they travel around campus, when they have less than 6 feet of distance between themselves and another student or staff member, and when they are dismissed.
- Students will be allowed to remove their masks to eat, or for any mask breaks designated by staff.
- All staff will be provided with face coverings and are required to wear face coverings unless prevented due to health conditions or instructional/communication needs.
- Visual reminders regarding face covering protocols will be posted for staff and students.

### CHILD'S AGE

Two Years or Younger

### FACE COVERING REQUIRED?

NO

Preschool through 8th grade

YES



# MAINTENANCE AND OPERATIONS

## SAFETY EQUIPMENT

OGSD is committed to securing additional safety equipment to maintain the cleanliness of campuses, including but not limited to:



### HAND SANITIZING STATIONS

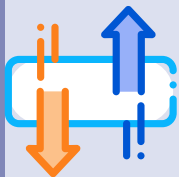
- Hand sanitizing stations will be located in common areas such as lunch areas, multi-purpose room, front offices, and priority locations identified by the principal.



### PERSONAL PROTECTIVE EQUIPMENT FOR STAFF

- The District will provide face masks for staff. All staff are required to wear fabric face coverings unless prevented due to health conditions or instructional/communication needs. In those instances, staff will be provided with a clear face shield. Additional disposable masks and gloves are also available, as needed.

### VENTILATION



- HVAC schedules will be set to run at least one hour before and after occupied hours.
- HVAC systems have been serviced and inspected across the District to ensure proper operation and circulation of outside air.
- Merv-13 filters will be installed at all school sites and replaced every 3 months.

### CLEANERS



- The district will provide mist disinfecting sprayers for every campus.
- The sprayers will enable custodial staff to more efficiently disinfect our campuses. The units spray a fine mist of disinfectant solution that is statically charged and then adheres to the surfaces in the room ensuring coverage. Detailed attention will be given to high-touch areas such as door handles, desktops, sink handles, handrails and restrooms throughout the day.
- Strict cleaning and disinfecting protocols will be in place throughout the school campuses. In classrooms, teachers and age-appropriate students will have access to non-toxic materials to maintain the cleanliness of their environment.

## OTHER SAFETY CONSIDERATIONS

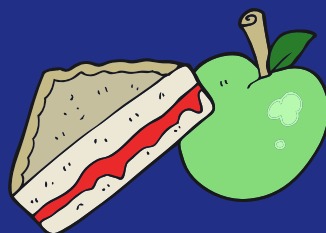
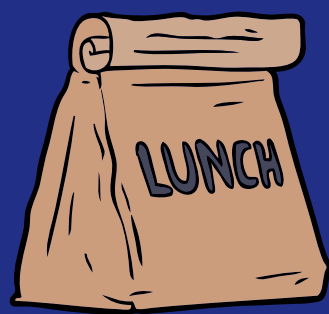
- Drinking fountains will be disabled. Students should bring their own water bottles and may refill their bottles at designated areas on campus.
- Breaks and recess will be staggered as feasible to allow maximum physical distancing.
- Only necessary visitors and volunteers will be permitted on campus and contact with staff and students will be limited. A face covering and symptom check are required.
- Campuses will follow guidelines developed by the CDPH for cleaning, disinfection, and ventilation of school sites as practicable.

## FREE SCHOOL MEALS ARE AVAILABLE TO ALL OGSD STUDENTS

The OGSD Child Nutrition Services Department is committed to meeting the nutritional needs of each and every student during the 2020-21 school year. The department has developed, and will adhere to, the following measures to ensure the overall health and safety of students who rely on OGSD's meal service. Food and Nutrition staff will follow safety guidelines set forth by the California Department of Public Health for handwashing, proper sanitation of work stations, physical distancing, and face coverings.

### GRAB & GO MEALS:

- Families can Grab and Go Meals for consumption at home. Grab & Go breakfast/lunch will be served daily.
- Reinforce health and safety protocols, including hand hygiene, physical distancing, wearing face coverings, gloves, and aprons.



## Pick-up meals daily from 12-1:30pm

# TRANSPORTATION

## BOARDING & DISEMBARKING



STUDENTS WILL COMPLETE A SELF-SYMPTOM CHECK PRIOR TO COMING ON BUS.

STUDENTS WILL LOAD FROM BACK OF BUS TO FRONT OF BUS AND DISEMBARK FROM THE FRONT OF BUS TO THE BACK.

SHOULD A STUDENT BECOME ILL DURING TRANSIT, THEY WILL BE ISOLATED IN A DEDICATED SEAT BEHIND THE DRIVER.

STUDENTS SHOULD PRACTICE PHYSICAL DISTANCING WHILE WAITING ON BUSES AT SCHOOL BUS STOPS AND STUDENT LOADING ZONES ON CAMPUSES.

## DISINFECTION & CLEANING



- OGSD Bus Drivers are being trained in the steps to properly disinfect.
- Drivers will perform disinfecting wipe down of high touch points following the AM runs and PM runs.
- Drivers have been directed to assure air flow for constant ventilation by means of AC, Windows or Roof Ventilation Hatches open.
- School bus windows will be open to ensure maximum ventilation, unless doing so poses a safety or health risk for current or subsequent occupants.

STUDENTS AND DRIVERS WILL BE REQUIRED TO WEAR FACE COVERINGS WHILE ON A OGSD BUS.

## FACE COVERINGS





# COVID-19 PROTOCOL & NOTIFICATION



What measures should be taken when a student, teacher, or staff member has symptoms, is in contact with someone infected, or is diagnosed with COVID-19? The following steps have been provided by the Santa Clara County Health Department.

**Table 1. Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts**

Scenario	Immediate Actions	Communication
<u>Scenario 1:</u> A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.00 or above.	<ul style="list-style-type: none"> <li>Student/staff sent home</li> <li>School administration notified</li> <li>Student/staff instructed to get tested</li> <li>Classroom remains open</li> </ul>	No action is needed
<u>Scenario 2:</u> A family member or someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19	<ul style="list-style-type: none"> <li>Student/staff sent home</li> <li>School administration notified</li> <li>Student/staff instructed to get tested around day 7 after exposure to case</li> <li>Student/staff instructed to quarantine, even if they test negative, for a full 14 days after date of last exposure to COVID-19 case</li> <li>Classroom remains open</li> <li>If student/staff tests positive during quarantine, see Scenario 3 below</li> </ul>	<p><i>Template Letters:</i></p> <p>Letter to Student/Staff Member who is a Close Contact of a COVID-19 Case</p> <p>AND</p> <p>Letter to Cohort Members (in Cohort Settings)</p>
<u>Scenario 3:</u> A student or staff member tests positive for COVID-19.	<ul style="list-style-type: none"> <li>Student/staff sent home if not already quarantined</li> <li>School administration notified</li> <li>Public Health Department notified</li> <li>Student/staff instructed to isolate for at least 10 days after symptom onset AND at least 24 hours after resolution of fever AND improvement in symptoms (If never symptomatic, isolate for 10 days after date of positive test.)</li> <li>School-based close contacts identified and instructed to test &amp; quarantine for 14 days                             <ul style="list-style-type: none"> <li>In stable classroom cohorts: entire cohort.</li> <li>In other settings: use seating chart, consult with teacher/staff</li> </ul> </li> <li>In cohort settings, classroom closes.</li> </ul>	<p><i>Template Letters:</i></p> <p><u>For Cohort Settings</u> Letter to the Student/Staff Member Who is a COVID-19 Case</p> <p>AND</p> <p>Letter to Cohort Members</p> <p><u>For Non-Cohort Settings</u> Letter to the Student/Staff Member Who is a COVID-19 Case</p> <p>AND</p> <p>Letter to Close Contacts</p>

## CONSIDERATIONS FOR PARTIAL OR TOTAL CLOSURE

Once schools reopen, schools are not required to close again if the county sees an increase in case rates or positive testing percentages. However, individual 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.

Individual school closure may occur when there are multiple cases in multiple cohorts at a school or when at least 5% of the total number of teachers/student/ staff are cases within a 14-day period. A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health officer.

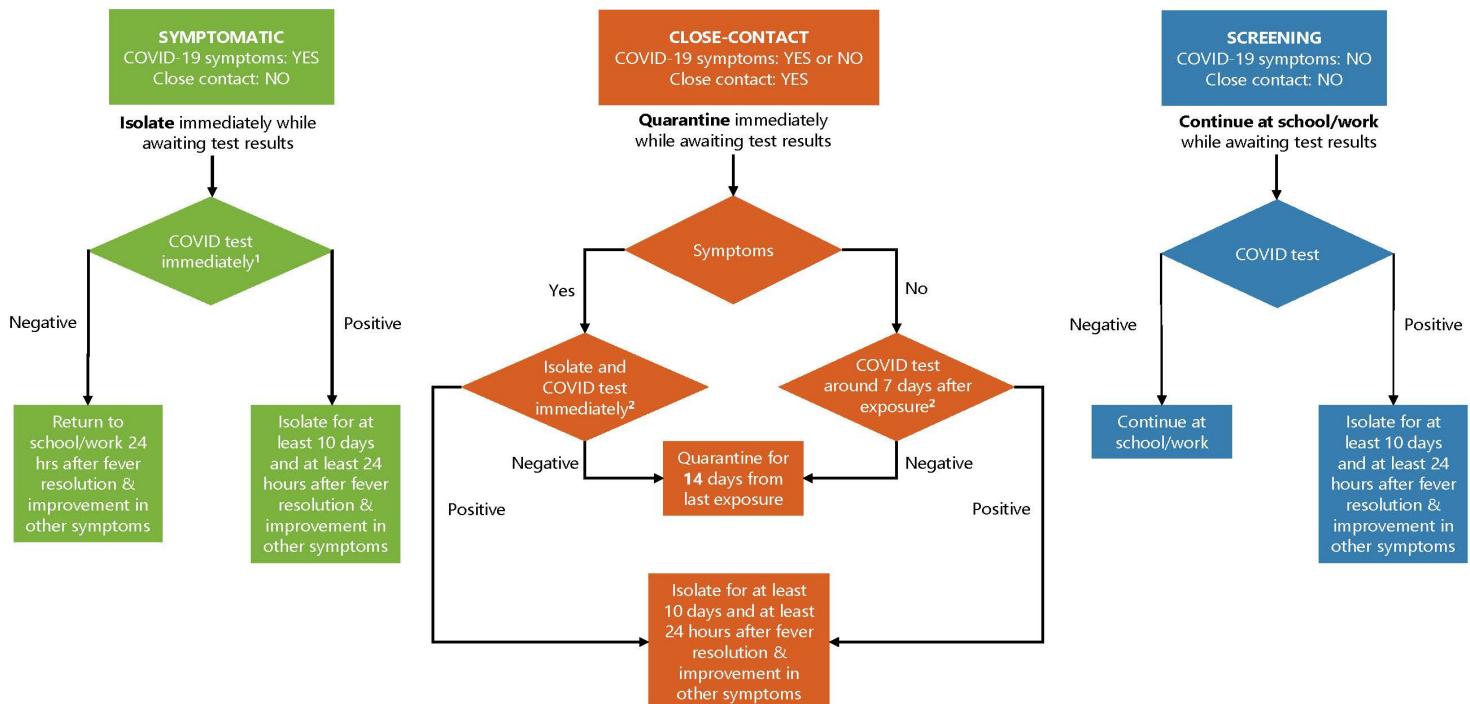
# COVID-19 SCHOOL DECISION TREE

Schools should refer to information from the [CDC](#) regarding COVID-19 transmission rates, spread, and treatment. Any actions will be determined in close partnership with local health officials on a case-by-case basis.

For additional guidance, please refer to this decision tree from Santa Clara County regarding decisions made at the site-level when assessing risk: in the event of COVID-19 exposure or if a student or staff member develops any one of the following signs or symptoms:

## TEST RESULT DECISION TREE

### Isolation and Quarantine Recommendations While Awaiting and After Receiving COVID-19 Test Results



1. If not tested, obtain medical note (explaining why not tested) OR follow instructions for positive case.

2. If test done earlier than 7 days after last exposure to case, repeat testing towards the end of the quarantine period. If not tested, quarantine for 14 days.

## WHAT HAPPENS TO LEARNING IF A CLASSROOM OR SCHOOL CLOSES?

If a classroom cohort or school needs to close, the students move to online learning with their existing teacher until they can return back to campus. When cleared to return, the students and teacher resume their on campus learning in person.

# SOCIAL-EMOTIONAL HEALTH



A top priority is the social-emotional well-being of our students.



## AS WE OPEN...

Oak Grove School District Staff and schools are committed to supporting the social-emotional wellness of each and every student, each and every day. Schools are offering resources to ensure the transition back to in person learning is as smooth as possible.

Now more than ever, we appreciate the partnership of families in helping create healthy environments for students during these challenging and unprecedented times. We are asking that schools and families work together to remain flexible and collaborative in assessing students' individual needs.

## MENTAL HEALTH SUPPORTS

**OGSD provides a wide variety of free resources to families. The focus of service is for students in grades Preschool-8th who may be experiencing any of the following: difficult situations at home or in school, depression, continued academic failure,**

**Families may be referred by school personnel, or can reach out directly by visiting our mental health webpage at:**  
<https://www.ogsd.net/apps/pages/mentalhealth>

## SOCIAL-EMOTIONAL SUPPORT MAY INCLUDE:

- Teachers will pay close attention to social-emotional learning in both in-person and virtual classrooms through our NEARPOD curriculum.
- Community resources, classes, and webinars for parents on COVID-19
- Crisis and Emergency Help Line: 1-888-724-7240
- Assistance with Pandemic-EBT (P-EBT) cards, CalFresh renewals
- Guidance for Youth in Transition (YIT) and Foster Care
- On-Campus/Virtual 504 meetings, counseling and referral services
- On-Campus/Virtual Special Education Services and IEP meetings
- Guidance for students and families who are English Language Learners
- Teacher office hours for additional support and instruction



# LEARNING MODELS



\*NOTE: ALL STUDENTS WILL BEGIN THE SCHOOL YEAR FULLY VIRTUAL; THE DISTRICT WILL ADOPT A PHASED-IN APPROACH TO OPENING SCHOOLS:



## Students Safely Learn Away from School

All students are engaged in learning through Comprehensive Distance Learning. Instruction occurs remotely with very limited exceptions for in-person supports.



## Students Safely Learn In School and Away from School

Student groups have access to in-person instruction using staggered schedules and/or prioritizing certain grades, courses, and/or programs, in accordance with public health requirements. On-Site instruction is supplemented by Comprehensive Distance Learning.



## Students Safely Learn In School

All students have access to in-person instruction in accordance with public health requirements.

Phase 1:  
Currently all  
grades PK-8  
on Distance  
Learning

Phase 2:  
Staggered  
return for  
PK-6

Phase 3: Full  
return to in  
person  
instruction  
for all grades

# PHASE 2 - STAGGERED RETURN

## Phase 2: Phase in Model for Elementary Sites



Teachers  
return to  
campus -

Two weeks  
prior to their  
students

PreK, TK, K  
students  
return to  
campus -

Week One

1st, 2nd  
grade  
students  
return to  
campus -

Week Three

3rd, 4th  
grade  
students  
return to  
campus -

Week Five

5th, 6th  
grade  
students  
return to  
campus -

Week Seven

**Note:** For Combo Classes, the grade level with the most students would follow that grade span start date.

Instructional Day is between  
8:00-12:30

TK, K and 1st Grades

Return  
4/26

2nd and 3rd Grades

Return  
5/3

4th - 6th and 8th  
Grades

Return  
5/10

All students will need to begin with their grade level. If a student is not able to attend in person instruction, the family must meet with the school site principal to determine next steps.

# SAMPLE SCHEDULE

## ELEMENTARY (PK-6)

Following is an example of a typical day. Please note that these are sample schedules and the times can vary from day to day as well as the time on and offline in order to serve students' developmental, social, academic, and emotional needs.



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# STAY CONNECTED

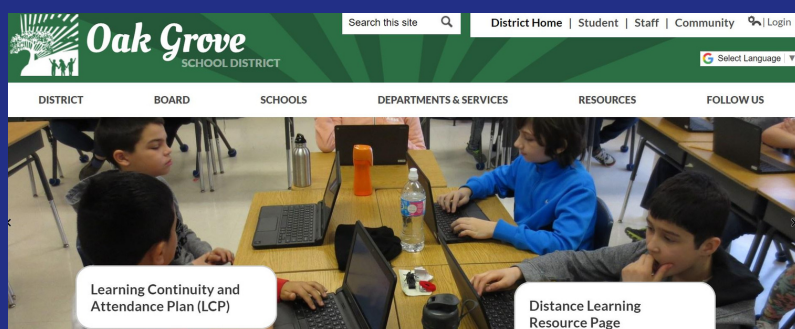


Register to use ParentSquare and  
Infinite Campus Parent Portal



*Stay Connected*  
**WWW.OGSD.NET**

Follow Us on Social Media @OakgroveSD



**VISIT OUR WEBSITE AND  
FACEBOOK AT:**

**indigoprogram.org  
@indigoprogram**



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