Reopening Plan

Anticipated opening date March 17, 2021
WAIT! Can we stay in Distance Learning?

- YES! Any family not ready or able to return to in person learning may continue learning remotely.
- All teachers have a webcam to give students a window into the classroom. Teachers will continue to use Google Meet to communicate with students learning from home. At home students will participate in real time.
- Please note: the class meetings will be longer than they have been in full distance learning. Families at home will need strategies for working longer stretches at a time online.
- You can change your plans at any time, with proper notification of the school.
Timeline

- March 10, 2021 - Last day for on campus cohort
- March 17, 2021 – Student Orientation & Training
  - Group 1 on campus training*
  - Group 2 at home training
- March 18, 2021 – Student Orientation & Training
  - Group 2 on campus training*
  - Group 1 at home training
- March 22, 2021 – Classes Begin

*If your student is staying in distance learning, they only need to attend the at home training.
Parent/Teacher conferences will be rescheduled for April.

Ms. Galvin will meet with returning families to plan academic scheduling for next year.

If a conference is an urgent need, let us know.
Why March 17th?

Our To Do List:
- Internet Upgrades Continue
- Admissions Interviews Already Scheduled and in progress
- Finish physical plant setup
- Faculty & Staff Vaccinations
- Get tested between March 8-13th
- Wrap up 3rd quarter
- Staff & Student Training
- Update masks to new standard
- Increase cleaning to 3 times a week

Your To Do List:
- Get tested between March 8-13th
- Conclude travel and quarantine if you’ve traveled
- Wrap up 3rd quarter
- Gather supplies
- Update masks to new standard
Testing & Travel

● All members of the Compass High School (CHS) community are asked to avoid nonessential travel in the week before March 17.
● A negative COVID-19 test is required before returning to campus.
● Free Testing is widely available: https://www.smcgov.org/testing
● We will share policies for returning after Spring Break travel.

https://www.smchealth.org/health-officer-updates/safety-recommendations-holiday-travel
Nonessential travel, including holiday travel and vacations, are not recommended.

You can travel for urgent matters or if such travel is essential to your permitted work.

Do not travel if you are sick, with someone who is sick, or if someone in your household has had COVID-19 in the last 2 weeks.

If you travel outside the Bay Area, it is recommended that you self-quarantine for 10 days after your return.

Source: Association of Bay Area Health Officials (ABAHO)
# Hybrid Schedule – beginning March 22

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
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<td><strong>Block 4 (B)</strong> 8:45-10:15am</td>
<td><strong>Advisory</strong> 9:00-9:45am</td>
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<td><strong>Block 5 (C)</strong> 10:35-12:05pm</td>
<td><strong>Student Work Time</strong> 10:00-3:00pm</td>
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<td><strong>Office Hours</strong> 1:00-3:00pm</td>
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| ON CAMPUS | ON CAMPUS | AT HOME | ON CAMPUS | ON CAMPUS |
### Schedule Highlights

- **Monday, Tuesday, Thursday, Friday on campus**
  - 3 classes per day
  - Lunch
  - Office Hour Appointments

- **Wednesday at home**
  - Advisory
  - Asynchronous work time and Office Hours

- Minimize “extra” time on campus, no assemblies, clubs, or leisure time on campus

- This schedule was approved by SMOE

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Hygiene & Prevention
Cleaning & Disinfecting

• New cleaning company comes 3 times/week
• Electrostatic Disinfecting Treatment once per month
• EPA approved disinfectant wipes in each room
• Hand sanitizer throughout the campus
• Touchless soap and paper towel dispensers.
Face Coverings

- Masks Required at all times (unless eating outside)
- Plastic face shields available for all.
- Extra masks (fabric and disposable) available on site.
- Plastic dividers in locations where distancing is not always possible.
More Transmissible SARS-CoV-2 Variants Require Better Mask Protection

Students should wear a fabric or surgical mask to school each day.

If using a cloth mask, please remember that they should be washed regularly to maintain effectiveness. Additionally they should have more than one layer of fabric.

We will have additional masks for students to use if their mask becomes wet or dirty, but recommend each student bring an extra mask.

NO GAITERS OR VALVED MASKS ALLOWED: we will supply students with a disposable mask if they arrive with either.

For information about COVID-19, visit cdc.gov.
Hand Washing

- Additional sinks added in front of campus, in the lunch area, and in the lobby.
- Sinks in each bathroom with touchless soap and towels.
- Sink in 2nd Floor Hallway.
- Signage around campus to remind students to maintain good habits of handwashing.
Procedures & Protocols

Arriving at school
Arriving at School

- Before leaving home: Check Temperature & Complete Questionnaire
  ○ This will be emailed to you every morning and the link will be on our website
- At this time, we are asking students NOT to take public transportation.
- Compass Carpools are encouraged. All in the car must be masked if mixing households.
- At school: Student Check in 8:15-8:45a
- At main entrance – Student washes hands, Ms. T checks temperature, student proceeds to first class of the day directly. Classrooms open by 8:15.
Movement Around the Campus
Any person arriving to campus with a temperature or developing a temperature or feeling sick during the day will be isolated here until pickup is available. Air vent system out of this room has been disabled.

First Floor

Entrance:
- Temp checks
- Hand washing
- Health questions

Hand washing station:
- Portable sink
- Soap
- Paper towels

Wash hands upon building entry

classes dismissing from Room 18 to the upstairs will exit via external door and reenter through emergency exit
Room 18 teachers will escort students

Stairs - travel in one direction at a time. Mirror installed to aid visibility

Staff Kitchen - only one person allowed in kitchen at a time.
Second Floor

Common Space - one student per table

2nd Floor Patio - mask break zone

Stairs are one direction at a time. Mirror installed to aid in viewing if stairs are clear.

Staircase and locker hallway is used for reentry by students leaving Room 1B only.
Physical Distancing Around Campus
2nd Floor Common Area – “Eatery”
2nd Floor Common Area – “Lounge”
Garage – Lunch Area & Outdoor Classroom
Tables for 2 as well as single-person portable “TV Trays”

Mask off while sitting and eating
Lunch supervised by staff
2nd Floor Balcony – Mask Break Zone
Between Classes

- Warning Bell will ring 5 minutes before the end of the period.
- Teachers will direct The Final 5
- Staff members are asked to monitor cleaning and dismissal to ensure students are practicing safe distancing and mask-wearing

THE FINAL

5 min of class

5. LISTEN UP!
for the 5-minute warning bell
get final instructions from your teacher

4. PACK UP!
put all your personal items into your backpack

3. WIPE OFF!
your own desk, chair, and other surfaces with sanitizing wipes

2. WASH OFF!
your hands with hand sanitizer

1. SPREAD OUT!
wait for dismissal by your teacher and distance yourselves as you leave
Break

- Between 10:15-10:35am students have a break or recess. Students should proceed to the garage area if they plan on removing their masks and/or eating a snack. During in this break students may:
  - Use the restroom
  - Use the mask break zone
  - Sit at a table in either of the 2nd floor common areas
  - Eat a snack outside
  - Take a short walk around Pioneer Court

- Upon reentering the building students must stop at the handwashing station or restroom in the downstairs lobby. By 10:35am, students should be returned to their Block 2 or 5 classroom.
Lunch

- At 12:00, the five minute warning bell will sound, everyone should practice the Final 5 and teachers may dismiss their students to lunch in the garage.
  - While eating, students may remove their masks but must maintain a limited number of students per table. Those restrictions are noted on the tables. Please only sit in approved spaces and do not move chairs to other tables.
  - Once eating is completed, masks should be replaced and students are encouraged to move around outside or take walks around the cul de sac while remaining physical distance and wearing masks. The basketball hoop and other sporting equipment is not available for use at this time.
  - Tables and chairs should be cleaned after eating is complete. Adult lunch monitors should assist in enforcing these rules.
  - Upon reentering the building students must stop at a handwashing station.
  - Students should be in their Block 3 (Monday, Thursday) or 6 class (Tuesday, Friday) by 12:45pm
  - In the case of extreme weather, lunch will be held in the Block 3 or 6 classroom at the student’s assigned desk
- Lunch will be supervised by teachers and administrative team.
Food & Belongings

- Students must bring all their own food and snacks in a ready-to-eat condition.
- Masks may not be removed indoors to drink water. Water breaks should be taken outside. Bottles with a straw would make sipping with a mask on easier.

- Students must keep all their belongings in a backpack which stays with them all day. No lockers or storage are available with the exception of cubbies for materials in PE & Art.
- Students should have basic school supplies in their bag (pencils, pens, paper, etc) as supplies cannot be shared.
Dismissal

- If a student is finished at 2:15 they should leave the school building immediately. If they need a quick check in with a staff member they can go directly to that person.

- If a student needs Office Hours on Monday, Tuesday, or Thursday the student should book an appointment with their teacher. Teachers should maintain their appointment schedules to avoid a crowded classroom during this time.

- Unless a student has a confirmed office hour appointment, all students must vacate the school building by 2:30pm. Everyone should exit via the main staircase and exit the building via the front door.
Health Screenings & Contact Tracing
Both students and teachers will be asked to check their temperature before leaving for school every morning. If they have an elevated temperature, greater than 100.4 °F, they are to stay home. Before arriving at school, parents/guardians will answer a short verbal questionnaire based on the SMCH recommended checklist. Upon arrival at school, students will have their temperatures taken as well.

Should an adult or staff member get a fever or display symptoms of illness once they are at school they will be sent home immediately. They will be asked to contact their doctor and not return to school until they are cleared to come back to school.

If a student displays symptoms of illness once they are at school, they will be sent to the “sick room” until their parent or guardian can come pick them up. The sick room is an isolated room that will allow students to be comfortable until their ride shows up.

Anyone sent home with symptoms of illness would need a test indicating they are negative for COVID-19 in order to return to school.
Tracing of Contacts

- Our Office Manager will serve as our main liaison to the SMCOE and our Assistant Head of school will serve as the back-up. If we have a positive case they are instructed to contact the SMCOE with that information.

- If there is a confirmed case of COVID-19 at our school, our designated staff contact will submit a list of exposed persons to the County Health Department and the San Mateo County of Education. Our staff contact will also notify exposed persons by email and/or phone, maintaining the confidentiality of the student or staff member with COVID-19 as required by the Americans with Disabilities Act, the Family Education Rights and Privacy Act, and possibly HIPAA.
Testing of Students and Staff

● Staff Testing - Staff will get tested at every 2-3 weeks for COVID testing via Project Baseline or Curative. They may also schedule their own tests independently.

● Student Testing - All students should be tested and be negative for COVID-19 within a week of returning to campus.

● Regular testing protects everyone.

● Free Testing is widely available now.
Triggers for Returning to Distance Learning

- Compass is a small school. Should any member of the community test positive for COVID-19, the school will move back to online learning for at least two weeks. All students and staff would need to be tested and be negative for COVID-19 before returning to campus.

- Likewise, Compass High administrators may return the school to distance learning at any time if conditions change in our counties.

- Should the school come down with one confirmed case of COVID-19, the school will close for at least two weeks and students and staff will be asked to be tested for COVID-19. An email and emergency text alert to this effect will be sent to all members of the community using our Jupiter Ed (SIS). The school will only reopen after the two week quarantine period. All members of the community will confirm that they tested negative for COVID-19 before they would be allowed to return to school.

- Community members will be directed to free testing via Project Baseline, Curative, or through their own health care.
Points of Contact

COVID-19 Staff Contact
Christine Trefz ctrez@compasshigh.org

Assistant Head of School
Meredith Galvin mgalvin@compasshigh.org

Head of School
Doug Killin dkillin@compasshigh.org

Compass High School
2040 Pioneer Court
San Mateo CA 94403
(650) 720-4248
Next Steps

- Sign “return to school” contract, to be sent out this week.
- Schedule a test for week of March 8-13
- If staying in distance learning, please submit the “return to school” contract noting that in question 2
WAIT! Can we stay in Distance Learning?

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