



# Stellar Academy for Dyslexics

## School Plan For Reopening to In-Person Instruction

Updated: 02/08/2021 & 10/08/2020 from 9/17/2020 submission to reflect new headcount, opening date and contact information.

# Overview

**Stellar Academy** is a private, non-profit school that provides an effective, specialized program for students with Dyslexia. Our program strives to equip students with strategies to overcome challenges and return them to traditional schooling.

Stellar Academy has a total of 18 students Grade 2-8 which makes it an ideal candidate for safe, careful, in-person instruction. Stellar Academy has small class instruction sizes ranging from 2-7 students per class. The classrooms are large and therefore student's desks will remain 6 feet apart.

## 1. Background Information

**Name of Applicant:** Stellar Academy for Dyslexics

**Address:** 39399 Cherry St. NP2, Newark CA 94560

**School Type:** Private School

**Number of Schools:** 1 **Total Enrollment:**18

**Grades/Number of Students Proposed to be Reopened:**

2 2nd	1 3rd	5 4th	4 5 <sup>th</sup>	2 6 <sup>th</sup>	2 7 <sup>th</sup>	2 8 <sup>th</sup>
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**Date of Proposed Reopening:** February 16, 2021

**Number and Description of Students to Return to be on Campus for In-Person Instruction:**

- **General Education** = 18
- **Students with Disabilities** = 18

**Number of on-site faculty and staff:** 9

**Date of Proposed Start:** February 16, 2021

## 2. Consultation

### ○ Labor Organization/s

Name of Organization(s) and Date(s) Consulted. If no labor organization represents staff at the school, please describe the process for consultation with school staff:

Stellar Academy is a private school and is governed by a Board of Trustees. The Board has been consulted regarding the Reopening Plan. The faculty and staff at Stellar Academy have been consulted in regards to the reopening plan through staff meeting and surveys. The staff completed a survey dated 7/11/2020-7/14/2020 in which they indicated they would prefer in-person instruction. A meeting was held on 2/3/2021 to discuss reopening plans. The staff indicated that they would prefer in-person instruction.

### ○ Parent and Community Organizations

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

The Stellar Academy parents have been consulted in the formation of the Reopening Plan. Town Hall virtual meetings were held 8/4/2020, 8/22/2020, & 2/11/2021. A survey was distributed to the parents on 9/16/2020. The majority of families would prefer in-person instruction. One family preferred on-line instruction. Stellar Academy is considering a hybrid of in-person and on-line instruction to accommodate families.

## 3. School Plans for In-Person Instruction

**School or District website address where reopening plan is posted:**

[www.stellaracademy.org](http://www.stellaracademy.org)

- **Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

**Page/s of Plan:** 3-4

**Please summarize your plan to address this:** Maintenance is contracted through Ohlone College to disinfect the school once per day. Teachers/students will be responsible during all school hours for routine and interval disinfecting of all highly impacted areas. Shared items will be minimized as each student will have a personal supply of materials not to be shared.

Stellar will take steps to the follow disinfection and cleaning guidelines by:

- Ohlone College Maintenance will conduct a full cleaning of the campus once each day.
- Student desks will be cleaned by the teacher each day before school begins. Each student will wipe/clean the desk at the end of each school day.

- Classroom and high traffic areas such as door handles, railings, bathroom surfaces, student desks, chairs, light switches, and common tables will be cleaned daily.
- Students will use the bathroom, one student at a time. After each use, students/teachers will spray the toilet seat and handle with disinfectant spray and clean the sinks, handles and counters.
- There is no shared playground equipment on campus.
- Students will be supplied with their own personal set of supplies. These items will be kept in a plastic box with a lid that will be labeled with the student's name. Students will not be sharing personal materials such as pencils, pens, supply boxes, or laptops. Additionally, use of instructional equipment will not be shared in specialty classes such as art supplies, physical education equipment, or shared books in the library.
- The introduction of fresh outdoor air will be practiced as all classrooms on Stellar Academy's campus have windows opening to the outside. Cross ventilation of outside air, by opening classroom doors, will be a common practice while being mindful of security concerns. Supplemental fans will be used to maintain healthy air flows in specific classrooms.
- Snack/lunch tables will be disinfected by teachers prior to the start of snack/lunch.

**Cohorting:** How students will be kept in small, stable groups.

**Page/s of Plan:** 5

**Please summarize your plan to address this:** Students will be grouped in Stable Cohorts. Each class has a full-time teacher, the class sizes range from 2-7 students. Furthermore, 5 classrooms and ample outdoor space, cohorts can be assured social distance through small class sizes.

Stellar Academy's small school size at 18 students in Grades 2 - 8, 4 full-time teachers, and ample classroom space to be able to distribute classes enables a productive Stable Cohort model.

- Students are sorted by ability, not by grade. Each student will have their own desk and desks will not be shared at any time. Students are divided into 4 classrooms for instruction with class sizes ranging from 2-7 students per class.
- For the Stable Cohort, we have revised recess schedules to provide increased time for outdoor activities while limiting the number of students in the common areas to ensure social distancing. Students will be divided into 2 groups for snack, recess, lunch, and physical education. These will help maintain social distancing while outside of the classroom.
- To ensure the Stable Cohort model, the after school Enrichment Program will follow the same protocols Stellar Academy is implementing for the school day. In the Enrichment Program, which typically runs until 5:00 pm, the average student count is 4 students.

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

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**Please summarize your plan to address this:** Stellar Academy is fortunate to have 5 classrooms and ample outside space to optimize instruction in the stable cohort model. Each classroom has been set up with the social distance model and at least 6 feet between students and other work areas.

- Given that each class only has 2-7 students during instruction, Stellar Academy is able to ensure social distancing. The student desks in the classroom will be spaced 6 feet apart. Each student will have their own desk and desks will not be shared at any time.
- When students arrive at school, they will immediately wash their hands (one at a time) in the bathroom and move directly to their classroom. Students will place their items in their individually marked cubbies and go to their desk. Students must remain in their seats and will not be allowed to move about the room without teacher permission.
- All faculty and staff members are encouraged to use email, phone or video for meetings and non-essential communication.
- Using the Stable Cohort Model, teachers/staff, to the greatest extent possible, will maintain the 6 foot physical distance between themselves and students. This 6 foot distance will apply to all areas of campus: classrooms, outdoor play areas, common areas and external passageways.
- Recess/snack time will be held outdoors. Students will maintain a 6 foot distance between them and their neighbor. Snacks will be eaten outdoors, sitting at their student cohort's designated spot. There will be approved socially distanced activities supervised by the teachers. There is currently no shared playground equipment on campus.
- Physical education time will be held outdoors, weather permitting. To keep contact to a minimum, PE Coach will lead the activity times. Students will be out on the blacktop, out on the field, or back in the classroom in bad weather.
- Outdoor space can be used for instructional purposes, if needed.
- Stellar Academy has purchased sneeze guards that can be attached to each student desk.

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

**Page/s of Plan: 7**

**Please summarize your plan to address this:** Stellar Academy is fortunate in that all ingress and egress can occur through external passageways and there are no internal hallways to traverse. Designated areas for play and outdoor activities, designated drop off/d dismissal locations, and defined routes on campus - marked by visual prompts - will allow for social distancing.

Stellar Academy's small school size at 18 students in Grades 2-8, with plenty of outdoor space, virtually all passing time external and no confined hallways, along with expansive outdoor areas for morning drop off and afternoon dismissal, enable social distancing.

- There will be 2 designated drop off/d dismissal locations to maintain social distancing and flow of students during these procedures.
- Stellar Academy has external signage for drop off/d dismissal areas. Signs will be posted reminding students and staff to maintain social distancing and wear masks at all times while on campus. Bathroom signs will have reminders on hand washing.
- Non-essential meetings involving parents and/or faculty and staff have been postponed, canceled or moved to a remote format. Examples include: Back to School Night, Board of Trustees Meetings, Faculty and Staff Meetings, and Parent/Teacher Conferences.

○ **Face Coverings and Other Essential Protective Gear:** How CDPH and ACPHD's face covering requirements will be satisfied and enforced.

**Page/s of Plan:** 8

**Please summarize your plan to address this:** All students, faculty and staff will be required to wear face coverings at all times. This will be enforced by the administration and classroom teachers.

Stellar Academy recognizes that wearing a face covering, when combined with physical distancing and frequent hand washing, significantly reduces the risk of transmitting COVID-19 when in public.

- Face coverings will be required on campus for all students regardless of age, and for all faculty and staff. For the safety and comfort of each student, faculty and staff members, we have asked each individual family to choose a face covering that best fits them and use this covering at school. Disposable face masks have been purchased and will be made available in the event of a missing or damaged mask.
- Teachers will wear a mask (cloth or clear) or a face shield at all times in the classroom. The clear mask/face shield will only be worn while the teacher is giving sounds to the class, so the students can see their mouth move. They will be 6 feet away from all students when wearing a clear mask/face shield.
- Stellar Academy will encourage parents and guardians to begin "practicing" wearing face coverings at home, steadily increasing the duration of use as in-person instruction approaches to make the back to school transition as seamless as possible.
- Stellar Academy understands that children with respiratory or other needs may require special attention and will be accommodated in consultation with the Head of School.
- Face coverings will be removed for snacks, meals and/or when replacement is necessary. When the face covering is removed, it will be placed in a student marked (for easy identification and cleanliness) paper or other secure bag.
- The school maintains a supply of extra face coverings and related PPE for students, faculty and staff in the event of a missing or damaged mask. The school has purchased the following PPE supplies: disposable face masks, clear face shields, clear face masks, hand sanitizer, gloves, sneeze guard, and infrared touchless thermometers.

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

**Page/s of Plan:** 9

**Please summarize your plan to address this:** Each morning, each staff member is required to complete a self-screening form and temperature check. For students, at drop off, their temperatures will be taken and if exceeding 100 F, there is a designated space on campus for staff and students who display symptoms during the day.

Stellar Academy understands proactive procedures regarding health screening for students, faculty and staff are integral to the overall health of the school and community.

- All faculty and staff completed a survey to help Stellar Academy better understand faculty and staff needs and to support planning and accommodations where able. Additionally, individual conversations were held between faculty/staff and their supervisor to both communicate actions taken by Stellar Academy to ensure a safe and healthy workplace environment as well as to understand potential working accommodations.
- Each faculty and staff member completes a self-screening questionnaire each day. The questionnaire is for a temperature and symptom screening. Each faculty and staff member must have a temperature below 100 F to be allowed on campus. The questionnaire remains private and is submitted to Brenda Huckaby in the front office.
- Faculty and staff who have had close contact with an individual with COVID-19 are encouraged to stay at home and are aware of the policy.
- Each student will need to have a self-screening questionnaire completed before arriving on campus each day for in-person instruction. The screening will be sent via email to parents and guardians and will request symptom information. The self-screenings will be turned in and confirmed by staff at morning drop off.
- At drop off each morning, the temperature of each child will be taken before they get out of their vehicles. The student should be wearing a mask when they pull up to be screened. Touch-less thermometers have been secured and students must have a temperature below 100 F to be allowed on campus. Students who pass their temperature checks will be allowed to exit their vehicles. They will walk over to the restrooms to wash hands and then directly to their classroom.
- If students become ill while at school, the school assembly room will be utilized as an isolation area until the parent or guardian is able to pick up. The assembly room is typically used for meetings for teachers or parents, but will be used for students who become ill. The room is adjacent to administrative offices and will be supervised by the nearby administrator.

- **Healthy Hygiene Practices:** The availability of hand-washing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

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**Please summarize your plan to address this:**

- Hand washing routines will be followed by the classroom teacher as part of the daily routine. When students arrive at school, they will wash their hands in the bathroom before entering the classroom. Students will be asked to wash their hands before and after snack/recess and lunch/recess. Students will be asked to wash their hands after physical education class.
- Students will use the bathroom, one student at a time. After using the bathroom, students are to wash their hands with soap and water for 20 seconds, dry their hands on a paper towel and use the paper towel to open the door, put their foot in the door and drop the paper towel in the garbage can before exiting the bathroom.
- At major entry and exit points for the campus, hand sanitizing stations will be set up for students, faculty and staff to be used, in particular, upon entry to the school. There will be individual hand sanitizer for students' use on student desks and at the entry to the classroom.

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

**Page/s of Plan:** 11-12

**Please summarize your plan to address this:**

- At Stellar Academy, the designated persons to support contact tracing are: Lori Abrahams, Head of School and Brenda Huckaby, Office Manager.
- If Stellar Academy has a confirmed case from a student, teacher or staff member, it communicates the confirmed case to the Program Coordinator at Ohlone College -  
Christopher Booras (510) 366-7140; CBooras@ohlone.edu
- and the Alameda County Health Liaison -  
[Lisa Erickson](#)  
Family Partnership and Elementary School Coordinator  
Center for Healthy Schools and Communities | Alameda County Health Care Services Agency  
(O): 1-510-618-1965 (C): 1-510-775-4485 |[lisa.erickson@acgov.org](mailto:lisa.erickson@acgov.org) | QIC: 42501
- The confirmed individual will seek additional medical care and quarantines according to CDPH and CDC protocols.
- In the confirmed case, Stellar Academy immediately disinfects the whole campus through Ohlone College Maintenance, school areas identified and impacted by the individual using a disinfectant product that meets the EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19.
- Through contact tracing, all contacts on the Stellar Academy campus who have been identified in close contact with the confirmed case, will then be tested by a local health provider, such as a walk-in clinic. The contact will need to present a negative test result to return to campus along with a self-quarantine period of 10 – 14 days.
- Upon the confirmation of the confirmed case, the school community is updated through written communication, following privacy provisions (HIPAA, FERPA and ADA). In this communication an outline of the actions taken by the school that allows for when students are to return to campus safely are documented.
- Once the steps of the protocol are completed, Stellar Academy may resume operations.
- If Stellar Academy has a confirmed close contact with someone who is confirmed positive for COVID-19, similar steps are taken (i.e. 10 to 14 day protocol)
- The close contact will be tested through a local health care provider.

- In the confirmed close contact case, Stellar Academy immediately disinfects, through Ohlone College Maintenance, school areas identified and impacted by the individual with a disinfect product that meets the EPA standards to use against COVID-19.
- Stellar Academy will consult with the Program Coordinator at Ohlone College (Chris Booras) and the Alameda County Health Liaison (Lisa Erickson), as needed.
- Communication with the Stellar Academy community will take place that a close contact has been identified and an outline of steps taken to ensure a safe return to school is communicated.
- Privacy will be maintained of the close contact individual per ADA and FERPA laws.
- Once the steps of the protocol are completed, Stellar Academy may resume operations.
- If Stellar Academy has an individual who suspects they may be an indirect contact of a case positive of COVID-19, the Head of School will gather information from the individual to confirm their status.
- The individual identified as an indirect contact will continue practice hygiene protocols and closely monitor their health, staying alert to the onset of fever or flu-like symptoms.
- If the person is identified as not feeling well or experiencing cold, flu or other symptoms, they will stay at home and contact their primary care physician

○ **Training and Family Education:** How staff will be trained and families educated on the implementation and enforcement of the plan.

**Page/s of Plan:** 13

**Please summarize your plan to address this:** Stellar Academy has communicated to families throughout the planning process via emails and Town Hall meetings and will continue to do so.

- Stellar Academy has surveyed parents on their preferred learning options for their children including distance learning and in-person learning. While we understand students learn best on campus and in social constructs, we offer a quality distance learning program for families who will choose to remain at home for a variety of reasons.
- Stellar Academy uses and will use a variety of formats to communicate at regular intervals with families including emails, through the website, and Town Hall meetings hosted by the Head of School. All protocols will be conveyed to the families before in-person instruction begins.
- Faculty and staff have been made aware of the new protocols and are prepared to implement all strategies. Stellar Academy plans to hold a formal training for faculty and staff before the start of in-person instruction begins.

○ **Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

**Page/s of Plan:** 14

**Please summarize your plan to address this:** Stellar Academy will immediately contact parents if a student displays symptoms while on campus and the student will be sent home. The family will then consult with their primary care physician and the child will quarantine at home while awaiting retesting. All classmates and close contacts will be notified. All faculty and staff will be tested on a semi-monthly basis.

- Each staff member will be tested on a semi-monthly basis to detect asymptomatic infections. Furthermore, the testing will be open to all Stellar Academy families and may include students.
- If a student displays COVID-19 symptoms while at school or has been exposed to someone with COVID-19, their parents/guardian will be immediately called and the child will be taken home. The parent/guardian will consult with their primary care physician regarding next steps. If the child takes the test, he/she will quarantine at home while awaiting the results. If the result is negative, the child will be allowed back at school and will continue with the daily self-screening process.
- If a faculty or staff member has symptoms while at school or has been exposed to someone with COVID-19, they will be mandated to be tested and present negative results before returning to school. During the interim time, the faculty or staff member will self-quarantine.

○ **Triggers for Transitioning to Distance Learning:** The criteria the school or district leadership will use to determine when to physically close the school and prohibit in-person instruction.

**Page/s of Plan:** 14

**Please summarize your plan to address this:**

- Stellar Academy will close its campus if at least 5% of the student population and staff are diagnosed with COVID-19 within a 14-day period.
- A Stable Cohort will move from in-person instruction to distance learning if 5% of the cohort tests positive for COVID-19 or the teacher tests positive.
- The school or classroom may reopen after a 14-day quarantine period, assuming all the students test negative and in consultation with ACPHD Health.

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

**Page/s of Plan:** 15

**Please summarize your plan to address this:** The Head of School will communicate to all students, faculty and staff about cases and exposures at the school through email and Zoom meetings, when applicable.

- If there is a positive case or an exposure of COVID-19 at Stellar Academy, the Head of School or designee will send an email to all members of the faculty, staff and parents. Furthermore, a remote Zoom call will be scheduled as soon as possible to provide relevant details while following privacy requirements such as FERPA and HIPAA.

## 4. COVID-19 Contact Information

**Designated staff contact for COVID-19 information and cases:**

Lori Abrahams, Head of School

**Email:** [labrahams@stellaracademy.org](mailto:labrahams@stellaracademy.org)

Brenda Huckaby, Office Manager

**Email:** [Office@stellaracademy.org](mailto:Office@stellaracademy.org)

**Name of Superintendent (or Equivalent):** Lori Abrahams, Head of School

# COVID-19 Prevention Program (CPP) for Stellar Academy for Dyslexics.

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**Date: 2/9/2021**

## Authority and Responsibility

**The Head of School**, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

## Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- **Daily inspections of the site. Monitoring and reporting any indicators to Lori Abrahams and/or Brenda Huckaby.**
- **Staff will be regularly updated on any changes or expectations in the guidelines, procedures, and expectations.**
- **Communication with employees during weekly meetings and emails to answer any questions or address concerns.**

### Employee screening

We screen our employees by:

- **Stellar Academy understands proactive procedures regarding health screening for students, faculty and staff are integral to the overall health of the school and community.**
- **Each faculty and staff member completes a self-screening questionnaire each day. The questionnaire is for a temperature and symptom screening. Each faculty and staff**

member must have a temperature below 100 F to be allowed on campus (taken with a non-contact thermometer). Face coverings are used during screening by both screeners and employees. The questionnaire remains private and is submitted to Brenda Huckaby in the front office.

- Faculty and staff who have had close contact with an individual with COVID-19 are encouraged to stay at home and are aware of the policy.
- Each staff member will be tested on a monthly basis to detect asymptomatic infections.

## **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- Prior to staff and students returning to campus, the risks and hazards were assessed. Upgrades and adjustments to the facilities were completed, PPE and sanitation supplies were purchased, and procedures were created according to the Safe Return to School Guidelines provided by the county. We participate in weekly meetings with CPH to ensure we are up to date with our safety plan.
- If a hazard is identified, the severity of the hazard will be assessed upon discovery and corrections will be assigned based on the assessment. If possible, corrective action will be immediate. Lori Abrahams and/or Brenda Huckaby will contact all parties to ensure timely correction.

## **Control of COVID-19 Hazards**

### **Physical Distancing**

Stellar Academy is fortunate to have 5 classrooms and ample outside space to optimize instruction in the stable cohort model. Each classroom has been set up with the social distance model and at least 6 feet between students and other work areas.

- Given that each class only has 2-7 students during instruction, Stellar Academy is able to ensure social distancing. The student desks in the classroom will be spaced 6 feet apart. Each student will have their own desk and desks will not be shared at any time.
- When students arrive at school, they will immediately wash their hands (one at a time) in the bathroom and move directly to their classroom. Students will place their items in their individually marked cubbies and go to their desk. Students must remain in their seats and will not be allowed to move about the room without teacher permission.
- All faculty and staff members are encouraged to use email, phone or video for meetings and non-essential communication.
- Using the Stable Cohort Model, teachers/staff, to the greatest extent possible, will maintain the 6 foot physical distance between themselves and students. This 6 foot distance will apply to all areas of campus: classrooms, outdoor play areas, common areas and external passageways.
- Recess/snack time will be held outdoors. Students will maintain a 6 foot distance between them and their neighbor. Snacks will be eaten outdoors, sitting at their student cohort's designated spot. There will be approved socially distanced activities supervised by the teachers. There is currently no shared playground equipment on campus.
- Physical education time will be held outdoors, weather permitting. To keep contact to a minimum, PE Coach will lead the activity times. Students will be out on the blacktop, out

on the field, or back in the classroom in bad weather.

- Outdoor space can be used for instructional purposes, if needed.
- Stellar Academy has purchased sneeze guards that can be attached to each student desk.

## Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

**All students, faculty and staff will be required to wear face coverings at all times. This will be enforced by the administration and classroom teachers.**

**Stellar Academy recognizes that wearing a face covering, when combined with physical distancing and frequent hand washing, significantly reduces the risk of transmitting COVID-19 when in public.**

- **Face coverings will be required on campus for all students regardless of age, and for all faculty and staff. For the safety and comfort of each student, faculty and staff members, we have asked each individual family to choose a face covering that best fits them and use this covering at school. Disposable face masks have been purchased and will be made available in the event of a missing or damaged mask.**
- **Teachers will wear a mask (cloth or clear) or a face shield at all times in the classroom. The clear mask/face shield will only be worn while the teacher is giving sounds to the class, so the students can see their mouth move. They will be 6 feet away from all students when wearing a clear mask/face shield.**
- **Stellar Academy will encourage parents and guardians to begin “practicing” wearing face coverings at home, steadily increasing the duration of use as in-person instruction approaches to make the back to school transition as seamless as possible.**
- **Stellar Academy understands that children with respiratory or other needs may require special attention and will be accommodated in consultation with the Head of School.**
- **Face coverings will be removed for snacks, meals and/or when replacement is necessary. When the face covering is removed, it will be placed in a student marked (for easy identification and cleanliness) paper or other secure bag.**
- **The school maintains a supply of extra face coverings and related PPE for students, faculty and staff in the event of a missing or damaged mask. The school has purchased the following PPE supplies: disposable face masks, clear face shields, clear face masks, hand sanitizer, gloves, sneeze guard, and infrared touchless thermometers.**

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

### **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- **Stellar Academy is fortunate to have 5 classrooms and ample outside space to optimize instruction in the stable cohort model. Each classroom has been set up with the social distance model and at least 6 feet between students and other work areas. We do not foresee any situations where we would not be able to maintain 6 feet between individuals.**

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- **The introduction of fresh outdoor air will be practiced as all classrooms on Stellar Academy's campus have windows opening to the outside. Cross ventilation of outside air, by opening classroom doors, will be a common practice while being mindful of security concerns. Supplemental fans will be used to maintain healthy air flows in specific classrooms.**
- **If it is determined that the outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, all employees and students will convert to our distance learning model.**

### **Cleaning and disinfecting**

**Maintenance is contracted through Ohlone College to disinfect the school once per day. Teachers/students will be responsible during all school hours for routine and interval disinfecting of all highly impacted areas. Shared items will be minimized as each student will have a personal supply of materials not to be shared.**

**Stellar will take steps to follow disinfection and cleaning guidelines by:**

- **Ohlone College Maintenance will conduct a full cleaning of the campus once each day.**
- **Student desks will be cleaned by the teacher each day before school begins. Each student will wipe/clean the desk at the end of each school day**
- **Classroom and high traffic areas such as door handles, railings, bathroom surfaces, student desks, chairs, light switches, and common tables will be cleaned daily.**
- **Students will use the bathroom, one student at a time. After each use, students/teachers will spray the toilet seat and handle with disinfectant spray and clean the sinks, handles and counters.**
- **There is no shared playground equipment on campus.**
- **Students will be supplied with their own personal set of supplies. These items will be kept in a plastic box with a lid that will be labeled with the student's name. Students will not be sharing personal materials such as pencils, pens, supply boxes, or laptops. Additionally, use of instructional equipment will not be shared in specialty classes such as art supplies, physical education equipment, or shared books in the library.**
- **The introduction of fresh outdoor air will be practiced as all classrooms on Stellar Academy's campus have windows opening to the outside. Cross ventilation of**

outside air, by opening classroom doors, will be a common practice while being mindful of security concerns. Supplemental fans will be used to maintain healthy air flows in specific classrooms.

- **Snack/lunch tables will be disinfected by teachers prior to the start of snack/lunch.**

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- **The confirmed individual will seek additional medical care and quarantines according to CDPH and CDC protocols.**
- **In the confirmed case, Stellar Academy immediately disinfects the whole campus through Ohlone College Maintenance, school areas identified and impacted by the individual using a disinfectant product that meets the EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19.**

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by

- **Ohlone College Maintenance will conduct a full cleaning of the campus once each day.**
- **Common tools will be sanitized after each use - office copier, coffee pot, refrigerator handle.**
- **Student desks will be cleaned by the teacher each day before school begins. Each student will wipe/clean the desk at the end of each school day.**
- **Classroom and high traffic areas such as door handles, railings, bathroom surfaces, student desks, chairs, light switches, and common tables will be cleaned daily. Any shared items such as pencil sharpener, etc. will be sanitized by the teacher after each use.**

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- **Hand washing routines will be followed by the classroom teacher as part of the daily routine. When students arrive at school, they will wash their hands in the bathroom before entering the classroom. Students will be asked to wash their hands before and after snack/recess and lunch/recess. Students will be asked to wash their hands after physical education class.**
- **Students will use the bathroom, one student at a time. After using the bathroom, students are to wash their hands with soap and water for 20 seconds, dry their hands on a paper towel and use the paper towel to open the door, put their foot in the door and drop the paper towel in the garbage can before exiting the bathroom.**
- **At major entry and exit points for the campus, hand sanitizing stations will be set up for students, faculty and staff to be used, in particular, upon entry to the school. There will be individual hand sanitizer for students' use on student desks and at the entry to the classroom.**

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8,

section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

## **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- **Employees are asked to notify the designated persons to support contact tracing - Lori Abrahams, Head of School and Brenda Huckaby, Office Manager.**
- **Employees are offered testing during their working hours. Stellar will cover any class they might miss while getting tested.**
- **Employees will be reimbursed for any out of pocket cost of the test.**
  
- **If Stellar Academy has a confirmed case from a student, teacher or staff member, it communicates the confirmed case to:**
  - 1) **Program Coordinator at Ohlone College -  
Christopher Booras (510) 366-7140; [CBooras@ohlone.edu](mailto:CBooras@ohlone.edu)**
  - 2) **Alameda County Health Liaison - Lisa Erickson  
Family Partnership and Elementary School Coordinator  
Center for Healthy Schools and Communities | Alameda County Health Care Services Agency  
(O): 1-510-618-1965 (C): 1-510-775-4485 |[lisa.erickson@acgov.org](mailto:lisa.erickson@acgov.org)| QIC: 42501**

## **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- **Employees report symptoms and possible hazards to the designated persons to support contact tracing - Lori Abrahams, Head of School and Brenda Huckaby, Office Manager.**
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

## **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.

- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by **providing substitute teachers or the means to work remotely and maintaining the regular pay schedule**.
- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100 F or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.

- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

A handwritten signature in cursive script, appearing to read "L. Abrahams".

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**Lori Abrahams - Head of School**

## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation: Lori Abrahams**

**Date:** 10/9/2020

**Name(s) of employee and authorized employee representative that participated: Brenda Huckaby**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Entrance/exit to campus	Arrival/dismissal	Possible difficulty with maintaining social distancing during arrival/dismissal.	2 designated drop off/dismissal locations to maintain social distancing and flow of students; no access granted for general public; external signage for drop off/dismissal areas
Restrooms	During school hours	Possible difficulty with maintaining social distancing.	Students/staff will use restrooms one at a time.
Meetings	Scheduled meetings after school	Possible difficulty with maintaining social distancing and gathering with people outside of their cohort.	All meetings will be held in the large assembly room to ensure social distancing or virtually.
Shared Administrative Office	During school hours	Possible difficulty with maintaining social distancing.	Main school office is closed to all outside persons. Only one additional staff member/student may enter.
Walkways	During school hours	Possible difficulty with maintaining social distancing.	Defined routes, marked with visual prompts, to allow for social distancing.

## Appendix B: COVID-19 Inspections

[www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)

Date: 1/19/2021

Name of person conducting the inspection: Lori Abrahams, Brenda Huckaby

Work location evaluated: Entire campus

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions	N/A		
Ventilation (amount of fresh air and filtration maximized)	Functioning properly.		
<b>Administrative</b>			
Physical distancing	Markers placed.		
Surface cleaning and disinfection (frequently enough and adequate supplies)	Schedule of cleaning determined. Supplies stocked in all areas on campus.		
Hand washing facilities (adequate numbers and supplies)	Functioning.		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	In place.		
<b>PPE (not shared, available and being worn)</b>	Supplies stocked.		
Face coverings (cleaned sufficiently often)	In place.		
Gloves	Available.		
Face shields/goggles	Available.		
Respiratory protection	Available.		

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:** [enter date]

**Name of person conducting the investigation:** [enter name(s)]

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

**Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):**

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

## Appendix D: COVID-19 Training Roster

Date: 1/20/2021

Person that conducted the training: Lor Abrahams, Head of School

Employee Name	Signature
Brenda Huckaby	
Anne Roberts	
Melinda Mawson	
Tracie Romo	
Tracey Ngaleo	
Elisabeth Huffmaster	
Amanda Torres	
Walter Huckaby	
Maria Islas	

# COVID-19 School Guidance Checklist

January 14, 2021

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CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: 2/4/2021

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: \_\_\_\_\_

Number of schools: \_\_\_\_\_

Enrollment: \_\_\_\_\_

Superintendent (or equivalent) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Date of proposed reopening: \_\_\_\_\_

County: \_\_\_\_\_

Grade Level (check all that apply)

Current Tier: \_\_\_\_\_  
(please indicate Purple, Red, Orange or Yellow)

TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>

K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>

1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>th</sup>

Type of LEA: \_\_\_\_\_

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

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

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

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

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

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

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

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

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

Please provide specific information regarding:

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

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

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

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

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

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

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

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

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

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

Maximum: \_\_\_\_\_ feet

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

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

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

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

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

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

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

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

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

Labor Organization

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

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent and Community Organizations

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

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

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

**Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

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