



SAGE ACADEMY

Students Achieving Greatness in Education

08/10/2020, Revised: 8/16/2020 8/25/2020

RE: Fall 2020 Reopening Plans

SAGE (Students Achieving Greatness in Education) Academy is a year-round school. We believe that all students can find joy and power in learning. The mission of SAGE Academy is to assist, inspire, and engage students in order to cultivate lifelong learners who find joy and power in knowledge. Our desire is to develop a student prepared for life after high school, whether college, trade school, or the work force. We recognize that students have unique abilities and talents and we strive to bring these out to their highest potential in each of our students.

Upon the Santa Clara County Public Health (SCCPHD) order for Social Distancing as a response to initial cases of Covid-19 in March of this year, SAGE immediately implemented distance learning using separate ZOOM conferences for students in each of our three classrooms. These were led by our three teachers 5 days a week during regular school hours. Our students attended these classes with most having perfect attendance.

In May and June as the school was winding down each of the teachers worked to survey parents as to their desire and comfort of enrolling their children for Summer Camp. We operated a Summer Camp utilizing SCCPHD guidance successfully for 10 weeks this Summer. This provided an opportunity to implement prevention protocols, educate parents and students in these and incorporate them into our daily activities. The students and staff successfully adjusted their daily habits to include health monitoring, minimizing the number of people who come into contact with each other, maximizing the physical distance between people, reducing the time that people spend in close proximity to others, use of face coverings and covering coughs and sneezes measures to minimize dispersion of droplets and aerosols, and sanitizing personal space after use.

For the Fall of 2020 at SAGE we are prepared to continue to follow current SCCPHD guidelines updating and implementing new requirements and recommendations as they are released.

A. Physical Distancing

1. General

- Prior to beginning classes information on Physical Distancing requirements and recommendations is emailed to all staff and families.
- Staff meetings, professional development training and education, and other activities involving staff will be held via video or phone conference. When in-person attendance is needed, they will be conducted outdoors, if feasible, and with appropriate physical distancing
- Staff and returning students receive a review of protocols for physical distancing for both indoor and outdoor spaces the initial day of school. New students will receive training their first day of class.
- Signage is posted reminding students and staff about physical distancing at each classroom entrance and on a sandwich board at the hall entrance.
- Hallways are marked with 6ft tape designations.
- Students are brought to spread out on the field or other large open spaces during breaks, or after eating lunches.
- Student workspaces are rearranged to maximize distance between students. Teacher desk is 6ft away from closest student.
- Staff maintain six feet or more of distance between one another while on the school campus.
- Only necessary visitors and volunteers will be allowed, and student and staff contact will be limited.
- No outside organizations utilize school facilities outside school hours

2. Arrival and Departure

- All students, parents and staff have been instructed and must wear face masks during arrivals and departures from the school campus.
- Close contact between students, staff, families, and the broader community is minimized at arrival and departure through the following methods:
 - Our three classrooms are on a single hallway at one end of the building and there is a single entrance and exit.
 - Drivers remain in their vehicles, to the extent possible, when dropping off or picking up students. When necessary a single parent or caregiver may enter the campus to pick up or drop off the child.
 - Parents and caregivers are not to enter the classroom to limit the possibility of adult-spreading of Covid-19.
 - Hallways are marked with 6ft tape designations.
 - Students are screened for signs and symptoms of Covid 19 by an adult screener prior to entering the classroom.
 - Supervision to disperse student gatherings during school arrival and departure is provided by an adult screener.

3. Classroom Settings

For the Fall semester:

- Classrooms are capped to 12 students per classroom and each **class will have stable** assigned seating.
- The space between student desks is maximized. All desks face toward the front of the classroom.
- Staff and students are trained to maintain at least six feet of distance from each other as much as possible during educational instruction, indoors and outside.
- Stable cohorting is utilized and students are kept in small, stable groups for all activities to minimize/avoid contact with other groups or individuals who are not a part of the cohort.
- When weather permits a class may be taken outside for recess or other learning activities to maximize space between children. (such as an art project).
- Student lunches are eaten at their workspace and spaces are then sanitized
- Students are permitted to spread out on the large field outside during breaks and they may play games outside when distanced 6ft from each other.
- Students have been emailed a supply lists that include their own crayons, markers, stapler, tape, glue, scissors, etc. to minimize the sharing of classroom items.
- Each student has an assigned cubby to hold their books, extra supplies and personal items in place of a locker.
- When it becomes necessary to share an item it will be sanitized between use.
- Furniture and equipment in the classroom have been reduced to facilitate distancing and reduce high-touch surfaces.

Note: Doors are left propped open to maximize airflow when classrooms are in use. Nightly janitorial service cleans/disinfects floors, trash, and high traffic areas per guidelines. Ventilation system uses MERV 8 filters and Campbell Community Center has started the process of upgrading to MERV 13 as of July 8, 2020.

4. Non-Classroom Settings

- Restrooms - Students may go to the restroom in pairs for safety purposes and will wear face masks and maintain physical distancing.
- Libraries - Each of the three classrooms has an in-room library.
- Playgrounds and Recess - Students wear masks and each class is supervised by the teacher with physical distancing maintained as possible.
- Staff Break-room - There is no staff break-room.
- Offices - There is a single administrative office accessible in a single classroom.

5. Bus Transportation to and from school - is not provided

B. Hygiene Measures

1. Face Coverings

- Teachers and Staff - wear face masks continuously while on campus, except while eating or drinking.
 - a. Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
 - b. Staff who are unable to wear a face covering for medical reasons shall not be assigned duties that require close contact with students.
- Students - All students are required to wear face coverings:
 - a. while arriving and departing from school campus.
 - b. in any area outside of the classroom (except when eating, drinking, or engaging in physical activity).
 - c. Students in 2nd grade and below are encouraged, but are not required, to wear a face covering within their stable classroom cohort.
 - d. Students in 3rd grade and above must use face coverings when in the classroom even if they are in a stable classroom cohort.
 - e. When elementary students are outside the classroom where they are only with members of their stable cohort, cloth face coverings are not required.
- Students excluded from face covering requirements include:
 - a. anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and
 - b. students with special needs who are unable to tolerate face covering.
- Students will not be excluded from the classroom if they occasionally fail to wear a face covering, or if a few students in the classroom are consistently unable to wear a face mask.
- Students are educated on the rationale and proper use of face coverings and how they are to be washed.
- Back up masks are recommended to students/staff to be kept in their bag in case of forgotten or soiled mask.
 - a. Disposable masks are available on campus as well as cloth masks for sale.
 - b. Gloves are recommended but not required.

2. Hand Washing and Other Hygiene Measures

- Training - Proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes is taught to all staff and students and reinforced as needed.
- Signage is posted at each hand sanitizing and hand washing stations to remind students and staff of proper techniques for handwashing and covering of coughs and sneezes and other prevention measures.
 - Hand sanitizing stations are set up at each door entrance and in the hallway.
 - Hand washing stations with soap are in each classroom
- Staff and Students
 - a. Wash/sanitize hands every time they enter the room
 - b. Disinfect their personal space and wash hands after eating snacks and lunch.

c. Disinfect their workspace including desk and chair handles at the end of the day.

C. Cleaning and Maintenance

1. Supplies

- Adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings and hand sanitizers are maintained for staff and students who can safely use hand sanitizer.
- Student supply lists include their own crayons, markers, etc. to minimize the sharing of classroom items.
- Students are educated, particularly younger elementary school students, on the rationale and proper use of face coverings, washing of hands, disinfecting own workstations and chairs, shared objects, and any touched bathroom surfaces.

2. Cleaning Frequency

- At least daily, and more frequently if feasible, frequently touched hard surfaces are cleaned (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), and shared objects (toys, games, art supplies, books) pursuant to CDC guidance. Drinking fountains, and Playground equipment are not used.
- Staff/student disinfect:
 - a. their own workspace and chairs, after use and
 - b. their own personal school supplies
- Staff/student disinfect any touched bathroom surfaces.
- Sage Staff disinfect:
 - a. shared objects or supplies in their classroom
 - b. hard surfaces in their classroom
 - c. wipes down doorknobs, light switches and classroom desks/tables

3. Custodial Service

- Campbell Community Center **staff** wear all the recommended and required PPE while performing their nightly tasks including:
 - a. empty trash, vacuum, wash sinks and disinfect restrooms nightly.
 - b. they take extra precaution to do the additional wiping of high touch areas.

D. Staff Training and Family Education

- Staff are briefed weekly (sometimes daily) on recent county and state mandates, and school protocol changes.

- Staff Meetings are held prior to classes to review Covid 19 - procedures including use of masks, hand hygiene and daily health screening for Covid symptoms.
- Parents are sent an email prior to class resuming that includes expectations for use of face coverings at school and how to wash face coverings.
 - a. New parents will be told of our school protocols and any questions of implementation will be answered.
 - b. Parents will be notified mostly via email.
 - c. Parents will also be notified of school protocols and changes to them via our school website.
 - d. Parents will also be issued paper notices and told verbally when necessary.
- Signage is posted:
 - a. at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms.
 - b. in high visibility areas to remind students and staff:
 - 1) when and where face coverings are required,
 - 2) appropriate use of face coverings, and
 - 3) washing cloth face masks.

E. Food Services are not provided. Each student brings their own individual lunch.

F. Electives, Extracurricular Activities, Athletics, and School Events

1. Extracurricular Activities Requirements

- Physical distancing (at least six feet) and face covering will always be maintained.
- No aerosol generating activities, including in-person choir, band, and vocal will be permitted due to increased risk of disease transmission.
- In-person non-aerosol generating activities, such as guitar, keyboard, rhythm instruments when held will comply with social distancing, use of face masks and cleaning and sanitizing before and after each use.

2. Athletics/Recess

- School athletics may only occur in compliance with CDPH's August 3, 2020 memorandum on youth sports questions and answers
- Staff/ Students will maintain physical distancing of at least six feet between participants
- Cohorts will remain separated to limit risk of transmission during recess.
- Recess will be held outdoors

G. School Events

Field Trips:

- Students from different cohorts do not mix.
- Classroom cohorts remain at least 25 feet apart from each other.
For /junior high and high schools:
 - Field trips, assemblies, and other gatherings will only occur to the extent allowed under any applicable requirements for gatherings occurring in the community.
 - Attendance at school events will be limited to students and staff or those participating in a presentation.
 - School events that can be held virtually or outside will be maximized.
 - Events involving on-campus visitors interacting with staff or students will be minimized.

H. Health Screenings for Students and Staff

Note - COVID-19 symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, loss of taste or smell, nausea/vomiting or diarrhea.

- At home:
 - a. Parents are instructed to complete a daily visual health, temperature, and symptom screenings for students at home.
 - b. Students should be kept home if they have any symptoms on the Covid-19 list and Sage alerted immediately.
- At Sage
 - a. Daily health and visual screenings for all students and staff will be done at school at the beginning of the day during morning drop-off.
 - b. Sage employee will wait at hallways entrance between 815am-910am and confirm the daily health screening was done at home.
 - c. At this time, an adult Sage rep. volunteer will also visually observe the student for any noticeable symptoms and ask the 4 Questions:
 - 1) Within the last 14 days have, have you been diagnosed with, or have you had a test confirm you have the covid-19 virus?
Yes - STAY HOME and seek Medical Care
 - 2) Do you live in the same household or have you had close contact with someone who answers “yes” to number one or 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) Have you had any of these symptoms in the past three days (points to our symptom sign).
Yes - STAY HOME and seek Medical Care and testing.

4) Have you had any of these symptoms in the past three days (points to our symptom sign). If yes, are these symptoms not explained by another reason?

Yes - STAY HOME and seek Medical Care and testing.

- Signage is at the hallway entrance and lists Covid - 19 symptoms.
- Temperature screening of students and staff is not required unless a fever is suspected.
 - a. If temperature screening is performed, contact-less thermometers will be used.
- Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher will be sent home immediately until testing and/or medical evaluation has been conducted.
 - a. If already on campus, parent should pick up child right away.
 - b. Student will wait safely in the hallway for parent.
 - c. Door will be propped open to ensure student's safety.
 - d. Any items in contact with student will be sanitized.
- Screening requirements will be communicated to all staff and families and periodic reminders sent throughout the school year.

H. Covid-19 Testing

We adhere to the following Requirements:

- Students and staff must get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.
- Positive test results:
 - a. Parents/guardians and staff must notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
 - b. Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, Sage will take the actions as required in Section I below.
- Negative test results:
 - a. Symptomatic students or staff who test negative for COVID-19 must remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.
 - b. Asymptomatic non-household close contacts to a COVID-19 case must remain at home for a total of 14 days from date of last exposure even if they test negative.
 - c. Asymptomatic household contacts must remain at home until 14 days after the COVID-19 positive household member completes their isolation.
 - d. Documentation of negative test results must be provided to school administration.

- In case of positive Covid - 19 at Sage, parents and staff will be notified via email.
 - a. The positive case will not be identified in the communication.
 - b. Parents, students, and staff will be notified that the class will switch to distance-learning until Covid test results have been obtained for exposed individuals.
 - c. Any positive Covid-19 test results will not be named publicly.

We recommend that our staff, including any volunteers/aides be tested every two months. We recommend that they see their healthcare provider for this service. Sage will post a schedule of local free testing when available. Staff and students will be provided time off for testing when requested.

I. Response to Suspected or Confirmed Cases and Close Contacts

1. Local health department may contact Jessica Hurst, Principal 408-898-8627
2. Suspected COVID-19 Case(s) Response:
 - The Administrators office will be used an Isolation room or area to separate anyone who exhibits COVID-19 symptoms.
 - Any students or staff exhibiting symptoms will immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
3. For serious illness, Staff will call 9-1-1 without delay.
4. Confirmed COVID-19 Case(s) Response:
 - School administrator will:
 - a. notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by emailing coronavirus@phd.sccgov.org and, calling (408) 885-4214.
 - b. notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
 - c. close off areas used by any sick person and will not use before cleaning and disinfection. Note: If possible, to reduce risk of exposure staff will wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, staff will wait as long as practicable.
 - d. ensure a safe and correct application of disinfectants using personal protective equipment and ventilation as recommended in Section 1.C.

- All students and staff within the same classroom cohort as the confirmed COVID-19 case will be instructed to get COVID-19 testing around 7 days after the last exposure to the case and remain quarantined at home for 14 days.
- Class seating rosters will be used and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities.

Note: A close contact is someone who has been within six feet of the case for at least 15 minutes regardless of face covering use.

- Close contacts will be instructed to get COVID-19 testing around 7 days after the last exposure to the case and should remain quarantined at home for 14 days.
- The Administrator will provide information regarding close contacts to the County of Santa Clara Public Health Department via secure fax or email.

Note: No actions need to be taken for persons who have not had close contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

5. Return to Campus after Testing:

- Positive test results
 - a. Symptomatic individuals who test positive for COVID-19 may return at least 10 days since symptoms first appeared AND at least 3 days with no fever AND improvement in other symptoms.
 - b. Asymptomatic individuals who test positive for COVID-19 may return 10 days after their positive test result.
- Negative test results
 - a. Symptomatic individuals, who are not close-contacts and who test negative for COVID-19 may return 72 hours after resolution of fever (if any) and improvement in symptoms.
 - b. Documentation of a negative test result should be provided to school administrators.
 - c. In lieu of a negative test result, students and staff may return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 7 days after exposure, and remain asymptomatic, may return 14 days after the date of last exposure to the case.
- If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case's isolation period ends.

J. Triggers for Switching to Distance Learning

If two or more students/staff test positive for covid-19 or if ordered to shelter in place, the entire school will revert to distance learning.

Note: Education Code sections 43503 and 43504 address distance/remote learning for the 2020-2021 school year. Education Code section 43504 states that schools in California “shall offer in person instruction to the greatest extent possible.” Education Code section 43503 states, “Distance learning may be offered under either of the following circumstances: (A) On a local educational agency or schoolwide level as a result of an order or guidance from a state public health officer or a local public health officer. (B) For pupils who are medically fragile or would be put at risk by in-person instruction, or who are self-quarantining because of exposure to COVID19.”

Considerations

- Regardless of on-site school conditions, distance/remote learning will be made available for the following students:
 - a. Students who are medically fragile or would be put at risk by in-person instruction, or who are isolating or quarantining because of exposure to COVID19
 - b. Students who live in a household with anybody who is medically fragile

L. Communication Plans

1. Consistent with privacy requirements such as HIPAA, in the case of positive Covid -19 at Sage, parents and staff will be notified by the Administrator via email.
2. The positive case will not be identified in the communication. Any positive Covid-19 test results will not be named publicly.
3. Parents, students, and staff will be notified that the class will switch to distance-learning until Covid test results have been obtained for exposed individuals.
4. The Administrator will also immediately notify Public Health of any Staff or Student that tests positive for Covid.

Warm Regards,

Jessica Hurst
Principal