

revised 3/4/21

San Benito County Office of Education

Reopening Plan for SBCOE Instructional Programs

Early Childhood Education Center

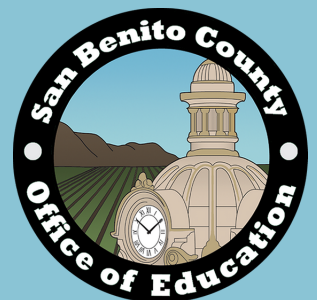
Pinnacles Community School

San Andreas Continuation High School

Santa Ana Opportunity School



Krystal Lomanto
County Superintendent of Schools



Introduction

The San Benito County Office of Education is committed to supporting San Benito County schools, staff, students and families throughout the emergency response to COVID-19 in California. Since the pandemic began in early 2020, we have learned valuable information about transmission of the disease, which has resulted in improvements to safety protocols and procedures. As a result, we have made revisions to our earlier Reopening Plan for SBCOE Instructional Programs published October 30, 2020. The revised plan is aligned to the California Department of Public Health's COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California; California's Blueprint for a Safer Economy and Assembly Bill 86/Senate Bill 86. In addition to the reopening plan, SBCOE has developed and posted its COVID-19 Safety Plan which can be found on our website at www.sbcoe.org.

On July 30, 2020, the decision was made to begin the 2020-21 school year with distance learning, with the goal of moving to in-person instruction later in the school year. The decision was based on guidance from the California Department of Public Health (CDPH) and Governor Gavin Newsom's COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year. Under California's Blueprint for a Safer Economy, each county falls in one of four colored tiers. SBCOE schools reopened on November 9, 2020 after San Benito County moved into the Red Tier, allowing schools to reopen. Schools closed again on December 18, 2020 when a surge in cases occurred. Under current CDPH and CDE guidelines, the San Benito County Office of Education looks forward to reopening its instructional programs in April.

The health and safety of all students and staff is a priority. The purpose of this plan is to be prepared to reopen the San Benito County Office of Education Programs during the COVID-19 pandemic in order to address learning loss and provide continuity of instruction for all students. San Benito County Office of Education Programs include:

- Early Childhood Special Education Program
- Pinnacles Community School
- San Andreas Continuation School
- Santa Ana Opportunity School

Additionally, the San Benito County Office of Education operates Pinnacles Juvenile Hall Court School, which has remained open throughout the pandemic.

The Reopening Plan for SBCOE Instructional Programs is a culmination of considerations, ideas, information, and guidelines used to develop protocols and procedures to keep students and staff safe while they are educated as we re-open schools. The San Benito County Office of Education has partnered with San Benito County Public Health as well as utilized information from the other California COE documents. In addition, staff, parent and student surveys along with feedback from the SBCOE Reopening Task Force were used to make decisions to ensure the health and safety of staff and students. Throughout the year, SBCOE has continued to meet regularly with bargaining units and site staff to discuss safety measures and gather input. This plan describes protocols that will be followed in order to open our schools.

Purpose

As we move forward, additional recommendations for schools will inevitably be provided by the Centers for Disease Control and Prevention, California Public Health, as well as our local Public Health Department, which may result in changes to the actions outlined in the reopening plan. Revisions will be communicated to staff and families as they are made.

Considerations Used to Develop This Plan

Ensuring the health and safety of staff and students while maintaining high quality education in all instructional programs is paramount to the San Benito County Office of Education. The COVID-19 pandemic and the resulting school closures have taken a toll on the social, emotional, and educational needs of students and staff. To address all areas, multiple considerations, described below, were used to develop the Reopening Plan.

Goal: Bring students and staff back to school safely following all health and safety protocols to ensure all students receive a high-quality education and continue to prevent the spread of COVID-19 in the community and on school campuses.

The key principles that drive this plan are:

- Keeping students and staff safe and healthy
- Providing flexibility to accommodate for the unique needs of each school and program
- Ensuring equity and access
- Providing learning environments that are engaging and keep learning moving forward
- Involving key stakeholders in the planning process

This plan considers the feedback from students, families, staff, and administrators.

Reopening Task Force Members include:

Mario Bencomo	Michelle Pasillas
Lydia Chapa	Garrett Quindimil
Colleen Forbush	Laura Rodrigues
Lisa Jelinek	Maria Romero
Jennifer Logue	Bill Sachau
Krystal Lomanto	Elizabeth Sabo
Elizabeth Martinez	Keith Thorbahn
Leanna Morgan	Johnell White
Emmanuel Nelson	

The plan is consistent with applicable state and local orders. It describes how the school will protect children and employees who are at higher risk for severe illness and how all students and employees will be screened upon arrival for symptoms and history of exposure once schools are reopened. The plan also outlines how recommended health and safety actions will be put in place and ongoing monitoring will occur.

Communication

Schools need to address several facets of communication related to the COVID-19 pandemic:

- Needs, protocols, and processes directed at managing illness prevention/mitigation and overall public health
- Needs, protocols and processes directed at managing public perception and concerns
- Proactively sharing data and information before schools start

Facilities, Custodial & Sanitation

- Identify all locations and times where students are in close contact with each other and create strategies to address the social distancing expectations.
- Develop protocols to routinely stock, inventory, and replenish Personal Protective Equipment (PPE).
- Ensure that there are enough supplies such as disinfecting wipes, gloves, hand sanitizer, soap, and paper towels.
- Ensure that there is scheduled frequent disinfection of high-touch surfaces.
- Follow the Centers for Disease Control (CDC) guidance for schools.
- Consider all play structures, big toys and other play equipment that may need to be restricted or wiped down before/after use.
- If using devices, ensure that each student uses the same device throughout the day.
- Provide simple, concise and appropriate signage in prominent locations.

Illness Prevention Procedures & Protocols

Specific safety protocols have been recommended by the Center for Disease Control, California Department of Public Health and the San Benito County Public Health. These include daily health screenings, temperature checks, restroom use procedures, paths of travel, cohorts, social distancing, use of PPE, etc.

Contact Tracing and Responsiveness: San Benito County Public Health may need to test, trace, track and respond to students, staff and family members who may exhibit symptoms of and/or test positive for COVID-19.

Stable Cohorts: San Benito Public Health and the CDC may recommend stable cohorts of students and staff that minimally interact with other groups of students. This structure helps to mitigate the spread of germs, enables health providers to trace contacts in the event of an infection and isolates the need for potential closures.

Social Distancing: It is important to consider ways to space desks and other workstations 4-6 feet apart when possible.

Staff Personal Protective Equipment (PPE): Staff may be required or choose to wear PPE including face coverings and gloves.

Face Coverings: As of February 17, 2021, the State of California and the San Benito County Public Health require staff and all students in grades K-12 wear face coverings. Exemptions for those with certain conditions may be made. Schools should have a process for approving such exemptions.

Scheduled Hand-washing: Public Health recommends scheduled hand-washing or hand sanitizer application upon arrival, before and after meals or snack time, before and after going to the restroom, and at regular intervals throughout the day.

Fiscal Considerations

The economic impacts of the pandemic will have significant and lasting impacts on school districts and the County Office. Costs of PPE, increased cleaning and other measures required to keep staff and students safe must be taken into consideration. In addition, overall school district enrollment may decline due to economic factors and parent concerns. The San Benito County Office of Education and districts are committed to working with our families to provide educational options that best meet the safety, health and educational needs of our students.

SAN BENITO COUNTY OFFICE OF EDUCATION

2020-2021 SCHOOL YEAR PLAN

Health & Safety

Campus Access

Upon reopening, campuses will operate on a restricted basis. Limiting the number of people who access the campus will help reduce the possible exposure to COVID-19. Only students and staff that work with students at the site will be permitted on campus. All students and staff will be screened daily prior to boarding the school bus or entering the campus/classroom. Screening for students and staff will include:

- Temperature check
- Answering screening questions
- Sanitizing hands
- Wearing face coverings for students in grades K-12 unless they have a medical condition that prevents them from wearing a face covering

Temperature checks will be administered by trained school staff using No-Touch handheld or walk-up thermometers. Anyone entering the site must have a temperature of less than 100.4° F.

Screening questions will be asked of staff and students each day and include:

1. Have you been without a fever over 100.4° F for 24 hours without the use of fever-reducing medications?
2. Have you had any new or worsening symptoms of respiratory illness (cough, shortness of breath, runny nose), vomiting or diarrhea in the past 24 hours?
3. Do you live or been in close contact with anyone with a prolonged cough, fever, or flu-like symptoms or with anyone who has been diagnosed with COVID-19 within the last 14 days?

School officials completing screenings will be trained and must wear required Personal Protective Equipment (PPE) during screening. PPE will consist of disposable gloves, face shield and a face covering. All screening results will be documented and stored in a secure location according to HIPPA guidelines.

Face coverings at minimum must be worn when:

1. Waiting to enter the school campus
2. On school grounds (except when eating or drinking)
3. Leaving school
4. Riding a school bus

A student or staff member who fails the screening process, becomes ill, or shows signs of being ill during the school day will be isolated and sent home. Students will not be permitted on the school bus and cannot enter the campus/classroom if they fail the screening process. Each campus will

designate a location where students or staff are isolated prior to leaving the site. Staff and students who become sick will continue to wear a face covering while on the campus or bus. All staff and students sent home will be required to be symptom free for at least 24 hours prior to returning to campus.

Outside Visitors

Visitors are discouraged from entering campus. In the event that visitors or parents need to attend a meeting on campus, they will check in at the main office at each site and be subject to the same procedures and questions asked of students and staff. Participants in meetings held on campus will be required to follow appropriate social distancing (at least 6ft), wear a face covering and wash/sanitize hands. Reasonable attempts will be made to hold meetings electronically.

Deliveries

Deliveries will be made using appropriate social distancing and/or leaving the packages outside the main office door to minimize traffic on campus. Food deliveries, school supplies and cleaning supplies will follow the same procedures, which include leaving the supplies/deliveries outside, when possible.

Points of Entry

All students and staff will enter the campus from designated points of entry only. The point of entry will be limited to the main office door and, in certain cases, the classroom doors. It is important that these points of entry be few in number to ensure student and staff screenings take place daily. As students and staff wait, signage outlining social distancing expectations will be posted as well as social distancing "spots" marked to ensure students and staff remain 6 feet apart. Students arriving in personal vehicles may be asked to remain in the car until they can be screened. As visitors arrive to the school office, signage will be posted with expectations for social distancing. All staff are expected to conduct a self-check including, but not limited to, a temperature check prior to leaving their residence. Parents will be requested to do the same with their student. Staff and students with a temperature above 100.4 degrees F must remain at home and be fever free without using a fever-reducing medication for at least 24 hours before returning to school.

Hygiene Practices

In accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, students and staff will be trained on proper techniques for hand-washing, using tissues to wipe their nose, coughing, and the use of face coverings. Additional hygiene practices may also be taught, if necessary.

Frequent hand-washing opportunities will be provided throughout the day. Students and staff will be required to wash hands when arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or classroom materials; before and after using the restroom; after blowing their nose, coughing, and/or sneezing; and before and after

eating food. When washing hands, staff and students should scrub hands with soap and hold under running water for at least 20 seconds before using paper towels (or single use cloth towels) to dry hands thoroughly.

While hand-washing is more effective than the use of hand sanitizers, hand sanitizer containing 60% ethyl alcohol or higher may be used if soap and water are not available. Fragrance-free hand sanitizer will be available on buses and throughout each site in classrooms, restrooms and school offices. Portable hand sanitizing stations will also be made available for students to use while entering campus and while on campus. Children under age nine should use hand sanitizer under adult supervision.

Protective Equipment Expectations

All staff and students will be expected to wear face coverings as they enter campus, while on campus during the school day and when exiting the campus. Staff and students may use their own cloth or disposable face coverings. Disposable face coverings will be provided for each staff member and student if they do not have one. Personal face coverings must comply with the dress code and appearance expectations outlined in the student handbook. A process for approving exemptions for those with certain conditions is available at each site

Face shields may be worn by some staff so that students can see their faces and to avoid potential barriers to phonological instruction. Staff completing screenings will be required to wear face shields as well as a face covering. Staff may also be required to wear additional PPE such as disposable lab coats when completing specialized tasks such as diapering.

Bus drivers will have access to appropriate PPE equipment and will have access to surplus face coverings to provide to students who may become symptomatic while on the bus.

Cal/OSHA requirements will be followed to ensure that appropriate PPE is provided and worn effectively to protect employees from the hazards of the cleaning products used. Training will be provided to staff on the hazards of chemicals. Staff, including custodial staff, food service staff and front office staff, will be provided with PPE appropriate for their job tasks such as cleaning and disinfecting and may include:

- Gloves for regular surface cleaning and disinfecting.
- Gloves, eye protection, and face covering, in addition to PPE required by COVID-19 disinfection product instructions for staff engaged in deep cleaning and disinfecting.

All cleaning and disinfectant products will be kept out of children's reach and stored in a space with restricted access.

Physical Distancing

Students enrolled in the Early Childhood Special Education Center will attend class in small cohorts of students to minimize the risk of COVID-19 transmission. Students attending the

Alternative Education Programs will be scheduled in cohorts, with teachers rotating between classrooms rather than students to the extent possible, to minimize the movements of students. Student desks will be placed a minimum of 4-6-feet apart in all classrooms. If possible, classes may take place outside in a fresh air setting, weather permitting. Physical Education will be limited to activities that support social distancing and do not involve physical contact.

All students will enter the campus using the appropriate 6-foot distancing during screening or when entering a school bus. While on the bus, students will be placed six feet apart in their seats using a zig-zag pattern during transportation. Signage will be used to direct traffic on both campuses during drop-off and pickup, during the school day and during mealtime.

Cleaning and Disinfecting

Any area that is used during the day will be cleaned at least daily and may be cleaned more often depending on use. Each site will develop cleaning schedules to ensure surface areas are cleaned following current guidance. EPA approved products will be used to clean and sanitize against COVID-19.

- Surfaces to be disinfected between uses include but are not limited to:
 - Desks and tables
 - Chairs
 - Bus Seats
 - Keyboards, headphones, headsets,
 - Copy machines
- High-touch surfaces to be disinfected include but are not limited to:
 - Toys and games
 - Art supplies and instructional materials
 - Playground equipment
- High-touch surfaces to be disinfected more than once each day include but are not limited to:
 - Door handles and handrails
 - Drinking fountains
 - Sink handles
 - Restroom surfaces
- Areas used by any sick person will be closed off and not used again before cleaning and disinfection has taken place.
- Circulation of outside air will take place in each classroom using the current ventilation system as well as opening windows or doors if doing so does not pose a safety or health risk to students using the facility.

COVID-19 Surveillance Testing

Surveillance testing is offered to staff on an every other month basis. Staff who have decided to participate in surveillance testing will receive information regarding scheduling and locations. Staff may contact Jennifer Logue at jlogue@sbcoe.org for additional information.

Instructional Programs

Instructional models for each site were developed based on feedback from students, staff and parents regarding their preference for opening schools in the fall. Although it was evident from the feedback that the most effective student learning is in person, schools began with Distance Learning Models described in this section. As the COVID-19 pandemic has evolved, multiple plans have been developed to provide equitable learning opportunities, minimize learning loss and allow for instruction to move between in-person and distance learning quickly and efficiently. When possible, students will return in person to receive instruction directly from a teacher. Delivery of all services will be done so that no matter where students are located, the educational opportunities are accessible to students each day. Lessons and curriculum will be designed so that students can participate, ask questions, complete and submit assignments in using any model. Updates and changes to instructional delivery will be communicated to staff and families as soon as decisions are made.

Early Childhood Special Education Center (ECE)

Distance Learning Schedule

Students will be placed in one of two cohorts, morning (AM) or afternoon (PM). Teachers will provide face-to-face instruction 4 days per week through distance learning, accessible online. Office hours will be available for one-to-one contact between parents and staff.

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00am-10:30am	Cohort 1 AM	Cohort 1 AM	Teacher Preparation and Meetings	Cohort 1 AM	Cohort 1 AM
10:30pm-12:30pm	Teacher Prep and Office Hours			Teacher Prep and Office Hours	
12:30pm-2:00pm	Cohort 1 PM	Cohort 1 PM		Cohort 1 PM	Cohort 1 PM
2:00pm-3:30pm	Office Hours			Office Hours	

**Students are part of one cohort only, receiving instruction through Distance Learning 4 days per week.*

Hybrid Schedule

Students who choose to attend in-person will be placed in one of four cohorts to reduce the number of contacts: Cohort 1, Cohort 2, Cohort 3, Cohort 4. Each cohort will attend in person on one day per week during the morning session. On the days that students do not come to the ECE, and they will engaged in distance learning during the PM Session. Students who are not able to attend in person will engage in distance learning each afternoon. Cohorts 1 & 2 and Cohorts 3 & 4 may be merged to provide 2 days of instruction per week prior to moving to a full in-person model.

Students will take home a zip lock bag with the materials needed for the day they are not on site, along with their school-provided meal. Regular cleaning of tables, toys and other student contact areas will be performed between cohorts. Backpacks will not be permitted on site to minimize the risk of COVID-19 transmission. Each student's belongings will be separated and kept in an

individually labeled storage container, cubby, or area. Staff will send student belongings home each day.

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00am-10:30am	Cohort 1 AM	Cohort 2 AM	Teacher Preparation and Meetings	Cohort 3 AM	Cohort 4 AM
10:30pm-12:30pm	Classroom Cleaning and Teacher Prep			Classroom Cleaning and Teacher Prep	
12:30pm-2:00pm	Distance Learning (all students)			Distance Learning (all students)	
2:00pm-3:30pm	Classroom Cleaning and Office Hours			Classroom Cleaning and Office Hours	

**Students are part of one cohort only, attending 1 day per week in the AM session. Distance learning will be provided during the PM session on days students do not attend.*

In-Person Schedule

Students will be placed in one of two cohorts, Cohort 1 AM or Cohort 2 PM. Each cohort will attend in person four days per week in either the morning or afternoon.

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00am-10:30am	Cohort 1 AM	Cohort 1 AM	Teacher Preparation and Meetings	Cohort 1 AM	Cohort 1 AM
10:30pm-12:30pm	Classroom Cleaning and Teacher Prep			Classroom Cleaning and Teacher Prep	
12:30pm-2:00pm	Cohort 1 PM	Cohort 1 PM		Cohort 1 PM	Cohort 1 PM
2:00pm-3:30pm	Classroom Cleaning and Office Hours			Classroom Cleaning and Office Hours	

**Students are part of one cohort only, attending 4 days per week.*

Alternative Education Programs

Schedules have been developed to allow for in person instruction 5 days a week if class sizes are small enough to allow for social distancing. If enrollment exceeds the maximum number to safely social distance, students will be divided into two cohorts. Each cohort will attend on separate days, attending two days each week in person and participating in distance learning the other three days. If schools are required to close, students will move to distance learning all five days each week.

Students enrolled at Pinnacles Community School or Santa Ana Opportunity School will remain in the same classroom the entire day, with teachers rotating to provide subject-specific instruction. Students enrolled at San Andreas Continuation School will attend three separate blocks of two courses each throughout the day, rotating classrooms between each block.

Classrooms will be cleaned between each use. Students will be assigned their own Chromebook, textbook/workbook, classroom materials and workspace/desk to minimize the risk of COVID-19 transmission. The use of restrooms, morning brunch, and lunch will be done so that students are

socially distanced while eating. Six-foot markings will be placed leading into restrooms, offices and at entrances. Meals will be packaged and delivered to classrooms to promote social distancing. Students will utilize Google Classroom as the Learning Management Platform, which will allow them to stay engaged during in person instruction and distance learning. This will ensure a continuity of instruction even if students must attend school on different days. Google Classroom will provide all students and families a consistent platform with which to access assignments and lessons 24 hours a day, 7 days a week. Prior to the start of the school year, individual contacts were made to each family to determine technology needs that needed to be met to support the Hybrid Learning Model or Distance Learning Model.

Educational Options

Students and families who prefer a fully distance learning platform instead of a blended learning model will be able to participate in a Distance Learning Model.

Pinnacles

Distance Learning Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:25am-10:25am	Cohort 1	Cohort 1	Cohort 1	Cohort 1	Cohort 1
10:25am-10:35am	Break				
10:35am-12:35pm	Cohort 1	Cohort 1	Cohort 1	Cohort 1	Cohort 1

**Students are part of one cohort only, receiving instruction through Distance Learning 5 days per week.*

Hybrid Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:25am-10:25am	Cohort 1	Cohort 2	Distance Learning	Cohort 1	Cohort 2
10:25am-10:35am	Breakfast in Classroom with cohort			Breakfast in classroom with cohort	
10:35am-12:35pm	Cohort 1	Cohort 2		Cohort 1	Cohort 2
12:35pm	Take-home lunch. Additional breakfast & lunch will be taken home for off-campus days.				

**Students are part of one cohort only, attending 2 days per week. Distance learning will be provided on days students do not attend.*

In-Person Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:25am-10:25am	Cohort 1	Cohort 1	Cohort 1	Cohort 1	Cohort 1
10:25am-10:35am	Breakfast in classroom with cohort				
10:35am-12:35pm	Cohort 1	Cohort 1	Cohort 1	Cohort 1	Cohort 1
12:35pm	Take-home lunch				

**Students are part of one cohort only, attending 5 days per week.*

Santa Ana Opportunity

Distance Learning Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:25am-10:25am	Cohort 1	Cohort 1	Cohort 1	Cohort 1	Cohort 1
10:25am-10:35am	Break				
10:35am-12:35pm	Cohort 1	Cohort 1	Cohort 1	Cohort 1	Cohort 1

*Students are part of one cohort only, receiving instruction through Distance Learning 5 days per week.

Hybrid Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:25am-10:25am	Cohort 1	Cohort 2	Distance Learning	Cohort 1	Cohort 2
10:25am-10:35am	Breakfast in Classroom with cohort			Breakfast in classroom with cohort	
10:35am-12:35pm	Cohort 1	Cohort 2		Cohort 1	Cohort 2
12:35pm	Take-home lunch. Additional breakfast & lunch will be taken home for off-campus days.				

*Students are part of one cohort only, attending 2 days per week. Distance learning will be provided on days students do not attend.

In-Person Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:25am-10:25am	Cohort 1	Cohort 1	Cohort 1	Cohort 1	Cohort 1
10:25am-10:35am	Breakfast in classroom with cohort				
10:35am-12:35pm	Cohort 1	Cohort 1	Cohort 1	Cohort 1	Cohort 1
12:35pm	Take-home lunch				

*Students are part of one cohort only, attending 5 days per week.

San Andreas Continuation

Distance Learning Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:25am-10:25am	Cohort A	Cohort A	Cohort 1 CR	Cohort A	Cohort A
10:25am-10:35am	Break				
10:35am-12:35pm	Cohort B	Cohort B	Cohort 2 CR	Cohort B	Cohort B
12:35pm-1:05pm	Lunch Break				
1:05pm-3:05pm	Cohort C	Cohort C	Teacher Prep & Prof Dev	Cohort C	Cohort C

*Students are part of 2-3 cohorts each day, receiving instruction 5 days per week through Distance Learning. Students participate in Credit Recovery (CR) on Wednesdays and are released at lunch.

Hybrid Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:25am-10:25am	Cohort A1	Cohort A2	Distance Learning/CR	Cohort A1	Cohort A2
10:25am-10:35am	Breakfast in Classroom with cohort				
10:35am-12:35pm	Cohort B1	Cohort B2	Distance Learning/CR	Cohort B1	Cohort B2
12:35pm-1:05pm	Lunch with Cohort Additional breakfast & lunch will be taken home for off-campus days.				
1:05pm-3:05pm	Cohort C1	Cohort C2	Teacher Prep & Prof Dev	Cohort C1	Cohort C 2

*Students are part of 2-3 cohorts each day, attending 2 days each week. Students participate in Credit Recovery (CR) online on Wednesdays and are released at lunch. Distance learning will be provided on days students do not attend in person.

In-Person Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:25am-10:25am	Cohort A	Cohort A	Cohort 1 CR	Cohort A	Cohort A
10:25am-10:35am	Breakfast in classroom with cohort				
10:35am-12:35pm	Cohort B	Cohort B	Cohort 2 CR	Cohort B	Cohort B
12:35pm-1:05pm	Lunch with Cohort				
1:05pm-3:05pm	Cohort C	Cohort C	Teacher Prep & Prof Dev	Cohort C	Cohort C

*Students are part of 2-3 cohorts each day, attending 5 days per week. Students participate in Credit Recovery (CR) on Wednesdays and are released at lunch.

Communication

Parents will be individually communicated with about the instructional models available to them via letter and/or phone call. This will allow them to understand the processes and procedures that they can expect when their student returns to school versus selecting the distance learning model.

Site Administration as well as the San Benito County Office of Education Administrative team will communicate with all staff, students and their families regarding updates or changes to COVID-19 protocols. Targeted communication for specific groups including vulnerable members of the school community may also be made to those individuals. Communication may include:

- Proper use of PPE/EPG
- Cleaning and disinfection
- COVID-19 transmission and prevention
- Guidelines for families about when to keep students home from school
- Systems for self-reporting symptoms
- Criteria and plans to move to an alternate instructional delivery model

Each school will create a communication plan to address the following:

- The school's role in documenting, reporting, tracking, and tracing infections in coordination with public health officials
- Notifying staff and families if a school has a positive COVID-19 case
- Legal responsibilities and privacy rights for communicating information about positive cases of the virus
- Providing guidance to parents, teachers, and staff regarding the importance of following public health orders and guidelines
- Advising staff and families about how to self-monitor for symptoms, when to self-isolate, and when to return after being sick

For additional information, please contact your site administrator.

Early childhood Education Center and Special Education

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Alternative Education Programs

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