

Health and Safety Plan for School Reopening

Each Specialized Education Services, Inc., (SESI) school or program must create a Health and Safety Plan which will serve as a guide for each school's safe re-opening. As with all emergency plans, SESI's Health and Safety Plans are tailored to the unique needs of each school or program and are created in consultation with materials and resources provided by local health agencies. Given the dynamic nature of the COVID-19 pandemic, each SESI Health and Safety Plan incorporates enough flexibility to adapt to changing conditions.

The Health and Safety Plan below focuses on required professional learning and communications to ensure all stakeholders are fully informed and prepared for a local phased reopening of SESI's school facilities and programs. SESI's Health and Safety Plans follow a rigorous review and approval process and must be posted on each school or program's website prior to the reopening of school. All SESI Health and Safety plans give consideration to the adoption of new policies or the modification of existing policies where necessary to effectively implement the plan.

Each SESI school or program will monitor their Health and Safety Plan throughout the year and update as needed. All revisions will follow the same review and approval process as the original plan document and then be posted on the school or program's website.

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Sierra School of Sonoma County - Health and Safety Plan

- All decision-makers should be mindful that if there are cases of COVID-19 in the community, there are no strategies that can eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by the local district and/or county recommendations, state educational department guidance and take into account SESI's parent and staff survey input, where applicable and to the extent possible. Further all SESI Health and Safety Plans should align with SESI's "Reopening Our Schools During COVID-19 Guidebook." Please note that a separate **Continuation of Learning Plan (COL)** approved by SESI's Academic, Curriculum and Instruction team, Behavior Management Team, as well as SESI's President will be provided in addition to this Health and Safety Plan.

SESI administration has categorized reopening into three broad phases: red, yellow, or green. These designations provide a common language of how our schools will safely re-open:

- **The Red Phase:** Schools and programs remain closed for in-person instruction and all instruction is provided via remote learning. *Note that because this plan is a "reopening" plan, there is no discussion of activities or actions in **The Red Phase.***
- **The Yellow Phase:** Schools and programs open for in-person instruction with reduced capacity and a hybrid model of both in-person and virtual instruction for some or all students.
- **The Green Phase:** Schools and programs open for in-person instruction for all students.

SESI schools will move between **The Yellow Phase** and **The Green Phase** in coordination with how the state and localities are moving through their broader re-opening plans. SESI will align its reopening timeline with the reopening plans of its partnering school districts to the extent possible.

The below Health and Safety Plan documents Sierra School of TBD's plan to re-open school, bring students and staff back safely, secure its facility in compliance with local and national health guidance, communicate with stakeholders (students, parents, staff, school-district members, local agencies, etc.), and the process for updating the plan to ensure continued safety for all stakeholders. Each Health and Safety Plan section is guided by a set of key questions for consideration.

Type of Reopening

Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your partnering schools' districts and families?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Sierra School of Sonoma County is currently in the following phase of reopening (CIRCLE ONE): Red Yellow Green

Based on Sierra School of Sonoma County current phase of reopening and local community needs, the program has selected the following type of reopening:

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Blended reopening that balances in-person learning and remote learning (but some students/families opt for distance learning out of safety/health concern) (i.e., alternating days or weeks or based on differentiation of student needs).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning, based on above selection: March 29, 2021

Sierra School of Sonoma is currently recommending a fully remote reopening plan. Under this plan, all students will be offered a robust Distance Learning curriculum, as outlined in the SESI Continuation of Learning Plan. Once it has been deemed safe, allowable, and aligned with local public health guidelines, we will begin to introduce a hybrid scheduling model to any students/families who wish to resume in-person learning, while anyone who opts out will continue to receive their instruction via virtual programming. The decision to utilize this specific hybrid scenario is supported by the State of California's Guidance with the intent to begin increasing In-Person Learning by or before March 29, 2021. Consistent with other states, California has emphasized the need to prioritize direct services for those who are at-risk, low performing, or who have special needs as they are most likely to be negatively impacted by distance learning. Sierra School of Sonoma serves these populations, and school staff believes this plan will allow for the students with the most critical learning needs to benefit from in-person services while enabling school staff to adhere to safety protocols with a high level of fidelity.

Specific Santa Rosa City Unified (SCUSD) and Petaluma City Schools (PCS) benchmarks include those outlined from the California Department of Public Health (CDPH) for risk levels of community spread. These districts have reported via their COVID Response Update, that they fall into the Widespread Scale, which requires them to remain in a full Distance Learning model (cited below).

CDPH and CDE recommend the following:

- When a district reaches the Substantial benchmarks, a hybrid option can be delivered safely. The hybrid model, as determined by the CDE, consists of students learning in the classroom on some days, and from home on other days.
- When a district reaches the Moderate benchmarks, full-time in person school can be delivered safely, with mitigating strategies in place.

This recommendation is supported by a small percentage of employees who are at high risk or have household members at high risk for serious complications from COVID-19. However, when informally polled, Staff Members (80%+) expressed minimal concerns about their health and safety should the School begin to increase In-Person Learning. They were encouraged by the extensive levels of pre-planning, training, and access to PPE they were provided in advance of increasing direct contact with Students, Families, and each other.

Based on the information received, the majority (60%+) of Parents/Guardians surveyed preferred the return to some form of In Person Learning, even if it was coupled with Distance Learning. Sierra School of Sonoma is therefore suggesting that its **remote** plan be considered short-term and evolving in nature (i.e. this plan is effective until March 29, 2021, at which time it will be

reassessed based on local data and guidance and determine whether the program can continue to increase the density of services provided In Person and/or move from the **Red Phase** to the **Yellow Phase** of reopening).

Stakeholders, including families, district partners, staff, students, and local agencies will be notified of this plan and any changes to this Health and Safety Plan in the following ways:

- **School District Partners:** individual discussions between the School/Program Director and the respective district liaisons. Plan documents and any revisions will be shared via email and will also be posted on the school or program's webpage.
- **Parents and Guardians:** emails to parents/guardians including this Health and Safety Plan as well as invitations to informative webinars focused on the schools reopening plans. Plan documents and any revisions will be shared via email and will also be posted on the school or program's webpage.
- **Staff:** emails to staff including this Health and Safety Plan as well as invitations to mandatory trainings, including webinars, focused on the schools reopening plans. Plan documents and any revisions will be shared via email and will also be posted on the school or program's webpage.

The School or Program Director will be available for individual communication as requested.

Once reopened, any decisions to close the school or significantly modify this Health and Safety Plan, will be informed by SESI's Reopening Team, SESI's "Reopening Our Schools During COVID-19 Guidebook," as well as local and national health guidance, including the health department, CDC, districts, and local agencies and other stakeholders including school district partners, county partners, and state departments of education. SESI schools and programs will continuously monitor Health and Safety Plan implementation and assess progress on an ongoing basis.

Pandemic Coordinator/Team

SESI has identified a national Reopening (Pandemic) coordinator and team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The team will be responsible for working with local school teams in order to facilitate the planning process and monitor implementation of the local Health and Safety Plans. As well the full Pandemic Team in coordination with the local school and program teams, will continue to monitor local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. The Reopening (Pandemic) team exists to ensure a comprehensive plan that reflects the considerations and needs of every stakeholder at Sierra School of Sonoma County.

Reopening (Pandemic) Team

- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Pandemic Plan Development Team:** Individual will play a role in drafting the Health and Safety Plan
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dave Wood	SESI School's Pandemic Coordinator	Pandemic Crisis Response Team
Andrea Vargas	SESI School's President	Pandemic Crisis Response Team
Patrick Shevlin	SESI School's Business Analyst	Pandemic Crisis Response Team
Erik Ryan	Regional Vice President	Plan Development and Response Team

Tina Crivelli	Executive Director/Regional Director	Plan Development and Response Team
Alison Rodrigues	Director of Education	Plan Development and Response Team
Jasmin Feliciano	Office Manager	Plan Development and Response Team

Key Strategies, Policies, and Procedures

The action plan templates on the following pages provide a thorough plan for each of the required domains of a successful reopening and aligns with SESI’s “Reopening Our Schools During COVID-19 Guidebook.”

For each domain of the Health and Safety Plan, a detailed summary describes the key strategies, policies, and procedures Sierra School of Sonoma County will employ to satisfy the requirements of the domain. The domain summary provides a description of the efforts the school will take to ensure health and safety of every stakeholder in its local education community. Thus, the summary is focused on the key information that staff, students, and families require to clearly understand the local plan for the phased reopening of the school or program. The key questions are used to guide our domain summaries.

Each requirement within each domain documents the following:

- **Action Steps under Yellow Phase:** The discrete action steps required to prepare for and implement the requirement under the guidelines outlined for schools and programs in **Yellow Phase**. The discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** The specific adjustments the school will make to the requirement during the time period the school or program is designated as in **Green Phase**.
- **Lead Individual and Position:** Lists the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** Lists any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** Identifies, if any, the professional development required to implement this plan effectively for staff, students, families, or other stakeholders.

In the following tables, an asterisk (*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA (Occupational Safety and Health Administration) and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to support staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

To ensure the building is cleaned and ready to safely welcome back staff and students, professional cleaning services will be utilized following OSHA and CDC guidelines. Disinfecting supplies will be procured through company internal resources/stockpile or will be procured by the external professional cleaning providers. The building will be professionally cleaned daily. Protocols for cleaning and disinfecting throughout the school day will include wiping down shared surfaces after each use (i.e. bathroom fixtures, shared equipment, etc.) and periodic disinfecting of frequently touched surfaces (doorknobs, light switches, desks, tables, etc.). All staff will receive training on cleaning, sanitizing, and disinfecting procedures prior to resuming in-person services. Families will be provided with a copy of our Health and Safety Plans via email and the school website. Additionally they will receive a detailed outline of our cleaning, sanitizing, and disinfecting procedures.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Facility to undergo deep cleaning; staff to walkthrough facility and complete SESI internal checklist to prepare building; adequate stocks of cleaning supplies and PPE will be ordered/delivered before resuming in-person education; frequency of janitorial/cleaning and waste removal services to increase throughout phase; directors to speak with LLs about common area cleaning and confirm acceptable protocols; open windows and fans to be utilized for ventilation whenever weather permits; replace all HVAC filters with new HEPA filters; all contacted surfaces to be wiped down after use; bottled water and/or coolers to be used</p>	<p>Schools will continue to maintain adequate stocks of all PPE items; will also keep increased frequency for all cleaning and waste removal activity; windows/fans will continue to be used to help circulate fresh air; all contacted surfaces will be sanitized/disinfected after each use; continue with bottled water and/or coolers. All third-party cleaning contractors will acknowledge that services will follow CDC guidance for appropriately cleaned schools using appropriate supplies and processes.</p>	<p>Alison Rodrigues, Director Education Jasmin Feliciano, Office Manager</p>	<p>PPE - masks, gloves, gowns, barriers Cleaning products Hand soap/sanitizer Paper products Water bottles/coolers Signage for any cleaning supply warnings or required instructions Professional cleaning services agreements (if not using in-house janitorial staff) Cleaning protocols acknowledgment for third party vendors.</p>	<p>Yes (Safely Cleaning and Disinfecting at Work)</p>

instead of shared drinking fountains; walkie communication will be utilized to determine availability of bathroom facilities prior to entering common area (hallway). All third-party cleaning contractors will acknowledge that services will follow CDC guidance for appropriately cleaned schools using appropriate supplies and processes.

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements, if applicable?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?

- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

The guidance provided within the SESI “Reopening Our Schools During COVID-19 Guidebook” will be consulted to ensure proper social distancing. Student desks will be moved apart as far as possible (at least six feet) and students will remain in their classrooms/cohorts throughout the day. Communal space (if not being used for instruction to ensure social distancing) will be limited to individual cohorts and cleaned in between use. Outdoor space will be utilized as much as possible for instructional time and other activities, with no more than one classroom outside at one time. Playground equipment will not be used. Monitored and scheduled handwashing/sanitizing for students will be implemented. To the extent possible, visitors and volunteers will be limited to virtual access. For programs requiring environmental rotations (BEST), student access will be limited to no more than two students in a shared rotational space at one time, whenever possible, with disinfecting occurring between cohort use. Stakeholders will be informed via email and webinar of expectations and procedures.



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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Classroom furniture to be removed/re-arranged or utilized in a way that meets CDC social distancing guidelines of six feet of separation, to the extent possible; proper locations to be reinforced via signage and/or tape. Classroom schedules will be modified to reduce traffic flow within the room, to the extent possible.</p>	<p>High-risk individuals to remain on modified assignments; classroom furniture to be added/re-arranged or utilized in a way to accommodate increased capacity but staying mindful of CDC guidelines of six feet of separation to maintain social distancing to the extent possible. Classroom schedule will be modified to reduce traffic flow within the room, given increased capacity, to the extent possible.</p>	<p>Tina Crivelli, Regional Director Alison Rodrigues, Director of Education Jasmin Feliciano, Office Manager</p>	<p>Signage and/or tape Plexiglass barriers Update schedules Storage plan for excess furniture</p>	<p>Yes (Policy and Procedure of Reopening)</p>



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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>All student meals to be served in classrooms during this phase; meals will be prepared/served by designated employees; same employee will remove all debris once finished; usage of cafeterias and/or other large common spaces to be prohibited.</p> <p>Communal space will be used by one student cohort at a time and cleaned in-between each use. Outdoor space will be used to the extent possible. Playground equipment will not be used.</p>	<p>Lunchroom and other large common spaces to be re-opened with restrictions on capacity; seating arrangements to be re-arranged to accommodate social distancing to the extent possible. Communal spaces will be cleaned after each use.</p>	<p>Alison Rodrigues, Director of Education</p> <p>Jasmin Feliciano, Office Manager</p>	<p>Signage for closed areas/rules for using communal spaces.</p> <p>Social distancing and traffic flow tape/dots/signs</p> <p>Signage for required cleaning</p>	<p>Yes (Policy and Procedure of Reopening)</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Teachers to introduce proper frequency and cleaning/hygiene techniques (coughing, sneezing, restroom, etc.) in classroom and schedule regular "checkups" into lesson plans; token economy/behavior expectation systems will be modified to reward student compliance	Teachers to continue incorporating health and hygiene into schedules and lesson plans and scheduling routine check-ups; token-economy/behavior expectation system modifications to remain in place	Alison Rodrigues, Director of Education Classroom Leads/Certified Teachers	Hand soap/sanitizer Paper products Signage for proper washing of hands in bathroom or other locations	Yes (Proper Handwashing; Safe Cleaning and Disinfecting at Work)
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signage will be utilized to reinforce safety protocols, hygiene technique, spacing, hallway circulation, etc.; signage will be ordered/created and clearly posted in all rooms and appropriate school locations before reopening schools	Signage for reinforcement of safety protocols, hygiene technique, spacing hallway circulation, etc. to remain in place; signage for spacing to allow social-distancing and hallway/classroom circulation to be adapted to accommodate larger capacity and new distancing guidelines. Signage will be updated/ordered and clearly posted in all rooms and appropriate school locations before entering this phase.	Alison Rodrigues, Director of Education Jasmin Feliciano, Office Manager	Signage and/or tape/dots/sign for spacing and social distancing Signage for any other protocols of safety throughout building.	Yes (Policy and Procedures of Reopening)

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Identifying and restricting non-essential visitors and volunteers	Essential vendors/visitors have been identified and safety protocols must be acknowledged upon arrival at the school; All visitors will follow SESI's COVID-19 screening protocols. All meetings to be by-appointment-only during this phase; essential visitor sign-in sheets to be managed at front desk; each facility will designate a visitor sign in/waiting area and a delivery zone separate from primary entrance (to the extent possible); all deliveries to be properly sanitized before leaving delivery zone;. All meeting spaces, delivery zones and visitor waiting areas to be cleaned in-between use.	Walk-in visitors allowed, but must sign-in and complete an acknowledgment of and submit to SESI's screening protocol; visitor waiting areas, meeting rooms and delivery zone(s) continue with same cleaning procedures between each use.	Alison Rodrigues, Director of Education Jasmin Feliciano, Office Manager	Sign-in log Cleaning Supplies/Paper Products Hand Sanitizer Acknowledgement of SESI COVID-19 protocols.	Yes (Policy and Procedures of Reopening)



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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Physical education and recess activities will take place outside, to the extent possible, within same cohort or on an individualized basis. Permissible recess and PE activities will be enumerated to promote adherence to social distancing. Schools will not make use of playground equipment. Equipment used during recess or PE will be cleaned between each use and will not be shared between students.</p>	<p>Physical education and recess activities will take place outside, to the extent possible, within same cohort or on an individualized basis. Permissible recess and PE activities will continue to support social distancing. Schools will not make use of playground equipment. Loosen restrictions on shared equipment if necessary but continue being mindful of disinfecting/sanitizing after use.</p>	<p>Alison Rodrigues, Director of Education</p> <p>Tina Crivelli, Regional Director</p>	<p>Signage about use of spaces for recess/physical education</p> <p>Signage related to cleaning of any gym supplies and instructions for not-sharing.</p> <p>Additional equipment where needed</p> <p>Cleaning supplies/paper products</p>	<p>Yes (Policy and Procedures of Reopening)</p>



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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the sharing of materials among students	Lesson plans will be adapted to minimize or eliminate the use of common equipment (books, CPUs, etc.). Additional materials where necessary will be acquired to minimize sharing. Non-porous items will be sanitized between use. Porous items will be removed, to the extent possible.	Loosen restrictions on shared equipment if necessary, but continue being mindful of disinfecting/sanitizing after use To the extent possible, continue to minimize or eliminate sharing of materials.	Alison Rodrigues, Director of Education Classroom Leads/Certified Teachers, Social Worker	Additional materials where needed. Cleaning supplies/paper products	Yes (Policy and Procedures of Reopening)
Staggering the use of communal spaces and hallways	Furniture to be removed/re-arranged to meet CDC social distancing guidelines before reopening; hallways and communal areas will utilize signage to show proper spacing and circulation.	Furniture and signage to be modified to accommodate increased capacity and new distancing guidelines. Update signage and tape/dots to demonstrate proper spacing for social-distancing and traffic circulation.	Alison Rodrigues, Director of Education All Classroom Staff	Signage and/or tape Storage for excess furniture	Yes (Policy and Procedures of Reopening)

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Adjusting transportation schedules and practices to create social distance between students	<p>Arrangements will be made with all district transportation departments to accommodate blended learning schedule and ensure understanding of district transportation procedures for COVID-19 for this phase. Students will be screened before entering the building following SESI's screening procedures. Student will be dropped off and wait in assigned cohort locations to avoid congregating in large groups before screening. Any SESI program providing its own transportation will screen students prior to allowing entry to vehicle. Upon arrival, these students will report directly to classroom for "soft start" period.</p>	<p>Staggered drop-off and pick-up schedules to accommodate the full return to in-person learning will continue in this phase, following district protocols for transportation during this phase of COVID-19. Students will continue to be screened before entering the building following SESI's screening procedures. Students will be dropped off and wait in assigned cohort locations to avoid congregating in large groups before screening. Any SESI program providing its own transportation will screen students prior to allowing entry to vehicle. Upon arrival, these students will report directly to classroom for "soft start" period.</p>	<p>Alison Rodrigues, Director of Education</p> <p>Jasmin Feliciano, Office Manager</p>	<p>Signage and/or traffic cones</p> <p>Screening materials</p> <p>Tap/dots for drop off waiting locations.</p>	<p>Yes (Policy and Procedures of Reopening)</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>Rotation schedules will be adapted to reduce classroom capacity; non-classroom space to be repurposed for educational use wherever possible, schedules to be adjusted to reduce traffic circulation in the classroom.</p> <p>Use communal spaces one cohort at a time with cleaning in between each use.</p>	<p>Adapted schedules to be loosened (if not removed altogether); continue using auxiliary spaces as classrooms to limit per-room capacities where possible, continue to adjust schedules/activities to limit traffic circulation in the classroom.</p> <p>Reduce restrictions on communal spaces but continue to be mindful of social distancing and cleaning in between each use.</p>	<p>Alison Rodrigues, Director of Education</p> <p>Lisa Allmon, Regional Instructional Specialist (Academic)</p> <p>Jess Miller, Regional Instructional Specialist (BEST)</p>	<p>Dots/tape for traffic circulation</p> <p>Instructions on use of and cleaning of communal spaces</p>	<p>Yes (Policy and Procedures of Reopening)</p>

Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?

- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable or uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

All individuals entering the building will comply with the health screening procedures described in the SESI “Reopening Our Schools During COVID-19 Guidebook” to identify signs of illness. To the extent possible, symptomatic students will wait outside with staff for pickup. If weather does not permit, students will wait, with staff, in the designated “quarantine area”. Parents will be sent written information concerning the importance of screening their child’s health at home and adhering to policies concerning length of time symptomatic children should be kept at home. The policy for quarantine/isolation will follow the guidelines delineated in the SESI “Reopening Our Schools During COVID-19 Guidebook”. The Program Director will be responsible for making decisions regarding quarantine or isolation requirements in partnership with senior Regional Management and SESI’s Human Resources department. Virtual learning will be offered to students who are unable or uncomfortable to return.

Symptomatic staff will be sent home. The policy for quarantine/isolation will follow the guidelines delineated in the SESI “Reopening Our Schools During COVID-19 Guidebook”. The Program Director will be responsible for making decisions regarding quarantine or isolation requirements in partnership with Senior Regional Management and SESI’s Human Resources department. SESI’s human resources department will be consulted to accommodate staff who are unable or uncomfortable to return to work.

A letter will be sent, drafted in conjunction with local Health Department guidance, to inform families of confirmed staff or student illness or exposure and the schools recommended response.

All Sierra School of Sonoma County employees will be trained on the protocols for screening, tracking, and interpreting student and staff health information during the orientation/reorientation one week prior to school reopening.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	All students, staff, and visitors will acknowledge and submit to SESI's screening procedures; staff members to be trained to screen to signs and symptoms of COVID-19, as well as how to interpret and track results; increase outreach to parents (calls, questionnaires, etc.) to help them monitor students' off-hours; HR to support staff off-hours	All students, staff, and visitors to continue acknowledging and submitting to SESI's screening procedures.	Alison Rodrigues, Director of Education Jasmin Feliciano, Office Manager	Thermometer Pulse oximeter Screening guidelines and checklist Screening resources	Yes (Health-Check Screenings)



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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>All individuals are encouraged to stay home if feeling remotely ill; every school will designate a room within the building as its "quarantine zone" to be used for any individuals feeling sick or showing symptoms after following SESI's screening protocols; access to this room will be limited to healthcare professionals (nurse) and/or a singular school staff member; full-body PPE to be provided for use with any potentially contaminated individuals. Quarantine area to be cleaned after each use.</p>	<p>All individuals still encouraged to remain home if not feeling well; continue use of "quarantine zone" following SESI's screening protocols. Quarantine area to be cleaned after each use.</p>	<p>Alison Rodrigues, Director of Education</p> <p>Jasmin Feliciano, Office Manager</p>	<p>PPE - face shields; gowns; gloves</p> <p>Screening procedures and materials</p> <p>Cleaning supplies/paper products</p> <p>Signage for quarantine area cleaning.</p>	<p>Yes (Policy and Procedures of Reopening)</p>



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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Returning isolated or quarantined staff, students, or visitors to school	Any individual with a COVID-19 diagnosis or who have been quarantined by the school due to symptoms and/or exposure to confirmed cases will be required to provide a doctor's clearance to return to work before reentering the facility	Any individual with a COVID-19 diagnosis or who's been quarantined by the school due to symptoms and/or exposure to confirmed cases will be required to provide a doctor's clearance to return to work before reentering the facility	Alison Rodrigues, Director of Education	File for return to work doctor's clearance	Yes (Policy and Procedures of Reopening)

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>Directors will notify local officials (PD, FD, health, etc.) of intent to re-open prior to resuming classes after any period of closure; based on the State Department of Health’s recommendation, schools may close indefinitely if any students/staff contract COVID-19; facility will be deep cleaned again and contact tracing will commence in concert w/local officials; In the event the Health Department does not recommend closing school if there is a positive case of COVID-19, the school or affected area will be immediately closed and deep-cleaned and contact tracing will commence in concert w/local officials; any within-school-year changes in safety protocols will be emailed to staff, families and other stakeholders, including an updated Health and Safety Plan. Updates will also be provided on the school’s webpage.</p>	<p>Based on the State Department of Health’s recommendation, schools may close indefinitely if any students/staff contract COVID-19; facility will be deep cleaned again and contact tracing will commence in concert w/local officials; In the event the Health Department does not recommend closing school if there is a positive case of COVID-19, the school or affected area will be immediately closed and deep-cleaned and contact tracing will commence in concert w/local officials; any within-school-year changes in safety protocols will be emailed to staff, families and other stakeholders, including an updated Health and Safety Plan. Updates will also be provided on the school’s webpage.</p>	<p>Alison Rodrigues, Director of Education</p>	<p>Letter templates for notification</p>	<p>Yes (Policy and Procedures of Reopening)</p>

Other Considerations for Students and Staff

Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you adequately stage the program and ensure you are prepared in the event of staff illness?
- How will you strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

Summary of Responses to Key Questions:

Face coverings for staff will be required at all times within the building or when outside and closer than fifteen feet from another individual. Students will be encouraged and incentivized (but not required) to wear face covering while in the building. Any students and/or staff who fall into one of the “high-risk” categories will be encouraged to remain home and continue with distance learning (where capable) until COVID-19 risk is mitigated. Curriculum specialists have developed a robust virtual/remote learning experience for these students. SESI’s human resources department will accommodate staff member needs on a case-by-case basis. Sierra School of Sonoma County will work to maintain a “float” workforce which aligns with regulatory requirements in addition to operating objectives; they will consult with Senior Regional Leadership about ensuring adequate staffing in the event of prolonged staff illnesses or leaves of absence.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	All students will be given the option to learn virtually. Proper accommodations will be made for all high-risk employees. All staff will be required to wear face coverings. Additional PPE will be available for high-risk staff or those requesting additional protection. Students will be encouraged and incentivized to wear face coverings, but they will not be required. To the extent practicable and as requested, high-risk staff and students will be given first opportunity to work remotely.	Continue to make appropriate accommodations for all high-risk individuals. Continue to require face coverings for staff and provide additional PPE as requested. Continue to encourage and incentivize students to wear face-coverings.	Alison Rodrigues, Director of Education HR Team	PPE – masks, gowns, face shields, barriers	Yes (Policy and Procedures of Reopening)
* Use of face coverings (masks or face shields) by all staff	Use of facial coverings will be mandatory for all staff and essential visitors inside the facility during this phase. Staff will be expected to provide their own appropriate face coverings, with backups made available by the school.	Use of facial coverings will continue to be mandatory for all staff and visitors inside the facility during this phase	Alison Rodrigues, Director of Education	PPE - masks; face shields	Yes (Mask Wearing 101; Do's and Do Not's of Wearing a Mask))



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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Use of face coverings (masks or face shields) by older students (as appropriate)	Use of facial coverings will be expected and incentivized but not required.	Use of facial coverings will be expected and incentivized but not required.	Alison Rodrigues, Director of Education	PPE - masks; face shields	Yes (Mask Wearing 101; Do's and Do Nots of Wearing a Mask))
Unique safety protocols for students with complex needs or other vulnerable individuals	Additional PPE, such as face shields, gloves, and gowns, will be utilized whenever possible before making physical contact with students. Staff will engage in ProAct Transportation and Physical Management Techniques in strict adherence with any guidelines related to the need to increase physical distancing, health, and safety as a result of the potential to increase the spread of an infectious disease.	Additional PPE, such as face shields, gloves, and gowns, will be utilized whenever possible before making physical contact with students. Staff will engage in ProAct Transportation and Physical Management Techniques in strict adherence with any guidelines related to the need to increase physical distancing, health, and safety as a result of the potential to increase the spread of an infectious disease.	Alison Rodrigues, Director of Education	ProAct and PPE.	Yes (Policy and Procedures of Reopening)

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Strategic deployment of staff	To the extent possible, staff will remain within their cohorts/assigned classrooms to minimize contact between cohorts. During prolonged periods of staff illness, Program Director and Regional leadership will ensure adequate staffing through “float” staff and hiring of additional highly qualified staff.	To the extent possible, staff will remain within their cohorts/assigned classrooms to minimize contact between cohorts. During prolonged periods of staff illness, Program Director and Regional leadership will ensure adequate staffing through “float” staff and hiring of additional highly qualified staff.	Alison Rodrigues, Director of Education	Substitute resources/recruiting options	Yes (Policy and Procedures of Reopening)

Health and Safety Plan Professional Development

The success of this plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. Below is the school’s plan for professional development for each component of our reopening.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion/Date
Coronavirus 101	All Staff	PD Team	video	PDHub Module	July 27, 2020	August 3, 2020
Proper Handwashing	All Staff	PD Team	video	PDHub Module	July 27, 2020	August 3, 2020
Do's and Don'ts of Wearing a Mask	All Staff	PD Team	video	PDHub Module	July 27, 2020	August 3, 2020
Mask Wearing 101	All Staff	PD Team	video	PDHub Module	July 27, 2020	August 3, 2020
Safely Cleaning and Disinfecting at Work	All Staff	PD Team	video	PDHub Module	July 27, 2020	August 3, 2020
CDC COVID-19	All Staff	PD Team	video	PDHub Module	July 27, 2020	August 3, 2020
Return to Work Training Acknowledgment	All Staff	PD Team	video	PDHub Module	July 27, 2020	August 3, 2020
Health Check Screening Training	All Staff	Alison Rodrigues, Director of Education	In-Person	Reopening Our Schools During COVID-19 guidebook	July 27, 2020	August 3, 2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion/Date
Policy and Procedures of Reopening	All Staff	Alison Rodrigues, Dir of Education	In-Person	Reopening Our Schools During COVID-19 guidebook	July 27, 2020	August 3, 2020

Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules are critical. Sierra School of Sonoma County will establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in the community. This information will be used to communicate any needed changes to school schedules and protocols to all program stakeholders per the below framework.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Health and Safety Plan changes	Districts, families, staff	Alison Rodrigues, Director of Education	Email; website update	July 1, 2020	June 30, 2020
Monitoring student and staff health	Districts, families, staff, local health dept	Alison Rodrigues, Director of Education	Email; phone calls	July 1, 2020	June 30, 2020
Schedule changes	Districts, families, staff	Alison Rodrigues, Director of Education	Email; phone calls	July 1, 2020	June 30, 2020

Health and Safety Plan Summary: Sierra School of Sonoma County

Anticipated Launch Date: August 3, 2020

This will be posted on the school's webpage

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>To ensure the building is cleaned and ready to safely welcome back staff and students, professional cleaning services will be utilized following OSHA and CDC guidelines.</p> <ul style="list-style-type: none"> • Disinfection supplies will be procured through company internal resources/stockpile and or procured through professional third parties who acknowledge enhanced cleaning requirements including sanitizing and disinfecting schools. • The building will be professionally cleaned daily. • Communal spaces, quarantine areas, visitor waiting areas and meeting rooms will be cleaned between each use and as part of overall daily cleaning of the facility. • Protocols for cleaning and disinfecting throughout the school day will include wiping down shared surfaces after each use (i.e. bathroom fixtures, shared equipment, etc.) and periodic disinfection of frequently touched surfaces (doorknobs, light switches, desks, tables, etc.). • All staff will receive training on cleaning, sanitizing, and disinfecting procedures prior to resuming in-person services.

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Families will be provided with a copy of our Health and Safety Plans via school email and the school's website • Directors to confirm acceptable cleaning, sanitizing, and disinfection procedures for any 3rd party custodians • Directors to confirm acceptable cleaning, sanitizing, and disinfection procedures for common areas with landlord (where applicable)

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of communal areas</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<ul style="list-style-type: none"> • Unnecessary furniture will be removed from classrooms to allow for 6 feet of separation between student desks/ tables, whenever possible • Schedules will be adjusted to limit traffic flow within the classroom to the extent possible. • Limited chairs at tables • Classrooms will remain with their cohort throughout the day, including meals, recess, PE. • Common area usage will be limited to maintain social distancing • Hygiene protocols will be posted, taught, and implemented throughout the day and be incentivized through the programs token economy/behavior management systems • Visual aids will be posted to promote protective measures and traffic flow • Shared equipment will be cleaned after each use

Requirement(s)	Strategies, Policies and Procedures
<p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>*Limiting the sharing of materials among students</p> <p>*Staggering the use of communal spaces and hallways</p> <p>*Adjusting attendance schedules to create social distance between students</p> <p>*Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<ul style="list-style-type: none"> • Students will be provided with individual supplies (pencils, notebooks, texts, iPad, crayons etc.) when feasible • A building-wide schedule will be created to minimize interactions during transition in hallways

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>*Returning isolated or quarantined staff, students, or visitors to school</p>	<ul style="list-style-type: none"> • All individuals entering the building will be asked health screening information to identify signs of illness, including staff, students, and visitors. Temperature screening will be utilized for any individuals entering the building. All screening activities will follow SESI Screening protocols. Any individuals exhibiting COVID-19 symptoms must follow CDC guidelines for isolation/testing before returning to the building. • Any person with a confirmed case of COVID-19 may return only when cleared by a medical professional.

Requirement(s)	Strategies, Policies and Procedures
<p>* Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<ul style="list-style-type: none"> Families and staff will be informed of confirmed staff or student illness or exposure through email or phone contact Schools will be closed and reopened in consultation with local and state officials.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>* Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>* Strategic deployment of staff</p>	<ul style="list-style-type: none"> Face coverings for staff will be required at all times within the building or when outside and closer than fifteen feet from another individual. Students will be encouraged and incentivized (but not required) to wear face covering while in the building. Additional PPE will be available for those in need and/or by request, especially when interacting with a sick staff or student. Any students and/or staff who fall into one of the “high-risk” categories will be encouraged to remain home and continue with distance learning (where capable) until COVID-19 risk is mitigated. Curriculum specialists have developed a robust virtual/remote instruction plan for these students, and HR will accommodate staff member needs on a case-by-case basis. SESI Program Directors and regional leadership will ensure adequate, high quality staff is in place during periods of prolonged staff illness and/or will make use of existing “float” staff.

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Health and Safety Plan Governing Body Affirmation Statement

Specialized Education Services Inc's President and Regional Vice President of **Sierra School of Sonoma County** reviewed and approved the Phased School Reopening Health and Safety Plan on **October 26th, 2020**

Affirmed on: **10/26/2020**

By:



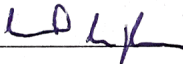
(Signature of President)

Andrea L. Vargas

(Print Name of President)

Affirmed on: **8/3/2020**

By:



(Signature of Regional Vice President)

Erik Ryan

(Print Name of Regional Vice President)