



*MIT Academy High School
Mare Island Technology Academy Middle School
Griffin Academy Middle School*

Free Vallejo Public Independent Charter Schools

Dr. David Yoshihara, Superintendent

This document outlines the three different scenarios' operational components and explains the many precautions we will be implementing throughout the 2020-21 school year. We have based our plans on the following resources:

- Centers for Disease Control (CDC)
- The California Department of Public Health (CDPH) Guidance for Schools and School-based Programs
- The CDPH's 7/17/20 Framework for COVID-19 and Reopening In-Person Learning for K-12 Schools
- The CDPH's 8/24/20 Guidance on Returning to Work or School Following COVID-19 Diagnosis
- The CDPH's 8/25/20 Guidance for Small Cohorts/Groups of Children and Youth
- The SBE's 8/25/20 guidance for Providing Targeted, Specialized Support and Services at School

As guidance from these agencies continues to evolve, and as the pandemic situation changes, this plan is subject to change.

While we think of the various phases and scenarios for our back-to-school plan for the 2020-21 school year, there are many physical, procedural, and school culture precautions we can take to reduce the risk of spreading COVID-19 in our school communities. While we have decided to begin the school year in a Remote Learning mode, we have long held that the best learning environment for our students would be in-person instruction. Many of our students are suffering during the pandemic, and we feel that GTA can best help support our students in a school setting.

Currently, we believe that there are three different modalities for educating our students:

- **Remote Learning:** The vast majority of students engage in learning remotely, but with the possible addition of on-site support for a limited number of students whose unique needs cannot be best supported at a distance. Campuses would also be accessible for a limited number of administrative and support functions.
- **Hybrid Schedule:** Where we bring many / most students back to campus on a part-time basis on a split schedule. Many / most students would participate in a combination of on-site instruction (1-2 days per week) and distance learning (3-4 days per week) to re-start face-to-face instruction. We would keep class sizes small, maintain social distancing, and cohort grouping.
- **Full Return:** When COVID-19 conditions in our communities permit, our goal is to return the majority of students to campus on a five day per week schedule. However, this would not necessarily be a pure "return to normal" scenario because some precautions would remain in

place and because some students may need to stay at home for a variety of reasons. We would continue to support students who need to access remote learning.

All GTA schools began the year in a remote learning mode. Since we shared our thinking on the original return-to-school scenarios, the CDPH and SBE has issued guidance related to schools providing limited in-person instruction, all targeted support services, and facilitation of distance learning in small group environments.

GTA offers the Structured Study Support Program, which consists of a social bubble of no more than 14 students. Meals and snacks are provided free of charge for all students and will be delivered to those students attending the program, and students can take advantage of the Internet services on campus.

We will continue monitoring guidance from the CDPH, CDC, and state and county agencies. We will also continue to improve our practices to address the current situation and decide if /when it is appropriate to shift to a different model. We do not expect that it will be possible to switch to a Split Schedule or Full Capacity model for either school until the County in which it is located is out of "Tier 1 / Widespread / Purple" status as published by the State (see the State's Blueprint for a Safer Economy website for details). Even then, the decision to open a school more fully would only be made in consultation with county health and education officials.

Responsibility for Health Activities

SCHOOL SITE HEALTH ADVOCATE

Each GTA school site will designate an existing staff member to serve as a Health Advocate for the school. The Health Advocate is not typically a licensed health professional. They should be present on a day-to-day basis to promote the integration of best practices for health and safety into the school's planning and operations.

The Health Advocate will be responsible for the following:

- Identifying the contact information for the health department in the jurisdiction where the school is located
- Coordinating with GTA staff and State and County Public Health officials to define and refine the school's COVID-19-related health procedures
- Monitoring State and local orders and health department notices daily to remain informed on COVID-19 requirements and local area conditions and closures.
- Training GTA school site staff on the health-related activities in this plan

- Maintaining an inventory of health-related supplies sufficient to meet the needs of the school on a day-to-day basis
- Addressing health-related issues or questions that arise on a day-to-day basis while the Health Advocate is on-site
- Developing and maintaining relationships with professional health consultants (see below) who can address questions that are beyond the scope of the Health Advocate's knowledge, expertise, or ability to handle
- Ensuring that the school maintains adequate health records
- Work with State and County Public Health officials on an as-needed basis if/when positive COVID-19 test results arise within the school's community

Staff, Family, & Student Education

PRE-OPENING COMMUNICATIONS & TRAINING

As schools prepare for the back-to-school period, and in advance of any significant shift in our mode of operations (e.g., moving from a Distance Learning mode to a Split Schedule mode), staff, students, and families must be informed of the policies, procedures, roles, and responsibilities that will preserve and protect the health of our community in the face of COVID-19.

The GTA team will develop and implement training for staff and students at all on sites on the following:

- How to identify potential symptoms of COVID-19 infections and the importance of self-reporting any issues and staying at home if they have any symptoms
- How they can be tested for COVID-19 infection, including self-testing on our site
- The school's health screening policies, including how to conduct a thorough health screen at home before coming to campus
- The school's policies and procedures for handling potential and actual cases of COVID-19 in our community, including any policies related to the possible exclusion of individuals from campus in specific scenarios
- A reminder to have an alternate care arrangement that doesn't involve new contact with other children if their student needs to remain at home due to COVID-19 symptoms
- Proper use of masks or other face coverings, including the appropriate use, removal, and washing of face coverings, not to touch the face covering, and how people who are exempted from wearing a face-covering, will be addressed

- Proper hand hygiene, including the modeling of appropriate handwashing and sanitization
- What distancing means and looks like (e.g., 6' physical separation)
- What to do when you cough or sneeze (e.g., cover coughs & sneezes with a tissue or their elbow)
- Strongly recommend that all students and staff be immunized each autumn against influenza unless exempted for personal medical conditions.
- Any other operating procedures (e.g., arrival, dismissal, meals, tech, etc.) identified in this plan not addressed above

Staff, families, and students will be notified of this COVID-19 Operations Plan, any school-specific COVID-19 prevention plan, and asked to confirm their receipt of and commitment to abide by the requirements therein.

In addition, each school will be expected to review existing student health plans and identify students who may need special accommodations before coming back to campus. Groups who might be at increased risk of becoming infected or having unrecognized illness include, but are not limited to the following:

- Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
- Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
- Individuals who may not be able to communicate symptoms of illness

Schools will also engage families and ask about any potentially unknown concerns that may need to be accommodated. Any such student accommodations will be addressed prior to those students returning to campus.

SIGNAGE

Each GTA school will post signage at the entrances to and throughout the campus that continuously remind staff and students of the health precautions therein. Signage will be in English and Spanish. Examples include, but are not limited to, the following:

- Stand on the dots to stay six feet apart
- Please stay 6' apart!
- Face mask or face shield required
- Room capacities

- Remember to wash your hands for 20 seconds!
- Remember! Sanitize your hands when ENTERING and EXITING
- Visitor procedures/instructions (i.e., early pick-up)

Communications and training should not stop when school begins. It should continue on an on-going basis to reinforce the key messages above and address any identified weaknesses in the community's adherence to the requirements. Particular attention should be paid to re-training staff, students, and families in advance of any significant shift in our mode of operations (e.g., moving from a remote learning mode to a hybrid mode) or the operating procedures at the school.

Limiting Access to Campus

There will be a limited number of designated entry points to each campus, and those entrances will be staffed to ensure a health screening happens before entering campus. All other entrances will be locked from the outside at all times.

Each school will keep a record of all students/staff/visitors who are on campus at any time.

- Student records will be kept in our student information system, noting the time of any late arrivals or early departures as compared to the typical school day.
- Adults will be required to sign-in and sign-out each time they come onto or leave campus.

In order to minimize the risk of COVID-19 exposure or transmission, campus visits other than by staff or students are strongly discouraged and will only be allowed on a pre-scheduled basis. All visitors will be required to follow all campus health and safety requirements, including, but not limited to, participating in a health check, maintaining 6' distancing from students/staff at all times, and wearing a mask at all times while on campus.

Maintaining Physical Distancing

Students and adults should maintain 6' physical distancing at all times.

Student and staff desks in classrooms should be spaced six feet apart as measured from each desk's center to the center of any adjacent desks. All student desks should face in the same direction in order to help prevent droplets from one person's breathing from carrying the virus to someone else.

Any space that could hold multiple adults (front office, meeting rooms, etc.) will be clearly labeled with the maximum room capacity based on the square footage and a need to respect a social distance of 6 feet between people. Desks and chairs will be arranged and floors marked with tape to show where to sit to allow for the 6-foot separation.

Staff Lounges and the copy room will be closed or repurposed as dedicated workrooms with a 6' separation between assigned desks for staff. They will not be used as a shared "hang-out" space.

We intend to address distancing during a hybrid schedule by arranging rooms so that there is a 6' physical distance between the teacher and their students. GTA will, to the greatest extent possible, socially distance students. When GTA returns to school in a Full Capacity mode, we will maintain 6' physical distancing between adults and students. We will also preserve 6' physical distancing requirements outside of classrooms. To accommodate all students, student desks would need to be placed closer to each other than is possible with 6' physical distancing. Rooms will be arranged to maintain as much separation as possible.

QUEUEING

In many areas where people are reasonably anticipated to line up and wait, we will place decals on the floor to show what a safe (6-foot) distance looks like. We will include signage indicating that people should stand on each decal, with one person per decal. These should be placed anywhere people queue (line up), such as:

- Outside the front gate for screening
- Outside the door to the front office
- Outside each restroom (student and staff)

MOVEMENT THROUGH THE SCHOOL

- Develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- Take any additional measures to ensure social distancing is maintained.

BATHROOM SYSTEM

- Each bathroom will have soap, sanitizing spray, and hand sanitizer.

Maintaining "Cohorts"

GTA will strive to have students and staff remain in "cohorts" whenever they are on campus to the maximum extent possible. In this context, we define a "cohort" as a group of individuals (students and staff) who remain together for instructional purposes and do not come into sustained contact with other individuals throughout the day. However, this goal is a work in progress. It will not only require substantial revisions to the master schedule, but it will also require both cooperation and flexibility from staff.

School Leaders and other instructional leadership may observe as many classrooms as needed without violating the "cohort" norms, so long as they wear masks, stay close to the doorway (at least 6 feet from anyone else), sanitize hands on the way in and out, and don't touch things in the room.

In "remote learning" mode, we will not have formal "cohorts" because of the small number of students on site. When considering "cohorts" in a " hybrid schedule" mode, we anticipate meeting most of the physical distancing requirements as outlined within the plan with cooperation from the entire GTA team.

Small-Group Activities While in a Distance Learning Mode

As noted above, the CDPH and SBE have provided guidance for schools who wish to provide limited in-person instruction, targeted support services, or to facilitate remote learning in small group environments. They have indicated that students with disabilities, English learners, students at risk of abuse or neglect, foster youth, and students experiencing homelessness may also be prioritized for targeted supports and services.

An example of how such services are offered at GTA campuses even while the school remains in a remote learning mode include the following:

- Assessing English learners' language proficiency
- Providing academic intervention for individual students or small groups who are falling behind
- Providing internet access for students who are struggling with connectivity at home

The Structured Study Support (SSS) Program provides students with access to the Internet, food, social interaction, and necessary educational supports to maximize academic performance.

GTA will follow the steps for any such in-person services conducted while the school is in a remote learning mode:

- Students and staff will be placed in identified cohorts as per the section above. As per CDPH guidance, cohorts in this scenario will not exceed 14 students and two supervising adults. The maximum cohort size applies to all students in the cohort, even when all students are not participating at the same time.

Students will not be moved from one cohort to another unless it cannot be avoided (e.g., if a change is needed for the student's overall safety and wellness or a significant number opt not to continue participation.

- The total number of students/cohorts that participate in on-site services while in a remote learning mode will not exceed 25% of the school's enrollment

- Supervising adults will be assigned to one cohort and must work solely with that cohort. The adult(s) managing the cohort will not have contact with other cohorts. Meetings of staff from multiple dedicated groups must be conducted in a physically distanced manner.
- One-to-one specialized services (such as occupational therapy services, speech and language services, and other medical, behavioral services, or targeted intervention) can be provided to a child by a support service provider that is not part of the child or youth's cohort, provided that they follow the physical distancing, mask-wearing, hand washing, and other requirements contained elsewhere in this COVID-19 Operations Plan. These one-to-one services will not be done with other students.
- Students and staff will be required to follow all of the other general health guidelines contained throughout this COVID-19 Operations Plan.
- Spaces used by multiple cohorts of students will be thoroughly cleaned between usage by different cohorts.
- Students and staff must also adhere to any local (e.g., County) public health directives that may be in place.

Daily Health Screening

To minimize the potential for COVID-19 exposure on campus, it will be critical to screen every person EACH DAY, BEFORE they are admitted to campus. The screening process will include a series of questions and a temperature check.

The GTA team will develop a screening questionnaire that incorporates CDC, CDPH, and other public health agencies' guidance regarding what symptoms to check for and how to respond in cases where individuals present any of the symptoms associated with COVID-19. The list of screening questions will be made available online and will be kept updated. Each school site will use the questionnaire to filter individuals. GTA will revisit and may revise the screening criteria based on evolving CDC, CDPH, and County Public Health guidance.

PRE-SCREENING:

To speed up the arrival and screening process, GTA will be asking all staff and students to pre-screen themselves EACH DAY, BEFORE leaving home to come to campus and to share the results so we can

immediately admit them if they have passed the screening criteria. GTA will share the screening questionnaire with families and staff and provide training on identifying the symptoms included in it. Families and staff will be provided a digital form where they can answer the questions in advance of coming to campus each day. If an adult or child has completed the pre-screening process, they will be admitted to campus without being re-screened at the door. If they have not, they will be screened using the same screening questionnaire. Information shared with GTA through the pre-screening process will be kept confidential and only shared in summary form with staff responsible for admitting people to campus on any given day.

ON-SITE SCREENING PROCEDURE:

As noted above, every GTA facility will have limited entry/exit points, with entrances only in use when a staff member is there to screen every person who enters. Nobody (student or staff) will be allowed to enter the building without being screened by a trained staff member.

The health screening procedure will occur at arrival while GTA students remain in their car and/or with their guardian(s). GTA is requesting that as many families as possible drive their students to campus and to complete the health screening in their car. If this is not possible, a student can arrive on foot and enter at a designated entrance. In this case, the screening will occur at the gate.

If students arrive on their own and do not pass the health screening, they will be immediately sent to the quarantine area while a staff member calls home to have the student picked up by a parent or guardian, or they will be allowed to return home on foot.

The screening for each individual (student or staff) will include the following:

1. Upon arrival at school, a staff member will do a visual inspection to ensure the person is following our mask protocols and not exhibiting any obvious signs of sickness. If a student is not wearing a mask (or their mask looks visibly dirty), a mask will be given to them.
2. The individual will be asked whether they have completed the pre-screening process.
 - If they have, GTA staff will confirm the pre-screening process results and admit them to campus on a fast track.
 - If they have not, they will proceed to be screened by GTA staff
3. Individuals who need to be screened will be asked a series of questions and have their temperature taken.

GTA's list of screening questions will be made available online and will be kept current. It includes the following types of questions:

- i. Question: "Have you (has your child) experienced any of the following symptoms in the past two weeks: _____?" (will be updated based on the list of COVID-19 symptoms identified by the CDC and CDPH)
- ii. Question: "Have you (has your child) been in contact with anyone who has been tested positive for the COVID-19 virus?"
- iii. Question: "Have you returned from international travel in the past 14 days?"
 - If the individual answers "Yes" to any screening question, they will be asked to return home and will not be admitted to campus.
 - If the individual answers "No" to all screening questions, they will have their temperature taken by a GTA staff member using a no-touch thermometer:

- i. If the temperature is below 100.0 degrees Fahrenheit, they will be admitted to campus.
- ii. If the temperature is between 100.0 and 100.3 degrees Fahrenheit, their temperature will be taken a second time with a different thermometer. If it reads 100.3 or below, they will be admitted to campus.
- iii. If the temperature is 100.4 degrees Fahrenheit or higher, they will be asked to return home and will not be admitted to campus.

See the “Response to Possible or Confirmed Exposure” section below for details regarding when and how individuals who are excluded from campus will become eligible to return.

Each school will keep a confidential electronic log recording anyone not permitted to enter based on fever, other symptoms, or exposure, noting the reason and the date.

Masks, Gloves, and Other PPE

FACE MASKS AND SHIELDS

Face coverings are among the most effective ways of preventing virus spread, but only if used appropriately. GTA will require all students and staff to follow mask requirements communicated by public health officials at all times.

Specific mask requirements that are in place at this time include the following:

- A suitable face covering is one that is made of cloth material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. If a student does not have access to a mask, GTA will provide them with one.
- All GTA students in grades 6-12 are required to wear a face-covering at all times while on campus unless they are exempt under the CDPH guidelines.
 - Students with sensory issues, developmental issues, etc. that would limit their ability to wear a mask should work with their Director to develop an alternate plan BEFORE their first day on campus. (The Director must approve, and school leaders and teachers will be informed of the decision.)

If families express a personal preference for their student not to wear a mask but are not otherwise exempt under the guidelines, schools should explain to them its importance. If they still refuse, they should be excluded from campus and may only participate in remote learning activities.

- Any student may opt to wear a face shield in addition to their mask, though shields are not required, and GTA is not providing them.

Staff:

Unless otherwise exempt under the CDPH or Cal/OSHA guidance, staff are generally required to wear a cloth mask at all times except when they are eating. In situations where a face covering cannot be used for pedagogical or developmental reasons (i.e., communicating or assisting young children or those with special needs), a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face-covering outside of the classroom.

Visitors:

Visitors will be required to wear a cloth mask at all times. The following individuals are exempt from wearing a face-covering under the CDPH guidance:

- Persons younger than two years old. These very young children must not wear a face-covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical need for whom wearing a face-covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are deaf and hard of hearing, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- Persons seated in the MPR enjoying food and or beverage service (This applies to GTA staff and students while they are eating meals as detailed below, provided that they maintain the required distancing while eating.)
- Persons who are engaged in outdoor work when alone and can maintain a distance of at least six feet from others. (This applies to GTA staff and students engaged in outdoor PE activities provided that they maintain the required distancing.) Individuals who are exempt from wearing a face covering and elect not to do so will be encouraged to wear a face shield instead.
- A cloth face covering or face shield should be removed for meals, snacks, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in your bookbag until it needs to be put on again.
- Any staff or student who refuses to wear appropriate face coverings and is not exempt from wearing one under CDPH guidelines will be denied admission to the campus.
- GTA will provide a reusable face mask and a reusable face shield to each staff. Staff will be allowed to use their own cloth masks, as long as the masks are made of multiple layers,

cover the nose and mouth without gaping at the sides, and stay on the user's face well without adjusting.

- Students will be asked to provide their own reusable masks that are made of multiple layers, cover the nose and mouth without gaping at the sides, and stay on the user's face well without adjusting. GTA will provide a reusable mask for any student who does not have their own.
- All cloth masks should be laundered with detergent and hot water and dried on a hot cycle after each day they are used. If someone must re-wear a cloth face covering before washing, they should wash their hands immediately after putting it back on and avoid touching their face.
- GTA will provide disposable masks for any student, staff, or visitor who needs one. A disposable mask should be provided in any of the following situations:
 - Someone forgot to bring a mask
 - Another person touched someone's mask
 - Someone's mask fell on the floor/ground
 - Someone's mask is visibly dirty
 - There is any other reason to believe that someone's mask is dirty

GLOVES

GTA is not currently recommending the use of gloves for most adults or children on campus. Exceptions include:

- Anyone doing significant cleaning (more than a quick spray of classroom desks) should wear gloves while handling cleaning materials. Anyone using chemical disinfectants should wear gloves.
- Anyone serving food should wear gloves while serving and should change gloves if they accidentally touch their face or anything else likely to harbor germs.
- GTA staff who are carrying out screening activities upon arrival should wear gloves while doing so.
- GTA staff supervising students who have been identified as exhibiting COVID-19 symptoms (e.g., in the quarantine room) should wear gloves while doing so.
- If an unusual situation occurs wherein a staff member needs to touch something that could be contaminated, they should wear gloves while doing so and dispose of them afterward. (Students should not touch anything that could reasonably be expected to be contaminated.)

FRONT OFFICE SNEEZE GUARD

Each school will have plexiglass "sneeze guards" installed for their front office team to sit behind.

Hand Washing & Sanitizing

HAND WASHING

To minimize the spread of COVID-19 or other germs, students and staff need to clean their hands regularly throughout the day. In an ideal world, students and staff would thoroughly wash their hands at the following times:

- Upon entering school, before touching their desk for the first time
- Before and after eating morning snacks or lunch
- After using the restroom
- After putting on, removing, or touching their face mask
- Before re-entering the classroom following outdoor activities (e.g., after PE, recess, etc.)

Students will be trained on proper handwashing techniques, including the following:

- Wet your hands with clean running water (warm or cold) and apply soap.
- Lather your hands by rubbing them together with the soap.
 - Scrub all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails.
 - Keep scrubbing for 20 seconds.
 - Hum the "Happy Birthday" song twice.
- Rinse your hands under clean, running water.
- Dry your hands using a clean paper towel

Because it may not be practical for students and staff to wash with soap and water at all of these times on all days, GTA will provide and encourage the use of hand sanitizer at any time that hand washing is not practical. Because hand sanitizer is not altogether as effective as hand washing, the following high-risk situations should not rely on hand sanitizing alone:

- After contact with an individual who exhibits COVID-19 symptoms
- After coughing or sneezing

- Anytime soil is visible on the hands (any visible soil needs to be removed with soap and water before hand-sanitizing)

In these situations, hand washing is required.

HAND SANITIZER USE

Though washing with soap and water is the best way to remove the COVID-19 from hands, we will also use hand sanitizer regularly throughout the day as an additional opportunity to disinfect hands. Every room at each GTA facility will have an alcohol-based hand sanitizer dispenser or pump bottles of alcohol-based hand sanitizer. Hand sanitizer will be ethyl alcohol-based and contain at least 60% alcohol.

Students and staff will be required to sanitize their hands at the following times unless they have already washed their hands immediately preceding the activity:

- On their way into the building
- Any time they enter a classroom or other room
- Any time they exit a classroom or other room
- Before eating
- After eating
- When putting on, removing, or touching their face mask
- After an extended period when they haven't had a chance to wash their hands

Response to Possible or Confirmed Exposures

The California Department of Public Health (CDPH) has developed a list of measures that should be taken when a student, teacher, or staff member has COVID-19 symptoms, is a contact of someone infected by COVID-19, or is diagnosed with COVID-19. They have also published guidance on returning to work or school following a COVID-19 diagnosis. GTA has adopted and refined this protocol in handling such cases on our campus based on the CDPH guidance as detailed on the following pages:

Response to Possible or Confirmed Student COVID-19 Exposures:

	Student with:	Action	Communication
1	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty	<p>SEND HOME</p> <ul style="list-style-type: none"> ○ Until Students can leave, they should be separated into an area away from others but supervised by a staff member. ○ They should continue wearing their 	<p>Per CDPH: Per CDC No action needed.</p> <p>GTA would not likely send out a</p>

	breathing)	<p>mask and follow all distancing requirements.</p> <ul style="list-style-type: none"> ○ GTA staff should be mindful not to treat a sick child in a way that will not make the circumstances more traumatic for the child. ● In the case of severe COVID-19 symptoms, such as persistent pain/pressure in the chest, confusion, or bluish lips or face, call 9-1-1 immediately ● Students and staff will be eligible to return to the school after ten days from symptom onset and at least 24 hours have passed with no fever and after other symptoms have improved ● Recommend testing (If positive, see #3, if negative, see #4) ● School/classroom remain open 	communication in this case unless other extenuating circumstances were present as well.
2	Close contact with a confirmed COVID-19 case	<ul style="list-style-type: none"> ● Send home ● Quarantine for 10 days from last exposure or 7 days contingent of being symptom free and a negative Covid test ● School/classroom remain open 	<p>Per CDPH Consider school community notification of a known contact.</p> <p>Per CDC</p> <p>GTA would evaluate whether to send out a communication on a case-by-case basis.</p>
3	Confirmed COVID-19 cause infection	<ul style="list-style-type: none"> ● Notify the local public health department ● Isolate case and exclude from school for at least ten days from symptom onset or test date and at least 24 hours have passed with no fever and/or other symptoms. 	Per CDPH : School community notification of a known cause.

Symptoms could be identified during the arrival screening process or at any other time of day if noticed by a GTA staff member and confirmed by the Health Advocate or a Health Coordinator.

The CDPH defines a "contact" as a person who is < 6 feet from a case for > 15 minutes. In some school situations, it may be challenging to determine whether individuals have met this criterion. An entire cohort, classroom, or another group may need to be considered exposed, mainly if people have spent time together indoors. See "COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year" - July 17, 2020 - from the CDPH for their original table of responses.

Per CDPH guidance, a negative test will not be required for students or staff to return to campus after a positive COVID-19 test, provided that they have observed the time and symptom-based guidelines above. The specific procedure and division of responsibilities for contract tracing activities may vary from school to school based on differences in the policies and expectations of the County in which the school is located. The Health Advocate at the school will be responsible for coordinating these activities for GTA, with GTA staff's support. A "cohort" is defined by the CDPH as a stable group with fixed

membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Please note that these protocols only apply to someone who directly has symptoms, or someone who has been directly exposed to a confirmed case. They do not apply to people who are simply exposed to someone with symptoms or exposed to someone else who has been exposed. In other words, a staff member or student can and should keep coming to school even if:

- Someone else in their household has been exposed to a confirmed case but has not tested positive themselves
- Someone else in their household has a fever or other symptoms but has not tested positive
- Someone they are in contact with at school has been exposed to a confirmed case, but has not tested positive themselves
- Someone they are in contact with at school has a fever or other symptoms but has not tested positive

Each school will keep a confidential electronic log recording anyone not permitted to enter based on fever, other symptoms, or exposure, noting the reason and the date.

The CDPH has also given guidance related to if/when schools should close due to COVID-19 exposure in their community. It includes the following:

- School closure is recommended (following consultation with the Local Health Officer and depending on the size and layout of the school) when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are positive cases within a 14-day period.
- The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- If a school is initially closed for in-person learning, it may typically reopen after 10 days, and the following have occurred:
 - Cleaning and disinfection
 - Public health investigation
 - Consultation with the local public health department

In order to facilitate testing of students, staff, or visitors for whom testing is indicated based on the procedure above, GTA will compile a list of COVID-19 testing sites/resources in their community, along with details about each, such as cost (often free at government sites) and requirements (e.g., some need a prescription). This list will be given to anyone excluded from campus and for whom we are recommending testing.

It should be noted that most students or staff members who exhibit COVID-19 symptoms (fever, cough, etc.) likely do not have COVID but rather just a typical cold or flu. That said, if you are helping a student or staff member exhibiting symptoms, wear your mask, a face shield, and gloves, and follow all other protocols around social distancing, hand washing, etc.

Facility Set-up

Due to the unique challenges presented by the COVID-19 virus, we will need to make specific classroom changes and other spaces on campus. They include, but are not limited to, the following:

- Removing area rugs even if there is space for them. Carpets cause students to touch the ground, including places others have stepped and may have tracked the virus. They are much harder to truly disinfect than hard surfaces.
- Removing any soft-seating, fabric draping, or other furnishings that cannot reliably be disinfected with products used by our custodial staff.
- Limiting any type of Lost & Found, which would be a source of COVID-19 transmission. All adults should put extra effort into helping students keep track of their belongings. Items that are left behind will be removed from the building daily.
- Designating areas for separate storage of staff and student supplies or personal effects (e.g., backpacks, lunches, etc.) to avoid the risk of cross-contamination.

Also, GTA will prioritize the use and maximization of outdoor space for activities where practicable.

Cleaning Materials & Supplies

As recommended by Public Health experts, GTA will use EPA approved cleaning products, List N. GTA will prioritize cleaning products with asthma-safe ingredients as recommended by the US EPA Design for Environment program and avoid products containing chemicals that can cause asthma.

Each school will have sufficient supplies at all times to meet the cleaning, sanitizing, and disinfecting needs of the campus-based on the requirements described below. We will use the following terms to refer to the different levels of approaches to germs as identified by the CDC:

- "Cleaning" removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to remove germs from surfaces physically. This process does not necessarily kill germs, but removing them, lowers their numbers and the risk of spreading infection.
- "Disinfecting" kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but killing germs on a surface after cleaning can further lower the risk of spreading infection.

- "Sanitizing" lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

Custodial staff will be trained in and follow the manufacturer's recommendations related to the usage of all cleaning products, including the specific "dwell time" or "contact time" required by each disinfectant. Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All disinfectants will be stored out of the reach of students at all times.

Daily Cleaning & Disinfecting

At least twice per day, a custodian or another staff member will disinfect all "high touch" areas with disinfectant spray and paper towels. Crews will use new paper towels between disinfecting items to avoid spreading germs from surface to surface. High touch areas include the following:

- All door handles (interior and exterior)
- All touched parts of bathrooms (faucets, soap dispensers, toilet flushers, etc.)
- All countertops
- Tables, student desks, and chairs

COLLECTIVE RESPONSIBILITY

Our custodial staff will need the support of students and other staff to keep the facility safe. While it is the custodial staff's responsibility to "disinfect" surfaces regularly, there is a lot that students and staff can do to keep their space "clean" and "sanitized." Examples include:

- During their prep period, a teacher can wipe down the high touch areas and/or have their students wipe down desks as part of the classroom routine.
- The school can keep sanitizing wipes (or disinfectant and paper towels) near any shared staff equipment so that staff members wipe the touchpad and any other part they come in contact with after they use it.
- All desks should be clear of supplies at the end of each day so that custodians can efficiently and effectively disinfect them.

We will ask all students and staff to support these and other suggestions that school operations and custodial staff make.

Deep Cleaning & Disinfecting

NIGHTLY DISINFECTING

Frequently touched surfaces at each school should be disinfected every night that school is in session. This includes all areas identified in the list in the “Daily Cleaning & Disinfecting” section above.

WEEKLY DEEP CLEANING

No additional "deep cleanings" are needed, as we are disinfecting the entire school thoroughly every night, and the weekend time will also allow for a significant decrease in any possible virus remaining after Friday's disinfecting.

ONE-OFF DISINFECTING

Additional disinfecting will be needed in any situation where an individual exhibiting COVID-19 symptoms was present. The quarantine room is an obvious example as it should be disinfected after each use. Care should be taken to address any other spaces that have an elevated risk of COVID-19 exposure.

ARRIVAL & DISMISSAL ROUTINES

Arrival

The specific details of the student arrival process at each school will differ based on each facility's layout. Each school will develop an arrival procedure that adheres to the following GTA guidelines:

- GTA will need to adhere to all physical distancing guidelines set by local officials in our areas.
- GTA staff is welcome to greet students as they arrive, but only while maintaining appropriate physical distancing. Staff should not touch students as they usually might with a handshake, hug, high-five, etc.
- As noted above, families are encouraged to arrive by car and participate in the health screening process from their vehicle. Staff members, wearing gloves, can open car doors if needed, do the health screening (see "Daily Health Screening" section above), and then step back 6 feet to allow students to exit. Students will close their own car door.
- If students/families arrive on foot, they will line up in a designated area to participate in the health screening process. There will be separate lines for those families who have done the Pre-screening and those who have not.
- If a student does not pass the screening, they can leave immediately with their parent/guardian.
 - If a student arrives without an adult and does not pass the health screening, they will be escorted to the quarantine room, and their family will be contacted. If the parent cannot pick up or can't be reached, the school will continue calling emergency contacts until the student is picked up or reasonably able to walk home.

- All students and staff will sanitize their hands as they enter the building.
- At the end of the scheduled arrival time, all campus doors/gates will be closed. All late students (regardless of grade) should come to the main campus entrance for screening and admittance. They should follow social distancing guidelines based on decals/signage at that entrance.

Each school site will need to determine the window of time their staff arrival and health screening will occur to minimize the disruption with student arrival times. Staff will not be able to enter the building without wearing their mask and passing the health screening procedure outlined above.

In a hybrid mode, we will need multiple arrival points (likely by grade level) to handle all students efficiently. In a "Full Capacity" mode, we will need various arrival points and possibly need to stagger start time to handle all students efficiently.

Arrival for students will be extremely congested in all but the "remote learning" mode, so it will be challenging to overlap the Staff Health Screening Process with the Student Health Screening Process. Example: Staff Arrival: 7:45 AM - 8:10 AM, and then student arrival kicks off at 8:15 AM, providing a 5-minute grace period in between.

Exiting

- We will encourage the use of car line pick-up whenever possible unless there are extenuating circumstances. Parents will indicate on orientation documentation if they do not have access to a vehicle and/or need to walk for pick up.
- GTA will likely use a staggered dismissal process based on grade level.
- The dismissal process will mirror a valet service as follows:
 - Vehicles will pull into the pick-up lane.
 - Each vehicle will have a placard with the name(s) of the student(s) they are picking up.
 - Staff at the entrance will radio into the corresponding grade or classroom.
 - Students will wait in their classrooms until their family comes to pick them up.
 - Students who will be walking home will exit on foot. Staff will be at designated exits to ensure students leave safely.
- Late Pick-ups: Parents will not enter the school. This should be a location near the front of the school.
- After-school programs must follow all GTA dismissal protocols.

MEALS & HYDRATION

BREAKFAST

GTA will be taking advantage of the Federal and State government's COVID-19 waivers related to meal program flexibility and will be distributing breakfasts to families rather than serving them on campus. Families will be able to pick up breakfasts from GTA on scheduled days (as they did in the spring) and will be expected to have eaten breakfast before arrival on campus. See the "Remote Meal Distribution" section below for details of the school's meal distribution procedures.

Breakfast in a Remote Learning Mode: Breakfast will be available for pick-up on two days each week. On Mondays, families can pick up two breakfasts (for Tuesday and Wednesday). On Wednesdays, families can pick up three breakfasts (for Thursday, Friday, and the following Monday). Once GTA moves to full capacity, families will be able to pick up five breakfasts during their weekly pick up.

GTA plans to serve morning snacks to students who are on-site on any given day. Snacks will be served in classrooms and will be delivered to the classroom by staff in the mid-morning each day.

LUNCH

GTA will serve lunch to students who are on-site on any given day. Lunch will be served in a dedicated area and will be delivered by staff in each day. Families will also be able to pick up lunches from GTA for days when their students are remote learning.

Until such time as we re-start the formal after-school program (see "After School" section below), we will not be serving or distributing after-school snacks or suppers.

On-site Meal Service

On-site meals (morning snacks and lunches) will be served to students and will be delivered to the classroom by staff in the mid-morning each day. Operations staff will wear masks and gloves and bring the lunches in a food-safe transport bag that will be left inside the classroom door. All food service personnel will maintain 6' physical distancing from students and teachers who are in the classroom.

Staff will oversee students in cleaning/sanitizing their hands and desk space before and after eating. This could be done with kid-safe wipes or spray sanitizer (sprayed by the teacher only) and paper towels (students can wipe their own space). The specific protocol/procedure includes the following:

The process for meal service at any meal in the classroom will occur as follows:

- Students who bring lunch from home will keep their lunch in their backpacks at the beginning of the day and until lunchtime.
- At the beginning of mealtime, students who brought lunch from home will be directed to get it from their backpack while wearing their masks and maintaining physical distancing.

- A GTA staff member distributes lunches to students who did not bring their own while wearing gloves and a mask.
- After lunches are distributed, and before they are opened, students should be reminded to sanitize their hands.
- Each student will remove their mask and store it in a bag during lunch.
- Students stay in their designated location for the duration of lunch.
- Students will put their masks back on and walk to the trash can individually while maintaining physical distancing at the end of lunch.
- After the trash is disposed of, students should be reminded to sanitize their hands.

Remote Meal Distribution

As noted above, GTA will continue to make sure meals are available to families on a "grab and go" basis for students to eat at home. This includes breakfast (available for each scheduled school day) and lunch (available on any scheduled school day when the student participates in remote learning).

Each school site will communicate the distribution schedule for meals to families. Accommodations may be made on a case-by-case basis for families who cannot pick up meals at the designated times. They will need to contact the food services coordinator and make alternate arrangements.

Water

On the advice of medical and public health experts, GTA will discontinue the use of all water fountains until further notice. Water fountains will have a bag over them and have a sign saying "Not in use" or something equivalent.

Students and staff will be asked to bring a full water bottle each day. GTA will provide each student and staff member with a water bottle they can use if they can't provide their own. Also, each classroom and the front office will be stocked with disposable water bottles that will be available to anyone who drinks all of their water and needs more.

TECHNOLOGY SUPPORT

Student & Staff Tech Equipment

GTA students and staff will be provided with the technology equipment they need to participate in learning on campus and/or at home. Technology will be provided on a 1:1 basis, meaning that it will not be shared between staff members or between students. Each student will get their own device for use at school and at home.

GTA technology at school and at home is subject to GTA's technology policies included in the Family and Staff handbooks. Staff and students will be responsible for taking care of their equipment and using it

appropriately as indicated in those policies. Each student/family will be asked to sign a technology use agreement and waiver related to GTA technology use.

In a hybrid or full return to campus mode, students will be expected to bring their technology (e.g., Chromebooks) back and forth each day from home to school and back again. We will also provide additional chargers at school for those students whose devices are not charged at the beginning of the day. We will also provide "loaner" technology for students who forget to bring their devices when needed.

Internet Access at Home

GTA will continue to provide internet support for students who are participating in remote learning. GTA will provide hotspots and data plans for families who need help in order to participate in remote learning.

Tech Support

Both Mac and Eric will continue to provide both hardware and software support. All requests should be submitted through Incident IQ.

Other Supplies and Equipment

While research shows that the vast majority of COVID-19 transmission is "person to person" rather than "surface to person," GTA will nonetheless work to ensure that multiple students use as few supplies and materials as possible. Some equipment that might have more limited use includes:

- Shared technology and maker space equipment
- Shared science equipment
- Shared music equipment
- Shared PE equipment

If equipment cannot be disinfected between use, staff should limit the amount of equipment used by students until further notice. Students should not share headsets or other objects that come into contact with their face, mouth, or nose.

Schools will implement procedures for turning in assignments that minimize contact between students and staff.

MEETINGS, EVENTS, & OTHER PROGRAMS

Meetings

As noted above, campus visits will be strongly discouraged, and virtual meetings will be encouraged whenever possible. GTA will make every effort to support meeting participants with options that

facilitate their ability to participate in meetings remotely (e.g., hosting meetings via Zoom, providing different log-in options, etc.).

When in-person/on-campus meetings are necessary, they will only be allowed on a pre-scheduled basis. Any meeting participants will need to perform the same health screening process and adhere to the same general health precautions (e.g., health screening, face coverings, 6' physical separation, hand sanitization, etc.) as any other individual on GTA's campuses.

Parent Advisory Groups

All parent advisory groups and or other similar meetings (e.g., Board meetings) will continue to occur virtually until further notice. We will continue to ensure that materials at such meetings are available in English and Spanish, where applicable. We will continue to host them using virtual meeting software that is accessible to all community members via basic phone or internet connection.

School Events

In order to limit the risk of COVID-19 exposure and transmission, GTA will not hold any field trips or large in-person gatherings until further notice. Smaller gatherings may be considered so long as:

- The site Director has approved the event,
- All participants undergo a health screening as noted above,
- All participants follow guidelines above related to face coverings, physical distancing, hand sanitizing, etc.,
- A sign-in/sign-out sheet is maintained to identify who was present during the event, and
- The group size and other event logistics adhere to State and local public health orders.

Until further notice, GTA will cancel any activities where there is an increased likelihood for transmission from contaminated exhaled droplets. Activities that involve singing must only take place outdoors. Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating will also be prohibited.

Before/After School Program

We are actively working with B/ASP leadership to evaluate the most effective use of after school program staff to supplement GTA's instructional efforts. We will provide more details as they become available.

After school in a remote learning mode:

We will continue to offer both before and after school programs. In addition, we will also hold special events for students in order to provide social interaction. As we return to school in either a hybrid

schedule or full return, we will continue to look for ways to provide opportunities for our students, maximizing the outdoor environment.

STUDENT RECORDS & ATTENDANCE

Regardless of which model of instruction we are in throughout the 2020-21 school year, we anticipate the need to maintain the same student records and reporting as in the pre-COVID-19 past. This includes collecting thorough student records, tracking daily attendance, counting and reporting meals that are served, and carrying out State-mandated testing.

STUDENT RECORDS

Families and staff will be understandably concerned about the possible risk of person-to-person contact or other exposure related to submitting forms and paperwork. Every effort should be made to support the digital submission of enrollment, free/reduced lunch forms, immunization, or other documents that form the complete student record. We have already implemented NutriLink to accept Free and Reduced Lunch Applications, and we are looking at different software programs that can reduce person-to-person contact.

- Where possible (e.g., free/reduced lunch collection), parents should be encouraged to log-in and submit their information on a secure website.
- Where that is not possible, GTA will facilitate the digital submission (via scan, photo, etc.) of paperwork.
- When physical paperwork is to be submitted, parents should be encouraged to mail forms to the school or drop them off in a contactless manner (e.g. dropbox).
- Each school will create a mail drop location that parents can use to securely drop off paperwork without coming onto campus and risk contact with each other or with GTA staff.
- As a last resort, parents can make an appointment to come to the school to deliver paperwork, provided that they maintain 6' physical distance and wear a mask at all times while on campus.

Recognizing that parents may have challenges getting immunizations during the COVID-19 pandemic, GTA will relax its requirement for submitting immunization records at the beginning of the 2020-21 school year and give families more time to complete the requirement while we are in a distance learning mode. That said, all students will still be required to provide proof of immunization (subject to any legally allowable exemptions) before returning to on-site instruction.

Our Registrar and Food Services Coordinator will determine appropriate procedures for handling physical student records (e.g., CUM files, lunch forms) to minimize the risk of COVID-19 exposure or transmission. These could include:

- Tracking the people who enter offices and making that information available to colleagues

- Separation of duties to minimize the number of staff members who will access the same records or record storage cabinets
- Wiping down any shared file drawers between staff members to avoid exposure
- Quarantining documents and mail for a suitable period of time before handling them
- Practicing all other general health precautions noted above

ATTENDANCE TRACKING

The State of California has mandated that schools track student attendance and participation in both on-site and remote learning activities. While the proportion of students who participate on-site vs. remotely will vary depending on the instructional scenario we are in; we anticipate the need to report both types of attendance at all times.

The GTA administration team will work with student support staff to determine parameters for identifying student attendance and participation in a distance learning mode. School teams will share those parameters with teachers, students, and families. GTA will set up new attendance flags to facilitate tracking students' remote learning attendance.

Student services will continue to be responsible for monitoring attendance taken by teachers and ensure that attendance records are entered in a timely and accurate manner. Attendance policies should not penalize students and families for missing class due to possible or confirmed COVID-19 exposure or symptoms.

STAFF ROLES & RESPONSIBILITIES

As a school providing a public service to the community, many GTA Staff members are essential workers. In addition, staff responsibilities may change as the year progresses as we shift between modes of operation. Operations support staff, for example, may be asked to support in other areas. This section of the plan details some of the foreseeable impacts that COVID-19 will have on staff roles and the responsibilities that all staff has to participate in and support GTA's efforts to maintain a safe environment for all.

SAFE WORK ENVIRONMENT

GTA will adhere to all CDC, CDPH, and local safety guidelines to provide a safe environment for anyone on campus, including but not limited to: social distancing guidelines, use of masks and/or gloves (PPE), providing hand sanitizer and frequent cleaning. See the sections above for details on these guidelines. Some of these changes may result in alterations to staff routines and workspaces. Examples include, but are not limited to, the following:

- Staggering shifts and lunch/rest breaks
- Moving workstations to increase separation distance

- Implementing one-way traffic patterns throughout the workplace
- Some shared spaces (e.g., staff lounges and copy room) may be closed
- High traffic areas will be identified and will have enhanced cleaning and disinfecting

At this time, we anticipate that campuses will be open for staff who would like to work on-site in all modes of operation (even during remote learning mode), completing the duties that GTA has identified as essential. Staff will be notified if this needs to be changed. Staff members should contact the Director from each site or their supervisor for building access logistics and schedule to ensure safety protocols are adhered to.

In addition, a daily Employee Screening process will be implemented for all staff before entering campus. Full transparency regarding any symptoms or exposures related to COVID-19 is required of all staff in order to maintain a safe work environment for everyone. Suppose any staff member has been exposed to the COVID-19 virus or tested positive for the virus. In that case, they are expected to communicate that to their manager and the Health Advocate (see above) and follow the appropriate exposure protocol as directed. Suppose a staff member needs to be excluded from campus due to COVID-19 related symptoms, exposure, or test results. In that case, GTA's HR department will provide that employee with information regarding labor laws, Disability Insurance, Paid Family Leave, workers compensation benefits, and Unemployment Insurance, as applicable to the employee's situation, including a worker's sick leave rights under the Families First Coronavirus Response Act.

In addition to answering daily screening questions, all staff will be required to have a COVID test on a revolving basis (subject to testing capacity availability in our local areas). The State recommends that school staff get tested periodically so that all staff members are tested over time. GTA asks all staff to be tested once a month if they will be interacting in person with students or other staff members. GTA's HR department will plan, oversee, and monitor staff testing. The testing strategy will be based on guidance from the local health authorities in the jurisdictions in which GTA operates.

COVID EXPOSURE COMMUNICATION

As noted in the section Response to Possible or Confirmed Exposures section above, GTA will follow the CDPH guidelines regarding the response to any exposures. GTA will follow the protocols above to determine when it is appropriate to send an exposure communication and to which staff to send it. Minimally, if staff members are exposed to anyone on campus who knowingly learns that they are Covid-19 positive GTA Human Resources department will notify other employees who have interacted with said employee.

MEDICALLY FRAGILE OR OTHERWISE HIGH-RISK STAFF

If a staff member has a medical condition that makes them unable to work on campus during the COVID-19 Pandemic (despite holding a position that would otherwise require working on campus), they should reach out to their site Director, Supervisor, and GTA's HR department to determine an alternate work plan. This may include, but is not limited to, working remotely with an alternate assignment until it

is safe to return to campus per CDC guidelines or accommodations such as isolated work stations, provision of additional PPE equipment, etc.

MEDICAL OR FAMILY-RELATED LEAVE

Staff may be eligible to take advantage of Expanded FMLA or other types of leave if any of the following apply:

- Unable to work due to the closure of my child's school or daycare
- Subject to quarantine order related to COVID-19
- Has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
- Experiencing symptoms of COVID-19 and seeking a medical diagnosis
- Caring for a child if the child's school or place of care has been closed due to COVID-19 precautions
- Experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor

Details may be found in GTA's FMLA Leave Expansion, and Emergency Paid Sick Leave Policy by contacting the Human Resources Department.

Summary for Reference

Scenario	Remote Learning	Hybrid Schedule	Full Return to School
	<ul style="list-style-type: none"> ● Students participate in remote learning five days per week. 	<ul style="list-style-type: none"> ● Most students return to campus 2-3 days per week and participate in distance learning the other 2- 3 days per week. ● GTA will consider siblings' schedules as well as parent requests. ● Medically fragile students may participate in full-time remote learning ● Families who are not comfortable returning to campus may participate in full-time remote learning ● GTA will consider accommodations made for medically fragile staff who cannot come to campus 	<ul style="list-style-type: none"> ● Most students return to campus five days per week on a regular schedule ● Medically fragile students and families who are not comfortable returning to campus can do full-time remote learning ● GTA will consider accommodations made for medically fragile staff who cannot return

Safety Precautions	<ul style="list-style-type: none"> • Staff who come to campus will be screened every day • Everyone on campus expected to maintain 6' physical distancing at all times and to wear masks or face shields when in the same room with another person • Daily sanitization of all shared spaces and restrooms • Frequent hand sanitization throughout the day 	<ul style="list-style-type: none"> • Student & staff screening every day before entering campus • Class sizes reduced to maximize physical distancing • Minimize transitions and maintain 6' physical distancing during transitions • Students and staff will wear masks or face shields at all times • Staff will be provided masks & face shields • Students will be asked to provide their own PPE • Disposable masks available on an as-needed basis • Student supplies will not be shared • Students expected to bring their supplies each day • Supplies will be provided for those who need them • Water fountains will be closed • Students requested to bring a reusable water bottle each day • Bottled water will be available for students who need more than can fit in their bottle • Daily sanitization of classrooms and common areas • Bathrooms to be thoroughly cleaned at least two times per day • Students will be reminded to participate in frequent hand sanitization throughout the day 	<ul style="list-style-type: none"> • Same as hybrid schedule scenario but with typical class sizes
Instruction	All Grade-Levels <ul style="list-style-type: none"> • Students expected to participate and complete work daily • Instruction will cover all essential grade-level content 	All Grade-Levels <ul style="list-style-type: none"> • Students expected to participate daily, even when not on campus • Instruction will cover all crucial grade-level content • Students will receive the academic remediation and intervention 	All Grade-Levels <ul style="list-style-type: none"> • Instruction will cover all essential grade-level content

State Requirements

Teachers will take attendance in live synchronous sessions and in-person classes each day, and for each group of students they teach. Students will be marked as present in remote learning for the period if they attend any live synchronous session. Students who do not attend synchronous sessions will be marked as absent for that period.

State Recommendations for Tiered Reengagement Policy

The following written procedures will be utilized for tiered reengagement strategies for all pupils who are absent from remote learning for more than three school days or 60% of the instructional days in a school week. Procedures shall include, but are not limited to:

- Verification of current contact information for each enrolled pupil
- Daily notification to parents or guardians of absences
- A plan for outreach to determine pupil needs, including health and social services
- When feasible, transitioning the pupil to full-time-in-person-instruction
- Home visits, where applicable to address potential causes of absences

GTA's Attendance plan

What are GTA's goals for Distance Learning?		
Focus Area	6-8 Goal	Goal 9-12
Attendance (for the week) <i>Attending Zoom Sessions</i>	95%	95%
Engagement Rate (for the week) <i>Thoughtful Engagement in synchronous sessions</i>	85%	85%

Conclusion

Together, we can all do our part to slow the spread and protect the most vulnerable members of our community. Please visit our website regularly, review email announcements, and reach out to the GTA administrative team with your suggestions. As new information is shared with us from a variety of expert

resources, we will continue to revise this plan so that we can take the necessary precautions to protect our students and the folks that serve GTA.