

The
Saklan
School

think
creatively

compassionately

act

live

courageously™



COVID-19 Reopening Roadmap

The Saklan School

Pre-K Through 8

Saklan will be Reopening the 2020-21 School Year with Distance Learning

On Friday July 17, 2020, Governor Newsom announced mandatory state requirements that "Schools and school districts may reopen for in-person instruction at any time if they are located in a local health jurisdiction (LHJ) that has not been on the county monitoring list within the prior 14 days. If the LHJ has been on the monitoring list within the last 14 days, the school must conduct distance learning only, until their LHJ has been off the monitoring list for at least 14 days." COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year (July 17, 2020)

This guiding document will be updated regularly, finalized, and shared broadly prior to the reopening of campus. When Contra Costa County is allowed to reopen school campuses and Saklan is confident it can sufficiently mitigate the risks of COVID-19, this reopening roadmap will go into effect as it presents a detailed set of activities and guidance.

COVID-19 Reopening Roadmap

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Part 1 - Overview of the Road Map Development Process

Members of the Saklan COVID-19 Task force:

David O'Connell: Head of School, Task force Co-chair

Geri Buhl: Co-chair Board of Trustees; Parent; Task force Co-chair

Vickie Obenchain: Science Teacher

Karen Catanzarite: Kindergarten Teacher

Melanie Booth: Parent; Consultant to Higher Education

Dayna Long: Parent; Pediatrician

Jenny Park Choi: Parent; PA Member

The task force was regularly joined by:

Kim Parks, Middle School Dean

Liz Peters, Lower School Dean

Traci McMillan, Early Childhood Education Director

Overview of the Roadmap Development Process

Saklan is resolved to do everything we can to reopen our school as soon as possible because we believe doing so is in the best interest of our students and our community. We also recognize that we need to find the most appropriate and safe pathways for reopening, with the health and wellbeing of our entire community in mind.

The task force was regularly joined by Kim Parks, Middle School Dean; Liz Peters, Lower School Dean; and Traci McMillan, Early Childhood Education Director.



Part 1 - Continued

In early June, the task force created multiple sub-committees, to include many more members of the **Saklan staff, teachers, and community members, with areas of expertise relevant to sub-committee focus areas.** These sub-committees are:



Health & Safety



School Scheduling / Teaching & Learning



Facilities



Transportation



Experiential Learning and Community Activities



Communications

The COVID-19 Task force and sub-committees will continue to meet throughout the academic year to monitor conditions and guide the safe reopening of Saklan and make continued adjustments of this reopening plan.

Information Gathering

Information from surveys and communications informed the development of this roadmap, including:

- **Four Family Surveys** (May, June, and two in July).
- **A Town Hall Meeting** in June with families and teachers to share approaches and collect feedback and ideas.
- **Several Communications** along with COVID-19 and **FAQ pages** on the website to keep the Saklan community apprised of this process.
- **Feedback and Information** through the covidtaskforce@saklan.org email address.
- **A Saklan Employee Survey** conducted in mid-July.



Part 2 - Guiding Principles & Primary Guidance

Guiding Principles

The task force determined that the following principles would inform its work and ultimately this roadmap:

Be guided by Saklan's mission



- **Protect and preserve** the health of students, faculty, staff, and broader community by using emerging science and knowledge about COVID-19 to guide our discussions.
- **Continue to offer high-quality teaching**, learning, student support, and positive educational experiences for all students and families.
- **Consider the need** for differentiation by addressing the needs of individual students, specifically various levels of education at Saklan (ECE, Lower School, and Middle School).
- **Leverage our ability to differentiate** what we do from public schools.
- **Attend to the social-emotional and developmental well being of students**, understanding how this might look different across the age spectrum.
- **Listen to the community** – be open to out of box ideas.
- **Take into consideration the short, mid, and long-term needs of the school.**



Primary Guidance

The task force and subcommittees have referred to the following key documents for guidance:

- **CA Department of Public Health COVID-19 Industry Guidance: Schools and School-Based Programs** (First published June 5, 2020; updated July 17, 2020)
- **COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year** (July 17, 2020)
- **COVID-19 County Data** (updated daily)
- **CA Dept of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools** (Published June 8, 2020)
- **Contra Costa School Reopening Roadmap** (Published early June 2020)
- **American Academy of Pediatrics COVID-19 Planning Considerations** (Published June 25, 2020)
- **Harvard Schools for Health Risk Reduction Strategies** (Published July 2020)
- **Johns Hopkins Equity Schools Plus Resources for Reopening Schools**

Additional information shared among task force and community members was reviewed and incorporated if relevant, including:

- Information about other independent schools, locally, nationally, and internationally (particularly those that had already reopened or had shared their plans).
- Information about local and Bay Area public schools.
- Emerging research and information about COVID-19, particularly as it relates to children and school settings.

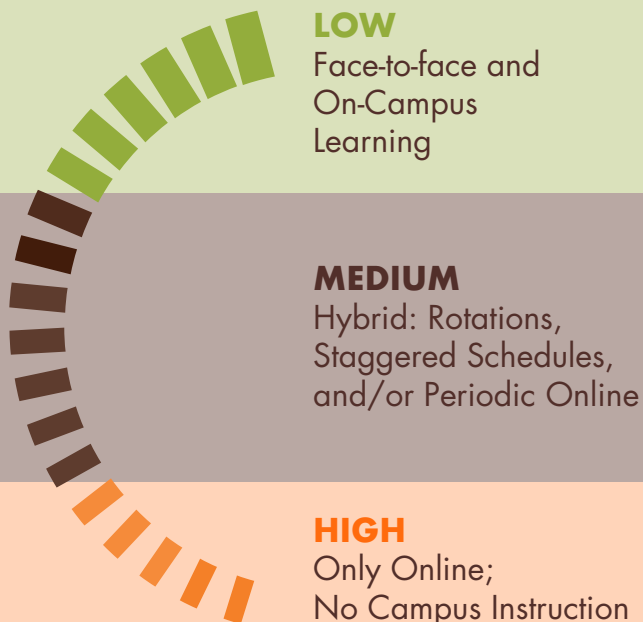
Part 3 - Overview of Saklan's Dial Strategy

Given the ambiguity and evolving nature of the COVID-19 pandemic, as well as the probable timeline regarding the development of vaccines and/or effective therapeutics, Saklan has created a Dial Strategy for decision-making regarding reopening and the potential need to adjust its course at any time during the school year.

The dial includes three potential learning models that Saklan may rotate between, in combination with on-campus health protocols that will be in place when students are on campus. Each learning model is not stand-alone per se; the learning models collectively represent a spectrum of **1 - everyone learning on campus** to **3 - everyone doing distance learning at home**.

It is also the aim of Saklan to work towards honoring each family's comfort level in returning to school once the campus has reopened and to continue to provide distance learning approaches as needed, including if students are in quarantine or isolation because they have been exposed to or have tested positive with COVID-19 or for other illnesses or conditions that prevent their safe attendance.

Saklan COVID-19 Dial Strategy



On-Campus Health Protocols

- Physical Distancing
- Screening and Prevention
- Cleaning and Sanitization
- Communication and Training

Dial Strategy: We are striving to be face-to-face and on-campus for all kids; we are also preparing to be able to turn the dial as needed depending on the COVID-19 situation.

Ongoing Risk Analysis

Mitigating the risk of Saklan's community's health and safety will be an ongoing process as we continue to learn about COVID-19 and as conditions change. Saklan will continually assess risk, and tether the selection of the learning model to this risk assessment.

- If risk is **LOW**, we believe that conditions are appropriate to reopen school entirely, welcoming all students back on campus concurrently with continued realistic safety precautions and health protocols in place.
- If risk is **MEDIUM**, we recognize that we can be open with robust preventative health and safety protocols, potentially coupled with a reduction of student density on campus, which means we would move to hybrid formats, and/or staggered scheduling, and/or on-campus rotations. This allows us a flexible approach that can also support students who cannot be on campus.
- If risk is **HIGH**, the Saklan campus will be closed* and we will move to online instruction for all students.

**as COVID-19 impacts children of different age groups differently, one division may be considered high risk, while another is not.*

Risk Level: Elements For Consideration

The elements that Saklan will consider in assessing risk will provide for a holistic perspective on the relative safety of learning models and needs for reopening campus entirely. Saklan will consult multiple sources in performing this ongoing risk assessment, primarily the Contra Costa County Department of Health and the State of California Department of Public Health. Regardless of risk level and learning model in place, Saklan will be prepared to provide distance learning for students who are unable to be on campus due to the COVID-19 pandemic.

LOW: Campus Open, Normal In-person Learning

- Government guidance encourages reopening
- Guidance from Contra Costa County, the State of CA, and other trusted authorities indicate low risk
- Degree of medical certainty, including easy access to reliable testing with short turn-around times
- Infection rates locally are declining and traceable
- Saklan is confident in its ability to mitigate risk when school is fully open
- School benchmarking in the Bay Area indicates most similar schools are opening their campuses

MEDIUM: Campus Open, Some Online Instruction, Rotations, Staggered Schedules, Periodic Online

- Government guidance allows reopening but is inconclusive or vague
- Guidance from Contra Costa County, the State of CA, and other trusted authorities indicates risk exists
- Infection and community transmission rates locally are confined and/or traceable
- Saklan believes it can mitigate risk with enhanced measures
- School benchmarking in the Bay Area indicates many similar schools are opening with precautions

HIGH: Campus Closed, Online Instruction

- State of Emergency or government mandate for schools to close
- Guidance from Contra Costa County, the State of CA, and other trusted authorities indicates high risk
- Infection and community transmission rates locally are rising and/or remaining at concerning levels
- Known outbreaks within the Saklan community
- Saklan does not believe it can effectively mitigate risk and ensure safety
- School benchmarking in the Bay Area indicates many similar schools have closed their campuses



Part 4 - Expectations and Responsibilities within the Saklan Community

As we plan to reopen this Fall and welcome students back to school, it is important that we establish new standards and expectations for what school will look like.

The challenges of establishing a “new normal” this coming year will be compounded unless we can change and adapt our behaviors. COVID-19 has disrupted life as we knew it. To navigate this unprecedented public health challenge, mutual respect and cooperation will be essential. Therefore, as a community, we all need to recognize expectations of each other to promote and foster the safety and health of our community.

Expectations:

We understand that we cannot eliminate the possibility of exposure to COVID-19 on campus, but we must all work together and comply with School protocols and policies to reduce the likelihood. Please know that our protocols and policies may change as we work closely with health officials throughout this pandemic, and we will keep you up to date on any changes in our protocols, policies, and expectations.

Responsibilities:

School families in the Saklan community also have duties to the community. Our interactions with others — friends and strangers, students, and adults — should be self-aware, respectful, and courteous. During the COVID-19 pandemic, this means complying willingly with policies and practices designed to keep our community healthy, and thinking of others and adjusting our behavior with sensitivity and respect. This means respecting health protocols, even when inconvenient to ourselves.





Consistent with this sense of mutual respect and care for one another, and in compliance with state and local guidance for the reopening of K-12 schools, we will be implementing the following measures:

- All members of our community and visitors will be required to wear masks, wash and disinfect their hands frequently, and mind physical distancing norms of 6 feet.
- All members of our community and visitors to our campus will be required to follow self-screening guidelines for symptoms of illness and refrain from coming to campus when symptomatic; also when members of our community show signs of illness on campus they will be sent home; and
- All members of our community and visitors to our campus will be directed to not to come to campus consistent with CDC isolation and self-quarantine guidance, and the advice of local public health officials, when they have had exposure to COVID-19 or have tested positive.

Specific Policies

- If students or staff show signs or symptoms of COVID-19 illness while on campus, they will be isolated and sent home as soon as feasible.
- If any member of the staff or student body tests positive for COVID-19, that person will be required to follow isolation protocols per health department guidelines.
- If any member of the staff or student body has knowingly come in contact with a person who has tested positive for COVID-19 within the incubation or infection period, that person should follow quarantine protocols per CDC and Health Department guidelines.

Specific and detailed policies will be disseminated prior to the campus reopening.





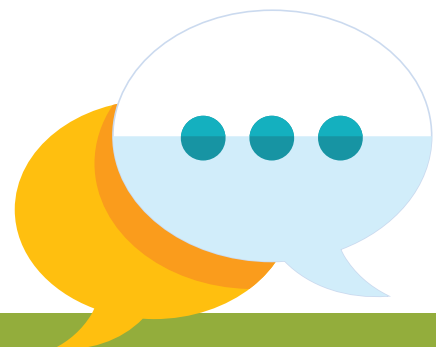
Communication

Communication is essential for mitigating the risk of COVID-19. Communication protocols have been established to ensure clear, consistent, and empathetic communication in place for all COVID-19 related issues.

These communication protocols include but are not limited to:

- Communicating with and educating the community about health and safety policies and protocols.
- Communicating with the community about changes in and expectations for shifting learning models.
- Communicating with and educating students about changes in school and keeping themselves and others safe.
- Per health department guidelines, Saklan will document incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

The primary communication tools Saklan is using to communicate with families are the COVID-19 and FAQ pages on the Saklan website; frequent emails from the Head of School; regularly updated event calendars; and emergency alert communication systems if needed.





Part 5 - Supporting and Scheduling Teaching & Learning

Three primary models of learning have been determined to allow school to be able to easily pivot as needed due to the ongoing COVID-19 pandemic risks.

LOW Risk - All students on campus

When the risk factors allow for the full reopening of campus, due to its small size, Saklan will be able to have all students on campus at the same time, with physical distancing and health and safety protocols in place.

- **Class sizes and schedules** will ensure physical distancing measures are kept:
 - Classroom sizes evaluated for CDC physical distancing protocols.
 - Larger middle school classes split into two rooms with video link and an extra adult to help supervise students.
 - All students will stay in their classroom space.
- **Lunch, Recess, Breaks:**
 - Students will eat in their classrooms.
 - Recess and break times will be staggered to reduce crowding.
- **Specialists:** Specialists will rotate into students' assigned classrooms; specific schedules will vary by grade level.
 - Music curriculum will not involve singing or using instruments that need to be shared.
 - Art will take place in the Pavilion when the weather allows.
 - PE will take place outdoors and physically distanced.
 - Spanish class schedules will be adjusted.
- **Early and Staggered Departures:** Departure times will be earlier than usual and will be staggered to avoid crowding at campus exits. Earlier departures will allow faculty time to prepare online learning for students not on campus.
 - Proposed departure times
 - > ECE will conclude at 2:00 pm
 - > Lower School will conclude at 2:10 pm
 - > Middle School will conclude at 2:20 pm





MEDIUM Risk - Hybrid / Hybrid Rotations

For students who are not able to be on campus, or in the event that Saklan needs to further restrict its reopening plans due to changing COVID-19 conditions, some students will be on campus with in-person instruction, and others will be off-campus engaged in online learning.

- This will be an option for students who cannot be on campus due to illness, potentially for several weeks at a time.
- For students at home, Saklan will be able to provide a mix of recorded content and live interaction.
- Each day teachers will have time after campus dismissals to help students at home and prepare home-based content.

HIGH Risk - Campus is closed; online learning only

In the case that the risk level is High, campus will be closed. Saklan will pivot to distance learning for all students to ensure continuous academic learning and social/emotional development and support.

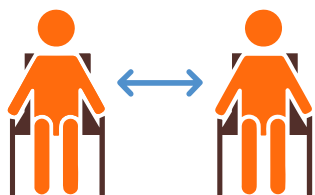




Part 6 - On-Campus Protocols for Ensuring Health & Safety

When staff, faculty, and students are back on campus, the following protocols, at a minimum, will be in place and strictly adhered to, following the guidance of the CDC, California Department of Public Health, and in communication and partnership with Contra Costa County Department of Health.

- **Physical distancing:**

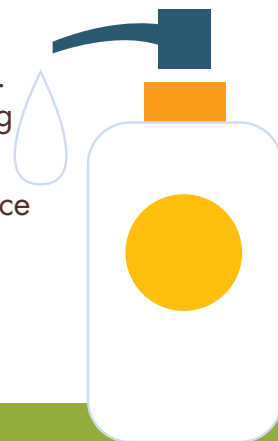


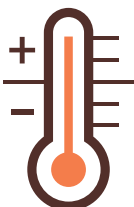
- Saklan will have designated procedures, routes, and schedules for campus entry and exit.
- All people on-campus will strive to stay a minimum of 6 feet away from other people at all times.
- Students will remain in the same space and in batches / cohorts as small and consistent as possible, including for recess and lunch.
- Saklan will maximize the use of outdoor spaces as much as practical.
- Saklan will maximize space between seating and desks inside classrooms. Classroom furniture has been removed or rearranged to allow for sufficient physical distancing between individuals per California Department of Public Health guidelines.
- Non-essential visitors will not be allowed on campus to minimize the number of people on campus at any given time.

- **Masks:** All students, faculty, and staff should wear properly fitting masks at all times while on campus. Per the CA Department of Public Health:

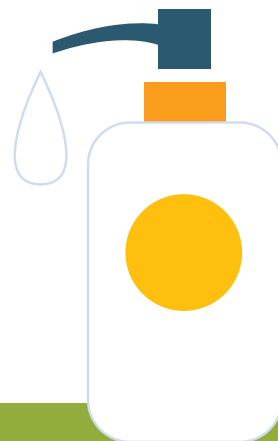


- Students 3rd grade and above, and all staff, teachers, and visitors will wear properly fitting masks in accordance to guidelines when on campus. Masks should not be valved; specific guidelines will be provided prior to reopening.
- Students 2nd grade and lower will have modified mask wearing procedures that will be age level appropriate.
- In certain conditions, face shields may substitute for masks. Specific guidance will be communicated prior to reopening campus.
- Teachers and staff will be provided with additional PPE (face shields, gloves, gowns) to perform specific duties.





- **Hygiene:** Saklan will teach and reinforce washing hands; avoiding contact with one's eyes, nose, and mouth; and covering coughs and sneezes among students and staff. Hand washing and hand sanitizing regimens will be built into the school day.
- **Sharing:** Saklan will teach and reinforce the strict limitations on the sharing of supplies, materials, clothing, equipment, and food. Limitations for sharing include but are not limited to:
 - Each child's personal belongings will be kept separate from others.
 - Saklan will ensure adequate supplies to minimize sharing of high touch materials to the extent possible.
 - Protocols will be in place for cleaning and disinfecting necessary shared equipment between each use.
- **Daily screening, reporting, and COVID-19 testing:**
 - Families and students will be asked to self-screen and report on a daily basis; teachers and staff will also self-screen daily and be screened on a regular basis.
 - Daily wellness checklists will be provided to families to specify the signs or symptoms to be screened and reported. If any one of the items on the checklist is observed or reported, the student should not come to campus.
 - Teachers and staff will be tested periodically as testing capacity allows.
 - Families are encouraged to test on a regular basis as capacity allows.





- **Isolating symptomatic or sick individuals:**

- Students who become symptomatic or ill during school will be isolated in the designated isolation room with continued supervision and care while waiting to be picked up.
- Sick students are not to return to campus until they have met CDC criteria to discontinue home isolation.



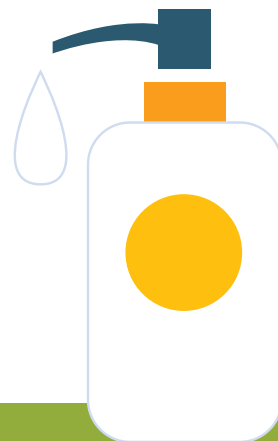
- **Communication and training:**

- All staff will receive training in new protocols for preventing the spread of COVID-19, including what to do if a student shows signs of illness while on campus.
- Families and students will also receive frequent communication and training in these protocols as well.

Saklan will adhere to the requirements outlined in several official guidance documents, including but not limited to:

- **CA Department of Public Health COVID-19 Industry Guidance: Schools and School-Based Programs** (First published June 5, 2020; updated July 17, 2020)
- **COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year** (July 17, 2020)

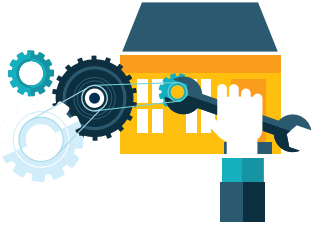
Specific and detailed protocols for ensuring the health and safety of the Saklan community will be disseminated prior to the campus reopening.





Part 7 - Facilities

Over the summer, Saklan upgraded and/or modified its facilities to help mitigate the risk of COVID-19. Such changes include but are not limited to:



- Improved ventilation systems, including new window screens and an upgraded HVAC system to ensure sufficient airflow in all indoor areas on campus.
- Addition of touchless hand washing faucets, hand sanitizer stations, and water-bottle filling stations.
- Addition of plexiglass dividers in places where maintaining 6 feet of distance is not possible.
- Extension of learning spaces into outdoor areas by adding shade and shelter.
- Creation of two isolation rooms where students or staff who develop signs or symptoms of illness while on campus will go until they can go home. Students will have an adult staff member with them in the isolation room until the parent or designated caregiver arrives to pick them up.
- Relocation of classroom furnishings to ensure 6 feet distance requirements are in place.
- Placement of signs and other visual reminders on campus to remind students, faculty, staff and visitors of the safety protocols that need to be followed.





Cleaning and Disinfecting Protocols

New detailed protocols for campus cleaning and disinfecting – throughout the school day as well as in the evening and/or over weekends – have been developed and will be put into effect as soon as the campus reopens. Such protocols include but are not limited to:



- The campus will be cleaned and sanitized in accordance with CDC guidelines at the end of each school day.
- Frequently touched areas including restrooms will be cleaned frequently throughout the day.
- Teachers and students (where age appropriate) will maintain cleaning of classroom areas, desks, and any shared materials throughout the day.
- School supplies, toys, and play structures will be cleaned regularly throughout the day. Difficult to clean play areas may be closed.

Specific and detailed protocols for cleaning and disinfecting campus will be disseminated prior to the campus reopening.



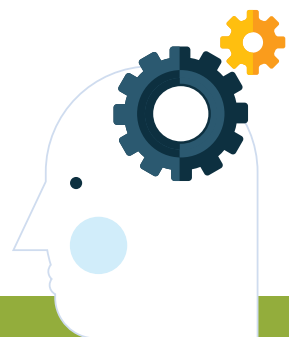


Part 8 - Experiential and Community Activities

Experiential learning and community activities are a hallmark of the Saklan educational experience for kids, parents, and teachers. Therefore, once Saklan reopens, it is the intent to modify such activities to the extent possible while addressing the health and safety needs, policies, and protocols.

Please note: Nature Bridge has cancelled their Marin Headlands (5th grade) and Yosemite (6th grade) learning trips for the 2020-2021 school year. Saklan will try to identify safe alternatives if conditions allow. Other major field trips, including the 7th grade trip to Hawaii and the 8th grade trip to Washington, D.C., will be determined on a case-by-case basis.

Class field trips, school concerts, school-based events, sports competitions, and community activities will be carefully planned and announced when it is determined if, when, and how they can safely occur.





Part 9 - Transportation & Child Care

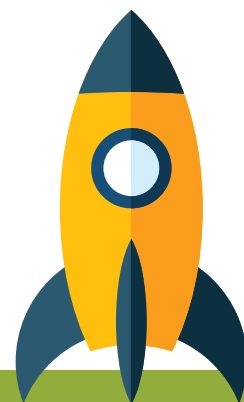
Transportation Services

Saklan contracts with a bus service to provide transportation to and from campus. In order to adhere to safety protocols and physical distancing guidelines, the number of students who can be accommodated on the bus will be limited. We will do our best to accommodate our riders for whom the bus is their essential form of transportation to school.

- A Saklan staff member will perform health screenings prior to students boarding the bus and will accompany students on the bus ride to ensure that health and safety protocols are being followed.
- The Orinda Bart van service will be discontinued until Saklan has staff availability required to run that service.

Morning Care and Extended Day Care

- Morning care will not be available. Students need to arrive on campus at their designated arrival time and location and follow the check-in screening protocols.
- Extended day (after school) care will be available for a limited number of students and for a limited amount of time each day.
- Students in extended care will be physically distanced, outdoors, and/or kept in their same classroom cohorts to prevent mixing.
- All health and safety protocols in place during the school day will apply to extended day care.





Part 10 - Saklan as a Learning Community

As a community of learners, Saklan is committed to continually engaging in reflective, mindful, and empathic learning activities as we continue to work our way through the COVID-19 pandemic. Saklan will engage students, families, teachers, and staff in ongoing conversations about our collective responsibility to keep each other safe and our community healthy; our emerging understanding of the science and state or county requirements informing our COVID-19 policies and practices; and the specific needs that members of our community may have, including the need for privacy when it comes to any form of illness, the need for differentiation in learning delivery, and the need for safety, security, and trust.

Furthermore, the COVID-19 Task Force and sub-committees will continue to meet on a regular basis throughout the school year to support Saklan teachers and staff in the work they are doing to keep students learning; to plan for and enact a successful and healthy reopening; to collect feedback and review relevant data used to inform decisions; and to reflect on our needs and celebrate our progress.

Throughout this school year, like any other school year, we all will continue to be guided by the **Saklan mission**:

