



## **BPC's K-5 and 6-8 School Reopening Plan**

Name of School: Black Pine Circle School

Address: 2027 7th Street Berkeley, CA 94710

Head of School (name/ email): John Carlstroem; [jcarlstroem@blackpinecircle.org](mailto:jcarlstroem@blackpinecircle.org)

Date of reopening: 10/21/2020 (Lower School);11/10/20(Upper School)

Date of submission: 11/61/2020

School type: Independent

School website address: <https://blackpinecircle.org/>

Reopening plan website link:

<https://blackpinecircle.org/wp-content/uploads/2020/11/K-5-Lower-School-and-6-8-Upper-School-Reopening-Plans.pdf>

Name/ Address of each school to be reopened:School Campus at 2027 7th Street, Berkeley, CA 94710.

Total school enrollment and number returning at each school to be reopened: K-8 331 students total; K-5 133 students, of which we anticipate approx 100 K-5 returning to on-campus instruction (phased in) 198 grades 6-8 of which anticipate 175 approx returning to on-campus instruction (phased in).

Number of staff returning (include teachers/ paraprofessionals, janitors, etc) at each school to be reopened: Approx 30 K-5, Approx 30 6-8

Grade levels served by the school: K-8

Grade levels proposed to be reopened: K-5 (Lower School) and 6-8 (Upper School)

### **LOWER SCHOOL REOPENING PLAN**

Black Pine Circle School intends to bring K-5 students back to campus for orientations beginning on Wednesday, October 21, 2020. We will start small and grow into having more students and faculty on-site. Initially, the plan involves bringing each K-5 grade (~22 students per grade, split into two cohorts) on campus separately for one hour on designated days beginning with kindergarten on October 21. The following day, October 22, the kindergarten would return to full distance learning while the first grade is on campus for an hour. The following day, October 22, the second grade would be on campus with K and first remote, and so forth.

Beginning on Monday, November 2, the plan brings K-5 onto campus incrementally for half days, again starting with our youngest students first, and adding additional grades. The plan builds slowly toward having the optimal number of students on campus safely via a hybrid

model within the campus size constraints, relevant health guidance, and our own unique circumstances, for in-person instruction. (Students, divided into an AM & PM cohort, will alternate between one week of half-days learning on campus and one week in distance learning per grade level. The long-term goal is to increase from half days on campus to full days.) We hope to achieve this by January 2021, if not sooner. Our plan maximizes use of all campus space, prioritizing outdoor areas, including part of 7th Street closed to traffic and nearby parks and open spaces where possible.

BPC staff/faculty/board of directors have been working collaboratively toward an eventual safe return to on-campus learning since the initial shelter-in-place order issued in March. Planning for re-entry peaked this summer with the publication of a “Re-entry Guidance Manual.” A Re-entry Task Force, comprised of key faculty and administrators, determined elements of the plan in direct consultation with multiple other staff as needed. City of Berkeley, Alameda County Health Order Guidance, and California Department of has been rigorously reviewed and incorporated into our planning and health protocols.

**Schedule of Hour-Long Orientations/Stay Safe Sessions**

**Arrive for screening at Addison St. gate at 8:30 am**

Kindergarten	Wednesday, October 21	9-10:00 am
1st Grade	Thursday, October 22	9-10:00 am
2nd Grade	Monday, October 26	9-10:00 am
3rd Grade	Tuesday, October 27	9-10:00 am
4th Grade	Wednesday, October 28	9-10:00 am
5th Grade	Thursday, October 29	9-10:00 am

**We will then begin to have half-days on campus, one cohort (10-12 students) in the morning and the other in the afternoon, targeting these start dates:**

<b><u>Grade Level</u></b>	<b><u>Date</u></b>	<b><u>Approximate # of Students On Campus</u></b>
<b>Kindergarten</b>	<b>Monday, November 2</b>	<b>AM Cohort approx. 10-12 students PM Cohort approx. 10-12 students</b>
<b>1st Grade</b>	<b>Monday, November 9</b>	<b>AM Cohort approx. 10-12 students PM Cohort approx. 10-12 students</b>
<b>K &amp; 2nd Grade</b>	<b>Monday, November 16</b>	<b>AM Cohorts approx. 20-24 students PM Cohorts approx. 20-24 students</b>
<b>1st &amp; 3rd Grade</b>	<b>Monday, November 30</b>	<b>AM Cohorts approx. 20-24 students</b>

**PM Cohorts approx. 20-24 students**

**K, 2nd, & 4th Grade      Monday, December 7      AM Cohorts approx. 30-36 students  
PM Cohorts approx. 30-36 students**

**1st, 3rd, & 5th      Monday, December 14      AM Cohorts approx. 30-36 students  
Grade      PM Cohorts approx. 30-36 students**

As soon as January, 2021 we hope to be able to invite a minimum of 50 percent (~65 students) to campus daily. This objective is subject to revision as circumstances evolve over this period.

#### **UPPER SCHOOL REOPENING PLAN**

Black Pine Circle School intends to bring 6-8 students back to campus beginning on Tuesday, November 10, 2020. We will start small and grow into having more students and faculty on-site. Initially, the plan involves bringing each upper school grade on campus separately each week.

We are starting with smaller groups of our oldest students first and adding additional grades and numbers of students. The plan builds slowly toward having the optimal number of students on campus safely via a hybrid model within the campus size constraints, relevant health guidance, and our own unique circumstances, for in-person instruction. We hope to achieve this by January 2021, if not sooner. Our plan maximizes use of all campus space, prioritizing outdoor areas, including part of 7th Street closed to traffic, nearby parks, and open spaces where possible.

BPC staff/faculty/board of directors have been working collaboratively toward an eventual safe return to on-campus learning since the initial shelter-in-place order issued in March. Planning for re-entry peaked this summer with the publication of a “Re-entry Guidance Manual.” A Re-entry Task Force, comprised of key faculty and administrators, determined elements of the plan in direct consultation with multiple other staff as needed. City of Berkeley, Alameda County Health Order Guidance, and California Department of has been rigorously reviewed and incorporated into our planning and health protocols.

<b><u>Grade Level</u></b>	<b><u>Date</u></b>	<b><u>Approximate # of Students On Campus</u></b>
<b>8th Grade</b>	<b>Tues., Nov. 10 - Thurs., Nov. 12</b>	<b>All-day cohorts approx. 30 students</b>

<b>8th Grade</b>	<b>Tues., Nov. 17 - Thurs., Nov. 19</b>	<b>All-day cohorts approx. 30 students</b>
<b>7th Grade</b>	<b>Mon. Nov. 23</b>	<b>All-day cohorts approx. 60 students</b>
<b>6th Grade</b>	<b>Tues. Nov. 24</b>	<b>All-day cohorts approx. 60 students</b>
<b>8th Grade</b>	<b>Mon. Nov. 30 - Fri. Dec. 4</b>	<b>All-day cohorts approx. 60 students</b>
<b>7th Grade</b>	<b>Mon. Dec. 7 - Fri. Dec. 11</b>	<b>All-day cohorts approx. 60 students</b>
<b>6th Grade</b>	<b>Mon. Dec. 14 - Fri. Dec. 17</b>	<b>All-day cohorts approx. 60 students</b>

As soon as January, 2021 we hope to be able to invite 40 percent (~80 students) to campus daily. This objective is subject to revision as circumstances evolve over this period.

## **1. Cleaning, Disinfection and Ventilation**

### **Cleaning and Disinfecting Procedures and Protocols**

- Classrooms and common areas will be comprehensively cleaned and disinfected daily, with special emphasis on high-touch surfaces.
- During student on-campus instructional time, there will be additional disinfecting of common and high-touch areas and surfaces.
- When students are out of the classrooms for recess or other activities, there will be additional disinfecting of classroom spaces, and scheduled deep cleanings.
- Electrostatic spray protocols will be used for enhanced application of disinfectants
- Each classroom will be provided with a desktop sanitation kit, and other necessary supplies.
- Student and employee handwashing and sanitizing routines will be incorporated and strictly enforced at multiple times throughout the school day.

## **Air flow/ Facilities**

- We have adjusted our air conditioner settings to maximize flow of outside air.
- Likewise, we have adjusted our mechanical ventilation system to reduce recirculated air.
- We have had our HVAC systems professionally assessed and have upgraded our system to Merv13 filters and adjusted airflow to accommodate the change.
- We have ordered additional high-efficiency air purifiers for all classrooms.
- We are prioritizing the use of outdoor spaces. We have identified and intend to use multiple outdoor on-campus and nearby outdoor open spaces to enable maximum natural airflow. We expect to use these spaces for meals, PE, classrooms, and for other purposes.
- We have invested in tents, canopies and other outdoor structures to enable use of outdoor spaces.
- 90 percent of our campus buildings have windows that open. We will be mandating the opening of windows whenever feasible.
- Shared water fountains have been decommissioned. Classrooms will be equipped with water filters and students will be required to bring receptacles from home.
- We have acquired multiple additional portable wash stations for hand hygiene.
- We are ordering portable toilets to augment existing facilities.
- Touchless water faucets have been installed throughout campus.

## **2. Cohorting**

Stable cohorting is an essential aspect of our re-entry plan. A team of teachers, specialists, and learning support staff, along with our heads of school has worked together to create K-5 cohorts in preparation for all onsite activities including instruction, lunch, and recesses. Each grade level will be assigned a teacher and teaching assistant. There will be no mixing of cohorts.

- Lower School grade levels will split into two cohorts each containing 10-12 students and Upper School cohorts will be approximately 10-14 students to allow for adequate social distancing, and share a head teacher and assistant teacher. Currently these cohorts work in small groups via Distance Learning throughout the day.
- We plan to have designated and assigned porta-potties and handwashing stations for each cohort to maintain cohort integrity on the school campuses.
- Additionally, we continue to advise parents of the risks of mixing of cohorts outside of school to better ensure cohort integrity, minimize risk of virus transmission, and allow for effective contact tracing.

## **3. Physical Distancing**

BPC has established a minimum of 6 feet of separation between students and faculty in classrooms and elsewhere by:

- Modifying classroom layout by removing desks and spacing them 6 feet apart, with an additional buffer for teachers
- Eliminating indoor, common faculty gathering spaces
- Gathering spaces outdoors will also feature social distancing
- Adding floor markings and directional signage throughout campus
- Utilizing all available campus space, indoors and out
- Closure of a 100 ft stretch of 7th Street, north of Addison, for use by BPC
- Tents/temporary structures on yard and fields
- Restrooms will be designated single use and monitored for compliance

#### **4. Entrance, Egress, and Movement within the School**

BPC's plan for on-campus school days for our students includes staggered arrival and departure times (if necessary for each cohort to remain separated) as well as multiple designated entrances and exit. Directional signage and one-way floor markings have been installed throughout campus to underscore the imperative of social distancing. Schedules are designed to minimize contact between cohorts. Cohorts will have their designated spaces that will not be shared with other cohorts unless cleaned between uses.

#### **5. Face Coverings and other Essential Protective Gear**

##### Face Mask Use for Students & Staff

- Approved cloth masks or disposable masks that cover the mouth, nose, and chin will be mandated for all students (K-8) and staff. Students and staff will be expected to arrive for screening intake wearing a clean mask for each on-campus learning day. Masks will be provided for those who need them.
- Masks may be removed for water breaks, snacks, and lunch only.
- Cloth face coverings should be washed each day after use, and disposable masks disposed of properly. BPC will provide face coverings for students and staff who need them.
- Additional physical barriers (i.e. face shields) will be provided for staff as an option to wear in addition to face coverings and face masks.
- For K-2 phonetic development, we will offer teachers clear face masks, or face shields with drapes tucked into shirts to facilitate learning.
- Accommodations will be made for individuals with a medical condition that prevents them wearing a face mask.

##### **Supplies and PPE**

BPC has accumulated a multi-month supply of PPE, cleaning and disinfecting agents, and related hygiene supplies to include:

- Safe and EPA-approved cleaning fluids, disinfectants, sanitizers, and hand soap
- Cloth face masks, disposable masks, gloves, face shields, and disposable gowns
- Touchless: hand sanitizer dispensers, bathroom faucets, and paper towel dispensers
- Increased number of handwashing and hand sanitizing stations
- Trash cans with lids and foot pedals, tissues and paper towel supplies
- “Touchless” infrared thermometers for daily student and staff temperature checks

## 6. Health Screenings for Students and Staff

- Each on-campus school day will begin with a health screening at home for students and staff via a self-certified questionnaire *before* arrival at BPC.
  - ParentSquare (for students)
  - Kyla App or other health screening app (for staff)
- Students and staff will need to satisfy the symptom screening check in order to enter campus.
- Upon arrival at school students and staff will undergo a temperature screening using an infrared thermometer at a designated screening station.
  - Anyone with a temperature of 100 °F (37.8 C) or higher will be sent home. Temperatures below 96°F (35.6°C) will be rechecked to ensure the reading is accurate.

### Health Hub

- BPC has established a “Health Hub” to centralize our campus health protocols
- The Health Hub will be staffed by our school nurse/campus health coordinator and used, among other typical health functions, to swiftly evaluate and isolate potential cases of COVID-19 among students and staff.
- If warranted, students will be accompanied to the Health Hub for assessment and appropriate care for injuries that require further attention and possible pickup from school.
- The Health Hub will also be used to accommodate health screening for late arrivals to school, any pre-approved visitors, and staff screening and testing.

VISITOR POLICY: *No visitors will be allowed on campus with the exception of essential visitors who will need to pass the COVID-19 symptom screening questionnaire and temperature screening at the Health Hub prior to entry.*

## 7. Healthy Hygiene Practices

### Hand Hygiene (handwashing and hand sanitizing)

- BPC will provide tissues, no-touch trash cans, hand soap, 60% alcohol-based hand sanitizer, disinfectants, and disposable towels.

- BPC will teach and reinforce [hand washing](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
- BPC will ensure students complete **regular** hand hygiene either by hand washing or use of hand sanitizer upon arrival to campus; after using the restroom; after playing outside and returning to the classroom; before and after eating; after touching high-touch surface areas; and after coughing or sneezing.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used.
- We will encourage staff and students to cover coughs and sneezes with a tissue.
- Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- BPC will provide hand sanitizer in each classroom, in any other indoor space used by students or staff, at building entrances/exits, and at locations designated for students or staff to eat.
- The school has installed a large number of touchless bathroom water faucets, and added eight portable wash basins to expand hand-hygiene capacity.
- Age-appropriate signage about required hand hygiene practices will be placed around campus, including bathrooms. These messages will be reinforced regularly by staff and through school communications to families.

## **8. Identification and Tracing of Contacts**

BPC has identified two staff to support the COVID-19 investigation and response. Primary personnel will be Nancy Kang, RN, BPC School Nurse and Campus Health Coordinator, who has completed John Hopkins COVID-19 Contact Tracing Certification 6/22/2020. Secondary personnel to support COVID-19 investigation and response efforts will be Jonathan Cohen, BPC Safety Coordinator.

## **9. Staff Training and Family Education**

- Staff training: Health & Safety training, HR overview on August 27, 2020
- Family Education: Family Listening Sessions
- [Re-entry Guidance Manual for BPC Families](#)
- Plan to create a designated “Health” section on the BPC website
- Plan to have Health Workshop Led by Nancy Kang R.N., BPC Campus Health Coordinator

## **10. COVID-19 Testing**

BPC will provide COVID-19 testing for staff (through Kyla, Curative, and/or city/ county testing resources) monthly during distance learning, within 5-7 days upon initial re-entry to campus, and

then subsequently at a frequency that is dependent on the teaching model (ie twice a month or weekly).

BPC requires that students obtain an initial COVID-19 test within a week before initial re-entry to campus, and then subsequently participate in BPC student testing at a frequency determined by BPC (biweekly or weekly). Testing will also be asked of any student that exhibits COVID-19 symptoms, has contact with a COVID-19 positive case within the cohort, or has other suspected exposure to a COVID-19 positive case. BPC has been in communication with the City of Berkeley about creating a testing partnership for student COVID-19 testing. BPC is also working with RTW/ Mirimus and Curative to develop a testing strategy for students.

HIPAA & FERPA: Black Pine Circle School will take reasonable precautions to protect health information, pursuant to all applicable laws and statutes, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act of 1974 (FERPA). To maintain the privacy and confidentiality of students and staff, sensitive health information will not be shared except as necessary with public health officials in the City of Berkeley and Alameda County.

## **11. Triggers to Switch to Distance Learning**

In consultation with the local and county public health departments, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community.

- Cohort closure will occur if one or more COVID-19 positive cases are identified.
- Individual school closure will occur based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Berkeley Public Health Division and Alameda County Health Department.
- Individual school closure may be appropriate 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 test positive within a 14-day period, depending on the size and physical layout of the school.
- A BPC campus closure will occur if 25% or more of schools in Berkeley Unified School District have closed due to COVID-19 within a 14-day period.
- The Berkeley Public Health Division and Alameda County Health Department may also determine school closure is warranted for other reasons, including but not limited to case rate and testing data trends and/or community transmission levels.

## Quarantine & Isolation

- **Quarantine** will be asked of anyone who has been in *close contact* with someone who has COVID-19. Close contact is defined as being within 6 feet of someone who has COVID-19 for at least 15 minutes or also if:
  - You provided care at home to someone who is sick with COVID-19
  - You had direct physical contact with the person (touched, hugged, or kissed)
  - You shared eating or drinking utensils
  - They sneezed, coughed, or somehow got respiratory droplets on you
- **Isolation** will be asked of anyone who *exhibits COVID-19 symptoms* or has a COVID-19 positive test result. Those experiencing mild symptoms should isolate for 10 days, while those experiencing severe symptoms should isolate for 20 days.

Scenarios: <https://www.acoe.org/schoolguidance>:

1. If student or staff are symptomatic:  
Isolate and seek a COVID-19 test
2. If student or staff have close contact with a confirmed COVID-19 positive case:  
Quarantine for 14 days to monitor for development of any COVID-19 related symptoms and seek COVID-19 testing
3. If student or staff received a COVID-19 positive test result:  
Isolate and monitor for symptom resolution
4. If student or staff are in isolation (due to experiencing COVID-19 related symptoms) but receive a negative COVID-19 test result:  
Students or staff may return to school 3 days after symptoms resolve after obtaining a negative COVID-19 test result
5. If student or staff are in isolation (due to experiencing COVID-19 related symptoms) but do not receive a COVID-19 test:  
Stay in isolation and monitor for symptom resolution
6. If student or staff are in quarantine but are not experiencing any COVID-19 related symptoms:  
We ask that students or staff that are asked to quarantine due to a close contact with a COVID-19 positive case remain quarantined for the full 14 days due to our understanding of the COVID-19 incubation period (ranging from 2-14 days)

[See CDPH Action & Communication Protocols for Symptomatic or Positive COVID-10 Cases](#)

## Return to School Clearance

BPC's return to school clearance process for students and staff:

Discontinuing quarantine for those who had close contact with a COVID-19 positive case:

- After staying home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100°F), cough, shortness of breath, or other symptoms of COVID-19

### Discontinuing home isolation for symptomatic persons with COVID-19:

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since symptom onset AND
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications AND
- Other symptoms have improved

### Discontinuing home isolation for asymptomatic persons with COVID-19:

Persons infected with COVID-19 who never develop COVID-19 symptoms may discontinue isolation and other precautions 10 days after the date of their first positive RT-PCR test for COVID-19. Per CDC guidelines, persons who are severely immunocompromised may have a prolonged home isolation period.

## **12. Communication Plans**

Timely notification and communication will come via ParentSquare (email & emergency voicemail platform) to the BPC community in the case BPC is informed of a student, teacher, or staff member having virus exposure or a positive COVID-19 test result.

BPC has established an email inbox at [healthhub@blackpinecircle.org](mailto:healthhub@blackpinecircle.org) for parents, students, and staff to self-report emergence of COVID-19 related symptoms outside of school, close contacts with confirmed COVID-19 positive cases, and/or positive COVID-19 test results.

BPC will follow the City of Berkeley, Alameda County, and California Department of Public Health Guidelines to determine the measures that should be taken when a student, teacher, or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19. BPC will coordinate directly with local health officials to communicate dismissal/ closure decisions and any possible COVID-19 exposures.

In consultation with the local and county public health departments, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community.

- Cohort closure will occur if one or more COVID-19 positive cases are identified.
- Individual school closure will occur based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Berkeley Public Health Division and Alameda County Health Department.
- Individual school closure may be appropriate 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 test positive within a 14-day period, depending on the size and physical layout of the school.

- A BPC campus closure will occur if 25% or more of schools in Berkeley Unified School District have closed due to COVID-19 within a 14-day period.
- The Berkeley Public Health Division and Alameda County Health Department may also determine school closure is warranted for other reasons, including but not limited to case rate and testing data trends and/or community transmission levels.

As stated in the testing section- HIPAA & FERPA: Black Pine Circle School will take reasonable precautions to protect health information, pursuant to all applicable laws and statutes, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act of 1974 (FERPA).