Thank you for taking the time to read through PVSD’s Safe Return Plan for the 2021-22 School Year. As a society, we are transitioning from a period of “responding to COVID” to “living with COVID.” If we learned anything the first 18 months of this pandemic, it’s that we must be flexible and responsive to an always-changing situation.

While we have accomplished much in the face of this pandemic, we also know that we are not yet out of the woods. Risk is a part of our lives in ways we never anticipated, but now cannot avoid. Approaching that risk with caution and a learner’s mindset sets us up to design a new reality that includes keeping children in school.

Please don’t underestimate the impacts of COVID. When you follow the health and safety protocols, you are not just keeping yourself or your family safe; you’re keeping everyone safe. Together, we can do difficult and important things.

If you still have questions after reading this plan, please email your site principal or me at rzarea@pvsd.net.

Sincerely,

Roberta Zarea, Superintendent

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For the 2021-22 school year, we offer full-time, in-person instruction as well as a Remote Independent Study option as outlined by the state of California in AB 130. This COVID Safety Plan outlines the health and safety protocols PVSD will implement to maintain safe campuses while making the education experience as “normal” as possible for our children and staff.

This COVID Safety Plan aligns with:

**Pandemic Recovery Framework or PRF**: A framework for schools in San Mateo County published by the SMC Health and Education Departments. Provides school leaders with the health, education, and legal guidance needed to develop plans for safe on-campus instruction and learning during the COVID-19 pandemic.

**California Department of Public Health or CDPH**: CDPH provides resources and current health information to local health agencies and the broader public, including its K-12 Schools Guidance 2021-22 Questions & Answers.

**SMC Health Orders**: Public health orders are issued statewide or by local counties when there is an increased risk to the public's health because of the threat of an infectious disease.

**Pandemic Terms**:

*Case*: A person who tests positive for a disease.

*Close Contact*: A person who has been within 6 feet for more than 15 minutes with a case or potential case.

*Contact of a Contact (Indirect Contact)*: People who may have been in proximity to a close contact.

*Disinfecting*: The use of chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. Disinfecting does not necessarily clean dirty surfaces or remove germs, but killing germs remaining on a surface after cleaning further reduces the risk of spreading infection.

*Essential Protective Equipment (EPE)*: Equipment worn and used to minimize exposure to hazards that cause serious workplace injuries and illnesses. In response to COVID-19, essential protective equipment may include items such as face coverings, gloves, handwashing supplies including hand sanitizer, and safety glasses for some workers. Though it may sometimes be referred to as PPE colloquially, PPE has different regulatory definitions.

*Face Covering (Mask)*: A covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face.

*Fully Vaccinated*: Two weeks have passed since individual received their final dose of COVID-19 vaccine.

*Physical (Social) Distancing*: Maintaining a greater than usual physical distance from other people or avoiding direct contact with people or objects in public places during a pandemic in order to minimize exposure and reduce the transmission of infection.

*Cohorting*: A group of students whose size is dictated by the ability to implement physical distancing within the classroom or primary learning setting. Cohorting aims to reduce mixing of the group members and staff with others, but allows for necessary and practical considerations in a student’s educational program.
Our Continued Commitment and Guiding Principles

Portola Valley School District’s top priority is the safety of its students and staff while providing a robust educational experience and supporting our community’s mental and emotional health.

As COVID continues to be with us, including uncertainties around evolving variants and vaccinations for children, PVSD will continue to implement health & safety protocols as outlined in this Safety Plan. During the 2020-21 school year, PVSD maintained in-person instruction for all grade levels from September 2020 until the end of the school year. During that time, our health & safety protocols resulted in zero on-campus transmission of COVID and zero outbreaks at our schools. Thank you for your support by informing yourself of our guidelines and helping your children understand and follow them.

With your continued support, we hope to keep students and staff safe and schools open. The last 18 months remind us, though, that remaining safe means remaining flexible to the health conditions at the time and preparing for any number of adaptations to our program. As such, PVSD will remain dynamically responsive to COVID data in San Mateo County and the recommendations of health officials.

The two best ways to track potential changes and policy discussions are to attend Board meetings, which occur at least monthly, and to carefully read any and all messages from Superintendent Zarea.

The Portola Valley School District is as resolved as ever to providing high-quality education and social-emotional support and learning to all of our students.

In these unprecedented times, PVSD is committed to:

- Providing high quality, standards-based, and engaging in-person learning;
- Creating a safe and healthy workplace for our staff members and learning environment for our students and families;
- Doing what we can to increase student, parent, and staff confidence that in-person learning is as safe as we can make it, operating with transparency, honesty, and respect;
- Designing creative solutions within a system that has limitations; and
- Valuing and maintaining the strong partnerships and relationships that exist between our community and our staff, ensuring that our connections and respect are stronger as a result of having gone through this crisis together.
Section 2
Instructional Program Choices

During the 2021-22 school year, PVSD will maintain healthy and safe in-person learning environments. We will use the extensive knowledge we gained during 2020-21 and the guidance of our public health experts to create a safe experience for all students on campus, full time. School begins on August 26, 2021. The only exception to in-person learning is Remote Independent Study for the few families for whom the mitigated risk is still too great.

Full-time, In-person School
For the vast majority of PVSD students, this will be how instruction is delivered during the 2021-22 year. Your school’s bell schedule will be communicated directly from your school site. Some activities will be modified to align with health & safety protocols, as described later in this document. While we know things are not “normal” the school experience will be very similar to what students and families enjoyed before March 2020.

Remote Independent Study (RIS)
RIS is a choice for families who cannot take the risk of sending students to school in person at this time. It is not for families who simply desire to attend PVSD while living out of the district. This safety plan is not intended to provide details about RIS. If you would like more information, please email your school principal.

Menlo Park City School District will be the sponsoring district for the limited remote Independent Study program (RIS) for K-5 students. Students will be required to be enrolled in MPCSD to participate. PVSD students will complete an Interdistrict Transfer Agreement and basic registration for the 2021-22 school year only. At any time, the participating family can choose to return to the in-person program in PVSD. Participating students will be assigned an RIS teacher and begin working with their respective teacher to accomplish learning objectives and assignments in Reading, Writing, Math, Science, Social Studies, and PE. Most of the work will be independent, asynchronous work. “Attendance” will be taken through the evaluation of the work turned in. Some synchronous instruction will occur per the guidelines defined by the state. Middle school students opting for RIS will be assigned PVSD teachers for ELA/Core, Math, Science, Social Studies, and PE. Most of the work will be independent, asynchronous work. “Attendance” will be taken through the evaluation of the work turned in. Some synchronous instruction will occur per the guidelines defined by the state.
Section 3
Health and Safety Practices*

This section describes how PVSD intends to implement the health and safety protocols outlined by San Mateo County’s Pandemic Recovery Framework (PRF). In addition to the PRF, PVSD uses anchor guidance from the following sources:

- California Department of Public Health: 2021-22 School Guidance
- CDPH Testing Guidance for Schools
- Centers for Disease Control and Prevention; and
- Industry and academic sources as cited within this section.

About the SMCOE Pandemic Recovery Framework (PRF)

The Pandemic Recovery Framework was developed in consultation with San Mateo County Health and reflects California Department of Public Health (CDPH) guidance.

As conditions and public health orders change, the content and guidance in this framework will continue to be updated as well. For technical assistance and support, please contact the San Mateo County Office of Education COVID-19 Response Team at info@smcoe.org or 650-802-5515.

The California Department of Public Health’s (CDPH) current guidance for schools aligns closely with the Centers for Disease Control and Prevention (CDC) guidance. This framework, which applies to both public and private schools, incorporates CDPH, CDC, and Cal/OSHA (CA Occupational Safety & Health) guidance, as well as local communication protocols.

CalOSHA requires each employer to maintain a COVID-19 Prevention Program (CPP). Link to PVSD’s CPP.

*Note: PVSD's health and safety protocols may be subject to change based on CDPH (CA Dept. of Public Health) guidelines.
The foundational principle of the CDPH guidance (July 9, 2021) is that all students must have access to safe and full in-person instruction and to as much instructional time as possible. In California, the surest path to safe and full in-person instruction at the outset of the school year, as well as minimizing missed school days in an ongoing basis, is a strong emphasis on the following:

- vaccination for all eligible individuals to get COVID-19 rates down throughout the community;
- universal masking in schools, which enables no minimum physical distancing, allowing all students access to full in-person learning, and more targeted quarantine practices, keeping students in school; and
- access to a robust COVID-19 testing program as an available additional safety layer.

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are fully implemented. This is consistent with CDC K-12 School Guidance.

Masks are one of the most effective and simplest safety mitigation layers to prevent in-school transmission of COVID-19 infections and to support full time in-person instruction in K-12 schools. SARS-CoV-2, the virus that causes COVID-19, is transmitted primarily by aerosols (airborne transmission), and less frequently by droplets. Physical distancing is generally used to reduce only droplet transmission, whereas masks are one of the most effective measures for source control of both aerosols and droplets. Therefore, masks best promote both safety and in-person learning by reducing the need for physical distancing.

Additionally, under the new guidance from the CDC, universal masking also permits modified quarantine practices under certain conditions in K-12 settings, further promoting more instructional time for students. Universal masking indoors in K-12 schools is recommended by the American Academy of Pediatrics and by the CDC in their Guidance for COVID-19 Prevention in K-12 schools (updated July 27, 2021).

Finally, this approach takes into account a number of key considerations: current unknowns associated with variants and in particular the Delta Variant, which is more transmissible; operational barriers of tracking vaccination status in order to monitor and enforce mask wearing; and potential detrimental effects on students of differential mask policies. Detrimental effects of differential mask policies include: potential stigma, bullying, isolation of vaccinated OR unvaccinated students, depending on the culture and attitudes in the school or surrounding community.

*Note: PVSD’s health and safety protocols may be subject to change based on CDPH (CA Dept. of Public Health) guidelines.
PVSD maintains COVID information at its COVID dashboard, accessible here. PVSD will point to publicly available resources as much as possible, to keep information consistent and aligned with our local and state health departments.

**Vaccination**

**Students:** PVSD recommends that students aged 12+ be vaccinated. At this time, a public school district cannot require a vaccine unless the state has stipulated that it do so. Vaccination status does play a role in quarantining, thus we will be asking families of children who ARE vaccinated to confirm vaccination status with the district. When younger students are eligible for vaccine, parents will once again be asked to submit that information.

**Staff:** PVSD highly encourages all staff to be vaccinated and is pleased that 100% of all PVSD staff are fully vaccinated at this time. According to Dr. Tomás J. Aragón’s Public Health Order of August 11, 2021, schools must verify vaccine status of all workers. Asymptomatic unvaccinated or incompletely vaccinated workers are required to undergo diagnostic screening testing.

**Parent Volunteers:** Until variant spread is contained and/or until all students have access to the vaccine, PVSD is requiring all parent volunteers who wish to volunteer on campus to be vaccinated. Parent volunteers will be required to upload their vaccination confirmation on PowerSchool.

**Parents Attending Events:** Parents who come on campus to attend an event in their role as a parent do not need to show vaccine confirmation.

**Masking**

**Indoors:** As of August 2, San Mateo County is under an indoor mask mandate for all individuals, regardless of vaccination status. When on an PVSD campus indoors, PVSD requires all students, staff, and visitors to wear a face mask that covers the nose and mouth except those who are exempt based on CDPH face mask guidance. Children who refuse to wear masks or parents who prefer their child to not wear a mask will be assigned to RIS.

**Outdoors:** While CDPH Guidance currently states that masks are optional outdoors for all in TK-12 school settings, PVSD administration requires that all students and staff wear masks outdoors, for the first month of school, due to our unique circumstances:

- Confined spaces (smaller hallways, play space and eating areas) due to construction at both sites;
- Reduced stable cohorts, no separation by grade level, reduced physical distancing, inability to stagger play/recess times; and
- Masking- indoors or outdoors- modifies quarantine (COVID-19 Exposure Protocols) for unvaccinated close contacts.

*Note: PVSD’s health and safety protocols may be subject to change based on CDPH (CA Dept. of Public Health) guidelines.*
**Masking (cont’d)**

*Eating:* Because eating is an activity that requires masks to be removed, students and staff will eat outdoors for snack and lunch. To the extent possible, students and staff will maintain physical distancing.

*Buses:* Masks will be worn by students and drivers on SUHSD school buses. Refer to COVID-19 Pupil Transportation Bus Procedures 2021-2022 for SUHSD’s bus safety protocols. For the SamTrans policy, please see their website.

**Physical Distancing**

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with CDC K-12 School Guidance. The reduction of the physical distancing requirement is what allows schools to open for all students. PVSD is fortunate to have the space, and will implement a physical distancing protocol indoors to the extent possible.

*Indoors:* Physical distancing will be maintained between students, to the extent possible. Teachers will maintain a “seating map” to help with contact tracing in the event of a positive COVID case within a classroom.

Activities that would require students to be within 3 feet of each other indoors will be limited. Assemblies that bring classrooms together will maintain 3 feet of distance between students, staggering attendance if necessary.

*Outdoors:* During recess and lunch breaks, students will be free to play with students from other classes and a minimum distance will not be enforced, except for eating. As a result, masking is highly recommended even if and when it is not required.

*Eating:* As mentioned in the Masking section, eating will occur outdoors; physical distancing will be maximized as much as possible while eating.

*Note: PVSD's health and safety protocols may be subject to change based on CDPH (CA Dept. of Public Health) guidelines.*
Gatherings
CDPH does not address gatherings in its guidance. However, the San Mateo County Public Health Officer’s (8.2.21) universal mask requirement applies to indoor settings, venues, gatherings, and workplaces. Schools should also consider how they might limit the size of gatherings, maintain distance among participants, and require masks even if events are outdoors and participants are vaccinated.

PVSD will not have gatherings of staff and parents on campus for the first month of school.

- Back to School Night will be held virtually
- Staff Meetings and Trainings, Principal Chats, and Superintendent Coffees will be held virtually
- PVSD Board meetings will be held in person with an option to participate virtually due to Executive Order N-08-21

Gatherings must follow health and safety guidelines, issued either by SMC or by PVSD.

Ventilation
The district had great success with its ventilation protocols in the 2020 - 21 school year and will continue them throughout the 2021-22 school year.

PVSD will:
- Install new MERV 13 air filters in all HVAC systems 3x/year. PVSD ventilation systems provide a minimum of 6 air exchanges per hour.
- Use CO2 monitors to ensure the quality of indoor air.
- Run HVAC systems set to bring in outside air.
- Open classroom doors/operable windows at all times (weather and air quality permitting) when instruction is taking place.
- Utilize our campuses’ outside spaces for instructional use as much as possible.
- Utilize HEPA filters and fans to increase outdoor air ventilation within classrooms.

Refer to PVSD’s Classroom Ventilation & Indoor Air Quality Information.

*Note: PVSD’s health and safety protocols may be subject to change based on CDPH (CA Dept. of Public Health) guidelines.
Section 3
Health & Safety Practices*

When Outdoor Air Quality is Good
Bringing fresh outdoor air into a building helps keep virus particles from concentrating inside. This can be done by opening multiple doors and windows, using child-safe fans to increase the effectiveness of open windows, and making changes to the HVAC or air filtration systems. In PVSD:

- All individuals will wear masks—this practice reduces airborne transmission risk by more than half, independent of the rate of ventilation or air filtration in the classroom.
- PVSD ventilation systems provide the code-required minimum ventilation rate.
- PVSD ventilation system filters are MERV-rated at MERV 13 and properly installed and properly maintained (i.e., replaced as often as recommended, if not more frequently).

Unhealthy Outdoor Air Quality:
In cases of poor outdoor air quality, doors and windows will be closed, HVAC units (with MERV 13 filters) will run to minimize drawing outside air, and HEPA filters will continue to filter the classroom air, per the PRF guidelines. See PVSD’s Air Quality FAQs for more details. You may also reference the EPA’s air quality guide for safe activities and schools and the San Mateo County Office of Education’s Air Quality Resources webpage for more information.

- If outside air quality is poor, doors and windows will be shut.
- Outside classes will be relocated inside.
- Ventilation systems in the building should be set the central system’s circulating fan to operate continuously (set to “ON” rather than “AUTO”).
- Portable air cleaner will be used in all learning spaces. Portable air cleaners work best when run continuously with doors and windows closed.
- When air quality improves, even temporarily, sites will, “air out” buildings to reduce indoor air pollution.
- Depending on the situation, students may be dismissed and begin “distance learning” until air quality improves and proper ventilation in indoor classrooms/common areas can resume.

PVSD administration will use SMCOE’s Decision Making Guide for School Closure to help determine whether the district meets the requirements to stay open during an emergency or unusual circumstance.

*Note: PVSD’s health and safety protocols may be subject to change based on CDPH (CA Dept. of Public Health) guidelines.
WHAT TO DO IF A STUDENT BECOMES SICK OR REPORTS A NEW COVID-19 DIAGNOSIS AT SCHOOL

Student(s) diagnosed with COVID-19 and begins home isolation.

Teacher or staff excuses student(s) from classroom, cohort or area within the school. Alert the COVID-19 POC if masking is not required at the school, provide student with mask as soon as possible.

COVID-19 POC takes student(s) to isolation room/area and ensures student(s) is properly supervised and masked. The parent, guardian, or caregiver is called. Arrangements are made for student(s) to either go home or seek emergency medical attention.

Note: If multiple ill students must be placed in the same isolation room/area, ensure mask use and stay at least 6 feet apart while supervised.

Parent, guardian, or caregiver picks up student(s). Parent, guardian, or caregiver contacts healthcare provider for evaluation and possible COVID-19 test.

Note: If a school does not have a routine screening testing program, the ability to do rapid testing on site could facilitate COVID-19 diagnosis and inform the need for quarantine of close contacts and isolation.

Clean and disinfect areas that the ill student(s) occupied. Ventilate the area(s), wait as long as possible before cleaning to let virus particles settle (at least several hours), and use personal protective equipment (including any protection needed for the cleaning and disinfection products) to reduce risk of infection.

Student(s) return to school following existing school illness management policies.

What to do if a student becomes sick or reports a new COVID-19 diagnosis at school:

1. Student(s) diagnosed with COVID-19 and begins home isolation.
2. Teacher or staff excuses student(s) from classroom, cohort or area within the school. Alert the COVID-19 POC if masking is not required at the school, provide student with mask as soon as possible.
3. COVID-19 POC takes student(s) to isolation room/area and ensures student(s) is properly supervised and masked. The parent, guardian, or caregiver is called. Arrangements are made for student(s) to either go home or seek emergency medical attention.
   - Note: If multiple ill students must be placed in the same isolation room/area, ensure mask use and stay at least 6 feet apart while supervised.
4. Parent, guardian, or caregiver picks up student(s). Parent, guardian, or caregiver contacts healthcare provider for evaluation and possible COVID-19 test.
   - Note: If a school does not have a routine screening testing program, the ability to do rapid testing on site could facilitate COVID-19 diagnosis and inform the need for quarantine of close contacts and isolation.
5. Clean and disinfect areas that the ill student(s) occupied. Ventilate the area(s), wait as long as possible before cleaning to let virus particles settle (at least several hours), and use personal protective equipment (including any protection needed for the cleaning and disinfection products) to reduce risk of infection.
6. Student(s) return to school following existing school illness management policies.

The ill student(s) can return to school and end isolation once the following are met:

- 10 days out from the start of the symptoms, AND
- Fever free for 24 hours without fever reducing medication, AND
- Symptoms have improved.

Note: COVID-19 POC = the designated point of contact (a staff person that is responsible for responding to COVID-19 concerns, such as director)

- Scenario based on geographic area with community transmission of SARS-CoV-2 the virus that causes COVID-19.
- The most common symptoms of COVID-19 in children include fever or chills, cough, nasal congestion or runny nose, new loss of taste or smell, shortness of breath or difficulty breathing, diarrhea or vomiting, stomachache, tiredness, headache, muscle or body aches, and poor appetite or poor feeding (especially in babies under 1 year old).
- Schools that do not have a universal mask requirement could require masking by students, teachers, and staff if they are experiencing onset of upper respiratory infection symptoms at school while waiting to be picked up or leave the school.
- With no known close contact.
- Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset regardless of whether the contact was wearing a mask. See exception in the definition for the exclusion of students in the K-12 indoor classroom: https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html/contact
- To the extent allowable by applicable laws regarding privacy.
- CDC guidance provides that people who are fully vaccinated and do not have COVID-19 symptoms do not need to quarantine, but should get tested after an exposure to someone with COVID-19.

Click here for link to this document.

*Note: PVSD’s health and safety protocols may be subject to change based on CDPH (CA Dept. of Public Health) guidelines.
Know the Signs & Symptoms and When to Stay Home

Stay Home When Sick and Get Tested

The CDPH notes that getting tested for COVID-19 when symptoms are consistent with COVID-19 will help with rapid contact tracing and prevent possible spread at schools. CDPH recommends the following:

Staff members and students with symptoms of COVID-19 infection should not return for in-person instruction until they have met these criteria:

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- Other symptoms have improved; and
- They have a negative COVID-19 test, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

Temperature Checks & Signs of Illness

Temperature checks will not be routinely performed upon students’ arrival on campus. We ask parents to check their students’ temperatures daily before school. If your child has a temperature of 100.4° F/38° C or higher, please don’t send them to school. A student who feels sick at school will be checked by staff, and parents contacted. Anyone with a temperature of 100.4°F or higher after two temperature checks will be sent home.

Staff will be visually monitoring students for signs of illness throughout the day. When students show signs, they will be sent to the isolation area for further checks by the district nurse/office staff. Please be sure your child's health records are up-to-date, especially with allergy or asthma information as those conditions can present similarly to COVID symptoms. Parents will be called when students need to be sent home.

PVSD staff will follow this CDC guidance when a student or staff member becomes sick at school or reports a new COVID-19 diagnosis. It is the same guidance followed in 2020-21. More details are included in this document about positive cases, contact tracing and quarantine in Section 4.
Health & Hygiene
The health of the entire PVSD community depends on all of us doing our parts. We invite your help as we implement rigorous health and hygiene practices to ensure that returning to school is as safe as possible.

Hand Hygiene
PVSD will:
- Teach and reinforce washing hands with soap and water for at least 20 seconds, avoiding contact with one’s eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
- Promote hand washing throughout the day, especially before and after eating, after using the toilet, and after handling garbage, or removing gloves.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, masks, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer. (Hand sanitizers should be stored up, away, and out of sight of young children and should be used only with adult supervision for children under 6 years of age.)

Wash or Sanitize Hands
Students and staff will practice healthy hand hygiene by washing their hands often, with soap and water for 20 seconds. Time will be provided for handwashing and/or hand sanitizing at these points:
- When arriving at school
- Before/after eating
- Before/after using any shared equipment, including playgroup structures
- After using the restroom
- When coming in from outside

Cleaning and Disinfecting
Cleaning means using soap and water to remove surface dirt. According to the PRF, cleaning once a day is usually enough to sufficiently remove potential viruses that may be on surfaces. Disinfecting (U.S. Environmental Protection Agency COVID-19 list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection. Disinfection will be used as a tool against the virus, with safe and effective targeted application. Cleaning will occur:
- Daily in all classrooms and indoor spaces. Hand hygiene will be used to keep students protected from germs on outdoor structures and equipment.
- Before and after eating at lunch tables.
- As needed throughout the day following spills, etc.
- Within 24 hours of a sick person with COVID-19 occupying the space/facility.

*Note: PVSD's health and safety protocols may be subject to change based on CDPH (CA Dept. of Public Health) guidelines.*
Section 3
Health & Safety Practices*

Cleaning and Disinfecting (cont’d)
Disinfection will occur:
- Daily in bathrooms, classrooms, and all indoor spaces.
- Daily for high touch areas: door handles, sink handles, tables, counter tops, student desks, chairs.
- Within 24 hours of a sick person with COVID-19 occupying the space.
- Following any instance of bodily fluid coming into contact with a surface.

Food and Meals
As mentioned under Masking and Physical Distancing, to the extent possible, students and staff will maintain physical distancing while eating. Lunch will be staggered if necessary at elementary schools. Eating tables will be cleaned before and after meals. School lunch service does not need to be limited to single use items/packaged meals (although it likely will be at least at the beginning of school).

Cohorting
Cohorting is not addressed by the CDPH for 2021-22. In elementary school, PVSD will keep classroom groups of students together for lunch and when attending assemblies on campus, but students will be allowed to mix to play/socialize during recess and lunch time following eating. In middle school, students will mix because classes will not be assigned by cohorts, and will also be allowed to mix at break and lunch, except must eat three feet apart.

Teachers will keep a “desk map” and students will be expected to sit in the same seat each day. This will help with contact tracing if and when a positive COVID case occurs within a classroom. Additional details:
- Water fountains will be closed. Please send your child with a water bottle.
- Please label all your child’s belongings. Any personal items should be kept separate from other students’ belongings.
- When possible and practicable supplies will be assigned to individual students and kept within cohorts when practicable.

*Note: PVSD’s health and safety protocols may be subject to change based on CDPH (CA Dept. of Public Health) guidelines.
Visitors

Visitors and volunteers will not be permitted on PVSD campuses for the first month of school. After that point, we will gradually allow for visitors in 2021-22. All persons coming onto any PVSD campus must wear face coverings indoors. Visitors may come on campus if they are providing a service to a student, or at the invitation of a teacher/staff member for the purpose of curriculum enrichment. All visitors in this category must be vaccinated and show proof of vaccination at the school office.

CDPH offers the following recommendations for visitors to campus:

- Schools should develop rules for visitors and family engagement activities.
- Schools should limit nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated, particularly in areas where there is moderate-to-high COVID-19 community transmission.
- Schools should not limit access for direct service providers but can ensure compliance with school visitor policies.
- Anyone, including visitors, who have symptoms of infectious illness, such as flu or COVID-19, should stay home and seek testing and care.

Only parents who have been fully vaccinated and provide proof of vaccination will be allowed on the school campus. No parent volunteers will be allowed on campus for the first month of school with the exception of parent volunteers who are invited by the school principal to assist with beginning of the year activities.

Parent group presidents will work closely with site principals and the superintendent in determining which events will occur at school and which events will take place off the school campus.

Extracurricular and Athletic Activities - CDPH Guidance Sept 1, 2021

These requirements and recommendations also apply to all extracurricular activities that are operated or supervised by schools, and all activities that occur on a school site, whether or not they occur during school hours, including, but not limited to, sports, band, chorus, and clubs.

- Masks are required for all persons while playing all indoor sports, unless wearing a mask during play has been determined to pose a choking hazard by a well-recognized health authority, such as the American Academy of Pediatrics.
- For (1) the playing of musical instruments that cannot be done with a face covering (e.g., wind instruments); or (2) when wearing a mask during play poses a choking hazard, at least one of the following options is required:
  - Conduct these activities outdoors;
  - Use modified face coverings and bell coverings when playing wind and brass instruments, and maintain 6 feet of physical distancing;

*Note: PVSD's health and safety protocols may be subject to change based on CDPH (CA Dept. of Public Health) guidelines.
Section 3
Health & Safety Practices*

- Perform at least weekly screening testing with either PCR testing (1:1 or pooled PCR) or antigen testing of all individuals, including those who are fully vaccinated.

- PVSD will require vaccination for participation in extracurricular activities, sports, etc. for those students who are eligible for the vaccine.

- Students who are not vaccinated may not participate in extracurricular and athletic activities after an exposure to COVID-19.

- Students who are vaccinated and have been exposed do not require quarantine unless symptomatic.

- Students who are not vaccinated and have been exposed must quarantine for 10 full days for all extracurricular activities (e.g., at school, within the community settings).

- All students who participate in indoor sports and other higher-risk activities must continue to wear masks and should maintain physical distance as much as possible.

- PVSD will test or require testing at least once per week for high-risk sports and extracurricular activities (those that cannot be done outdoors or with masks). If transmission levels are substantial-to-high in the community, PVSD will increase testing to twice per week for participation in these activities.

*Note: PVSD's health and safety protocols may be subject to change based on CDPH (CA Dept. of Public Health) guidelines.
Section 4

COVID Testing, Contact Tracing & Quarantining

Testing continues to be an effective tool in identifying potential COVID cases and limiting the spread of COVID. During the 2020-21 school year, PVSD’s testing guidelines and contact tracing practices helped the district isolate cases quickly and prevent any spread or outbreaks on campus. This section covers PVSD’s protocols and guidelines for testing, contact tracing, and quarantine. Many of the practices will be similar to last year, although this year we will be able to offer targeted quarantine to limit the number of classroom closures needed. We are excited about these updated guidelines that allow more students to stay in class.

**Screening Testing**

PVSD’s testing program is still in development.

*Note: PVSD’s health and safety protocols may be subject to change based on CDPH (CA Dept. of Public Health) guidelines.*
Contact Tracing & Notification

If students or student household members test positive for COVID, a family member should immediately notify their site principal and/or district nurse (akeane@pvsd.net). The district will follow protocols for ensuring the individual has medical care and plans to quarantine, report the case to San Mateo County Health, clean and disinfect the area where the individual was, and notify affected students, staff, and the school community.

If your student tests positive for COVID, the District Nurse will work with you to identify close contacts and inform you of next steps for your child and family. The isolation period for a positive case is ten days from symptom onset or test date if asymptomatic.

Schools will remain open unless at least 5% of the total number of students/staff/teachers test positive within a 14-day period, or if local health officials recommend closure, per the CDPH recommendations.

A close contact is a person who was in contact of less than six feet for more than fifteen minutes of someone who is positive for COVID. Teachers will maintain “desk maps” and students will be expected to sit in the same seat each day. This will help when we contact trace for close contacts following a positive case. Parents will always be notified via letter if their child has been in potential close contact with someone who tests positive, or if there is a positive case at their child’s school.

Quarantine

During the 2021-22 school year, whole classrooms will not necessarily need to close because of a positive case. We will follow the CDPH’s COVID-19 Exposure at School chart to limit who needs to quarantine. If your child is a close contact, they may be allowed to continue attending school, but expected to quarantine from other activities. This approach prioritizes in-person instruction. It is crucial that PVSD maintains its indoor masking policy in order to follow these new quarantine guidelines, and that families follow the recommendations to quarantine from extracurricular activities.

The modified quarantine protocols apply only in situations where both parties were masked. Please encourage your children to wear their masks at school even when outside because if they become a close contact, their quarantine will depend on whether or not the parties were masked. We want your children to be able to attend school in person as much as possible, and consistent mask wearing both indoors and outdoors will make that possible.

*Note: PVSD's health and safety protocols may be subject to change based on CDPH (CA Dept. of Public Health) guidelines.*
Case Reporting

If your student or anyone living in your household receives a positive COVID-19 test, please notify your site principal and/or district nurse right away. Do not send your COVID-positive child to school. District staff will work with you to contact trace and ensure that your family has appropriate healthcare and isolation/quarantine information.

Isolation refers to a positive person isolating themselves to avoid infecting others. Quarantine refers to an exposed person/close contact staying away from others to limit spread.

PVSD’s District Nurse, Abbe Keane (akeane@pvsd.net), will follow all reporting and contact tracing requirements.

*Note: PVSD's health and safety protocols may be subject to change based on CDPH (CA Dept. of Public Health) guidelines.
Section 4
COVID Testing, Tracing & Quarantine

COVID-19 Exposure at School (CDPH)

**Vaccinated Close Contacts**

- Symptomatic → Get Tested
- **NEGATIVE**
  - Isolate until:
    - at least 10 days have passed since symptoms first appeared and
    - at least 24 hours have passed since the last fever without the use of fever-reducing medication and
    - symptoms have improved

- Asymptomatic → No need for quarantine
  - Get tested 3-5 days after exposure
  - Monitor for symptoms

**Unvaccinated Close Contacts**

- Symptomatic → Get Tested
- **NEGATIVE**
  - 14-day quarantine (cannot test out)
- Asymptomatic → Both Parties Masked

**MODIFIED QUARANTINE** (if both parties were masked)

- Exposed asymptomatic people can shorten their quarantine from 10 days to 7, however, they must continue to monitor symptoms for 14 days after exposure. If any symptoms develop in the next 14 days, the exposed person must immediately isolate, get tested, and contact their healthcare provider with any questions regarding their care.

**QUARANTINE** (if one or more parties were unmasked)

**End Quarantine After Day 7**
- For those who remain asymptomatic:
  - After Day 5, get a COVID-19 test that shows a result of negative; and
  - Continue daily self-monitoring for symptoms through Day 14 from last known exposure; and
  - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

**End Quarantine After Day 10**
- For those who remain asymptomatic:
  - Continue daily self-monitoring for symptoms through Day 14 from last known exposure; and
  - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
  - Exposed symptomatic people may end quarantine after Day 10 without a test.

*Note: PVSD’s health and safety protocols may be subject to change based on CDPH (CA Dept. of Public Health) guidelines.*
Section 5
Travel

CDPH guidelines do not prohibit students or staff from traveling or attending school following travel. PVSD expects families and staff to follow the CDC and CDPH travel guidelines, which are included in this document for your reference.

For 2021-22, we ask that every PVSD family - student and staff - refer to the CDC/CDPH travel guidelines and quarantine accordingly. Please familiarize yourself with the guidelines on the following pages. Remember that at this time, all students under 12 years of age are UNvaccinated, and should follow the testing and quarantine guidelines for unvaccinated individuals. For the safest outcome for your young children and our community, you may want to postpone travel until all members of your family are vaccinated.
Traveling To or From California?

Follow These CDC Travel Guidelines

Traveling to or from California? Help prevent the spread of COVID-19 by following current CDC travel guidelines. Read the CDC’s full travel guidance.

Delay Travel (Both Domestic and International) Until You’re Fully Vaccinated

If you’re fully vaccinated, you can travel safely within the United States (and you don’t need to test or quarantine). If you’re fully vaccinated and traveling internationally, follow CDC testing guidelines for international travel before and after your return to the US. Please follow all CDC and California masking guidelines.

Please stay informed of CDC Destination Travel Alerts that will warn you about high transmission rates in an area.

If You Are NOT Vaccinated, But Choose to Travel, Get Tested Before and After

If you are NOT vaccinated, but choose to travel domestically, get tested with a viral test 1–3 days BEFORE travel AND 3–5 days AFTER travel. Also, even if you test negative, stay home and self-quarantine for a full 7 days after travel.

If you don’t get tested, stay home and self-quarantine for 10 days after travel.

If you’re NOT vaccinated, and traveling internationally, follow CDC testing guidelines for international travel before and after your return to the US.

ALWAYS Wear a Mask on Public Transportation (Regardless of Your Vaccination Status)

EVERYONE must wear a mask AT ALL TIMES on public transportation (including airports, planes, trains, buses, stations, etc.) into, within, or out of the U.S.

Read our guidance for the use of face coverings.

1 Someone is considered fully vaccinated two weeks or more after their second dose of Pfizer/Moderna or two weeks after receiving the single dose J&J vaccine.
Section 5
Special Education & 504 Accommodations

The Portola Valley School District is committed to partnering with parents, educators, and administrators to continue to meet the needs of students with disabilities. PVSD will provide a Free and Appropriate Public Education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those individuals providing education, specialized instruction, and related services to these students.

If your child receives Special Education services, they will be provided on campus as usual. If you requested a Remote Independent Study plan for your child who also receives Special Education services, you will meet with your child’s IEP team, which has final decision-making authority for the RIS plan.

If there are questions regarding your child’s educational program, please contact your child’s case manager and/or School Psychologist. If you continue to have questions, please contact Dr. Minoo Shah, Director of Educational Services, directly at mshah@pvsd.net

IEP and 504 Student Communication
Every student with an IEP or 504 accommodation has an assigned Case Manager whose role is to facilitate communication between the District and family and ensure that the student’s needs are met.

IEP Case Managers will reach out to families to ensure the following:
- Upon parent request for Remote Independent Study, convene the IEP team to consider the request.
- Collaborate creatively with parents, service providers, and educators to continue to meet the needs of students with disabilities.
- Review offer of FAPE to determine if Remote Independent Study meets the needs of students within FAPE.
- The IEP team must comply with provisions detailed in IDEA about the level of satisfactory progress and the number of missed assignments that will be allowed before an evaluation is used to determine if the student should remain in IS. As detailed in IDEA, the IEP team is compelled to determine the least restrictive environment for the student based on the students’ educational needs.
504 Case Manager Role

- Collaborate and consult with parent/guardian, service providers, and educators, around student’s 504 accommodations including, adaptation and accommodation of lessons to ensure accessibility, comparable access to online learning platforms, and access to Independent Study supports.
  - Section 504 Plans will be reviewed and updated, if necessary, based on current needs given the learning platform (as appropriate).
  - Case manager will review student’s 504 accommodation document with all teaching staff and provide them access to the information
- Upon parent request for Remote Independent Study, convene the 504 team to consider the request.

If parents have questions regarding their child’s 504 Plan, please contact the School Counselor and/or Site Principal.

IEP Meetings and Assessments: School site teams will hold IEP meetings in compliance with student IEP deadlines. IEPs may be held virtually or in person. Please note that case managers may be using a SEIS electronic signature process for collecting signatures for IEP attendance and consent.
Section 7
Technology

As the mode of instruction for 2021-22 school year is in-person, PVSD will return to its pre-pandemic technology use model. However, we do expect technology, especially for grades three and above, will continue to serve a catalytic role in learning. When applicable, technology will be used within the classroom setting and devices will be made available to students for use during class time.

**Devices**

All PVSD TK - 8 grade students are assigned a device for in-class use. Should a student or group of students be required to quarantine because of COVID exposure, students will take the device home for the quarantine period.

**WiFi Access at Home**

PVSD is committed to overcoming barriers that may exist to our students accessing their educational needs. In addition to devices to loan, PVSD has WiFi hotspots* available for loan to families. Please email your site principal to request a hotspot for internet access at your home.

**Learning Management Software**

An LMS allows for both distance learning (when applicable) and teacher/student/family collaboration to ensure a quality student learning experience when planning and delivering either in-person or remotely. The LMSs allow teachers to create digital learning content, organize it, deliver the content, enroll students, monitor and assess student performance, and share out progress. SeeSaw is the LMS used in grades TK-2, while Google Classroom is the LMS in grades 3-8.

**Universal Apps for Students and Parents**

PVSD will continue to offer families and staff access to high-leverage apps that support student learning and family communication.

- Parent Square is an app that allows for mass communications, notifications, online conferences, and permission slips. Be sure you are receiving Parent Square emails and communication, as it is our primary communication platform.
- SeeSaw is a student driven digital portfolio that allows for simple communication and creates a powerful learning loop between students, teachers, and families.

* Wifi hotspots use cellular service and sufficient coverage is necessary. PVSD does not control underlying infrastructure.
Screen Time Considerations

Many families worked hard to implement screen time guidelines at home only to see those guidelines evaporate because of stay-at-home and distance learning policies over the last eighteen months. Now that the vast majority of PVSD students will be back in school full-time, you may consider returning to a healthier screen time balance at home. Parents should monitor and model healthy screen use. Finding the right balance for your child will be important and we want to share the following recommendations:

- Model the screen use limits you want your child to practice. They learn the most by watching what you do, not by what you say.
- If your child needs to use screens at home for school work, create a quiet and learning-conducive work space at home, preferably one that is in a communal location of the home. Consider not having screens (including a TV) in a child’s bedroom.
- Be sure that your child has ample time for physical activity and whatever level of in-person socialization you support, and time away from the screen.
- As much as possible, encourage print and book reading and outdoor or indoor physical play.
Sequoia Union High School District (SUHSD) Transportation
Families residing in East Palo Alto will receive information about bus transportation via email and/or via USPS. Refer to COVID-19 Pupil Transportation Bus Procedures 2021-2022 for SUHSD’s bus safety protocols. For questions about Tinsley bus transportation, contact Evelyn Luis at eluis@pvsd.net.

Other Bus Transportation
Families who receive transportation via their child’s IEP will be contacted by Student Services and can address questions to Gina Perez at gperez@pvsd.net.

SamTrans Buses
SamTrans school day service is back! Find out more about SamTrans school service, including their route maps, at their website. Students must wear face coverings.

Walk, Bike, Carpool
Families are encouraged to arrange carpool, walk, or bike with other families to limit congestion around our schools and carlines.
Section 9
Mental Health Resources

PVSD is committed to fostering healthy social emotional well-being for its students, families, and staff. Our goal is for every student to engage, achieve, and thrive. We build social emotional learning into our curriculum in many ways. We recognize that during this extraordinary time of the COVID-19 pandemic, economic crisis, and focus on racial inequities, our students may be in special need of the social and emotional connection that schools can help develop.

PVSD is also partnered with the Sequoia Healthcare District as part of the Healthy Schools Initiative. Sequoia Healthcare District and PVSD have, as a common objective, the effective and efficient coordination of school-based health programs to students and staff.

Mental Health Resources:
- San Mateo County Office of Education, COVID-19 Mental Health
- Calm App: Improve sleep, reduce stress, guided meditations - Free trial during COVID-19
- California's Resources for Emotional Support and Well-being
- Headspace: guided meditations, sleep, movement exercises - Free offer during COVID-19
- Taking Care of Your Emotional Health
- San Mateo County Behavioral Health and Recovery Services
- Center for Healthy Minds
- National Crisis Hotline
  - In a crisis, call 9-1-1 or the National Suicide Prevention Lifeline at 1-800-273-TALK (8255) or (650) 579-0350
  - 1 (888) 628-9454 Spanish speakers
  - 1 (800) 985-5990 Disaster Distress Helpline or text TALKSWITHUS to 66746
  - Chat online
- Child Mind Institute
- Download the Warning Signs Lifeline Wallet Card
- Resources for Navigating Emotional Times
- Crisis Text Line
  - Crisis Text Line serves anyone, in any type of crisis, providing access to free, 24/7 support. Text BAY to 741741 to reach a crisis counselor. Learn how it works.
- Casel Cares
- Domestic Violence Hotline – 1 (800) 799-7233 (SAFE)
- Reducing Social Stigma
- California Surgeon General's Stress-Busting Playbook
- San Mateo County Office of Health - COVID-19 Resources
- Stanford Department of Psychiatry and Behavioral Sciences: Resources
- CA.gov Resources For Emotional Support and Well-being
- CDC Recommendations for Taking Care of Your Emotional Health
- COVID-19 Well-being Toolkit and Resources
Portola Valley School District has partnered with Care Solace to support the well-being of students, staff, and their family members.

If you or a family member are looking for help with mental health or substance use, Care Solace can help you quickly find treatment options matched to your needs regardless of the circumstance. Care Solace is a complimentary and confidential service provided to students, staff, and their families by Portola Valley School District. Care Solace’s team is available 24/7/365 and can support you in any language.

If you would like to use Care Solace to help you find a provider:

- Call 888-515-0595 available 24/7/365
- Visit www.caresolace.com/pvsd and either search on your own OR click “Book Appointment” for assistance by video chat, email, or phone.