

COVID-19 POLICIES FAQ'S

August 1, 2020

Dear HTS Families:

We wanted to extend a warm welcome to our new and returning students to Hope Technology School's 2020-2021 school year. This document hopes to answer many of the new updated COVID-19 preparations and policies we have implemented to ensure the health and safety of our students, staff, and community.

We realize you may have many questions with regards to these new policies, so we have compiled this comprehensive FAQ for your reference (this information is up to date at the time of distribution).

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1. What preparations and safety guidelines have you made for students returning?

- A deep cleaning for the entire building was performed on May 29th. The cleaning was consistent with the most current CDC guidelines reference here: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> and includes but is not limited to the disinfecting of all high touch areas, removal or cleaning of soft and porous areas, cleaning of common areas including motor room, office, outdoor play areas and restrooms.
- We have received our approved COVID-19 Prepared Social Distancing Protocol sign from the Santa Clara County Public Health. You will see green check signs posted around the building.
- We have reconfigured our classrooms to maximize the space in keeping with the appropriate social distancing guidelines where students will sit six feet apart as well as dividers for some students where needed.
- We have instituted policies in place to ensure appropriate hand and respiratory hygiene, social distancing and limiting crowding.
- We have new HEPA air filters in each classroom.
- Implemented Bubble Groups to maintain through the day.
- Shoe sanitation mats have been placed at entrances for the purpose of sanitizing shoes prior to entering the building.
- We are limiting the amount of non-essential visitors to our site.
- We have eliminated centralized check in at the front desk and instituted a virtual google form to check in and out for approved visitors.
- We have added additional picnic tables, benches and tray tables to allow for additional seating outside.
- Pick up and drop off times have been staggered to reduce crowding.
- Staggered recess schedules and additional time for students to be outside including during lunch and snack times.
- Temperature checks upon arrival.
- Multiple handwashing stations and schedules.

2. What if I don't want my child to return to on-site instruction? Will they still be able to participate in remote learning?

Yes. We use a variety of distant learning tools, and have added Facebook Portals in some classrooms to allow for students to continue their classroom experience.

3. What are the portals and how do they work?

Portals allow for another method of student involvement in distant learning. Unlike Zoom, Portal gives a more classroom feel to the distant learning experience by allowing for broader interaction between teachers and students.

4. What is a Bubble Group?

A Bubble Group is a small group where your student will remain with the same students and teachers throughout the day. This group will not interact with other groups and maintain social distancing from each other within the group.

5. How will you disinfect the classes once school resumes?

Classrooms, toys, and common areas will be cleaned according to a daily schedule with EPA approved disinfectants.

6. Does my child have to wear a face mask all day?

Face masks will be required for all students and staff at the school per the most recent order: <https://www.cityofpaloalto.org/civicax/filebank/documents/76636>

7. Do I need to supply my child with a mask every day?

If possible, please supply your child with their own mask. We will have disposable and decorative fun masks on hand for those who forget their mask while supplies last. We will do our best to replenish them.

8. What if my child refuses to wear a face mask?

We understand that some students will have difficulty wearing face masks. Teachers will work with their students daily using reminders, social stories and age appropriate videos. Students will not be required to wear masks during snack or lunch as long as they continue to adhere to social distancing guidelines.

9. Will you be taking my child's temperature prior to them coming to class?

At drop off each morning, your child's temperature will be taken with a non-touch thermometer by a staff member prior to them entering school. We recommend taking your children's temperature PRIOR to arriving at school to determine if they have a fever. The non-touch thermometer will be disinfected after each use.

10. What do you consider to be a fever?

A fever is defined by most healthcare providers as a temperature of 100+°F (38°C) and higher.

11. What if my child exhibits symptoms?

If your student or someone in their homes, show any of the following symptoms: fever, chills, cough, shortness of breath, diarrhea, vomiting, runny/congested nose, sore throat, muscle pain, fatigue, nausea, headache, or loss of taste or smell, then it is recommended the child stay home until all symptoms completely resolve for a period of 24 hours. If a child has a fever, they must be fever free without fever reducing medication.

12. What if a sibling exhibits symptoms?

All of the same policies in #11 apply in addition to the sibling staying home, all children in the affected household must remain at home as well. This means you must keep all children at home until the affected child's symptoms have resolved completely for a period of 24 hours. If the sibling has a fever, they must be fever free without fever reducing medication.

13. What if my child has a temperature when we arrive at school or gets sick during the school day?

If it is apparent that your child has a fever, they will not be able to be admitted to HTS. Parents are asked to not leave the parking lot until it has been determined that your child is fever free.

It is imperative that parents return to school immediately if called by a teacher for any reason, especially sickness.

The student will be isolated from the rest of the students as best as possible until you arrive. Please be sure to update your emergency contact information and ensure that the emergency call will be promptly answered. Unanswered calls could prevent and/or hinder staff from safely administering the social distancing and safety guidelines for the rest of the students. We may require a doctor's note for re-entry to school at our discretion. We may not be able to accommodate your child at school if we are unable to reach you. Your adherence to these requests is appreciated.

14. What do I do if someone in my immediate family or household *tests positive* for COVID-19? What do I do if someone in my family or household comes or has had *close contact* with someone diagnosed with COVID-19?

There are a number of reasons you may need to be tested for COVID-19: 1) because you have symptoms of possible infection, 2) because you were in close contact with someone who was infectious with COVID-19. While you are waiting for test results, please refer to and follow the complete **updated mandate by the Santa Clara County Public Health Department as of 7/20/2020:**

Tests positive: (Home Isolation) You must notify HTS immediately if someone in your immediate family or your household **tests positive for COVID-19**. You must follow the home isolation steps according to the [Home Isolation Home Isolation & Quarantine Guidelines & Quarantine Guidelines](#).

Had close contact: (Home Quarantine) You must follow the steps according to the Santa Clara County Public Health Department [Home Isolation Home Isolation & Quarantine Guidelines & Quarantine Guidelines](#).

Please note that if someone in your household has any symptoms, please keep **all children home until symptom free.

15. What do I need to supply my child for the start of school?

We are happy to use the supplies that are already in the classrooms. They will be sanitized to the best of our ability. **If you do not feel comfortable with using the existing supplies, your teacher will send a list of needed supplies, including supplies for each student to have a separate bin for classroom supplies and a separate recess bin.** We are asking you to label everything with their first name and/or initial.

For students K-5th, we are asking parents to supply **three bins**, one for the classroom, one for recess and one that will act as their cubbies. The bins will be used for their personal art items, outdoor play items, and cubby items. Please supply two small bins and one large. The small bins should have a lid or cover and be approximately 12.2 x 7.8 x 5.1 Inches as a guide, and can be found on Amazon.

Middle and High School Students: Will have their supplies with them.

16. How will playtime/outdoor activities (recess) be adjusted to ensure adherence to recommended measures?

Teachers can share the adjusted schedule with you before students come back to class. Please let your child know, as the schedule will be different from when they were in school before. Recess times and outdoor activities will be staggered so that students are able to maintain bubble group separation and social distancing as much as possible. Students will also be organized in Bubble Groups (small groups and will remain in these small groups as much as possible throughout the day). We will keep the children and teacher or staff with the same group to the greatest extent possible as well.

17. How often will students need to wash their hands?

We have created a schedule for frequent hand hygiene, especially for young children. We have also installed outdoor hand wash stations at school entrances. We will assist or direct each student to wash their hands immediately after using the bathroom, after recess and before snack and lunch. Teachers can provide you with the hand washing schedule.

18. Will my child still be able to heat up their food?

Teachers will be heating food so as to limit the use of direct contact with the microwave. We recommend sending food that does not have to be heated if possible.

19. How will you ensure social distancing in the classrooms and the school?

Desks have been reconfigured in accordance to the school social distancing guidelines. We also have signs posted throughout the building as reminders to social distance and will stagger recess to limit crowding. We have also purchased dividers for student work areas.

20. Will I still be able to visit my child's classroom?

We are limiting the amount of non-essential visitors to our site. We have eliminated centralized check in at the front desk and will be using a virtual google form to check in and out for approved visitors. You may no longer accompany any students into or out of the building, in specific cases, parents can wait outside on the porch only if absolutely necessary, otherwise staff will escort the student to and from their vehicle.

21. I want to contribute or donate items to my classroom, what is the best way to do this?

Our teachers have compiled their classroom wish list so please sign up for Amazon Smile, and choose Hope Technology School as your charity of choice, order any items you would like to donate to your classrooms and for every purchase you make, the **AmazonSmile** Foundation will **donate** 0.5% of the purchase price of eligible products to the charitable organization of your choice. Every item available for purchase on www.amazon.com is also available on **AmazonSmile** (smile.amazon.com) at the same price. ***(The wish lists is not to be confused with the supply list which will be sent in a separate email)***

We thank you for your patience and understanding as we navigate around this new normal and embark on our upcoming school year. Please feel free to contact us regarding any additional concerns or questions.

Best regards,

HTS Administration