



Yu Ming Charter School **School Reopening Plan** **2020-2021**

Yu Ming Board Approved: December 10, 2020
ACOE Submission: December 11, 2020

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School Reopening Information

Lower School Address: 1086 Alcatraz Ave.,
Oakland, CA 94608
(510) 452-2063

Upper School Address: 675 41st St.,
Oakland, CA 94609
(510) 922-8631

School Type: K-8 Public Charter School

Head of School: Sue Park

COVID-19 Liaison: Emily Wood Dahm
Director of Operations & Strategy
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510-452-2063

Date of Reopening: January 25, 2020

Estimated Number Returning Students: 300

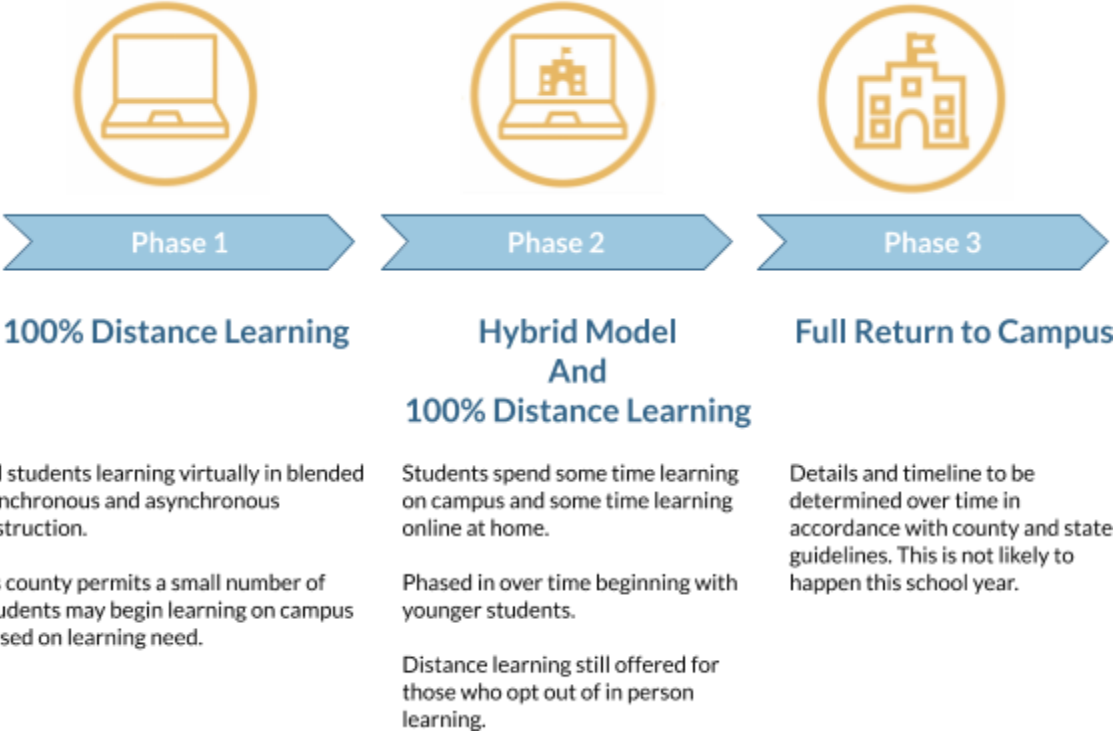
Estimated Number Returning Staff: 35

Introduction

Yu Ming Charter School remains committed to the [mission and core values](#) of our school community and has worked collaboratively with stakeholders to reimagine the 2020-2021 school year, adapting to the ever-changing COVID-19 conditions. The health, safety and well-being of all our students, faculty, and staff remain our highest priority. As such, Yu Ming’s reopening plans are based on the established guidelines of the [Alameda County Office of Education](#), the Alameda County Department of Public Health, the [California Department of Education](#), and the [California Department of Public Health](#). Our Recovery to Reinvention Team and Re-opening Task Force consist of teachers, staff, community stakeholders, medical doctors, building engineers, and public health officials.

Yu Ming has implemented a robust set of safety procedures and health protocols in order to re-open our campuses for in-person learning as safely as possible for our students and families that elect to do so. In the 2020-2021 school year in-person learning will be offered through our Hybrid Model - a combination of on-campus and at-home learning. Yu Ming students will also have the option to continue in our 100% Distance Learning Model - remote teaching and learning at-home. Until we can return to full reopening, we believe this is the best possible plan for supporting scholar learning, wellbeing, and safety. While the future is unknown, we are committed to doing everything possible to put our students first during these unprecedented times.

Yu Ming reopening takes a phased and responsive approach. Families completed surveys in June and October, and most recently in November we asked families to indicate their selection of Hybrid or Distance Learning for the remainder of the current school year. This reopening plan is also subject to change based on updated guidance, staffing considerations, and COVID-19 conditions in our region.



Baseline Conditions

In September, the state released their new [Blueprint for a Safer Economy](#), identifying tiers for when different sectors of society could safely reopen based on:

- The number of new COVID cases in a seven day period per 100,000 residents.
- The percent of positive tests within the whole county.
- The percent of positive tests within the neighborhoods with the least socio-economic opportunity, as identified by the California Healthy Places Index. (HPI)

The state and county Public Health Departments recommend reopening schools for In-person instruction when a county has entered and remained in the Red Tier (Substantial COVID Spread) for at least two weeks. Small, in-person learning hubs can open at any time.

Reopening Timeline

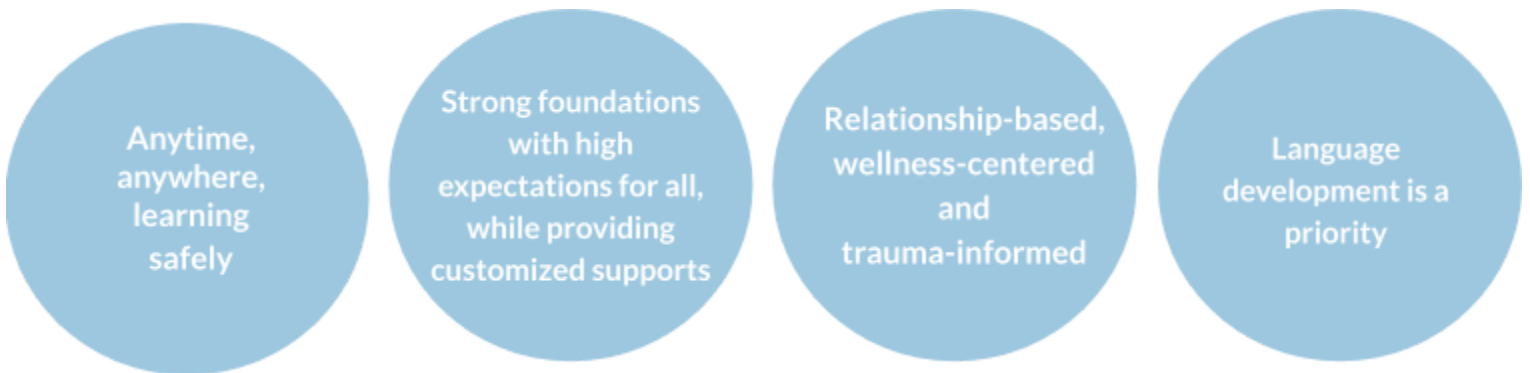
Our phased reopening for Yu Ming’s on-campus Hybrid Model will begin with one grade or grade band at a time over the course of six weeks. The timeline will be based on conditions at the beginning of our phased reopening, and are subject to change based on state and county guidelines.

Program	Week 1	Week 2	Week 3
Hybrid Learning Students	Asynchronous week Students have one synchronous meeting with their teacher each day, and complete asynchronous work the rest of the day	Transition Week Students will attend school on a modified schedule and will primarily practice routines, procedures, and community building.	Full Hybrid Students will attend school on their regular hybrid schedule
Distance Learning Students	Modified Distance Learning schedule	Regular Distance Learning Schedule	Regular Distance Learning Schedule

Hybrid Program Overview

Students who elect to return to school for in-person learning during the 2020-2021 academic year will participate in a hybrid learning model that is rich, engaging, and nurturing for children while also being safe. The hybrid model will allow for decreased density and sufficient social distancing and was developed with these factors in mind: safety and public health guidance, student learning and social emotional well being, and family needs. Our hybrid model divides a week among days of on-campus, in-person learning and a corresponding number of at-home distance learning days. Kindergarten and Grade 1 students will be on-campus 4 days and at-home 1 day (Wednesday). Our grade 2-8 students will be on-campus 2 days and at home 3 days a week.

Design Principles for Distance and Hybrid Learning Models



In planning for 2020-2021, Yu Ming has four driving design principles:

Anytime, anywhere learning safely

- We will adhere to all available safety guidance so learning can take place regardless of scenario
- This will require flexible learning in and out of the building with deep partnership with families
- We will intentionally build and scaffold the skill of self-direction (e.g. student agency with goals)
- We will have clear ways of streamlining our progress measures and reporting

Strong foundations with high expectations for all, while providing customized supports

- We must continue to invest early in literacy foundations and language development in English and Chinese, as they provide the strong foundation for our students future success
- In-person instruction will be more frequent for students who are most in need of that model
- To be differentiated and provide appropriate supports we must continue be data-driven so that proof of learning can be demonstrated by all students who may have different needs
- Our educators and team may need new supports and resources in order to support our students

Relationship-based, wellness-centered and trauma-informed

- The physical and emotional safety of students and staff will continue to be prioritized
- Our relationship-based and well-being centered practices will continue to matter especially now

- We will need to increase partnership with families to address whole child and family needs
- We will adapt our relationship-based practices thoughtfully in our 100% distance learning and hybrid models (e.g. compass badge work and circles, strong start community connections, etc.)

Language development is a priority

- We will emphasize language development best practices and prioritize language development for in-person learning whenever possible so that our students' language development goals advance.

Hybrid Schedules

Kindergarten and 1st Grade

K-1 Hybrid Model students will attend school in person 4 days per week on Monday, Tuesday, Thursday, and Friday from approximately 8:30am to 2pm at the Lower School Campus, 1086 Alcatraz Avenue (ALC).

A sample weekly schedule including the sequence of on-campus and at-home learning days follows:

	Mon	Tues	Wed	Thurs	Fri
8:15-2:00	On-Campus Learning with Teacher or TA	On-Campus Learning with Teacher or TA	At-Home Learning	On-Campus Learning with Teacher or TA	At-School Learning with Teacher or TA

Sample Kindergarten and 1st Grade Daily Hybrid Schedule

	Daily Schedule
8:15	Arrival
8:30	Chinese/Math
9:20	Outdoor Recess
9:40	Chinese/Math/Science
11:00	Outdoor Lunch
11:30	Independent work time with TA support
12:20	English Small Groups
1:30	Independent work time with TA support
2:00	Dismissal

2nd Grade through 8th Grade

G2-8 Hybrid Model students will attend school in person 2 days per week from approximately 8:30am to about 3pm at the Yu Ming Upper School Campus, 675 41st Street (MLK). A sample weekly schedule illustrating a possible sequence for on-campus and at-home learning days follows. Actual on-campus days may vary depending on grade and cohort.

Cohort A	Mon	Tues	Wed	Thurs	Fri
8:25-3:15	On-Campus Learning with Teacher	On-Campus Learning with Teacher	Distance Learning Asynchronous	Distance Learning Asynchronous	Distance Learning Asynchronous

Cohort B	Mon	Tues	Wed	Thurs	Fri
8:25-3:15	Distance Learning Asynchronous	Distance Learning Asynchronous	Distance Learning Asynchronous	On-Campus Learning with Teacher	On-Campus Learning with Teacher

Health and Safety

Protecting our students and staff is our highest priority. The following plan addresses all of the measures Yu Ming is taking to slow the spread of COVID-19. Our Safety plan follows [CDC](#) and [California Department of Public Health](#) guidance for reopening schools safely.

COVID-19 is primarily transmitted through droplet transmission. Transmission happens when respiratory droplets from speaking, yelling, coughing, or singing come in contact with mucous membranes (eyes, nose, mouth).

This means that to the health and safety protective measures will be taking include the following:

1. Require face coverings of all staff and students
2. Implement physical distancing and cohorting
3. Screen staff and students daily for symptoms
4. Provide regular COVID-19 surveillance testing
5. Implement rigorous hand washing and sanitizing procedures
6. Keep surfaces clean with EPA approved disinfectants and provide individual materials and storage for students to eliminate sharing
7. Ensure proper ventilation and air flow in classrooms and common areas

1. Face Coverings and Other Personal Protective Equipment

[The Alameda County Department of Public Health](#) states that cloth face coverings are required (except when eating or drinking) for all students and all school staff. Masks with a one-way valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the mask) may not be used on campus. Masks will be provided to staff and students as needed. Face shields and gowns will also be provided to staff who may need to come in close contact with students. Staff and students may use their own masks as long as they comply with these pictured guidelines:



2. Physical Distancing and Cohorting

Yu Ming will follow these social distancing practices:

- One way paths of travel through hallways when possible
- Multiple routes for exit and entry in and out of the building
- Limited number of staff and students in classrooms, bathrooms, and offices
- Some restroom stalls and sinks blocked off to ensure distance
- Classroom furniture and materials arranged to allow for maximum social distancing
- Staff and student training and compliance with social distancing routines and procedures
- Outdoor lunch areas created for students to each lunch socially distanced with their cohort
- Tented outdoor lunch areas set up to protect students from rain and sun

Per state and county guidelines, all classes at Yu Ming have been divided into cohorts of about 15 students. As practicable, students will remain in the same space and in groups as small and as consistent as possible. When it is not possible to remain in stable cohorts within the same space (e.g. middle school), face coverings and limiting group gatherings are a higher priority. Cohorts will remain stable once established. Yu Ming teachers may teach more than one cohort following physical distancing recommendations.

3. Health Screening

Daily Health Screenings are required for students and staff. Parents must self report symptoms on the [Procare app](#) prior to coming onsite. If any symptoms are reported, parents will be prompted to keep their children at home, and report symptoms to COVID@yumingschool.org. Staff and students will also go through temperature screening prior to or upon entering the building.

Self Screening Questions:

Is your child experiencing the following symptoms?

- Fever (100 or higher)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Persistent headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- None of the above

Check all that apply:

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
- Traveled to an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework
- None of the above

4. Staff and Student Surveillance Testing

[State Guidelines](#) recommend testing staff at minimum once per month. Yu Ming will require weekly testing of staff and students. All students and staff returning for any on-site programming (e.g. hybrid model, distance learning center, or assessments) will be required to provide a negative COVID-19 test prior to reopening.

Yu Ming has partnered with [PMH Labs](#) to provide onsite testing. PMH provides a Registered Nurse to conduct nasal or oral swab tests, results are processed using the PCR method which has shown greater accuracy than antigen testing. Results are shared within 24-72 hours. Negative results are shared only with the person, or guardian of the person tested. Positive results are shared with the site COVID Liaison and the Alameda Department of Public Health. PMH assists in contact tracing in the event of a positive case.

Staff and families can also access testing through their healthcare provider such as Kaiser, or can find additional information testing resources [here](#).

5. Healthy Hygiene Practices

All students and staff should wash their hands as frequently as possible. Hands should be washed with soap and water for at least 20 seconds, which is equivalent to the time it takes to sing “Happy Birthday to You” twice. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used. For hand sanitizer to be effective, all surfaces of the hands must be covered and then rubbed until dry. It is especially important for students, teachers, and administrative staff to wash their hands after touching common surfaces or their face, after they cough or sneeze and after using the restroom. Touchless hand sanitizer dispensers have been installed in all classrooms and offices, all staff and students [is this more accurate?] are required to “sanitize in” and “sanitize out” when entering and exiting spaces. Yu Ming has placed portable hand sanitizer dispensers in every classroom, office and hallway, as well as portable handwashing stations outdoors.

6. Cleaning and Disinfecting Protocols

Our custodial staff will clean and disinfect our campuses following [CDC guidelines](#). Students will be provided with their own materials and storage bins to reduce sharing. When individual supplies are not available items will be disinfected between uses.

Space	Daily Cleaning Procedures
Classrooms and Offices	<ul style="list-style-type: none"> ● Daily, in the morning before staff arrive: ● Spray all surfaces with EPA approved disinfectant, wait 2 mins before wiping <ul style="list-style-type: none"> ○ Tables ○ Chairs ○ Door handles ○ Sink ○ Light switches ○ Fan switches ○ Teacher devices ● At the end of each day: <ul style="list-style-type: none"> ○ Wipe down/disinfect student materials <ul style="list-style-type: none"> ■ Chromebooks (prior to placing in charging cart) ■ Student materials bins ■ Any other shared materials ○ Mop with EPA approved disinfectant ○ Empty trash and recycling ○ Refill soap dispensers, hand sanitizer dispensers and paper towel ● Every 2 hours: <ul style="list-style-type: none"> ○ Wipe down frequently touched surfaces such as refrigerator handles and copy machine every two hours.
Bathrooms	<ul style="list-style-type: none"> ● Multiple times per day (e.g. before staff arrive in the am, after breaks, after lunch, after classes end) <ul style="list-style-type: none"> ○ Empty trash ○ Check toilet paper, paper towel and soap dispensers, if needed refill (hand dryers should be disabled- inform maintenance if this is not the case)

	<ul style="list-style-type: none"> ○ Using a clean microfiber towel for each restroom, with soap and water, clean all soiled surfaces. (typical soiled surfaces are door handles/, door touchpoints. toilet partition doors and handles and walls) ○ Using a clean microfiber towel for each room, disinfect using EPA N listed TBCide Quat, all high touch surfaces. (typical high touch surfaces are door knobs-door touch points, window handles, light switches, sink faucet and sink surfaces, paper towel/TP and soap dispensers, toilet-urinal handles and surfaces, toilet seats) ○ Using microfiber, wipe and disinfect all restroom tile walls ○ Mop/disinfect restroom tile floors <p>*face shield or protective goggles should be worn when cleaning toilets or urinals</p>
Hallways	<ul style="list-style-type: none"> ● Daily: <ul style="list-style-type: none"> ○ Sweep ○ Mop with EPA approved disinfectant
Outdoors	<ul style="list-style-type: none"> ● Daily and between uses: <ul style="list-style-type: none"> ○ Wipe down student lunch tables and recess equipment between cohorts
Cleaning and disinfecting protocol if positive or symptomatic person is onsite	
<ol style="list-style-type: none"> 1. Immediately close down the space or spaces where the person was working (minimum closure time is 24hrs) 2. After minum 24 hr period, Custodian to then re-enter in full PPE, disposable gloves, wear N-95 or KN95 mask, face shield or goggles and gown 3. Clean and disinfect space per aforementioned CDC recommended guidelines. 4. Wait until the next work day to re-occupy the space 	

7. Ventilation

Following the Alameda County Public Health Department [guidelines for ventilation](#), we have studied the efficacy of various ventilation solutions and determined the following to be effective in promoting the exchange of airflow in all of our classrooms:

- Windows and doors of all classrooms will remain open to encourage air exchange.
- Fans will be placed in classroom windows to facilitate the exchange of indoor and outdoor air.
- Wynd HEPA filters will be placed in classrooms to expedite air exchange, and reduce the accumulation of virus particles.
- Each classroom and school space will be tested by a building engineer to measure airflow and exchange prior to reopening.

Other Safety Measures

- Signage throughout the school will remind students and staff about key risk mitigation behaviors including hand washing, face coverings, social distancing, and staying home when ill with any COVID-19 symptoms.
- Social distancing floor signs will help students know where to stand when lining up, moving through the hallways, and working in the classroom.
- Stairwells will be designated “up” or “down” to limit crowding, and different cohorts crossing paths.

- Lids have been installed on all toilets along with signs reminding students and staff to close the lid prior to flushing.

Staff Arrival Procedures

All staff must self-screen before leaving for work. If they answer 'yes' to any of the questions on the self reporting form, they are instructed to remain home, inform their supervisor and the COVID-19 liaison of their symptoms, and follow [CDC criteria for returning to work](#) after home isolation. When staff arrive on campus they must do a temperature check, and sanitize their hands.

Student Arrival and Dismissal Procedures

Yu Ming will use the [Procure application](#) to manage drop off and pick up. Parents and guardians will receive detailed instructions for how to download and use the app prior to reopening. If families do not have a smartphone, they will be checked in via the app by a staff member.

Pick up and drop off overview:

- Guardians complete health screening questionnaire prior to arriving at school
- Drivers to remain in their vehicles to the extent possible.
- "[Contactless](#)" - [guardians check in](#) using Procure app if possible, if not possible, staff will check student in
- When checking in, guardians will be prompted to answer COVID self screening questions if they have not done so already
- Staff confirms self reporting form is complete prior to conducting a temperature check
- Staff conducts temperature check, and confirms student is wearing appropriate face covering
- Allow only one parent or guardian (per occasion) to pick up or drop off a student
- Require all adults and students, including parents, to wear a face covering, unless medically inadvisable.
- Students arriving on foot will be directed to line up on floor markers 6ft apart

School Visitors

School visitors will be limited to those essential for school operations. Parents, volunteers, prospective families, and all other visitors will not be permitted to enter the campus. All visitors must complete a health screening questionnaire prior to entry, and will not be permitted to enter if they do not pass the health screening, are experiencing symptoms, or have been in close contact with someone with a confirmed case of COVID-19.

Protocols for COVID-19 Symptoms and Cases

Definitions:

Isolation: keeps someone who tested positive for COVID-19 or who has symptoms away from others, even in their own home.

Quarantine: keeps a person who was in close contact with someone who tested positive for COVID-19, but who has not developed symptoms, away from others to monitor during the incubation period to see if they become infected.

Exposed Group: The exposed group includes all members of the case’s stable cohort(*) (students and staff) and any additional individuals known to have been in close contact(**) with the case (within 6 feet for ≥15 minutes) during the case’s infectious period.

Close Contact: Close contacts are people who stayed within 6 feet of a COVID-19 infected person for more than 15 minutes after that person was diagnosed or up to two days before they first developed symptoms. This applies even if both people were wearing a face covering, mask or N95 respirator. Close contact can also take place during brief interactions where there is unprotected direct contact with the COVID-19 infected person’s body secretions (i.e. sneezing, coughing, sharing utensils, saliva). Cumulative exposures that add up to 15 minutes within a day may be considered close contact depending on the intensity of exposure (e.g. did the person have multiple interactions in a confined space with a symptomatic COVID-19 infected person). In some school situations, it may be challenging to determine whether individuals have met this criterion, and an entire cohort, classroom or other groups may need to be considered exposed, particularly if people have spent time together indoors.

When Cases are Reported or Suspected at School [ACPHD]			
Scenario	1. Staff/Student Has Symptoms A student or staff member: <ul style="list-style-type: none"> ● Exhibits COVID-19 symptoms, ● Answers yes to a health screening ● Or has a temp of 100 or above 	2. Staff/Student Close Contact Tests Positive	3. Staff/Student Tests Positive
Actions	<ul style="list-style-type: none"> ● Isolate student/staff in a separate room or designated area, away from other students and staff, pending pick up at the facility. ● Advise student/staff to contact their healthcare provider and consider COVID-19 testing. ● Advise student/staff to share the test results with the school administrator as soon as possible: ● If positive: follow Actions in column 	<ul style="list-style-type: none"> ● Send student/ staff member home. ● Advise student/ staff to follow quarantine instructions for a minimum of 14 days. ● Advise student/ staff to contact 	<ul style="list-style-type: none"> ● COVID Liaison contacts Alameda County Public Health Department ● Advise cohort members and/or close contacts of the ● COVID-19 positive student or staff member to follow ● quarantine instructions, contact their healthcare ● provider and consider testing. ● Advise household contacts of

	<p>3</p> <ul style="list-style-type: none"> ● If negative, the staff/student can return after: ● They are feeling better. (The symptoms do not have to be completely resolved.) AND ● There have been at least 24 hours with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin) AND Must show a medical evaluator note to verify that the symptoms are not due to COVID-19 and the test for COVID-19 is negative AND The student/staff consults a medical evaluator BUT ● If it is not possible for the parent or guardian to consult a medical evaluator, they must obtain a COVID-19 negative test result indicating that a molecular test or a PCR was performed ● Advise symptomatic staff or parent of symptomatic student to follow isolation instructions unless COVID-19 is ruled out by a healthcare provider. <p>If isolated staff/student wants to return before 10 days have passed without a COVID-19 test they may return after:</p> <ul style="list-style-type: none"> ● They are feeling better (The symptoms do not have to be completely resolved.) ● There have been at least 24 hours with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin) ● Must show a medical evaluator note to verify that the symptoms are not due to COVID-19 	<p>their healthcare provider and consider COVID-19 testing.</p> <ul style="list-style-type: none"> ● Advise staff or parent of student to follow quarantine instructions 	<p>COVID-19 positive student/staff to follow quarantine instructions, contact their healthcare provider and consider testing.</p> <ul style="list-style-type: none"> ● Clean and disinfect classroom and primary spaces where the COVID-19 positive student/staff spent significant time ≥ 15 minutes.
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<p>Follow up</p>	<p>While awaiting test results: a cohort should only be closed if there is strong clinical suspicion that the person undergoing testing has COVID-19. For example, if the person is symptomatic following exposure to a confirmed case, or if the symptoms are highly specific for COVID-19 (e.g., loss of taste and smell), the cohort should be closed while awaiting test results. This decision should be made in consultation with ACPHD. Members of the cohort should be told to self-quarantine until test results are available.</p>		<ul style="list-style-type: none"> ● Cohort QUARANTINED for 14 days from last exposure. ● Close contacts quarantine for 14 days from last exposure. ● School remains open Communication (within 1 business day): Complete and send template exposure letter to cohort*(see Appendix A) Consider school wide notification of a known case(see process document) ● Exposure and benefits notifications must be sent to: All employees who were at the worksite within the infectious period (2-14 days) who may have been exposed to COVID-19 ● The disinfection and safety plan must be sent to all employees.
	<p>Cohort and School remain open</p>	<p>Cohort and School remain open</p>	<ul style="list-style-type: none"> ● Cohort closes: 14 days ● School remains open ● Contact Tracing

Identification and Tracing of Contacts

Our site has identified a COVID Liaison who will manage the process of tracking COVID cases. All cohort lists including staff in contact with each cohort will be updated regularly.

Communication Plan

When a positive case is identified in our community, Yu Ming will follow guidelines provided by the ACDPH with regards to notifying the county and close contacts of the positive case consistent with HIPAA and FERPA policies. Community members are asked to share documentation of positive results by emailing COVID@yumingschool.org. A letter will be sent to the entire cohort in the case of a positive student test, and all close contacts of the student or staff member.

Triggers for Switching to Distance Learning

The California Department of Public Health has established these metrics for closing for in-person instruction due to COVID-19:

- If 5% of students and teachers in a classroom test positive for the virus, the classroom would be closed, followed by 14 days of quarantine.
- If a school experienced a 5% positive testing rate of both students and teachers, the entire school would have to close, with everyone subject to 14 days of quarantine.
- If 1 in 4 schools in a district had a 5% positive rate, the district would close for in-person instruction.

The local public health officer may also determine school campus closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Staff Training

Yu Ming will provide training for employees on the following topics:

- What is COVID-19 and how is it spread ?
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical and social distancing guidelines

- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.
- Reminders and methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants

Student and Family Education

Students participating in the Hybrid model will have several opportunities to learn about Yu Ming's new protocols and procedures, as well as opportunities to learn about the implication for COVID-19 In schools prior to returning in person.

- Yu Ming held a Community Health town hall in November with a panel of doctors who shared the latest science and guidance about COVID-19. Bi-weekly coffees with the Head of School, Principal, and Director of Operation (COVID-19 Liaison) will continue to be scheduled as needed.
- Families will receive detailed information and social stories about school and classroom procedures prior to reopening so students can feel prepared for the transition.
- Students and families will be asked to attend an orientation via a live Zoom meeting the week before reopening, or may review the recording asynchronously prior to returning.
- Students will begin attending school in person on a "transition" schedule, pausing academics to teach critical routines and procedures for one week.