



HELIOS CAMPUS RETURN PLAN

Updated September 23, 2020

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LETTER FROM PAM

Remote since March, Helios School is looking forward to welcoming students safely back to campus! The opening of Helios is permitted because Santa Clara County has been designated “Red” for 14 consecutive days. You can find more details for Santa Clara Guidelines [here](#).

The success of our reopening plan is dependent on everyone’s support and effective implementation of the instructional, operational and health and safety guidelines. In addition, it’s important to remember this is new territory for all of us. We will be learning as we go. Adjustments to the program, the schedule, our procedures and how we teach may need to change. Any changes will be thoroughly discussed and communicated with as much notice as possible before implementation.

As you know, we have deliberately designed a program that mixes our students throughout the day and the week. This allows both student choice and placement by academic level -- two hallmarks of Helios. We also encourage students to mix across age groups, which is important for their social and emotional development as asynchronous, gifted individuals. Unfortunately, no in-person mixing of student groups is permitted at this time. Even when on campus, many parts of our school day will need to be on Zoom. For students mature enough to access these remote classes on their own, doing so from home results in a higher quality experience. This has led us to create a schedule where younger students spend more time on campus, and older students spend more time at home.

Please note that by sending your child back to campus, you are agreeing to the following plan and safety protocols. As we take every precaution, our first commitment is the physical and emotional safety of all children; we’ll be upbeat and welcoming despite the restrictions. We are a small community, and I am confident that, collectively, we will make this plan a success.

Please do not hesitate to reach out to me with any questions or concerns.

Pam

RETURN SCHEDULE

We will return to campus with a “soft start,” bringing our youngest students back first and for shorter days. Starting with fewer students and teachers on campus will allow us to test our systems and make ready for the larger group. Co-curricular classes, such as I-Lab and Explorations, will be through Zoom whether students are on campus or not.

Note: Early dismissals throughout the school year will be at noon rather than at 12:30.

Week of October 5th

Monday 10/5 - Helios@Home with fewer live sessions than usual - see your classroom calendar for details.

Tuesday 10/6- Friday 10/9

- K-2 returns to campus for partial days
 - Dismissal at 1:45 pm (T, W) and noon (Th, F)
 - Friday afternoon's classes are accomplished through Helios@Home
- Grades 3-8 are taught remotely

Week of October 12th

Monday 10/12 - Indigenous People's Day - No school

Tuesday - Wednesday 10/13 - 10/14

- K-2 and 3-4 return to campus for full days with dismissal at 3:15 pm
- Grades 5-8 are taught remotely all day

Thursday 10/15 and Friday 10/16

- K-2 on campus with dismissal at noon
 - Friday afternoon's classes offered through Helios@Home
- Grades 3-4 are taught remotely all day
- Grades 5-8 are taught remotely all day

Week of October 19th - ILP Conferences Half Days

Monday 10/19- Wednesday 10/21

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- K-4 is on campus
 - Dismissal at noon
 - Grades 5-8 are taught remotely all day

Thursday 10/22 and Friday 10/23

- All grades are on campus with dismissal at noon
- Friday afternoon's classes accomplished through Helios@Home

Week of October 26th - *New Regular Schedule*

Monday 10/26- Wednesday 10/28

- K-4 is on campus, dismissal at 3:15 pm.
- Grades 5-8 are remote

Thursday 10/29 and Friday 10/30

- All grades are on campus with dismissal at noon
- Friday afternoon's classes accomplished through Helios@Home

HEALTH CONSIDERATIONS

Health Screening

Health screening is done to prevent symptomatic individuals from entering a school or workplace. In order to prevent the spread of infection, students, teachers and other employees will be required to self screen daily. Student results must be entered by parents into our student information system (Alma) by 8:00am every day. Students without survey results will not be permitted on campus. We will provide training for Alma by video and in a Zoom session.

Daily Screening Protocol

Students and staff will be asked to report on a Daily Wellness Check (see next page) that includes a symptom and exposure check and a temperature check. Any student or staff who develops symptoms on campus will be isolated and must go home promptly.

Testing

PMH Laboratories has been hired to test all adults who interact with students in person once a week. Further, you have the option to have your child(ren) tested once every two weeks. Adults will be tested with a nasopharyngeal swab, and children will be tested with an oral swab.

The arrangement includes:

- A nurse on campus in a somewhat private space, usually outdoors.
- Consent and other forms will be required (arranged and monitored by Helios).
- Tests will be covered by each individual's health insurance.
- PMH overnights the tests to their lab in Huntington Beach, and results are available within 72 hours, often sooner.
- Positive tests are reported by phone first.
- PMH will help us manage contact-tracing.
- In the event of a positive test, all [state](#) and [county guidelines](#) for remaining at home and notifying others will be followed carefully.

Daily Wellness Check

Before coming to campus, check your child for each of these symptoms.

- *cough*
- *sore throat*
- *congestion or runny nose*
- *nausea, vomiting, or diarrhea*
- *fever of 100.0 or higher within the last three days*
- *fatigue*
- *chills*
- *muscle or body aches*
- *headache*
- *recent loss of taste or smell*
- *shortness of breath or difficulty breathing*
- *close contact to someone who has tested positive for COVID-19*

Complete the survey below every school day, whether your child has symptoms or not.

If your student has any symptoms above, do not come to campus. Go directly to a testing center and get a COVID-19 test. Students may return to campus when they have had no fever (without medication) for 72 hours, their other symptoms have improved, and negative COVID-19 test results have been submitted to the school office.

If your student or a family member receives a positive COVID test result, call the front office for further instructions.

Has the student shown any of these symptoms in the last 24 hours, or been in close contact in the last 10 days to someone who has tested positive for COVID-19?

Yes/ No

What is the student's temperature today? _____

FACE MASKS

Per Santa Clara County and California Department of Health guidelines, the use of face coverings is required in nearly all instances for all staff and students.

All staff and students will be expected to comply with face coverings in the following ways:

- Everyone on campus will be required to wear a cloth mask at all times, with a few exceptions:
 - Students, teachers and staff may remove their masks to eat and drink while seated, well-distanced from each other.
 - Students can remove their masks if we have a PE class with vigorous exercise and every student can be very well separated outdoors.
- The Helios mask you received in your welcome bin from the HCA is a good example of the approved mask.
- Signage will be posted in high visibility areas to remind staff and students of face covering use. Staff and students will be taught the reason for and proper use of face coverings.
- Teachers may use face shields in addition to face coverings.

PHYSICAL DISTANCING

The objective of physical distancing is to reduce the likelihood of contact that may lead to transmission and has been a widely used strategy during the pandemic. Staff and students will be trained on protocols for physical distancing for both indoor and outdoor spaces and signage will be posted.

Campus visitors

- Only a very few necessary visitors will be permitted on campus, and contact will be limited.
- All necessary campus visitors and volunteers must wear a face covering, report in with Michelle at the front door and are required to complete a symptom and temperature check.
- Any outside organizations utilizing school facilities outside of school hours will be required to follow all health and safety measures as outlined by the county.

Arrival and dismissal

To minimize close contact between students, staff, families, and the broader community at arrival and departure:

- For the 2020-21 school year, parents will not be allowed in the buildings.
- Drop-off and pick-up will be through the car line only, entering from McKinney Court and exiting on Central Ave.
- Drivers must remain in their vehicles, to the extent possible, when dropping off or picking up students.
- Drop-off is from 8:00 - 8:30. Remember that the Daily Wellness Check must be complete before leaving home, no later than 8:00 am.
- Pick-up is from 3:15 - 3:45 (M-W) or 12:00 - 12:30 (TH-F). Remember that there is no aftercare available this year; please pick up promptly.
- Students will be supervised to ensure they maintain distance from each other as they leave their cars and join their cohort.
- Cohorts may meet indoors or outdoors. For indoor classes, students will enter through exterior classroom doors in order to prevent overuse of the hallway.

DAILY CONSIDERATIONS

Classrooms and Cohorts

Once at school, students will enter the building through designated outside doors, and much of their day will be spent outside. Helios School groups students in homerooms spanning two grades. To minimize the number of students that interact with each other, homeroom groups may be split into two or three onsite cohorts of up to 15 students. Students will remain in stable cohorts throughout the year. Staff may work with multiple cohorts of the same homeroom, but will work with only one student cohort per day.

Each homeroom teacher will interact with all cohorts in their homeroom, but will only work with one cohort on any given day. K-2 students whose math teacher is also a homeroom teacher will receive in-person math instruction when that teacher is with their cohort. Other staff may be assigned to assist in a specific homeroom with the same guidelines - one cohort on a given day and other cohorts only remote or distanced out of doors.

We will maintain a distance of 25' between cohorts that are out of doors (for instance, play or PE).

Math, Explorations, Electives, and any other activity that would usually mix students and staff from different cohorts will be taught remotely, even when everyone is on campus - either over Zoom from one classroom to another, or taught outdoors by staff who stay 25' away.

Our reading specialist will interact with one or a few students from one cohort at a time, outdoors, with a plexiglas shield between her and the students if she needs to be within 6-10'.

Our math circle program will be modified to allow students a rich experience while they participate from their homeroom cohorts rather than divided by math level.

Other classroom procedures:

- Excess furniture has been removed, and remaining classroom furniture has been rearranged to leave as much space as possible between students.
- Plexiglass shields will be used to allow two students to share a table.
- Teacher and staff desks will be distanced at least six feet away from students.

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- Contrary to our usual style, students will have assigned seating to ensure that close contacts within classrooms are minimized and easily identifiable.
 - When conditions permit, classes will be conducted outside.

Snack and Lunch Breaks

Because masks are removed for eating and drinking, lunch and snack breaks will be held outdoors as often as possible.

- Hand hygiene will be performed prior to and after outdoor play, snack and lunch breaks.
- Students will be seated well-distanced at lunch tables. For instance, a maximum of two students facing the same direction could sit at each concrete lunch table.
- When cohorts are outdoors at the same time, they will remain 25 feet apart.
- Students will use play areas assigned to their cohort only. For instance, one cohort of the Falcons might have exclusive use of the garden at recess, and the Wilderness Village at lunch. Students may not visit other cohorts for outdoor play.
- We will consider low-touch vs. high-touch areas of the yard when creating the outdoor play schedules.

Restrooms and Water Station

- Only one student per cohort may use the restroom or water station at any one time, in order to maintain physical distancing.
- Please ensure your student's reusable water container is full upon arriving at school.

SANITIZATION PROCEDURES

In the building

- Hand Sanitizer is distributed liberally throughout the school. All classrooms, hallways, bathrooms etc. are well stocked.
- Teachers have sanitizing wipes or bleach spray and other cleaning materials in their rooms.
- Touchless faucets have been installed in the bathrooms
- A foot pedal has been installed on the Water Station.
- The drinking fountains are closed.
- Bathrooms will be cleaned once during the day and again after school.

Classrooms

- Classrooms will be cleaned and disinfected every night:
 - Surfaces will be wiped with disinfectant.
 - An electrostatic hand held sprayer will further cleanse the rooms.

STAYING REMOTE

We understand that some staff and students will not be able to return to campus for the entire school year and have made accommodations. Staff who can not safely attend will teach remotely for the entire 2020-21 school year.

Parents may choose whether their student is in the remote-only or the on-campus hybrid groups. Due to our school size, if only a few students are unable to attend on-campus, those students will have access to a live-stream of whole-class instruction. If as many as 1/3 of the students in a homeroom are unable to attend on-campus, a full remote program may be made available to them.

In the case where students will need to live-stream, teachers will provide remote student interaction in the following ways:

- When an independent work period begins, a teacher will check in with the remote students to ensure they have everything they need to begin their independent work at home.
- There will be a weekly 1:1 with the student.
- Class curriculum and assignments will be posted on Helios@Home weekly.

To ensure continuity of grouping and instruction, Helios will offer the following dates to join back to on-campus:

September 29

October 26 (After ILP conferences)

January 5 (After winter break)

February 23 (After February break)

April 20 (After spring break)

June 4 (Graduation Day)

To ensure safety, students may shift to the remote-only group at any time; however, they can change back to an on-campus group only on the dates above. We must minimize these shifts because a change in grouping affects the experience of the whole homeroom. If you need to switch to the remote option, materials to support your Helios@Home experience will be available through the materials bin exchange on the first Friday of your home attendance.

NOTE: Students or staff who are home for illness or isolation will not change the groupings; they can access the remote version of class while they are out, and then return to their regular group on campus when they are fully recovered.