

**NOTES FROM THE COVID-19 TASKFORCE**  
**BREAK OUT ROOMS**  
**3/25/21**

*Following the meeting, answers to questions that have been added to the notes are **highlighted**.*

**Break Out Group A: FHS Principal, HHS Parent, MVHS Parent, Trustee, CHS Student, District Administrator**

What issues need to be addressed?

Q- is self-check based on student input only?

A - it is self-reporting, based on what student submits

Q- Can students try the app in a dry-run prior to April 19? Just so there aren't any delays on April 19 at 7:55AM. This will make sure it is downloaded and the student knows how to use it.

A- there is a small pilot with students going on right now. Information about the screening will be provided with the confirmation letter and also to all students. The screening is sent via email and there is an option to receive it by text. It is not an application that is downloaded.

Q- Where does the data go?

A- Site administrators have access to a dashboard where the results of the daily screenings are recorded.

Q- Does the teacher (first period) get notice if a student doesn't take the self-check? How is this dealt with?

A- There will be a follow-up process however there is not a notice sent to teachers.

Q- Where is drop off and pick up for students?

A- Different at each school site. Will be sent out to parents.

Parent and Student Community Questions:

Q- If a student returns in person, might they be the only student in the class? That is, no one else in the class is attending in person.

A- Yes, this may happen. Try to frame it as an advantage for that student.

Q- Will material be same for all students, in class or in remote?

A- Yes, same material. In person students will have more personal interaction, simply due to being in the classroom.

Q- If a student is sick (i.e. a cold, not Covid) can they 'go remote' until they are able to return to the classroom

A- yes, they can continue to attend online.

Q- Are there protocols for restrooms?

A- Working on it

Q- If a student tests positive for COVID, and the whole classroom needs to quarantine, does the teacher also need to quarantine - if they have been vaccinated fully? **If a teacher is 2 weeks from their vaccine and prior to 3 months they will not need to quarantine.**

How does this affect other classes? i.e. - First period is in quarantine, but the teacher still teaches 3rd and 4th periods in person? **If the teacher is not in quarantine they will be at school instructing to their students who are at home in quarantine; then in person with their other classes. If the teacher is also quarantined then they will teach all classes remotely and the classes where student are at school will have a substitute in the room for supervision.**

How will parents and students react to this?

Q- If students start to get vaccinated, there must be very clear instructions that they need to continue to mask and take daily self-check.

A- Even teachers are sometimes unmasking right now, due to vaccination and have to be reminded to mask up. Everyone will have to check in on everyone else and keep reminding them!

Q- Can student leadership groups help spread the message (as outlined in above question)

Q- Will there be food service?

A- Limited grab and go - not much variety. Students will be encouraged to bring food from home. Still have to be 6 feet apart when eating and unmasked.

Q- Will parents keep students' home if they are sick? Inclination before Covid was to send kids to school, or kids didn't want to miss class and made this decision themselves.

How to encourage sick people to stay home? **If the student is well-enough they will be able to Zoom from home.**

Note - clear and frequent communications about all aspects of the new schedule, protocols and safety measures need to be communicated to parents and students.

Principal mentioned FHS is sending out monthly newsletters and will continue to do so as we approach re-opening.

Concerns for Staff

Staff is trying to juggle child care needs

Staff is trying to deal with compromised family members - staff might be vaccinated, but caring for unvaccinated people, or living with them.

And one more personal comment -

There was a suggestion that a 'handbook' be created to help parents and students. This is a great idea.

A video from the teacher is also a great idea - a 'mini' Back to School night, focusing on how the classroom will work for in person and remote students.

And the more alike the information from each school, the better. We parents are horrid gossips, and if CHS does some cool info session, HHS parents will wonder why they didn't get the same!

## **Break Out Group B: HHS Principal, CHS Student, LHS Student, Trustee, FHS Classified Staff Member**

- What are the big issues that need to be addressed for a smooth April 19th start?
  - Communicating logistics: Parking for students and staff around construction, Lockers, Drop-off logistics, eating lunch and walking across campus, etc.
  - Zoom bandwidth issues? Feeling better after a live stress test
  - Ensuring consistency between virtual and in-person learning: How to hold leadership meetings when half of the class is hybrid? How to hold band/music classes?
    - Are four-day classes going to happen?
    - How will teachers manage to teach both virtual and in-person, especially if classes require other activities than lectures?
- What are the questions that are specific to the parent and student community?
  - Aforementioned logistics in the first question is a concern that parents and students still have
  - How will students access therapists, offices, etc.? Will there be a schedule?
  - What will lunch look like?
    - Are campuses open or closed?
  - Will there be directed walking paths on campus for social distancing?
  - Concerns about enforcement for social distancing
    - Supervision will exist, but what happens if somebody consistently breaks the rules?
  - Questions about logistics of what happens if a student tests positive on campus
    - Likely need to determine the amount of time the students have been in contact with others (i.e. Who needs to quarantine?)
    - Has to be assessed on a case-by-case basis
    - What are the specific procedures that will be agreed upon and followed for all cases?
  - Concerns about adapting to a new environment after many months of staying virtual
  - Students have a perception that since their friends won't be there, it's not necessary to go back in-person especially since virtual is something they're used to and have adapted to
- What are the concerns of staff?
  - Will kids wear masks?
  - What about my own personal circumstances (i.e. Childcare, family members with underlying conditions, etc.?)
  - Procedures for handling health-related assistance that isn't COVID-19 related
- What are areas that need to be communicated to the parent/student/staff community?
  - A wide-range of logistics: How are things exactly going to happen?
    - Conduct in-person school in a manner that is both safe and consistent with the virtual learning experience
    - Need to know if it is a closed or open campus
    - Need to know the exact safety protocols that must be followed and how schools will react if the protocols are breached/a COVID case is detected

- A clear attendance expectation/policy, especially for those who are switching between hybrid and virtual learning (i.e. Student is supposed to be in-person, but is able to stay virtual but can't show up)
  - Clarify that the symptoms survey denial still means you have to call in and say you can't come to school due to symptoms of COVID-19. Is this considered an absence?
- What steps should the District take between now and our next meeting on April 8th?
  - Clarifying logistical information and sending it out to the staff/students/parents
  - See if a second informed K12 form could be sent out after in-person learning starts to see if more people are interested in switching to in-person
    - Can students change their minds from in-person to virtual and vice versa? Changing in-person to remote may occur by calling to inform the school. We are establishing a process for requesting a change from remote to in-person.
  - Determine specific details about how this might work

### **Break Out Group C: CHS Teacher, FHS Student, HHS Parent, CHS Parent, District Administrator**

#### **Top Issues:**

Where do kids go when they aren't in a classroom? (pre-designated spaces, off-campus, hopefully more spaces as we're able to as we move down through the tiers...)

What about acoustic feedback in a classroom? (Hopefully kids will be able to use their own headphones or teachers in room might not use them.)

#### **What are some of the issues that need to be addressed for a smooth April start?**

**Student:** General sense of concern re: classes both online/in person

Will in-person students get more attn, etc.

Change in office hours?

**District Administrator (DA):** Office hours are being flipped because it didn't make sense for a bunch of students to essentially hang around for class; on campus kids will go somewhere where they can log in to chat w teachers if they aren't able to get back

**Parent:** What about lunch? They'll be closer, mingling in groups, no masks, etc....

**DA:** From our other visits, we've seen schools put X's around to designate spacing; ex from Marin school- kids obeyed distancing rules and we're hoping to see the same in our schools

**Parent:** When students are physically in classroom, I'm presuming all students will turn off mics and speakers (to avoid echo); in-person students will have access to teachers whereas the remote kids won't, necessarily....

**Teacher:** Yes- we're working with that, and we're trying to figure out what strategies will work best for class.

**Parent:** Wife teaches in CUSD; acoustic feedback is an issue for her; suggests that students bring their own headphones to use so that they can participate in the Zoom

-Is there sufficient space for kids to be on campus without a specific class? I know there is space in the cafeteria, there's been conversation about places in hallways, etc. Can we use empty classrooms? Library?

**DA:** Yes- we have options for this, and we need to think more about places that can be unstructured space for them.

**Parent:** About band-with rain, they can't play their instruments indoors, correct?

**DA:** Yes- if we're in yellow, though, we hope that we'll be able to be indoors; maybe with rain something like band will be remote; hopefully won't be much of an issue.

**Parent:** For kids in sports, the testing requirements are rigid but difficult to actually find; can we provide more info on access and req's for this?

**DA:** Yes- that's been a challenge; sports have been changing incredibly rapidly (even in the course of a day); we're doing our best to communicate as quickly as we can despite the many changes. Testing has definitely been a challenge and we've found a company that can accommodate us, thankfully.

**Teacher:** Challenges....

**Parent:** Are all teachers expected to come back?

**DA:** Yes- some aren't able to come back for medical reasons or childcare reasons; they are all expected to come back. (**Parent:** What percent? **DA:** 90%)

**Student:** What about the students of teachers who aren't coming back?

**DA:** My vision (let's hope it works)- you'd go to that teacher's room and still see Mr. -- online (we'd have an adult in the room). Can we have multiple groups in one room? Maybe, but we'll have to see.

**Student:** Will we all use our own devices?

**DA:** Yes. We'll take care of kids who don't have their own and they will be given one.

**Parent:** Will the kids rotate desks between the periods?

**DA:** Yes, that's the plan.

### **Break Out Group D: FHS Teacher, CHS Teacher, FHS Student, FHS Parent, HHS Teacher, District Administrator, District Manager**

- What are the big issues that need to be addressed for a smooth April 19 start?
  - Qualtrics for students - will it be reliable?
    - Will students take it seriously? How will teachers know students are cleared? Session expires at the end of the day. Can students take screenshots of their 'green check' and share it? Students are concerned about other students telling the truth. Can there be someone at each gate to clear students?
  - Communication needs to be clear (e.g., how students should complete Qualtrics and the arrival/check in process)
  - Will there be staggered times for arrival? Or are all students arriving on campus at the same time and expected to go to class? Perhaps different entry points.
  - As a teacher, I need to know who and how many students are in my classes.
  - Set time aside what the new policies and procedures are going to be; also, make sure staff know the same information.
  - Can students work some place remotely on campus if they don't have time to travel from school/campus and vice versa?
- What are the questions that are specific to perhaps the parent and student community?
  - Help with guidance with the honor system amongst our student body (re: testing); unable to control every environment
    - Is there a concern that there will be a massive amount of absences on test days (will not show in person but, will show on zoom)?

- Students are anxious about grades going down when they return; there is a need to calm fears around testing.
  - Being patient with entire community during this adjustment back to campus
  - Will there be support for students who will feel anxious the first week? Yes, our counseling staff (Guidance Counselors, School-Based Therapists, and School Psychologists) will be available and have been coordinating support.
  - What is the procedure for a student who begins to feel ill while on campus? Teacher/Staff will notify the office. There is a designated process and notification of parent/guardian. Need to consider reducing the stigma.
    - How do educators notify someone on campus? Call the office. Who is that person? There are identified and trained staff members.
    - If a student is sick, does the student need to submit a doctor's note? If they have COVID symptoms. There is a process that is included in our guide. Parents will be reminded of the resources in the confirmation letter. Communication needs to be clear.
- What are the concerns of staff?
- What are areas that need to be communicated to the parent/student/staff community?
- What steps should the District take between now and our next meeting on April 8th?

Additional questions needing clarification:

- If kids have a hole in their schedule, do they have to remain on campus? Same for staff? What spaces do we have outside for these open periods, if the rain/heat/weather is bad?

**Break Out Group E: FHS Teacher, CHS Teacher, LHS Student, LHS Parent, District Administrator, District Nurse**

1. Biggest concern for April 19?
  - a. Who will be on campus?
  - b. What do the classes look like?
  - c. How many will be in each class period?
  - d. Health clerks student/staff with health concerns, doctor's orders, concerns around these students who might need support from health concerns (Epi pen, etc.) use.
  - e. Students are worried about what it will look like for students back at school and how many from each grade level
  - f. Parent- hard to push students to come back to class as she would like students to go back, but students don't want to. Can students change their mind after the 19th? Yes. If a student is in-person and wants to return to remote the parent will call and inform the school. We are working on a process for a student who is remote to request to return in-person.
  - g. Options for change for students? See above.
2. Concerns/Questions for parents and students?
  - Students might have the following questions:
    - i. Why not go back to school- don't feel too much difference to staying home versus being at school
    - ii. You don't have to be told what they can and cannot do? Seats in the classroom?
    - iii. What is it going to look like? How is it going to look? What is the experience going to be like?
    - iv. Students are burned out already, Shifting the environment is hard

- v. Doesn't want to go back- it's comfortable to stay home. Given the choice to stay home.
- vi. Are they going to be able to go to the bathroom extra places on campus, how is this managed?
- vii. PE and sports if there is management for students that need to have

3. Concerns/Questions of the staff?

- . How are we going to keep the 6 ft/3 ft apart?

.cafeteria/classroom/etc.

- a. Testing for students in academic progress? How to ensure positive and given fairness to all students in the classroom. Monitor testing
- b. How is the use of bathrooms going to work? Recording it somewhere?
- c. Logistics for teaching (camera, computers, etc.)
- d. Not being able to move around the room to work with students directly, support staff (how to support)
- e. A lot of energy for the next 6 weeks versus working for next school year

4. Communications to staff/community/students/parents:

- . For students might be able to give communication about what it may be look like, environmental

.Bathroom, lunches, brunch,

i. Create a typical day of on campus for a student

- a. Have teachers create a video to let students know what it might look like in their classes if they were in person.
- b. Most teachers don't seem to have a plan of what their classrooms are going to look like
- c. Open campus- lunches, etc.
- d. PE students- locker rooms and the need to change
- e. Shared classrooms/offices how is this going to be managed?
- f. Are teachers tracking where students are sitting, for contact tracing?

5. Like to see and know before April 8th?

- . Communication- ppt and clear information to the parents to know what it will look like. Send out directly to parents, not just posted on website as can be difficult to find. Post (snail mail) and email

- a. Link for in-person survey for parents who do not have access to email? Can it be sent to students or have a general link?

- b. COVID testing on the site? Will it be available, or necessary for students?

- c. When can you change your decision? Can you and how can a family go about doing this? If a student is in-person and wants to return to remote the parent will call and inform the school. We are working on a process for a student who is remote to request to return in-person.

- d. If we open, a week goes by, is there a minimum where it might make opening not worth it?

- e. Can the parents know how many teachers have been vaccinated? % or some kind of information around the vaccinated.

**Break Out Group F: CHS Teacher, HHS Teacher, District Administrator, MVHS Student, CSEA President, CHS Parent**

- What are the big issues that need to be addressed for a smooth April 19 start?

- Freshmen who don't know the campus--what should we do? There will be no "gentle" entry into high school. Social interaction concerns as well as geographical concerns. Freshmen and sophomores haven't really been on campus.
  - Discussion with freshmen--stressed with transition, not knowing who to go to when on campus, mentorship program
  - Transitioning into different life pattern and lifestyle changes--waking up earlier, assessments
  - Worried about the UNKNOWN--let students know they can switch maybe in 3 weeks???
  - Easier to transition into remote than remote to in-person
- **What are the questions that are specific to perhaps the parent and student community?**
    - How will teachers be combining remote and in-person instruction?
    - Some teachers are doing minimum teaching and students have to learn by themselves.
    - Sanitizing between classes? Procedures--when will students need to sanitize? Public health department has stated that high touch surface areas are not a problem. Wipes and sanitizers will be available for students and teachers. PPE available for teachers in each classroom.
    - What is the bathroom situation? Envelope pass possible solution
    - Sanitizing stations will be right by door entrances of all classrooms for all
    - AP testing preparation--teachers working with students to conduct practices
    - Q&A for parent community
  - **What are the concerns of staff?**
    - Splitting attention between groups, narrate everything, ping pong activities
    - Teachers have technology arrangements with IT on campus
  - **What are areas that need to be communicated to the parent/student/staff community?**
    - Students being respectful and reminders need to happen and will get better over time
    - How do we make sure people take guidelines seriously? Normalized in student community, may not be a huge burden, students check each other as well; students who do not follow will go home
    - COVID testing on school sites? Antigen testing hopefully available to students or staff for those who want it
  - **What steps should the District take between now and our next meeting on April 8th?**

**Break Out Group G: District Manager, CHS Principal, LHS Classified Staff Member, FHS Teacher, HHS Teacher, HHS Student, LHS Student**

What are the big issues that need to be addressed before returning?

- Expectations for interactions
- Free periods, where can the students stay
  - Outside if the weather allows
  - Inside designated space keeping the same protocols as in classrooms

- Club activities, dropping off / picking up prizes
- Protocols for teachers between times, requesting guidance, can they eat lunch inside, with their colleagues, restroom signage, masking guidance vaccinated vs non-vaccinated

### **Parent Questions:**

How will it be different if students return to class, looking at the monitor at home, looking at a monitor in-person class? What is the benefit of sitting in class? Is it worth the risk to get the personal interaction with teachers in-person?

- Benefits of the routine, get up, get dressed, get out the door

How will we enforce the protocols and guidelines?

- Reminders then could send the students home for repeated non-compliance, they don't have the right to attend class and put others at risk.

### **Staff Questions / Concerns:**

Can staff teach from home on a day they don't feel well enough to be in class?

- Would we allow it infrequently, one, two times?

When will we have definite plans as guidance is changing day to day?

Where will teachers stand in the room and speak loudly to students through a mask?

- 2 audiences, roomies & zoomies
- Headsets, headset microphones, amplifiers, we need to test and reach conclusions about needed tech, order ASAP

What if a teacher doesn't have any students returning to class, can they teach from home?

When will we decided 2 days or 4 days back on-site for students?

Teachers need time to set up tech in class & reposition for in-person return.

- Release from teaching days

Teachers feel supported and they feel they're moving into a weird teaching environment.

What steps are immediate before staff returns April 8<sup>th</sup>:

- Provide a district form for collecting questions
- Make decisions about childcare, days on site, etc. so staff can plan their family/work obligations

### **Break Out Group E: FHS Guidance Counselor, CHS Classified Staff Member/CSEA Representative, LHS Parent, HHS Parent, District Administrator, District Nurse**

- what will our final numbers be?
- the return to school slides and information don't seem welcoming to students/ positive tone to the messages
- understanding as a community that there are many different reasons why families are choosing not to come back and not shaming families for their choices
- Conformation letters for all groups and information on how to change your mind about returning/or not
- Letting families know who are on the fence that's it's easier to commit now and change your mind
- Harder to change from staying remote to then coming home
- Maybe more surveys since information is changing so often

- Lack of clarity of what home vs school will look like
- What will classes really look like
- College recommendations letters for students who haven't meet their teachers
- COVID is not only in Cupertino colleges are aware that letters will look different for years to come
- Sharing the data with community but broken down by grade level
- Mistrust between district and parents but improving
- If in doubt share the information