

Ed Ops Guide To Bringing Back Students 2020-2021

We are thrilled to be reopening campus to in-person teaching and learning beginning April 19, 2021. This document accompanies the FUHSD Guide to Bringing Back Students 2020-2021, which can be found on the FUHSD District website. It is intended to provide site specific safety measures for students and staff that will be returning in person to Ed Ops. It also contains the most up-to-date information for those remaining in remote learning. Please use this guide to help you prepare to successfully and safely finish this school year.

Site COVID-19 Liaison and Isolation Room Designee	Front Office Support, including Student Attendance Reporting	Admin Back-Up to COVID-19 Liaison and Isolation Room Designee	Front Office Support Back- Up
Laura Gonzales, Ed Ops Assistant Principal	Cecilia Atayde, Ed Ops Secretary	Alison Coy, Director of Ed Ops	Amanda Evans, Ed Ops Support Specialist
408-522-2292	408-522-2208	408-522-2275	408-522-2244
laura_gonzales@fuhisd.org	cecilia_atayde@fuhisd.org	alison_coy@fuhisd.org	amanda_evans@fuhisd.org

GENERAL CAMPUS INFORMATION

School Schedule

Ed Ops is able to offer a 4 day in-person schedule. All students will work remotely on Wednesdays. The below schedules will begin for all students (in-person or remote) on Monday, April 19.

Bell schedules are included at the end of this document. Click the appropriate link to go to that section:

- [Community School, CLP, EOR bell schedule](#)
- [Middle College bell schedule](#)
- [Post-Secondary \(Bridges, Wings, Lyncs\) schedule](#)

Attendance

If students chose the in-person option, they must attend in-person for all of their scheduled classes. Students must attend remotely if they chose to remain in remote learning. If a student will not be attending class due to illness or other excused reason, a parent must call Cecilia Atayde at 408-522-2208 or email cecilia_atayde@fuhisd.org to report the reason for absence. Tardy students do not need to report to the office; they can go directly to class.

Visitors

Due to COVID 19 restrictions, campus is closed to all visitors. Only staff and students are allowed on campus. Parents/guardians are encouraged to call or email a staff member for assistance. If a parent or guardian needs on-site campus assistance, please ring the doorbell at the Ed Ops Front Office.

What to Bring to Campus

Your teacher(s) will make clear what you need to bring for in-person learning daily. Sharing of supplies should be avoided; therefore, in most cases, students will be asked to bring their own tech device, charger, headphones, notebook, pen, pencil, etc. If you need to check out a school-issued device, please talk to your teacher to see if you will be issued a *classroom* device or if AP Laura Gonzales will issue you a device to bring to and from campus daily. Should a student need tech support while on campus, the student's teacher can contact Dana Ratto for assistance.

Entrance and Exit

In most cases, students should enter through the front gate. Students who are dropped off toward the back of campus can enter through the back gate. Additionally, since the bike rack is near the back gate, students who ride their bikes to campus can also enter through the back gate. Clear signage regarding safety protocols is posted at both gates. [See campus map.](#)

Arrival, Departure and Parking

Students and staff who walk to and from campus must use the designated pedestrian path from the sidewalk on Fremont Avenue to the front of the Ed Ops building. Please walk carefully past the construction zone, and do not walk in the vehicle driving path. High school students can be dropped off and picked up at the front gate to the Ed Ops building. Students in the Wings and Bridges programs should be dropped off and picked up at the back gate to allow for bus drop off at the front gate. Students who drive themselves to campus can park in any available, designated parking spot. Students who bike to campus will find the bike rack near the back gate (by the garden). For everyone's safety, please drive, ride and walk carefully, paying close attention to others who share the road.

Gap in Schedule

If your student has a "gap" in their schedule, meaning there is an unscheduled period between two scheduled classes, the student can work at the tables in the outdoor quad, or see Guidance Counselor Jessica Wu (408-522-2276 or jessica_wu@fuhsd.org) about adding a class if parent/student would like a designated, supervised work space.

Food Service

Brunch and lunch will be available to all students on campus on a 'grab and go' basis. For the remainder of the school year, these meals will be free of charge. Brunches will be served outside the Ed Ops Cafe, and students will eat outdoors in the quad (upstairs or downstairs). Lunches will be served from the FHS campus; students, with staff supervision, will walk to FHS to pick up their 'grab and go' lunch option and will return to Ed Ops campus to eat their meal outdoors. **No food will be eaten inside.** Students must maintain at least 6 feet distance when taking their masks down to eat. If students do not want to take advantage of FUHSD food services, they are welcome to bring their own snack and/or lunch. Note: FUHSD Wednesday food pick up at FHS, HHS, and CHS will continue to be available to all families, whether their student is in-person or remote learning. This is one week's worth of brunches and lunches at one pick up. See the [FUHSD Food Services website](#) for the most up-to-date information.

Bathroom Usage

There are several restrooms available to students and staff. Staff restrooms are clearly designated for staff-only use. All other restrooms are available to students. Most restrooms have a single stall, and

therefore are limited to one person at a time. To allow for proper distancing, those that have multiple stalls are limited to two people in the restroom at a time.

Changing from In-Person to Remote Learning or from Remote to In-Person

Should a family change their decision about the form of instruction their student is receiving, please contact Assistant Principal Laura Gonzales (408-522-2292 or laura_gonzales@fuhisd.org) or Guidance Counselor Jessica Wu (408-522-2276 or jessica_wu@fuhisd.org) to discuss your student's needs, space availability in the classroom as applicable, and the timeline for making a change.

PREVENTATIVE SAFETY MEASURES

COVID-19 Daily Screening

Before entrance onto campus, students and staff must complete a daily COVID-19 symptom screening through the Qualtrics system. The link to access this screening is sent to each person's school email daily. Once a person is cleared to be on campus, they will get a green check mark on the final screen indicating they are clear to be on campus. Students may be asked to show this checkmark to Ed Ops staff upon arrival to campus. Substitute teachers or other visiting district staff members will also complete a symptom checker; if a link is not sent to you before arrival on campus, you can access the symptom checker via a QR code in the Ed Ops Main Office. Students visiting for an appointment, but not for daily in-person learning, will complete a symptom checker via a Google form. The link to the Google form will be provided via email, or a QR code is available at the Ed Ops Front Office.

Signage

Clear signage regarding safety protocols can be found at the front and back gates and the side staff entrance. Additional signage with reminders about social distancing and other ways to prevent the spread of COVID-19 are posted throughout campus. Please review these signs regularly. To print signs to post in your own space, please visit the [Santa Clara County Public Health website](#) or the [CDC website](#).

Masks

Face coverings are required for all individuals while on a campus or District property, at the following times: in-person pick-up and drop-off, arrival on campus, throughout the day (except while eating or drinking), travel around campus, and departure from campus.

Visual reminders regarding face covering protocols will be posted for staff and students. Students will be instructed on proper face covering protocol. Parents are asked to familiarize their children with the use of cloth face coverings, including the importance of being careful not to touch their mask or areas of their face.

Mask-wearing videos from the CDC:

- [Know How to Wear Your Face Mask Correctly](#)
- [Cómo ponerse una mascarilla correctamente](#)

When drinking water in the classroom, students and staff should *lower* their mask to drink and then place the mask back over their nose. Masks should not be fully removed to drink water while in the classroom.

Per SCCPHD guidelines, face coverings should: have at least two layers of material, and fit snugly over your nose, mouth and chin, hooking around your ears or tying behind your head. Do not wear your face covering below your nose or with the top tucked underneath your chin. Per Centers for Disease Control and Prevention guidelines, cloth face coverings should be washed whenever they get dirty or at least daily. If you have a disposable face mask, throw it away after wearing it once. Individuals should wash their hands after touching a used face covering.



Per SCCPHD guidelines, the following people do not have to wear face coverings:

- People who a healthcare professional has advised should not wear a face covering because they have a medical condition that would make wearing a face covering dangerous.
- People who cannot put on or take off a face covering without assistance.
- People who are hearing impaired or people who are communicating with someone else who is hearing impaired, where the ability to see the mouth is essential for communication.

FUHSD Face Covering Exemption Process, which is outlined on the FUHSD website, is required for anyone who will not be wearing a mask while at school. Shields with drapes will be available for individuals who are able to wear this option.

Students who refuse to wear face coverings and do not have an exemption will be given one warning. Because this presents a safety issue, students who continue to not wear a mask or not wear a mask correctly may be sent home for the remainder of the day. This will be an unexcused absence and parents/guardians will be contacted.

Hand-washing

All persons must wash their hands or use hand sanitizer upon arrival, before and after eating, after using the restroom, and before leaving campus. Sinks, soap and paper towels are available in nearly every classroom. Classrooms without sinks have hand sanitizer available.

Hand-washing videos from the CDC:

- [Wash Your Hands to Stay Healthy During COVID-19](#)
- [What You Need To Know About Handwashing](#)
- [Lo que necesitas saber acerca del lavado de manos](#)

Personal Protective Equipment

A full supply of PPE, including masks, face shields, hand sanitizer and disinfecting equipment, is available through the front office. Please see Cecilia Atayde or Laura Gonzales to secure what is needed for staff and student safety.

Social Distancing

Students and staff must maintain 6 feet of distance between them at all times. Students who need the close proximity of staff to participate in their cohort, including personal care needs, will be provided support with safety practices in place. Visual reminders of physical distancing will be provided and posted around campus.

To maintain one way flow of foot traffic, two staircases will be designated for traffic going up and two staircases will be designated for traffic going down; please note signs posted.

All desks in classrooms where multiple people will be working will be arranged for maximum physical distancing, following public health recommendations.

Students who refuse to follow physical distancing parameters will be given one warning. Students who continue to not follow parameters may be sent home for the remainder of the day. This will be an unexcused absence and parents/guardians will be contacted.

Cleaning and Sanitation

Throughout the day, our custodial staff will be focusing on high traffic areas, including bathrooms, shared lunch tables, and door handles. Our custodial crew will clean surfaces in classrooms once a day after school following the district cleaning and disinfecting protocols. Details of these procedures can be found on the FUHSD website. Teachers will be provided cleaning supplies to use as needed throughout the day.

Ventilation

The Ed Ops building is a new building. [MERV 13 filters](#) are installed and properly maintained by the FUHSD Facilities and Maintenance team. When multiple people are working in a shared space, doors and windows should be opened in the classroom for additional ventilation. The system has been programmed to bring in the maximum amount of fresh air as possible.

PROTOCOLS SHOULD SOMEONE BECOME ILL WITH COVID-19

Isolation Room

Ed Ops Conference Room A has been designated as the Isolation Room. Should anyone begin exhibiting symptoms of COVID-19 while on campus, they will immediately be separated from others and escorted to the Isolation Room until a parent/guardian can be contacted. Staff should call Cecilia Atayde x2208 to get Admin assistance in dealing with someone who is showing signs of illness. If Cecilia does not answer, Amanda Evans x2244, Laura Gonzales x2292, or Alison Coy x2275 should be called.

Symptoms, Positive Test or Close Contact

If someone who has been on campus is determined to be a close contact of a positive COVID-19 case or receives a positive COVID-19 test, this must be immediately reported to Laura Gonzales, Ed Ops Site COVID-19 Liaison. Ed Ops must follow strict District and County protocols when individuals on campus display symptoms of COVID-19 and/or are determined to have been a close contact or positive case. The protocols for various scenarios are clearly outlined on the [Hybrid and Distance Learning Information & COVID-19 Resources](#) page of the FUHSD website in the FUHSD Guide to Bringing Back Students & Safety Protocols, available in [English](#), [Spanish](#), and [Chinese](#).

Bell Schedules

Community School, CLP, and EOR (same as FUHSD comprehensive high schools)

Return to Campus Bell Schedule - Spring 2021

Monday/Thursday			
Period	Start	End	Minutes
1	8:00	9:30	90
Brunch	9:30	9:45	15
2	9:50	11:20	90
Lunch	11:20	12:15	55
3	12:20	1:50	90
7	2:00	3:30	90

Tuesday/Friday			
Period	Start	End	Minutes
Collaboration	7:50	8:50	60
4	9:00	10:30	90
Brunch	10:30	10:45	15
5	10:50	12:20	90
Lunch	12:20	1:10	50
6	1:15	2:45	90
Office Hours	2:50	3:30	40

Staff Wednesdays			
Period	Start	End	Minutes
Staff Meeting/ ERAP	8:00	8:45	45
Advisory	9:00	10:00	60
Collaboration	10:15	12:00	105
Lunch	12:00	1:00	60
Office Hours	1:00	1:45	45
Break	1:45	2:00	15
Student Activity Period/ Tutorial	2:00	3:30	90

Student Wednesday			
Period	Start	End	Minutes
Tutorial/ Asynchronous Learning Time & Occasional Homeroom/ Advisory	9:00	10:00	60
Break	10:00	10:15	15
Asynchronous Learning Time	10:15	12:00	105
Lunch	12:00	1:00	60
Office Hours	1:00	1:45	45
Break	1:45	2:00	15
Asynchronous Learning/ Student Activity Period/ Tutorial	2:00	3:30	90

[Back to School Schedule](#)

Middle College Return to School Bell Schedule Effective April 19, 2021

Monday/Thursday

Seniors Group 1 on campus Mondays; Group 2 on campus Thursdays

Period	Start	End	Minutes
Office Hours	11:00	12:00	60
5	12:30	2:30	120
7	2:30	3:30	60

Tuesday/Friday

Seniors Group 1 on campus Tuesdays; Group 2 on campus Fridays

Period	Start	End	Minutes
Office Hours	11:00	12:00	60
6	12:30	2:30	120
7	2:30	3:30	60

Wednesday

All students remote; no on-campus classes

Period	Start	End	Minutes
Office Hours	10:15	12:00	105
Advisory	12:30	1:30	60
Asynchronous Learning/Student Activity Period/Tutorial	1:30	3:30	120

[Back to School Schedule](#)

Post-Secondary (Bridges, Wings, Lyncs) Schedule

Effective April 19, 2021

Students attending courses on campus

Monday, Tuesday, Thursday, Friday, 8:30 AM - 2:00 PM on campus

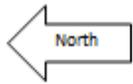
Wednesdays 9:00 AM - 2:00 PM remotely

Students attending school remotely

Monday through Friday, 9:00 AM - 2:00 PM

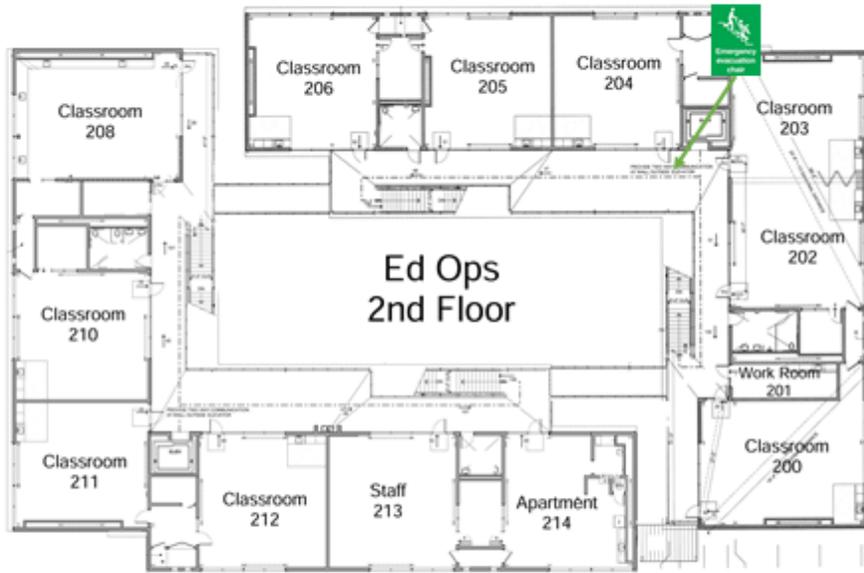
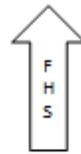
[Back to School Schedule](#)

Campus Map

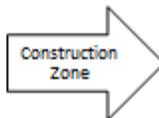


FUHSD Educational Options

589 W. Fremont Ave., Sunnyvale CA



Back Gate



Main Office & Front Gate



[Back to Entrance and Exit](#)