



2020-21

PATH TO REOPENING GUIDE



QUARRY LANE SCHOOL
KEEPING OUR COMMUNITY SAFE



THE QUARRY LANE SCHOOL DUBLIN CAMPUS

6363 Tassajara Rd.
Dublin, CA 94568



Head of School:

Dr. Sabri Arac

Senior Director of School:

Mrs. Candice McGraw

Date of Submission: November 9, 2020

School Type: Private

COVID-19 Liaison:

Mrs. Shari Liebman, JK-8 Director
sliebman@quarrylane.org
925.829.8000 ext. 417

Reopening Date:

Quarry Lane will reopen our Dublin Campus for 1st grade students who selected the onsite learning platform on Monday, October 19, 2020. Reopening for secondary grades will begin on Monday, December 7th, 2020.

Total Onsite Students (1st-12th grade): 277

Total Onsite Staff: 95

A MESSAGE FROM QLS ADMINISTRATION

Dear QLS Families,

Planning for the new school year amid the ongoing climate of uncertainty has required a complex, multilayered approach. Since the latter part of the past school year, our Development Committee—comprised of members from Quarry Lane faculty and administration—has engaged in continuous research and education, expanding our expertise in various modes of instruction to best meet the needs of our students, and fine-tuning every detail as new information arises. Each step and decision made in our planning process has prioritized the health and safety of every member of our community.

Under updated guidance from the Alameda County Public Health Department (ACPHD), dated October 9, 2020, elementary schools will be allowed to begin in-person class instruction, followed by reopening timeframes for middle and high school students in the coming months. To prioritize and ensure the health and safety of our community— and allow for a smooth transition to our dual teaching platform—Quarry Lane will take an incremental, phased-in approach to reopening, beginning with our first grade students on Monday, October 19th. First grade students who selected the onsite learning platform may return to campus on October 19th, following the health and safety protocols outlined in this guide. To help inform and guide our community on our reopening procedures, we will host a Campus Reopening Orientation on Wednesday, October 14, 2020.

What we've learned from this past Spring and Summer is that we will need to remain nimble, responsive, and creative for some time. With this in mind, we have planned for the upcoming school year with the goal ensuring a fluid, seamless transition between instruction platforms, using our guiding principles of safety, quality, and continuity. Despite the uncertainty and unusual circumstances we find ourselves in, what we do know for certain is that we will deliver an exceptional learning experience across all instruction platforms. We look forward to an outstanding 2020-2021 school year!

With kindness,
Quarry Lane School Administration

Moving forward Together
QLS 2020-21



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Preparing for the School Year

Preparing our students and families for a school year unlike any other, is at the heart of our motivation in creating this guide. Our chief goal has been to ensure we meet the needs of our students and families, while prioritizing the health and safety of our community. We also feel it is important for our families to choose a learning environment that they are comfortable and confident in for their children. To accomplish these goals, Quarry Lane is offering a dual-learning platform to support onsite and remote learning simultaneously.

In this guide, we have outlined our the preparedness plans including the health and safety procedures set in place for on-campus learning, as well as our COVID-19 response plan. Quarry Lane's response plan will be directed by the ACHPD's direction and guidance, as well as in accordance with federal, state, and local agencies' guidelines.

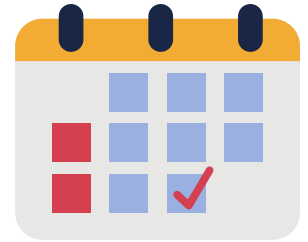
Please keep in mind that while we have provided the most detailed, comprehensive information to the best of our ability, the information and protocols outlined here are not an exhaustive list. The plan will continue to evolve based on the most current data and guidance from local health agencies.

**All plans and references to onsite learning will apply once Quarry Lane is permitted by state and county agencies to host students on campus, and will apply to students who have chosen the onsite learning platform.*

School Day Structure

Start and Dismissal Times

All students should be logged in (remote learning), or onsite at the start of the school day. Lower and middle school students must be in uniform regardless of learning platform.



	Start Time	Mon-Thurs Dismissal	Friday Dismissal
Lower School JK/K	8:20 am	2:45 pm	2:45 pm
Lower School Grades 1	8:20 am	3:00 pm	3:00 pm
Lower School Grades 2	8:20 am	3:10 pm	3:10 pm
Lower School Grades 3-5	8:20 am	3:20 pm	3:20 pm
Middle School	8:40 am	3:45 pm	2:20 pm
High School	9:00 am	4:05 pm	3:20 pm

Friday Early Dismissal

Fridays will be an early dismissal for Upper School students. Middle school students will be dismissed at 2:20 p.m. and high school students will dismiss at 3:20 p.m.



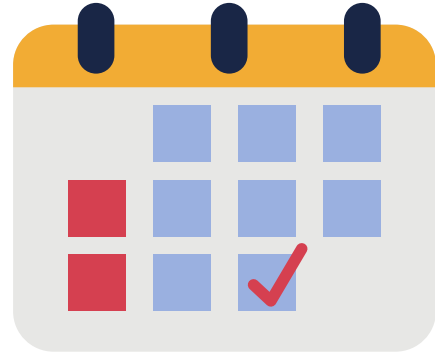
Attendance

Attendance will be taken daily for both onsite and remote learning. please email attendance@quarrylane.org to notify the school of your child's absence.

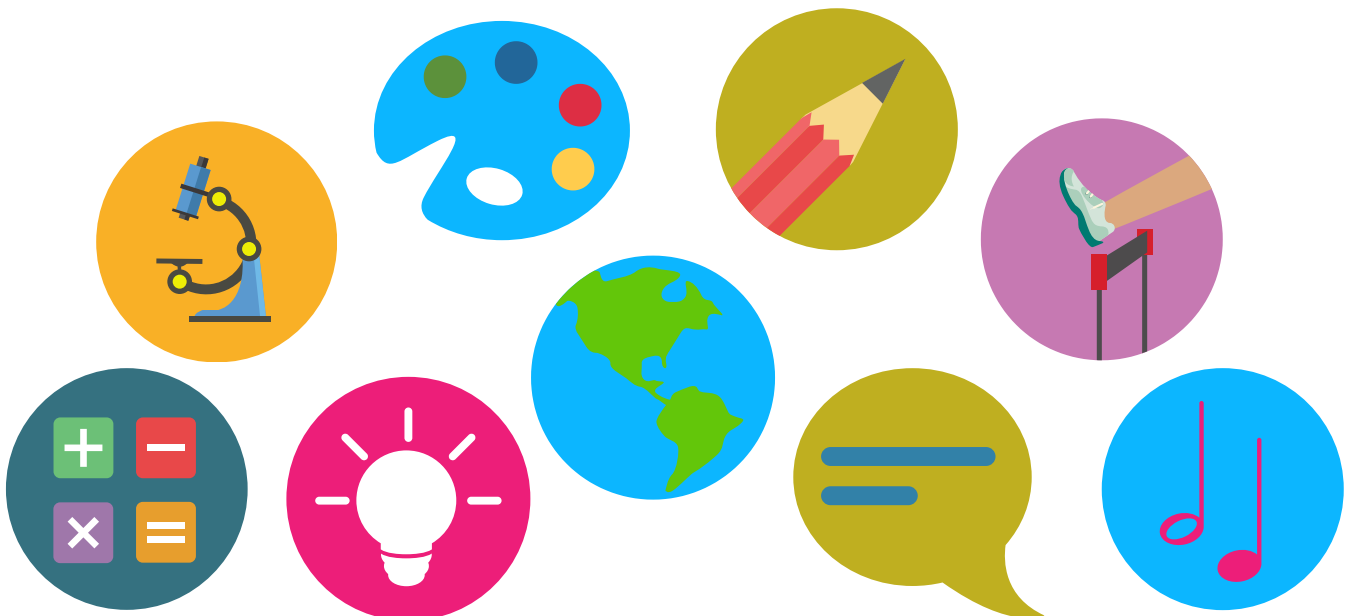
School Day Structure

Lower School Schedule

Lower School students will join their classroom via Zoom each morning. Students will follow the school schedule throughout the day with live real-time lessons, including breaks for lunch, recess, etc. Weekly and daily schedules will be provided by homeroom teachers. To provide continuity and connection, and to facilitate a seamless transition between learning platforms, both onsite and remote students will follow the same schedule. Time for off-screen/independent/project work will be incorporated into students' schedules to ensure healthy screen breaks throughout the day.



Core academic subjects, including math, ELA, science, and social studies, will be taught daily in our Lower School. Additionally, students will attend co-curricular classes such as Art, Music, STEM, World Languages, and P.E., twice a week.



School Day Structure

Upper School Bell Schedule



Our Upper School will continue to run on a rotating bell schedule, both remotely and on campus. Our rotating bell schedule has been carefully crafted to meet the academic, social, and emotional needs of our student body and provides balance to their academic day.

To provide continuity throughout the year, and facilitate a seamless transition between learning platforms, both remote and onsite students will follow the same bell schedule.



High School Onsite Rotation Schedule

To reduce the density of students onsite, we have established a rotating onsite schedule for high school students (for students who selected the onsite learning platform). Once Quarry Lane is permitted to conduct onsite learning, all 9th and 10th grade onsite students will return to campus for the first week. The following week, all 11th and 12th grade onsite learners will return to campus while our 9th and 10th grade students shift to remote instruction. This weekly rotation will continue throughout the semester.



School Day Structure

Upper School Bell Schedule



MIDDLE SCHOOL BELL SCHEDULE 2020-2021

	Monday	Tuesday	Wednesday	Thursday	Friday
8:40 am-9:45am	Period 1	Period 6	Period 3	Period 8	Period 5
9:45 am-10:15 am	MS Club Day	MS Assembly/ Social	MS Grade Level Advisory (GLA)	MS Study Hall	MS Social
10:15 am-11:20 am	Period 2	Period 7	Period 4	Period 1	Period 6
11:30 am-12:35 pm	Period 3	Period 8	Period 5	Period 2	Period 7
12:35 pm-1:05 pm	MS Lunch	MS Lunch	MS Lunch	MS Lunch	MS Lunch
1:15 pm-2:20 pm	Period 4	Period 1	Period 6	Period 3	Period 8
2:30 pm-3:35 pm	Period 5	Period 2	Period 7	Period 4	Early dismissal on Fridays
			MS Faculty Meeting* 4:05 pm-5:00 pm	*MS Faculty Meetings may be held on Thursdays during certain weeks.	

Middle School Enrichment Period: From 9:45 to 10:15 a.m., whether at home or on campus, students will have the opportunity to participate in this important component of the school day.

School Day Structure

Upper School Bell Schedule



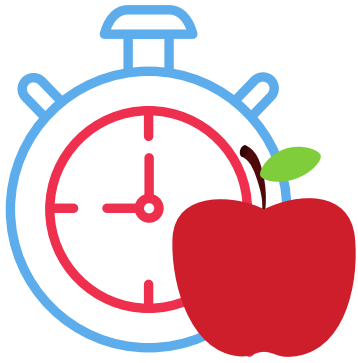
HIGH SCHOOL BELL SCHEDULE 2020-2021

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 am-9:00 am	HS AP Focus* 8:30 am-9:00 am	HS AP Focus* 8:30 am-9:00 am	HS AP Focus* 8:30 am-9:00 am	*AP Focus periods are designed for a few select AP classes. Students will be notified if they need to take advantage of this period.	
9:00 am-10:08 am	Period 1	Period 6	Period 3	Period 8	Period 5
10:15 am-11:25 am	Period 2	Period 7	Period 4	Period 1	Period 6
11:25 am-11:58 am	HS Lunch	HS Lunch	HS Lunch	HS Lunch	HS Lunch
11:58 am-1:08 pm	Period 3	Period 8	Period 5	Period 2	Period 7
1:15 pm-2:25 pm	Period 4	Period 1	Period 6	Period 3	HS Enrichment 1:15-2:03 pm
2:25 pm-2:55 pm	HS Club/Flex	HS AP/Flex	HS AP/Club	HS AP/Flex	Period 8 2:10-3:20 pm
2:55 pm-4:05 pm	Period 5	Period 2	Period 7	Period 4	Early dismissal on Fridays
			HS Faculty Meeting 4:05 pm-5:00 pm		

- The **morning AP Focus/Flex periods** are designed for select AP classes. Students will be notified if they need to take advantage of this period.
- The **Club/Flex/AP periods** are designed for all HS students to participate in club meetings, activities, study time, etc. All students, onsite and remote, have the opportunity to participate during this period.
- Friday Enrichment** classes are designed to allow for opportunities focused on student wellness and important life skills.

School Day Structure

Distance Learning



Transitions, Breaks, and Independent Learning

Daily schedules have been designed to provide students with necessary breaks and transitions between classes, including lunchtime. Please encourage your child take advantage of these breaks to eat healthy snacks, incorporate physical activity, and get some fresh air. In addition, QLS faculty will continue to incorporate time built into class schedules for independent work and off-screen time.



Social-Emotional Learning (SEL)

Quarry Lane will leverage the tools and technology available to us to connect our students, fostering a rich sense of community within the school. Important social and emotional elements of our programs, such as morning meetings in our Lower School, assemblies, clubs, and social time will continue across all instruction platforms. We also recognize the need for additional emotional, mental, and social support now more than ever. Incorporating SEL learning and providing opportunities to share and connect during classtime, has been key in outlining plans for the year. In addition, Quarry Lane will continue to provide valuable resources and outlets to support our community's mental and emotional health.

School Day Structure

Onsite Learning

Once approved for onsite instruction, students will follow the same schedule they followed during remote learning.

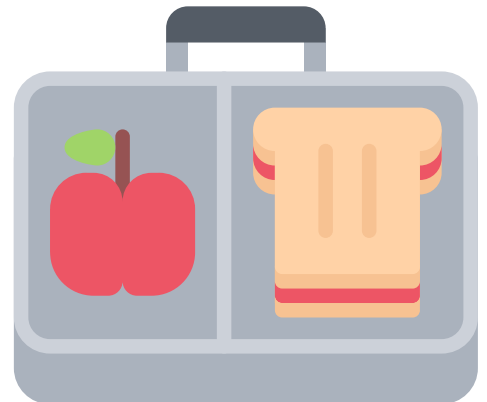
Transitions and Breaks

Daily schedules have been designed to minimize movement through campus and keep students in consistent groups/cohorts for all activities, including breaks and lunch. One-way flows through common campus areas have been established to minimize contact with individuals and groups outside of the cohort. Floor stickers and indicators have been added to our indoor and outdoor spaces to remind all persons on campus to remain 6 ft. apart, at a minimum. Additionally, students will be given regular outdoor time, weather permitting.



Lunch

Depending on the class/cohort, lunches may be eaten in the classroom, or in a designated outdoor space, or a combination of both. Microwaves will not be available for students to warm their lunch and no outside food delivery will be permitted. Students may not share any personal items, including food items.



If a student forgets his/her lunch, please drop it off labeled with your child's name and grade at the table outside of the Lower School Office.

Distance Learning at QLS

Start the Year off with Success!

To prepare for a successful distance learning experience, please review the following materials and expectations.



Technology

A device with a webcam and microphone is required to participate in live-streamed virtual classrooms. Headphones are optional, but recommended. Please ensure the device is fully charged and has a power source nearby to prevent any disruption to your student's learning experience.



Be on time!

Allow enough time to get dressed, have breakfast, prepare your materials, and log on to your class a few minutes early - just like you would on campus!



Proper set up

Set up a designated space for your student's distance learning. A quiet space with minimal distractions, supportive seating, and enough space to store materials and participate in independent work, is recommended.



Come to class ready to learn!

Lower and Middle School students are required to be in uniform both on campus and online. High school students must also continue to adhere to the QLS dress code guidelines while online.

Supporting Your Child at Home

Distance Learning



Create a comfortable learning space that allows your child to focus with minimal distractions and participate in their virtual classroom. A desk with adequate lighting and space to do classwork is ideal. Ensure they have all the textbooks and supplies needed to engage in their day.



Help your child establish and stick to a routine. Support your child's prompt attendance by preparing and posting your child's schedule. Younger children may need assistance with logging back on after transitions and breaks.



Encourage physical activity, healthy eating habits, and a break from digital devices during breaks and after the school day ends. Healthy sleeping habits and adequate rest will also help promote a successful, effective learning experience.



Check in with your child regularly and set up time when you and your child can discuss their progress, concerns, accomplishments, and feelings. Our teachers and administration team are always available to support our families, and we are committed to keeping an open line of communication with you.

Getting Ready to ZOOM

Quarry Lane School will utilize the ZOOM platform for distance learning. We recommend that students and parents install and familiarize themselves with the application prior to the start of the school year.

Getting Started

Download the ZOOM application from the [Download Center](#) onto your home device (laptop, PC, tablet, etc.)

Joining a ZOOM Meeting

- All teachers will provide a Zoom meeting link, meeting ID number, and password for each class.
- Join the class/meeting by click on the link and follow the prompts to run the ZOOM application.
- Enter meeting password when prompted to do so. For safety purposes, all classes are required to be password protected.
- If you see a message that states, "Please wait for the host to start the meeting", it means the teacher has not yet started the meeting. Please wait for the teacher to begin the meeting.
- Click to join with video and click to join with audio. Students must join classes with video cameras on.

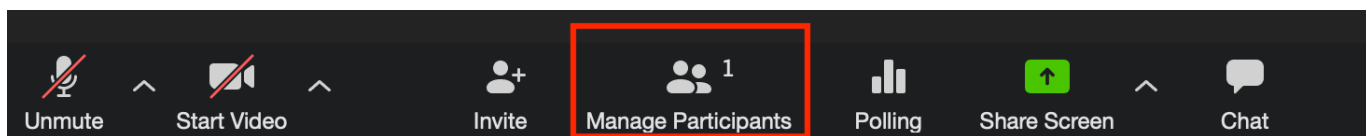
During the Meeting

Using the icons along the bottom of your ZOOM window you can:

- **Mute/Unmute:** Teachers may mute students during lessons to remove distractions and background noise. To ask a teacher a question or participate in a discussion, you may un-mute by clicking on the microphone. To mute yourself, click on the microphone again.
- **Turn on/off camera ("Start/Stop Video"):** Students must have cameras on at the beginning of each class. If instructed to do so, they may turn their cameras off and on again by clicking the video icon.

During the Meeting (cont.)

- **Chat:** Clicking on the Chat icon opens up a chat window where you can send your teacher a message, question, and/or response.
- **Participant List:** Clicking on the Participant icon opens up a list of all students that are logged into the classroom. Within this function, is a "Raise Hand" icon that allows you to raise a virtual hand during the class.
- **Changing Screen Name:** You may change your screen name by clicking on the Participant icon. Please ensure to use your full name during class time.
- **Share Screen:** This function/icon allows teachers to share their computer screens with the class.
- **View Function:** Somewhere on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.



ZOOM Tips and Guidelines

Here are a few tips and guidelines when participating in a ZOOM classroom.

- **Be Respectful:** We expect the same classroom etiquette and behavior in both onsite and virtual classroom spaces. Demonstrate respect for your teachers and classmates in during class by raising your (virtual) hand to speak, muting yourself when others are speaking, using respectful language when speaking and using the chat box, and sitting appropriately (keeping yourself in view and sitting up).
- **Be Punctual and Prepared:** Logging on to your classes a few minutes before class begins with all classroom materials ready can help your teacher make the most out of instructional time. Teachers may also close classrooms once class has begun to limit distractions, so make sure to be on time!
- **Be Patient:** You will probably experience some glitches and hiccups along the way, especially as you familiarize yourself with ZOOM rooms. Teachers may also encounter a few glitches during the first weeks of the school year. Please exercise patience with yourself, as well as your teachers, as we all transition "back to school".

Distance Learning at QLS

The Advantage of Live/Synchronous Learning

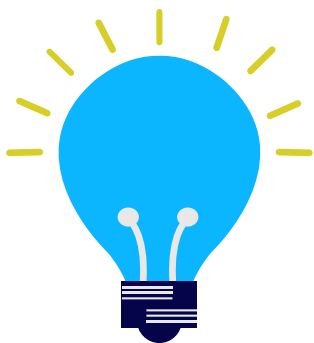
To fully understand the structure of Quarry Lane's distance teaching platform, it's important to know the difference between synchronous and asynchronous learning.

Synchronous Learning: Students receive live, real-time instruction and engage with teacher(s) and classmates daily. Synchronous learning typically follows a more structured schedule.

Asynchronous Learning: Students may receive limited to no live interaction with teachers and student peers. Instruction may come in the form of pre-recorded video content, posted lessons/assignments, and interaction via email or discussion boards. Learning is more self-guided/self-paced.



While we may blend aspects of an asynchronous learning environment to balance and support our students' learning, we've found that a synchronous setting provides our students with the most impactful, learning experience, and is the best vehicle for delivering the depth and breadth of the QLS academic program. Here are some benefits to consider.



Dynamic Learning Environment

Allows for active, in-depth discussion and immediate feedback that promotes a more active learning experience and enhanced knowledge retention. A synchronous learning environment also supports a collaborative learning experience—one of the tenets of the Quarry Lane learning model.

The Advantage of Live/Synchronous Learning (cont.)



Real-Time Classroom Engagement

Engaging in real-time with teachers and peers fosters a sense of community and may lessen feelings of isolation, which is key to our students' social and emotional well-being. Responsive, real-time engagement and insights may prevent miscommunication and/or misunderstanding of materials.



Provides Structure

While many students may be fully capable of managing their time responsibly, we feel that having a structure to each day provides students with consistency and support, especially under a climate of uncertainty.



Finding Balance

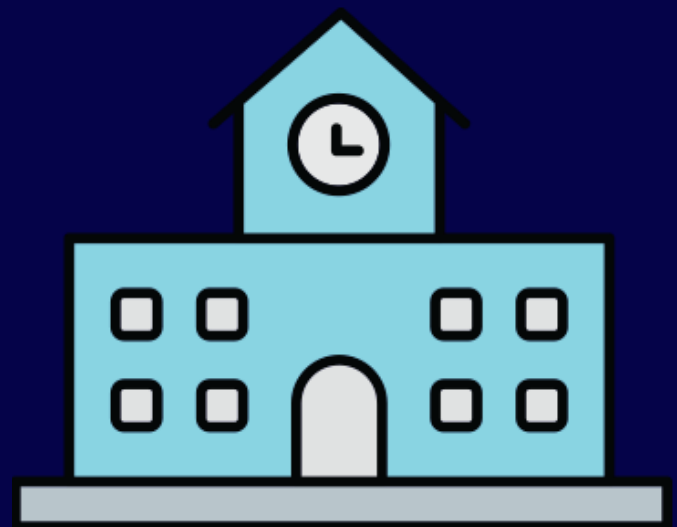
One key distinction to note our approach is that we don't limit ourselves to strictly one modality. So while we may take a largely synchronous approach, we are constantly mindful of the importance of flexibility and independent/off-screen learning in our distance teaching practices.



Dual-Teaching Platform and a Return to Campus

On September 24th, we updated our community regarding Alameda County's shift to the Red Tier, per the State's color-coded four-tier [Blueprint for a Safer Economy](#). As we approached the two-week marker in the Tier, Quarry Lane announced our initial, phased-in reopening plan, allowing for an incremental approach to welcoming students back on campus. Beginning on October 19th, first grade students who selected the onsite learning option will be able to return to campus, following the health and safety protocols outlined in this guide. As we safely and effectively phase in our first grade students to onsite instruction, reopening dates for our subsequent grade levels will be announced.

The next few pages outline our plans, tools, and mitigation strategies put in place to safely host students on campus. Please note, however, that even the best laid plans cannot guarantee 100% protection. Quarry Lane School is committed to providing remote instruction for the entire school year. If you are uncomfortable with having your student on campus, we recommend taking advantage of our distance learning platform.



What is a Dual-Teaching Platform?

The Quarry Lane dual-teaching platform is designed to support onsite and remote learning simultaneously to foster a sense of community between all students, whether at home or on campus. Through a combination of tools, technology, and creativity, our unique approach blends the two learning platforms to create an engaging, synchronous learning experience that allows us to pivot quickly between learning platforms.

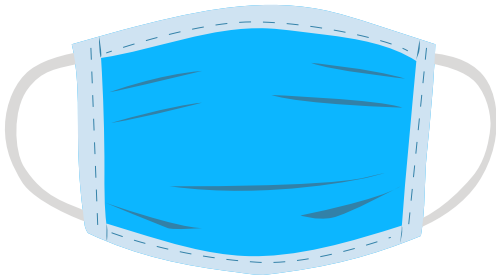
Our platform gives families the choice of either onsite or remote learning, providing them with the opportunity to make a decision they feel most comfortable with for their children. In addition, Quarry Lane is committed to offering our dual-teaching program for the entire academic year. If conditions and circumstances permit, families may revisit their instruction platform at the end of semester one.



Returning to Campus

Onsite Health and Safety Practices and Protocol

In order to re-open our campus in the safest way possible, Quarry Lane has implemented the following safety measures and mitigation strategies. It is imperative that every member of our community adheres to the practices and protocols we have set in place. The health and safety of the Quarry Lane community is reliant on a joint effort from the entire community.



Personal Protective Equipment (PPE)

All persons on campus (students, faculty, and staff) are required to bring and wear a mask at all times, except when eating or drinking. Face masks should cover both the nose and mouth and be compliant with County regulations. Staff and students who are unable to wear a cloth face covering may choose to wear a clear face shield, with a cloth drape attached, tucked into the collar of a shirt or tied around the back of the neck, per ACPHD. The school will have disposable face coverings for staff and students, if needed.

"Mask breaks" will be taken as needed. As we notice students mask wiggling, we will take a break walk outside. We recommend students pack a two additional masks to keep handy.



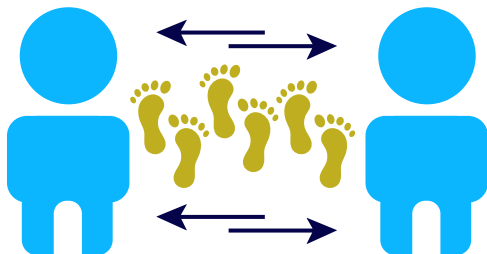
Daily Screening Protocol

Daily screening protocols, including symptom checks and temperature screening, will be implemented for all students, faculty, and staff. Any member exhibiting symptoms or registering a temperature above 100F will not be permitted on campus and asked to stay home. Please refer to pg. 17 of this guide for our Detailed Health Questionnaire.



Frequent Sanitization

Frequent hand washing and sanitization will be taught and incorporated throughout the day for all students, faculty, and staff while on campus. All surfaces in campus spaces and classrooms will be cleaned and disinfected frequently. Hand sanitizing stations have been added throughout the campus. Students may bring their own personal hand sanitizer, if desired.



Physical Distancing

All persons on campus (students, faculty, and staff) should maintain a physical distance of 6 feet or greater while on campus. Daily schedules have been constructed to reduce movement on campus. One-way direction flows will be established throughout common areas on campus to reduce student density. Floor stickers and indicators have been added to our indoor and outdoor spaces to remind all persons on campus to remain 6 ft. apart, at a minimum.



Visitor Policy

To reduce the density of people on campus and support our health and safety measures, parents and visitors are not allowed on campus during the school day. If you must pick your child up before dismissal, please call the Upper or Lower School Office to make arrangements.



Cohorting

Daily schedules are constructed to minimize movement on campus and keep students in consistent groups/cohorts as much as possible. No shared items, such as school supplies and food items, are allowed. Students' personal belongings will be kept separate from others.

A Joint Community Effort



Keeping the Quarry Lane community healthy and safe must be a joint effort from our entire community. All members of the QLS community are required to adhere to the enhanced health and safety measures outlined here. It is also important for every member of our community to continue safe and protective measure off campus and at home.

Moving forward Together

QLS 2020-21

Returning to Campus

Preparation Begins at Home!



Please administer a health check at home to ensure your student is healthy enough to attend class on campus.

If the answer is "YES" to any of these questions, please do NOT send your child to school.

- **Has your child had a fever of 100 or higher in the past 14 days?**
- **Does your child have a cough or shortness of breath, sore throat, body aches, nausea, vomiting, diarrhea, new loss of taste and/or smell?**
- **Does anyone in your household have any of the above symptoms?**
- **Have you (or your child) been in close contact with anyone suspected or confirmed as COVID-19 positive?**



Plan to arrive to school early, with all necessary materials packed, to allow time for screening protocols so your child ready to engage in learning at the start of the school day.

Returning to Campus

Dublin (Grades 1-12)

Drop-Off and Pick-Up Procedures

Drop-off and pick-up procedures have been modified to facilitate the safety measures established on campus. Parents should follow the campus queue for their child's grade level.



Drop-Off Protocol

- Students should plan to arrive on campus 15-20 minutes before the start of the school day to allow time for daily screening procedures. .
- Proceed to the designated drop-off zones. A QLS team member will greet you alongside your vehicle to check your child's temperature and screen for COVID-19 symptoms. Please have your child remain in the vehicle with the window down, and exit once they are cleared.
- Students should have their school materials (backpack, etc.) with them in the car, not in the vehicle trunk.
- Parking will not be permitted. Parents must remain in the vehicle for drop-off and pick-up.
- If you need to pick your child up early, please email the office at least two hours before picking up your child. Instructions for pick-up will be sent via email.
 - For Lower School, email Ms. Wold at twold@quarrylane.org.
 - For Upper School email Ms. Hollandsworth at jhollandsworth@quarrylane.org.

Returning to Campus

Dublin (Grades 1-12)

Campus Queue & Drop-Off Zones

Students will be dropped off and picked up in the zones noted below. Zones will be designated prior to our return to campus. For safety purposes, please make sure that students exit and enter your vehicle in the drop-off areas indicated in green only. The flow of traffic on campus should follow the map below. Please ensure to follow all traffic signs and guidelines when driving on campus.



Returning to Campus

Dublin (Grades 1-12)

Drop-Off and Pick-Up Procedures

Pick-Up Protocol

- Students will wait at appropriately spaced markers during pick-up.
- A QLS team member will facilitate the flow and guide students to their vehicles.
- Parking will not be permitted. Parents must remain in the vehicle for drop-off and pick-up.
- Please do not attempt to access campus earlier than your child's dismissal time. If you attempt to arrive on campus early, you may be directed off campus.
- All students must be picked up within 10 minutes after dismissal.

On-Campus Traffic Guidelines

Please adhere to the following traffic guidelines while on campus.

- Please move with traffic and pull up as far as you can to allow other cars in behind you.
- The speed limit on campus is 5MPH.
- Be mindful of the traffic signs on campus and follow the direction of the school traffic monitors.
- Parking to drop-off or pick-up during regularly scheduled drop-off and pick-up times will not be permitted.



Returning to Campus

Pleasanton East (Jr. K-K)

Drop-Off and Pick-Up Procedures

Drop-off and pick-up procedures have been modified to facilitate the safety measures established on campus.



Drop-Off Protocol

- Traffic should flow one way with all vehicles turning into Boulder St. from Quarry Lane, and exiting to the right back onto Boulder St.
- Please have your child sitting on the right-hand side with the window rolled down upon entering. A QLS team member will perform a touchless temperature check, and ask our daily health screening questions.
- You will sign your child in through an iPad provided by our team member. The device will be sanitized after each use.
- Students will be directed to a marked waiting area and will be walked over to their classroom line with their teacher.
- Students should have their school materials (backpack, etc.) with them in the car, not in the vehicle trunk.
- Parking will not be permitted. Parents must remain in the vehicle for drop-off and pick-up.
- If you need to pick your child up early, please email the office at least two hours before picking up your child. Instructions for pick-up will be sent via email.
 - For Lower School, email Ms. Wold at twold@quarrylane.org.

Returning to Campus

Pleasanton East (Jr.K-K)

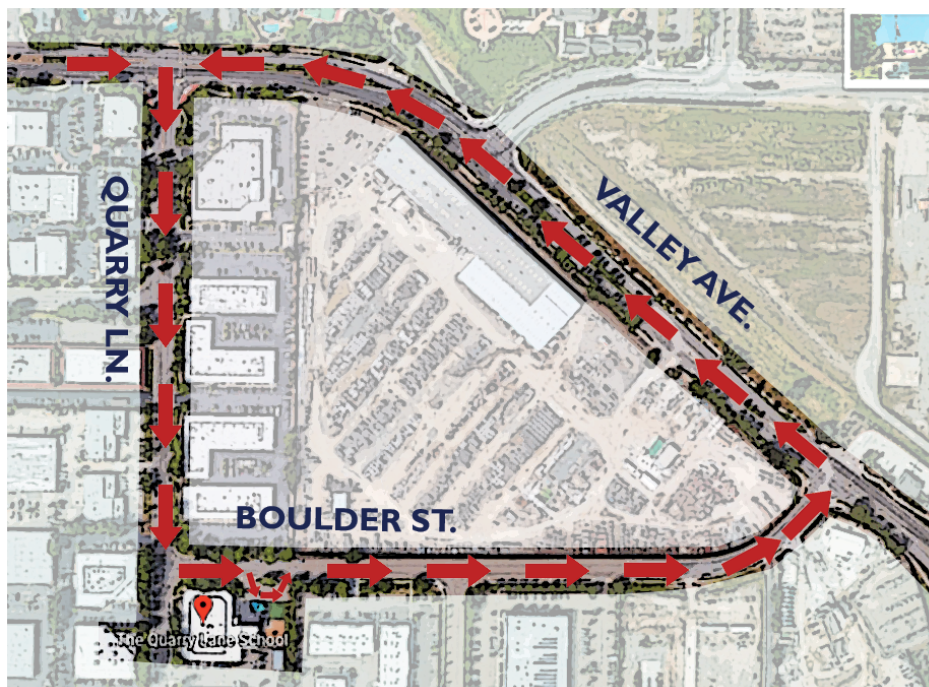
Pick-Up Procedures & Campus Loop

Pick-Up Protocol

- Students will wait at appropriately spaced markers during pick-up.
- A QLS team member will facilitate the flow and guide students to their vehicles. You will be given an iPad to sign your student out. All devices will be sanitized after each use.
- Parking will not be permitted. Parents must remain in the vehicle for drop-off and pick-up.
- Please do not attempt to access campus earlier than your child's dismissal time.
- All students must be picked up within 10 minutes after dismissal.

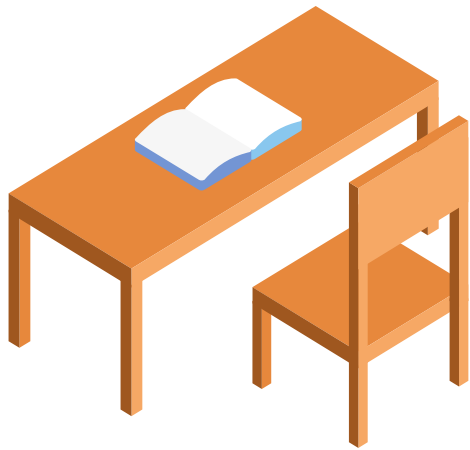
Pleasanton East Campus Loop

Please follow the flow indicated in the following map to access campus.



Returning to Campus

Campus Modifications and Cleaning



Campus and classroom modifications

Modifications to desk and furniture placements in classrooms have been made to ensure students are placed at a minimum of 6ft. apart. To the extent possible, common campus areas, have been made to adhere to physical distancing guidelines.

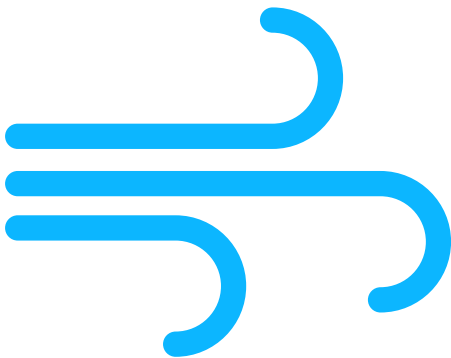
Cleaning and Sanitization

High-touch surface areas will be cleaned and sanitized frequently with an EPA-approved disinfectant cleaner. Ongoing, daily cleaning schedules will continue with special attention towards disinfecting of surfaces.



Air Flow and Ventilation

To the extent possible, and as weather permits, classroom doors and windows will be kept open to maximize fresh outdoor air circulation within school buildings. Improved airflow and updated air filtration through HVAC systems have been implemented.



COVID-19 Policy

The policy below outlines Quarry Lane's policy in regards to COVID-19 screening and response plan. Please keep in mind that items in this policy may shift as new data arises. Please refer to the QLS Student-Parent Handbook for our full Illness/Infectious Disease Policy (pgs. 26-30).

Students and staff will engage in temperature checks and the following screening protocol each day:

Daily Health Questionnaire

1. Within the last 10 days have you or your child been diagnosed with COVID-19 or had a test confirming you or your child have the virus?
2. Do you live in the same household with, or have you or your child had close contact* in the past 14 days with someone who has been in isolation for COVID-19 or had a test confirming they have the virus?
3. Have you or your child had any one or more of these symptoms today or within the past 24 hours which is new or not explained by a reason other than possibly having COVID-19?
 - Fever, Chills, or Repeated Shaking/Shivering
 - Cough
 - Sore Throat
 - Shortness of Breath, Difficulty Breathing
 - Feeling Unusually Weak or Fatigued
 - Loss of Taste or Smell
 - Muscle pain
 - Headache

Runny or congested nose

- Diarrhea
- Nausea and vomiting

If the answer is YES to any of the questions listed above, DO NOT bring your child to school

If a student is exhibiting ANY one of the signs of COVID-19, the student will not be accepted on campus. The school may require a COVID-19 diagnostic test.

****“Close contact”** is defined as living in the same house, being an intimate partner, being a caregiver, or being within 6 feet of an individual for longer than 15 minutes who has COVID-19.

If a student or parent is found not to comply with QLS protocol, it may be grounds for dismissal from The Quarry Lane School.



Quarry Lane has added protective measures including, but not limited to, requiring all staff/students to wear masks while in contact with others, temperature checks, frequent hand sanitization, increased surface cleaning and disinfection, and social distancing to mitigate the transmission of COVID-19.

However, there is still risk associated with coming in contact with people outside of your family. If you feel uncomfortable with your child coming in contact with others at this time, please take advantage of our remote teaching option.

Faculty and Staff COVID-19 Testing

Per the ACPHD requirements, we will test student-facing faculty and staff monthly for COVID-19. Our phased-in approach to reopening allows for students to return to campus incrementally, beginning with first grade students. As such, faculty and staff testing will begin in alignment with the incremental approach.

Triggers for Switching to Distance Learning

Once we are approved and have begun implementing our incremental return to campus, the school (class/cohort) will switch to Distance Learning per State guidance if 5% or more of staff and students test positive and/or if the State or County reinstates a broad Shelter-in-Place order. A class or cohort will switch to Distance Learning if they need to quarantine for a minimum of 14 days from last exposure.

Faculty and Staff Training

The Quarry Lane faculty and staff has completed training on and has reviewed the health and safety practices and procedures for onsite learning prior to our campus reopening. This includes, but is not limited to daily health screening procedures, facial covering requirements, healthy hygiene, physical distancing, and drop-off and pick-up procedures. Ongoing review and training of health and safety practices will be administered as needed.

Communication Plans

School Admin and Leadership will continue to communicate with students, staff, and parents about cases and exposures at school via email, the Plus Portal system, and in emergencies, text message. This is consistent with privacy requirements such as FERPA and HIPAA, as we will not release names or details of case information. However, we will notify families of potential exposure, just as we do with Pink Eye or Strep for example.

COVID-19 Response Plan

The action plan below outlines the Alameda County Public Health Department (ACPHD) protocols for the onset of symptoms and/or close contact with an individual testing positive for COVID-19 in a school or childcare setting. The Quarry Lane School will adhere to the protocols set forth by the ACPHD.

Please note the following instructions referenced in the protocols listed below:

- [ISOLATION INSTRUCTIONS](#)
- [QUARANTINE INSTRUCTIONS](#)

SCENARIO	ACTION	COMMUNICATION
Close contact tests positive A household member or someone in close contact with the student or staff member tests positive for COVID-19	<ul style="list-style-type: none">• Send student or staff member home.• Advise student or staff member to follow quarantine instructions for a minimum of 14 days.• Advise student or staff member to contact their healthcare provider and consider COVID-19 testing.• Advise staff or parent of student to <u>follow quarantine instructions.</u>• <u>Refer individuals to find community testing resources here.</u>	Cohort/School remains OPEN Communication: No action needed

SCENARIO	ACTION	COMMUNICATION
<p>Tests Positive</p> <p>A student or staff member tests positive for COVID-19.</p>	<ul style="list-style-type: none"> • Contact Alameda County Public Health Department: safelearning@acgov.org or 510-268-2101. • 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 COVID-19 positive student or staff member to follow quarantine instructions, contact their healthcare provider and consider testing. • Find community resources here. • Clean and disinfect classroom and primary spaces where COVID-19 positive student or staff member spent significant time >15 minutes. 	<p>*Cohort QUARANTINED for 14 days from last exposure</p> <p>*Close contacts quarantine for 14 days from last exposure</p> <p>School remains open</p> <p>Communication</p> <ul style="list-style-type: none"> • Complete and send exposure letter to cohort • Consider schoolwide notification of known case

SCENARIO	ACTION	COMMUNICATION
<p>Currently isolated & tests negative before 10 days</p> <p>While a student or staff member has been isolated because of symptoms, they receive a negative test result for COVID-19 and want to return to school before 10 days have passed.</p>	<ul style="list-style-type: none"> • Follow isolation instructions. • COVID-19 test is negative, the staff member or student can return after: <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 and the test for COVID-19 is negative. 	<p>Cohort/School remains OPEN</p> <p>Communication: No action needed</p>

SCENARIO	ACTION	COMMUNICATION
<p>Currently isolated & wants to return before 10 days</p> <p>Student or staff member has been isolated because of symptoms and wants to return to school before 10 days without a COVID-19 test.</p>	<ul style="list-style-type: none"> • No COVID-19 test, the staff member or student can return after: • 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 an alternative diagnosis has been made and the symptoms are not due to COVID-19. 	<p>Cohort/School remains OPEN</p> <p>Communication: No action needed</p>

SCENARIO	ACTION	COMMUNICATION
<p>Currently quarantined & tests negative</p> <p>While a student or staff member is placed in quarantine following exposure to a case, they receive a negative test result for COVID-19.</p>	<ul style="list-style-type: none"> • <u>Follow isolation instructions.</u> • If the staff member or student has never had symptoms, gets tested, and the COVID-19 test is negative: • They must still remain in quarantine for 14 days, because they may develop symptoms and/or become infectious to others at anytime during the 14 days. <p>Note: For those who do not develop symptoms: For students:</p> <ul style="list-style-type: none"> • Testing is advisable but not required. Parents should discuss the pros and cons of testing with the child's healthcare provider. <p>For teachers and staff:</p> <ul style="list-style-type: none"> • ACPHD recommends testing 4-10 days after the last exposure to the COVID-19 case. 	<p>Cohort/School remains OPEN</p> <p>Communication: No action needed</p>

COVID-19 Resources

Below are links to local, state, and federal government agencies that report on and provide up-to-date guidance on the COVID-19 pandemic/



[Alameda County Public Health Department \(ACPHD\)](#)



[California Department of Public Health \(CDPH\)](#)



[Alameda County Office of Education \(ACOE\)](#)



[California Department of Education \(CDE\)](#)



[CA.gov COVID-19 Website](#)



[Center for Disease Control & Prevention \(CDC\)](#)