



Plumfield Academy 2022 COVID-19 CSP

1. Stable group structures (site specific)

How students and staff will be kept in stable groups that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please specify by grade (TK-6, 7-12, et.) if applicable.

Per updated guidance from the California Department Public Health, and Sonoma County Public Health, Plumfield Academy is no longer utilizing a Stable Group model. Should an outbreak occur on campus, or should guidance change, Plumfield Academy will resume the Stable Group model utilized in our 2021 COVID-19 CSP.

2. Visitors / Volunteers / Vendors

*School/District's plans to handle visitors on campus **Please consider limiting non-essential visitors of any kind*

A. Essential visitor / Vendor policy - log-in/out list:

Essential Visitors

Essential Meetings not requiring in person attendance will continue to be held virtually.

Repairs and Maintenance will occur outside of regular classroom hours whenever possible to reduce potential contact with students and School Personnel. If repairs or maintenance must occur during school hours, visitors will check in at the Administrative Office and follow the following protocol.

- Temperature and symptom screening
- Visitor Log (for contact tracing purposes)
 - The visitor log will include Date, Name, Time In/Out, Telephone Number, and purpose of visit
- Masks are required for all visitors to indoor settings
- Students will be relocated outdoors should repairs need to be made in the classroom while students are present.
- All deliveries will be received at the Administrative Office in a designated location. A hand sanitizing station is available at the delivery drop.

B. Policy for limiting non-essential visitors:

Non-Essential Visitors

Plumfield continues to limit access to Non-Essential Visitors currently. Should the need arise, the above safety measures will be applied.

3. Entrance (site specific)

How arrival of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered arrival times, separate entrances, etc. Please provide site map for reference.

- A. Describe drop-off procedure / policy for parents onsite:** Parents and district transportation providers will follow the one-way route into school, arriving at the assigned drop-off location. Students will exit one vehicle at a time and the bus or parent will then move through the loop to exit the campus. Each student will follow a designated route to their Homeroom.
- B. Describe plan to minimize mixing of cohorts on arrival to school:** Through agreements with parents and district transportation providers, students will exit their vehicles one at a time and follow their designated route to their assigned homeroom area.
- C. Plan for screening on arrival (ie: temp checks, questionnaire, etc) for both staff and students:** Plumfield personnel will share a screenshot of their at-home screening questionnaire to the Covid Liaison and self-screen with a temperature check upon arrival. Students will be screened upon arrival in their homeroom area by Plumfield staff, who will utilize a questionnaire to identify symptoms or potential exposure, followed by a temperature check with a touchless thermometer prior to entering the school.
- D. How school/district plans to encourage a zero-mingling policy before school:** Early arrival is discouraged, but should it occur students are directed to their homeroom.

4. Movement within the School (site specific)

How onsite movement of students and staff will be managed to avoid close contact and/or mixing of cohorts - Please include site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.

A. Describe in detail the planned measures to avoid contact and/or mixing of cohorts onsite:

Plumfield Academy continues to utilize designated routes to minimize congregating in crowded areas, including doorways, hallways, and areas where student materials are stored. Directional and distancing visual cues such as floor decals and signs designate these areas. The campus walkways inside and out re marked with floor decals spaced at 4-6 feet apart to encourage social distancing in specific areas of our campus.

There are several play areas located on our 8 acres, 2 play structures, basketball court, running/walking trails and open fields. Plumfield utilizes these spaces for small group activities.

Designated lunch groups eat outdoors whenever possible. There are decks outside of each SG classroom equipped with picnic tables that are marked to indicate 6 feet of distance between each student. During inclement weather or smoke days students will eat at individual desks in designated classrooms. Doors and windows will remain open for ventilation.

Restroom breaks are staggered to prevent a line forming. Restrooms are single stall. Staff members use 1 of 2 designated employee restrooms. Restroom ventilation will be ensured through open windows and/or fans.

5. Egress (site specific)

How departure of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered departure, separate exits, etc. Please include site map for reference.

- A. Describe pick-up procedure / policy for parents onsite:** Parents and district transportation providers will follow the one-way route into and out of the school. Buses and parents will wait in their designated parking area until release and then move through the one-way loop where students will be dismissed one group/bus at a time.
- B. Plan to minimize mixing of cohorts on departure:** Students will remain in their homeroom until they are excused by school staff to their bus or parent vehicle.
- C. How school/district plans to encourage a zero-mingling policy after school:** Students will remain in their homeroom until their transportation arrives. Parents and transportation agencies have been asked to remain in their vehicles.

6. Face Coverings / Other PPE

How CDPH's face covering requirements will be satisfied and enforced for staff and students

A. Please provide complete policy for face coverings:

Plumfield Academy will adhere to research-based guidance from infectious disease experts. Masking continues to be an important layer of protection, therefore students of all ages (K-12) and staff will be strongly recommended to wear face masks while indoors during the school day. Updated CDPH Guidance for the Use of Face Coverings will be provided to each student's family and staff member.

- All students and staff will be strongly recommended to wear a well-fitting face mask to cover their nose and mouth while indoors (except while eating).
- A list of approved face coverings has been and will continue to be communicated to students, families, and staff.
 - Highly Recommended Face Coverings: Surgical masks or higher-level respirators (e.g.N95s, KN95s, KF94s) with good fit.
 - Not recommended: Gaiters, bandanas, single layer cloth masks.
- A supply of disposable face masks is located in each building and available to both students and staff as needed. A supply of surgical masks, N95 masks, and KN95 masks have been and will continue to be provided to students and to school personnel.
- Students who may be exempt from wearing a face mask due to a medical condition, will be strongly recommended to use a non-restrictive alternative, such as a face shield with a drape on the bottom edge (per CDPH guidelines) as an alternative so the student can participate in in-person instruction. Alternatively, the student can participate in concurrent distance learning.
- Additionally, Plumfield Academy has purchased ample PPE for student and staff use as needed and will maintain a 60-day supply on-hand.
 - N95s, KN95s, KF94s as per CDPH guidelines
 - Washable Masks with filters
 - Hand Sanitizer
 - Disposable Gloves and Face Shields with drapes
 - Plexiglass Dividers
 - Gowns
 - N-95 Masks for use in the isolation room

Describe specifications on type of face coverings allowed (ie: no valves, ≥ 2 ply, no bandanas, etc):

Highly Recommended Face Coverings: Surgical masks or higher-level respirators (e.g.N95s, KN95s, KF94s) with good fit.

- Not recommended Gaiters, bandanas, single layer cloth masks, masks with valves

B. Where will extra masks be available if needed? An ample supply of disposable face masks is available in each building for student and employee use.

7. Health screening / Symptom monitoring / Sick protocol

How individuals will be screened and monitored for symptoms - how ill staff / student will be handled

A. Details of at-home screening plan:

Student Home Pre-Screening

Parents are asked to complete a daily wellness check prior to their child's arrival on campus using one of the below modalities.

1. **Student Symptom Checker APP-** Parents will be provided with instructions on how to access and use the APP from their device
2. **Sonoma County Office of Education Back to School COVID-19 Screening Tool-** Paper and digital version provided

Both modalities include the following:

- Temperature check of 100.4 or less
- Reporting of any symptoms of COVID-19 that the student has experienced.
- Reporting of possible exposure to the virus by the student or family

Employee Home Pre-Screening

Plumfield Academy employees are asked to complete a daily health screening prior to arriving on campus utilizing the **SoCo Check App** from their mobile device. Employees share a screenshot of their wellness check confirmation screen with the Covid Liaison upon arrival to campus.

Employee Pre-screening will include the following:

- Temperature check of 100.4 or less
- Reporting of any symptoms of COVID-19 that the employee has experienced.
- Reporting of possible exposure to the virus by the student or family

B. Support available for individuals staying home:

Students and Staff will be supported in staying home if ill or quarantined without concern of repercussions to employment or grade.

- Students who are required to quarantine or isolate but are well enough to participate may transition to online distance learning for the period of quarantine. Teachers will provide students with make-up work and/or extensions based on their individual situation and needs.
- Staff who are required to quarantine but are well enough to provide instruction may do so via distance learning. A series of pre-recorded lessons and google classroom assignments are on hand in the event a staff member is not well enough to provide live instruction.

C. Screening criteria/procedure onsite for staff:

Employees complete a temperature check upon arrival using a touchless thermometer and self-monitor for signs of illness during the school day.

D. Immediate protocol in case of a sick staff/faculty member:

Per CDPH Guidance, Plumfield will follow recommendations from the CDC.

- Get tested for COVID-19 when symptoms are consistent with COVID-19
- Advise employees with COVID-19 symptoms not to return for in person instruction until they have met the following criteria:
 - At least 24 hours have passed since resolution of fever without the use of fever reducing medications AND
 - Other symptoms are improving; AND
 - Negative test for CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of an underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis

E. Screening criteria/procedure onsite for students:

Students will check in at their assigned screening area located in their Homeroom. A staff member will check the student's temperature utilizing a touchless thermometer and do a general wellness check for signs or symptoms of illness

F. Immediate protocol in case of a sick student:

Per CDPH Guidance Plumfield will follow recommendations from the CDC

- Get tested for COVID-19 when symptoms are consistent with COVID-19
- Advise Parent/Student with Covid symptoms not to return for in person instruction until they have met the following criteria:
 - At least 24 hours have passed since resolution of fever without the use of fever reducing medications AND
 - Other symptoms are improving; AND
 - Negative test for CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of an underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis

G. Symptom monitoring procedures throughout day:

Staff and students will self-monitor throughout the day for signs of illness; staff will observe students for signs or symptoms of illness to support students who are less able to self-monitor or less likely to self-report.

H. Screening of essential visitors/vendors:

Essential Visitors will be required to check in at the Administrative Office and follow the below screening protocol. (See section 2 for further details)

- Contactless Temperature Check,
- Self-assessment of symptoms
- Visitor Log (for Contact Tracing purposes)

8. Routine Testing

School/District's plan for routine/asymptomatic testing of staff and students

In partnership with Primary Health and PMH Laboratory, Plumfield Academy offers the following On-Site Surveillance Testing. We will continue to follow current county and state guidelines and recommendations and adjust testing cadences as needed.

A. Plan to routinely test staff by tier:

Testing Cadences will be determined by current transmission rates in Sonoma County

Low Transmission

- Fully Vaccinated: Optional Weekly PCR surveillance Testing
- Unvaccinated: Mandatory Weekly PCR surveillance Testing (Surveillance testing will be waived for 90 days following a Positive COVID Test)

Moderate, Substantial or High Transmission

- Weekly PCR surveillance Testing for all staff regardless of vaccination status (Surveillance testing will be waived for 90 days following a Positive COVID Test)

B. Plan to routinely test students by tier:

Testing Cadences will be determined by current transmission rates in Sonoma County

Low Transmission

- Weekly PCR surveillance Testing for Unvaccinated students is offered (Surveillance testing will be waived for 90 days following a Positive COVID Test)

Moderate, Substantial or High Transmission

- Weekly PCR surveillance Testing for all students regardless of vaccination status is offered (Surveillance testing will be waived for 90 days following a Positive COVID Test)

9. Physical Distancing (site specific)

How space and routines will be arranged to allow for physical distancing of students / staff in the following areas:

Plumfield Academy's unique campus design, located on 8 acres, and small student population allow for a minimum of 4-6 feet social distancing requirements in all areas. While physical distancing is no longer required as a means of preventing the spread of COVID-19 on school campuses, Plumfield Academy continues to utilize a physically distanced model, when possible, to prevent crowding and congregating.

- A. Classrooms:** Individual student desks or shared tables are spaced 4-6 feet apart. Floor decals mark the walkway through the classroom and campus walkways while continuing to provide 4-6 feet of distancing between each marker.
- B. Hallways:** Directional floor decals will be used in the hallway to indicate 4-6 feet of distancing.
- C. Student Lockers:** Each student has been provided with a student cubby or shelf to store their individual school supplies, textbooks and technology. Students will be provided with their own personal pencils, art supplies, notebooks, technology and textbooks.
- D. Bathrooms:** Students will use 1 of 2 (single stall) restrooms at a time to prevent crowding and lines. Staff members will use 1 of 2 designated Employee restrooms (single stall) with staggered use. Restroom ventilation will be ensured through open windows and/or fans.

E. Locker Rooms: Plumfield Academy does not have locker room.

F. Gymnasium: Plumfield Academy does not have a Gymnasium.

G. Playground / Fields: Plumfield is located on 8 acres and includes a basketball court, 2 play structures, walking trails and 2 large open fields. All the above amenities are spaced well apart. Recess and P.E. will be scheduled in small groups. P.E. Students will wash their hands prior to and after P.E. and recess.

H. Staff Break Rooms: Plumfield Academy does not have a staff break room. Staff are provided two separate areas for food and beverage storage/preparation and will make use of these areas within a staggered schedule.

I. Other: Lunch breaks for students and staff will be outside whenever possible. Picnic tables will be marked accordingly, to designate 6 feet of distance between students and staff members. When weather does not permit eating outdoors students will eat at a designated desk in their classroom.

10. Healthy Hygiene practices

The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students - Please include site map for reference.

A. Plan to encourage healthy hygiene/handwashing routines:

Routine Handwashing will be built into the school day including (but not limited to) the following:

- Upon arrival
- Before and after eating
- After coughing or sneezing
- Before and after using the restroom
- Before and after outside recreation
- Upon dismissal

Staff will model, monitor and encourage frequent and proper handwashing routines to reinforce healthy habits by washing hands with soap and water for at least 20 seconds. Younger students will be supervised by staff to ensure proper technique. Posters reminding students and faculty to wash hands and how to wash hands are prominently displayed in the restrooms and. Students will be reminded to avoid touching their eyes nose and mouth and to cover coughs and sneezes with a tissue or elbow. Staff will educate and model the proper use of no touch hand sanitizer stations to ensure that it is rubbed into hands until completely dry, maximizing its benefit.

Other considerations - including locations of handwashing stations, disabling of drinking fountains, etc:

- No touch hand sanitizing stations filled with fragrance free Ethyl Alcohol-based sanitizer are located outside the main entrances and exits of each building and outside of each student and staff restroom.
- The drinking fountain remains closed and bottle filling stations are located in each building. Students will bring their own water bottle from home labeled with their name and classroom staff will fill.
- Classrooms and restrooms are equipped with touch free trash cans.

11. Routine Cleaning and Disinfection

How shared surfaces will be regularly cleaned and disinfected, including plans / schedules for the following areas:

CDPH recognizes that routine cleaning is generally enough to sufficiently remove potential virus from surfaces. High Touch surfaces throughout the school including classrooms, office spaces and bathrooms are cleaned periodically throughout the day including but not limited to after student arrivals, lunch, recess and end of day. Surfaces that encounter food will be cleaned before and after meals.

In addition, bathrooms are disinfected daily after student dismissal using Electrostatic Sprayers. All school buildings are professionally cleaned and disinfected once a week. In the event of a positive case on campus, Plumfield will follow CDPH guidelines to clean and disinfect all spaces occupied by the positive case.

12. Plan for Shared items

How use of shared items will be minimized and/or adjusted to meet safety standards, where applicable -

A. Classroom / Office supplies:

Each student will be provided with necessary classroom materials and school supplies which includes anything they will need to participate in academic instruction and other classroom activities.

B. Electronics equipment: Students will be provided with individual Chromebooks and headphones, or other electronic equipment (iPad), as needed. These materials will remain at student workspaces and/or in their individual storage areas.

13. Handling COVID-19 / symptomatic individual (site specific)

How the affected individual will be removed from group and isolated in designated space until pick-up

- A. Plan/location for Isolation room / area:** Plumfield Academy has identified an isolation area in a well-ventilated room.
- B. PPE available for staff providing care in Isolation area:** All necessary PPE including gowns, gloves, face shields and N95 masks are stored in the Isolation Area for staff providing care.
- C. Staff trained to provide care in Isolation area:** Plumfield Academy has designated three staff members should the need arise to provide care to a symptomatic student or staff member. All staff are trained to provide care for a symptomatic individual while maintaining all safety measures while doing so.
- D. Plan for staff caregiver to be fit-tested and trained to seal-check N95 respirator:** Plumfield Academy has N95 masks which include Fit Check and Wearing Instructions.
- E. Protocol for immediate removal and relocation of ill individual:** Students who exhibit signs or symptoms of COVID-19 will be removed from their classroom to the isolation area or to a comfortable outdoor space while awaiting parent or guardian pick up. Staff who exhibit signs or symptoms will be sent home.

- F. Protocol for disinfection of contaminated areas, including Isolation zone after pick-up:** Following symptomatic staff or student’s departure from campus, designated and trained staff will increase ventilation in the Isolation area, and disinfect the area per OSHA guidelines. No other staff members or students will utilize this space until it has been disinfected. Isolation room will be ventilated and unoccupied for a minimum of 15 minutes following disinfection.
- G. Instructions to give ill staff / family of ill child (re: follow-up with PCP, testing guidance):** Plumfield Academy will provide staff and students with the most current guidance via CDPH, recommend follow up with their PCP and provide information regarding available resources.
- H. Plan for testing symptomatic individuals:** Plumfield Academy will offer on-site Antigen Testing and/or PCR Testing to all symptomatic individuals at the time of symptom onset and as recommended per current CDPH guidelines.

14. Plans for after an Exposure Event (may be site specific)

When someone is confirmed positive for COVID-19 and individuals were exposed onsite

- A. Designated COVID Coordinator(s) and corresponding duties:** Cheryl Koch, Operations Manager is Plumfield Academy’s Covid Liaison. Duties include oversight of PPE inventory, Contact Tracing, Covid Testing On-Boarding/testing supplies, and related communication responsibilities. Additional staff participating in COVID coordination are Jill Davidson, Executive Director, and Amanda Van Cleemput, Student Support Specialist.
- B. Plan for confirmed COVID-19 case reporting:** Plumfield will notify Sonoma County Public Health each Friday utilizing the “Case Reporting Form”.
- C. Designated and trained Contact Tracing Staff:** Cheryl Koch, Operations Manager, and Amanda Van Cleemput, Student Support Specialist have completed the John’s Hopkins University COVID-19 Contact Tracing Course. *Certificates attached.*
- D. Plan or “Close Contact” identification:** Per CDPH K-12 Guidelines Plumfield Academy will follow the Group Tracing Guidance for notification recommendations for exposures that occur in the school setting.
- E. Plan for Exposure testing for staff:** Plumfield Employees who have had a COVID-19 exposure will be tested via an Antigen or PCR test obtained within 3-5 days after the last exposure. If the employee has had COVID-19 in the last 90 days, they will not be tested so long as they remain asymptomatic. Exposed employees will wear a well-fitting mask indoors around others for 10 days following the date of the last exposure.
- F. Plan for Exposure testing for students:** Plumfield adheres to the most recent CDPH Guidance which recommends that exposed students regardless of vaccination status be tested with either an Antigen or PCR test obtained within 3-5 days after the last exposure. If a student has had COVID-19 in the last 90 days, they will not be tested so long as they remain asymptomatic. Exposed students will wear a well-fitting mask indoors around others for 10 days following the date of the last exposure.
- G. Support for staff in Isolation/Quarantine:** Plumfield Academy will conduct a needs assessment for staff in Isolation/Quarantine and will provide or link staff to necessary resources. Plumfield Academy will ensure that staff members have all necessary materials to provide continuous instruction when staying home if

appropriate.

- H. Support for students in Isolation/Quarantine:** Plumfield Academy will conduct a needs assessment for students/families in Isolation/Quarantine and will provide or link students and their families to necessary resources. Plumfield Academy will ensure that students have all necessary materials to receive continuous instruction and services when staying home.
- I. Outbreak Response Plan:** In consultation with the local public health department, Plumfield Academy will determine if a school closure is warranted, and the length of closure time based on the risk level within the specific community. Plumfield Academy will implement communication plans for school closure, including outreach to students, parents, teachers, staff, local education agencies, and the community. Plumfield Academy will provide parents information regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance. Plumfield will ensure continuity of education, including instruction and related services through an established Distance Learning Model. Plumfield will maintain regular communications with the Sonoma County Public Health to review mitigation strategies to prevent future transmission.
- J. Return to school criteria for COVID-19 positive individual:** Positive or No test: Stay home for at least 5 days after symptom onset (or after positive test if no symptoms) Isolation can end after day 5 **IF** fever-free with no (or resolving) symptoms **AND** a negative Antigen test on day 5 or later. If no test or a positive test on day 5 or later, or symptoms not resolving, isolate through day 10, continuing until fever-free
- K. Return to school criteria for exposed close contacts:** Exposed Students (regardless of Vaccination status) and Exposed Vaccinated Employees may continue to take part in all aspects of schooling regardless of vaccination status so long as they remain asymptomatic and wear a KN-95 mask or better while around others for at least 10 days following the date of the last exposure. Exposed persons should be tested within 3-5 days of their last exposure. Unvaccinated Employees (per Cal-Osha) will quarantine for 5 days after the close contact. Employees may return to work on day 6 with a negative test or day 10 without test if asymptomatic.
- L.** Exposed persons may continue to take part in all aspects of schooling regardless of vaccination status so long as they remain asymptomatic and wear a KN-95 mask or better while around others for at least 10 days following the date of the last exposure. Exposed persons should be tested within 3-5 days of their last exposure.

15. Communication Plans

How the school/district will communicate with students, families, and staff about onsite COVID-19 exposure, consistent with privacy requirements such as FERPA and HIPAA

- A. Provide plan for communications with families and staff after an onsite exposure:** Plumfield Academy will maintain communication systems (phone and email) that allow staff and families to self-report symptoms and receive prompt notification of exposures, exclusions, and closures, while maintaining confidentiality, as required by FERPA/HIPAA and state law related to privacy of educational records.

Communication templates attached.

16. Staff training

How staff will be trained on the application and enforcement of the plan

- A. Provide plan for training staff on new COVID-19 Safety plan:** COVID-19 Safety Plan rubric and templates shared with staff; overview of safety plan provided in weekly training series with opportunity for Q&A following.
- B. Provide plan for enforcing COVID-19 Safety plan with staff:** Weekly review of procedures and efficacy of safety measures with opportunity to share challenges to improve routines in support of the plan.
- C. Provide plan to remain current on guidelines and best practices:** Executive Director and Operations Manager participate in all webinars provided by SCOE and Sonoma County Public health, as well as any other relevant trainings. Executive Director receives and disseminates timely information provided by SCOE in weekly COVID-19 updates.

17. Family education

How students and their families will be educated on the application and enforcement of the plan

- A. Provide plan for educating families on new COVID-19 Safety plan:** Elements of plan provided via email and discussed with families in 1:1 phone call or Zoom meetings. Individual student issues addressed through consultation with Executive Director and Therapist.
- B. Provide plan for continuing communication/education as guidelines change:** Continue with as needed emails and offering phone appointments to update families depending on the nature of the changes. Incorporate guidelines into monthly parent education series. Review changes with students in assemblies and individual classes.

18. Engineering controls (site specific)

How each specific school site plans to optimize ventilation, air filtration for indoor spaces

- A. Please describe any unique challenges each site may face for maintaining safe environments, in terms of ventilation/airflow and infrastructure, and how those challenges will be addressed:** Plumfield Academy's spacious campus includes multiple buildings with ample space, doors and windows providing ventilation for each classroom or workspace. Outdoor space includes designated areas for instruction, breaks, lunch, and recreational activities. In addition, Plumfield Academy has consulted with HVAC contractors to ensure proper attention to filtration systems and appropriate scheduling of maintenance and replacement of filters. Air Purifiers are located in Classroom and Office Spaces.

19. Consultation

For schools not previously open, please indicate the organizations involved and consulted with in developing safety plan. ie: Labor Organizations, staff & faculty, parents/students and community, other stakeholders, continued communication without fear of reprisals, etc.

- A. Labor organization(s) and date(s) consulted:**
(If no labor organization represents staff at the school, please describe the process for consultation with

school staff) Plumfield Academy engages staff members on a regular basis to share information, seek input, and assess our COVID Safety Plan. Through one-to-one interviews, group trainings, staff meetings, and email surveys, Plumfield administrators provide overviews of guidance received from SCOE and Sonoma County Public Health in webinars and through resources provided in weekly updates and via the SCOE website. Staff provide input through collective conversations and problem solving, with individual issues being identified and addressed through weekly one on one meetings with administrative staff.

- B. Parent / Community Organization(s) and date(s) consulted:** Students and parents are engaged through a series of informational emails, phone calls, and conferences with individual students and family members.
- C. Other:** Plumfield Academy Board members are presented with information requiring their attention regarding any significant program changes via email and at quarterly board meetings. Providers including Speech and Language Pathologists and Occupational Therapists are consulted regarding their availability and provided with information related to their involvement with students. Plumfield Academy consults with district representatives including Special Education Directors, Program Managers, and transportation companies to coordinate plans in alignment with district plans and policies. Plumfield Academy engages various vendors to assess needs related to their various areas of expertise and to provide them with relevant information about their presence on campus.
- D.** All staff, students, and other stakeholders have been encouraged to share any questions and concerns they might have with Plumfield administration and have been assured that any issues will be addressed with support for their continued participation and engagement with Plumfield. Methods of ongoing communication include email surveys, phone interviews, Zoom meetings, and conferences.