



# Tentative Action Plan for COVID-19

March 19<sup>th</sup>, 2020

## Purpose & Guiding Principle

To help Mission San Jose High School ("MSJHS") students to complete their school curriculum as close to normal circumstances as possible:

- To help graduate on time & per schedule
- To the extent possible, help students successfully take standardized tests as planned, such as - SAT, AP and ACT

## Background

The impact of the COVID-19 outbreak is constantly evolving in our community on a daily basis. We are relying on guidance from FUSD and the administration of MSJHS to help us identify the best ways we can support and help our students, parents, teachers, and staff during these troubled times. Since the outbreak, MPPFA has had multiple emergency meetings within the organization and consultations with the administration of the school. We have formulated a tentative plan for MPPFA, given the information available to us. Clearly the circumstances are likely to change and develop, and it is our intent to be nimble and adapt accordingly. The current plan is as follows:

- a. Identify a set of potential scenarios based on guidelines from appropriate authorities and internal expertise within the leadership of MPPFA
- b. Given these scenarios, develop a specific set of contingency plans that could be executed by MPPFA and the broader parent community and make them available to administration of MPPFA.
- c. These plans can then be called for execution by the administration on a as needed basis. It is important that MPPFA doesn't get ahead of the administration for the execution of these plans

## Potential Areas of Assistance

Currently, we are under Public Health Order to "Shelter in Place" until April 7, 2020. And all the schools are closed through this date. Since the situation is very fluid, we expect intermediate assessments will be made and additional guidance will be provided if the school were to remain closed beyond this date.

For planning purposes, MPPFA believes it is prudent to plan for potential longer school closure, including all the way up to the end of the school year. MPPFA has funding available to help the school and teachers to bring resources as necessary.

Given these potential circumstances, MPPFA has identified a set of plans under the following broad categories:

- a. Disinfectant and Cleaning Supplies
- b. Distance Learning Tools & Platforms
- c. Additional Hardware Systems
- d. Providing real time assistance for teachers during Online Classes – being teacher’s aid
- e. Identifying resources and organization to help with subsidized lunches and logistics

**a. Disinfectant & Cleaning Supplies**

MPPFA has already made efforts and delivered hand sanitizers to every classroom. When the school opens, MPPFA will continue to secure, purchase and deliver additional supplies to help maintain a healthy and clean environment. These may include hand sanitizers, disinfectant wipes, face masks & gloves, as necessary

MPPFA will also provide printed visual reminders and notices about washing hands, cleaning surfaces and not touching the face, for the school to post in classrooms and various common places as appropriate.

**b. Distance Learning & Online Classes Tools & Platforms**

See a separate document. This has been provided to teachers on an as needed basis. The contact information of the parent volunteer(s) for each of the platforms is located at the end of the document.

**c. Hardware Systems**

If school is in need of additional chrome books, MPPFA can assist in procuring them. One option is below:

- a. Chromebooks can be rented for \$20/month from Google

[https://static.googleusercontent.com/media/www.google.com/en//chromebook/static/pdf/Chromebooks\\_for\\_Education.pdf](https://static.googleusercontent.com/media/www.google.com/en//chromebook/static/pdf/Chromebooks_for_Education.pdf).

**d. Providing real time assistance**

Plan is to discuss with the individual department heads to get the requirements of any assistance that parents can provide to individual teachers. It is to be expected that not all teachers will want assistance and each one may require different types/levels of assistance. Some teachers have been

proactive and have already started emailing students with what they plan to do for the next 2 weeks.

For teachers who request assistance, identify and get resources signed up who can commit to being available and are trained to provide the help needed. One idea is that the former MSJ students who are at home from college can assist their teachers in delivering the lessons. Alternatively, parents who are at home can also sign up.

MPPFA will work with administration to help coordinate and schedule either former MSJ students or parents.

**e. Additional resources for Subsidized School Lunches**

1. FUSS is taking donations to fund sandwiches at local Subway shops. The Driscoll Rd. Subway is participating. This is for students that have need. Parents can donate directly to FUSS to help support this cause.

<https://www.fuss4schools.org/>

2. Parents can also donate directly to Fremont Unified and indicate in the comment line that the donation is specifically for Child Nutrition Services Emergency Meals or Student Support Services Homeless Foster Use Support.

<https://www.myschoolbucks.com/ver2/stores/catalog/getproduct?requestAction=&clientKey=Z4H4SQG0X4083VK&productGroupKey=ZZITAC87EE0UQF5&productKey=ZZITAC6DBH0UZOD>

## **Potential Scenarios & Contingency Plans - as Examples**

Plan #2 - Schools are closed for longer period.

1. Work with teachers to develop distance learning plan
2. If the school chooses to maintain regular schedule:
  - a. Assist teachers with classroom lessons
  - b. Take attendance
  - c. Collect and coordinate questions & responses
  - d. Act as a moderator, if necessary
3. Help teachers with onboarding of Zoom/ WebEx/ GoToMeeting licenses

## Contact information for specific support

Items	Person	Contact Information
<b>Hardware support</b> (ex Setup headphones, volume control on PCs, Mac vs Windows assistance etc)	<b>Micheal Liu</b>	Redacted on a Public Forum
<b>PC Support</b> (ex Install software, hardware config assistance, Help locating "settings" etc)	<b>Michael Liu</b>	
<b>Zoom</b> (Install plug-in, share application or screen, volume/mute control etc)	<b>Irshad Rasheed</b>	
<b>Hangouts</b> (ex Install plug-in, share entire screen vs individual applications, volume control, mute control etc)	<b>Balaji Thirugnanam</b>	
<b>Online Storage</b> (ex Upload and share documents from GDrive, OneDrive, Sharepoint etc)	<b>a. Sureen Chabbra</b>  <b>b. Radhika Subramanian</b>	
<b>Study materials</b> (ex assist teachers/co-ordinators to find online study materials, online resources etc)	<b>Padma Gopalakrishnan</b>	
<b>Other help</b> (Any other help needed)	<b>Irshad Rasheed</b>	