



# EAST PALO ALTO ACADEMY

East Palo Alto Academy High School

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Amika M. Guillaume, Principal  
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**TO:** Chief Albert Pardini, EPAPD; SUHSD Supt. Mary Streshly; RCSD Supt. Gina Sudaria; EPA City Council Members; SUHSD Director of Student Services, Jarrett Dooley; EPAA Teachers & Staff; EPAA Class of 2020 Students & Parents/Guardians

**FROM:** Amika M. Guillaume, EPAA Principal

**RE:** EPAA Graduation 2020 details as it relates to ORDER No. c19-9 OF THE HEALTH OFFICER OF THE COUNTY OF SAN MATEO ALLOWING FOR CERTAIN HIGHLY REGULATED VEHICLE-BASED GATHERINGS

What follows are the strict directions to ensure the East Palo Alto Academy Class of 2020 will adhere to all San Mateo County Office of Education and the directive by the health officer (Dr. Morrow) of the County of San Mateo rules and regulations required to meet the safety measures for shelter in place during COVID-19.

**From Dr. Morrow & the San Mateo County Office of Education:**

- During the entirety of the gathering, every participant, excluding the Host, personnel, and security, **must remain in a fully enclosed motorized vehicle parked at least six feet apart from other vehicles** (see order for exemptions and details)
- Occupants of the vehicle must be members **of the same household and ALL must have a face covering**
- **The graduate of only one car** may exit at a time (see order for exemptions)
- **No one may exit a vehicle** except to use a restroom or collect an item such as **a diploma**
- No sales or exchanges of any items or food is permitted during the gathering
- If car windows are open, **occupants must wear face coverings**
- Motorcycles, convertibles with the top open, vehicles with no doors, or bicycles are **not permitted**
- Event can last **no more than three hours**
- Gathering is by invitation only
- Host must provide security, in the form of local law enforcement, a private company, or personnel whose job duties include campus security

**Graduation 2020 During Shelter In Place:**

**Who:** All EPAA Graduates and family units in a total of **3 vehicles only to ensure 6 feet apart**

**Where:** Begin in the **parking lot of Los Robles/McNair**, follow the map (see map below) to arrive at EPAA in the correct order, at the correct time.

**When:** Friday, June 5th (see individual **Advisory schedule for exact time**)

**Why:** To **ensure safe adherence to the COVID-19 shelter in place order** by the SMCOE and Dr. Morrow of the San Mateo County Health Office

**How:** Follow the instruction precisely as listed in this document (e.g., 3 vehicles only, on time, on schedule, with masks)

Advisory	Los Robles/McNair	EPAA
Ms. Tang	8:30 A.M.	9:00 A.M.
Ms. Ates	9:05 A.M.	9:35 A.M.
Mr. Ang	9:40 A.M.	10:10 A.M.
Mr. Ramirez	10:15 A.M.	10:45 A.M.
Mr. Wong	10:50 A.M.	11:20 A.M.

### Step-by-Step Instructions

1. Arrive at the Los Robles/McNair parking lot **at your scheduled time** (see schedule above).
2. Tune in on the radio station that will be shared at the parking lot to listen to the graduation on your car radio (exact FM number TBA).
3. You will be excused in groups of **3 vehicles only per family unit**, per graduate, by security staff and EPA Police Department officials.
4. All graduates and members of their family unit **MUST have a face covering to participate**.
5. Carefully follow the route as displayed on the map (exit Los Robles/McNair traveling west on Pulgas Ave., around BGCP, turning right on O'Connor St., right on Clarke Ave., then right on Myrtle St.).
6. As you approach EPAA you will be asked to verify your graduate's name and the order of your maximum 3 family vehicles before being allowed to enter the parking lot of EPAA.
7. You will park quickly facing the stage **6 feet apart**. **ONLY the graduate may exit the vehicle** to pick up the diploma. See diagram below.
8. **NO members of the family may exit the vehicle**, not even for photos. We will have a professional photographer taking photos with digital files that we will then make available to all students for FREE after the graduation event.
9. Graduates will quickly re-enter the vehicle and the family unit will exit Myrtle St. going south, following the route moving east on Pulgas Ave. (see map below), to safely return home.

### IMPORTANT:

- It is extremely important that we follow the county regulations at all times.
- You must be on time and in order, to match the monitors displaying the individual graduates' portraits.

**See MAP & PARKING DIAGRAM  
BELOW for DETAILS**



