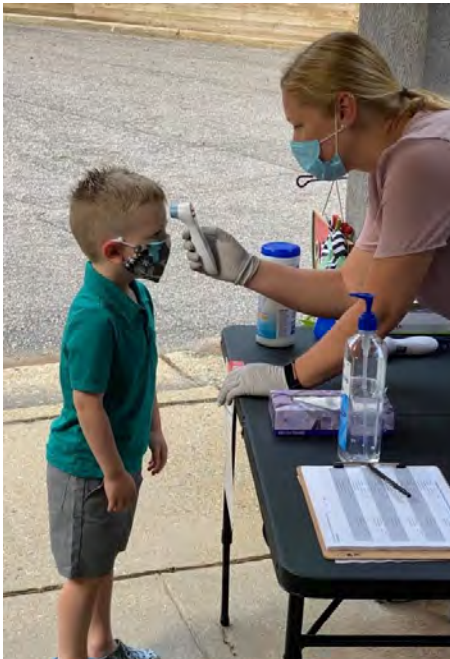




# STRATFORD SCHOOL

## REOPENING GUIDELINES





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### Introduction

Thank you so much for your patience and support as we navigate the unprecedented challenges created by this coronavirus (COVID-19) pandemic. With the situation moving so rapidly, our priorities have been to protect the health and safety of our school community, comply with all local, state, and federal directives, and continue to deliver an outstanding education to our children throughout the mandated school closure period.

We are partners in delivering an outstanding education to our children, and we share the stress that this situation has placed on our families and staff. While the effects of the COVID-19 pandemic on our community continue to evolve, we as a school continue to adapt while remaining true to our core values. As educators, we remain focused on the growth and development of our children. Our talented team of educators rolled out a robust plan for distance learning across all program levels that provided children with a different, yet enriching, education throughout this time. As we reopen our schools, we will continue to work together to provide our children with the best learning experience possible.

Please be assured that we are extremely grateful for the support and patience of our entire school community as we all work together in support of each other, and most importantly, our children. We recognize the challenges that COVID-19 placed on our school community. With a keen focus on taking all necessary measures to keep students, parents, and employees safe on each campus, we look forward to welcoming everyone back to school. Thank you for the part you play in making this happen.

### Three Phases for Reopening

1. PREPARATION
2. INITIAL
3. MONITORING

Health and Safety is our Top Priority



## **SECTION 1** Preparation Phase for ReOpening





## Information Sources



### Important Information

[Center for Disease Control and Prevention](#)

[World Health Organization](#)

[Occupational Safety and Health Act - Guidance on Preparing Workplaces for COVID-19](#)

[Child Care Licensing Rules and Regulations](#)



### Follow state and local rules and regulations

## ADA Compliance

(Updated 8/21/20)

For the new or returning students with modification requests, such requests should be reviewed on a case-by-case basis, with the regulatory compliance and our safety policies in mind.

- Upon receipt of modification requests by new and returning students, please reach out to Regional Directors to discuss



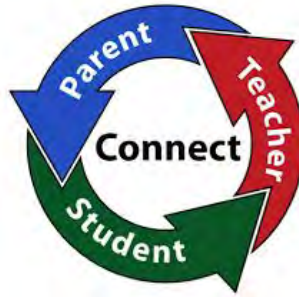


## **SECTION 2** Initial Phase for ReOpening





## Key Communication Points



Teachers/Employees	<ul style="list-style-type: none"><li>■ We are being <b>SAFE</b></li><li>■ We are being <b>SMART</b></li><li>■ We are being <b>KIND</b></li><li>■ New Circumstances for Us All</li><li>■ All of Us Will Do Our Best</li><li>■ Health and Safety Top Priority</li><li>■ Value Community - We Are Here for You</li><li>■ Protect Personal Health and Health of Others</li></ul>
Parents	
Students	

Advice from the [WORLD HEALTH ORGANIZATION](https://www.who.int/)



Communications for Employees; Parents, and Students - **Confidence** and **Trust**





# Mental Health

Information provided by the [Centers for Disease Control and Prevention](#).

Since the school experience will be very different from before with desks far apart from each other, teachers maintaining physical distance, and the possibility of staying in the classroom for lunch, it is unlike anything your child is used to. Before school is in session, you may want to talk to your child and explain that all these steps are being taken to keep everyone safe and healthy. The list below provides actions and considerations regarding your child's mental health and emotional well-being as they transition back to in-person school. CDC's [Stress and Coping During the COVID-19 Pandemic](#) provides additional resources for you and your family. In addition, if your child seems to need mental health or behavioral services (e.g., social skills training, counseling), you may want to ask your school administrator for more information on these services.

The outbreak of coronavirus disease 2019 (COVID-19) may be stressful for people. Fear and anxiety about a disease can be overwhelming and cause strong emotions in adults and children. Coping with stress will make you, the people you care about, and your community stronger.

## Everyone reacts differently to stressful situations

How you respond to the outbreak can depend on your background, the things that make you different from other people, and the community you live in.

## Take care of yourself and your community

Taking care of yourself, your friends, and your family can help you cope with stress. Helping others cope with their stress can also make your community stronger.

## Ways to cope with stress

- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting.
- Take care of your body.
  - Take deep breaths, stretch, or [meditate](#)
  - [Try to eat healthy, well-balanced meals.](#)
  - [Exercise regularly, get plenty of sleep.](#)
- Make time to unwind. Try to do some other activities you enjoy.
- Connect with others. Talk with people you trust about your concerns and how you are feeling.

## Need help? Know someone who does?



# Stratford School ReOpening Guidelines

If you, or someone you care about, are feeling overwhelmed with emotions like sadness, depression, or anxiety.

- Visit the [Disaster Distress Helpline](#), call 1-800-985-5990, or text TalkWithUs to 66746

## Supporting Children

Children and teens react, in part, on what they see from the adults around them. When parents and caregivers deal with the COVID-19 calmly and confidently, they can provide the best support for their children. Parents can be more reassuring to others around them, especially children, if they are better prepared.

## Watch for Behavior Changes in Children

Not all children respond to stress in the same way. Some common changes to watch for include

- Excessive crying or irritation in younger children
- Returning to behaviors they have outgrown (for example, toileting accidents or bedwetting)
- Excessive worry or sadness
- Unhealthy eating or sleeping habits
- Irritability and “acting out” behaviors
- Poor school performance or avoiding school
- Difficulty with attention and concentration
- Avoidance of activities enjoyed in the past
- Unexplained headaches or body pain

## Ways to Support Children

- [Take time to talk with children](#) about the COVID-19 outbreak.
- Answer questions and [share facts about COVID-19](#) in a way that children can understand.
- Reassure children that they are safe. Let them know it is ok if they feel upset. Share with them how you deal with your own stress so that they can learn how to cope from you.
- Limit exposure to news coverage of the event, including social media. Children may misinterpret what they hear and can be frightened about something they do not understand.
- Try to keep up with regular routines.
- Be a role model. Take breaks, get plenty of sleep, exercise, and eat well. Connect with your friends and family members.





# Helping Students Understand



### Best Practices

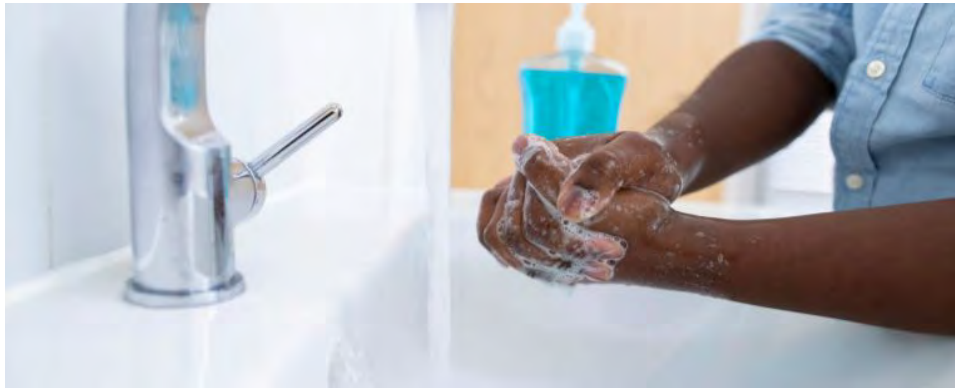
- ✓ "We are all working together to help."
- ✓ "Here's what we can do." (focus on what students can do, not what they can't do)
- ✓ "We are all in this together."
- ✓ "A lot of things are still the same."
- ✓ "We are taking this one day at a time."

# Encouraging Children to Protect their Personal Health

Adapted from the Center for Disease Control and Prevention Guidance - April 1, 2020

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

- Teach children how germs spread
- Encourage correct handwashing
- Cover your mouth and nose
- "Catch" your coughs and sneezes



### Healthy Hygiene Practices

- Students will be required to wash their hands before and after recess and lunchtime and anytime they use the restroom.
- Staff will model proper handwashing technique and will reinforce handwashing throughout the day.



### Encouraging Employees to Protect their Personal Health

Adapted from the Center for Disease Control and Prevention Guidance - April 1, 2020

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Know how it spreads



Clean your hands often



Avoid close contact



Cover your mouth and nose



Cover coughs and sneezes



Clean and disinfect





## Keeping the school safe

Encourage your faculty, staff, and students to...

### Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

### Consider rearranging large activities and gatherings



- Consider adjusting or postponing gatherings that mix between classes and grades
- Adjust after-school arrangements to avoid mixing between classes and grades
- When possible, hold classes outdoors or in open, well-ventilated spaces

### Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

### Stay home if...



- They are feeling sick
- They have a sick family member in their home





# Implement Physical Distancing Strategies



### Best Practices

- Encourage Students to Practice Physical Distancing
- Stagger Arrival and Dismissal Times  
Staggering arrival and dismissal times can help ease congestion.
- Limit Nonessential Visitors

## How Do We Practice Physical Distancing?



### Follow state and local rules and regulations

## Classroom Environment:

- Maintain safe classroom spaces.
- Modify classes where students are likely to be in very close contact.
- Bring in specialist teachers (e.g., music, art, physical education) to individual classrooms versus rotating all students through a shared space that is not able to be cleaned with each new student introduction.
- Rearrange student desks and common seating spaces to maximize the space between students. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Consider using visual cues to demonstrate physical spacing.
- Talk to students about traffic flow and appropriate spacing to support social distancing.
- Avoid community supplies when possible. If shared supplies are necessary, consider using designated bins for clean and used supplies. Community supplies are considered high-touch and should be cleaned frequently.

## Outdoor Environment:

- Whenever possible, use the outdoor environment.

## All Environments:

- Encourage and reinforce social norms and health etiquette.
- Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces.



## Stratford School ReOpening Guidelines

- Reinforce hand washing routines.
- Avoid student mixing outside of the classroom. Stagger arrival and/or dismissal times.
  - Consider dividing up student entry points rather than funneling all students through the same entry space. These approaches can limit the amount of close contact between students in high-traffic situations and times.
  - Consider making arrival schedule changes for students who walk or are dropped off at school by a parent or caregiver.
  - Cancel field trips, assemblies, and other large gatherings. Cancel activities and events like field trips, student assemblies, athletic events, practices, special performances, school-wide parent meetings, or spirit nights.
  - Consider transitioning field trips to free virtual opportunities. Consider changing in-school events to a virtual format. Explore the use of alternate spaces (e.g., classroom) for eating lunch and breakfast. If alternate spaces are not available, ensure classroom groups sit together in lunchrooms.
- Avoid taking multiple classes to bathrooms at once (e.g., avoid having all classes use the bathroom right after lunch or recess). Promote health checks. Reduce congestion in the office.
- Limit nonessential visitors. Move parent-teacher conferences to phone conferences or a virtual format.
- Use virtual formats for guest speakers and reading programs. Limit cross-school transfer for special programs. Promote staff, students, and their families to maintain distance from each other in the school. Educate staff, students, and their families and explain why this is important. Provide reminders about the importance of not sharing food or drinks.
- six feet between desks, or in accordance with county guidelines
- markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact
- Distance teacher and other staff desks at least six feet away from student desks, or in accordance with county guidelines
- School will educate acceptable physical distancing (6ft if county requires), rearranging student desks and common seating spaces to maximize the space between students. Maintain safe classroom spaces and avoid community supplies when possible. Teachers and staff will maintain at least six feet physical distancing.



### Entrance, Egress, and Movement within School

- The school will have entry and exit points for all staff, students and parents.
- Cohorts of students will be assigned a timeframe for arrival and departure from an assigned point.
- Arrows and markings will ensure students and families maintain distance during arrival and screening.
- Parents that need to escort younger children to their screening and during pickup will be required to wear a mask.
- Passing periods and break times will be staggered to avoid congestion.



## Intensify Cleaning and Disinfecting Efforts



### Mandatory Actions

## Expectations Deep Cleaning/Disinfecting Scope Of Work

These are to be COMPLETED and VERIFIED. Keep in your records for a minimum of one year.

General Service	Carpets & Rugs
Clean and disinfect light switches, walls, doors, door frames, vertical surfaces using approved disinfectant and sit times	Vacuum rugs, carpet & mats
Clean and disinfect desks & counters	Properly arrange tables, desks & chairs
Dispose of waste and replace liners	Detail vacuum including corners & edges
Remove recycling to recycle bin	Carpet Shampoo w/cleaner and disinfectant
Clean and disinfect inside/outside waste & recycle bins	Hard Surface Floors
Clean & disinfect drinking fountains	Detailed mop using neutral cleaners and disinfectant
Disinfect all hand sinks and fixtures	Detail sweep/dust mop hard surface floors including corners & edges
Disinfect all door knobs and handles	Properly arrange all tables, desks & chairs
Clean and disinfect window sills	Restrooms
Clean and disinfect partition tops & edges	Clean and disinfect walls, doors, partitions & lockers
Clean and disinfect picture frames and light fixtures	Disinfect horizontal surfaces: counters dispensers, toilets
Clean and disinfect baseboards	Clean and Disinfect (All touchpoints: door handles, kickplates, light switches, toilet handles, dispenser handles, fixtures, etc.
Clean and disinfect furniture	Clean and disinfect toilets & urinals including bases
Clean and disinfect monitors, keyboards, and electrical equipment	Polish fixtures
Clean and disinfect conference room furniture & monitor screen	Clean and disinfect mirrors
Place all recyclables in proper container(s)	Dispose of waste and replace liners
Remove cobwebs	Clean and disinfect waste receptacles
Clean and disinfect tops & face of lockers	Clean and disinfect partitions & ledges
High dusting, air ducts, grills, vent covers & piping	Wet mop floors using disinfectant & clean water
Wipe clean window blinds - Clean and disinfect touch points	Restock hand soap, paper disposables & air fresheners as needed
Clean and disinfect whiteboards/blackboards	High dusting: air grills, ceiling fixtures as needed
Deep clean stage area (Following above guidelines)	Detail clean showers/stalls (if applicable)

## Ongoing Cleaning Checklist

- Sign-off that cleaning is occurring AM & PM

## Clean High Touch Surfaces

- Cleaning companies will clean and disinfect all areas (e.g., classrooms, bathrooms, offices, and common areas) focusing especially on frequently touched surfaces.
- During the day, staff members could support by disinfecting high touch areas on campus.

## Clean thoroughly, throughout the day

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.



# Stratford School ReOpening Guidelines

- Additional information on cleaning and disinfection of community facilities such as schools can be found on CDC's website.

The school will use, and will provide for use, soap and water and, cleaning and disinfectant products approved for use against COVID-19, on the Environmental Protection Agency (EPA) "List N: Disinfectants for Use Against SARS-CoV-2" ("List N") labeled to be effective against emerging viral pathogens.

Teachers will clean and disinfect frequently touched surfaces and objects (examples: desks, doorknobs, light switches etc.) between use such as during recess and lunch breaks. A full disinfection protocol will take place once all the students have gone home at the end of the day.

## CLEANING EXPECTATIONS

- ✓ Clean surfaces at least TWO times per day
- Use the Ongoing Cleaning Checklist

## CDC: Six Steps for Properly Cleaning and Disinfecting Your School

**Six Steps for Properly Cleaning and Disinfecting Your School**

**Protect Your School Against COVID-19**  
Properly cleaning and disinfecting surfaces and objects can help safely and effectively reduce the spread of disease in your school or facility.

- ✓ Always wear gloves and other personal protective equipment (PPE) appropriate for the chemicals being used.
- ✓ Cleaning and disinfection products should not be used by or near students.
- ✓ Make sure that there is adequate ventilation (air flow) when using chemical products to prevent yourself or others from inhaling toxic fumes.

- 1. Use an EPA-approved disinfectant against COVID-19.** Visit [epa.gov/listn](https://www.epa.gov/listn) or scan the QR code with your smart phone to check EPA's list of approved disinfectants.
- 2. Always follow the directions on the label.** Check "use sites" and "surface types" to find out where the product can be used. Pay close attention to "precautionary statements."
- 3. Clean surfaces and determine how areas will be disinfected.** Clean surfaces with soap and water prior to disinfection. Routinely clean and disinfect frequently touched surfaces at least daily.
- 4. Follow the specified contact time.** Apply the product (e.g., spray or wipe a surface) and allow it to dry according to the specified contact time on the label.
- 5. Wear gloves and wash your hands with soap and water.** Discard disposable gloves after each cleaning and disinfection. For reusable gloves, dedicate a pair to disinfecting surfaces to prevent the spread of COVID-19. After removing gloves, wash your hands with soap and water for at least 20 seconds.
- 6. Store chemicals in a secure location.** Keep product lids closed tightly and store products in a location away from students' reach and sight.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



## Guidance for Playgrounds



- Playgrounds may need to be temporarily closed due to state or local rules and regulations, or due to the ability of the individual campus to effectively disinfect between groups of children.
- PE classes may be cancelled and may not use shared play/sports equipment



**Follow state and local rules and regulations**

OPEN PLAYGROUNDS	CLOSED PLAYGROUNDS
<ul style="list-style-type: none"><li>■ Campuses will need to develop clear scheduling plans and a clear disinfecting plan between each class.</li><li>■ Children will wash their hands <b>BEFORE</b> and <b>AFTER</b> visiting the outdoors</li></ul>	<ul style="list-style-type: none"><li>■ Use of outdoor open areas will be encouraged</li><li>■ Children will wash their hands <b>BEFORE</b> and <b>AFTER</b> visiting the outdoors</li></ul>





### Personal Protective Equipment (PPE) and Key Supplies

#### Masks / Face Coverings

Updated 6/2/2020

- All Staff: Face coverings are required inside the facility.
- Students in 1st-12th grade: Face coverings are required inside the facility.
- Students in Preschool, Pre-K and Kindergarten: Face coverings are recommended inside the facility in all schools, but they may be required in some schools (based on local requirements).
- Exception: Face coverings are to be worn at all times as practicable, except when staff and students are eating, napping, or outdoors, where social distancing is closely observed as practicable. (In certain schools, however, face coverings may be required to be worn outside based on local requirements). Face coverings should also not be worn during exercise, or by anyone who has trouble breathing or is unable to remove the face covering without assistance.  
(updated 6/2/2020)

Updated 8/7/20

- A face shield can be used in addition to a cloth face covering, but not as a substitute. If a person cannot wear a cloth face covering for medical reasons, a face shield can be worn instead, as an accommodation, but it should wrap around the sides of the wearer's face and extend to below the chin. In those cases, the parents should provide the letter or notes from the student's medical services provider, clearly noting the underlying concern.

CDC LINK COVID-19: Considerations for Wearing Masks)

Updated 8/21/20

- Students and Staff Requiring Masks: wear a mask, bring a mask. An additional mask is useful if the one that is being worn becomes wet or soiled.  
Encourage parents to label their child's masks clearly in a permanent marker so that they are not confused with those of other children.
- Masks should NOT be worn by children under age 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- Face coverings are required to be worn by all employees. Clothing coverings and eye protection may also be required to be worn by employees in certain areas based on local requirements. All employees must wear face coverings at all times, except when temporarily removing them to consume food or drink. Face coverings will be available upon request, please ask your manager for supplies. If a person requests an exception to this policy, Human Resources will investigate each request on its own merits to ensure that our school remains compliant with all city, state, and federal guidelines that serve to ensure the health and safety of everyone on campus.



# Stratford School ReOpening Guidelines



## Follow state and local rules and regulations

CDC recommends that people wear a cloth face covering their nose and mouth in the community setting during the COVID-19 pandemic, however, children younger than 2 years of age are listed as an exception. Children younger than 2 years should not wear a cloth face covering because of concerns that they might suffocate.

At check-in, students will be reminded to wear their face covering, avoid touching their face covering and to wash their hands frequently.

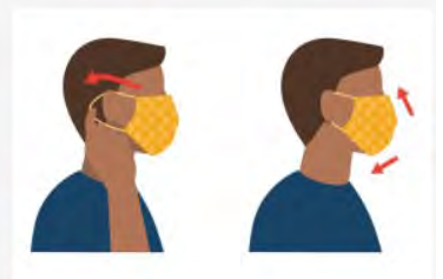
Staff will be trained before the start of school on their requirements to wear a face covering and will remind students throughout the day on proper usage.

CDC Information on Masks:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## Wear your Mask Correctly

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- CDC does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent





# Stratford School ReOpening Guidelines



## How to Make Your Own Mask

CDC - [Youtube Video](#)

## Help Children with Mask Wearing

- Help students build their comfort wearing a mask and become comfortable seeing others in masks.
  - Praise children for wearing a mask correctly.
  - Put a mask on stuffed animals.
  - Draw a mask on a favorite book character.
  - Show images of other children wearing masks.
  - Suggestions from the American Academy of Pediatrics
- Consider providing your child with a container (e.g., labeled resealable bag) to bring to school to store their masks when not wearing it (e.g., when eating).

## Wash Masks After Each Use

Masks should be washed after each use. It is important to always remove masks correctly and wash your hands after handling or touching a used mask.

## Name Tags



## Stratford School ReOpening Guidelines

Purpose is to show the smiles behind the masks. See attached document.

[Insert Image Here]

**Hello!** My name is Ms. Sally.  
My favorite color is **BLUE**.  
Fun Fact: I love to travel!!

## Uniforms

Students and staff are required to wear fresh and clean clothing each day, to limit the spread of germs.

## Purchasing of Key Supplies



**Follow state and local rules and regulations for key supplies.**  
**Check if hand sanitizer permitted in preschools, varies by state.**

As highlighted in the reopening checklists, all classrooms should have hand sanitizer, soap, gloves, and tissues readily available for use by students and staff. Masks should be available at the front office if needed.





### Health Screening for Students and Staff

- Sick students and staff are encouraged to stay home and are also encouraged to stay home if there is a member of their household who is sick.
- Upon arrival, all students and staff will be screened for symptoms, we will verbally ask them if they are experiencing symptoms and will take their temperature with a no-touch thermometer.
- If the student or staff answers 'yes' to any symptom or has a fever, they will be sent home. Students who need to wait to be picked up will be required to wear a face mask and wait in the isolation room.
- If a student or staff becomes ill during the school day they will be separated from the class and sent home immediately.
- The school will recommend to any who screen with symptoms, fever, or become sick to get a COVID19 test with their healthcare provider or at a community testing site.

### Illness Protocols



**Follow state and local  
rules and regulations**

### Well Checks

We need to remember that we are not medical professionals and should not be giving any medical advice.

Encourage staff and families to do wellness health checks on a daily basis at home before leaving for school.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/Daily-Home-Screening-for-Students-Checklist-ACTIVE-rev5A.pdf>



## Daily Home Screening for Students

**Parents: Please complete this short check each morning and report your child's information [INSERT YOUR SCHOOL REPORTING INSTRUCTIONS] in the morning before your child leaves for school.**

### SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

<input type="checkbox"/>	Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
<input type="checkbox"/>	Sore throat
<input type="checkbox"/>	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
<input type="checkbox"/>	Diarrhea, vomiting, or abdominal pain
<input type="checkbox"/>	New onset of severe headache, especially with a fever

## Temperature Checks

- Required to be taken outside campus before employees/students enter building
- Temperature checks (updated 6/2/2020)  
We screen the temperatures of staff and children. Anyone with a temperature of 100.4 degrees or above, or other signs of illness, is not permitted to enter the facility. If anyone becomes ill during the day, they will be sent home, and children will stay in a separate area while awaiting pickup.
- Health Questionnaire - HERE (Updated 6/19/2020)  
Staff: Our recommendation is to also advise employees to contact their supervisors as soon as possible when they plan to travel internationally or to another area of high risk. That way, schools can anticipate staffing needs in case the employee stays home after the trip. (Updated 6/12/2020)
- Entrance Screening - HERE (Updated 5/22/2020)
- The County of San Diego recommends screening for temperatures at 100 Degrees or above (Updated 8/20/2020)





## Follow Individual School Health Policies

Communicate clearly in advance when students may not attend, or when they will be sent home.

Multiple entry points may be needed to ease traffic flow into the building.

Students and employees entering campuses may be required to have their temperatures taken. Parents will not be allowed into classrooms. Temperatures will be taken daily as students enter. This can be done using touchless thermometers, such as in *Image C* below. Procedures need to be written about how, who, and where temperatures are taken and documented. Policies about temperature abnormalities need to be formulated. Social distancing should be maintained and clearly marked with signs on the floors. Policies should be made clear and posted in advance of temperature checking. This should include what temperature controls and what measures will be followed for high temperatures.



### GROUP ACTIVITIES

- All large-scale activities are prohibited

## Smart Scheduling and Stable Cohorts

- Student cohorts should remain together throughout the duration of the school day.
- These cohorts should be maintained in classrooms, recess, and lunch times.
- Recess and lunch times will be staggered, and cohorts will get a designated lunch area on campus.
- Pick up and drop off times will be staggered by cohorts to avoid unnecessary gatherings and contact.



## **SECTION 3**

### **Monitoring Phase for ReOpening**





# RECLOSURE OF SCHOOLS

## What to do if there is a change in recommendations

All decisions about campuses opening/closing must be reviewed/approved by the Spring Education Executive Team.



**Follow state and local  
rules and regulations**

Moving to Distance Learning Program

Reclosure of Campuses - Cross Functional Collaboration will be Required

The school will begin the school year in distance learning format. When the school can reopen on campus, elementary students can attend on campus if they wish.

## Triggers for Switching to Distance Learning

- We intend to work with the local health agency to determine if closure is needed. Our schools intend to work with public health officials to determine triggers for switching to distance learning and will be following the recommended measures.
- Our school will email all families and staff should an urgent update be warranted (such as potential exposure or school closure). The school will also post all necessary information on our schools' website. Information communicated to school families, staff, public health officials and the community will maintain confidentiality.

## CDC Guidance - Coordinate, plan, and prepare

[Preparing K-12 School Administrators for a Safe Return to School in Fall 2020](#)

## Expect cases of COVID-19 in communities

International experiences have demonstrated that even when a school carefully coordinates, plans, and prepares, cases may still occur within the community and schools. Expecting and planning for the occurrence of cases of COVID-19 in communities can help everyone be prepared for when a case or multiple cases are identified.



## Stratford School ReOpening Guidelines

Administrators should coordinate with local public health officials to stay informed about the status of COVID-19 transmission in their community. Additionally, planning and preparing are essential steps administrators can take to safely reopen schools:

- CDC's [Considerations for Schools](#) provides detailed recommendations for schools to plan and prepare to reduce the spread of COVID-19, establish healthy environments and maintain healthy operations. This guidance includes information about implementation of mitigation strategies, such as physical distancing within buses, classrooms and other areas of the school, healthy hygiene habits, cleaning and disinfection, use of cloth face coverings, staggering student schedules, and planning for staff and teacher absences (e.g., back-up staffing plans).
- One important strategy that administrators can consider is [cohorting](#) (or "pods"), where a group of students (and sometimes teachers) stay together throughout the school day to minimize exposure for students, teachers, and staff across the school environment. At the elementary school level, it may be easier to keep the same class together for most of the school day. In middle and high school settings, cohorting of students and teachers may be more challenging. However, strategies such as creating block schedules or keeping students separated by grade can help to keep smaller groups of students together and limit mixing. Strategies that keep smaller groups of students together can also help limit the impact of COVID-19 cases when they do occur in a school.
- Schools should have systems in place to support continuity or learning for students who need to stay home for either isolation or quarantine. This includes access to online learning.

### CDC Checklist: Planning for Virtual or At-Home Learning

<https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Back-to-School-Planning-for-Virtual-or-At-Home-Learning.pdf>

## Identification and Tracing of Contacts

- The School Leaders and Regional Director will be the COVID-19 Team and will be responsible for responding to COVID-19 concerns. Staff will be trained and instructed to contact them should an issue arise. The COVID-19 Team will document and track potential exposure, notify local health officials, and notify parents via school email as soon as possible if communication is warranted.



## Staff Training and Family Education

- COVID-19 resource materials are available to families
- Students are taught handwashing techniques
- At the beginning of the school year and at the monthly staff meetings, staff will be trained on the Reopening Guidelines and Safety Protocols and be provided with educational materials and tools for implementing the protocols in the school.

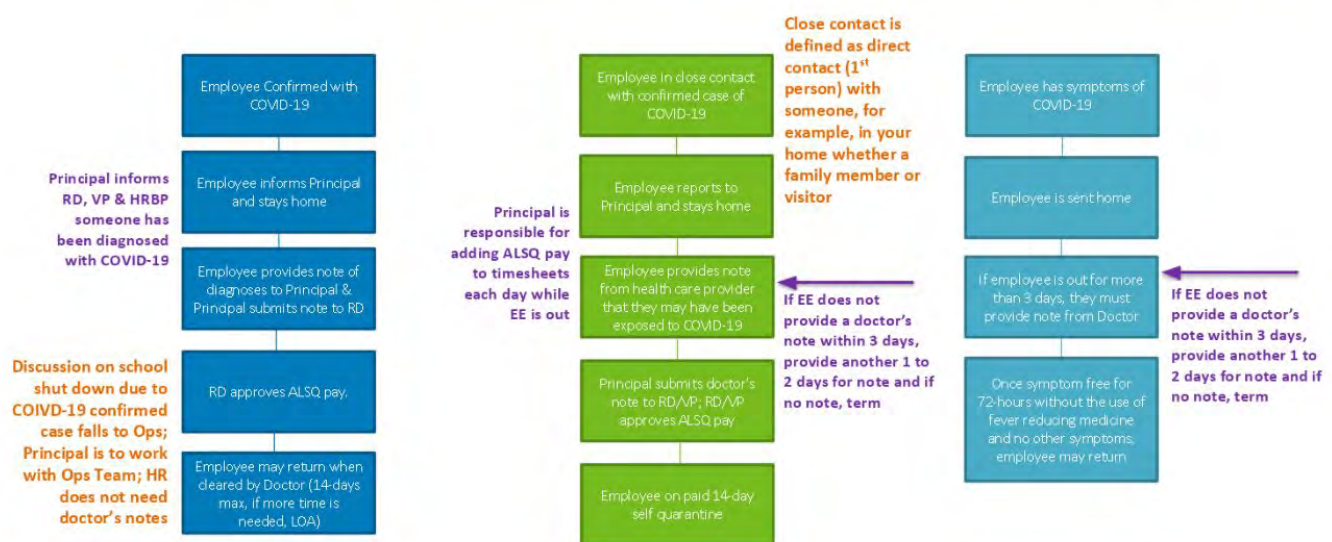
## COVID-19 Confirmed Employee Chart

(updated 5/25/2020)



Follow state and local rules and regulations.  
Follow training guidance from Human Resource Department.

### COVID-19: Confirmed (Employee has already returned, not being recalled)





# Confirmed Student Exposure to COVID-19

(updated 8/1/2020)



**Follow state and local rules and regulations.  
Follow guidance from Regional Director.**

Do temperature check upon arrival and daily health check

- Ask if they have any symptoms of COVID- 19  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Ask if they have been exposed to anyone who has COVID- 19
- Document and record any students with fever and/or symptoms
- Students will be sent home, if they have:
  - Fever of 100.4 F, or other symptoms
- Student may return when symptom free without medication for 72 hours
- Encourage the parent and/or guardian to check in with their physician
- If this is during arrival time - Student is immediately sent home
- If symptoms begin at anytime during the day , student is immediately isolated must be supervised
- Parents are notified , and are asked to come and pick up student within 1 hour (or ASAP)
- Student may return to school when he/she has been symptom free for 72 hours without the use of medication





### Close Contact

Close contact is defined - Less than 6ft for longer than 15 minutes

EXPOSURE	NOT CONSIDERED EXPOSURE
Teacher in the classroom throughout the day	Staff who take temperature checks with masks on
All children in the classroom	Staff supervising lunch with masks on and who stand 6 or more feet away
	Staff who open lunch boxes or assist children with lunch with a mask on if the time period is less than 15 minutes
	Staff who open car door and assist children at arrival and dismissal

### When Parent or Employee Reports a First Person Contact/ Exposure

- Collect as much Information as possible
  - Date of exposure, length of exposure, PPE worn, symptoms, are they being tested
- Call RD and HR
- Call Public Health Department
- Call parents of Children in the class, inform teacher
- If child or employee is in school - send home immediately and they are to quarantine for 14 days.
- Inform parents when test results are available
- Follow guidance of local public health on possible classroom/school closure - if test comes back positive
- Clean and disinfect classroom
- Confidentiality of students and family information is key

### Students with Confirmed Case of COVID - 19

- Gather all of the information and then report to RD & HR
- Campus Leader calls local public health and notifies Licensing if applicable
- Call parents of students in the class to alert them of the exposure
- Send letter to all families using template provided by marketing. Your letter must be approved by your RD prior to being sent to families
- Students and teachers in the classroom are to isolate at home for 14 days
- School is closed for 5 days, this can include the weekend. School may be closed longer at request of the local public health department
- Schedule a deep cleaning and disinfecting of the campus/or room
- Retrain on social distancing and reinforce health policies upon return



# Stratford School ReOpening Guidelines

## Campus Leader responds with....

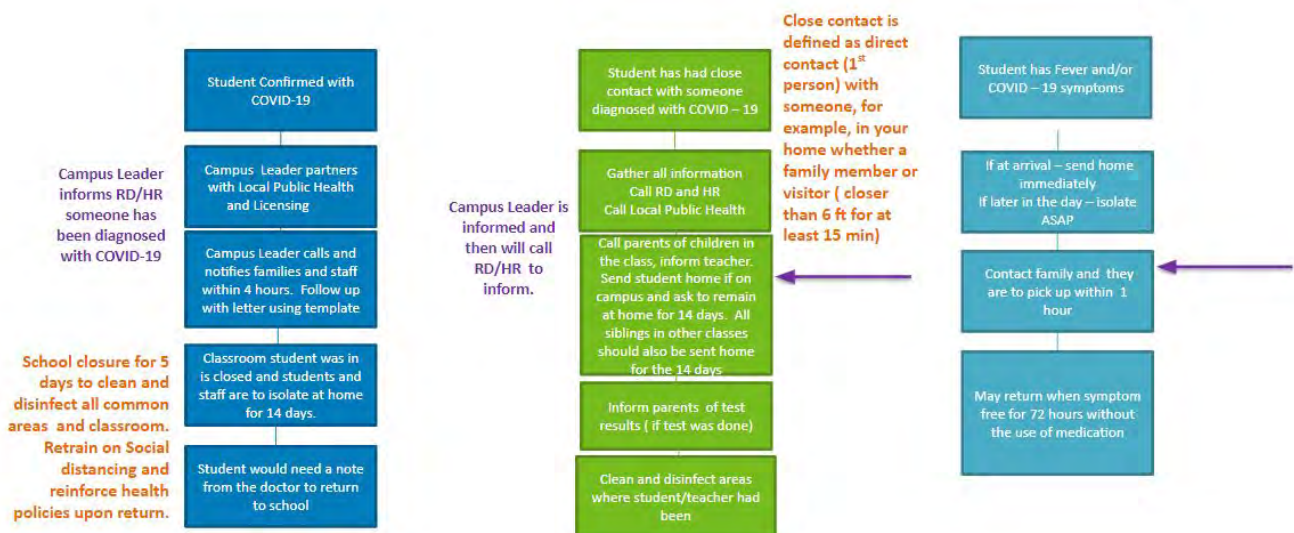
### DO

- ✓ DO express empathy for family
- ✓ DO check attendance and determine who the child would have been in contact with at school
- ✓ DO place calls and send letter to inform of exposure as necessary

### DON'T

- × DON'T share confidential information
  - × DON'T forget to document everything
- Printable PDF located [HERE](#), hyperlinks work within this PDF.

## Student Confirmed with COVID-19: or exposure to someone with COVID – 19





# COVID-19 Testing for Students and Staff

(updated 8/21/2020)



**Follow state and local rules and regulations.  
Follow training guidance from Human Resource Department.**

We care about our students and employees and are proactively showing students and employees how and where to find COVID-19 testing.

We have multiple options available to employees, including our own healthcare carriers and also external providers.

We are following and monitoring the guidelines provided by local county and state agencies and current available county resources.

## Links:

US Department of Health and Human Services [Community-Based Testing Sites for COVID-19](#)

[Find a Health Center](#)

Centers for Disease Control and Prevention [Testing for COVID-19](#)

United Health Care [Coronavirus \(COVID-19\)](#)

Kaiser [COVID-19: Who We're Testing, Types of Tests & More](#)



## CDC School Decision Tree

All decisions about campuses opening/closing must be reviewed/approved by the Spring Education Executive Team.

(updated 8/21/2020)

[https://drive.google.com/open?id=1R3Fn705KtVrY2l\\_TftsknGXhQ4A\\_Qihe](https://drive.google.com/open?id=1R3Fn705KtVrY2l_TftsknGXhQ4A_Qihe)

### SCHOOLS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist administrators in making (re)opening decisions regarding K-12 schools during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

#### Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Is the school ready to protect children and employees at **higher risk** for severe illness?
- ✓ Are you able to screen students and employees upon arrival for symptoms and history of exposure?

ANY NO

DO NOT OPEN

#### Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Encourage social distancing through increased spacing, small groups and limited mixing between groups, if feasible
- ✓ Train all employees on health and safety protocols

ALL YES

ANY NO

MEET SAFEGUARDS FIRST

#### Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of students and employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if students or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- ✓ Monitor student and employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ALL YES

ANY NO

MEET SAFEGUARDS FIRST

ALL YES

OPEN AND MONITOR



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



## Human Resources



**Follow state and local rules and regulations.  
Follow training guidance from Human Resource Department.**

*Follow training guidance from the Human Resource Department.*

[U.S. Employer Guidance for Reopening the Workplace](#)

[Employer Guide to Returning to Work](#)

[Connection, Compassion, and COVID-19](#)

[How can we reassure employees who are worried about the coronavirus?](#)

[Answers to the most common coronavirus questions](#)

[How can we help employees maintain mental health during a quarantine?](#)

[Key Messages and Actions for COVID-19 Prevention and Control in Schools](#)

[K-12 Schools and Childcare Programs FAQs for Administrators, Teachers, and Parents](#)

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>



## References



### Additional Information/Trainings

(updated 8/21/2020)

[Frequently Asked Questions](#)

[K-12 Schools and Childcare Programs FAQs for Administrators, Teachers, and Parents](#)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/FAQ-schools-child-care.pdf>

[Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

[GUIDANCE FOR CLEANING & DISINFECTING](#)

[MDH Guidance for Social Distancing in Schools](#)

[Key Messages and Actions for COVID-19 Prevention and Control in Schools](#)

<https://amp-cnn-com.cdn.ampproject.org/c/s/amp.cnn.com/cnn/2020/04/17/europe/denmark-coronavirus-first-school-intl/index.html>

[K-12 Schools and Childcare Programs FAQs for Administrators, Teachers, and Parents](#)

[School Settings | COVID-19](#)

<https://www.mwe.com/insights/coronavirus-faqs-for-us-employers/#should-we-continue-to-have-employees-work-on-site-if-so-what-steps-can-and-should-we-take-to-keep-our-workplace-healthy-and-safe>

[Coronavirus \(COVID-19\) Employer FAQs](#)

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#covid19-children>

[Germ Prevention Strategies](#)

[Reducing the Spread of Illness in Child Care](#)

[Guidance for Social Distancing in Youth and Student Programs \(PDF\)](#)

CALIFORNIA UPDATES: (updated 8/21/2020)

[CDPH Industry Guidance Schools and School Based Programs](#)

[COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#)

[CDPH COVID-19 and Reopening In-Person Learning Elementary Education Waiver Process Overview](#)

[California Department of Public Health Schools Guidance FAQs](#)

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>






## Appendix B - Printable Resources

<h3>PPE Sequence</h3> <p>(updated 5/22/2020)</p>	<p><a href="#">Putting on and Removing</a></p>	<div data-bbox="703 600 1060 1073"> <h4>SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)</h4> <p>The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection control precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.</p> <ol style="list-style-type: none"> <li><b>1. GOWN</b> <ul style="list-style-type: none"> <li>Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back</li> <li>Fasten in back of neck and waist</li> </ul> </li> <li><b>2. MASK OR RESPIRATOR</b> <ul style="list-style-type: none"> <li>Secure ties or elastic bands at middle of head and neck</li> <li>Fit flexible band to nose bridge</li> <li>Fit snug to face and below chin</li> <li>Fit-check respirator</li> </ul> </li> <li><b>3. GOGGLES OR FACE SHIELD</b> <ul style="list-style-type: none"> <li>Place over face and eyes and adjust to fit</li> </ul> </li> <li><b>4. GLOVES</b> <ul style="list-style-type: none"> <li>Extend to cover wrist of isolation gown</li> </ul> </li> </ol> <h4>USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION</h4> <ul style="list-style-type: none"> <li>Wash hands before donning PPE</li> <li>Limit activities performed</li> <li>Shower, shower, shower (or use of facility recommended)</li> <li>Perform hand hygiene</li> </ul> </div> <div data-bbox="1084 600 1450 1073"> <h4>HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1</h4> <p>There are a variety of steps to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious material. This is not always. <b>Remove all PPE before exiting the patient care area.</b> It is essential to remove the PPE after exiting the patient care area and dispose of the PPE in the following sequence:</p> <ol style="list-style-type: none"> <li><b>1. GLOVES</b> <ul style="list-style-type: none"> <li>Remove gloves by pulling them away from the body, avoiding contact with the gloves, and placing them in the designated disposal container.</li> <li>Wash hands with soap and water for at least 20 seconds.</li> </ul> </li> <li><b>2. GOGGLES OR FACE SHIELD</b> <ul style="list-style-type: none"> <li>Remove goggles or face shield by pulling them away from the face, avoiding contact with the goggles or face shield, and placing them in the designated disposal container.</li> <li>Wash hands with soap and water for at least 20 seconds.</li> </ul> </li> <li><b>3. GOWN</b> <ul style="list-style-type: none"> <li>Remove gown by pulling it away from the body, avoiding contact with the gown, and placing it in the designated disposal container.</li> <li>Wash hands with soap and water for at least 20 seconds.</li> </ul> </li> <li><b>4. MASK OR RESPIRATOR</b> <ul style="list-style-type: none"> <li>Remove mask or respirator by pulling the straps or ties away from the face, avoiding contact with the mask or respirator, and placing it in the designated disposal container.</li> <li>Wash hands with soap and water for at least 20 seconds.</li> </ul> </li> <li><b>5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE</b></li> </ol> <p><b>PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE</b></p> </div>
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# Stratford School ReOpening Guidelines

<p>STAY HOME IF YOU'RE SICK</p>	<p><a href="#">Handwashing: Keeping Your Family Healthy</a></p>	
<p>HANDWASHING</p>	<p><a href="https://www.cdc.gov/handwashing/pdf/wash-your-hands-steps-8x11.pdf">https://www.cdc.gov/handwashing/pdf/wash-your-hands-steps-8x11.pdf</a></p>	



# Stratford School ReOpening Guidelines

## HANDWASHING

[Stop Germs! Wash Your Hands](#)

### Handwashing: Keeping Your Family Healthy

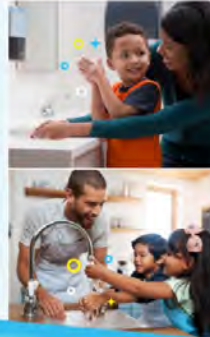
Handwashing is an easy, cheap, and effective way to prevent the spread of germs and keep kids and adults healthy. When your family is healthy, you don't have to worry about missing school, work, or other activities.

#### Help your child develop handwashing skills

Parents and caregivers play an important role in teaching children to wash their hands. Handwashing can become a lifelong healthy habit if you start teaching it at an early age. Teach kids the **five steps** for handwashing—wet, lather, scrub, rinse, and dry—and the key times to wash hands, such as after using the bathroom or before eating. You can first teach to make it fun, like making up your own handwashing song or turning it into a game.

#### Lead by example

Young children learn by imitating the behaviors of adults in their lives. When you make handwashing part of your routine, you're setting an example for your children to follow.



**LIFE IS BETTER WITH CLEAN HANDS**

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

### Stop Germs! Wash Your Hands.

#### When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

#### How?



Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

**LIFE IS BETTER WITH CLEAN HANDS**






[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>





# Stratford School ReOpening Guidelines

<p>CLEAN HANDS</p>	<p><a href="https://www.cdc.gov/handwashing/images/Handwashing_Graphics_FB_2-01_1200x675.png">https://www.cdc.gov/handwashing/images/Handwashing_Graphics_FB_2-01_1200x675.png</a></p>	
<p>CLEAN HANDS</p>	<p><a href="https://www.cdc.gov/handwashing/images/Handwashing_Graphics_FB_3-01_1200x675.png">https://www.cdc.gov/handwashing/images/Handwashing_Graphics_FB_3-01_1200x675.png</a></p>	
<p>WHEN TO SEEK MEDICAL ATTENTION</p>	<p><a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</a></p>	<p><b>When to Seek Medical Attention</b></p> <p>If you develop <b>emergency warning signs</b> for COVID-19 get <b>medical attention immediately</b>. Emergency warning signs include*:</p> <ul style="list-style-type: none"> <li>• Trouble breathing</li> <li>• Persistent pain or pressure in the chest</li> <li>• New confusion or inability to arouse</li> <li>• Bluish lips or face</li> </ul> <p>*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div>



# Stratford School ReOpening Guidelines

## SYMPTOMS

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stopping-the-spread-of-germs.pdf>

