



# Stratford School Crestmoor Canyon San Bruno ReOpening Guidelines

## STRATFORD SCHOOL CRESTMOOR CANYON SAN BRUNO REOPENING GUIDELINES

Stratford School has implemented all health and safety guidelines stipulated by San Mateo County Health to date. We successfully operated eight weeks of summer camp under the public health guidelines.

Our guidelines were updated on 10/1/2020 to provide compliance with San Mateo County Public Health. The supplemental guidelines have been posted on our website at:

**<https://www.stratfordschools.com/covid-19-updates>**

We resubmitted our application to San Mateo County Public Health for review on 10/1/2020.

### Information Sources

Pandemic Recovery Framework

#### **Four Pillars to Reopen Safely - San Mateo County**

1. Health and Hygiene
2. Face Coverings
3. Physical Distancing
4. Limiting Gatherings

#### **California Department of Health**

1. Cleaning and disinfection
2. Small, stable, cohorting
3. Entrance, egress, and movement within the school
4. Face coverings and other essential protective gear
5. Health screenings for students and staff
6. Healthy hygiene practices
7. Identification and tracing of contacts
8. Physical distancing
9. Staff training and family education
10. Testing of students and staff
11. Triggers for switching to distance learning
12. Communication plans

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



# Stratford School Crestmoor Canyon San Bruno

## ReOpening Guidelines

### Health and Hygiene

#### Daily Hygiene Routines

- 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.
- Campus signage reinforces daily hygiene routines and are widely posted, disseminated, and encouraged through various methods of communication.
- We teach all students and staff to be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
- All members of the school community, students and staff alike, must stay at home if experiencing flu-like symptoms or fever.
- School staff will explicitly teach and frequently reinforce prevention behaviors of handwashing and cough/sneeze etiquette as important strategies in slowing the spread of COVID-19 and other infectious diseases.
- Our teachers have built classroom routines for handwashing upon entering and leaving the classroom and create regular cleaning practices for desks, equipment, writing utensils, and other classroom materials.
- We will continue teaching and reinforcing proper handwashing techniques, posting signage in high visibility areas on handwashing instructions and other hygiene practices, such as avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes, other prevention measures.
- We have provided adequate supplies such as soap, tissues, no-touch trash cans, hand sanitizers (with at least 60% ethyl alcohol) and extra face coverings in case any students or staff need one.
- Supplies, equipment, and utensils will not be shared among staff and students to the extent feasible. When items must be shared, the schools will clean and disinfect these items between uses.
- We will minimize staff and students' contact with high-touch surfaces, by propping open doors during arrival and departure times, and scheduling breaks to use the restrooms.
- Face coverings will be washed after each use. It is important to always remove face coverings correctly and wash hands after handling or touching a used face covering.
- Uniforms: Students and staff are required to wear fresh and clean clothing each day, to limit the spread of germs.

#### Check for Signs and Symptoms

- We prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.
- We require staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home and quarantine for 14 days.



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- We have developed policies that require sick staff and students to stay at home without fear of reprisal, and ensure staff, students, and students' families are aware of these policies. (see attached)
- We have implemented screening and other procedures for all staff and students entering the facility. (see below)
- We conduct visual wellness checks of all students or establish procedures for parents to monitor at home.
- We use a no-touch thermometer.
- We ask all individuals if they or anyone in their home is exhibiting COVID-19 symptoms.
- We document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under state law related to privacy of educational records.
- We monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100 degrees or higher, cough, or other COVID-19 symptoms.
- We educate families about COVID-19 related health protocols to conduct at home, including keeping students home when showing signs of illness.
- If a student is exhibiting any symptoms of COVID-19, staff should communicate with the parent/caregiver immediately and isolate the student away from others in our sick room, located off of the office, while awaiting parent/caregiver pickup. Pick-up is required within one hour. The "sick room" is a space that others do not pass through.

### **Students and Staff Daily Health Screenings**

- Signs at all entrances will instruct students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. Symptoms of COVID-19 may include: fever or chills; cough; shortness of breath or difficulty breathing; loss of taste or smell; fatigue; muscle or body aches; headache; sore throat; nausea, vomiting, or diarrhea.
- Sick students and staff will need to stay home and are also encouraged to stay home if there is a member of their household who is sick.
- Upon arrival each day, all students and staff must be screened for symptoms, we will verbally ask them if they are experiencing symptoms and will take their temperature with a no-touch contactless thermometer.
- If the student or staff answers 'yes' to any identified COVID-19 symptom or has a fever of 100 or higher, they will be sent home immediately until testing and/or medical evaluation has been conducted. Students who need to wait to be picked up will be required to wear a face mask and wait in the isolation room, which is called the "sick room" and is located off of the office. This is a space that others do not pass through.
- Schools will provide updates and reminders of the health screening process to all staff and families throughout the school year.



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## Daily Health Checks; Response to COVID-19 Symptoms or Suspected Case:

- 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 within the last 24 hours.
- Document and record any students with fever and/or symptoms.
- Students and Staff will be sent home, if they have:
  - Fever of 100 F, or other symptoms; Symptoms of illness may include: fever or chills; cough; shortness of breath or difficulty breathing; loss of taste or smell; fatigue; muscle or body aches; headache; sore throat; nausea, vomiting, or diarrhea.
- Any students or staff exhibiting symptoms must continue to wear required face covering and wait in an isolation area until they can be transported home or to a healthcare facility. We have a "sick room" that is located off of the office. This is a space that others do not pass through.
- Schools will advise the parent and/or guardian or staff to check in with their physician; students with one or more COVID-19 symptoms must be tested before returning to campus.
- If symptoms are apparent during arrival time, the student is immediately sent home.
- If symptoms begin at any time during the day, the student is immediately isolated in a separate room, required to wear a face covering, and must be supervised by a point person.
- Parents are notified to pick up the student within 1 hour; as soon as possible is preferred.
- The student may return to school when he/she has been symptom free for 72 hours without the use of medication and 1) provide evidence of a negative test result, or 2) provide a note from a physician with an alternate reason for the symptoms or a reason why the testing was not done.

## Temperature Checks

- We have guidelines for daily health checks, including temperature taking for students and staff utilizing no-touch thermometers.
- We conduct temperature screenings at the start of each day before entering campus and at any time a staff member or student leaves and enters campus.
- Required to be taken outside campus before employees/students enter the classroom.
- We screen the temperatures of staff and children. Anyone with a temperature of 100 degrees F 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.
- Temperature data does not need to be recorded. If an individual registers a temperature reading outside the recommended range (above 100 degrees F) that individual is required to go home immediately.
- We maintain an isolation room for transitioning individuals from school to home. We have a "sick room" that is located off of the office. This is a space that others do not pass through.

## PPE

We provide face coverings, hand sanitizer, disinfecting wipes, gloves for specific activities, standards-based cleaning materials, and for staff working with special populations, disposable gowns and face shields.

We provide classrooms and office spaces with wastebaskets, tissues, and CDC-approved sanitizer.



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## Cleaning and Disinfecting

We have an explicit and detailed cleaning and disinfecting plan that includes a regular schedule for high traffic areas. (see below)

- When performing cleaning duties, staff follow CDC guidance on the use of face coverings and other safety equipment.

## Clean High Touch Hard Surfaces

- The cleaning company, OpenWorks, will clean and disinfect all areas (e.g., classrooms, bathrooms, offices, and common areas) focusing especially on frequently touched hard surfaces daily.
- During the day, staff members support cleaning efforts by disinfecting high touch areas and shared objects.
- Staff clean and disinfect frequently-touched surfaces at school at least twice daily and complete a checklist.
- Frequently touched surfaces in the school include, but are not limited to:
  - Door handles
  - Light switches
  - Sink handles
  - Bathroom surfaces
  - Tables
  - Student Desks and Chairs
- We have assigned restrooms to specific classes and have assigned staff members to specific restrooms.
- We ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable.
- When cleaning and disinfecting, air out the space before children arrive; plan to do thorough cleaning when children are not present.
- We use the CDC guidance about cleaning and disinfection after persons suspected/ confirmed with COVID-19 have been in the facility.

## Support Health with Indoor Air Ventilation

- We will maximize airflow in any given space by allowing outside airflow in. Staff members are to open doors and/or windows when outside climate allows, and keep doors in locked position to quickly close and secure in the event of a security alert. Maximizing outside airflow is the simplest and most efficient way to maintain a healthy classroom environment.
- We periodically replace and check air filters and have purchased and installed HEPA filters prior to the start of the school year.
- The filtration systems we have in place are to ensure optimal air quality.
- Staff members have been trained to safely and correctly apply disinfectants using PPE and ventilation recommended for cleaning. We keep disinfectant products stored away from students.



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- We will run HVAC systems to bring outside air in.
- Staff will utilize outdoor spaces for instructional use as much as possible.

### Limit Sharing of Material and Equipment

- We have suspended use of drinking fountains and instead encourage the use of reusable water bottles.
- We have limited the use of shared playground and physical education equipment in favor of physical activities that require less contact with surfaces and have a disinfecting plan in place between uses.
- We have suspended sharing of objects and equipment, such as toys, games, and art supplies to the extent practicable. But where allowed, clean and disinfect between uses. Students are provided with an individualized set of materials to use throughout the school day to eliminate sharing of utensils, paper, art supplies, etc.
- Technological devices will not be shared, and rather, assigned to specific students on a rotating basis.
- Outdoor areas will be designated to cohorts and there will be no mixing of cohorts. The playground equipment will be disinfected between uses.

### Cleaning and Maintenance

- Sign-off that cleaning is occurring AM & PM daily for shared space and per classroom by completing the required checklists.
- Surfaces need to be cleaned at least TWO times per day; use the **Ongoing Cleaning Checklists**. (see images below)

### Clean thoroughly, throughout the day

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- Additional information on cleaning and disinfection of community facilities such as schools can be found on [CDC's website](https://www.cdc.gov/eid/content/sars-cov-2/schools/index.html).
  - 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.



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## CLASSROOM ONGOING CLEANING CHECKLIST

COMPLETE THE FOLLOWING TASKS IN EVERY ROOM, AT LEAST TWO TIMES PER DAY.

TODAY'S DATE	CLASSROOM
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Mark each task with your initials as it is completed twice per day. All tasks are mandatory. Additional cleans encouraged.

TASK	Morning (Initial)	Afternoon (Initial)
Clean and Disinfect High Touch Areas within Room: <b>DOOR HANDLES</b>		
Clean and Disinfect High Touch Areas within Room: <b>SHARED TABLES AND COUNTERS</b>		
Clean and Disinfect High Touch Areas within Room: <b>LIGHT SWITCHES</b>		
Clean and Disinfect High Touch Areas within Room: <b>SINKS AND FAUCETS</b>		
Clean and Disinfect High Touch Areas within Room: <b>BATHROOM AREA</b>		
Restock hygiene supplies: hand sanitizer, soap, tissues, disinfectant wipes		
Clean room materials that cannot be individually designated		
Student's personal belongings are neatly stored		
Trash removed from the room and outside trash can cleaned		
Check room is clean and in order, including materials returned to where they belong		
Clean and Disinfect Floors (follow campus procedures)		
If possible, increase airflow into the room, through open windows or air-conditioning, follow your campus policies		



Follow state and local rules and regulations

4/28/20

## SHARED SPACE ONGOING CLEANING CHECKLIST

COMPLETE THE FOLLOWING TASKS IN EVERY ROOM, AT LEAST TWO TIMES PER DAY.

TODAY'S DATE	ROOM
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Mark each task with your initials as it is completed twice per day. All tasks are mandatory. Additional cleans encouraged.

TASK	Morning (Initial)	Afternoon (Initial)
Clean and Disinfect High Touch Areas within Room: <b>DOOR HANDLES</b>		
Clean and Disinfect High Touch Areas within Room: <b>SHARED TABLES AND COUNTERS</b>		
Clean and Disinfect High Touch Areas within Room: <b>LIGHT SWITCHES</b>		
Clean and Disinfect High Touch Areas within Room: <b>SINKS AND FAUCETS</b>		
Clean and Disinfect High Touch Areas within Room: <b>BATHROOM AREA</b>		
Restock hygiene supplies: hand sanitizer, soap, tissues, disinfectant wipes		
Trash removed from the room and outside trash can cleaned		
Clean and Disinfect Floors (follow campus procedures)		
If possible, increase airflow into the room, through open windows or air-conditioning, follow your campus policies		



Follow state and local rules and regulations



4/28/20

## Food Services

- Students will be required to bring their own meals and utensils and have lunch inside their classrooms with their cohorts. They will continue to observe the physical distancing rules and wash their hands before and after meals.

## Face Coverings

All staff: Face coverings are required at all times while on campus, except while eating or drinking.

All students in the K - 6th program are required to wear face coverings.

Per San Mateo County's Health Officer, a Face Covering means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face.

A face covering should not be medical-grade or use a valve device. A face covering should be considered essential clothing that is laundered at home by hand or machine washed and worn to school each day.

School Practices According to the CDPH, the following individuals are exempt from wearing a face covering:





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- persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance.

A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced.

When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.

In order to comply with this guidance, we will exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. If this occurs, alternative online education will be offered.

Exceptions: Face coverings are to be worn at all times as practicable, except when staff and students are eating or drinking, or students are outside with only members of their stable cohort. Face coverings should also not be worn by anyone who has trouble breathing or is unable to remove the face covering without assistance.

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.

- Plan for Face Covering Breaks for Younger Students:
  - We will provide structured breaks for K-2 students who may need a break from wearing their face covering, where social distancing is closely observed as practicable.
- Plan for Providing Phonological Instruction:
  - Staff can consider using a face covering with a clear window over the mouth when providing phonological instruction or communicating with a student with a disability or a student who is hearing impaired.
- The schools will have signs at the entrance, classrooms, and in other high visibility areas to remind students and staff of the face covering requirements and appropriate use.
- The schools will educate students about the rationale and proper use of face coverings.





# Stratford School Crestmoor Canyon San Bruno ReOpening Guidelines

## Physical Distancing

Physical distancing reduces the number of in-person contacts per teacher and is an essential practice in ensuring a safe school environment.

Our campus plans to incrementally bring back students with a measured and sequential approach prioritizing young learners. The first week, Kindergarten through second grade students will return to campus, while third through fifth grade students participate in distance learning. After two weeks of closely monitoring these students, we plan to have third through fifth grade students return to campus.

All activities, instructional or otherwise, must support physical distancing and be implemented across the campus at all times.

We have identified all locations and times of day where students are in close contact and have developed strategies to reorganize those locations and activities to maintain students at six feet apart. We have staggered start times, have implemented a block schedule, and have created multiple recess and lunch periods.

- The importance of physical distancing has been communicated to all staff and families through staff training, principal meetings, and emails to the enrolled families. Stratford School CCSB will continue to send reminders and train staff on protocols for physical distancing for both indoor and outdoor spaces.
- In addition to the communication, the families who wish to return to campus have to sign an agreement to abide by all of the COVID Safety Protocols.
- The schools posted signage reminding students, families, and staff about physical distancing at the entrance, floors, in the hallway, and classrooms.
- We do not allow parents inside the building to minimize foot traffic inside the building.
- Additionally, we will not allow any non-essential visitors, and limit other visitors' contact with students and staff.
- We will not have any outside organizations utilizing the school facilities outside of school hours.
  - All staff will maintain six feet or more of distance between one another while on the school campus. The schools will place markings on the ground to facilitate physical distancing of six feet or more at all entry and exit points in the facility for the students and staff.



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## Arrival and Departure

- To minimize close contact between students, staff, and families at arrival and departure, cohorts of students will be assigned a timeframe for arrival and departure from an assigned point (supervised by staff to decrease crowding at designated routes for entry and exit).
- Arrow and markings will ensure students, staff, and families maintain distance during arrival and health screening.
- Drivers are instructed to remain in their vehicles, to the extent possible, during drop-off and pick-up. If parents need to escort younger children to their health screening and during pick-up, only a single caregiver should enter to escort, and such caregiver will be required to wear a face covering.
- Staff shall supervise to disperse students during school arrival and departure.

## Daily Schedule

Note: We are requesting all families who are able to use the curbside drop-off and pickup feature to do so for the safety of our teachers.

Program	Arrival	Departure	Extended Day
1G-5G	8:00 - 8:15 am	3:15 - 3:30 pm	Until 6:00 pm
KG	8:15 - 8:30 am	3:30 - 3:45 pm	Until 6:00 pm

## Classroom Settings

- Students and staff will remain in stable classroom cohorts by keeping the same students and teacher or staff together throughout the school day, and students will not mix with other stable classroom cohorts.
- We have assigned stable seating arrangements for students (to ensure that close contact within classrooms are minimized and easily identifiable).
- Distance teacher/staff desks at least six feet away from students (to minimize the risk of adult-to-child disease transmission).
- We have rearranged student desks and common seating spaces to maximize the distance between students. We have turned 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).
- 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.

## Non-Classroom Settings and All Environments



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- Staff are not permitted to eat or drink in the break room. The break room has been closed to eating and we have limited the number of people in the break room to maximum 2 people at any given time. We encourage staff to eat meals outdoors or in large, well-ventilated spaces.
- All staff meetings, professional development training and education, and other activities involving staff will be conducted via video or phone conference. If in-person attendance is necessary, such activities will be conducted outdoors, if feasible, and with appropriate physical distancing.
- Adopt and reinforce social norms and health etiquette, maintaining six feet or more of distance from one another while on school campus.
- Floor markings and signs have been posted throughout the campus for students and staff.
- We have markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces.
- Reinforce hand washing routines.
- Avoid student mixing outside of the classroom. Stagger arrival and/or dismissal times.
  - Divide up student entry points rather than funnel all students through the same entry space. These approaches can limit the amount of close contact between students in high-traffic situations and times.
  - We have canceled in-person field trips, assemblies, and other large gatherings.
  - We have transitioned assemblies, parent workshops, and field trips to virtual opportunities.
- Avoid taking multiple classes to bathrooms at once (e.g., avoid having all classes use the bathroom right after lunch or recess). A bathroom schedule has been created to eliminate students mixing. Promote health checks. Reduce congestion in the office.
- Parent-teacher conferences moved to phone conferences and a virtual format this October.

### Stable Cohorting

- Cohort/Pod: A stable group where supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group.
- The maximum size of our stable cohorts is 20 students in a first grade class (classroom space is in the Multi-purpose room, please refer to the school map). The average cohort size on campus is 15 students. Physical distance of at least 6 feet is maintained in all classroom spaces, and the student capacity is limited to ensure physical distance is in place.
- We will prevent interactions between cohorts, including interactions between staff assigned to different cohorts. We will stagger playground time and other activities so that two cohorts are not in the same place at the same time. Student cohorts will remain together throughout the duration of the school day. These cohorts will 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



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The health and safety of our students, staff and families is our top priority. In an effort to keep everyone healthy we will adhere to the following social distancing protocols...

- Single cohort, no mixing
  - Students remain with the same group of children throughout the day
  - Stable teaching staff staying with class for the day including lunch/recess
  - Limited staff entering classrooms (leaders/designated support staff)

### Teachers & Classrooms

Kindergarten	Ms. Bristie Rouf Ms. Cathy Chau Ms. Lauren Rigor	Room 9 Room 13 Room 14
First Grade	Ms. Melanie Do	Auditorium
Second Grade	Ms. Julia Collins	Room 11
Third Grade	Ms. Melissa Benedetti	Room 5
Fourth Grade	Ms. Emma Niu	Room 6
Fifth Grade	Ms. Samantha Schaffner	Room 12

- Cohort bathrooms will be assigned by grade level



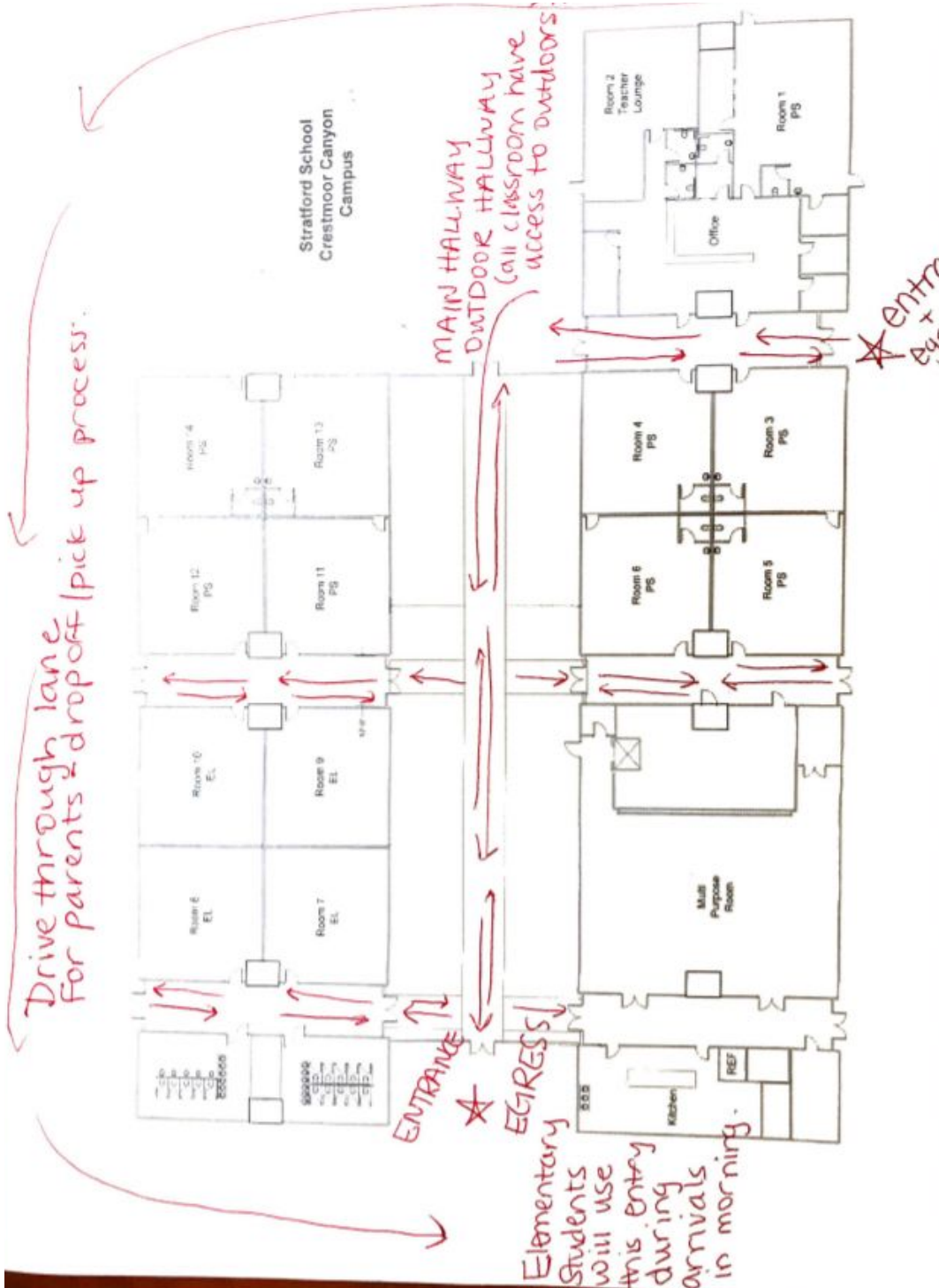
### Entrance, Egress, and Movement within CCSB Campus

- The school has entry and exit points for all staff, students and parents. Cohorts of students are assigned a timeframe for arrival and departure from an assigned point. Arrows and markings are in place to 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.



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### Stratford School CCSB School Map:





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## ReOpening Guidelines

### Limiting Gatherings

- We believe it is essential to limit gatherings of people to slow the spread of COVID-19.
- Our current health order limits gatherings to 50 people.
- Note, the instruction of students at school is not considered a gathering. We have considered ways that technology can be utilized to support drama, music, and other performance-based activities.
- We have planned for staff and other meetings to be held remotely. Until a vaccine is introduced, large-scale events that bring together crowds of people will not be possible.
- The following events have been and will continue to be conducted remotely: Back to School Nights for families, Staff Meetings and Training, Professional Development days, Fall Festival event, parent meetings and parent/teacher conferences, monthly Spirit Day Assemblies, Scholastic Book Fair, and etc.

### Group Activities

- All large-scale activities are prohibited.

### Electives and Extracurricular Activities

- Electives and extracurricular activities, such as field trips, clubs, student assemblies, athletic events, practices, special performances, school-wide parent meetings, or spirit nights, in which physical distancing (at least 6 feet) and face covering use cannot be maintained at all times, are not allowed and are cancelled.
- Aerosol generating activities, including in-person choir, band, and vocal cheerleading activities (cheers and chants) due to increased risk of disease transmission, are not allowed.
- The school will explore transitioning field trips to free virtual opportunities; changing in-school events to a virtual format.

### Guidance on School Closure and Triggers for Switching to Distance Learning

The closure of the campus is appropriate when there are multiple cases in multiple cohorts or when at least 5 percent of the total number of teachers, students, and staff onsite (or 9 people) has tested positive for COVID-19 within a 14-day period. San Mateo County Health may also determine whether school closure is warranted for other reasons, including results from a public health investigation or other local epidemiological data.

Our decision to close a campus would be made in consultation with San Mateo County Health. A campus may typically reopen after 14 days, but again, in consultation with San Mateo County Health. Whether or not our school is open to on-campus learning, the education of our students is non-negotiable and we would provide education through our online distance learning program.

We address the action plan in case of exposure or confirmed case of COVID-19. The campus elementary principal, Jennifer Garrone, will contact the local public health agency and follow the guidance on school





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closure. If the school is closed in compliance with the public health agency's guidance, the school will clean, disinfect, and sanitize during the school closure.

- We will work with the local health agency to determine if closure is needed. Our schools plan to work with public health officials to determine triggers for switching to distance learning and will follow the recommended measures.
- Our schools will email all families and staff should an urgent update be warranted (such as potential exposure or school closure). The schools 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.

### **Covid-19 Team: Identification and Tracing of Contacts**

- The School Leaders (Jennifer Garrone and Teresa Wertman) and Regional Director (Laura Morgan) will be the COVID-19 Team and will be responsible for responding to COVID-19 concerns. We will communicate immediately if there is a confirmed case of COVID-19 within the school community (students, parents, or staff). Staff are trained and instructed to contact them, should an issue arise. The COVID-19 Team will document and track potential exposure, notify the County of San Mateo Public Health officials, and notify parents as soon as possible.
- If a staff member, student or other person living in their household is exposed to or there is a known potential exposure to COVID-19, they must alert the school immediately by calling (650) 837-9222 or email at [jgarrone@stratfordschools.com](mailto:jgarrone@stratfordschools.com) if after hours. Daily attendance records of all students and staff are maintained which aid in tracing of contacts. Class schedules and classroom visitor sign-in/out sheets aid in determining the movement of students/staff throughout the day to aid in the tracing of contacts.

### **Plan for Routine Testing of Teachers and Staff**

- Stratford staff members will be asked to submit testing results regularly. All staff members working onsite are to be tested at least once every two months to ensure 50% of school staff are tested every month on a rotating basis.
- Teachers and staff are to contact their health care provider, under their benefit plan at Stratford, or visit community testing sites. Staff members using another insurance carrier should contact their PCP (Primary Care Provider).
- The employees who have health care coverage through the company have access to free COVID testing through UnitedHealth, Kaiser, and all have access through local community testing sites, <https://www.smcgov.org/testing>.
- Staff or families who have any form of insurance at all should attempt testing with their PCP in order to get testing done the fastest and possibly get the results the fastest.





## Stratford School Crestmoor Canyon San Bruno ReOpening Guidelines

- If an employee does not have health coverage, San Mateo County residents should contact the San Mateo County Health Coverage Unit (HCU) at 650-616-2002 or [info-hcu@smcgov.org](mailto:info-hcu@smcgov.org) for screening and enrollment assistance with public health coverage programs such as Medi-Cal, Covered California and ACE. For the HCU hotline, please leave a message with your name and contact information and a Community Health Advocate will return your call within 24 hours. Or apply online at [www.coveredca.com](http://www.coveredca.com).
- Project Baseline also provides no-cost testing without restrictions and without regard to insurance coverage. Appointments are required. Visit Baseline COVID-19 testing program. Remember to bring your photo ID and reference ID from your confirmation email.
- In addition, Stratford plans to contract an external testing service provider, such as KYLA or Agile Force and is currently researching the most feasible way to offer testing to staff, students, and families. More information is forthcoming.
- Any information on known contacts will be provided to San Mateo County Health in the event of a verified case of Covid-19 as required by the Americans with Disabilities Act.
- **Jennifer Garrone**, Elementary Principal, is the point person for communication and contact tracing.

(650) 837-9222

[jgarrone@stratfordschools.com](mailto:jgarrone@stratfordschools.com)

### Staff Training and Family Education

## Safety & Compliance Training



#### Safety & Compliance Overview



#### COMPLETE Child Abuse Mandated Reporter Training (ALL STAFF NEEDING to RENEW~ 3 hrs)

The State of California recognizes certain professionals as holding the important role of mandated reporter of child abuse or maltreatment. These professionals can be held liable by both the civil ...



#### COMPLETE Child Abuse Mandated Reporter Training (ALL STAFF THAT DID NOT COMPLETE LAST YEAR ~ 8 hrs)

The State of California recognizes certain professionals as holding the important role of mandated reporter of child abuse or maltreatment. These professionals can be held liable by both the civil ...



#### COMPLETE Emergency, Health and Safety Procedures Training

Emergency, Health and Safety Procedures Training provides an overview of general expectations for student care and safety and the emergency, health and safety procedures and protocols used to ...



#### COMPLETE Cyber Safety Training and Acceptable Use Policy (All Elementary and Middle School faculty and staff ~ 60 min)


Cyber Safety Training aims to equip all educators with information pertaining to cyber safety laws that protect students and also create awareness around cyber wellness of student community which ...



# Stratford School Crestmoor Canyon San Bruno ReOpening Guidelines

- All faculty and staff participated in a Stratford Team CCSB Orientation Zoom meeting prior to returning to campus for classroom set-up and in-service days.
- Staff receive monthly safety training and email updates on safety.
- We reviewed and will continuously reinforce our school's rules and policies about on-campus operations with respect to COVID-19. If there is COVID-19 exposure on campus, we will retrain staff/students on health and safety protocols relating to COVID-19.
- 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.

Here are some slide examples of our training on August 10, 2020:




## STRATFORD TEAM CCSB'S ORIENTATION


Professional Development  
Stratford School, CCSB  
August 10, 2020


I WASN'T BORN TO  
**"JUST TEACH."**  
I WAS BORN TO INSPIRE OTHERS.  
**TO CHANGE PEOPLE.**  
AND TO NEVER GIVE UP,  
EVEN WHEN FACED WITH  
**CHALLENGES THAT  
SEEM IMPOSSIBLE.**


### Safety is priority when reopening for our staff


- Janitorial crew availability - scope of cleaning has been enhanced
- Resources to secure PPE for staff and students
- Spacious classrooms that can support distancing between desks with full walls of windows for ventilation
- Thoughtful HR policies that support teacher wellness
- Exhaustive planning and preparation for all scenarios

  
Facial Coverings

  
Health Checks

  
Safe Distancing

  
Meals

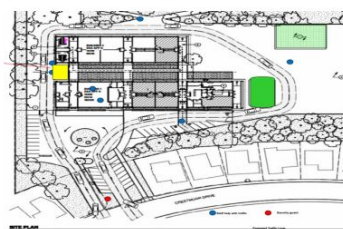
  
Sanitation

## Overview of what we're doing

- Restriction of on-campus access to students, staff and outside vendors essential to campus operations
- Monitoring of all staff and students for flu-like symptoms, including daily temperature and health checks upon entering the campus
- Required wearing of face coverings for all staff and students
- Maintenance of safe, stable cohorts of students while on campus as mandated by state and local guidance
- Frequent hand-washing for students and staff throughout each day
- Frequent cleaning of high-touch surfaces, student materials and equipment throughout each day
- Personal protective equipment, including hand sanitizer, thermometers, disposal gloves and disposable face masks

## Returning to Campus: Daily Arrival & Departure Times

Program	Arrival	Departure	Extended Day
1G-5G	8:00 - 8:15 am	3:15 - 3:30 pm	Until 5:15 - 5:30 pm
KG	8:15 - 8:30 am	3:30 - 3:45 pm	Until 5:15 - 5:30 pm



Note: We are requesting all families who are able to use the curbside drop-off and pickup feature to do so for the safety of our teachers.



# Stratford School Crestmoor Canyon San Bruno ReOpening Guidelines

## Family Education

- Details of our Family Education can be found here:  
<https://www.stratfordschools.com/covid-19-updates>
- COVID-19 resource materials are available to families through regular email communication, brochures, and the school website. Students are taught handwashing techniques.
- Parent Health and Safety Training sessions are going to be held on October 8th and October 9th for all K-5th grade families in preparation for returning to school.



## Elementary Parent Orientation 2020-21 School Year

Stratford School, CCSB  
August 2020



Summa Spes  
Highest Hopes

company confidential

## Agenda

Community Norms  
Distance Learning: First Week of School  
Supply Pickup Days  
Teachers & Classrooms  
What's Coming Up?  
Schoology Account Setup  
OnCampus Health & Safety  
Communication Channels  
Parent Involvement  
Additional Documents

## Faculty

### Campus Leadership

Our Campus Leaders and Administrative Staff



Jennifer Felcher  
Elementary School Principal



Teresa Wertman  
Director of Early Childhood Education



# Stratford School Crestmoor Canyon San Bruno ReOpening Guidelines

## Communication Plan

- COVID-19 Requirements (9/15/20) Pandemic Recovery Framework pages 5-9 and page 17.
- COVID-19 Recommendations Checklist for K-12 Schools & School-based Programs
- San Mateo County Office of Education's [Pandemic Recovery Framework](#)

### Reporting Requirements and Communication

- ☐ **All COVID-19 cases and clusters of undiagnosed respiratory illness must be immediately reported by the school Principal, Jennifer Garrone, to the San Mateo County Communicable Disease Control Program (SMC CD Control).** They are available Mon-Fri 8:00 am to 5:00 pm.
- ☐ Jennifer Garrone will notify appropriate District Superintendent of suspected or confirmed COVID-19 cases and ensure that the San Mateo County Office of Education is also notified per the Communication Structure outlined in the San Mateo County Coalition for Safe Schools and Communities Pandemic Recovery Framework.
- ☐ Jennifer Garrone must complete the attached line list daily for all new cases and submit via secure email to SMC CD Control and the assigned investigator daily by 10:00 am until instructed otherwise by SMC CD Control.
- ☐ Jennifer Garrone and the assigned investigator will be in daily contact Monday-Friday until instructed otherwise by the SMC CD Control.
- ☐ Jennifer Garrone submitted a school map/floor plan (refer to page 12) and will submit a copy to SMC CD Control within 24 hours upon request.
- ☐ Jennifer Garrone will communicate promptly with students, families, and staff when there are exposures and closures and will maintain confidentiality, as required by the Americans with Disabilities Act (ADA), and the Family Education Rights and Privacy Act (FERPA) related to privacy.
- ☐ Jennifer Garrone is responsible for responding to COVID-19 concerns and has been trained to document and track possible exposures.





# Stratford School Crestmoor Canyon San Bruno ReOpening Guidelines

## Response Plan

smchealth.org

**Table 1. Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts to Known COVID-19 Cases**

Scenario:	Immediate Actions	Communication
<u>Scenario 1:</u> A student or staff member either exhibits COVID-19 <a href="#">symptoms</a> , answers "yes" to a <a href="#">health screening question</a> , or has a temperature of 100.4°F or above	<ul style="list-style-type: none"><li>• Send home</li><li>• Recommend testing (If positive, see Scenario 3; if negative, see Table 2)</li><li>• School/classroom remain open</li></ul>	No action is needed
<u>Scenario 2:</u> A family member of a student or staff member OR someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19	<ul style="list-style-type: none"><li>• Send home</li><li>• Contacts should be quarantined for 14 days from the last exposure to the case</li><li>• Testing can be considered but will not shorten 14-day quarantine. <u>One cannot test out of quarantine.</u></li><li>• School/classroom remain open</li></ul>	No action is needed
<b>Scenario 3: A student or staff member tests positive for COVID-19</b>	<ul style="list-style-type: none"><li>• <b>The school Principal or designee must immediately notify SMC CD Control</b></li><li>• Case should be isolated and excluded from school for at least 10 days after symptom onset or date of positive test if case is asymptomatic</li><li>• <b>Quarantine and exclude the affected cohort/pod</b> for 14 days after the last day the case was present at school while infectious. Specific questions should be directed to SMC CD Control.</li><li>• Testing of contacts can be considered. Symptomatic contacts should be prioritized for testing (but a negative test will not shorten 14-day quarantine)</li><li>• Thorough cleaning and disinfecting of classroom and primary spaces where case spent significant time</li><li>• Other cohorts/pods continue in-person instruction. I.e., the <b>entire school does not need to close.</b></li></ul>	Notification to affected cohort/pod



# Stratford School Crestmoor Canyon San Bruno ReOpening Guidelines

smchealth.org

**Table 2. Steps to Take in Response to Negative Test Results**

Scenario	Immediate Actions	Communication
A <u>symptomatic</u> student or staff member tests negative for COVID-19 and was a <u>household contact</u> to a case	<ul style="list-style-type: none"> <li>Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.</li> </ul>	No action is needed
A <u>symptomatic</u> student or staff member tests negative for COVID-19 and was a <u>non-household close contact</u> to a case	<ul style="list-style-type: none"> <li>Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.</li> </ul>	No action is needed
A <u>symptomatic</u> student or staff member tests negative for COVID-19 <u>without close contact</u> to a known case	<ul style="list-style-type: none"> <li>Student/staff may return to school 72 hours after resolution of symptoms</li> </ul>	No action is needed

Scenario	Immediate Actions	Communication
An <u>asymptomatic</u> student or staff member tests negative for COVID-19 and was a <u>household contact</u> to a case	<ul style="list-style-type: none"> <li>Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.</li> </ul>	No action is needed
An <u>asymptomatic</u> student or staff member tests negative for COVID-19 and was a <u>non-household close contact</u> to a case	<ul style="list-style-type: none"> <li>Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.</li> </ul>	No action is needed
An <u>asymptomatic</u> student or staff member tests negative for COVID-19 <u>without close contact</u> to a known case	<ul style="list-style-type: none"> <li>Can return to school/work immediately.</li> </ul>	No action is needed

Scenario	Immediate Actions	Communication
A symptomatic student or staff member who is <u>not a close contact</u> to a known COVID-19 case tests negative for COVID-19 after <a href="#">Scenario 1</a>	<ul style="list-style-type: none"> <li>Student/staff may return to school 72 hours after resolution of symptoms</li> </ul>	No action is needed
A symptomatic or asymptomatic student or staff member who is a <u>close contact</u> to a known COVID-19 case tests negative after <a href="#">Scenario 2</a>	<ul style="list-style-type: none"> <li>Student/staff must remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive <u>non-household</u> close contact OR (2) date that COVID-19 positive <u>household</u> member completes his/her isolation. One cannot test out of quarantine.</li> </ul>	No action is needed
A staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	<ul style="list-style-type: none"> <li>Can return to school/work immediately</li> </ul>	No action is needed

**Resource:** [Pandemic Recovery Framework for Schools](#) (pages 5-9)





# Stratford School Crestmoor Canyon San Bruno ReOpening Guidelines

**Information from San Mateo County Health** (<https://www.smchealth.org/resources-schools>)

## **Response to Suspected or Confirmed Cases and Close Contacts Suspected COVID-19 Case(s):**

In general practice, if students, teachers, and staff present with fever, respiratory infection, or other [COVID-19 symptoms](#), send them home immediately. Separate them from others in an isolation room established on campus until they go home.

- Plan ahead with the Principal, Jennifer Garrone, and other healthcare providers (if any) to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms during the school day.
- Recommend students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms. Require that parents/guardians and staff notify Jennifer Garrone immediately if the student or staff tests positive for COVID-19.
- Students or staff who are not already wearing a face covering and are now exhibiting symptoms should immediately wear one and wait in an isolation area until they can be transported home or to a healthcare facility. For serious illness, call 9-1-1 without delay.
  - Keep students who are waiting to be picked up in a previously designated isolation room in an area that others do not enter or pass through. Make sure that students keep their face coverings on.
  - If possible and safe, when parents or guardians arrive to pick up a sick student, have the student meet them outside instead of allowing the parents or guardians into the building.
- Close off areas used by any sick person and do not use before thoroughly cleaning and disinfecting. To reduce the risk of exposure, ideally wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants with proper PPE and ventilation.
- Find alternative locations onsite for students and teachers whose regular classroom is being cleaned or disinfected.

## **Confirmed COVID-19 Case(s):**

San Mateo County Health recommends school administrator(s) take the following steps if one student, teacher, or other staff member is confirmed positive for COVID-19:

- The school Principal should immediately notify SMC CD Control of any positive COVID-19 case.
- District designee will notify the Office of the County Superintendent.
- School and district staff will communicate with the infected individual to confirm they are under medical care and have a plan to self isolate according to the CDC's protocol.
- Confirm that other members of the household who are also part of the school community remain at home in self-quarantine per County Health guidelines.
- Notify staff and families of the affected cohort/pod of the positive COVID-19 case while maintaining confidentiality as required by state and federal laws. Information concerning confidentiality can be found [here](#).
- Close off areas used by any sick person and do not use before thoroughly cleaning and disinfecting. To reduce the risk of exposure, ideally wait 24 hours before cleaning and disinfecting. If it is not





## Stratford School Crestmoor Canyon San Bruno ReOpening Guidelines

possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants with proper PPE and ventilation. Keep disinfectant products away from students.

- Find alternative locations for students and teachers whose regular classroom is being cleaned or disinfected.
- Advise sick staff members and students with confirmed COVID-19 not to return to school until they have met the discontinuation of home isolation criteria, usually at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, defined as resolution of fever without the use of fever-reducing medications if fever was present and improvement in other symptoms.
- Because a test can remain positive long after an individual is no longer infectious, proof of a negative test should not be required prior to returning to the workplace after documented COVID infection.
- Determine whether disinfecting measures can be implemented without temporarily closing the school campus or if temporary closure is necessary.

### **Close contacts to confirmed COVID-19 Case(s):**

San Mateo County Health recommends school administrators take the following steps if one student, teacher or staff member is confirmed to have been in close contact with someone who is confirmed positive for COVID-19:

- Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home. Because one cannot test out of quarantine, they should, even if they test negative, remain in quarantine for a full 14 days after
  1. date of last exposure to COVID-19 positive non-household contact OR
  2. date that COVID-19 positive household member completes his/her isolation.
- While a negative test will not shorten the duration of quarantine, students or staff with close contact to a confirmed case should be encouraged to get tested to help inform appropriate isolation/quarantine periods.
- Take immediate measures to sanitize and disinfect the school property impacted by the Close Contact.
- There is no need to document evidence of a Close Contact with County Health, but continue to consult with the County Superintendent and County Health officials as needed.
- Maintain privacy of health and medical information for all individuals at all times per the ADA and FERPA laws.
- Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.
- No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case but were within contact to a contact. For example, if a student is under quarantine due to contact with a household member who is a confirmed case, the student's cohort can continue with in-person instruction.



## Stratford School Crestmoor Canyon San Bruno ReOpening Guidelines

- Those who test positive should not return until they have met criteria to discontinue home isolation (see box above for Confirmed COVID-19 Case(s))

### **Return to Campus Criteria:**

- Symptomatic individuals who test positive for COVID-19 should not return until they have met the discontinuation of home isolation criteria, usually at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, defined as resolution of fever without the use of fever reducing medications if fever was present and improvement in other symptoms.
- Asymptomatic individuals who test positive for COVID-19 can usually return 10 days after the collection date of their positive test result.
- Symptomatic individuals who test negative for COVID-19 can usually return 72 hours after resolution of symptoms as long as they were not in contact with a known case of COVID-19.
- Anyone (symptomatic or asymptomatic) who tests negative for COVID-19 and who is a non-household close contact or a household contact to a confirmed case of COVID-19 should not return to campus until completion of a full 14-day quarantine after:
  - 1) date of last exposure to COVID-19 positive non-household close contact or
  - 2) date that COVID-19 positive household member completes his/her isolation
- **See [San Mateo County Health's website](#) for complete information in responding to cases and close contacts in the school community.**