



Stratford and Merryhill School ReOpening Guidelines for Santa Clara County Schools

Santa Clara County



Mandatory Actions

The Guidelines are mandatory for each individual school within the County of Santa Clara. The Guidelines were updated on 09/04/2020 and have been posted on our website at:

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

1. Physical Distancing

- 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 Schools and Merryhill Schools in the County of Santa Clara 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.
- The schools do not allow parents inside the building to minimize foot traffic inside the building.
- Additionally, the schools 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.

2. 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.



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- 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.

3. Classroom Settings

The schools will ensure the students and staff 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.

- Assign 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).
- Modify classes where students are likely to be in very close contact. Maintain safe classroom spaces.
- 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 distance 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 in the classroom.
- 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.
- Increase circulation of outdoor air as much as possible by opening windows and doors, unless doing so would pose a health or safety risk to individuals using the facility. If opening windows poses a safety or health risk, maximize central air filtration and adjust ventilation rates, if applicable.

4. Non-Classroom Settings and All Environments

- Staff will not be permitted to eat in the break room. Our staff break room will not close, however we limit the number of people in the break room to allow for physical distancing. Staff will be prohibited from eating or drinking together indoors during their break time. We encourage staff to eat meals outdoors or in large, well-ventilated spaces.



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- 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.
- 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.
 - 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

5. Plan for 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.

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



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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.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>)

- 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.

6. Handwashing and other hygiene measures

- All schools 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.
- Schools will provide adequate supplies such as soap, tissues, no-touch trashcans, 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.
- The schools 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 should 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.

7. Cleaning and Maintenance



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Ongoing Cleaning Checklist (see below)

- Sign-off that cleaning is occurring AM & PM

Clean High Touch Hard Surfaces

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

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](#).
 - 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**



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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: DOOR HANDLES		
Clean and Disinfect High Touch Areas within Room: SHARED TABLES AND COUNTERS		
Clean and Disinfect High Touch Areas within Room: LIGHT SWITCHES		
Clean and Disinfect High Touch Areas within Room: SINKS AND FAUCETS		
Clean and Disinfect High Touch Areas within Room: BATHROOM AREA		
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: DOOR HANDLES		
Clean and Disinfect High Touch Areas within Room: SHARED TABLES AND COUNTERS		
Clean and Disinfect High Touch Areas within Room: LIGHT SWITCHES		
Clean and Disinfect High Touch Areas within Room: SINKS AND FAUCETS		
Clean and Disinfect High Touch Areas within Room: BATHROOM AREA		
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



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8. 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.

9. Electives and Extracurricular Activities

- Electives and extracurricular activities, such as field trips, 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 must be 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.



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- The school will explore transitioning field trips to free virtual opportunities; changing in-school events to a virtual format.

10. Health Screenings and Communication Plan for Suspected or Confirmed Cases

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 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 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 contact-less thermometer.
- If the student or staff answers 'yes' to any identified COVID-19 symptom or has a fever of 100.0 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.
- Schools will provide periodic reminders of the health screening process to all staff and families throughout the school year.

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
- 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, as soon as practicable.
- Schools will advise the parent and/or guardian or staff to check in with their physician; students with one or more COVID symptoms must be tested.
- If this is during arrival time - Student is immediately sent home
- If symptoms begin at anytime during the day, student is immediately isolated in a separate room and must be supervised
- Parents are notified to come and pick up the student within 1 hour (or ASAP)



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- 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.

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

Covid-19 Team: Identification and Tracing of Contacts

The School Leaders (Head of School or Principal) 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 the County of Santa Clara Public Health officials, and notify parents as soon as possible, if communication is warranted.

When Parent or Employee Reports a First Person Contact/ Exposure

- Parents/guardians and staff are required to notify school administration immediately if one of their household members or non-household close contacts tested positive for COVID-19
- Action Plan:
 - Schools will collect as much information as possible: Date of exposure, length of exposure, PPE worn, symptoms, when are they being tested.
 - Call Public Health Department (and Licensing if applicable)_
 - Call parents of students, inform staff in the affected classroom, and send a letter to all families using the template provided
 - The schools will advise affected staff and families to get tests through their primary health care providers or community testing sites.



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- If the student or employee is at school, then 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; the cleaning team should wait 24 hours before the start of the cleaning and sanitization to reduce risk of transmission.
- Confidentiality of students and family information is key.

Students and Staff: COVID-19 Testing and Reporting of Confirmed Case

- Students and staff are required to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.

Positive Test Results and Action Plan to Confirmed Case:

- If the test result is positive, students and staff are required to notify school administration immediately.
- Action Plan:
 - Schools will gather all of the information
 - Campus Leader notifies the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by emailing coronavirus@phd.sccgov.org and calling (408) 885-4214 and also notifies Licensing if applicable. In addition, information regarding close contacts will be provided via secure email or fax.
 - Close off areas used by any sick person and do not use before cleaning and disinfection. Schedule a deep cleaning and disinfecting of the campus/or room Clean and disinfect classroom; the cleaning team should wait 24 hours before the start of the cleaning and sanitization to reduce risk of transmission, or wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.
 - Call parents of students in the class to alert them of the exposure. Send letter to all families using template provided by marketing
 - Students and teachers in the same classroom cohort as the confirmed case are instructed to be isolated at home for 14 days. The schools will advise affected staff and families to get tests through their primary health care providers or community testing sites, around 7 days after the last exposure to the case.
- Return to Campus after Positive Testing:
 - Symptomatic students or staff who tested positive for COVID-19 can return to campus after at least 10 days from when their symptoms first appeared and after they have been symptom free without medication for at least 72 hours.
 - Asymptomatic students or staff who test positive for COVID-19 may return 10 days after their



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positive test result.

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- Confidentiality of students and family information is key
- Retrain on social distancing and reinforce health policies upon return

Negative Test Results:

Documentation of negative test results must be provided to school administration; if a negative test result is unavailable, a medical note by a physician that contains alternative explanation for symptoms and reason for not ordering COVID-19 testing should be provided.

Symptomatic students or staff who test negative for COVID-19	Response: They should remain home until they are symptom free without medication for at least 72 hours.
Asymptomatic students or staff who test negative with non-household close contacts to a COVID-19 case	Response: They should remain at home for a total of 14 days from the date of last exposure even if they test negative.
Asymptomatic students or staff who test negative with household contacts to a COVID-19 case	Response: They should remain at home until 14 days after the COVID-19 positive household member completes their isolation.

11. Guidance on School Closure and Switching to Distance Learning

We address the action plan in case of exposure or confirmed case of COVID-19. The school’s campus leader (Head of School or Principal) will contact the local public health agency and follow the guidance on school closure. If the school is closed in compliance with the public health agency’s guidance, 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’



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website. Information communicated to school families, staff, public health officials and the community will maintain confidentiality.

12. Plan for Routine Testing of Teachers and Staff:

- School staff are essential workers, and staff includes teachers, para-professionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. In our Santa Clara County schools, as testing capacity permits and as practicable, we will offer testing to 50% of our school staff every month on a rotating basis.
- Recommend and encourage routine monthly COVID-19 testing of all teachers and staff through their primary health care provider or local community testing sites, including information available through [www. sccfreetest.org](http://www.sccfreetest.org)
- We are following and monitoring the guidelines provided by local county and state agencies and current available county resources.
- The Santa Clara County Fairgrounds is also conducting testing Tuesday-Friday until 7:00pm and will be open on Saturday.

13. Staff Training and Family Education

COVID-19 resource materials are available to families through regular email communication, brochures, and the school website. 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.

Staff and Teacher Links relating to COVID-19 Testing:

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](#)

[Santa Clara County Public Health; Santa Clara County Public Health School Guidance Documents](#)

[County's updated school reopening document \(revised August 7, 2020\)](#)