



Stratford School Los Gatos Santa Clara County ReOpening Guidelines

220 Kensington Way, Los Gatos, CA 95032
Maggie Schwartz, Head of School (408) 371 3020

Stratford School Los Gatos Reopening Guidelines for Santa Clara County

Stratford School has implemented all health and safety guidelines stipulated by Santa Clara County Health to date. We successfully operated summer camps under the public health guidelines.

<https://www.sccgov.org/sites/covid19/Documents/Reopening-of-Santa-Clara-County-K-12-Schools.pdf>

Our guidelines were updated on 9/21/2020 to provide compliance with Santa Clara County Public Health and have been posted on our website at:

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

We resubmitted our application to Santa Clara County Public Health for review on 9/21/2020.

Information Sources

Santa Clara Public Health Guidance

- Physical Distancing
- Hygiene Measures
- Cleaning and Maintenance
- Health Screenings
- COVID-19 Testing

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



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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 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. All school leaders are required to conduct a safety walk-through with their respective regional director prior to reopening.
- 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.
- Our school has posted signage reminding students, families, and staff about physical distancing at the entrance, floors, in the hallway, and classrooms.
- Our school does not allow parents inside the building to minimize foot traffic inside the building.
- Additionally, our school 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. Our school has 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 have been 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.

3. Classroom Settings

Our school ensures 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.



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- Each student will be assigned stable seating arrangements (to ensure that close contact within classrooms are minimized and easily identifiable).
- Teacher/staff desks will be positioned at least six feet away from students (to minimize the risk of adult-to-child disease transmission).
- Classes will be modified where students are likely to be in very close contact. Maintain safe classroom spaces.
- Specialist teachers are online versus rotating all students through a shared space that is not able to be cleaned with each new student introduction.
- We have rearranged student desks and common seating spaces to maximize the distance between students. Desks will be turned to face in the same direction and will be spaced 6 feet apart. We have markings on the classroom floors to designate appropriate spacing and direction.
- We will use visual cues to demonstrate physical spacing in the classroom.
- Teachers and administrators will talk to students about traffic flow and appropriate spacing to support social distancing.
- Use of community supplies will be avoided where at all possible. If shared supplies are necessary designated bins will be used for clean and used supplies
- Community supplies are considered high-touch and should be cleaned frequently.
- Circulation of outdoor air will be increased 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.
- 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.
- Appropriate cleaning supplies (e.g., disinfectant wipes) will be readily available for cleaning of high-touch surfaces.
- Appropriate handwashing routines will be reinforced for both students and staff
- Students will not be permitted to mix outside the classroom. Arrival and departure times will be staggered



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- Students will be divided up at entry points, limiting the amount of close contact between students in high-traffic situations and times.
- Field trips, student assemblies, athletic events, practices, special performances and other large gatherings have been cancelled.
- We have transitioned field trips to virtual opportunities. We have changed in-school events to a virtual format. We have explored the use of alternate spaces (e.g., classroom) for eating lunch and breakfast.
- Individual cohorts will be taken to a designated bathroom separately and will not be allowed to mix with other cohorts.
- All parent meetings, orientations and individual conferences will be in a virtual format.

5. 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 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.
- Our school 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.
- Our school will educate students about the rationale and proper use of face coverings.



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6. Handwashing and other hygiene measures

- Our school 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, covering coughs and sneezes, and other prevention measures.
- Our school will provide 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.
- Our school 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

Ongoing Cleaning Checklist (see below)

- Sign-off that cleaning is occurring AM & PM

Clean High Touch Hard Surfaces

- The janitorial company 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 will support by disinfecting high touch areas and shared objects.

Clean thoroughly, throughout the day

- If surfaces are dirty, they will 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



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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**

CLASSROOM ONGOING CLEANING CHECKLIST

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

| | |
|--------------|-----------|
| TODAY'S DATE | CLASSROOM |
|--------------|-----------|

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 |
|--------------|------|

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



4/28/20

8. Food Services

- Students will be allowed to bring their own meals and utensils from home or use our "Choice Lunch", which has all lunches individually packaged with all items. Students will 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



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- 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, have been cancelled.
- Aerosol generating activities, including in-person choir, band, and vocal cheerleading activities (cheers and chants) due to increased risk of disease transmission, have been cancelled or changed to a virtual format.
- Our school has transitioned field trips to virtual opportunities and has changed 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 required to stay home and are also required 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 100.0 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.
- Our school 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



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an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

- Our school 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)
- 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



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- 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.
 - 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:
 - Our school 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. Campus leader will also notify the COVID-19 Team including the Regional Director.
 - 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



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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 positive test result.
 - 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. Our school leader will contact the local public health agency and follow the guidance on school closure. If our school is closed in compliance with the public health agency’s guidance, we 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



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follow the recommended measures. If the classroom is closed due to COVID the class will immediately switch to Distance Learning for the duration of the closure.

- Our school will email all families and staff should an urgent update be warranted (such as potential exposure or school closure). Our 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.

12. Plan for Routine Testing of Teachers and Staff:

- Stratford is actively negotiating a contract with the external on-site testing service provider, KYLA (www.kyla.com).
 - At Stratford Schools in Santa Clara County, as testing capacity permits and as practicable, we will offer options for testing to 50% of our school staff every month on a rotating basis.
 - 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.
 - In the event that employees choose not to use our onsite testing, Stratford asks that the employees get tested periodically by their health care provider or community testing sites.
- Any information on known contacts will be provided to Santa Clara County Health in the event of a verified case of Covid-19 as required by the Americans with Disabilities Act.
- Our Head of School is the point person for communication and contact tracing.

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.



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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 ...

All faculty and staff participated in an orientation zoom meeting prior to returning to campus for classroom set-up and in-service days.

We reviewed and will continuously reinforce our school's rules and policies around on-campus operations with respect to COVID-19. If there is COVID-19 exposure on campus, we will retrain 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.

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.



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Arrival and Departure Schedules

Hybrid Schedules

Group A - on campus Tuesday, Thursday

Group B - on campus Wednesday, Friday

Monday all students will be remote (via zoom until 12:00 p.m.)

Drop off schedules

7:45 - 8:00 a.m. - 3rd grade & 4th grade

8:00 - 8:15 a.m. - 1st grade and 2nd grade

8:15 - 8:30 a.m. - KG

Departure

3:00 - 3:15 - 3G & 4G

3:15 - 3:30 - 1G & 2G

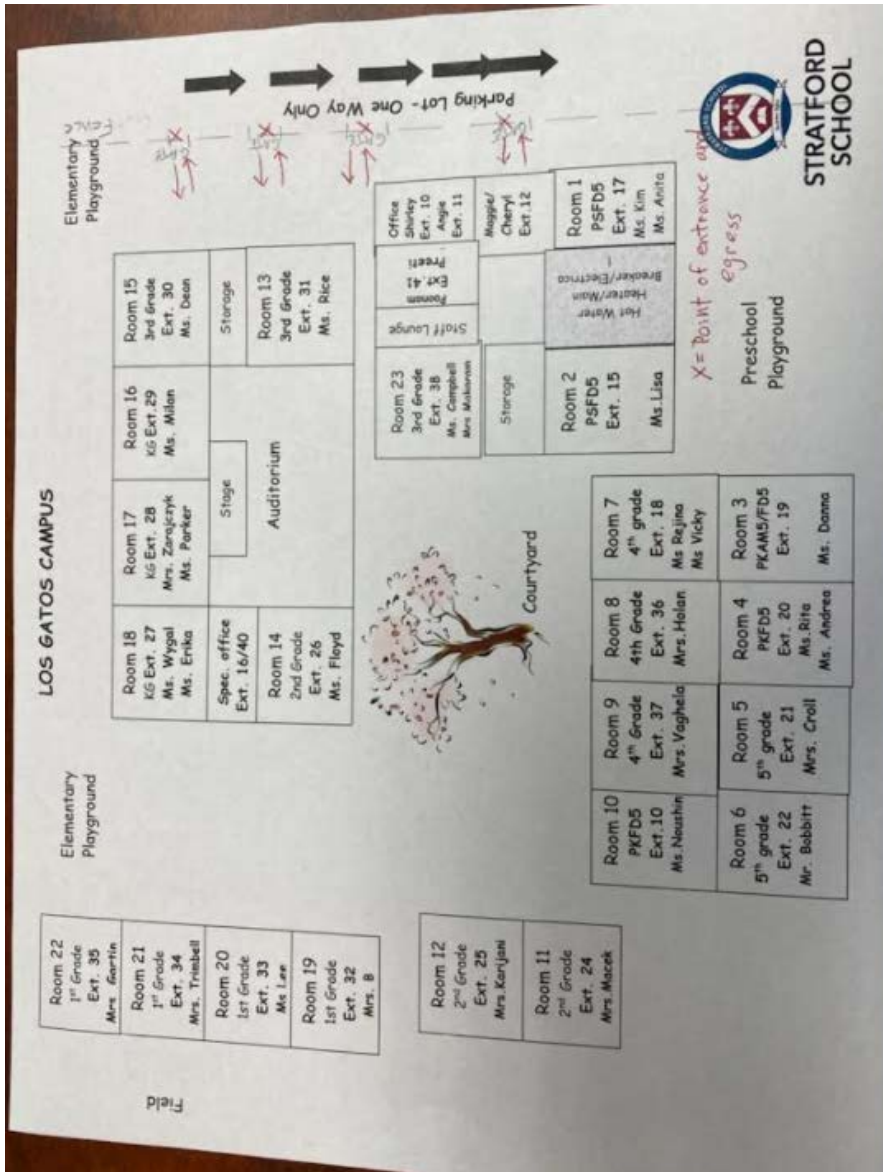
3:30 - 3:45 - KG



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Entrance, Egress, and Movement Map





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We follow the Santa Clara County Public Health Guidelines as follows:

B. COVID-19 Testing and Reporting

Requirements

- Require students and staff 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-19.¹
- Positive test results:
 - Require that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
 - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, take actions as required in Section 3 below.
- Negative test results:
 - Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.
 - Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative.
 - Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation.
 - Documentation of negative test results must be provided to school administration.



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Section 3: Response to Suspected or Confirmed Cases and Close Contacts

Requirements

Suspected COVID-19 Case(s) Response:

- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms.
- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.

Confirmed COVID-19 Case(s) Response:

- School administrators should notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by emailing coronavirus@phd.sccqov.org and calling (408) 885-4214. Notify all staff and families in the school community of any 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 cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you [clean and disinfect](#). If it is not possible to wait 24 hours, wait as long as practicable. Ensure a [safe and correct application](#) of disinfectants using personal protective equipment and ventilation as recommended in Section 1.C.
- For elementary schools and other settings in which [stable classroom cohorts have been maintained](#): All students and staff within the same classroom cohort as the confirmed COVID-19 case should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and remain quarantined at home for 14 days.
- For middle schools/junior high schools, high schools, and any settings in which [stable classroom cohorts have NOT been maintained](#): Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. A close contact is someone who has been within six feet of the case for a prolonged period of time (at least 15 minutes) regardless of face covering use. Close contacts should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and should remain quarantined at home for 14 days.
- For all settings: Provide information regarding close contacts to the County of Santa Clara Public Health Department via secure fax or email.
- No actions need to be taken for persons who have not had close contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.



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Return to Campus after Testing:

Positive test results

- Symptomatic individuals who test positive for COVID-19 can return at least 10 days since symptoms first appeared AND at least 3 days with no fever AND improvement in other symptoms.
- Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result.

Negative test results

- Symptomatic individuals, who are not close-contacts and who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
 - Documentation of a negative test result should be provided to school administrators.
 - In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 7 days after exposure, and remain asymptomatic, can return 14 days after the date of last exposure to the case. If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case's isolation period ends.



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220 Kensington Way, Los Gatos, CA 95032
Maggie Schwartz, Head of School (408) 371 3020

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

| Scenario | Immediate Actions | Communication |
|---|---|---|
| <p><u>Scenario 1:</u> A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.00 or above.</p> | <ul style="list-style-type: none"> • Student/staff sent home • School administration notified • Student/staff instructed to get tested • Classroom remains open | <p>No action is needed</p> |
| <p><u>Scenario 2:</u> A family member or someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19</p> | <ul style="list-style-type: none"> • Student/staff sent home • School administration notified • Student/staff instructed to get tested • Student/staff instructed to quarantine, even if they test negative, for a full 14 days after date of last exposure to COVID-19 case • Classroom remains open • If student/staff tests positive during quarantine, see Scenario 3 below | <p><i>Template Letters:</i></p> <p>Letter to Student/Staff Member who is a Close Contact of a COVID-19 Case</p> <p>AND</p> <p>Letter to Cohort Members (in Cohort Settings)</p> |
| <p><u>Scenario 3:</u> A student or staff member tests positive for COVID-19.</p> | <ul style="list-style-type: none"> • Student/staff sent home if not already quarantined • School administration notified • Public Health Department notified • Student/staff instructed to isolate for at least 10 days after symptom onset AND at least 3 days after resolution of fever AND improvement in symptoms (If never symptomatic, isolate for 10 days after date of positive test.) • School-based close contacts identified and instructed to test & quarantine for 14 days <ul style="list-style-type: none"> ○ In stable elementary classroom cohorts: entire cohort. ○ In other settings: use seating chart, consult with teacher/staff • In cohort settings, classroom closes. | <p><i>Template Letters:</i></p> <p><u>For Cohort Settings</u> Letter to the Student/Staff Member Who is a COVID-19 Case</p> <p>AND</p> <p>Letter to Cohort Members</p> <p><u>For Non-Cohort Settings</u> Letter to the Student/Staff Member Who is a COVID-19 Case</p> <p>AND</p> <p>Letter to Close Contacts</p> |



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Table 2. Steps to Take in Response to Negative Test Result

| Scenario | Immediate Actions | Communication |
|---|---|---|
| A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic) | <ul style="list-style-type: none"> Student/staff may return to school 72 hours after resolution of fever and improvement in other symptoms | Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed |
| A student or staff member tests negative after Scenario 2 (close contact) | <ul style="list-style-type: none"> Student/staff must remain in quarantine for a full 14 days after date of last exposure to COVID-19 case If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case's isolation period ends. | No action is needed |
| A student or 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"> Can return to school/work immediately | No action is needed |

Section 4: Distance/Remote Learning for Particular Students

Education Code sections 43503 and 43504 address distance/remote learning for the 2020-2021 school year. Education Code section 43504 states that schools in California "shall offer in-person instruction to the greatest extent possible." Education Code section 43503 states, "Distance learning may be offered under either of the following circumstances: (A) On a local educational agency or schoolwide level as a result of an order or guidance from a state public health officer or a local public health officer. (B) For pupils who are medically fragile or would be put at risk by in-person instruction, or who are self-quarantining because of exposure to COVID-19."