

# School Preparedness Plan to Meet County Guidance for COVID-19

## Visitor Information

(POST ON WEBSITE AND AT ALL SCHOOL ENTRANCES)

### VISITORS/VOLUNTEERS

**The school allows only necessary visitors and volunteers on the campus and will limit the number of students and staff who come into contact with them.**

### FACE COVERINGS - We will support students and staff wearing masks by:

All staff face coverings are required while on campus except while eating or drinking. All students in K-4 programs are required wear face coverings. A face shield can be used in addition to a face covering but not as a substitute.

### PHYSICAL DISTANCING - We will support physical distancing by:

The importance of physical distancing has been communicated all staff and families through staff training, principal meetings, e-mails and newsletters to the enrolled families. School leaders conduct regular safety walk throughs. In addition to the communication the families who are on campus are required to sign an agreement to abide by all of the Covid-19 safety protocols. Our school has posted signage about physical distancing at each entrance, on floors in the halls and classrooms. Parents and non-essential persons are not allowed on campus to minimize foot traffic.

### CLEANING & MAINTENANCE

#### We will support cleaning and maintenance of our campus by:

The school provides the use of soap and cleaning and disinfecting products approved for use against Covid-19, on the EPA "List N" labeled to be effective against emerging pathogens. Teachers clean and disinfect frequently touched surfaces and objects between recess and lunch breaks. A full disinfection protocol takes place once students have gone home at the end of the day. Teachers have an ongoing cleaning check list to log when they clean.

#### HYGIENE - We will support routine and frequent handwashing by:

Our school continues teaching and reinforcing proper handwashing techniques. Posted hand washing technique signage is in high visibility areas. Supplies, equipment and utensils will not be shared between staff and students. When items must be shared the school will clean items between use. Our school provides adequate supplies such as soap, tissue, hand sanitizers with at least 60% alcohol and extra face covering and gloves in the case that staff or student needs one.

#### ROUTINE TESTING - We will encourage and support staff testing by:

At Stratford School in Santa Clara County, as testing capacity permits, we offer testing options for 50% of our staff to test every month on a rotating basis. The employees who have health care coverage through the school have free Covid-19 testing through their insurance. Everyone has access through local community sites. This information was sent via e-mail to all staff. We keep a monthly log of staff who are tested. Any information on known contacts will be provided to Santa Clara County Health in the event of a verified case. Barbara Graves is the point person for communication and contact tracing.

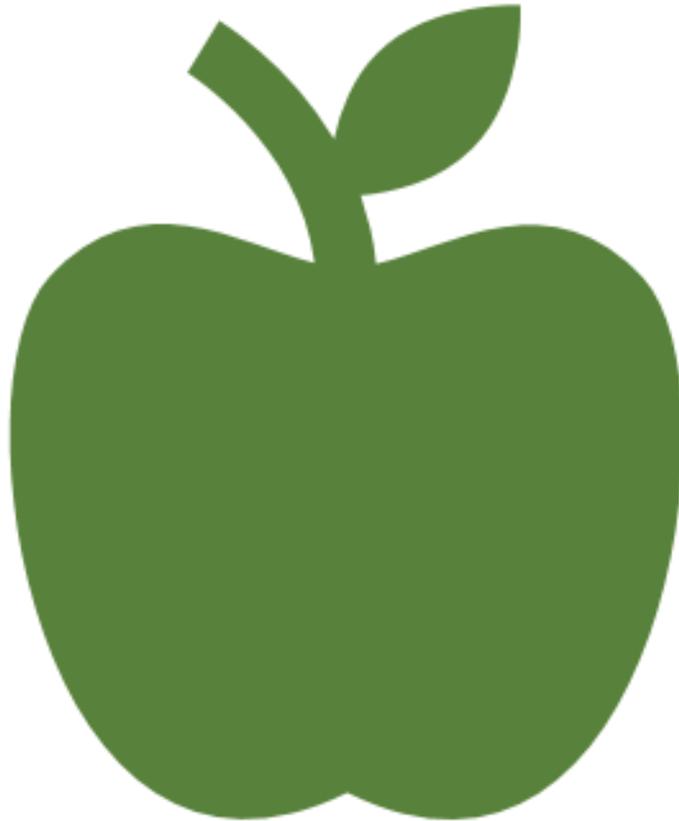
- **Families are required to report known cases of COVID-19 in their household to the school immediately. The school will report all known COVID-19 cases to Santa Clara Public Health.**

<http://www.stratfordschools.com/wp-content/uploads/2020/11/9.2>

- **For more details, see our complete school opening plan here:** [1-LG-Santa-Clara-County-Reopening-Guidelines-Reduced.pdf](#)

# COVID-19 Prepared School

Initial Plan Date: 09/21/2020 Revised Preparedness Plan Date: 12/04/2020



This school, Stratford School, has completed a **School COVID-19 Preparedness Plan** to prevent the spread of **COVID-19**.

For more information or to learn how to file a complaint, see this school's School COVID-19 Preparedness Plan Visitor Information Sheet (required to be posted with this sign). To see this school's complete School COVID-19 Preparedness

Plan, go to: <http://www.stratfordschools.com/wp-content/uploads/2020/11/9.21-LG-santa-clara-county-reopening-guidelines-reduced.pdf>

Santa Clara County  
**PUBLIC HEALTH**

