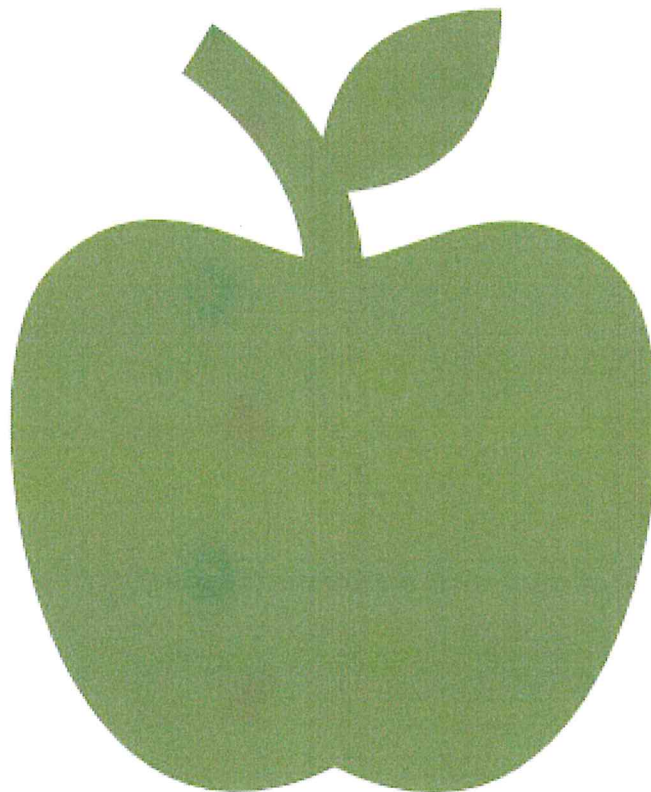


# COVID-19 Prepared School

Initial Plan Date: 10/05/2020 Revised Preparedness Plan Date: 12/04/2020



This school, Stratford School Palo Alto, 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: <https://www.stratfordschools.com/sites/default/files/ALL%20Stratford%20Reopening%20Guidelines%20Manual%20-%20August%202020%20%282%29.pdf>

Santa Clara County  
**PUBLIC HEALTH**





# 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 at all times while on campus, except while eating or drinking.  
 All students in the K - 8th 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.

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

The importance of physical distancing has been communicated to all staff and families through staff training, principal meetings, and emails to the enrolled families. 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 or any non-essential visitors inside the building to minimize foot traffic inside the building. 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.

### CLEANING & MAINTENANCE

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

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.

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

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.

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

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.  
 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.

- 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.

- For more details, see our complete school opening plan here: <https://www.stratfordschools.com/sites/default/files/ALL%20Stratford%20Reopening%20Guidelines%20Manual%20-%20August%202020%2028%29.p>