



**STANBRIDGE  
ACADEMY**

# **COVID-19 Safety Plan for Stanbridge Academy 2022-2023**

This plan is based upon the guidance of the California Department of Public Health (CDPH), San Mateo County Health (SMCH), Centers for Disease Control and Prevention (CDC), and Cal/OSHA as presented in the [Safe Schools Framework](#) updated July 2022.

[K-12 Guidance 2022-23 School Year](#)  
[CA Safe Schools for All](#)

*Stanbridge Academy prioritizes the safety of its students and staff. This plan lays out Stanbridge Academy's COVID-19 safety plan for the 2022-23 school year and reflects CDPH, CDC, and Cal/OSHA guidance. Given the continuing evolving situation with COVID-19, we can expect public health guidance will be updated throughout the school year. Stanbridge Academy will update its practices to align with this guidance while protecting the health and safety of our students and staff.*

# Vaccination

Vaccination is an important strategy to protect students, staff, and community members. **All Stanbridge Academy staff/faculty members who are eligible are vaccinated and have received a booster.** Almost all the eligible students are vaccinated. Stanbridge Academy will work to support those who are unvaccinated to learn more about the vaccine and the benefits of vaccination. Steps will be taken to protect those who are not vaccinated.

Per CDPH guidance, Stanbridge Academy will verify the vaccination status of all workers, including all paid and unpaid adults serving in the school setting. Verification of vaccination status is an important tool for use in determining the need for testing, contact tracing, quarantine, and isolation. Vaccination status will be documented with proof of vaccination or with a completed and signed **self-certification of COVID-19 vaccination status**. Self-certification is not allowed.

According to the **CDPH**, only the following modes may be used as proof of vaccination:

- COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); or
- a photo of a Vaccination Record Card as a separate document; or
- a photo of the client's Vaccination Record Card stored on a phone or electronic device; or
- documentation of COVID-19 vaccination from a health care provider; or
- digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; or
- documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

Stanbridge Academy will use the same protocols that are used to collect and secure other immunization or health status information from students. These protocols comply with relevant statutory and regulatory requirements, including Family Educational Rights and Privacy Act (FERPA) statutory and regulatory requirements.

If a student or staff member is unable or unwilling to share their vaccination status, they will be treated as **not vaccinated** for all purposes of this plan.

Stanbridge Academy recognizes that a worker who cannot get vaccinated due to a disability (covered by the ADA), has a disability that affects their ability to have a full immune response to vaccination, or has a sincerely held religious belief or practice (covered by Title VII of the Civil Rights Act of 1964), may be entitled to a reasonable accommodation that does not pose an undue hardship on the operation of the employer's business.

# Masks

The following summarizes Stanbridge Academy masking policies:

- All personnel on campus will be required to wear a mask indoors when on the premises, except those who are exempt based on [CDPH face mask guidance](#). Exemptions include:
  - Persons younger than two years old.
  - Persons with a medical condition, mental health condition, or disability that prevents wearing a mask. This includes persons with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance.
  - Persons who are hearing impaired, or when communicating with a person who is hearing impaired, the ability to see the mouth is essential for communication.
  - Persons for whom wearing a mask would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
  - Persons who are working alone in a closed office or room.
  - Persons who are actively eating and/or drinking.
- Stanbridge Academy will provide a mask to students who fail to bring one.
- Stanbridge Academy will work with students who are not exempt from masking requirements to help them meet the requirement.
- Stanbridge Academy enforces mask-wearing at all times when indoors on campus or participating in school related activities. School administrators will continue to monitor transmission in the school and community and adjust this policy as needed.
- All passengers and drivers must wear a mask on school shuttle vans and other forms of student transportation.
- Stanbridge Academy will provide masks to students on school shuttle vans who need them.
- Even when not required, staff and students may elect to wear a mask.

# Physical Distancing

The CDPH does not include any recommendations concerning physical distancing in schools and reports that, “Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented.”

Stanbridge Academy will maximize physical distance as much as possible when students and staff are eating indoors. Stanbridge Academy will also arrange for students and staff to eat outdoors as much as feasible.

## Gatherings

Although CDPH does not address gatherings in its guidance, Stanbridge Academy will consider all of the following when organizing meetings and events: limit the size of indoor gatherings; increase distance among participants; and/or adjust masking requirements. Even if events are outdoors and participants are vaccinated, Stanbridge Academy will consider these adjustments when planning meetings and events.

## Ventilation

Quality HVAC system design, operation, and maintenance are critical for providing clean and healthy Indoor Air Quality (IAQ) in schools. In addition to improving occupant health and performance, regular HVAC maintenance saves energy.

- Air exchangers have been put into every classroom and office in the school. Since we do not have a central heating system, this allows us to clear and exchange the air in the classrooms between classes.
- Stanbridge Academy will monitor ventilation systems.
- Outdoor windows and doors will be open as weather allows.
- All rooms are equipped with in-room (portable) air cleaners to improve indoor air quality.
- Shuttle van drivers will open or crack windows, if doing so does not pose a safety risk.
- When experiencing unhealthy air quality typically associated with wildfires, the school sites will implement the *Big Five Shelter in Place Protocol*, which includes:
  - Keeping doors and windows shut.
  - Holding outdoor classes and meals inside.
  - Using portable air cleaners in rooms.
- Stanbridge Academy administrators will monitor **air quality**.
- If needed, Stanbridge Academy will consider dismissing students and moving to distance learning until air quality improves and proper ventilation on indoor classrooms/common areas can resume.

## Stay Home When Sick and Get Tested

CDPH does not recommend that schools use screening questions before students or staff attend school. Instead, the focus is on reminding staff and families that those who are not feeling well should stay home. The CDPH notes that getting tested for COVID-19 when symptoms are consistent with COVID-19 will help with rapid contact tracing and prevent possible spread at schools. CDPH recommends that staff members and students with symptoms of COVID-19 infection not return for in-person instruction until they have met these criteria:

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; **and**
- Other symptoms have improved; **and**

- They have a negative COVID-19 test, **OR** a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) **OR** a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), **OR** at least 10 days have passed since symptom onset.

Students, teachers, and staff who have symptoms of infectious illness, such as influenza (flu) or COVID-19, should stay home and be referred to their healthcare provider for testing and care.

Staff should contact Julie Smith or Mary Stadler if they are experiencing any common symptoms of COVID-19 or are not feeling well. Parents and guardians should contact Lindaargas, Mary Stadler or Julie Smith if their student is not feeling well.

Stanbridge Academy staff will remind parents and guardians to keep children home if they are showing signs and symptoms of COVID-19 and get them tested.

### **Common Symptoms of COVID-19 (CDPH)**

- |   |                              |
|---|------------------------------|
| ■ Headache                                    | ■ New loss of taste or smell |
| ■ Fever or chills                             | ■ Sore throat                |
| ■ Cough                                       | ■ Congestion or runny nose   |
| ■ Shortness of breath or difficulty breathing | ■ Nausea or vomiting         |
| ■ Fatigue (tiredness)                         | ■ Diarrhea                   |
| ■ Muscle or body aches                        |                              |

## **When Students or Staff Are Sick at School**

When a student or staff member is sick while on campus Stanbridge Academy staff must escort the person to the school's isolation room and provide a COVID-19 test, if available. If not, the student or staff member should leave campus and seek a test from their healthcare provider or a community testing site.

If the student or staff member tests positive for COVID-19, they will be directed to contact their healthcare provider for follow up response and monitoring.

If the student or staff member tests negative for COVID-19, they may return to school following the school's health policies, which is 24 hours after a fever subsides without the use of medication and symptoms have improved.

## Hand Hygiene

Promoting and making time for hand washing is a CDPH-recommended safety layer. As appropriate and feasible:

- Staff will provide students with training on proper handwashing technique.
- Students will wash hands and use hand sanitizer throughout the day, including during bathroom breaks, lunch time, and before and after P.E.
- Hand sanitizer and hand sanitizer stations are available in every classroom and throughout the school.
- Stanbridge Academy will also ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, trash cans, masks, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

## Cleaning and Disinfection

- Stanbridge Academy has cleaning and disinfection protocols and will continue to implement them as they would before the pandemic.
- Per CDPH COVID-19 guidance, cleaning once a day is usually enough to sufficiently remove potential viruses that may be on surfaces.
- If a facility has had a sick person with COVID-19 within the last 24 hours, clean **and** disinfect the spaces occupied by that person during that time.

## Food and Meals

- Stanbridge Academy will maximize physical distance as much as possible when students and staff are eating indoors. Stanbridge Academy will also arrange for students and staff to eat outdoors as much as feasible.
- Custodial staff will clean frequently touched surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.
- Given the very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.

## Cohorting

The CDPH does not address cohorting in its 2022–2023 guidance. Stanbridge Academy staff may consider cohorting as an additional safety layer if it does not impede the return of students to campus for in-person learning or replace other recommended prevention measures, such as masking.

If Stanbridge Academy creates cohorts, it will not arrange people who are fully vaccinated and people who are not fully vaccinated into separate cohorts.

## Training

Stanbridge Academy staff participate in a safety protocol meeting with Stanbridge Academy health and safety team members to review and discuss this plan.

A copy of this plan will be shared with families, and school staff will review the school's safety protocols and expectations for families.

Both staff and families will have the opportunity to ask questions and get a clear understanding of the plan.

## Visitors

Stanbridge Academy has adopted the CDPH's recommendations for visitors to campus and has developed a visitor policy, which can be found [here](#). Stanbridge Academy requires that all volunteers who are onsite at a school campus verify their vaccination status.

- Stanbridge Academy will limit nonessential visitors, volunteers, and activities involving external groups or organizations.
- Stanbridge Academy will not limit access for direct service providers, but will ensure compliance with school visitor policies.
- Anyone, including visitors, who have symptoms of infectious illness, such as flu or COVID-19, should stay home and seek testing and care.
- All visitors are required to follow the campus protocols while on campus.
- Stanbridge Academy will implement measures to communicate to non-employees the mask requirements on their premises.
- Stanbridge Academy may request that visitors provide proof of vaccination status before entering campus. If visitors are not vaccinated or refuse or are unable to provide this information, they must follow all school policies related to not vaccinated individuals.

## Extracurricular and Athletic Activities

- Stanbridge Academy will require vaccination for participation in extracurricular clubs and sports where close contact is likely.
- All students who participate in indoor sports and other higher-risk activities must continue to wear masks and should maintain physical distance as much as possible.
- The requirements and recommendations of the [CDPH's updated guidance](#) apply to all extracurricular activities that are operated or supervised by schools, and all activities that occur on a school site, whether or not they occur during school hours, including, but not limited to, sports, band, chorus, and clubs. Activities may be performed outdoors without masks. Indoor mask use remains a critical layer in protecting against COVID-19 infection and transmission, including during sports, music, and related activities. At this time our program continues to require all persons to wear masks indoors at all school activities.

## Travel

Follow this guidance concerning travel:

- Everyone should follow the same steps concerning travel: get vaccinated, avoid travel when sick, wear a mask when using public transportation or with others outside the household, and avoid large gatherings.
- Schools should not exclude students who have traveled; however, they may want to increase their testing cadence of staff and students during and after peak holiday times.

## Screening Testing

### COVID TESTING

Stanbridge will require Antigen rapid testing each Monday when school resumes in August. We may adjust the testing schedule depending on transmission rates in our area. If school is out on a Monday, testing will take place the next school day.

Stanbridge will provide no-cost, weekly, on-site Covid testing for our community through Labs of America. Students and staff members may also provide proof of a negative test from an outside provider if they opt not to be tested at Stanbridge; home testing kits are an acceptable means of conducting a Covid test. School administrators will continue to monitor transmission in the school and community and adjust this policy as needed.

**Important: Be prepared for a required COVID test before or on the first day of School.**

# Response Testing and Quarantine

**Definitions**

**Fully vaccinated:** two weeks have passed since individual received their final dose of COVID-19 vaccine.

**Close Contact:** anyone who was within 0-6 feet of a Case for more than 15 minutes over a 24-hour period.

Updated Stanbridge Policy- Currently on Website  
[August 2022 Stanbridge testing, isolation and quarantine protocols](#)

## Tests to Assess Status during Quarantine or to Exit Quarantine

- Any FDA-approved diagnostic test is acceptable for evaluation of an individual’s COVID-19 status. This includes antigen diagnostic tests and PCR diagnostic tests. PCR tests are preferred, but not required. See the CDPH school testing resources for more information.
- Collection of diagnostic specimens for asymptomatic persons during quarantine may occur in schools, healthcare settings, or other locations supervised by school or healthcare personnel . Specimens may be processed at the point-of-care (POC) or in a laboratory.
- At this time, at-home testing is not recommended for evaluation of an individual’s status during quarantine.
- For persons in quarantine who experience symptoms, a negative result from an antigen test or POC molecular test results should be confirmed with a laboratory-based PCR test.

# Case Reporting and Contact Tracing

The COVID-19 Point Person for Stanbridge Academy is Mary Stadler, Head of Counseling (Julie Smith, Head of School, will serve as the designated alternate). All school staff and families will be informed of the designated staff person and how to contact them.

Stanbridge Academy staff will following this protocol where there is one or more confirmed cases of COVID-19 in the school community:

- The Stanbridge Academy COVID-19 Point Person must report all COVID-19 cases and clusters of undiagnosed respiratory illness to SMC CD Control as soon as practicable (within 24 hours) at [COVID19\\_SchoolTeam@smcgov.org](mailto:COVID19_SchoolTeam@smcgov.org).
- The School COVID-19 Point Person will immediately notify Stanbridge Academy Point Person of COVID-19 cases in the school community.
- The School COVID-19 Point Person and the assigned San Mateo County Health investigator will be in daily contact Monday – Friday, unless instructed otherwise by SMC CD Control.
- The School COVID-19 Point Person will collect data from all schools and must complete a daily report for all new cases (a line list) and submit it via secure email daily by 10:00 a.m.

- The Stanbridge Academy COVID-19 Point Person will notify the Head of School.
- The School COVID-19 Point Person will notify the school community using template letters provided in the Pandemic Recovery Framework.

Stanbridge Academy will comply with the notice obligations set out in SB 586, ensuring that staff and families will receive prompt notifications of exposures and closures, while also maintaining confidentiality.

School staff will receive training regarding COVID-19 reporting protocols in the event they receive a positive test result.

Stanbridge Academy will maintain accurate records and track all COVID-19 cases, while ensuring medical information remains confidential. These records must be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

**Per Cal/OSHA** guidance, Stanbridge Academy will provide written notice within one day of learning of a case to people at the school site who may have been exposed to COVID-19.

## Outbreaks

In the case of an outbreak, Stanbridge Academy will follow these protocols:

- Provide written notice of a site outbreak (three or more cases in an exposed workgroup in a 14-day period) and major outbreaks (20 or more cases within a 30-day period).
- During any outbreak, masks are required regardless of employee vaccination status both indoors and outdoors when employees are less than six-feet from another person.
- During major outbreaks, six-feet physical distancing is required where feasible, both indoors and outdoors.