

Stanbridge Academy COVID-19 Reopening Plan

Based on The San Mateo County Coalition for Safe Schools and Communities Pandemic Recovery Framework published August 5, 2020.

I. HYGIENE AND MAINTENANCE

Healthy hygiene practices

- Touchless faucet handwashing stations are located near or in each classroom. Teachers and students will wash hands upon entering school for the day, after each period of activity, after recess, and before and after eating.
- Touchless paper towel dispensers are located by each handwashing station.
- Touchless hand sanitizer dispensers are in each classroom.
- Facial tissues are available in every classroom.

Cleaning and disinfection

- All classrooms have touchless hand sanitizers available.
- Bathrooms are all single-use facilities with touchless faucets, touchless soap dispensers, and touchless paper towel dispensers.
- No-touch water bottle filling stations are installed throughout campus.
- Disinfectant wipes available in each classroom.
- Maintenance staff will clean classrooms and restrooms daily using approved cleaners and disinfectants.
- All students received their own personal school and art supplies, textbooks, workbooks, and an iPad/laptop for their individual use. Any shared classroom materials, technology devices, or toys will be cleaned by teachers between student use.
- HEPA air filtration in each classroom.
- High-powered exhaust fans in each classroom.
- Each student provided their own school supplies (no sharing of materials).

Face coverings and other essential protective gear

- Face coverings required for all teachers when indoors or outdoors, except when alone.
- Students in Kindergarten–5th grades are required to wear face coverings when indoors or outdoors, except when eating or playing outdoors and maintaining safe personal distance.
- If a student is unable to wear a face covering—or refuses to wear one—they will be required to remain off campus and continue with distance-learning remotely.
- Students will be asked to bring two face masks from home each day. Used face masks will be placed in individual paper bags to take home.
- Each classroom supplied with extra face masks, paper gowns, face shields, and gloves.

II. SMALL, STABLE COHORTING

Lower and Middle Elementary

- Single, K–3rd grade cohort (8 students) that stay with Danny and Harriet (core teachers).
- Mostly limited to one building on campus (Rigsby House).
- Use of adjacent outside patio for instruction, lunch, and movement time.
- Specialist teachers for art, science, and technology will use Zoom to teach students online in the classroom with in-person support from core teachers.

Upper Elementary

- Single, 4th–5th grade cohort (9 students) that stay with Michele and Molly (core teachers).
- Mostly limited to two separate classrooms in the school's Elementary wing and adjoining breakout room.
- Spaces also include use of an outdoor veranda directly adjacent to the Elementary classrooms, outside learning garden, and playground area for recess and lunch.
- Specialist teachers for art, science, and technology will use Zoom to teach students online in the classroom with in-person support from core teachers.
- Sixth grade cohort (7 students) begin the year distance learning initially. If they come on to campus, they will be kept in a separate cohort with different teachers, entry/exit point, and classroom space.

General daily schedule

- Monday through Friday on campus, 8:30 a.m. to 1:30 p.m.
- Students will begin arriving at 8:15 a.m. for entry screening.
- Lunch: Staggered lunch breaks by cohort; maintaining cohort integrity.

Physical distancing

- Students and teachers/staff will practice physical distancing at all times.
- Students and teachers will stay in their cohorts, and limit movement between classrooms as much as possible.
- Classrooms have been arranged with six-foot spaces between student desks.
- Outdoor classroom areas will be used whenever feasible.
- Staff meetings will be conducted via Zoom, or outdoors with masks and appropriate physical distance.
- Neither cohort will use indoor hallways.
- Separate restroom facilities established for each cohort.

III. ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

Lower and Middle Elementary

- Students in grades K–3 will enter campus through the gate nearest their classroom. Screening (temperature and exposure inquiries) will take place outside at the gate with a parent/adult present.
- Exit out this same gate at the end of the school day.
- Restroom in Rigsby House classroom is assigned to this cohort only.
- This cohort will not use any inside hallways.
- Classrooms have been arranged with six-foot spaces between student desks.

Upper Elementary

- Fourth and fifth grade students will enter the campus via the gate at the top of the stairs to their veranda and classrooms. Screening (temperature and exposure inquiries) will take place outside on the veranda with an adult/parent, if needed.
- Exit out this same gate at the end of the school day.
- Use of veranda off the Elementary classrooms for recess and lunch maintaining cohort integrity.
- Specialists for art, science, and technology will Zoom into the classroom in a block schedule, with core teacher support.
- Restroom adjacent to the playground is assigned to this cohort only.
- This cohort will not use any inside hallways.
- Classrooms have been arranged with six-foot spaces between student desks.

IV. SCREENING & TESTING

Health screenings for students and staff

- Prior to entry into the building/interior of campus, each individual will undergo a symptoms and temperature check:
 - Identify anyone with a temp. of 100.4F or above, or other symptoms
 - For younger students, checks will be based on parents' and caregivers' answers.
 - All faculty will be screened at the front door and through the use of the [Kyla](#) app.
 - See attached COVID-19 Response Chart for screening actions and communications (page 7 of this document)
- Limited or no on-campus access to parents, caregivers, drivers, and outside visitors.
- Students, teachers, or staff who are symptomatic are instructed not to come to school until they are symptom-free for three days. School will recommend testing by PCP.
- Students and teachers/staff who have been exposed to a person who has tested positive for COVID-19 are instructed not to come to school for 14 days. School will recommend testing by PCP.
- If staff has been exposed to a person who has tested positive, the school will have Kyla come to campus and test all faculty and staff working at school within 24 hours.
- If a staff member or student has a confirmed case of COVID-19, Kyla will come to test all faculty and staff on campus within 24 hours.
- Students who become symptomatic at school will be isolated and supervised until a parent/guardian can pick them up. School will recommend testing by PCP.
 - A dedicated isolation room (Room 209, a/k/a "Reflection Room") is set aside for this purpose only. If needed, Rooms 211 and 212 can also be used for isolation.
 - Isolation Rooms will be cleaned regularly and disinfected after each use.
 - Classrooms and other areas used by a symptomatic person will be closed and disinfected before next use.
- Adults reporting symptoms at school will be sent home immediately. School will recommend testing by PCP.
- All staff who work on campus will be tested monthly.

Testing of students and staff

- Stanbridge Academy has contracted with Kyla to administer testing.
- All faculty and staff who will be on campus will be tested three days prior to our elementary school students returning for in-person instruction.
- Faculty who work directly with students will be tested monthly.
- If there is a case in the community or a report of direct contact with a case, we will have Kyla come out to test all faculty and staff who are on campus within 24 hours.
- We will receive testing results from Kyla within 24-48 hours.

*(Information for **Section IV: Screening and Testing** continues on next page)*

IV. SCREENING & TESTING (continued)

Identification and tracing of contacts

- If there is a confirmed case of COVID-19 at school, our designated staff contact for COVID cases (School Counselor Mary Stadler) will submit a list of exposed persons to the County Health Department and the San Mateo County of Education. Our staff contact will also notify exposed persons by email and/or phone, maintaining the confidentiality of the student or staff member with COVID-19 as required by the Americans with Disabilities Act, the Family Education Rights and Privacy Act, and possibly HIPAA.

V. TRAINING, EDUCATION, AND COMMUNICATION

Staff training and family education

- Training will be ongoing as recommendations are revised.
- In July 2020, four Stanbridge administrators completed a 30-hour Pandemic Coordinator Training through Joffe Safety Training, as well as Johns-Hopkins Contact Tracing class.
- Teachers and staff were trained during Summer Back to School Orientation/Professional Development days, August 14 and August 17–21, 2020. Training included:
 - Staff entrance and screening procedures
 - Assignment of staff restrooms and lunch accommodations
 - Cleaning required in classrooms throughout the day
 - Mask-wearing requirement at all times indoors in the presence of other
 - Establishing a routine for handwashing
 - Daily monitoring of the students/staff: Look for signs of illness like flushed cheeks, rapid breathing or difficulty breathing, fatigue, or unusual irritability.
 - All students will be trained on protocols prior to returning to in-person education and continued training will happen once they are back on campus

Triggers for switching to distance learning

- School will adhere to State guidelines and close school to in-person learning if 5% of students/teachers/staff are confirmed cases within a 14-day period, or multiple cases occur in multiple cohorts.
- School will consult with the County Public Health Department and follow the recommendation of the local health officer or any new state mandate.

*(Information for **Section V: Training, Education, and Communication** continues on next page)*

V. TRAINING, EDUCATION, AND COMMUNICATION (continued)

Communication plans

- Posting of our reopening plan on our website.
- Ongoing communication via email.
- Weekly e-newsletters from administration to all staff and parent community.
- Weekly Zoom meetings with our parent community.
- Communications structure in-place to manage communication between school and the Health Department concerning cases of COVID-19 in the school community (see below).

VI. REFERENCES, LINKS, AND SUPPORTING DOCUMENTS

Stanbridge Academy's fall reopening have been developed through the guidance of:

- The San Mateo County Office of Education (www.smcoe.org)
- The San Mateo County's Health Officer (www.smchealth.org)

Additional input from the following sources is also helping to guide our decision-making:

- Input and feedback from our family and staff surveys
- Input and feedback from other Bay Area schools and CAIS schools
- Health and safety best practices: CDC; Joffe Emergency trainings
- Attorney consultation and webinars

Communications Structure & Templates (will be updated as health guidance changes)

- [Overview of Stanbridge Academy's COVID-19 Communication Structure](#)
- [Message to School Community When Student or Staff Case Identified](#)
- [Message to School Community When a Student or Staff Member is a Close Contact](#)
- [Message to Those Who May Be a Close Contact in the School](#)

For additional information or for questions, contact:

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COVID-19 Response Chart

When a Student, Teacher, or Staff member Has Symptoms, Is a Close Contact of Someone Infected, or Is Diagnosed with COVID-19

Student or Staff Who:	Action	Communication
1. Presents with COVID-19 Symptoms Symptom Screening: CDPH, p. 14	<ul style="list-style-type: none"> • Send home • Recommend testing <ul style="list-style-type: none"> ○ if positive, see #3 ○ if negative, see #4 • School/classroom remain open 	No action needed
2. Is a close contact ¹ with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) • School/classroom remain open 	<p>Sample message to larger school community</p> <p>Sample message to community member who may be a contact</p>
3. Has a confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts¹, quarantine, and exclude exposed contacts (likely entire cohort²) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	Sample message to whole school community
4. Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	No action needed