



The Plan to Bring Students Back to Campus

October 2020

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Hybrid Learning Overview

We understand that meaningful connections for students are best built through in-person activities with teachers and classmates.

Menlo is approaching hybrid learning as a synchronous (live) learning environment for all students, with some students learning on campus while others are learning from home and connecting with their teacher and classmates via Zoom.

Interactive screens (“Zoom Carts”) have been set up in every classroom. These screens are equipped with a high-resolution camera, Chromebox, and microphone, which ensures that all students can interact with the teacher and each other, whether they are learning at home or in the classroom.

Classes may provide a mix of synchronous and asynchronous instruction as needed to serve the goals of the curriculum. We’ll continue to maximize interactive, peer-to-peer learning as well as to leverage strategies and tech tools we’ve found to be effective during these past months of remote learning. While Menlo has never before offered a hybrid learning environment, faculty are committed to testing out new methods, sharing best practices, and continuing to adapt so that we can offer all of our students an engaging and equitable learning experience.

Phase I Launch

Following county requirements, we are implementing a phased-in approach to bringing students back to campus. We are pleased that this also gives our community time to adjust to the new approach to learning and to quarantine following the holiday travel season.

- For this initial phase, students will be placed in four cohorts: Blue A, Blue B, Gold A, and Gold B. From October 26 through November 20, each cohort will spend one week in on-campus learning before Thanksgiving break, which will run the entire week of November 23-27 this year.
- Following Thanksgiving break, we will return to distance learning for the entire period between Thanksgiving and the December holiday break. This time will also effectively provide a quarantine period for those who have traveled, welcomed home college students, or hosted out-of-town visitors. We also recognize that this time of the year could be one where, with the addition of the traditional flu season, infection levels may be on the rise, and as such, we are being conservative in our approach.
- Following the December holiday break, classes will resume in distance learning from January 4 through January 18. This period of distance learning will allow

families to quarantine from holiday travel before we launch into full hybrid learning on January 19, when we hope to bring back students in the larger Blue (comprising Blue A and B) and Gold (comprising Gold A and B) groupings we originally envisioned.

- Those planning to participate in hybrid learning starting January 19 should remain in the Bay Area starting January 4. They should be tested locally January 4-5, and again January 13-15. Once hybrid learning begins on January 19, students should be tested weekly. Menlo will be launching on-campus testing with One Medical later this fall, and we will let you know when it's available.
- Students in the classroom will have to wear a mask and remain six feet apart at all times, follow new safety protocols for entering and exiting the classroom, and sanitize their desks before leaving.

Key Dates and Calendar Adjustments

- October 22 – Professional Development Day (No school for students, rescheduled from Nov. 9)
- October 23 - Fall Holiday
- Week of October 26 - Hybrid (Gold Group A)
- Week of November 2 - Hybrid (Blue Group A)
- Week of November 9 - Hybrid (Gold Group B)
- Week of November 16 - Hybrid (Blue Group B)
 - * *Middle School Parent conferences rescheduled for Dec 16 and 17*
- Week of November 23 - Thanksgiving break (**No classes the entire week**)
- Week of November 30 - distance learning (quarantine)
- Week of December 7 - distance learning (quarantine)
- Week of December 14 - distance learning + US exams/MS parent conferences (December holiday break begins Dec. 18)
- Week of December 21 - Holiday break
- Week of December 28 - Holiday break
- Week of January 4 - Distance learning (quarantine)
- Week of January 11 - Distance learning (quarantine)
- Week of January 18 - MLK holiday, Hybrid learning begins January 19 (Gold Group)
- Week of January 25 - Hybrid Learning (Blue Group)
- Week of February 1 - Hybrid Learning (Gold Group)
- Week of February 8 - Hybrid Learning (Blue Group)
- Week of February 15 - Mid-Winter Break

Blue and Gold Cohorts

- Per county health guidelines and to meet our top goal of safety for the community, the initial hybrid learning format reduces the number of students on campus on any given day. The student body will be assigned to smaller groups that will alternate weeks on campus. For phase I of hybrid learning, there will be four groups: Blue A, Blue B, Gold A, Gold B. When we move to full hybrid learning, there will be two groups, Blue (comprising the Blue A and B groups) and Gold (comprising the Gold A and B groups).
- The groups will alternate coming to campus, one at a time, for a full week, Monday-Friday, while the others join them remotely from home.
- Menlo is not providing transportation to and from school, and we encourage families to use private transportation wherever possible and not to carpool or share cars to further reduce the potential mixing of cohorts on the way to and from campus.
- Families may elect to continue only distancing learning for some or all of the year.

Community Responsibility Agreement

Families will be asked to read and commit to upholding a Campus Health and Safety Compact before re-entering campus for Phase I of our hybrid learning approach. Families will receive this document when we announce Blue and Gold assignments.

Health and Safety Measures

Face Coverings and Other Protective Gear

- Everyone who enters campus—even just for drop-off and pick-up—must wear a mask that covers their mouth and nose. (Note: masks with an exhale valve will not be allowed.) Masks may only be removed when in the process of eating and in designated spaces that allow for at least 6' of social distance, ideally outdoors. Students will be reminded of mask etiquette throughout the day.
- The School has partnered with [Cintas](#) to ensure that every student who comes to campus has access to a clean, professionally laundered, reusable mask each day.

- Additionally, for added protection, faculty may request face shields to use in combination with face masks as well as plexiglass shields for their workstations that are designed for teachers to stand behind while teaching, and/or walking around the classroom.

Healthy Hygiene Practices

- Each classroom is equipped with hand sanitizer dispensers that are filled with FDA recommended sanitizer (at least 60% ethanol) safe for use by children.
- There will also be at least two outdoor handwashing stations, equipped with warm water and soap, on each of the Middle and Upper School quads and additional stations near the athletic fields.
- Employees and students are encouraged to wash their hands frequently throughout the day, including on entrance to a classroom, before and after eating, before and after touching their masks, before and after handling any shared items (which are to be minimized or reduced all together), before and after using the restroom, before and after touching their face, wiping a nose or sneezing, and after touching any potentially contaminated surface.

Cleaning

- The janitorial staff has been increased from 7 to 11 employees to meet the increased cleaning requirements. All janitorial staff members have been trained on CDC guidance on the use of face coverings and other safety equipment while cleaning, and they have access to professional-grade electrostatic sprayers to ensure efficient, even coverage of disinfecting spray as part of the regular daily cleaning routines to ensure cleaning can be done quickly and thoroughly.
- Frequently touched surfaces will be deep cleaned daily and additional on-call cleanings will be available, both in the event of suspected exposure and at the request of any faculty or staff member. Bathrooms will be cleaned at least three times per day and bathroom doors will remain open to encourage airflow.
- The School will provide an ample supply of disinfecting wipes as well as a single-use set of red towels and [Botanical](#) disinfectant spray. Students and faculty will be trained in disinfecting their individually assigned workstations at the end of every class period.

Ventilation

- Per CDC guidelines, Menlo's HVAC system has been fully upgraded to comply with at least a MERV-13 filter rating. In rooms that don't have an HVAC system, such as the A Wing, each room has a blue switch that, when turned on, allows for the constant exchange of fresh outside air throughout the room. In these rooms, the air will be fully exchanged multiple times an hour. When possible, windows and doors will also remain open to maximize outside airflow.
- Additional HEPA air filters to increase air purification in targeted administrative areas of the school have also been set up.
- If AQI levels reach unhealthy levels and the school can no longer ensure fresh and safe airflow throughout classrooms, the campus will be closed and the school will revert to distance learning until conditions improve.
- An outdoor stage will support the drama and dance programs to practice the arts outside, at an appropriate distance, with masks on.

The Campus Experience

Arriving at Menlo

- Fencing has been installed around the campus building complex so that we can ensure that everyone who comes to campus is routed through a designated screening area.
- When students arrive, they will proceed to designated walkways (one for Middle School, one for Upper School), with six-foot markings posted along the way to ensure appropriate distancing while approaching the secured entrance to the building complex. There, a staff member will check in with them and ensure they have completed the daily screening process and have a green One Medical badge.
- Only students, faculty/staff, and contracted service providers will be allowed on campus. Prospective families and visitors will not be allowed on campus.
- Parents and family members will be required to stay in their cars when dropping off and picking up students through Menlo's main entrance.
- Family members who need to come on campus for emergency purposes must check in with security and will be required to wear a face mask, socially distance, and complete all campus health and safety screenings on arrival. Unless

absolutely necessary, they will not be allowed to enter main campus buildings and may only interact with their child.

Moving within the Campus

- Unidirectional routes around our open-air walkways and stairways have been marked for students and faculty to follow to minimize contact and discourage indoor congregation of unstructured groups as students move between classrooms.
- Through signage and other reminders, students and faculty will be encouraged to walk around communal buildings rather than through them. Outdoor quad areas will be set up with canopied spaces with tables and chairs set at least six feet apart so that classes may use designated study and learning areas outside as much as weather permits.
- Students will be assigned their own desk and chair in each classroom. These assignments will stay constant to support contact tracing efforts.
- The campus will be closed during hybrid learning mode, so students should plan to not leave campus during the school day for trips downtown or other nonessential reasons.

Physical Distancing

- Community members are expected to maintain a physical distance of at least six feet at all times when on campus.
- Classrooms have been redesigned to ensure that students have individual workstations that are at least six feet apart and teachers have appropriately distanced workstations as well as at least six feet of distance to walk between desks.
- The classrooms are configured so that all students' faces can be seen at the same time during a lesson to ensure student-centered learning can occur without students leaving their individual work stations.
- Faculty and staff offices have all been redesigned to be single-occupancy. Students are not allowed in individual faculty offices, and all meetings (whether between faculty and students or faculty and staff) will occur outdoors when possible or in a classroom or other space at a distance, or remotely, even if groups are present on campus at the same time.

Food and Dining

- Menlo's food service provider, Flik Dining, will prepare individual pre-packaged lunches for all students, faculty, and staff. All food preparation and delivery will follow industry health and hygiene standards and will be food allergen sensitive for those individuals who have previously indicated food allergies or sensitivities in Magnus Health. Details regarding menus and online ordering through Flik's Nutrislice program will be sent to families by email.
- Students will eat all meals outside, weather and air-quality permitting. Students will be taught the guidelines for physical distancing while eating and to keep their masks on until they eat and to put them back on when they are done, even if lunch or a snack break is still occurring.
- Staff and faculty will monitor break and lunch times to ensure appropriate social distancing.
- As we aim to limit campus visitors, outside food deliveries from services like DoorDash and GrubHub will not be permitted.
- As the water fountains have been disconnected, students can fill water bottles at the automatic, high-capacity contactless water bottle stations.

Arts and Athletics Enrichment

Middle School Athletics

- The after school athletic enrichment program will continue through Wednesday, October 28. We will evaluate at that time if we can continue to offer an after school program based on interest.
- More information about fall PE class offerings will be available the week of October 12. Classes will be in person for those students on campus, and for those doing distance learning, there will be a mix of asynchronous and synchronous workouts and skill development focused on movement and skill work related to the student's class choice. Please understand that students are signing up for a physical education class and not a sport.

Upper School Athletics

- The athletic enrichment pods will continue until Friday, October 30. After Daylight Savings (November 1) with the earlier sunsets, requirement to be outside, and lack of lights, we will not be able to offer the pods at the current times. We will make adjustments to the pods for the period of November 2-20

and communicate those changes to the participants. After November 20, we will discontinue the athletic enrichment pods and take a break for the Thanksgiving holiday and the two weeks leading up to the start of Season 1 sports practices.

- The first day of Season 1 sports practice is still scheduled for December 14. At that time, all other sports will be out of season. Students can expect communication from their coaches about any out-of-season workouts. Season 1 sports are cross country, football, boys and girls water polo, and volleyball.

Arts Enrichment Activities

- Arts enrichment activities will continue as previously communicated.

PCR Testing, Health Screenings, and Quarantining

Testing and Screening

- Menlo will continue its partnership with One Medical to provide regular access to PCR testing.
- Everyone entering campus must complete the One Medical Daily Symptom Tracker and show their green One Medical badge to verify that they have both done the daily screening and received a negative PCR test within the last 7 days.
- Menlo will be asking families to sign the One Medical HIPAA waiver found in the daily symptom tracking app. This waiver helps School fulfill its obligation to quickly and efficiently support all contact tracing efforts in partnership with San Mateo County Health. The waiver releases to the School the following information: 1) The user's name 2) Daily badge status (green, blue, or red), and 3) Results from any PCR test taken at One Medical. The waiver does not give the School access to any other aspect of a user's individual health records. Menlo is committed to keeping student information confidential while providing necessary identifying information to county officials as mandated by FERPA. For more information about the School's obligations to keep student information confidential while supporting the larger public health efforts to reduce the spread of COVID-19, see the [FERPA Coronavirus Disease FAQ](#).
- Only School Nurse Joan Barada will have access to One Medical's daily and weekly aggregate reports to track the overall health of the community and communicate effectively with San Mateo County. In case of an emergency, or if additional support is needed to ensure efficient contact tracing and communication, Joan will

share this data with either Mima Takemoto (MS Assistant Director) and/or Tony Lapolla (US Dean of Students) in their capacities as Student Life coordinators.

Required Testing Cycle

- As of October 26, 2020, we are requiring all community members to show evidence of having taken a negative PCR test weekly. We will be supporting this effort by providing on-site testing starting the week of November 2, with two testing days per week.

Quarantining

- Students, faculty, and staff who have traveled outside of Northern California will be asked to self-report their travel, quarantine for 14 days, and then show evidence of having received a negative PCR test before arriving on campus. This guidance will be updated in real-time in response to the most current CDC recommendations around travel and quarantine.
- The two weeks following Thanksgiving break and the two weeks following December holiday break, the School will implement a mandatory quarantine in the form of distance learning for all students. Students who wish to return to in-person learning following these breaks should be completing their distance learning locally.
- All community members should stay home if they have any signs of illness (cough, fever, diarrhea, shortness of breath, loss of taste and/or smell, or other cold/flu-like symptoms).
- There will be no penalty for students who need to go home or work remotely, and teachers will make every effort to support students who need to be off campus. Menlo will also support teachers who need to be off campus by providing classroom facilitators and/or long-term substitute teachers.
- Faculty will be required to teach from home when their health conditions are at all questionable. The School will provide classroom facilitators for any teacher who is teaching from home. If the teacher is unable to teach from home while recovering from illness or supporting a family member who is recovering from illness, the School will make arrangements for qualified substitute teachers to lead the class. The School will support faculty members to design a return to work plan that is appropriate and with the full guidance of their primary care physician and/or One Medical trained staff.

Identification and Tracing of Contacts

- Menlo School is committed to following San Mateo County's [recommendations](#) for contact tracing and communication. Menlo has named three contact tracers—Joan Barada, Tony Lapolla, and Mima Takemoto—who will implement our contact tracing efforts. Security personnel will also record all individuals who arrived on campus, when they arrived, and for which division (Middle or Upper school) for both contact tracing and emergency preparedness measures.
- Should a student or faculty or staff member demonstrate COVID-19 symptoms while on campus, they need to report their symptoms to the school nurse at nurse@menloschool.org or 650.330.2000 ext. 2530 and immediately go to a designated open-air isolation space (on the patio of Martin Hall for the Upper School and behind the 6th Grade building in the Middle School) where the nurse will oversee the appropriate next steps, which will include consultation with One Medical physicians and the option to obtain a rapid PCR test that returns results within 24 hours. The individual will be immediately isolated. Parents will be notified to come take symptomatic students home. Any other family members of a symptomatic student or faculty/staff member will also be asked to go home to minimize the risk of asymptomatic transmission.
- Our contract tracers will be in contact with any families and the County of San Mateo regarding potential exposures as detected through our weekly testing process. The testing information is confidentially communicated by One Medical directly to the School Nurse who will alert County authorities and communicate directly with the family regarding a positive test result. The School will alert the relevant cohort(s) about potential exposure and share subsequent action plans according to the county [guidelines](#).
- The School is also investigating possible technology solutions to aid in our contract tracing efforts.

Communication Plan

- The School will promptly notify the community of exposures and school closures and provide anonymous, aggregate data regarding any positive tests and suspected COVID cases.
- The School will also educate the community on actions and behaviors that can reduce the stigma associated with COVID-19 and will aggressively address any discriminatory behavior or profiling that may occur around this potentially charged topic.

Triggers for Returning to Distance Learning

- If air quality is too poor to ensure adequate ventilation sufficient to reduce the risk of the spread of COVID-19 while learning on campus, the School will voluntarily close.
- The School will follow San Mateo County guidelines, which recommend closure “when there are multiple cases in multiple cohorts...or when at least 5% of the total number of teachers, students, and staff are identified as cases within a 14-day period”
- Additionally, the School may close if 25% or more of schools within the district have been closed due to COVID-19 cases, in consultation with SMCOE and SMCH (PRF, 21).
- Once the School closes, it will not reopen until after 14 days have passed and deep cleaning of school buildings, public health investigation, and consultation with the San Mateo County Health Department have occurred.

FAQ

We encourage you to read through this re-entry document thoroughly; hopefully, it will answer most of your questions. Please do check back to this document as we will continue to update it with answers to our most frequently asked questions.

To provide our community with the opportunity to ask questions directly, Menlo will host a [Zoom town hall meeting](#) on Thursday, October 15, at 5:00 pm.

If you have further questions, please feel free to contact questions@menloschool.org.

When will we know if San Mateo County has approved the reopening application?

We will receive a determination from the county approximately 10-14 days after receipt of the application, which was submitted on October 4.

How often will my child need PCR testing?

You can see the recommended testing cycle [here](#).

Will Menlo offer testing on campus?

Yes, we are working with One Medical to launch on-campus testing later this fall. We will let you know when it's available.

When will we know about Blue and Gold groupings?

They will be sent by email the week of October 12.

Will siblings be put in the same Blue or Gold grouping?

Our top priority is keeping siblings together in the same group, followed quickly by balancing classrooms in terms of number, gender balance, etc. This may result in some disappointment for some students; while we don't seek that and we'll work to mitigate it, we do hope that you understand that we do not control all of the variables in this less-than-ideal situation we all face.

Can we continue with distance learning?

Yes, any family who wishes to continue distance learning may do so.

Do we have to commit to distance learning in advance?

Yes, when you receive the Blue and Gold group assignments, there will be a form to let us know in advance if you plan to attend fall hybrid learning. We know that families will need to make decisions that are best for them and that those decisions may change after the holiday season. Therefore, you are only committing your intentions for the first phase.

What happens if a faculty member or student shows signs of COVID?

Any community member who shows symptoms of COVID while off-campus should stay home. Should an employee or student demonstrate COVID-19 symptoms while on campus, they need to report their symptoms to the school nurse at nurse@menloschool.org or 650.330.2000 ext. 2530 and immediately go to an open-air isolation space where the nurse will oversee the appropriate next steps.

What are Menlo's plans for contract tracing?

Read about our plans for contact tracing [here](#).

Will Menlo offer bus transportation to and from school?

No, Menlo will not offer bus transportation this fall. We encourage families to use private transportation wherever possible and not to carpool or share cars to further reduce the potential mixing of cohorts on the way to and from campus.