



Menlo School Plan To Bring Students Back to Campus
October 2020

March 14, 2021 Note:

The reopening plan below has been published and observed since October, 2020, and updated to reflect the January 14, 2021 updated guidance from the California Department of Health. Since that time, the School has successfully implemented all steps described therein and completed its Phase 1 and 2 pilots with nearly no disease transmission on campus. This update, therefore, includes a new section within the “Cohorting” heading (p. 9) in which we outline our intention to move to Phase 3 of our reopening plan. This plan has been designed in concert with our Medical Advisory Board and in full alignment with the guidance provided by CPDH and SMC up until this point. We intend to update our community on our intention to move to Phase 3 on Friday, March 19, and are eager to answer your questions before that time. Please contact Maren Jinnett (details below) with questions or concerns.

January 21, 2021 Note:

The reopening plan below was developed in October, 2020, in collaboration with San Mateo County Health and San Mateo County Office of Education, both of which approved its contents in their entirety. Menlo School has been officially reopened since October 26, 2020, and has followed this plan as it was laid out.

The following plan demonstrates Menlo School’s readiness to bring students back to campus in a gradual, phased-in manner consistent with the most up-to-date health, education, and legal guidance from the California Department of Health, San Mateo County Health, and the [Pandemic Recovery Framework](#) (PRF). Each of the sections below will address the steps Menlo has taken to ensure that it can uphold each of the Four Pillars while also providing an equitable and inclusive education for all its students, regardless of their learning method (PRF, 21). This plan will be updated as often as is needed and in guidance with State and County officials to ensure that the School continues to meet its promise to serve, educate, and care for all the students, families, faculty, and staff in our community, and the communities of which they are a part.

Designated COVID-19 Point Persons

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 - Oversees all COVID-related response, reopening plan design, and logistics. Please contact in response to this application.
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Table of Contents

[Cleaning & Disinfection](#)

[Rooms & Surfaces](#)

[Ventilation](#)

[Materials](#)

[Food & Water](#)

[Cohorting](#)

[Staggered and Incremental Reopening](#)

[Blue and Gold Groups: Phases 1 and 2](#)

[Stable Classroom Cohorts](#)

[Classroom Capacity](#)

[Inclusion](#)

[April, 2021: Phase 3](#)

[Entrance, Egress, & Movement within the School](#)

[Entrance and Egress](#)

[Movement Within The School](#)

[Face Coverings and Other Essential Protective Gear](#)

[Face Coverings](#)

[Other Essential Protective Gear](#)

[Health Screenings for Students and Staff](#)

[Screening](#)

[Healthy Hygiene Practices](#)

[Identification and Tracing of Contacts](#)

[Physical Distancing](#)

[Classrooms](#)

[Meals and Breaks](#)

[Outdoor Spaces](#)

- [Staff](#)
- [Modified Activities](#)
- [Staff Training and Family Education](#)
- [Testing of Students and Staff](#)
- [Triggers for Transitioning to Distance Learning](#)
- [Communication Plan](#)

Cleaning & Disinfection

How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

Rooms & Surfaces

- The school has increased its both its day and evening janitorial staff by 50% (from 7 to 11 employees) to prepare for a potential reopening. Staff will continue to deep clean frequently-touched surfaces at the school on a daily basis. The school is also able to provide additional on-call cleanings, both in the event of suspected exposure and at the request of any faculty or staff member.
- Bathrooms will be cleaned at minimum 3 times per day with logs maintained that indicate when the most recent cleaning occurred and by whom and to insure compliance with that daily schedule. Bathroom doors will remain open to encourage airflow.
- The school has provided janitorial staff with professional grade electrostatic sprayers to ensure efficient, even coverage of disinfecting spray as part of its regular daily cleaning routines. This will ensure that cleaning can be done quickly and thoroughly.
- Trained janitorial staff have been instructed on the appropriate use of face coverings and other safety equipment while cleaning and compliance will be regularly monitored and enforced.
- The school has purchased nitrile gloves to reduce the risk of any negative reactions to latex allergies for its janitorial staff. Upon request, faculty, staff, and students can use these gloves as needed.
- Sanitizing will occur regularly, both between classes and at the end of each day. The school will provide disinfecting wipes as well as a single use set of red towels and [Botanica](#) disinfectant spray for teachers to use in the classroom. Janitorial staff will regularly replace cleaning supplies, disinfecting wipes, and towels as often as they are

used. In compliance with [CPDH guidance](#), students [will not be permitted to use disinfectant wipes or cleaning supplies](#) themselves.

- Each cohort will be assigned a separate bathroom for daily use to facilitate easier contact tracing and reduce the risk of overcrowding. The school has installed toilet lids onto all toilets so that no flushing can occur until the lid is closed, reducing the risk of airborne transmission of the virus. Toilet seats will be kept down between use.
- All door handles have been covered in [Nanoseptic](#) sleeves which continuously self-clean throughout the day and are effective against COVID-19.
- The school will also ensure there is always a sufficient amount of tissues, wipes, etc. for classroom and bathroom use, as well as cleaning supplies for regular surface cleaning and daily sanitation.

Ventilation

- Rooms will be ventilated with fresh, external air to the extent permitted by daily/hourly environmental conditions. The school'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 (our "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 in the room over the course of one hour. Otherwise, windows and doors will remain open to maximize outside airflow.
- In the event that we cannot avoid a one-time visitor to campus (such as a parent in case of emergency or an outside vendor making a delivery), the school has set up additional HEPA air filters to increase air purification in targeted administrative areas of the school.
- If at any time the school believes that ventilation is inadequate, students will be sent home and the school will return to fully distance learning.
- Additionally, if AQI levels as determined by Purple Air reach unhealthy levels, and the school can no longer ensure fresh and safe airflow throughout classrooms, campus will be closed and the school will revert to distance learning until conditions improve. The school will communicate in advance with families which air level will dictate a school closure and make that determination before students arrive on campus.
- Outdoor canopies, desks, and chairs will be stationed at an appropriate distance throughout the campus to provide additional outdoor study, classroom, and dining space for both students and faculty
- An outdoor stage will support the drama and dance programs to practice the arts outside, at an appropriate distance, with masks on.

Materials

- The school will use approximately 30% of its available locker space to ensure that there is at least six feet of social distancing between each assigned locker in use on any given day of in-school instruction. Students will each be assigned a specific locker to use to further support contact tracing.
- Students will be assigned their own desk and chair in each classroom. These assignments will stay constant for at least 3 weeks to support contact tracing efforts.
- Students will bring their own laptops, books, and writing implements to class each day. The school has already provided individually packed Science and Art supply kits to each student and will continue to do so through contactless pick-ups/drop-offs even in the event of school reopening to ensure that students do not share any materials.
- The library, which typically serves both middle and upper school students, will become a circulation-only space. Students will not be able to freely browse the stacks. Instead, they will be able to request books online. The librarians will put the books aside via a contactless process that includes the use of gloves to handle materials, quarantining materials for at least 3 days between recirculating them, and outdoor pick up/drop-off wherever possible.

Food & Water

- Water fountains have been disconnected so that students can no longer place their mouths directly on the spigots. Instead, they will be trained to use refillable water bottles to autofill water from automatic, high-capacity water bottle stations in a safe and contactless manner.
- The school has engaged the services of Flik Dining to provide single use pre-packaged lunches to all students, faculty, and staff. Thien Hoang, the school's Director of Dining Services, has also been in regular communication with San Mateo County Health Department to ensure that all food preparation and delivery will be in accordance with industry health and hygiene standards, including use of gloves in addition to face coverings by food-service personnel.
- Students will not be allowed to order food to campus through any meal delivery service, nor to bring and share food on campus that has not been provided through the Flik Nutrislice program.
- To provide lunch safely to students and minimize their movements around campus, students will have their individually pre-packaged lunches delivered to them in their classrooms. We will address the school's ability to provide both outdoor, socially distanced and amply ventilated indoor lunch areas (in the event of inclement weather) in the section on ["Physical Distancing: Meals and Breaks"](#).

Cohorting

How students will be kept in small, stable groups with fixed membership that stay together for all activities (e.g. instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

Staggered and Incremental Reopening

- We aim to transition from 100% distance learning to staggered, limited, cohort-based instruction starting October 26, 2021.
- Phase 1 of Menlo School's gradual, phased-in approach to reaching its full hybrid learning model will occur over 4 weeks (reopening to Thanksgiving Break) with no more than 25% of our students on campus each week. Between Thanksgiving and New Year's, the school will return to distance learning out of an abundance of caution around the potential for increased disease transmission during the holiday travel period, and to provide ample time for assessing the validity of Phase 1 of the hybrid approach. Phase 2 will begin no earlier than January, 2021 in adherence with the guidance that "any consideration of advancing the school community to the next [phase of our hybrid learning program]" take at least 3 weeks (PRF, 37). In Phase 2, we plan to bring no more than 50% of our students on campus each week.
- When surveyed on October 5, 2020, 83% of Menlo families indicated that they would want to send their students to learn on campus in our proposed hybrid learning model, 6% said they would not, and 11% indicated they were undecided for a variety of reasons, including but not limited to reviewing disease rate prevalence in the community in January. We believe our phased-in approach helps to address both what families are asking for and their concerns.
- The school will support all of its families to choose between our gradual, phased-in hybrid learning approach or to continue learning in a distance format as the needs of their family require.

Blue and Gold Groups: Phases 1 and 2

- We have taken the County's guidance to use staggered starts, A/B groupings, and a hybrid blend of in-person and at-home learning in our program design (PRF, 60-61).
- In addition, in order to implement a staggered approach to bringing limited students on campus, we will divide students into 4 even groups: Blue A/B, and Gold A/B. Each group represents, at most, 25% of our enrollment. At the Middle School level, this represents no more than 56 students. At the Upper School level, this represents no more than 147 students.

- In Phase 1 of our hybrid learning plan (October 26-Thanksgiving), each of the 4 groups (Blue A, Blue B, Gold A, Gold B) will experience 1 week learning on campus and 3 weeks learning remotely.
- In Phase 2 of our hybrid learning plan (no earlier than January, 2021), assuming all health and safety measures have proven effective, we will increase the number of students on campus. Both Blue groups (Blue A/B) and both Gold groups (Gold A/B) will alternate 1 week on campus with 1 week learning remotely.

Below is a summary of which groups of students we intend to bring onto campus in Phases 1 and 2:

Phase 1: Middle & Upper School Staggered Learning Schedule <i>(each group = <25% of total enrolled students)</i>				
	Blue A	Blue B	Gold A	Gold B
Week of 10/26	Remote	Remote	On Campus	Remote
Week of 11/2	On Campus	Remote	Remote	Remote
Week of 11/9	Remote	Remote	Remote	On Campus
Week of 11/16		On Campus		

Phase 2: Middle & Upper School Staggered Learning Schedule <i>(each group = <50% of total enrolled students)</i>				
	Blue A	Blue B	Gold A	Gold B
Week of 1/18	Remote	Remote	On Campus	On Campus
Week of 1/25	On Campus	On Campus	Remote	Remote
Week of 2/1	Remote	Remote	On Campus	On Campus
Week of 2/8	On Campus	On Campus	Remote	Remote

**N.B. We intend to continue this hybrid learning plan, with an A/B alternating week cadence, through the duration of the 2021 until or unless guidance from SMCH and SMCOE change.*

Stable Classroom Cohorts

- Menlo School’s academic programs at both the Middle and Upper School level require that we include “necessary and practical considerations” in a student’s schedule as we design around minimizing the number of stable cohorts that is practically possible (PRF, 33).
- Students will be organized into stable classroom cohorts of no more than 3-5 students in Phase 1 or 8-13 students in Phase 2.

- Both Middle and Upper School students are enrolled in no more than 6-7 total classes plus an Advocacy period.
- Middle School Block Schedule:
 - Monday-Thursday
 - Alternates every other day between ABCD and EFG + Advocacy (4 classes/day)
 - Friday
 - ABCDEFG (7 classes)
- Upper School Block Schedule
 - Monday-Friday
 - Alternates every other day between ABCD and EFG + Advocacy (3-4 classes/day)
- Middle and Upper School faculty will only work with students within their respective divisions and will also not share common spaces on the campus. Faculty will only work with students in their stable classroom cohorts.
- Within either type of cohort, all students and teachers must wear a face covering and maintain physical distance (**See: “[Physical Distancing](#)”**).
- The school will not be providing school-based transportation and will be encouraging families to use private transportation wherever possible and not to carpool or share cars so as to further reduce the potential mixing of cohorts on the way to and from school.

Below, please find a summary of the size of the stable classroom cohorts for students at both division levels, in both Phases 1 and 2:

Middle School Classroom Cohort Size Ranges		
<i>Notes:</i>		
<ul style="list-style-type: none"> ● Classroom cohorts are stable for the entire week that students learn on campus, and . . . ● Will not be changed as long as our hybrid program is in place (anticipated October - June 2021) ● Middle School students enroll in 7 classes and 1 Advocacy session ● Over the course of one learning week, the total number of peers in a stable cohort will range from . . . <ul style="list-style-type: none"> ○ Phase 1: 15-31 students and 8 teachers ○ Phase 2: 35-42 students and 8 teachers ● These numbers are a conservative estimate. They assume no teacher or student overlap, which is not exclusively true. 		
	Classroom Cohorts	Advocacy
Phase 1 (10/26-11/20)	2-4 students + 1 teacher	1-3 students + 1 teacher
Phase 2 (1/18 onward)	5-8 students + 1 teacher	5-6 students + 1 teacher
Upper School Classroom Cohort Size Ranges		

<ul style="list-style-type: none"> ● Classroom cohorts are stable for the entire week that students learn on campus, and . . . ● Will not be changed as long as our hybrid program is in place (anticipated October - June 2021) ● Middle School students enroll in 6-7 classes and 1 Advocacy session. ● Over the course of one learning week, the total number of peers in a stable cohort will range from . . . <ul style="list-style-type: none"> ○ Phase 1: 12-35 students and 7-8 teachers ○ Phase 2: 36-84 students and 7-8 teachers ● These numbers are a conservative estimate. They assume no teacher or student overlap, which is not exclusively true. 		
	Classroom Cohorts	Advocacy
Phase 1 (10/26-11/20)	2-5 students + 1 teacher	1-3 students + 1 teacher
Phase 2 (1/18 onward)	6-12 students + 1 teacher	5-6 students + 1 teacher

Classroom Capacity

- Average square footage of a Middle School Classroom = 680 square feet
- Average square footage of an Upper School Classroom = 703 square feet

Inclusion

- Students who are unable to be on campus for medical, family, or personal reasons will be remotely included in on-campus learning activities through blended instruction. Each classroom has been equipped with microphones, cameras, and interactive television sets so that teachers may include students at home in their live classroom activities in real time.

Phase 3: April 19, 2021

Since October, 2020, Menlo School has successfully implemented its Phase 1 and 2 plans, outlined above. We have demonstrated that, with the help of the on-campus mitigation efforts we've put in place, we can provide a high quality education to students without compromising on health and safety for both our families and our faculty and staff; since we invited students back to campus we have conducted, on average, 1000 tests per week and our weekly positivity rate has been well below 1% for that entire time.

Thanks, also, to San Mateo County and the California Department of Health's efforts, over 90% of our employees have received at least one vaccination to date. By the start date of Phase 3, outlined below, all employees who wish to be vaccinated will be at least two weeks out from their second dose.

We agree with both San Mateo County and Governor Newsom, who have indicated that schools’ priorities should turn now to serving as many students in person as is safely possible to do so. Currently, we are serving 50% of our students weekly on a rotating basis through on-campus instruction. However, given our ample campus space, the success of our mitigation efforts thus far, and the opportunity provided to us by mild California spring weather, we intend to bring 100% of our students back to campus weekly starting April 19, 2021.

In the plan below, we outline how we will not only maintain but also add in additional prevention measures so that we may serve our students without compromising our ability to a) reduce transmission rates on campus and b) immediately identify potential infections before they have a chance to spread.

Phase 3 Timeline

April 2-9	Menlo School Spring Break
April 10-18	Distance Learning Week. Opportunity for community members to return from potential travel and receive negative PCR tests before resuming on-campus learning.
April 19 through end of academic year	100% of students return to campus, weekly

Increased Health and Safety Measures

In addition to maintaining all the prevention and contact tracing methods outlined in this approved reopening application, Menlo School also commits to:

- Increased PCR testing to 2x/weekly for all unvaccinated students and employees. Vaccinated employees will continue to test 1x/week.
- Using outdoor classrooms to serve additional students who cannot learn indoors without sacrificing current guidance on social distancing. Approximately 50% of our classrooms can accommodate 100% of students indoors; the other approximately 50% will be served by outdoor pop-up classrooms that allow teachers to move between their indoor and outdoor learning spaces comfortably.

If, at any time, the School identifies a concerning uptick in COVID-19 cases, it commits to adjusting this plan in concert with the guidance of San Mateo County Board of Education and California Department of Health to make any necessary adaptations before continuing.

Updated Classroom Cohort Sizes

In Phase 3, average classroom cohort sizes will vary from approximately 6 to 18 students across both the Middle and Upper School. The number of students allowed to learn in each classroom will adhere to social distancing as recommended; any additional students unable to fit within the classroom will be served in the open air outside, while also masked and maintaining social distancing. In the vast majority of our classrooms, we will be able to serve 12 students indoors and anywhere from 1-9 additional students outdoors, concurrently.

Entrance, Egress, & Movement within the School

How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Entrance and Egress

- 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 of students will be required to stay in their cars when dropping off and picking up students when going through Menlo's main entrance. Family members who need to come on campus for emergency purposes will be required to wear a face mask, socially distance, and submit to 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 as opposed to other students.
- After exiting their vehicle, students will proceed to clearly designated walkways (one for Middle School, one for Upper School), with 6' appropriately marked along the way to ensure appropriate distancing while approaching the fenced off, secured entrance to the main campus where a staff member will ensure they have completed their daily screening questionnaire (**see: ["Testing of Students and Staff"](#)**)
- Signage will clearly communicate restrictions for who is allowed on campus and requirements for maintaining social distancing and the wearing of face masks while on site. Campus hours will be posted and enforced.
- Our schedule has also been adapted so that Upper School students can stagger their exits from campus up to 90 minutes before the Middle School students do so that we

can avoid crowding on exit at the campus loop. As needed, we can implement even more granular exit strategies with assigned pick-up times if we see crowding becomes an issue in the early phases of implementation.

Movement Within The School

- Our schedule has been redesigned so that students may stay in the class they have just taken in order to do Tutorial (or “study hall”) without freely roaming around campus.
- Outdoor quad areas will also be set up with canopied areas with tables and chairs set an appropriate 6’ at least of distance between them so that classes may use designated study and learning areas outside as much as weather permits.
- Students and staff will follow designated, unidirectional routes around our open-air walkways and stairways to minimize mixing between classes.
- Given our campus’ ample outdoor space, students never need to walk through an indoor building to get from one classroom to another. Signage will prompt students and faculty to walk around communal buildings rather than through them to discourage any indoor congregation of unstructured groups.
- We have also built a schedule that allows for anywhere from 5 to 30 minutes of staggered passing periods between each class to ensure we can be responsive to any crowding we see within each phase of implementation and address it immediately.

Face Coverings and Other Essential Protective Gear

How CDPH’s face covering requirements will be satisfied and enforced.

Face Coverings

- Everyone who enters campus--even just for drop-off and pick-up--must wear a mask, covering their mouths and noses. Masks may only be removed when in the process of eating lunch and in designated spaces that allow for at least 6’ of social distance, ideally outdoors or when faculty and staff are alone in their single-occupancy office spaces. Community members who are unable to wear masks for medical or personal reasons will be supported to learn remotely. This is to ensure the overall safety of the school community.
- Students will be required to wear their masks to school so that no student lines up on arrival without a mask on. However, as an additional support and to ensure no financial barriers to access to a clean, regularly laundered mask, the school has partnered with [Cintas](#) to secure enough face masks for the entire community to use each day. If a

student's mask becomes dirty or is otherwise damaged at school, these will be used as back-ups. Additionally, if a student or community member forgets or loses their mask in the course of a day, we will be able to provide them with a back-up so they can continue learning.

- Upon request, the school will also provide face shields to be used in addition to face masks as an added layer of protection for students and/or faculty and staff.
- Students will be reminded throughout the day about proper mask etiquette. Any student who fails to meet the school's requirements around the appropriate use of face coverings will not be permitted to be on campus and will have access to remote learning, instead.
- Signage around campus will remind everyone that wearing a face mask while on campus is a requirement mandated by San Mateo County Health Department.

Other Essential Protective Gear

- Faculty and staff work stations will be outfitted with plexiglass shields to promote an extra layer of protection. Upon request, the school will also provide Wenger's movable, pivotable plexiglass shields for teachers to stand behind while teaching, and/or walking around the room and maintaining social distance from students in the classroom.
- The school will provide gloves wherever needed (e.g. food service, for cleaning).

Health Screenings for Students and Staff

How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Screening

- The school has partnered with One Medical to provide 24/7 clinician-based support, daily symptoms tracking questionnaires, and PCR testing to its entire community. Faculty, staff, and students who come to campus regularly will be required to enroll in One Medical's membership program so as to self-report their daily temperature and health symptoms via a smartphone-enabled screening app before arriving on campus. These questions will be continually updated in response to the [latest SMCH guidance on screening for COVID-related symptoms](#), ensuring that the school relies on external medical advice to guide families as to whether or not to come to school and can also work with medical professionals to provide immediate updates to SMCOE and SMCH as part of our larger testing and tracing efforts.

- Students, faculty, and staff will also be required to show evidence of having received a negative PCR test at least every week in order to teach and learn on campus. To support this effort, the school will provide on-site, weekly testing through One Medical in addition to providing families access to all Bay Area testing sites. Test results through One Medical are uploaded into the screening app which provides for external validation of test results.
- All people entering campus must show their One Medical badge to verify that they have done the daily screening before they enter the fenced off area to the main campus. Anyone arriving without evidence of a “green” badge will submit to more thorough screening from Security, including receiving a contactless temperature scan, responding to the daily questionnaire, and providing evidence of having taken a negative PCR test within the last 7 days.
- 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 SMCH recommendations around travel and quarantine.
- Further the school will enforce a mandatory quarantine in the form of distance learning for all students for the period between Thanksgiving break and the winter holiday break and for two weeks following the winter holiday break.
- Any community member exhibiting COVID-19 symptoms will be immediately isolated and sent home. The school will then follow the SMCOE guidelines for contact tracing and follow-up communication (see: “[Identification and Tracing of Contacts](#)”)
- Any common household members of a symptomatic student or faculty/staff member will also be asked to go home to minimize the risk of asymptomatic transmission.
- 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. The school will also support teachers who need to be off campus by providing classroom facilitators and/or long-term substitute teachers.

Healthy Hygiene Practices

The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

Handwashing

- Each classroom is equipped with a touchless hand sanitizer dispenser.

- There will also be at least two outdoor hand washing stations on each of the MS and US quads and additional handwashing stations near the athletic fields. These stations provide warm water and soap in an outdoor setting so that students and faculty can adhere to recommendations for washing their hands regularly throughout the day without having to enter an indoor bathroom.
- Teachers will teach and monitor proper and regular hand-washing techniques, and will reinforce with the use of hand sanitizer whenever hand-washing is not possible.
- Employees and students will wash their hands frequently throughout the day, including on entrance to a classroom, before and after eating, before and after touching their own 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.
- Signage will remind people to wash their hands and offer critical reminders for technique and duration.
- Students will be instructed and expected to wash their hands thoroughly before and after using the bathroom.
- Hand sanitizers will be selected for efficacy against COVID-19 (at least 60% ethanol) and safety for use by children (e.g. ethanol and not isopropanol, and ensuring it is off the FDA's list of products to avoid).

Identification and Tracing of Contacts

Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID- 19.

Identification of Contacts

- We believe that our weekly PCR tests and daily symptoms questionnaire will drastically reduce the chances of an individual entering campus while infected with COVID-19; however, if an employee or student demonstrates COVID-19 symptoms while on campus, they will be instructed to report their symptoms electronically to their supervisor and/or school nurse and to immediately go to an open air isolation space where Joan Barada, the school nurse/COVID-19 Point Person will oversee the

appropriate next steps. This will include consultation with One Medical physicians and the option to obtain a PCR test that day with rapid, 24-hour turnaround time results. We will also immediately notify parents and ask them to pick up their child right away. We will then follow [the latest county guidance](#) to determine next steps in terms of communication and when faculty and/or students can return to school, in partnership with One Medical medical professionals or the child's primary care physician.

- The school will also follow all County guidance for [Return to Campus criteria](#) which includes ensuring that all individuals complete the required home isolation period before being allowed to return.
- School Security personnel will record all individuals who arrived on campus and when, for which division (Middle or Upper school) for both contact tracing and emergency preparedness measures.
- Finally, Menlo School has partnered with the [POM](#) ("Peace of Mind") contact tracing device company to ensure that every employee, student, and (as needed) on-site contractor, wears a Bluetooth-enabled device each day. These devices "ping" each other throughout the day to ensure that the school regularly has data on the cumulative exposure contact students may have had when in proximity to each other. If there is a concern about suspected or actual Covid exposure, the school can use the POM dashboard to instantaneously identify any other community members who were standing within six feet of each other, which will improve the efficiency and accuracy of our manual contact tracing approach. These devices fully protect community members' privacy, as well, as they only track devices' proximity to each other and not any GPS- or other location-enabled tracking.

Tracing of Contacts

- The school will provide six contact tracers to oversee contact tracing efforts as required by SMCOE and SMCH and provide redundancy that will ensure speedy and effective communication with San Mateo County's offices of Education and Health.

Physical Distancing

How space and routines will be arranged to allow for physical distancing of students and staff.

Classrooms

- Teachers will maintain six-foot distancing with and among students.
- All classrooms have been measured and redesigned to ensure that students have individual work stations that are at least 6' distance apart, that teachers have at least 6'

of distance to walk between desks, and to ensure a teacher's work station is appropriately distanced as well. In most cases, given our small class sizes, students will be in a room with no more than 8-10 peers and one teacher.

- We will never go beyond our maximum capacity for a room with social distancing guidelines in place. In our current proposed model, we will be well under the maximum number of students we could safely accommodate and still uphold social distancing and the rest of the Four Pillars in our classrooms.
- With the addition of our interactive, Chromebox-enabled televisions and microphones in each classroom, much thought has gone into how teachers can maintain social distancing and balance the needs of remote and in-person learners concurrently. Teachers' classrooms will be set up so that all students' faces can be seen at the same time during a lesson and so that student-centered learning can still occur without students leaving their individual work stations.
- Clear signage will remind everyone to maintain physical distance throughout the day. If the school identifies that any student is not maintaining appropriate physical distancing, it will require that person to learn remotely and work collaboratively with the family to determine an appropriate re-entry plan that ensures the student can uphold all health and safety measures. The school will support the student to learn remotely throughout that time.
- Faculty will maintain six feet of distance from others and will not congregate around shared equipment (e.g. photocopy machines). Signage will be placed around campus and shared resources as a reminder and no communal food, coffee, or other break room materials will be shared. Everyone is expected to wear a face covering everywhere on campus, except in single-occupancy personal offices.
- Faculty and staff offices have all been redesigned so as to be single-occupancy. No students will be allowed in faculty offices, and all meetings (whether between faculty and students or faculty and staff) will occur outdoors, at a distance, or remotely, even if groups are present on campus at the same time. Use of indoor spaces not required for classroom-based instruction will be minimized as much as possible.

Meals and Breaks

- All students will eat all meals outside, weather and air-quality permitting. Students will be trained to understand the guidelines for physical distancing while eating and to keep their masks on up 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 may eat meals alone in their offices.
- School staff and faculty will monitor break and lunch times to ensure appropriate social distancing.

Outdoor Spaces

- Menlo School is fortunate to have ample quad space and covered patio areas. The school has sufficient canopies, desks, and chairs to establish several outdoor learning and study areas that are appropriately socially distanced and benefit from open air. In the event of inclement weather (which a canopied or covered outdoor walkway cannot accommodate), students will stay in the classroom in which they have just had class for their breaks and lunch periods to reduce movement around campus.

Staff

- Faculty and staff will also be required to maintain physical distancing. The Middle and Upper School faculty break rooms will be used only for faculty to individually use equipment (such as photocopier) or to check their mailbox, as needed. Faculty and staff will be reminded to stagger their time in the spaces and doors will be kept open to ensure constant air flow. While in those spaces, faculty must wear masks and maintain social distancing. If the school determines at any time that social distancing is not being upheld in those spaces, it can provide assigned time slots at which each faculty member can check their mailbox and conduct essential business with shared equipment.
- All meetings will be conducted remotely, even if all participants are on campus.
- Faculty will be required to teach from home when their health conditions are at all questionable (such as when they are awaiting a COVID-19 PCR test, believe they have been exposed to COVID-19, have a close family member who has or may have been exposed to COVID-19, or they themselves have been diagnosed with COVID-19). 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 provide a mix of internal and external subs. 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.
- All internal subs will already be on the school's regular testing cadence as full-time employees of the school. Any external, longer-term sub will be required to show evidence of a negative PCR test within 3 days of arriving on campus and enroll in One Medical. They will then need to adhere to the school's regular, required testing cadence for as long as they are providing substitute services.

Modified Activities

- Physical education and athletic activities will be held entirely outdoors within small, stable pods of no greater than 16 individuals (including students and 1 supervising adult)

until or unless San Mateo County and California Department of Health guidance changes. Students will stay in one, assigned athletic training pods for three weeks at a time without mixing or interacting with other pods.

- As with indoor activities, outdoor activities will avoid the use of hand-held shared materials and surfaces.
- Dance and drama activities will be conducted outside, on stages, with masks on. Students will only remove masks when, as with physical activity and California Department of Health guidelines, they are exerting heavily and then will be supervised to maintain appropriate distancing.
- In accordance with the San Mateo Pandemic Recovery Framework, no band or choir practice--or any activity that could lead to "increased likelihood of transmission from contaminated exhaled droplets" will take place indoors. If students participate in these activities, they will do so outdoors and with sufficient physical distancing of more than 6' between them.

Staff Training and Family Education

How staff will be trained and families will be educated on the application and enforcement of the plan.

Staff and Family Education

- Menlo School will continue to define what it looks like to uphold the Four Pillars that support this reopening plan while community members are both on and off campus, as part of its regular communications (at minimum on a weekly basis and more frequently as families need to be apprised of changes in County health and safety guidance).
- Additionally, the school will ask all families to read and commit to upholding a Campus Health and Safety Compact before re-entering campus in phase 1 of our hybrid learning approach. The Dean of Students and the Assistant Middle School Director will each oversee the enforcement of this Compact while students are on campus and design programming that teachers and Advocates will use to continually underscore its importance.
- The school will evaluate the community's compliance regularly, and work in partnership with the Menlo School Parent Association (MSPA) to ensure that families work together to uphold the standards that will keep our community safe.
- Menlo School's Nurse, Joan Barada, will serve as its designated COVID-19 point person for all contact with SMCOE and SMCH.
- Menlo School has been and will continue to consult with a team of four medical experts (clinicians, virologists, and biomedical researchers). These experts, in addition to the

clinicians from One Medical will serve on an informational panel for all community members to reinforce the values behind this reopening plan and to continue providing education to the community on the importance of adhering to it.

- If at any time Menlo School deems that it necessary to provide additional trainings so as to ensure compliance with the plan, it reserves the right to suspend Phase 1 or 2 of its hybrid learning program and to return to distance learning so as to address areas of concern for as long as needed until it is safe to resume on campus learning.

Testing of Students and Staff

How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

- As mentioned above, Menlo School has partnered with One Medical to provide wraparound testing support in addition to daily health screening of all community members, both faculty/staff and students.
- The school will offer on-site, weekly PCR testing to its students, faculty, and staff as of reopening. Tests currently include a minimally invasive intranasal swab that is then sent to LabCorp for processing, with 95% of test results coming back within 2-3 days of submission. In this way, students who are about to come to campus to learn with their cohort will have received a negative PCR test as close to arrival as possible to reduce the likelihood that the test results are invalid; additionally, by also testing students who are about to resume remote learning, we are lessening the chances that we will miss an asymptomatic infection in between rotations. The more data we have, the more likely it is that we can trace effectively and reduce the spread of COVID-19 throughout our community.
- If needed, One Medical will provide a same-day PCR test for any community member exhibiting COVID-19 symptoms. The test results should come back within 24-hours and provide invaluable to our ability to rapidly isolate and quarantine according to SMCOE guidelines and to work with the County to determine appropriate next steps without delay.
- Joan Barada, the school's Nurse and dedicated COVID-19 point person with San Mateo County, will receive both daily individual and weekly aggregate reports of a) the badge status of its community members through the One Medical daily screening questionnaire, b) the results of any PCR tests taken through One Medical. Families will be asked to sign a HIPAA waiver that allows the school to see these individual reports,

which will be crucial to our ability to identify which individuals may need to be isolated and/or followed up with by a medical professional.

Triggers for Transitioning to Distance Learning

- If air quality is too poor to ensure adequate ventilation sufficient to reduce the risk of spread of COVID-19 while learning on campus, the school will voluntarily close.
- The school also commits to following SMCOE 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” (PRF, 21).
- 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 a deep cleaning of school buildings, public health investigation, and consultation with San Mateo County Health Department has occurred (PRF, 21)
- If this guidance from SMCOE and SMCH changes, the school commits to following the new recommendations for transitioning to Distance Learning

Communication Plan

- The school will publish anonymous, aggregate data to the community on a daily basis in regards to suspected Covid exposure, pending PCR tests, and any positive tests that have occurred in addition to following all contact tracing procedures recommended by San Mateo County Department of Health. This will provide an additional layer of transparency to the community about school operations and the disease prevalence within the school.
- The school will follow all HIPAA and FERPA guidelines to ensure student and faculty/staff privacy in the instance of a potential or confirmed COVID case, while it also provides prompt notifications of exposures and closures to its community (PRF, 56). Joan Barada (School Nurse, COVID-19 Point Person) will be the only Menlo employee who views individual student data until or unless an emergency occurs in which the Dean of Students, Tony Lapolla, and/or Mima Takemoto, the Middle School Assistant Director, will step in to support temporarily our contact tracing efforts as part of their purview as supervisors of Middle and Upper school campus health and safety.
- 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.