



# REOPEN — REUNITE

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## HEALTH PROTOCOL GUIDE





# Health & Safety

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The health and safety of our stakeholders is always our highest priority. To mitigate the risks of COVID-19 while children are in our care, we have adopted additional health and safety measures based on CDC guidelines, state and local regulations, and the American Academy of Pediatrics. Beginning Monday, April 12th, all K-8 students will return to daily, full in-person learning. The full schedule is outlined in more detail on the next page; JrK students will continue on a full-time schedule. Our focus remains the same, to provide an engaging, rigorous, and differentiated curriculum to our students while maintaining a strong connection to our school community. The modifications put into place allow for full day in-person instruction, while continuing to provide an online Merryhill school option through the Online Academy for families who choose to remain home. Outlined within this document are the various measures already put into place to support our students in a safe return to full day, in-person learning. Measures include facility and policy modifications, curbside drop-off and pick-up procedures, increased cleaning and sanitization of high touch surfaces, frequent hand washing, required face coverings, and limiting the use of shared materials and spaces, among others. These health and safety norms are modeled by our trained faculty and reinforced as any other school-wide procedure would be. Given the evolving situation, we will continue to update these protocols as necessary.

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# K-8 Full Day, In-Person Schedule

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For the remainder of the 2020-2021 school year, students in K-5 will follow the Elementary Schedule and students in 6-8 will follow the Middle School Schedule, as outlined below:

## **Elementary Schedule**

7:45 — 8:25 Parking Lot Drop Off \*

8:25 — 3:30 Academic Day

3:30 — 4:00 Study Hall

4:00 — 4:30 PM Pick Up

\*To reduce parking lot congestion,  
preferred drop off 8:00 — 8:25

## **Middle School Schedule**

7:45 — 8:10 Parking Lot Drop Off \*

8:15 — 2:45 Core Academic Classes

2:45 — 3:40 Electives/Study Hall

3:45 — 4:30 PM Pick Up

\*To reduce parking lot congestion,  
preferred drop off 7:45 — 8:00

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## K-8 Daily Schedule Details

- Instructional hours for K-5 students are 8:30AM - 3:30PM with 3:30PM-4:00PM designated for study hall.
  - Drop off for K-5 students is from 7:45AM - 8:25AM. Where feasible, we are requesting families drop off K-5 students between 8:00AM - 8:25AM to assist with staggering student arrival and reducing parking lot congestion.
  - Pick up for K-5 students is from 4:00PM - 4:30PM.
  - Families not interested in having their K-5 child attend study hall should plan to pick up at 3:30PM in order to avoid classroom disruptions.
  - While on campus, students in K-5 will participate in daily live-streamed specialty classes in the areas of Art, Music, Spanish, and Design. PE will take place outdoors and in-person.
  - Instructional hours for 6-8 students are 8:15AM - 3:45PM with the 2:45PM - 3:45PM period designated as study hall and/or electives, as assigned.
  - Drop off for 6-8 students is from 7:45AM - 8:10AM. Where feasible, we are requesting families from off 6-8 students before 8:00AM.
  - Pick up for 6-8 students is from 3:45PM - 4:30PM.
  - On days your 6-8 child does not have an elective class, families may choose to waive study hall and pick up at 2:45PM.
  - While on campus, 6-8 students will follow a 7 one hour period schedule with 5 core classes, 1 lunch period, and 1 study hall/elective period daily.
  - 6-8 elective classes will continue to be live-streamed via Zoom.
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# General Drop Off & Pick Up Procedures

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- Building access is limited. All drop offs and pick ups occur outside the school at different entrances/exits to avoid unnecessary gatherings and to minimize contact.
  - Our parking lot is one-way; all cars should enter the lot from 26th street and exit via 27th street.
  - Families must complete a virtual health survey each morning. This should be completed prior to drop off.
  - All passengers inside the car must wear face coverings.
  - Passengers must remain in the car unless assisting a child with unbuckling a carseat or unloading from a two door vehicle.
  - Families with students in JrK-2 and 3-8 should drop off and pick up at the location designated for their youngest child.
  - In order to eliminate pulling in and out of parking spaces, families should be accessing the lot for drive-through purposes only. Parking within the lot is limited to Midtown faculty and only permitted in designated areas.
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**NOTICE**



**FACE COVERING  
REQUIRED**

**PLEASE**

**NO  
VISITORS  
ALLOWED**

**Building access is limited; pick-up  
and drop-off will occur curbside.**



# Drop Off Procedures by Grade

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- **JrK:** Families may park and check-in at the table near the front office in order to sign your child in. Families should follow social distancing while waiting to check-in, must wear face coverings, and should carry identification. JrK families should access street parking between the hours of 7:30AM - 8:30AM. JrK students may also be dropped off in the K-2 carline via the procedures outlined below during active drop off and pick up times.
  - **Grades K-8:** Drop off is done via car line only. Two lanes are distinguished by cones and labeled by grade level. Before exiting the car, students have their temperature taken by a staff member. To expedite the drop off process and ensure parking lot safety, all students should be ready to exit promptly with all necessary belongings.
    - 6-8 families should enter the lot from 26th street and pull into the right lane continuing through lot until stopped behind the leading car. Student then exits the car, proceeds to the sidewalk moving towards security hut, enters the large playground, sanitize their hands, and proceeds directly up the stairs through the commons to their classroom. Cars exit the car line by merging at the 27th street exit and proceeding out of the lot.
    - 3-5 families should enter the lot from 26th street and pull into the right lane continuing through lot until stopped behind leading car. Student then exits the car, proceeds to the sidewalk moving towards security hut, enters the building through the back doors, sanitize their hands, and proceeds directly up the stairs to their classroom. Cars exit the car line by merging at the 27th street exit and proceeding out of the lot.
    - K-2 families should enter the lot from 26th street and pull into the left lane continuing through lot until stopped behind leading car. When reaching the “Kiss & Ride” sidewalk, wait for a staff member to complete the temperature check through the car window. Student then exits the driver’s side of the car, proceeds on the sidewalk, enters the building through the front doors, sanitize their hands, and proceeds directly to their classroom. Cars exit the car line by merging to the right and proceeding through the lot to the exit.
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**Touchless temperature checks will be taken curbside.**



# Daily Health Screenings

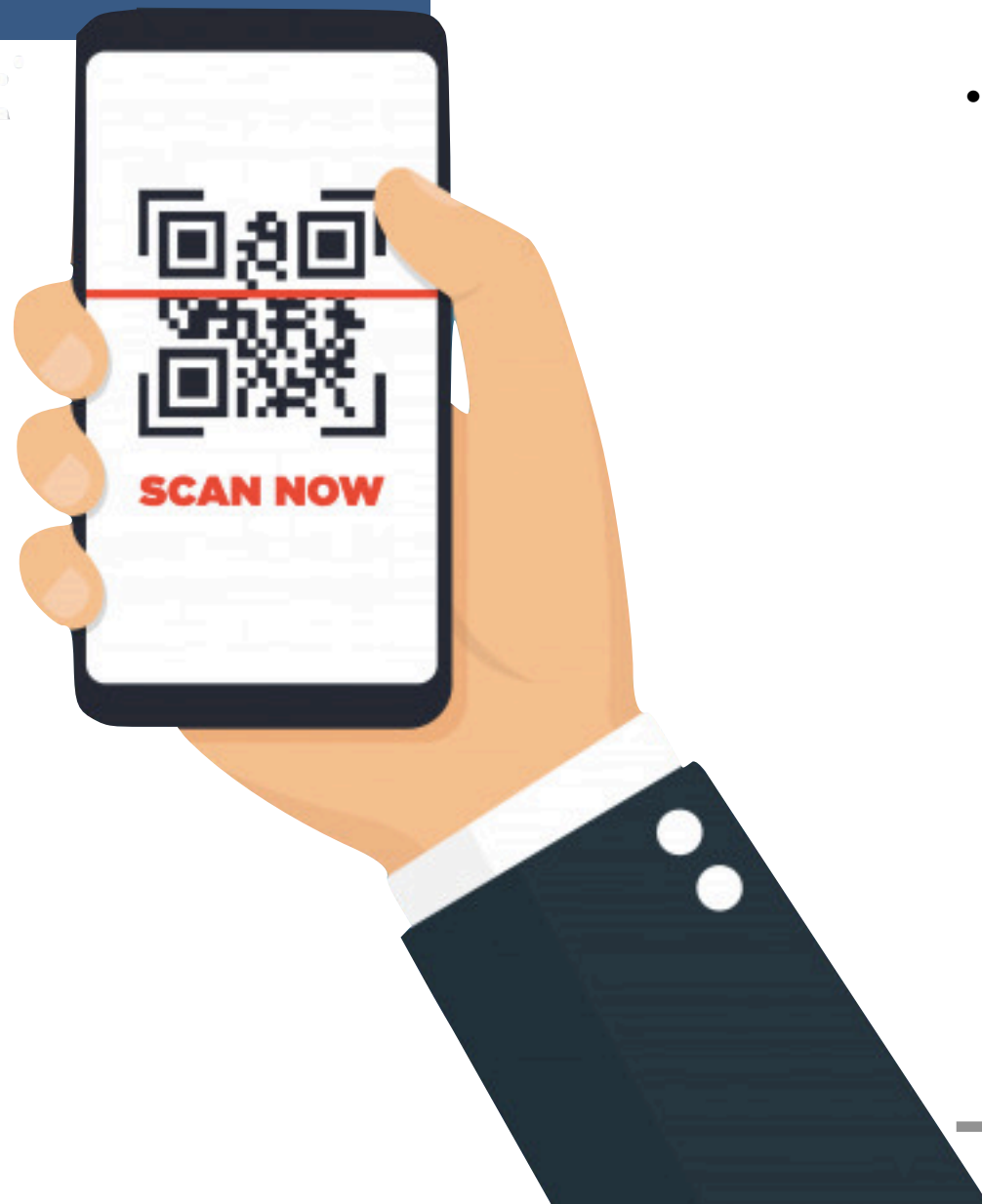
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Virtual Health Survey



- Parents/guardians must complete a virtual health survey prior to arrival each day. Scan the QR code or click [here](#) to view the virtual health survey.
- Touch-free temperature checks are completed for all students and staff prior to entering the building.
- Anyone with a temperature of 100.4 or above, or exhibiting symptoms will not be permitted to attend school.



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# Pick Up Procedures

- **JrK:** Please park, notify the front office of your arrival, and sign your child out. Families should follow social distancing while waiting, wear face coverings, and carry identification. JrK families should access street parking between the hours of 3:45PM - 4:30PM. JrK students may also be picked up via the K-2 carline following the procedures outlined below.
  - **Grades K-8:** Pick up is done via car line.
    - In order to maximize the efficiency of the pick up line while minimizing contact between parents and staff, we are providing each family with a car line sign. Families will be provided two identical signs to accommodate for multiple cars; each sign includes your child's name and grade level, and should be placed on the driver's side visor or dashboard in such a way that it can clearly be seen by staff. If multiple members of the same family are being picked up, a sign should be displayed for each child.
    - Upon arriving at the school, proceed to the same location at which you dropped off your child/ren.
    - Should someone arrive at the school and be unfamiliar to our staff, an ID check may be necessary.
    - Students in the K-2 line should load via the driver's side of the vehicle.
    - Faculty both in the classroom and in the parking lot use walkie-talkies to facilitate dismissal; students proceed directly from their classroom to their designated exit and receive hand sanitizer when leaving.
    - Should you need to pick up your child outside the designated pick up window, please call the front office at 916-429-6055 for alternate arrangements.
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**JrK - 2**



**3 - 5**



**Drop-off and pick up zones are  
labeled with directional signs**

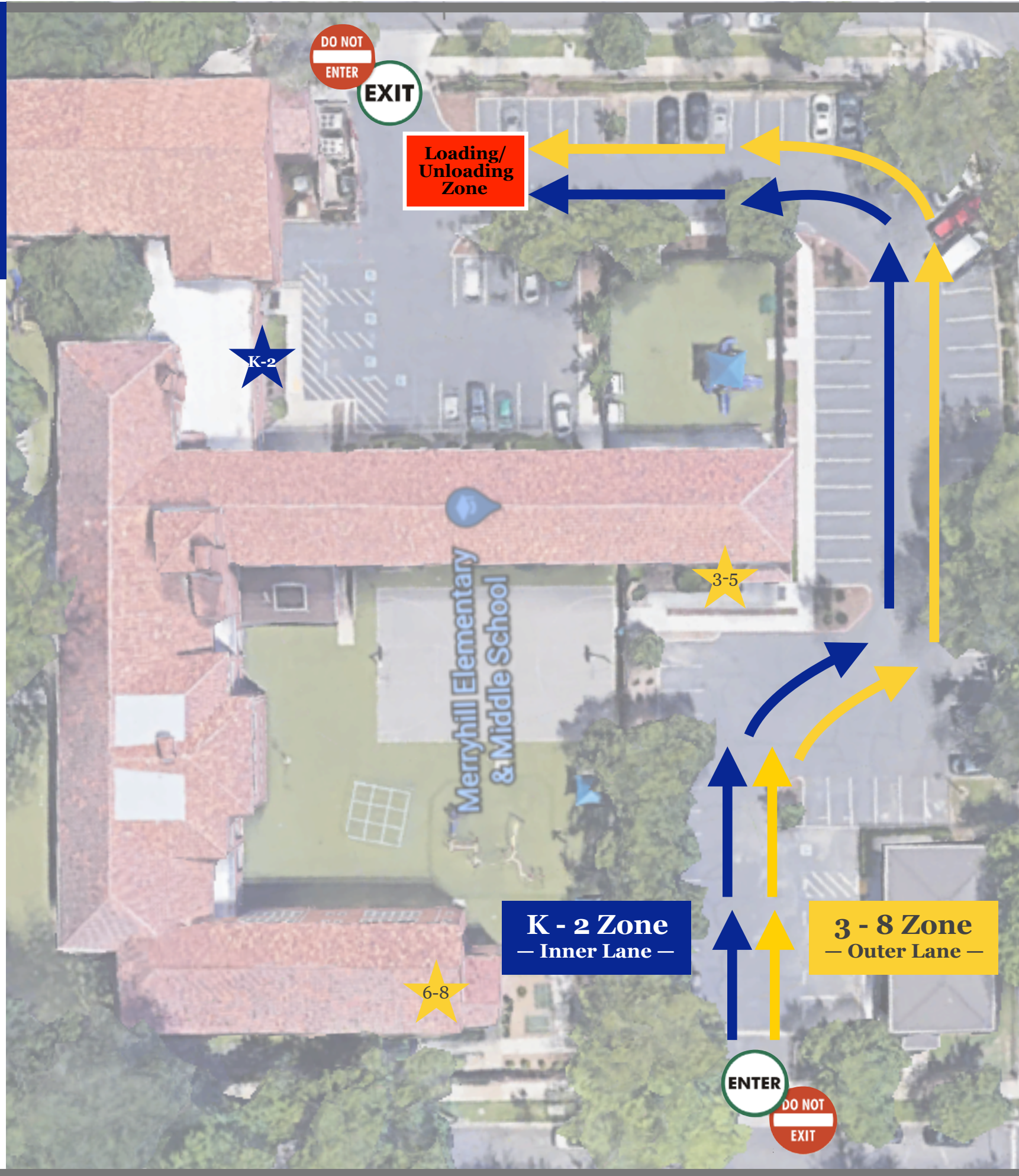


# MERRYHILL MIDTOWN

## CAR LINE MAP

### REMINDERS:

- Lot is one way
- All passengers must be wearing masks and remain in the vehicle
- K-2 students exit from left side of vehicle. 3-8 students exit from the right side of the vehicle
- Students should be prepared to exit quickly
- Remember to pull forward in the line
- After exiting, students in 3-8 will use the sidewalk to access the backdoors
- Car Line Signs should be clearly displayed for pick up
- Keep speed under 5 MPH
- Parking lot is limited to drive-through access only
- Families with students in K-2 and 3-8 should drop off and pick up at the location designated for their youngest child



### DROP OFF

K-5: 7:45 - 8:25  
RECOMMENDED  
8:00 - 8:25

6-8: 7:45 - 8:10

←  
K-2

★ Student  
Entrance/Exit

←  
3-8

★ Student  
Entrance/Exit



### PICK UP

K-5: 4:00 - 4:30

6-8: 3:45 - 4:30



# Lunch & Recess

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- Water fountains are closed. Water bottles can be refilled using the touch-free water bottle filling station. For students without water bottles, water can be provided in disposable cups as necessary.
  - Personal water bottles must be clearly labeled with child's name. All personal water bottles should be taken home each day to be washed and sanitized.
  - Lunch service and snack cart purchasing is suspended. Students should bring an AM and PM snack from home each day.
  - Students should bring lunch from home each day; all students will have 30 minutes to eat lunch and 30 minutes for recess.
  - Students in K-5 may have additional morning and/or afternoon breaks; individual grade level schedules will vary.
  - Heating/reheating of food items will not be available; please pack student's lunch accordingly.
  - In order to maximize space, students will be eating in a variety of areas including outdoors. School provided utensils, plates, and napkins will not be readily available. Please plan accordingly.
  - Individual snacks are provided in JrK.
  - We encourage disposable snack and lunch containers. Reusable snack and lunch containers should be taken home daily to be cleaned.
  - The option for shared food, whether it be student provided or classroom provided, is suspended. This includes store bought or home baked items. In an effort to reduce the risk of spreading germs, we are eliminating all shared items, including food items, until further notice.
  - We are a peanut free, nut-aware campus.
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B

An aerial view of a playground area. A large, white, grid-like structure, possibly a climbing frame or a playhouse, is the central feature. It has a rectangular base with internal crossbars forming a grid. Several children are visible on the structure. The surrounding area is green grass, and a paved path or road is visible on the left side.



C

An aerial view of a basketball court. The court is marked with white lines on a grey surface. A basketball hoop and backboard are visible in the upper right corner. A person is standing near the hoop. The court is surrounded by green grass and a paved area.



A

An aerial view of a playground area. A large, yellow, spiral slide is the central feature. A person is standing on the slide. The surrounding area is green grass, and a paved path or road is visible on the left side.

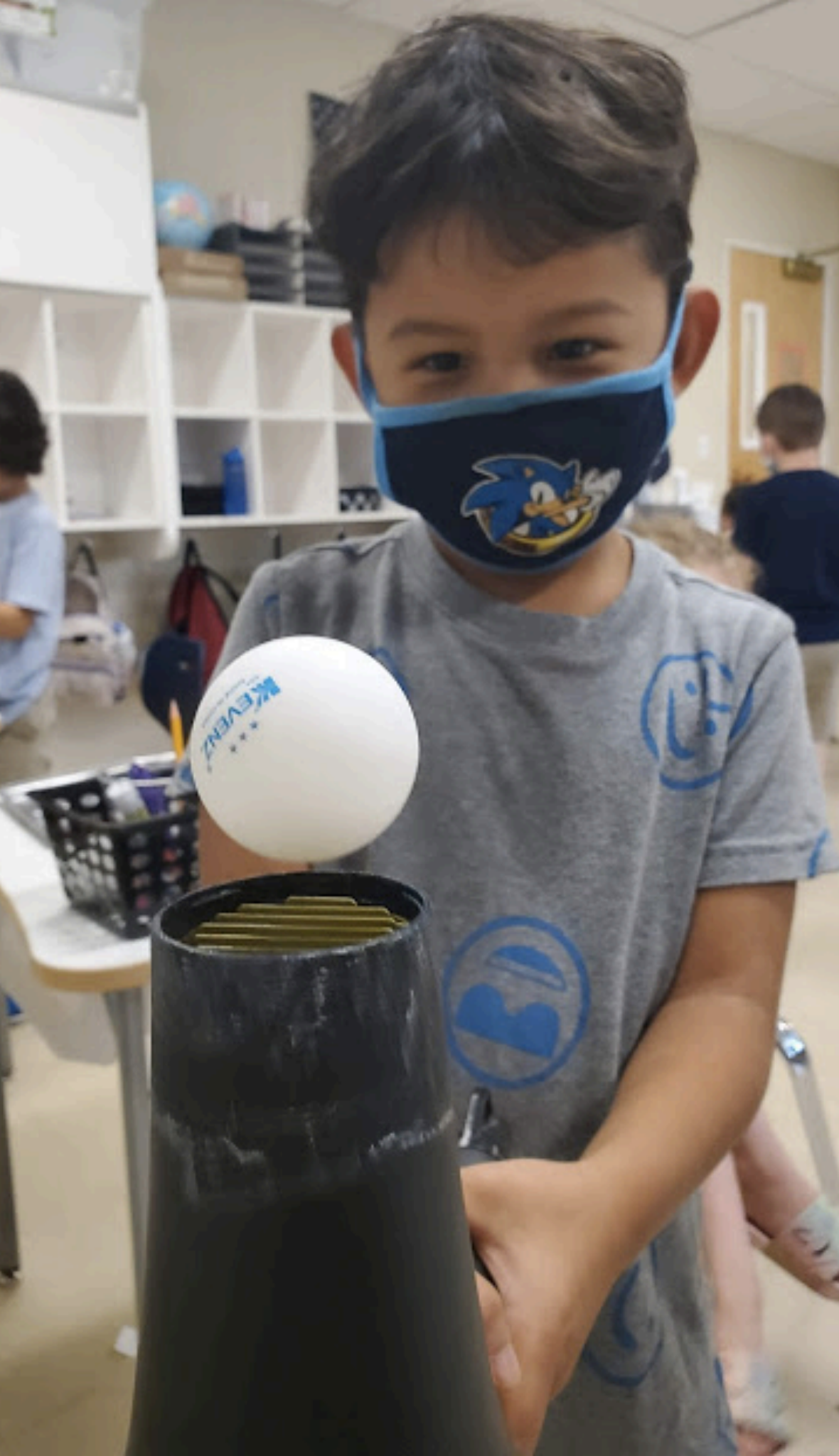


D

An aerial view of a basketball court. The court is marked with white lines on a grey surface. A basketball hoop and backboard are visible in the upper right corner. A person is standing near the hoop. The court is surrounded by green grass and a paved area. The text "Merryhill & N" is visible in the bottom right corner.

**Outdoor spaces will be zoned and assigned on a rotating schedule for equal access to various play areas to ensure stable cohorts.**





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# Physical Distancing

- Class cohorts will remain together throughout the duration of the day; K-5 students and cohort teachers remain in the same space with their assigned cohort during academics. 6-8 students remain in the same classroom with content teachers rotating between rooms during academics.
- In classrooms, space between student seating is maximized. Desks have been rearranged to allow for students to sit a minimum of 3' apart. Teacher desks are distanced at least 6' from student desks.
- Bathrooms for students in grades 1-5 have been designated and labeled by grade level and/or teacher. JrK and Kindergarten students access bathrooms within their individual classrooms. Students in 6-8 have access to two single occupancy bathrooms. \*
- Plexiglass partitions have been installed in bathrooms between sinks.\*
- Signage and markings are posted throughout the classroom and building to promote distancing, including floor markers to encourage appropriate spacing and directionality when moving through the halls.\*
- K-5 specialty teachers will live stream classes rather than having students rotating to shared specialty rooms. PE may be held in-person when outdoors, weather permitting.
- 6-8 elective classes will be live streamed as outlined on page 4.
- Activities are redesigned with safety in mind; for example, in-person music class has been altered to eliminate recorders, shared instruments, and singing.

*\*See example pictures on following pages*

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**Directional arrows are placed in hallways to designate traffic flow.**



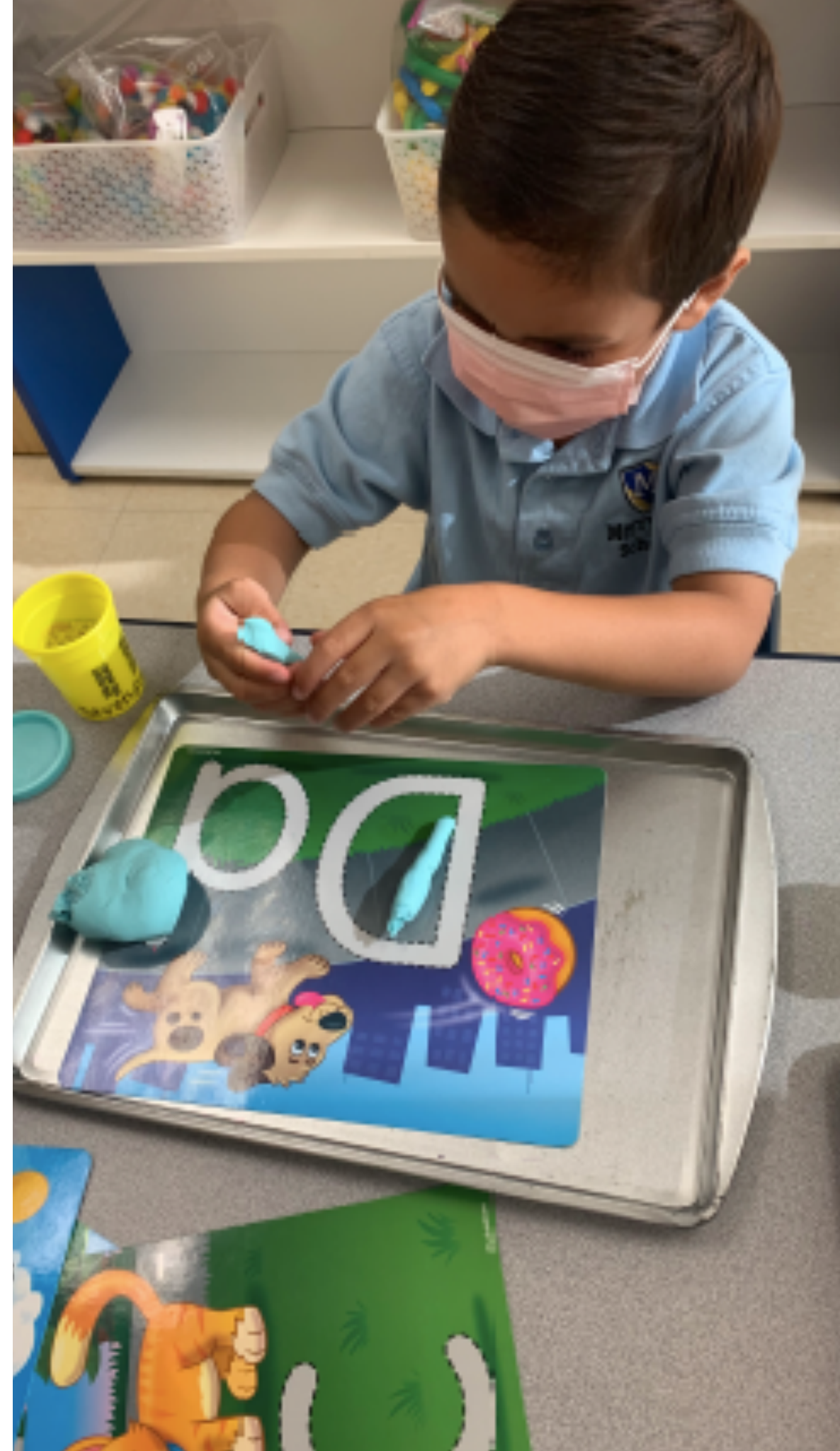


**Restroom facilities are designated by grade level and/or teacher.**

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# Face Coverings

- Face coverings are required inside for all students and staff, except when eating or napping (JrK). During these times, masks will be stored in individually labeled, school provided bags.
  - Teachers may wear face shields during phonics instruction instead of a mask as long as they maintain physical distance from others, to the extent practicable, while in the classroom. They return to wearing a face covering at the end of phonics instruction.
  - Face coverings are provided should a staff member/student require one.
  - Face coverings should not be worn by anyone who has trouble breathing or is unable to remove the face covering without assistance; a doctor's note is required.
  - Masks with exhalation valves and vents are not permitted. Face shields can be worn in addition to, but not in lieu of, masks.
  - Click [here](#) for California Department of Public Health: Guidance for the Use of Face Coverings
  - Click [here](#) for information about selecting, wearing, and cleaning face coverings.
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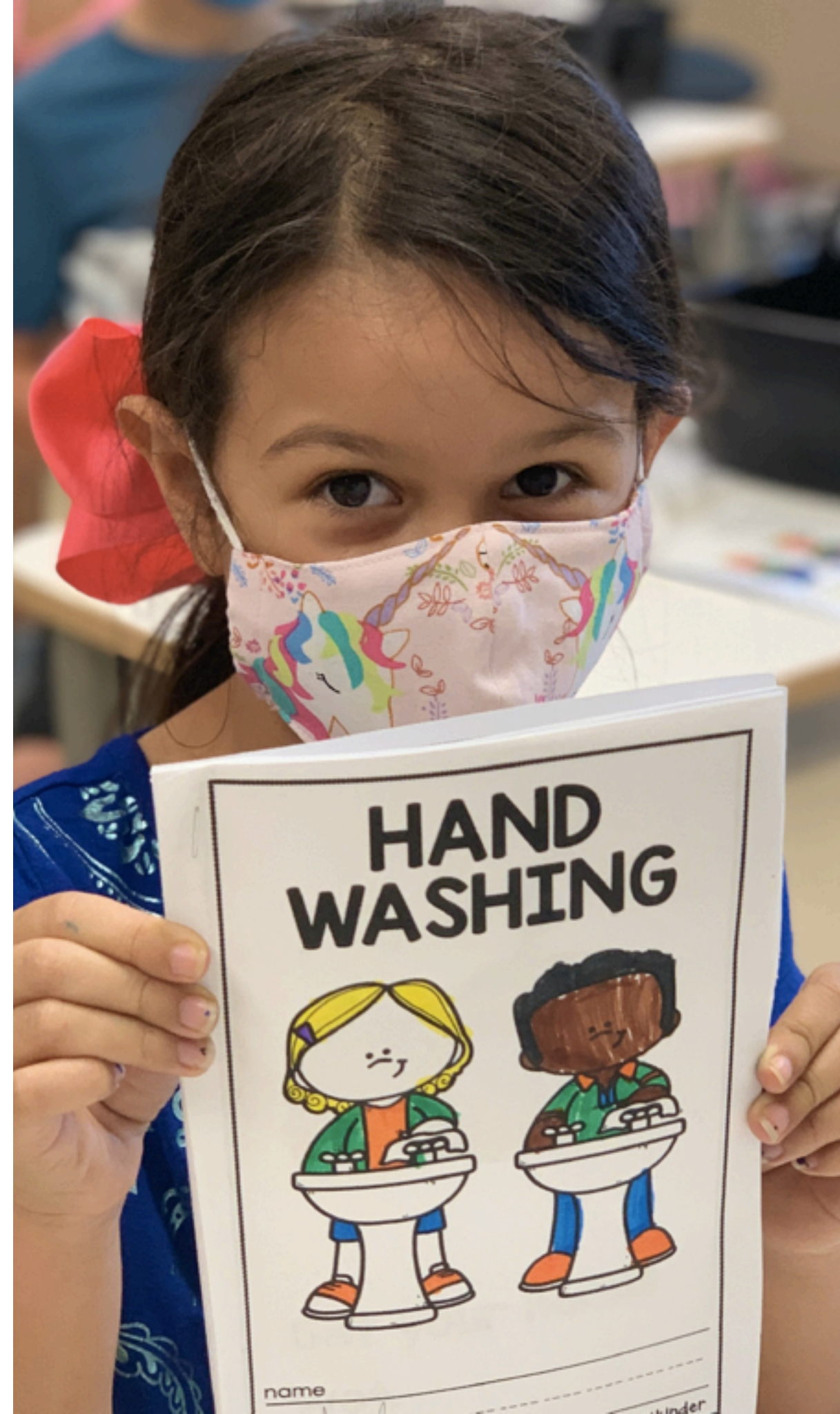
**Floor markings provide even our youngest learners with visual reminders about appropriate spacing.**



# Hygiene Practices

- We continue to emphasize and promote healthy hygiene practices including washing hands, avoiding touching one's face, and covering coughs and sneezes.
- Routines are in place to enable students and staff to wash or sanitize hands at staggered intervals.
- Students wash or sanitize hands upon arrival to school, before and after eating, after being outside, and after using the restroom.
- Every classroom is equipped with a hand sanitizer station; additional stations have been placed at main entrances, exits, and throughout the building.\*
- Signage and markings are posted throughout the classroom, building, and bathrooms to promote healthy hygiene practices.\*
- Touch-free paper towel dispensers have been installed in bathrooms.\*

*\*See example pictures on following pages*







**Plexiglass panels have been installed  
in common areas including between  
bathroom sinks.**

# Cleaning & Disinfecting

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- Teachers and staff keep daily logs of their cleaning and disinfecting routines; each classroom has a caddy of cleaning and disinfecting supplies.\*
- Cleaning and disinfecting is conducted multiple times a day and include, but is not limited to, disinfecting high touch areas such as door handles, light switches, sink handles, chairs, tables/desks, playgrounds, bathrooms, and other frequently used spaces.
- Use of shared items is limited.
- Our janitorial crew completes a full cleaning and disinfecting each evening in addition to mid-day cleaning and sanitization.
- Doors remain open during drop-off and pick-up to minimize touching of door handles.
- Play structures and outdoor seating areas are sanitized with a sprayed bleach/water solution.

*\*See example pictures on following pages*

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**CLASSROOM ONGOING CLEANING CHECKLIST**

COMPLETE THE FOLLOWING TASKS IN EVERY ROOM, AT LEAST TWO TIMES PER DAY

TODAY'S DATE	CLASSROOM
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Mark each task with your initials as it is completed twice per day. All tasks are mandatory.



## Classroom Cleaning Checklist



**Classroom and shared space cleaning checklists are completed daily.**

**SHARED SPACE ONGOING CLEANING CHECKLIST**

COMPLETE THE FOLLOWING TASKS IN EVERY ROOM, AT LEAST TWO TIMES PER DAY





**Hands-free paper towel dispensers  
have been installed throughout  
campus bathrooms.**





**Signage and markings are posted throughout the classrooms, building, and bathrooms to promote healthy hygiene practices.**



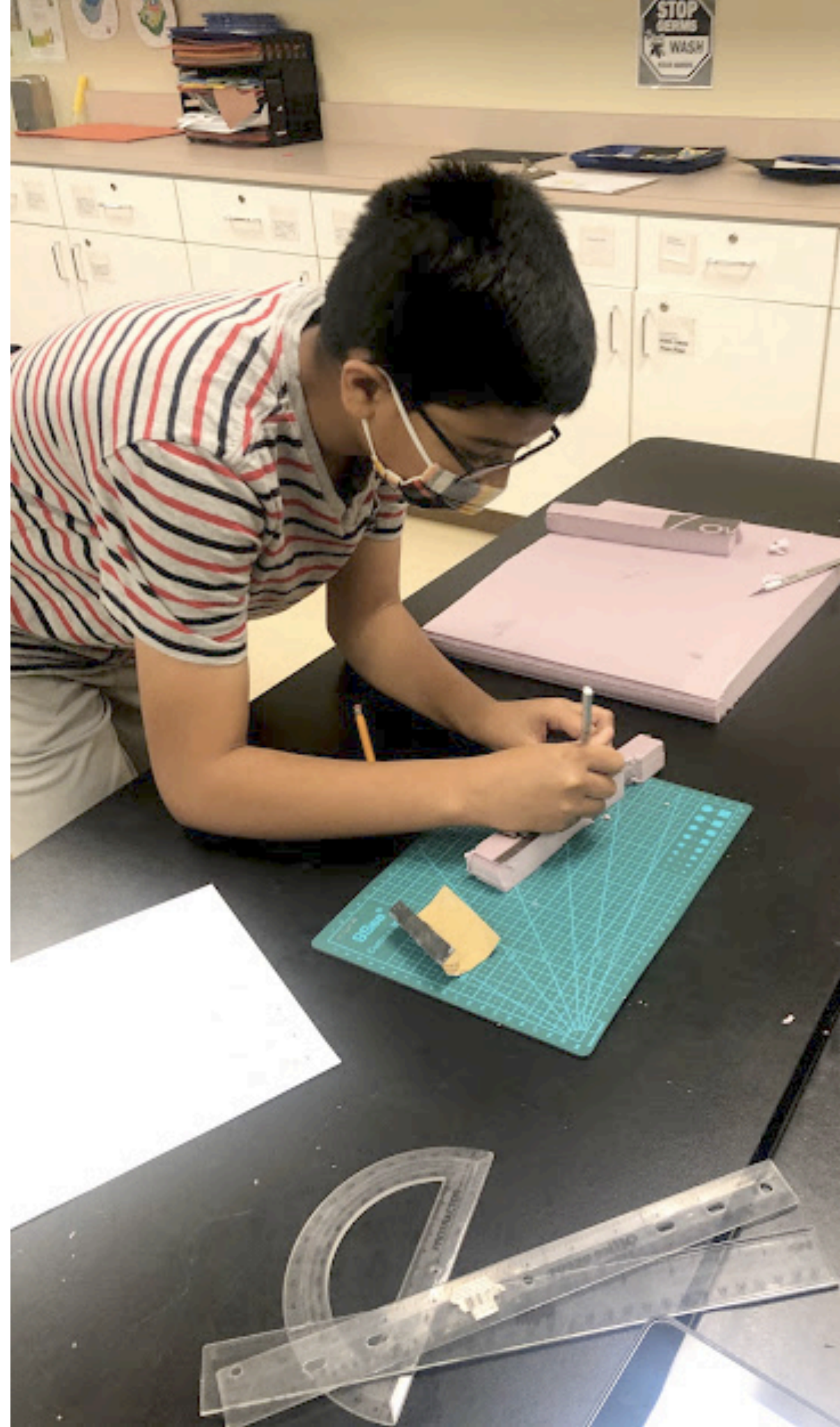


**Sanitizing stations have been placed  
throughout the school.**



# Personal Items

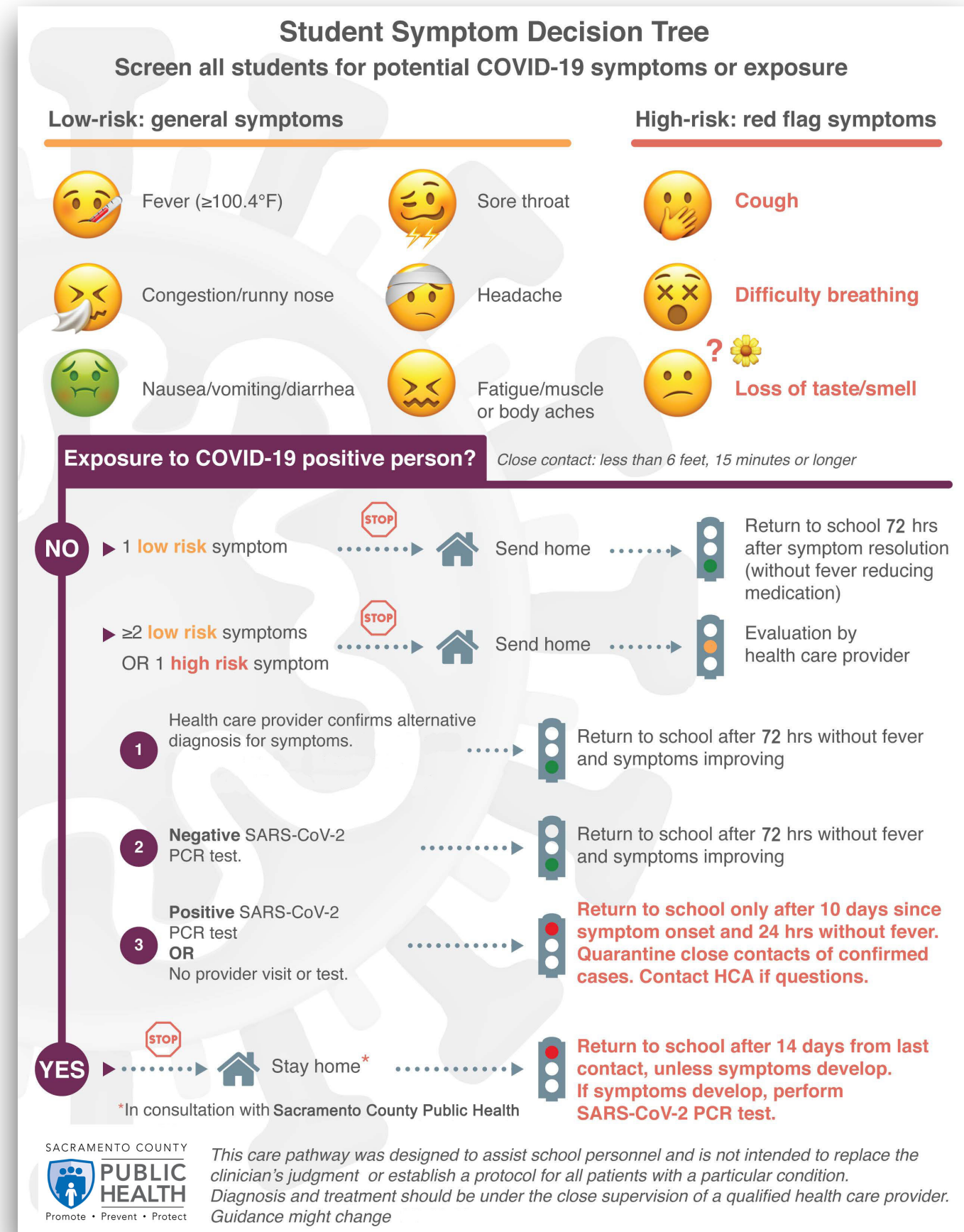
- Each student's belongings, including those brought from home and class materials provided by the school, are stored separately from others' and in individually labeled containers, cubbies, or desk areas. 6-8 lockers will not be used at this time.
- Personal belongings, such as backpacks and water bottles, are permitted and should be taken home each day to be cleaned.
- Student iPads should be stored in a sturdy case for secure transport between school and home.
- Students are required to bring a fully charged iPad and labeled headphones to school daily. In order to maintain social distancing, classroom device charging is not available; students are encouraged to bring a portable iPad battery pack.
- In an effort to minimize items moving to and from campus, all other personal items should be left at home, including toys, electronics, stuffed animals, etc. All necessary personal items should be clearly labeled with your child's name, including face coverings.
- Face masks should be taken home daily and washed. More information about washing masks can be found [here](#).



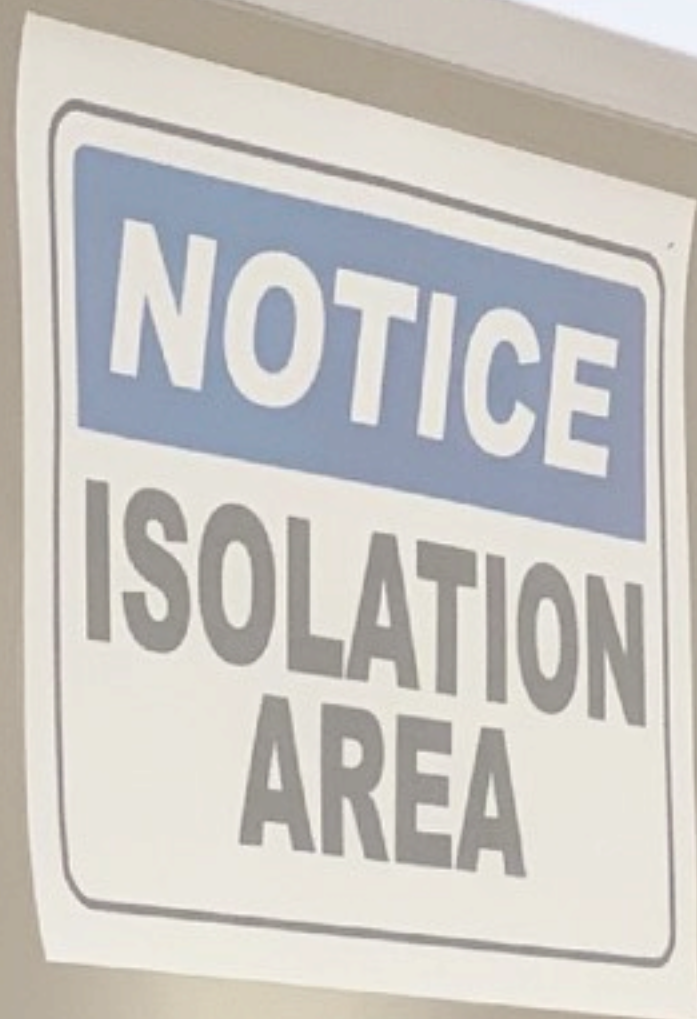


# Symptoms & Exposures

- To know if your child is healthy enough to be in school, they should be fever, symptom, and medication free for 72-hours.
- The Centers of Disease Control and Prevention (CDC) will have the most up-to-date information related to the [symptoms](#) of COVID-19:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Visual wellness checks are conducted throughout the day.
- If a child becomes ill or exhibits symptoms during the day, he/she will move to the isolation room where they will be supervised while awaiting pick-up. The isolation room is thoroughly cleaned and sanitized between use.
- Pick-up for students who become ill is required within 1 hour of notification. Child may return to school after he/she has been fever and symptom free for 72 hours, without the use of medication. Multiple symptoms require evaluation by healthcare provider.








**If a child becomes ill during the day,  
he/she moves to the isolation room  
while awaiting pick-up.**

# Reporting & Closures

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- Reopening the school for full day in-person learning and maintaining a healthy campus requires a collective commitment from all students, staff, and our Merryhill families. We recognize that preventing the spread of illness is a shared responsibility and ask that if anyone has contracted or has been exposed to COVID-19 or any communicable disease, this be directly reported to our school's Office Manager, [michelle.gosselin@merryhillschool.com](mailto:michelle.gosselin@merryhillschool.com) or Head of School, [elaine.westphal@merryhillschool.com](mailto:elaine.westphal@merryhillschool.com), and comply with any school directives regarding returning to campus.
  - Exposures will be documented and tracked; local health officials will be notified and parents will be contacted.
  - The school will work with the county health department to determine if closure is needed and follow the local health official's [guidance](#) for school closure.
  - In the case of a classroom, grade level, or school closure, Return to Campus students may transition to Distance Learning.
  - Information communicated to school families, staff, public health officials, and the community will be confidential.
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A photograph of the entrance to the Newton Booth Assembly building. The entrance features a large, arched stone doorway with a pediment. The pediment is inscribed with "NEWTON BOOTH ASSEMBLY" and "1929". The doorway is flanked by tall, fluted stone columns. The entrance is decorated with a large, ornate metal door featuring a grid of rectangular panels and decorative rivets.

NEWTON  
BOOTH  
ASSEMBLY  
1929

**Thank you for your ongoing partnership as  
we welcome students back on campus for in-  
person learning.**