



COVID-19 California Safety Plan (CSP) Merryhill School

Merryhill School has implemented all health and safety guidelines stipulated by county and state health departments to date. We have been successfully operating in-person school since fall 2020 and following the public health guidelines.

An update of our guidelines were posted to our website on 2/1/2021 to provide compliance with state and local public health requirements: <https://www.merryhillschool.com/>

This plan follows the understanding that the stricter recommendation from either the county or state will be followed.

Focus Areas

California Department of Health

1. Cleaning and disinfection (*updated 2.1.21*)
2. Small, stable, cohorting
3. Entrance, egress, and movement within the school
4. Face coverings and other essential protective gear (*updated 2.1.21*)
5. Health screenings for students and staff
6. Healthy hygiene practices (*updated 2.1.21*)
7. Identification and tracing of contacts (*updated 2.1.21*)
8. Physical distancing (*updated 2.1.21*)
9. Staff training and family education (*updated 2.1.21*)
10. Testing of students and staff (*updated 2.1.21*)
11. Triggers for switching to distance learning
12. Communication plans
13. Periodic Workplace Inspections (*updated 2.1.21*)



1. Cleaning and Disinfection

California Department of Public Health Recommendation (January 2021):

- Frequent disinfection, which was thought at the beginning of the pandemic to be a key safety component, can pose a health risk to children and students due to the chemicals used and has proven to have limited to no impact on COVID-19 transmission.
- When to disinfect: If a case has been identified, disinfect the spaces where the case spent a large portion of their time.
- When to clean:
 - Staff should clean frequently-touched surfaces at school and on school buses daily.
 - Buses should be thoroughly cleaned daily and after transporting anyone with COVID-19 symptoms.
 - If used, outdoor playgrounds only need routine maintenance. Make sure that children wash or sanitize their hands before and after using these spaces. When hand hygiene is emphasized, cleaning of outdoor play structures is not required between cohorts.

Ongoing Cleaning Checklist (see below)

- Sign-off that cleaning is occurring AM & PM

Clean High Touch Hard Surfaces

- The janitorial company will clean and disinfect all areas (e.g., classrooms, bathrooms, offices, and common areas) focusing especially on frequently touched hard surfaces.
- During the day, staff members will support by disinfecting high touch areas and shared objects.

Clean thoroughly, throughout the day

- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- Additional information on cleaning and disinfection of community facilities such as schools can be found on [CDC's website](#).
 - The school will use, and will provide for use, soap and water and, cleaning and disinfectant products approved for use against COVID-19, on the Environmental Protection Agency (EPA) "List N: Disinfectants for Use Against SARS-CoV-2" ("List N") labeled to be effective against emerging viral pathogens.
 - Teachers will clean and disinfect frequently touched surfaces and objects (examples: desks, doorknobs, light switches etc.) between use such as during recess and lunch breaks.

CLEANING EXPECTATIONS

- ✓ Clean surfaces at least TWO times per day
Use the **Ongoing Cleaning Checklist**



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. Additional cleans encouraged.

TASK	Morning (Initial)	Afternoon (Initial)
Clean and Disinfect High Touch Areas within Room: DOOR HANDLES		
Clean and Disinfect High Touch Areas within Room: SHARED TABLES AND COUNTERS		
Clean and Disinfect High Touch Areas within Room: LIGHT SWITCHES		
Clean and Disinfect High Touch Areas within Room: SINKS AND FAUCETS		
Clean and Disinfect High Touch Areas within Room: BATHROOM AREA		
Restock hygiene supplies: hand sanitizer, soap, tissues, disinfectant wipes		
Clean room materials that cannot be individually designated		
Student's personal belongings are neatly stored		
Trash removed from the room and outside trash can cleaned		
Check room is clean and in order, including materials returned to where they belong		
Clean and Disinfect Floors (follow campus procedures)		
If possible, increase airflow into the room, through open windows or air-conditioning, follow your campus policies		



Follow state and local rules and regulations

4/28/20

SHARED SPACE ONGOING CLEANING CHECKLIST

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

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

TASK	Morning (Initial)	Afternoon (Initial)
Clean and Disinfect High Touch Areas within Room: DOOR HANDLES		
Clean and Disinfect High Touch Areas within Room: SHARED TABLES AND COUNTERS		
Clean and Disinfect High Touch Areas within Room: LIGHT SWITCHES		
Clean and Disinfect High Touch Areas within Room: SINKS AND FAUCETS		
Clean and Disinfect High Touch Areas within Room: BATHROOM AREA		
Restock hygiene supplies: hand sanitizer, soap, tissues, disinfectant wipes		
Trash removed from the room and outside trash can cleaned		
Clean and Disinfect Floors (follow campus procedures)		
If possible, increase airflow into the room, through open windows or air-conditioning, follow your campus policies		



Follow state and local rules and regulations



4/28/20

2. Small and Stable Cohorting

Classroom Settings

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

Our school ensures the students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together throughout the school day, and students will not mix with other stable classroom cohorts.

- Each student will be assigned stable seating arrangements (to ensure that close contact within classrooms are minimized and easily identifiable).
- Teacher/staff desks will be positioned at least six feet away from students (to minimize the risk of adult-to-child disease transmission).
- Classes will be modified where students are likely to be in very close contact. Maintain safe classroom spaces.



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- Specialist teachers are online versus rotating all students through a shared space that is not able to be cleaned with each new student introduction.
- We have rearranged student desks and common seating spaces to maximize the distance between students. Desks will be turned to face in the same direction and will be spaced 6 feet apart. We have markings on the classroom floors to designate appropriate spacing and direction.
- We will use visual cues to demonstrate physical spacing in the classroom.
- Teachers and administrators will talk to students about traffic flow and appropriate spacing to support social distancing.
- Use of community supplies will be avoided where at all possible. If shared supplies are necessary designated bins will be used for clean and used supplies
- Community supplies are considered high-touch and should be cleaned frequently.
- Circulation of outdoor air will be increased as much as possible by opening windows and doors, unless doing so would pose a health or safety risk to individuals using the facility. If opening windows poses a safety or health risk, maximize central air filtration and adjust ventilation rates, if applicable.

Non-Classroom Settings and All Environments

- Staff will not be permitted to eat or drink in the break room.
- All staff meetings, professional development training and education and other activities involving staff will be conducted via video or phone conference. If in-person attendance is necessary, such activities will be conducted outdoors, if feasible, and with appropriate physical distancing.
- Adopt and reinforce social norms and health etiquette, maintaining six feet or more of distance from one another while on school campus.
- Appropriate cleaning supplies (e.g., disinfectant wipes) will be readily available for cleaning of high-touch surfaces.
- Appropriate handwashing routines will be reinforced for both students and staff
- Students will not be permitted to mix outside the classroom. Arrival and departure times will be staggered
 - Students will be divided up at entry points, limiting the amount of close contact between students in high-traffic situations and times.
 - Field trips, student assemblies, athletic events, practices, special performances and other large gatherings have been cancelled.
 - We have transitioned field trips to virtual opportunities. We have changed in-school events to a virtual format. We have explored the use of alternate spaces (e.g., classroom) for eating lunch and breakfast.
- Individual cohorts will be taken to a designated bathroom separately and will not be allowed to mix with other cohorts.
- All parent meetings, orientations and individual conferences will be in a virtual format.

We plan to maximize the use of outdoor campus space for instructional activities, such as reading books.



Being outside is lower risk for COVID-19. We will do as many activities outside as possible, especially snacks/meals and activities that produce more respiratory droplets such as active exercise.

3. Entrance, Egress, and Movement within the School

- To minimize close contact between students, staff, and families at arrival and departure, cohorts of students have been assigned a timeframe for arrival and departure from an assigned point (supervised by staff to decrease crowding at designated routes for entry and exit).
- Arrow and markings will ensure students, staff, and families maintain distance during arrival and health screening.
- Drivers are instructed to remain in their vehicles, to the extent possible, during drop-off and pick-up. If parents need to escort younger children to their health screening and during pick-up, only a single caregiver should enter to escort, and such caregiver will be required to wear a face covering.
- Staff shall supervise to disperse students during school arrival and departure.

Entrance, Egress, and Movement Maps for Individual Schools are available from each campus.

4. Face Coverings and Other Essential Protective Gear

All staff: Face coverings are required at all times while on campus, except while eating or drinking. CDPH recommends that staff use disposable 3-ply surgical masks when possible.

All students in the PS - 8th program are required to wear face coverings that cover both their nose and mouth at all times.

Family members and caregivers dropping-off or picking-up children are required at all times to wear face coverings.

A face covering will be worn when a child becomes ill after arriving and is waiting for pick-up (and is not asleep). Students with documented medical or behavioral contraindications to face coverings are exempt. They will be seated 6 feet away from other students, when possible to do so without stigmatizing the student.

We will keep a supply of face coverings for individuals who have forgotten to bring one.

Exceptions: Face coverings are to be worn at all times as practicable, except when staff and students are eating or drinking, or students are outside with only members of their stable cohort. Face coverings should



also not be worn by anyone who has trouble breathing or is unable to remove the face covering without assistance.

A face shield can be used in addition to a cloth face covering, but not as a substitute. If a person cannot wear a cloth face covering for medical reasons, a face shield can be worn instead, as an accommodation, but it should wrap around the sides of the wearer's face and extend to below the chin. In those cases, the parents should provide the letter or notes from the student's medical services provider, clearly noting the underlying concern.

- Plan for Providing Phonological Instruction:
 - Staff can consider using a face covering with a clear window over the mouth when providing phonological instruction or communicating with a student with a disability or a student who is hearing impaired.
- Our school will have signs at the entrance, classrooms, and in other high visibility areas to remind students and staff of the face covering requirements and appropriate use.
- Our school will educate students about the rationale and proper use of face coverings.

5. Health Screenings for Students and Staff

Students and Staff Daily Health Screenings:

We screen everyone entering the campus. We ask all persons entering the building or campus about symptoms and exposure to COVID-19, including staff, students, parents/caregivers, contractors, visitors, and government officials. Emergency personnel responding to a 9-1-1 call are exempted.

- Signs at all entrances will instruct students, staff, and visitors not to enter the campus if they have any COVID-19 symptoms. Symptoms of COVID-19 may include: fever or chills; cough; shortness of breath or difficulty breathing; loss of taste or smell; fatigue; muscle or body aches; headache; sore throat; nausea, vomiting, or diarrhea.
- Sick students and staff are required to stay home and are also required to stay home if there is a member of their household who is sick.
- Upon arrival each day, all students and staff must be screened for symptoms, we will verbally ask them if they are experiencing symptoms and will take their temperature with a no-touch contactless thermometer.
- If the student or staff answers 'yes' to any identified COVID-19 symptom or has a fever of 100.0 or higher, they will be sent home immediately until testing and/or medical evaluation has been conducted. Or follow county guidelines. Students who need to wait to be picked up will be required to wear a face mask and wait in the isolation room.
- Our school will provide periodic reminders of the health screening process to all staff and families throughout the school year.



6. Healthy Hygiene Practices

- Our school will continue teaching and reinforcing proper handwashing techniques, posting signage in high visibility areas on handwashing instructions and other hygiene practices, such as avoiding contact with one's eyes, nose, and mouth, covering coughs and sneezes, and other prevention measures.
- Our school will provide adequate supplies such as soap, tissues, no-touch trash cans, hand sanitizers (with at least 60% ethyl alcohol) and extra face coverings in case any students or staff need one.
- Supplies, equipment, and utensils will not be shared among staff and students to the extent feasible. When items must be shared, the schools will clean and disinfect these items between uses.
- Our school will minimize staff and students' contact with high-touch surfaces, by propping open doors during arrival and departure times, and scheduling breaks to use the restrooms.
- Face coverings should be washed after each use. It is important to always remove face coverings correctly and wash hands after handling or touching a used face covering.
- Uniforms: Students and staff are required to wear fresh and clean clothing each day, to limit the spread of germs.

Food Services

- Students will be allowed to bring their own meals and utensils from home or use our "Choice Lunch" provider, which has all lunches individually packaged with all items. Students will have lunch inside their classrooms with their cohorts. They will continue to observe the physical distancing rules and wash their hands before and after meals.

Ventilation and Outdoor Spaces

Increasing outdoor air circulation lowers the risk of infection by "diluting" any infectious respiratory virus with outdoor air.

We will open windows to increase ventilation with outdoor air when health and safety allow, for example, when it does not worsen individuals' allergies or asthma.



7. Identification and Tracing of Contacts

Covid-19 Team: Identification and Tracing of Contacts

County Contact Tracing

Our Head of School and Regional Director will be the COVID-19 Team and will be responsible for responding to COVID-19 concerns. Staff will be trained and instructed to contact them, should an issue arise. The COVID-19 Team will document and track potential exposure, notify the County Public Health officials, and notify parents as soon as possible, if communication is warranted.

When Parent or Employee Reports a First Person Contact/ Exposure

- Parents/guardians and staff are required to notify school administration immediately if one of their household members or non-household close contacts tested positive for COVID-19
- Action Plan:
 - Schools will collect as much information as possible: Date of exposure, length of exposure, PPE worn, symptoms, when are they being tested.
 - Call Public Health Department (and Licensing if applicable)
 - Call parents of students, inform staff in the affected classroom, and send a letter to all families using the template provided
 - The schools will advise affected staff and families to get tests through their primary health care providers or community testing sites.
 - If the student or employee is at school, then send home immediately and they are to quarantine for **10 days**
 - Inform parents when test results are available.
 - Follow guidance of local public health on possible classroom/school closure - if test comes back positive.
 - Clean and disinfect classroom; the cleaning team should wait 24 hours before the start of the cleaning and sanitization to reduce risk of transmission.
 - Confidentiality of students and family information is key.

Students and Staff: COVID-19 Testing and Reporting of Confirmed Case

- Students and staff are required to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.

Positive Test Results and Action Plan to Confirmed Case:

- If the test result is positive, students and staff are required to notify school administration immediately.



- Action Plan:
 - New CDPH directive requires K-12 schools to notify local health officer of **any known case of COVID among any student or employee present on campus within 10 days preceding positive test**. Our school will gather all of the information and report per county guidelines.

Staff Notification of a Potential COVID-19 Exposure within One Business Day

- Cal/OSHA 3205(c)(3)(B)(3) states that “the employer shall... when there has been a COVID-19 case at the place of employment... give notice of the potential COVID-19 exposure, within *one business day*, to ... all employees who may have had COVID-19 exposure and their authorized representatives [and] independent contractors, and other employers present at the workplace during the high-risk exposure period [emphasis added].”
- Close off areas used by any sick person and do not use before cleaning and disinfection. Schedule a deep cleaning and disinfecting of the campus/or room Clean and disinfect classroom; the cleaning team should wait 24 hours before the start of the cleaning and sanitization to reduce risk of transmission, or wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.
- Call parents of students in the class to alert them of the exposure. Send letter to all families using template provided by marketing
- Students and teachers in the same classroom cohort as the confirmed case are instructed to be isolated at home for 10 days. The schools will advise affected staff and families to get tests through their primary health care providers or community testing sites, around 7 days after the last exposure to the case.
- Return to Campus after Positive Testing:
 - Symptomatic students or staff who tested positive for COVID-19 can return to campus after at least 10 days from when their symptoms first appeared and after they have been symptom free without medication for at least 72 hours.
 - Asymptomatic students or staff who test positive for COVID-19 may return 10 days after their positive test result.
 - Confidentiality of students and family information is key
 - Retrain on social distancing and reinforce health policies upon return

Notification to Cal/OSHA for COVID-19-related serious illnesses or death

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.



Negative Test Results:

Documentation of negative test results must be provided to school administration; if a negative test result is unavailable, a medical note by a physician that contains alternative explanation for symptoms and reason for not ordering COVID-19 testing should be provided.

Symptomatic students or staff who test negative for COVID-19	Response: They should remain home until they are symptom free without medication for at least 72 hours.
Asymptomatic students or staff who test negative with non-household close contacts to a COVID-19 case	Response: They should remain at home for a total of 10 days from the date of last exposure even if they test negative.
Asymptomatic students or staff who test negative with household contacts to a COVID-19 case	Response: They should remain at home until 10 days after the COVID-19 positive household member completes their isolation.

Response to COVID-19 Symptoms or Suspected Case:

- Ask if they have any symptoms of COVID- 19
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Ask if they have been exposed to anyone who has COVID- 19
- Document and record any students with fever and/or symptoms
- Students and Staff will be sent home, if they have:
 - Fever of 100 F, or other symptoms; Symptoms of illness may include: fever or chills; cough; shortness of breath or difficulty breathing; loss of taste or smell; fatigue; muscle or body aches; headache; sore throat; nausea, vomiting, or diarrhea
- Any students or staff exhibiting symptoms must continue to wear required face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- Our school will advise the parent and/or guardian or staff to check in with their physician; students with one or more COVID symptoms must be tested.
- If this is during arrival time - Student is immediately sent home
- If symptoms begin at anytime during the day, student is immediately isolated in a separate room and must be supervised
- Parents are notified to come and pick up the student within 1 hour (or ASAP)
- Student may return to school when he/she has been symptom free for 72 hours without the use of medication and 1) provide evidence of a negative test result, or 2) provide a note from a physician with an alternate reason for the symptoms or a reason why the testing was not done.



Close Contact

Close contact is defined - Less than 6ft for longer than 15 minutes

EXPOSURE	NOT CONSIDERED EXPOSURE
Teacher in the classroom throughout the day	Staff who take temperature checks with masks on
All children in the classroom	Staff supervising lunch with masks on and who stand 6 or more feet away
	Staff who open lunch boxes or assist children with lunch with a mask on if the time period is less than 15 minutes
	Staff who open car door and assist children at arrival and dismissal

8. Physical Distancing

- The importance of physical distancing has been communicated to all staff and families through staff training, principal meetings, and emails to the enrolled families. Merryhill School will continue to send reminders and train staff on protocols for physical distancing for both indoor and outdoor spaces. All school leaders are required to conduct a safety walk-through with their respective regional director prior to reopening.
- In addition to the communication, the families who wish to return to campus have to sign an agreement to abide by all of the COVID Safety Protocols.
- Our school has posted signage reminding students, families, and staff about physical distancing at the entrance, floors, in the hallway, and classrooms.
- Our school does not allow parents inside the building to minimize foot traffic inside the building.
- Additionally, our school will not allow any non-essential visitors, and limit other visitors' contact with students and staff.
- We will not have any outside organizations utilizing the school facilities outside of school hours.
 - All staff will maintain six feet or more of distance between one another while on the school campus. Our school has place markings on the ground to facilitate physical distancing of six feet or more at all entry and exit points in the facility for the students and staff.



- **Classroom Spacing**

- At least 6' between staff desks
- At least 6' between staff desks and student desks
- At least 6' between student chairs, except if not possible after good faith effort. School should be prepared to demonstrate good faith effort, including effort to consider all outdoor/indoor space options and hybrid learning models. If 6' not possible, CDPH recommends optimizing ventilation and other separation techniques (e.g., partitions between students or desks and arranging desks to minimize face-to-face contact).
- No less than 4' between student chairs.

Electives and Extracurricular Activities

- Field trips, student assemblies, athletic events, special performances, school-wide parent meetings, or spirit nights have been cancelled. These activities will resume when state and local county guidance recommends that it is safe to do so.
- Our school has transitioned field trips to virtual opportunities and has changed in-school events to a virtual format.
- Aerosol generating activities, including in-person choir, band, and vocal cheerleading activities (cheers and chants) due to increased risk of disease transmission, are permitted outdoors only, with physical distancing and use of face coverings to maximum extent. Unless, county has not approved. These activities will then be in a virtual format.

9. Staff Training and Family Education

COVID-19 resource materials are available to families through regular email communication, brochures, and the school website. Students are taught handwashing techniques.

At the beginning of the school year and at the monthly staff meetings, staff will be trained on the Reopening Guidelines and Safety Protocols and be provided with educational materials and tools for implementing the protocols in the school.

Safety & Compliance Training



All faculty and staff participated in an orientation zoom meeting prior to returning to campus for classroom set-up and in-service days.



COVID-19 California Safety Plan (CSP) Merryhill School

We reviewed and will continuously reinforce our school's rules and policies around on-campus operations with respect to COVID-19. If there is COVID-19 exposure on campus, we will retrain on health and safety protocols relating to COVID-19.

At the beginning of the school year and at the monthly staff meetings, staff will be trained on the Reopening Guidelines and Safety Protocols and will be provided with educational materials and tools for implementing the protocols in the school.

OSHA provides a [17-minute online training module](#) covering many of the Cal/OSHA 3205(c)(5)(A-H) specific components that should be included in employee training sessions.

Family Education:

Details of our Family Education can be found here:

<https://www.merryhillschool.com/>

COVID-19 resource materials are available to families through regular email communication, brochures, and the school website.

10. Testing of Staff and Students

Testing of Staff

At Merryhill School, as testing capacity permits and as practicable, we will offer options for testing to 50% of our school staff every month on a rotating basis. Testing is strongly recommended and encouraged. Our School Leader is the point person for communication and contact tracing. Our standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak. We would recommend increased testing based on tiers and in consultation with the local county public health department.

Testing of Students

Testing is recommended and encouraged for response testing for exposed cases and outbreak testing until no longer considered an outbreak. We work in consultation with public health.



11. Triggers for Switching to Distance Learning

Plans for Simultaneous Distance Learning

Our school will provide simultaneous distance learning in the event that students must stay home in case they have underlying health conditions, are in isolation/quarantine, and/or choose to stay home for distance learning. We have both an Online Academy option for students, in addition to a Distance Learning Program option.

Guidance on School Closure and Switching to Distance Learning

Public Health will help the school determine if the classroom, cohort, or school needs to be closed. Schools with smaller and more contained cohorts are less likely to require school-wide closure. Situations with multiple cases in multiple cohorts or cases affecting a significant portion of students and staff are more likely to require school-wide closure. School-wide closure also may be appropriate if at least 5 percent of the total number of students, teachers, and staff are cases within a 14-day period, depending on the size and physical layout of the school.

Our school leader will contact the local public health agency and follow the guidance on school closure. If our school is closed in compliance with the public health agency's guidance, we will clean, disinfect, and sanitize during the school closure.

We will work with the local health agency to determine if closure is needed. Our schools plan to work with public health officials to determine triggers for switching to distance learning and will follow the recommended measures. If the classroom is closed due to COVID the class will immediately switch to Distance Learning for the duration of the closure.

12. Communication Plans

Our school will call or email all families and staff should an urgent update be warranted (such as potential exposure or school closure). Our school will also post all necessary information on our schools' website. Information communicated to school families, staff, public health officials and the community will maintain confidentiality.

13. Periodic Workplace Inspections

Our school will conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.