



Mercy High School

Plan to Reopen

Edited November 13, 2020

Mercy High School is committed to providing a safe environment to return to school that aligns with San Mateo County’s Pandemic Recovery Framework built around the Four Pillars of Health and Hygiene, Face Coverings, Physical Distancing, and Limiting Gatherings.

These are the comprehensive safety steps being taken to allow for safe connections and sisterhood throughout each day. All faculty, staff, students, and parents will be educated on this safety plan in a thoughtful and detailed manner. This safety plan will continue to adapt as new information is brought to us.

We look forward to the time when these policies are no longer necessary. We are appreciative of your partnership in upholding these policies to ensure our campus remains a safe environment for your daughters, our entire school community and our loved ones at home.

1. Background Information

Name of Applicant: Mercy High School **Address:** 2750 Adeline Drive Burlingame, CA 94010

School Type: Private Faith-Based School **Number of Schools:** 1 **Total Enrollment:** 413

Grades/Number of Students Proposed to be on Campus for In-Person Instruction:

- 9th- 100
- 10th- 101
- 11th- 94
- 12th- 118

Total # of Students On Campus to Start: 105 **Number of on-site faculty and staff:** 67

Date of proposed start: January 18, 2021

2. COVID-19 Contact Information

Designated staff contact for COVID-19 information and cases:

Natalie Cirigliano Brosnan	ncb@mercyhsb.com	650-245-1381
Caroline Small	scmall@mercyhsb.com	650-762-1104
Stephanie Jewett	sjewett@mercyhsb.com	650-762-1111

Name of Superintendent (or Equivalent): Natalie Cirigliano Brosnan

Signature of Superintendent (or Equivalent):  **Date:** November 1, 2020



3. School Plans for Reopening to In-Person Instruction

School or district website address where reopening plan is posted:

<https://www.mercyhsb.com/about/reopening-plan>

Please check off the items below to confirm that the school reopening plan published on the district or school website addresses guidance from the California Department of Public Health, San Mateo County Health, and the Pandemic Recovery Framework (PRF). Please note, all residents and schools are required to follow public health directives.

<p>Cleaning and Disinfecting- How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.</p>

Per the San Mateo County COVID-19 Healthy Cleaning Guidelines, registered and approved cleaning and disinfecting supplies will be used. Sufficient supplies for the health and safety of students, staff, and faculty will be available including hand sanitizer, face coverings, and essential protective equipment. Cleaning will be supported by students, faculty and staff; however, disinfecting will only be done by faculty and staff trained in Integrated Pest Management (IPM) practices.

Cleaning staff will be available on campus from 6AM until 9:30PM each day. A cleaning schedule has been created, and janitorial staff will keep daily cleaning logs that will be updated throughout the day.

Mercy High School has two main buildings, the Kohl Mansion and Russell Hall, and one smaller dance and fitness center, Grassilli Center. The Mercy High School Cleaning Crew will be divided so that each main building has a consistent cleaning staff member on site during school hours. Bathrooms will be cleaned regularly and each day after the last class is dismissed. A cleaning rotation is in place to clean the bathrooms using a fogger disinfectant every hour.

Each classroom will have the following cleaning supplies:

- Hand sanitizer
- A spray bottle of Quat 20 disinfectant
- Paper towels
- Trash and recycling bins

All faculty and staff will have access to face masks, face shields, and gloves. Though students are expected to come to school with their own masks, these supplies will also be available to students when needed.

Classroom Cleaning: All teachers will be provided with gloves, disinfectant, and paper towels. At the end of each class period teachers will wipe down desk surfaces. In addition teachers will be responsible for



wiping down any and all commonly touched spaces which can include light switches, and doorknobs. Disinfectants and cleaning supplies will be stored safely away from students.

Ventilation: The Kohl Mansion infrastructure of the mechanical system was upgraded in order to bring recycled purified air to the entire classroom wing. In order to better ventilate the school wings, mansion, and Russell Hall library, plasma units, upgraded air filters, and fans were installed. A fan system with HEPA filters was installed in Russell Hall. Single unit air purifiers have been installed in all classrooms and hallways of Russell Hall. Fans with UV lights have been installed in the school library and cafeteria. Windows and hallway doors will remain open throughout the school day.

Shared Materials: Materials will only be shared if it is essential to a course's learning targets such as lab and art equipment. All shared materials will be disinfected between uses. As all students have their own iPads there should be no shared technology on campus except when desktops are necessary for coursework such as Yearbook and Photography. Copy machines will only be used on a necessary basis. Teachers will be expected to sanitize shared surface machines before and after each use.

Hands free sanitizing stations are positioned throughout campus at entrances and areas of high traffic.

Touchless water stations will be available for students to fill water bottles; however, water fountains will be unable to be used by students. Touchless water stations will be sanitized throughout the day. Additionally students will not have access to lockers in order to decrease surfaces touched each day.

Office spaces: Those in personal office spaces are responsible for wiping down commonly touched surfaces and their desks. All staff members will be asked to fill out a sign on their doors stating when they were last in their office so that cleaning crew members do not enter within a three hour window of when they left.

The Main Office will be sanitized throughout the day.

After Hours Cleaning: After the school day enhanced disinfectant cleaning will take place throughout campus. At the end of each day all classrooms and common spaces will be cleaned using a fogger machine of Quat 20 disinfectant. All surfaces will be wiped down with disinfectant. All common areas, restrooms, classrooms, and offices will be cleaned and disinfected each night. The campus will be deep cleaned on Wednesdays. In the event of a positive COVID-19 case we will deep clean the campus.



Cohorting: How students will be kept in small, stable groups. Include information on the size of cohorts.

Students will be divided into two cohorts, McAuley and Russell. Cohorts will switch weekly with one cohort coming to campus on Mondays, Tuesdays, Thursdays, and Fridays and the other cohort being home in Distance Learning. All students will remain in Distance Learning on Wednesdays. A new group of students will be present in the traditional high school manner. Students attend 3-4 classes a day.

This division of students into two cohorts facilitates the county's physical distancing requirement. Within these two groups, students will be in stable cohorts by class period and advisory. Each stable cohort consists of 17 or fewer students in every class period and/or homeroom throughout the instructional schedule. All classes have been assigned classrooms and/or campus spaces to ensure that the cohort size can properly maintain a six foot distance between students. These stable cohorts will support contact tracing efforts if and when necessary.

Entrance, Egress, and Movement within the School: How movement of students, staff, and parents will be managed to avoid close contact and/ or mixing of cohorts.

Students will be assigned a drop off time in the morning in order to ensure there is a staggered arrival of students to school. At the end of each period and school day students will be released in a staggered manner to encourage distancing. Students will have access to multiple entrances and exits to assist movement throughout the school.

Students, Faculty, and Staff will be expected to follow specific procedures for entering and exiting classrooms and campus spaces as detailed below. Faculty, staff, and students will be expected to adhere to specific pathways as they access the various spaces and facilities on campus. A plan has been created for this protocol which will be shared in detail with students. Signage and training will be provided to all parents, students, faculty, and staff.

Hallway Flow:

- All third floor offices and classrooms in the mansion
 - Entrance: Rose Garden Exterior Staircase (only during passing periods)
 - Exit: Ceramics Wing Exterior Staircase (during passing periods)
 - Restrooms:
 - Art rooms will use the art wing bathrooms
 - Advancement staff will use the bathrooms inside the Billiards Room
- Access to Main Office



- Main Kohl Mansion door entrance (stay right)
- Main Kohl Mansion door exit (stay right)

- Access to First Floor Wing Classrooms
 - Students already in the Mansion: Door next to first floor bathroom
 - Students coming from Russell Hall: Door next to teacher workroom/ Advancement Staircase if going to Art Wing
 - Students will proceed to their classes always walking from the entry in the hallways towards the pool area

- Access to second Floor Wing Classrooms
 - Door next to first floor bathroom or the door next to teacher workroom
 - All students will go up the inside staircases (all staircases always go up) and head down hallways towards outside exits at the end of the wing (exterior staircases always go down)

- Access to Rooms 109 and 111
 - Teacher workroom door or door next to first floor bathroom and head up the staircase
 - To exit, go out the main student entrance door

- Exterior Doors Exit for Wing
 - Exit 1st floor Door by Tree
 - Exit 2nd Floor Door by Tree (Outside SBO Office)
 - Exit 1.5 floor using door next to room 109

- Hallway Options
 - All students walk in hallways in the wing towards Grassilli (the pool) always during passing periods.
 - At other times (for example, to use a bathroom) students will look in the hallway to make sure they won't be interfering with other students going to bathrooms or from one class to another during nonpassing times.

- No usage of the senior stairs unless by faculty that verify usage is safe. No usage of interior kitchen stairs

- Russell Hall
 - Entrance for all: Student Entrance
 - Upstairs classes head up student entry steps (this will always be the up direction)
 - Downstairs classes go to downstairs classrooms.
 - Flow is always from the student entrance towards the back of the building (to the faculty entrance).



- All students leaving the building use the back entrances to exit (either 1st or 2nd floor)
- Exit: 2nd Floor Faculty/ Staff Door

- Walking to and from Russell
 - Walk to the student entrance through the Mercy Center garden
 - Exit Russell by walking up the traditional student pathway

- AMES/Library
 - Enter Library/AMES through the main library door
 - Exit through the back hallway

- Grassilli Center:
 - Enter through the normal student entrance at the locker room
 - Exit through the pool gate, either from the dance room floor or exercise room. Teacher opens the gate and locks it after everyone has exited

- Classrooms: Where possible, when there are two doors to classrooms, one door will be designated as the entry and the other as the exit.

- Counselors hallway: Entry through door near the College Counselor office, exit through the door near the Wellness Counselor's office.

- Cafeteria: Entry through far doors (closest to senior lounge) and exit through main cafe entry point (closest to pool).

- All outside doors will be propped open at passing times. Two teachers that are situated closest to these doors will be assigned to open and secure them after passing periods.

Face Coverings and Other Essential Protective Gear: How face covering requirements will be satisfied and monitored.

All faculty, staff, and students will be required to arrive at school with a mask on and to keep the mask on for the entire day. The only exception to this rule is when a student is eating/ drinking or when engaged in approved outdoor activities where physical distancing is maintained.

Only individuals who meet criteria established by the California Department of Public Health will be exempt from wearing a face covering on campus. A face covering should be considered essential



clothing that is laundered at home by hand or machine washing and worn to school each day. However, the school will have disposable face coverings available for anyone who arrives on campus without one or whose face covering is damaged during the school day.

All students will be responsible for carrying the following safety and hygiene items in their backpacks at all times

- Back-up Face Mask
- Hand sanitizer,
- Tissue,
- Labeled water bottle *(Students will have access to touchless water stations to refill water bottles, but no students will be able to drink directly from a water fountain.)*

Faculty and staff will monitor the use of face masks. Should a student not wear a face mask on campus she will be sent home and lose her privilege of on campus learning for one month.

A proper stock of Essential Protective Equipment (EPE) will be maintained on campus. EPE includes face masks, gloves, face shields, safety glasses, hand sanitizer, paper towels, N95 masks and/or equivalent respirator, and disinfectant. Every night upon cleaning of the campus, hand sanitizer, paper towels, gloves and disinfectant will be checked in all classrooms, offices and common spaces, then restocked as needed. Any reasonable requests for additional EPE will be fulfilled by the maintenance team.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how will students or staff will be separated from others and sent home immediately (See the SMCH COVID-19 Recommendations Checklist for details).

All faculty, staff, and students will be required to log into PowerSchool and complete the following health screening on school days prior to 7:30AM. Anyone who answers to any of the following questions will not be allowed to come on campus. Should anyone develop symptoms during the day they will be sent home.



A person who answers "Yes" to any one of the following questions cannot enter the school facility.

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?

Yes – STAY HOME and seek medical care as needed.

2. Within the past 14 days did you live in the same household as, or did you have close contact with, someone who tested positive for COVID-19 and/or someone who has been in isolation for COVID-19? Close contact is less than 6 feet for 15 minutes or more regardless of whether masks were worn or not.

Yes – STAY HOME and consult with your medical provider as needed.

3. Have you had any new or unexplained symptoms since the last symptom check?

In the absence of a more likely diagnosis:

At least 1 of the following:

- Fever (temperature $\geq 100.4^{\circ}$ F / 38° C or subjective fever)
- Vomiting
- Diarrhea
- Conjunctivitis or "pink eye"
- Rash
- New loss of taste or smell (i.e., new olfactory or taste disorder)
- Painful purple or red lesions on the feet or swelling of the toes ("COVID Toes")

OR At least 2 of the following:

- Chills
- Repeated shaking with chills (rigors)
- Cough (new or change in baseline)
- Shortness of breath or difficulty breathing (new or change in baseline)
- Chest pain with deep breathing
- Sore throat
- Hoarseness
- Muscle pain (myalgias)
- Malaise or severe fatigue
- Abdominal pain
- Loss of appetite
- Nausea
- Headache

Yes – STAY HOME and seek medical care/testing.

When students arrive on campus faculty and staff will greet students and confirm they have completed the health questionnaire. Students who do not complete it will be required to complete it prior to entering the building. All faculty, staff, and students will also be required to have their temperatures taken prior to entering the school building. Any faculty, staff, or students who experience symptoms during the day will be sent home.

Temperature Taking Protocol: All students will have their temperatures taken each morning. All families are expected to take their daughters' temperature prior to them leaving for school in the morning and keep their daughters home if they have a temperature of 100.4 degrees or higher. Carpools are expected to take the temperature of all students prior to their entering the car of the carpool.



In addition, students will have temperatures taken by faculty and staff members prior to their ability to enter the school building. Any student who has a temperature of 100.4 degrees or higher will be expected to return home for Distance Learning. If any student in a carpool has a fever of 100.4 the entire carpool group must return home for Distance Learning.

School Protocol for Taking Temperatures

Faculty and Staff

All Faculty and Staff will have their temperatures taken prior to entering campus.

Students and Visitors

- **Student Parking Lot:** After parking, students will line up six feet apart in a designated area in the Student Parking Lot where a faculty/ staff member will take her temperature. If a student's temperature is 100.4 degrees or higher they will be sent home to participate in Distance Learning. Parents will be contacted so they are aware their daughter is returning home.
- **Drop Off Line:** Students need to remain in their cars until temperatures are taken by a Mercy employee.
- All students will be given a sticker after having their temperatures taken. Students must wear the sticker for the entire day. Any student who does not have a sticker will be sent outside/ to the Main Office to have her temperature taken.
- Gloves will be worn by temperature takers.
- **Visitors-** Visitors will be limited on campus per the guidelines set forth by the County of San Mateo. When visitors are allowed on campus, they will have their temperatures taken as part of the check-in process. Any visitor who has a temperature will be asked to leave campus.

Protocol for Sick Students on Campus

When a student is not feeling well or has been identified as having flu/cold/ COVID-19 symptoms on campus, the following protocol will be in place. Any student exhibiting symptoms will not be allowed to return to class regardless of whether or not she says she feels better.

- The Main Office will be alerted when a sick student is on their way to the office
- Main Office Staff will alert parents and/or a guardian and request pick-up. Parents are expected to arrange pick up for their child within an hour of the call.
- Sick students will walk to the designated sickroom using the outer entrance
- Students in the sick room will be asked to remain on yoga style mats with paper coverings. Mats will be wiped down with antibacterial wipes after each use.
- Any sick student who needs to use a restroom will use a designated "Sick" Restroom that will be deep cleaned after a student uses it.



- All cleaning supplies used will be disposed of in a plastic bag and tied closed.

Protocol for Sick Faculty and Staff on Campus

Should a faculty or staff member become sick during the school day, he or she should immediately remove him or herself from a common area, notify the Main Office, and go home. Main Office staff will contact administration.

Travel Policy: Students, faculty, and staff who travel outside of Northern California may not return to campus for 14 days, unless they receive COVID-19 testing at, or after, day 7 of their post-return and receive a negative result. Exceptions may be granted if families are traveling to other California counties that are placed on a lower tier than San Mateo County and are abiding by the safe policies as laid out by the San Mateo County Health Officer. Any faculty, staff, or student who has traveled outside the Bay Area may be asked for an additional negative COVID test prior to returning to campus.

Mercy High School will follow the same guidance on travel as the CDC:

CDC Guidance on Travel

- Staying home is the best way for a person to protect themselves and others from the spread of COVID-19. Travel to any destination during the pandemic increases an individual's chances of getting and spreading COVID-19.
- After travel, regardless of the destination, all individuals should follow the Four Pillars, monitor their health, look for symptoms of COVID-19, and take their temperature if they are feeling sick.
- If an individual participated in higher risk activities* during travel, the individual should take extra precautions for 14 days after returning from their trip, including staying home as much as possible, and avoiding being around people at increased risk for severe illness from COVID-19. They may want to get tested for COVID-19 as well.

*Higher risk activities include:

- Travel to an area that is experiencing high levels of COVID-19, including destinations with a Level 3 Risk Level
- Large social gatherings (such as weddings, funerals, or parties)
- Mass gatherings (such as sporting events, concerts, or parades)
- Being in crowds (e.g., at restaurants, bars, airports, bus, and train stations, and movie theaters)
- Travel on a cruise ship or river boat



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

Hand sanitizers will be available in every classroom and office. Additionally non touch sanitizing stations will be available at all major entrances and major paths of travel. Students will be expected to use hand sanitizer when they enter and leave a classroom.

In accordance with San Mateo County guidelines, students are expected to wash their hands with soap and water every 2-3 hours. At the minimum all students are expected to wash their hands after the 2nd period of the day and before and after lunch. Students will have access to restrooms and exterior hand washing stations throughout campus. Additionally, many students will have access to classrooms with sinks in them. In addition to handwashing stations students will also have access to Antibacterial Stations throughout campus and in each classroom.

Proper hygiene signage will be posted throughout the campus.



Identification and Tracing of Contacts: Actions staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing and serve as a liaison with SMCOE and SMC Health staff (See the SMCH COVID-19 Recommendations Checklist for details).

Mercy High School will take the following Immediate Actions as outlined in the [Pandemic Recovery Framework](#), Section III C “Testing and Contact Tracing”.

Case, Close Contact, Indirect Contact

To understand the continuum of health concern for members of the public regarding the contracting of COVID-19, the Pandemic Recovery Framework uses the terms Case, Close Contact, and Indirect Contact to mean the following within a pandemic context:

- Case: A *Case* refers to a person who tests positive
- Close Contact: A *Close Contact* refers to a person who is within 6 feet of a confirmed case for more than 15 minutes, regardless of face covering use.
- Indirect Contact: *Indirect Contacts* are people who may have been in proximity to a *Close Contact*



Cases and Contact Tracing in the School Community

Table 1: Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts to Known COVID-19 Cases

Scenario	Immediate Actions
<p>Scenario 1: A student or staff member either exhibits COVID-19 symptoms, answers “yes” to a health screening question, or has a temperature of 100.4°F or above</p>	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see Scenario 3; if negative, see Table 2) • School/classroom remain open
<p>Scenario 2: A family member of a student or staff member OR someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> • Send home • Contacts should be quarantined for 14 days from the last exposure to the case • Testing can be considered but will not shorten quarantine. <i>One cannot test out of quarantine.</i> See Testing of Close Contacts section for details. • School/classroom remain open



Scenario	Immediate Actions
<p>Scenario 3: A student or staff member tests positive for COVID-19</p>	<ul style="list-style-type: none"> • The school Principal or designee must immediately notify SMC CD Control • Case should be isolated and excluded from school until at least 10 days have passed since symptoms first appeared AND at least 1 day (24 hours) have passed since the last fever without the use of fever-reducing medications AND symptoms have improved. <ul style="list-style-type: none"> ○ If the case has <i>not</i> had any symptoms and remains symptom-free during his/her isolation period, the case still needs to wait until 10 days have passed since the positive sample was collected before resuming normal activities. ○ If the case is initially asymptomatic and develops symptoms during his/her isolation period, then the case should be isolated and excluded from school until at least 10 days have passed since symptoms first appeared AND at least 24 hours have passed since the last fever without the use of fever-reducing medications AND symptoms have improved. • Quarantine and exclude the affected cohort/pod for 14 days after the last day the case was present at school while infectious. Specific questions should be directed to SMC CD Control. • Testing of contacts can be considered. See Testing of Close Contacts section for details. • Thorough cleaning and disinfecting of classroom and primary spaces where case spent significant time • Other cohorts/pods continue in-person instruction. I.e., the entire school does not need to close.

Table 2: Steps to Take in Response to Negative Test Results

Scenario	Immediate Actions
<p>A symptomatic student or staff member tests negative for COVID-19 and was a household contact to a case</p>	<ul style="list-style-type: none"> • Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
<p>A symptomatic student or staff member tests negative for COVID-19 and was a non-household close contact to a case</p>	<ul style="list-style-type: none"> • Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.



Scenario	Immediate Actions
A symptomatic student or staff member tests negative for COVID-19 without close contact to a known case	<ul style="list-style-type: none"> • Student/staff may return to school based on the diagnosis and instructions given by the healthcare provider OR if at least 24 hours have passed since the last fever without the use of fever-reducing medication AND symptoms have improved.

Scenario	Immediate Actions
An asymptomatic student or staff member tests negative for COVID-19 and was a household contact to a case	<ul style="list-style-type: none"> • Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
An asymptomatic student or staff member tests negative for COVID-19 and was a non-household close contact to a case	<ul style="list-style-type: none"> • Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.
An asymptomatic student or staff member tests negative for COVID-19 without close contact to a case	<ul style="list-style-type: none"> • Can return to school/work immediately.

Scenario	Immediate Actions
A symptomatic student or staff member who is not a close contact to a known COVID-19 case tests negative for COVID-19 after Scenario 1	<ul style="list-style-type: none"> • Student/staff may return to school based on the diagnosis and instructions given by the healthcare provider OR if at least 24 hours have passed since the last fever without the use of fever-reducing medication AND symptoms have improved.
A symptomatic or asymptomatic student or staff member who is a close contact to a known COVID-19 case tests negative after Scenario 2	<ul style="list-style-type: none"> • Student/staff must remain in quarantine for a full 14 days after the date of last exposure. If ongoing contact between the case and the contact is unavoidable, then quarantine should be extended through 14 days after the date the COVID-19 positive case completes his/her isolation.



Scenario	Immediate Actions
A staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	<ul style="list-style-type: none">• Can return to school/work immediately.

The following staff persons will help to support contact tracing and serve as liaisons with San Mateo County Office of Education and San Mateo County Health staff:

- Natalie Cirigliano Brosnan, Head of School
- Caroline Small, Executive Assistant to the Assistant Head of School for Academics
- Stephanie Jewett, Registrar

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff. Describe the steps the school and districts will take to transition students back to campus.

In order to encourage physical distancing the following practices will occur:

- Outdoor eating areas will be marked with spaces six feet apart
- Desks will be six feet apart
- Cafeteria lines will have six foot markers
- Main Office will have six foot markers
- Classroom and campus spaces have been assigned by space and class cohort size to ensure proper distancing occurs

Mercy High School's phased approach to return to school will take place over a six week window:

- January 4-8 Distance Learning
- January 11-15
 - Asynchronous Learning
 - Faculty/ Staff Training on Campus
 - Small Group Student Safety Training/ Campus Tours on Campus
- January 18-29
 - Juniors and Seniors Cohort Hybrid on Campus
 - Freshmen and Sophomores Distance Learning
- February 1-12



- Freshmen and Sophomores Cohort Hybrid on Campus
- Juniors and Seniors Distance Learning
- February 15 All School Cohort/ Hybrid Model Begins

After plan approval Mercy High School will explore in person activities in December for social/emotional and/or academic student needs.

The four-week hybrid learning schedule will be divided into two-week increments for the upper classwomen and lower classwomen in separate phases; this gives the community a realistic experience of the hybrid learning environment while simultaneously learning the safety protocols. The total daily attendance during this four week phased approach will not exceed 130 students. The total daily attendance during the normal cohort hybrid model will not exceed 240 students.

To support students in appropriate physical distancing, various signage will be present throughout campus on the hallways and floors.

Lunchtime Protocol

Students may bring their own meals or pre-purchase items from our cafeteria service. No orders will be taken on the day of school for which the lunch is for. In order to eat in greater open spaces, the cafeteria will not be used as a place to eat meals. Students may eat lunch in one of the following locations:

- The Green
- The Patio
- The Rose Garden
- Designated Teacher Classrooms

In the event of inclement weather, indoor spaces will be identified as lunch room spaces. Faculty and staff members will assist with Lunch Supervision.

A system will be in place for students to pick up their pre-ordered lunches. This process will be shared with all Mercy students and families in January.

In order to promote safety and to limit shared surfaces and unnecessary touching, the following lunchtime protocols will be in place

- Students may not access microwaves at school
- Students may not get silverware from the cafeteria unless they have bought a meal in which the utensil will be packed in
- Students must sit a minimum of six feet from one another
- Students may not access vending machines or treat/ snack stations (Snacks must be pre-ordered)



Staff Training and Family Education: How staff will be trained and families educated on the implementation and enforcement of the plan.

Faculty/ Staff Training: All faculty and staff will be trained on the school's COVID-19 Safety Plan in ongoing professional development throughout the year. The foundational training will occur the week of January 11-15th. This training will include:

- Participation in direct instruction regarding all aspects of our health and safety protocols including cleaning and disinfecting classrooms and work spaces.
- A walk through campus to understand traffic flow and experience physical distancing requirements
- Classroom management practices

Faculty and staff will also have the opportunity to work in their assigned on-campus spaces and make necessary adjustments. During this time students will participate in asynchronous learning activities. Staff not essential to daily operations will be instructed to work remotely as feasible.

Additionally all faculty and staff will be required to complete an online course in Integrated Pest Management (IPM) practices prior to January 11th.

Parent/ Guardian Training: All families will be expected to attend an online safety meeting that outlines the parent/school partnership, the family responsibility, and new policies and expectations of students. A special focus will be on school drop off and pick up, required self monitoring via PowerSchool, and temperature taking. Participation will be required in order for students to be able to return for on campus learning. Meetings will be offered in English and Spanish.

Student Training: All students will be required to attend an online safety training that will review all safety policies and procedures. Participation will be required in order for students to be able to return for on campus learning. Additionally students will be invited in small groups to campus the week of January 11th for additional safety training and campus walks to better understand the new paths that will be used.

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.



Any community member who suspects they have either been exposed to someone who tested positive for COVID-19 or who may be infected with COVID-19 will be expected to isolate at home and secure testing from their health provider or through a local testing site as soon as possible. When test results are reported to the school, Mercy High School will follow the guidelines outlined on pages 10-13 in this document regarding further instructions to the affected community member. All students who must isolate at home will be able to participate in their academics through Distance Learning.

Faculty/ Staff Testing: According to guidance provided by the California Department of Public Health on August 3rd, 2020, school staff should be tested and schools should ensure that staff are tested periodically. To follow the San Mateo County Health recommendation that staff be tested at least once a month, Mercy High School has partnered with two labs, PMH Laboratory Inc. and Curative Inc. to provide the following on campus testing options to faculty and staff:

- **Monthly Community Pop-Up Testing:** Agile Force and PMH Laboratory Inc. will provide optional pop up testing at a minimum of once a month on campus. PMH Laboratory uses the Abbott Diagnostic SARS-CoV-2 (COVID-19) IgG antibody test method. Their test method is performing at specificity 99.6% or sensitivity 100%. On the day of the hosted clinic, nurses will arrive to Mercy and collect a small blood sample for the antibody test and a nasal swab sample for the RT-PCR. This process will take approximately 10 minutes. Sample(s) will be sent to the laboratory for processing and results will be sent to the local health department. Individual participants will be able to access their results through the PMH Laboratory website after 3 business days from the date of the clinic.
- **Bi-weekly Testing:** Curative Inc. Lab will send enough tests to Mercy High School each month for each faculty and staff member to test twice a week on campus. Curative kits test for the presence of COVID-19 RNA in an oral-fluid sample. They are not serology or immunity tests. This saliva-based test is ~90% accurate. Participants will be able to access their results through the same online portal that they sign up for testing on.

In addition to the above opportunities, all faculty and staff will be able to be tested with their primary physician and/or an outside company. All faculty and staff members who choose to test outside the on site offerings will be expected to provide documentation to the school to confirm that testing has occurred at least once a month.

Mercy High School will invite all students and their families to test via the monthly pop-up community testing that will be hosted on campus. Additionally, we will share all available County testing resources that come to us with families via our weekly newsletter.

Per San Mateo County recommendation, should San Mateo County be placed in the widespread (purple tier), testing expectations for faculty and staff will increase.



Triggers for Transitioning to Distance Learning: The criteria the superintendent or equivalent will use to determine when to close the campus to in-person learning.

Various circumstances may trigger Mercy High School to close campus to in-person learning and transition to our Distance Learning Program. When these circumstances arise, the Mercy High School Leadership Team will work closely with San Mateo County Health and follow the California Department of Public Health criteria for determining a school closure.

The decision to close campus and transition to distance learning will be based on a number of factors including the number of positive cases on campus, the percentage of faculty and staff on campus, and the inclement weather. Circumstances that could require Mercy High School to transition to Distance Learning include, but are not limited to:

- San Mateo County Health and/ or the State of California determines school closure is warranted for various reasons, including results from a public health investigation or other state or local epidemiological data
- More than 5% of the total number of teachers, students and staff are identified as cases within a 14-day period, depending on the size and physical layout of the school.
- Multiple positive cases have been reported in multiple cohorts
- A significant percentage of the faculty and staff are out sick and our safety plan can't be properly maintained due to a lack of necessary supervision on campus
- A significant storm is in the area that would encourage students to not maintain proper distancing during transitions

If Mercy High School must close campus and transition to distance learning, the school will send email, voicemail, and text communications to parents/guardians, faculty/staff, and students. These communications will clearly outline the start of distance learning, the projected return to campus, and all other necessary information. Confidentiality will always be maintained should a community member test positive for COVID-19 and require a message to be sent home. Prior to any communication going out to families our faculty and staff will always be informed first.

Communication Plans: How the superintendent or equivalent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Should a Mercy High School community member test positive for COVID-19, school administration will send an email, voicemail, and text alert to all Mercy families, students, faculty, and staff who were



determined to have come in contact with him/ her for ten minutes or longer in the last 14 days. This contact list will be determined based on the community member's schedule and activity participation. Communication will include non-identifiable information.

Mercy High School will disclose all necessary information to San Mateo County Public Health. Maintaining the dignity of every community member is pivotal to who we are as a Mercy community and as such, confidentiality will be maintained for infected community members in any and all messaging per our school's mission and FERPA/HIPAA regulations.

Mercy High School will partner with San Mateo County Public Health in communicating to stakeholders regarding cases and exposures as indicated in the Appendix of the [Pandemic Recovery Framework](#)

When District/Private School Has a Case of COVID-19

- The School COVID-19 Point Person must report all COVID-19 cases and clusters of undiagnosed respiratory illness to SMC CD Control as soon as practicable (within 24 hours).
- The School Point Person should immediately notify the District Point Person of COVID-19 cases in the school community.
- The School COVID-19 Point Person and the assigned San Mateo County Health investigator will be in daily contact Monday – Friday, unless instructed otherwise by SMC CD Control.
- The District COVID-19 Point Person collects data from all schools and must complete a daily report for all new cases (a [line list](#)) and submit it via secure email daily by 10:00 a.m.
- The District COVID-19 Point Person or Superintendent/Private School Head should notify SMCOE at (650) 802-5515.

Responsibilities of San Mateo County Public Health

- Conduct formal contact tracing
- Advise School Point Person on the school site response

Responsibilities of School COVID-19 Point Person

- Report data on cases per the protocol
- Follow advice of San Mateo County Health
- Seek additional guidance as necessary from the District Point Person

Responsibilities of District COVID-19 Point Person

- Ensure a COVID-19 School Point Person for each school is identified
- Receive and provide training
- Ensure strong communication channels within the district and with San Mateo County Health and SMCOE
- Submit line list to San Mateo County Health



Already have received a CDPH Waiver: Include an addendum to the plan posted on your web site that describes any updates or changes since your waiver was received.

Not applicable.

Submit a site plan prior to reopening to support SMCH's contact tracing efforts. Use this link.

Mercy High School will submit a site plan separately, as required by San Mateo County Health.