



Mid-Peninsula High School

**Reopening and  
COVID-19 Safety Plan**  
*(Updated January 26, 2021)*

*Please note the Reopening and COVID-19 Safety Plan and Community Agreement have not been approved and are not final. These documents will be revised regularly as we receive new guidance from local, county, and state agencies.*

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## ***Introduction***

Dear Mid-Pen Families and Students,

Mid-Peninsula High School has developed its school reopening plan to:

- Align with our core values and school mission
- Support the academic, mental, and social-emotional health and well-being of our students, whether they participate in on-campus or remain in distance learning
- Offer safe opportunities for in-person connection between students and staff
- Adhere to county and state COVID-19 health and safety protocols and requirements

Mid-Pen's Reopening Plan follows the guidance of the California Department of Public Health and its request for a COVID-19 Safety Plan. It also adheres to the Four Pillars in the Pandemic Recovery Framework for Schools developed by the San Mateo County Office of Education. The Four Pillars include health and hygiene protocols, the use of face coverings, the physical distance of at least six feet, and the reduction of gatherings. Both state and county recommendations follow those issued by the Centers for Disease Control.

*Please note that this plan will be revised as county, state, and CDC health guidance and regulations are updated.*

As part of our Reopening Plan, we have also included a [Community Agreement](#) that explains the commitment we must make to keep each other safe. This commitment includes [following all shelter in place](#) and [travel guidelines](#) issued by the state. Our collective health and safety is everyone's responsibility. *We ask that all Mid-Pen community members who intend to return to campus for in-person learning carefully review, sign, and abide by the Reopening and COVID-19 Safety Plan and Community Agreement.*

Sincerely,

Phil Gutierrez  
Head of School

## ***Community Agreement***

The COVID-19 pandemic has changed the way we live, gather, and educate our children. As a community of educators charged with growing life-long learners, we take seriously our commitment to the health and safety of all our students and adults alike. Partnering with parents, guardians, and students, we all collectively strive to do what's best for our entire community.

Mid-Pen is committed to returning to campus once California and San Mateo County allow it and as long as we can do it safely and responsibly. Since most of what we do as educators occurs within Mid-Pen's campus, we established guidelines that set our expectations for behavior and conduct off-campus. This [Community Agreement](#) represents best practices and common sense proscriptions meant to ensure that we remain as safe and healthy as possible, in addition to requiring strict compliance to state and local public health guidelines.

## ***Return to Campus Process***

At the start of the second semester, Mid-Pen will implement a new student schedule that will permit the transition to in-person learning when it is safe to do so. Upon San Mateo County's return to a safer tier, Mid-Pen will reopen its campus to students in a phased approach that begins with staff and student testing, staff training, student and family education, and a gradual return of students. Students who opt to continue with distance learning will follow the same schedule online as in-person classes.

Mid-Pen will provide staff and students five days' notice before campus reopens for in-person learning. Faculty and staff will return to campus first for health and safety training.

Students who opt for in-person learning will initially return to campus one day a week for two periods. A third period will be held online. As the school community becomes more comfortable with health and safety processes, and as local and state guidelines permit, we will have students return for additional days.

## ***Transportation***

Mid-Pen is not providing transportation to and from school at this time. To minimize the mixing of cohorts on the way to and from school, we ask that students carpool only with siblings and not carpool or share cars with others.

## ***Travel Policy***

Mid-Pen asks all employees and students to follow [local and state guidelines regarding travel](#). Students who travel by plane and or/ to high-risk areas should notify our COVID-19 Task Force

member, Jorge Rodriguez, via email at [jorge@mid-pen.org](mailto:jorge@mid-pen.org). The student or employee will be required to be tested seven (7) days after returning and submit a negative test result before returning to campus. If the student or employee does not test, then they must quarantine for 14 days.

High-risk areas that would require quarantine/testing protocols are defined as:

- Any part of California that is 120 miles from one's place of residence
- For travel outside of the state (even if by car), any state with greater than a 5 percent positivity rate per [Johns Hopkins School of Medicine COVID-19 Testing Tracker](#).

## *Academic Plan for Second Semester*

Mid-Pen designed its second-semester class schedule to allow for a smooth transition to on-campus learning. To maintain small cohorts and minimize interactions on campus, students will take three classes each quarter of the second semester.

Using a hybrid schedule, students will spend the first two days of the week in distance learning mode. Students will be on campus for morning classes three days a week. They will return home for lunch and attend afternoon classes online. Clubs, assemblies, and office hours will be held virtually. Please refer to our [Distance Learning Handbook](#) to review the expectations the school has for students, parents, guardians, and staff.

| Times/Days          | Monday       | Tuesday       |
|---------------------|--------------|---------------|
| 9:30 - 10:30 am     | Period 1     | Period 1      |
| 10:35 - 11:00 am    | <i>CORE</i>  | <i>CORE</i>   |
| 11:00 - 11:30 am    | <i>Break</i> | <i>Break</i>  |
| 11:30 am - 12:30 pm | Period 2     | Period 2      |
| 12:30 - 1:00 pm     | <i>Lunch</i> | <i>Lunch</i>  |
| 1:00 - 1:30 pm      | <i>Clubs</i> | <i>Clubs</i>  |
| 1:30 - 2:30 pm      | Period 3     | Period 3      |
| 2:30 - 2:45 pm      | <i>Break</i> | <i>Break</i>  |
| 2:45 - 3:45 pm      | Office Hours | Staff Meeting |

Online Classes

In-Person Classes

| Times/Days          | Wednesday                      | Thursday     | Friday       |
|---------------------|--------------------------------|--------------|--------------|
| 9:30 - 10:45 am     | Period 1                       | Period 1     | Period 2     |
| 10:45 - 11:15 am    | <i>Break</i>                   | <i>Break</i> | <i>Break</i> |
| 11:15 am - 12:30 pm | Period 2                       | Period 3     | Period 3     |
| 12:30 - 2:00 pm     | <i>Return Home &amp; Lunch</i> |              |              |
| 2:00 - 2:25 pm      | <i>CORE</i>                    | <i>CORE</i>  | <i>CORE</i>  |
| 2:30 - 3:30 pm      | Period 3                       | Period 2     | Period 1     |
| 3:30 - 4:00 pm      | Office Hours                   | Office Hours | Office Hours |

This schedule has the flexibility to add more on-campus days if permitted based on reduced COVID-19 rates in the county and state. We will re-evaluate the schedule before the start of the fourth quarter.

## ***Cleaning and Disinfection***

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

Mid-Pen will implement protocols to promote a safe and healthy school and workplace by establishing cleaning, disinfection, and ventilation practices to mitigate the spread of COVID-19. This protocol applies to all areas of the school campus, both indoor and outdoor, including buildings, facilities, and grounds, and all School vehicles when they are in use. Due to the evolving nature of the COVID-19 public health emergency and the orders and guidance from federal, state, and local governments and public health authorities, the School may modify these protocols at any time.

### **Rooms and Surfaces**

Regular cleaning and disinfecting of all classrooms, indoor and outdoor meeting areas, and high-touch surfaces will occur daily and overnight using CDC-approved disinfectants and electrostatic disinfection. Frequently touched surfaces in the school include, but are not limited to: door handles, light switches, sink handles, bathroom surfaces, tables, student desks, and chairs. Mid-Pen will ensure proper ventilation during cleaning and disinfecting.

If multiple cohorts use a learning space during the day, common surfaces will be cleaned and disinfected between cohorts with time given for ventilation.

Disinfectant wipes are available in all classrooms, offices, and building entrances and exits. Mid-Pen has two electrostatic disinfection units and smaller, handheld disinfection units for classrooms.

The School has placed tissues/paper towels and no-touch disposal receptacles at locations where employees and students can easily access them.

All water fountains will be turned off. Students can bring a filled water bottle from home.

Students must bring their belongings home each day to be cleaned before bringing them back to school.

### **Shared Supplies/Equipment**

Mid-Pen intends to minimize the number of shared supplies/equipment that students use in class and on campus. If supplies or equipment must be shared, protective gloves and/or sanitizing before and after use will be required.



## **Ventilation**

Mid-Pen will host most classes outdoors under canopies to minimize time indoors. Mid-Pen will introduce fresh outdoor air inside the campus as much as possible by opening windows where available and practical.

Mid-Pen has upgraded its ventilation system with the installation of MERV-13 filters on all building vents. HEPA air purifiers are installed in every room on campus. By the time the campus re-opens, two large air handlers will be installed and functioning to circulate air around the building better. These air handlers increase airflow by 35 percent, which will surpass the CDC-recommended four air changes per hour. The school will periodically check and replace air filters and filtration systems to ensure optimal air quality.

Mid-Pen has installed an air quality sensor on the outside of the school building. Community members can monitor air quality in the area using the school's address on PurpleAir. When outdoor air quality or weather is poor (e.g., rain, extreme cold), outdoor classes will be canceled, and students will utilize distance learning until air quality has improved to a safe level.

## ***Cohorting***

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

Stable cohorts are necessary for effective contact tracing. Mid-Pen students will be grouped in stable cohorts based on class periods. Each stable cohort will consist of 14 or fewer students, plus one teacher. Students will be on campus three (3) mornings a week for two (2) periods, thus minimizing students' interactions. Students will return home for lunch and attend their third-period class virtually.

## **Distance Learning**

- Students who cannot be on campus for medical, family, transportation, or personal reasons will continue remote learning.
- Students who become ill will move to remote learning until they are medically cleared.
- If asymptomatic students who begin the semester via distance learning are interested in returning to in-person learning at any time during the semester, they must take a COVID-19 test. Upon receiving a negative result, these students must wait 14 days before returning to campus as part of a cohort. All students who participate in on-campus learning are required to undergo a weekly COVID-19 test.

## ***Entrances, 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*

### **Entrance**

- Only Mid-Pen employees, students, and contractors will be allowed on campus.
- Employees, contractors, and students will be required to complete the Visitu online health check before arriving on campus.
- Employees, contractors, and students who drive themselves to school will be asked to follow proper protocols, including wearing a facemask, before entering campus.
- Parents and guardians will be instructed to stay in their vehicles during drop off and pick up.
- All entrants will be required to wash/sanitize their hands before entering campus. Handwashing stations or hand sanitizer will be available at all entry/exit points.
- Staff will enter the school building through a dedicated door at the rear of the building.
- Student arrivals will be staggered between 9 am and 9:25 am. Students with outdoor classrooms for their first class will check in at the school's cul-de-sac, located at the rear of the parking lot. Students with indoor classrooms for the first class will check in at the school gym entrance.

### **Egress**

- Students will be expected to leave immediately after their last school meeting, either from a class or co-curricular activity.
- Students will leave from one of three dedicated and assigned exits. Departures will be staggered between 12:30 pm and 12:50 pm.

### **Movement within the School**

- Signage marks all entrances and exits.
- Markers that designate intervals of 6 feet will be placed throughout campus and at entrances to designate spaces where students should stand to maintain physical distancing.
- Signage and barriers will also be in place to direct students to walk through campus and hallways in a manner that promotes physical distancing.
- The School will also designate foot traffic patterns, such as one-way hallways, to limit the frequency of students passing each other or coming within six feet of each other, as they move throughout campus.
- Staff will visually monitor entrance, passing period, and egress to main safety protocols.
- To support contact tracing, all entrances, exits, and restrooms for students will be assigned by the location of their classes.

### ***Breaks and Lunch Periods***

Students will have one 30-minute break between periods while on campus. After clearing their desk and shared supplies, students will be dismissed from their first class of the day and move to their second class for their break.

### ***Bathrooms***

To support contact tracing, Mid-Pen will assign bathrooms to students and staff.

Mid-Pen has six gender-neutral student bathrooms available for students; four inside the campus and two portable bathrooms outdoors. Only one student will be allowed to use the bathroom at a time.

Two indoor bathrooms are available for staff.

Students with indoor classes will use bathrooms located inside the building. For example, if a student has a class on the first floor of the building, they will use one of the two bathrooms located on the floor.

Outdoor classes will use the outdoor bathrooms.

Signage is located in each bathroom to instruct students on proper handwashing techniques.

### ***Eating on Campus***

Students will not be allowed to eat on campus. Students with medical exceptions will have access to their emergency food supply as necessary. Students can bring a filled water bottle; they will not be able to fill their water bottle on campus as water fountains will be turned off.

For the present time, students will not have lunch at school. They will return home after their second class for a lunch break and remain at home to take their third period class online.

### ***Outdoor Areas/Athletics***

Physical education will be held outdoors in line with guidance from the San Mateo County Health Public, Planning, and Policy, which states that: “Indoor physical conditioning and training is allowed only when gyms and fitness centers in San Mateo County are allowed to operate indoors.”

Physical education and athletics will be limited to activities that do not involve physical contact with other students. Students must maintain a distance of at least six feet from other students during physical education and athletic activities and will not be permitted to leave their designated area.

## ***Face Coverings and Other Essential Protective Gear***

*How face coverings requirements will be satisfied and monitored*

### **Face Coverings**

All students and staff will be required to wear face coverings on campus, even while maintaining social distance and participating in physical/athletic activities. Face shields are also available to staff and must be worn with face coverings. Employees, students, and parents will be educated that reusable face coverings should be laundered by hand or machine after being worn for a day and should be changed if they become soiled.

- According to the CDPH, the following individuals are exempt from wearing a face covering:
  - persons younger than two years old
  - anyone who has trouble breathing
  - anyone who is unconscious or incapacitated
  - anyone who is otherwise unable to remove the face covering without assistance,
  - persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service
  - persons who are hearing impaired or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication\*
- \*Note: Mid-Pen will provide clear masks to students in American Sign Language class to support the ability to see the mouth.
- With the exception of those mentioned above, students who are unable to keep their masks on or refuse to wear them while on campus will be excluded from participating in on-campus activities and will be sent home immediately. These students will continue their learning remotely.
- Persons exempted from wearing a face covering due to a medical condition, as confirmed by school district health team and therapists, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- Staff and students must supply their own face covering, washed daily. Students are required to label the inside of their mask with their name.
- Students and staff will be reminded not to touch their face covering.
- Should an employee or student not have a face covering, a disposable mask will be issued for the day.
- Masks with respirator valves, bandanas, and gaiters are not allowed on campus as they allow an increased potential for the spread of virus.
- All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- A cloth face covering or face shield should be removed as needed for drinking water, or when it needs to be replaced. Students with medical exceptions may remove their mask to eat. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- During drop-off and pick-up, even in car line, all family members over the age of 2 must wear masks.

- Signage around campus will remind everyone that facial coverings must be worn on campus at all times.
- Plexiglass barriers are also available for use in classrooms.

### **Other Essential Protective Gear**

Mid-Pen will provide gloves whenever needed (e.g. cleaning). In situations where staff are unable to social distance, e.g., in a science lab or health screening location, they will be given Essential Protective Equipment, including gloves, gowns, and face shields.

### ***Healthy Hygiene Practices***

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

#### **Handwashing**

Students and staff will be asked to wash their hands regularly throughout the day, including:

- Upon arriving to campus
- Before and after removing or replacing their own masks
- Before and after handling any shared item
- Before and after using the restroom
- Before and after touching their face, wiping a nose, or sneezing
- When entering or leaving a classroom
- After touching any potentially contaminated surface

In addition to campus bathrooms with sinks and appropriate washing materials, five (5) portable handwashing stations are located on campus: at all three school entrances and exit locations, one along the back patio, and one near the outdoor classrooms.

Hand sanitizing dispensers are located throughout campus and near classrooms, offices, and building entrances and exits.

#### **Promotion of Healthy Hygiene Practices**

School staff will teach and frequently reinforce prevention behaviors of handwashing and cough/sneeze etiquette as important strategies in slowing the spread of COVID-19 and other infectious diseases. Teachers will build classroom routines for hand washing/sanitizing upon entering and leaving the classroom and create regular cleaning practices for desks, equipment, and other classroom materials. The school will also work to minimize staff's and students' contact with high-touch surfaces.

To reinforce hand washing and hand sanitizing habits, signage produced by the CDC and SMCOE will be placed near sinks and sanitizer dispensers to remind people to frequently wash their hands and offer guidance for technique and duration.

## ***Health Screenings for Students and Staff***

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

### **Health Screenings**

- Before leaving home each morning, all parents/guardians and staff will be asked to complete the Visitu online daily health assessment for CDC-established symptoms and exposure to COVID-19. All students and staff will be expected to have their temperature taken upon arrival to campus.
- Once the screening is complete, students and staff will know if they are permitted to come to campus. If they are not permitted on campus, they will receive instructions to stay home and follow all instructions to receive appropriate care in accordance with the COVID-19 Quarantine and Testing Guidelines.
- Students will be allowed on campus within 30 minutes of their first class, and upon check-in they will go directly to their first class of the day.
- The school will monitor staff and students throughout the day for signs of illness; the school will send home students and staff with a fever of 100.4 degrees or higher, cough, or other COVID-19 symptoms
- Students will be expected to leave immediately after their last school meeting, either from a class or co-curricular activity.

### **Health Station**

To limit exposure to individuals who may be symptomatic, students who become sick at school will be asked to stay in the Conference Room while waiting to be picked up. Staff who become sick at work will be asked to go home. Individuals who are unable to drive home will wait in the Conference until alternative transportation is available.

## ***Identification and Tracing of Contacts***

*Actions staff will take when there is a confirmed case, including the identification of the designated staff person to support contact tracing and serve as a liaison with SMCOE and SMC Health staff.*

In the event of a positive COVID-19 case or exposure, all exposed students, including cohorts and staff, will be identified and treated as “Close Contacts” per Mid-Pen’s COVID-19 Testing and Quarantine Guidelines. Mid-Pen has a contact tracing team that will work closely with SMCOE and SMC and will follow [established guidance from the Pandemic Recovery Framework](#).

In addition, Mid-Pen will notify its local health officer of any known case of COVID-9 among any student or employee who was present on campus within the 10 days preceding a positive test for COVID-19. As required by the CDPH, Mid-Pen will report the following information:

- The full name, address, telephone number, and date of birth of the individual who tested positive;
- The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
- The full name, address, and telephone number of the person making the report.

This information shall be reported to the local health officer by telephone within 24 hours from the time an individual within campus is first made aware of a new case.

Information reported to the local health officer pursuant to this directive shall not be disclosed except to (1) the California Department of Public Health; (2) to the extent deemed necessary by the local health officer for an investigation to determine the source of infection and to prevent the spread of COVID-19, including with health officers in other jurisdictions as necessary to monitor, investigate, prevent, and/or control the spread of COVID-19; (3) if required by state or federal law; or (4) with the written consent of the individual to whom the information pertains or the legal representative of the individual.

## ***Physical Distancing***

*How space and routines will be arranged to allow for physical distancing of students and staff, with a description of how students will be transitioned back to campus.*

All students and staff will practice social distancing on campus based on recommendations by health and government agencies.

- All school buildings and rooms will have maximum capacity limits consistent with implementing physical distancing, and the maximum capacity limits will be posted outside these rooms and buildings.
- The school has also designated additional indoor spaces that will be used as classroom/overflow space, such as the school gymnasium and the student center.
- The School will utilize outdoor classroom space for instruction, weather permitting.
- Indoor classrooms will open windows and doors, weather permitting, and if doing so does not pose a safety and health risk to students.
- Students and staff will follow one-way traffic flow, including entrances and exits, throughout campus, guided by signage and floor decals.
- Desks in indoor and outdoor classrooms will be spaced six feet apart, and students will sit

facing the same direction.

- The school has placed signage outside the facility/campus that instructs people to remain at least six feet apart, including when waiting to enter the facility/campus.
- The school has instructed all employees to maintain at least a six-foot distance from each other and students, except employees whose job duties require them to come into closer contact with others or as otherwise necessary.
- Areas susceptible to congregation have been identified for close monitoring. To mitigate against inadvertently promoting gathering, certain modifications have been made to bell schedules, starting times, and break times to reduce student movement during the day.
- Break areas for faculty/staff will be open, but will be appropriately marked to maintain physical distancing.

### **Gathering and Events**

Limited small gatherings at Mid-Pen will be permitted in accordance with [county and state health and safety guidelines](#). Attendance will be limited to employees and students. Larger all-school events and activities, such as clubs or assemblies, will be held virtually. All staff and parent events will continue to be held virtually.

If an in-person meeting is required, it will be held outdoors and follow all health and safety protocols, including the wearing of masks and physical distancing.

### ***Staff Training and Family Education***

Mid-Pen will provide training to all employees, parents, and students, as appropriate, regarding the measures it is taking and is requiring individuals to take to maintain a safe and healthy working environment in accordance with federal, state, and local guidelines.

#### **Staff Training**

- Employees will be provided with all instructions and resources to access the Visitu safe access platform for online daily health screenings.
- Employees will be provided with information and instructions to schedule weekly COVID-19 tests on Mid-Pen's campus.
- Employees will receive online updates about safety measures on campus.

#### **Family Education**

- Families who permit their child to return to campus signed a COVID-19 Liability Waiver and acknowledged they reviewed COVID-19 safety and health protocols in Mid-Pen's School Handbook.
- Parents, guardians, and students will be asked to review, abide by, and sign Mid-Pen's Second Semester Reopening Plan and Community Agreement.
- Mid-Pen will host online meetings with families to review the Reopening Plan and discuss health and safety measures in place.



- Families will be provided with all instructions and resources to access the Visitu safe access platform for online daily health screenings.
- Families will be provided with information and instructions to schedule weekly COVID-19 tests on Mid-Pen's campus.
- Mid-Pen will provide families with ongoing updates about changes to health and safety measures on campus.

### ***Testing of Students and Staff***

Mid-Pen is working with Agile Force, Inc. to provide regular PCR COVID-19 testing to all students and staff. Testing will take place at Mid-Pen's campus on a weekly basis and *is mandatory for all students and staff who plan to return to campus*. Parents, guardians, and staff will receive additional information about signing up, scheduling, and testing procedures.

*The first testing date was Tuesday, January 19, 2021.* The school will offer testing even if the campus has not yet reopened. Results will be provided within three (3) days after the testing date via a secure online site.

COVID-19 testing is covered and paid for under the federal CARES Act, and Agile will bill insurance carriers. Students and staff can also be tested even without insurance. In either case, there will be no cost to students or staff, although they may receive a notice from their insurance carrier after testing.

Mid-Pen encourages students to use our on-site testing offering. However, families can use their own provider if it is more convenient and must provide Mid-Pen proof of testing/results to return to in-person learning.

Mid-Pen also encourages students to be tested with the nasal PCR COVID-19 test as provided by Agile Force. The nasal swab test has been shown to provide the most accurate results.

If students opt for the Curative PCR COVID-19 test, please note this test has been indicated for use *in symptomatic cases of COVID-19*. [The FDA recently issued a report that the Curative test has a risk of false negative results.](#)

## Quarantine and Testing Guidelines

(From *San Mateo County Health, Policy, and Planning COVID-19 Recommendations Checklist*)

Students and staff members who are exposed to or test positive for COVID-19 should immediately notify Jorge Rodriguez via email at [jorge@mid-pen.org](mailto:jorge@mid-pen.org).

**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   | Communication                                     |
|---|---|---|
| <p><b>Scenario 1:</b> A student or staff member either exhibits COVID-19 <a href="#">symptoms</a>, answers "yes" to a <a href="#">health screening question</a>, or has a temperature of 100.4°F or above</p> | <ul style="list-style-type: none"> <li>• Send home</li> <li>• Recommend testing (If positive, see Scenario 3; if negative, see Table 2)</li> <li>• School/classroom remain open</li> </ul>  | <p>No action is needed</p>                        |
| <p><b>Scenario 2:</b> 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"> <li>• Send home</li> <li>• Contacts should be quarantined for 14 days from the last exposure to the case</li> <li>• Testing can be considered but will not shorten 14-day quarantine. <u>One cannot test out of quarantine.</u></li> <li>• School/classroom remain open</li> </ul>   | <p>No action is needed</p>                        |
| <p><b>Scenario 3:</b> A student or staff member tests positive for COVID-19</p>   | <ul style="list-style-type: none"> <li>• <b>The school Principal or designee must immediately notify SMC CD Control</b></li> <li>• Case should be isolated and excluded from school for at least 10 days after symptom onset or date of positive test if case is asymptomatic</li> <li>• <b>Quarantine and exclude the affected cohort/pod</b> for 14 days after the last day the case was present at school while infectious. Specific questions should be directed to SMC CD Control.</li> <li>• Testing of contacts can be considered. Symptomatic contacts should be prioritized for testing (but a negative test will not shorten 14-day quarantine)</li> <li>• Thorough cleaning and disinfecting of classroom and primary spaces where case spent significant time</li> <li>• Other cohorts/pods continue in-person instruction. I.e., the <b>entire school does not need to close.</b></li> </ul> | <p><b>Notification to affected cohort/pod</b></p> |

**Table 2. Steps to Take in Response to Negative Test Results**

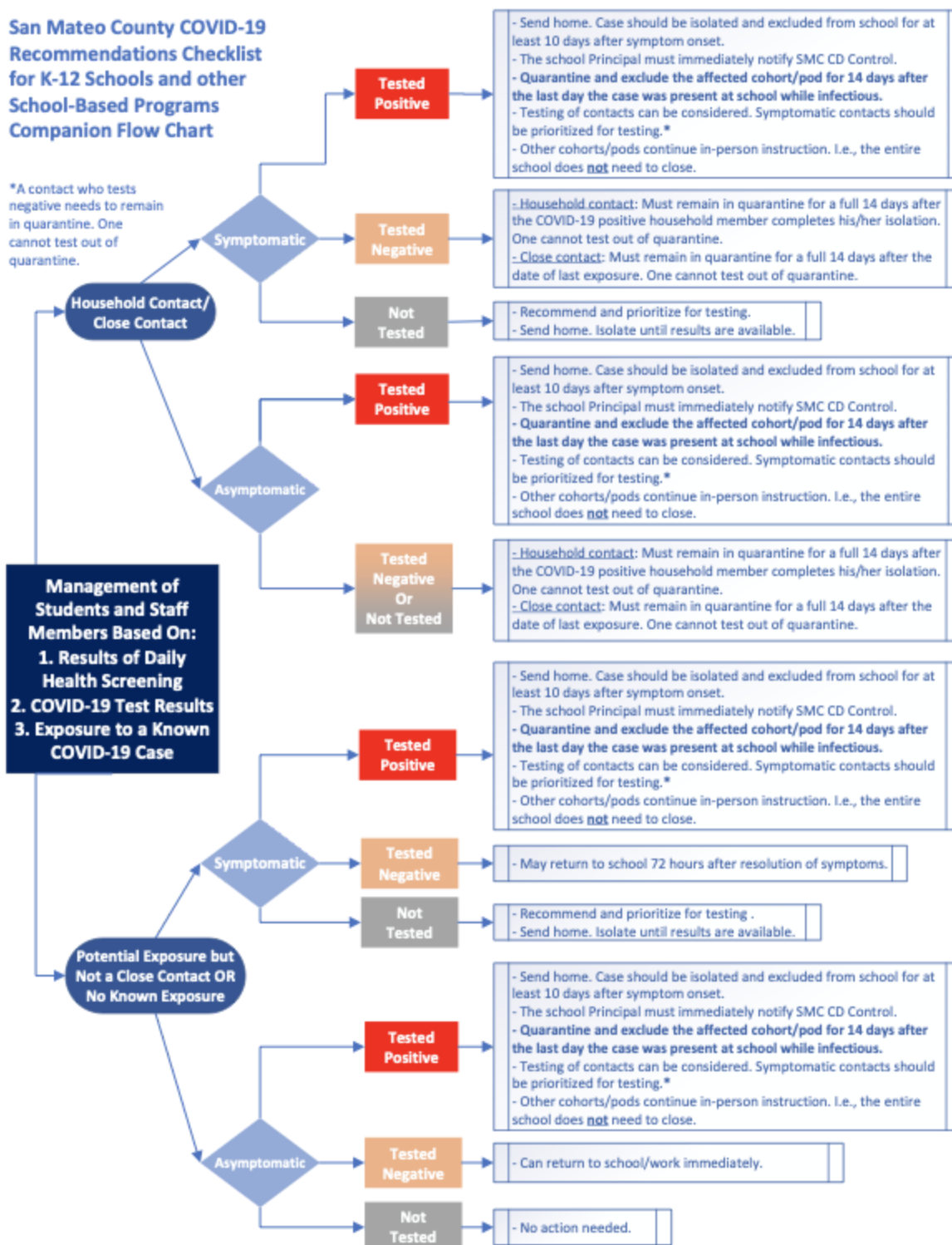
| Scenario  | Immediate Actions   | Communication       |
|---|---|---------------------|
| A <u>symptomatic</u> student or staff member tests negative for COVID-19 and was a <u>household contact</u> to a case           | <ul style="list-style-type: none"> <li>Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.</li> </ul> | No action is needed |
| A <u>symptomatic</u> student or staff member tests negative for COVID-19 and was a <u>non-household close contact</u> to a case | <ul style="list-style-type: none"> <li>Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.</li> </ul>  | No action is needed |
| A <u>symptomatic</u> student or staff member tests negative for COVID-19 <u>without close contact</u> to a known case           | <ul style="list-style-type: none"> <li>Student/staff may return to school 72 hours after resolution of symptoms</li> </ul>  | No action is needed |

| Scenario  | Immediate Actions   | Communication       |
|---|---|---------------------|
| An <u>asymptomatic</u> student or staff member tests negative for COVID-19 and was a <u>household contact</u> to a case           | <ul style="list-style-type: none"> <li>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.</li> </ul> | No action is needed |
| An <u>asymptomatic</u> student or staff member tests negative for COVID-19 and was a <u>non-household close contact</u> to a case | <ul style="list-style-type: none"> <li>Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.</li> </ul>  | No action is needed |
| An <u>asymptomatic</u> student or staff member tests negative for COVID-19 <u>without close contact</u> to a known case           | <ul style="list-style-type: none"> <li>Can return to school/work immediately.</li> </ul>  | No action is needed |

| Scenario  | Immediate Actions   | Communication       |
|---|---|---------------------|
| A symptomatic student or staff member who is <u>not a close contact</u> to a known COVID-19 case tests negative for COVID-19 after <a href="#">Scenario 1</a> | <ul style="list-style-type: none"> <li>Student/staff may return to school 72 hours after resolution of symptoms</li> </ul>  | No action is needed |
| A symptomatic or asymptomatic student or staff member who is a <u>close contact</u> to a known COVID-19 case tests negative after <a href="#">Scenario 2</a>  | <ul style="list-style-type: none"> <li>Student/staff must remain in quarantine for a full 14 days after<br/>(1) date of last exposure to COVID-19 positive <u>non-household</u> close contact OR<br/>(2) date that COVID-19 positive <u>household</u> member completes his/her isolation. One cannot test out of quarantine.</li> </ul> | No action is needed |
| 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"> <li>Can return to school/work immediately</li> </ul>   | No action is needed |

### San Mateo County COVID-19 Recommendations Checklist for K-12 Schools and other School-Based Programs Companion Flow Chart

\*A contact who tests negative needs to remain in quarantine. One cannot test out of quarantine.



As of September 8, 2020

## ***Triggers for Transition to Distance Learning***

*The criteria the Head of School or designee will use to determine when to close the campus to in person learning.*

Mid-Pen will follow all county and state guidelines and regulations established that require a transition to distance learning.

Mid-Pen will closely monitor COVID-19 cases and exposures in its staff and students. In consultation with the local public health officials, the Head of School or designee will consider whether school closure is warranted and, if so, the length of time based on the risk level within the specific community as determined by the local public health officer. According to the CDPH, individual school closure may be appropriate when:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.

Local health officials may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If school closure is warranted, Mid-Pen will:

- Communicate plans for school closure with students, parents, and employees.
- Provide guidance to parents and employees reminding them of the importance of community physical distancing measures while the school is closed, including discouraging students or employees from gathering elsewhere.
- Have all students attending class on campus return to distance learning.
- Maintain regular communications with the local public health department.

## ***Communications Plans***

*How the Head of School or designee will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.*

### **Reporting Details of In-Person Instruction**

As required by CDPH, beginning January 25, Mid-Pen will report its instruction status. This reporting shall continue every other Monday (or the Tuesday immediately following, if the Monday is a state holiday) until the CDPH directive is modified or rescinded.

**Exposure to COVID-19**

In the event of exposure to COVID-19, Mid-Pen will notify the local public health department of the positive COVID-19 case and determine necessary next steps, including documenting, reporting, tracking, and tracing potential exposures to COVID-19 on the school campus and notify staff and families immediately of any exposure to a positive case of COVID-19 at school. Mid-Pen will maintain confidentiality, as required under FERPA and state law related to the privacy of educational records.

Mid-Pen's dedicated contact tracing team will contact those who are determined to be close contacts and ask them to quarantine or isolate as noted in the school's *COVID-19 Quarantine and Testing Guidelines*.

## Appendix A

*The COVID-19 School Guidance Checklist requires that the LEA provide evidence of consultation with labor, parent, and community organizations. The LEA must sign an attestation confirming the names and dates that the organizations were consulted. If school staff are not represented by a labor organization, then the applicant must describe the process by which it consulted with school staff.*

### **Labor Organizations:**

Mid-Pen does not belong to a labor organization. School Administrators have met with faculty and staff regularly to discuss reopening plans and solicit feedback. We have surveyed our faculty and staff several times to help in the decision-making process. As well, our COVID-19 Task Force includes two members of the faculty.

Weekly meetings every Wednesday from August through September 2020

Bi-weekly meetings from October 2020 through present.

### **Parent Organizations:**

Mid-Pen held regular meetings with parents and guardians to discuss the school's reopening plans and timelines, and provide regular updates.

July 27, 2020

August 25, 2020

September 24, 2020

October 20, 2020

November 10, 2020

November 19, 2020

December 16, 2020

### **Community Organizations:**

#### **San Mateo County Office of Education**

Webinars on 6/8/2020, 6/24/2020, 7/1/2020, 7/9/2020, 7/10/2020, 10/5/2020, 10/16/2020, 12/11/2020

Conversations with Patricia Love on (October 15 and January 14)

Conversation with Ann Ton on December 3

#### **California Dept. Of Public Health**

Webinars (Nov. 19, Dec. 10)

#### **California Dept. Of Public Education**

Webinar (January 21)

**California Association of Independent Schools**

Weekly Zoom conversations every Wednesday since the pandemic started, featuring health, legal, and education experts