



Mercy High School COVID-19 Safety Plan

Edited August 13, 2021

(Edits in red reflect changes for the 2021-2022 school year)

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. **Should new guidance require that changes be made, community members will be made aware of additional safety procedures and protocol via the weekly newsletter and safety e-blasts.**

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:** 381

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

- 9th- 90
- 10th- 102
- 11th- 96
- 12th- 93

Total # of Students On Campus to Start: 381 **Number of on-site faculty and staff:** 67

Date of proposed start: August 16, 2021

2. COVID-19 Contact Information

Designated staff contact for COVID-19 information and cases:

Natalie Cirigliano Brosnan	ncb@mercyhsb.com	650-762-1100
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: August 13, 2021



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>

Vaccination Status- How will Mercy learn about the vaccination status of their community members.

All faculty and staff members are required to be vaccinated. Students will be asked to self-report their vaccination status and to submit proof of insurance if they have been vaccinated. Families will have the option to not share vaccination status. All unvaccinated students, those whose proof of vaccination is missing, and those who opt out of sharing vaccination status will be considered unvaccinated for safety and contact tracing purposes.

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

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 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. A cleaning rotation is in place to clean the bathrooms **and a fogger disinfectant is available for deeper cleaning purposes.**

Each classroom will have the following cleaning supplies:

- Hand sanitizer
- A spray bottle of 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. Surgical masks will be made available to community members.



Classroom Cleaning: All teachers will be provided with gloves, disinfectant, and paper towels. **Teachers will wipe down desks and high touch surfaces when needed.** 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. **As all students have their own iPads, shared technology on campus will only occur when necessary.** Copy machines will only be used on a necessary basis.

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.

Office spaces: Those in personal office spaces are responsible for wiping down commonly touched surfaces and their desks.

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

<p>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.</p>
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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. **Masks must be worn when driving in Mercy's school bus and shuttles.**

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 Ruvna and complete a health screening on school days prior to 8:00AM. Anyone who answers yes to any of the symptom and exposure questions



will not be allowed to come on campus. Faculty, Staff, and students who are cleared to come on campus will receive a barcode that will be scanned upon their entrance to first period. Should anyone develop symptoms during the day they will immediately be sent to an Isolation Room where they are expected to be picked up within an hour.

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

Temperature Taking Protocol: All faculty, staff, and students will have their temperatures taken each morning at home. This process will be confirmed via Ruvna. 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.

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:

Mercy High School will follow the same guidance on travel as the CDC. The CDC travel guidance states that unvaccinated individuals should be tested 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel regardless of whether or not the test is negative.



Domestic Travel	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before travel	✓	
Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓

International Travel	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before traveling out of the US	✓	
Mandatory test required before flying to US	✓	✓
Get tested 3-5 days after travel	✓	✓

International Travel	Not Vaccinated	Fully Vaccinated
Self-quarantine after travel for 7 days with a negative test or 10 days without test	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓

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.

Students are expected to wash their hands **regularly with soap and water throughout the day**. 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 “Case Reporting and Contact Tracing”. When a positive case becomes known to the school, contact tracing will begin immediately. All teachers will be asked to share seating charts to support contact tracing.

If there is a confirmed or suspected case at Mercy High School, close contacts will be identified:

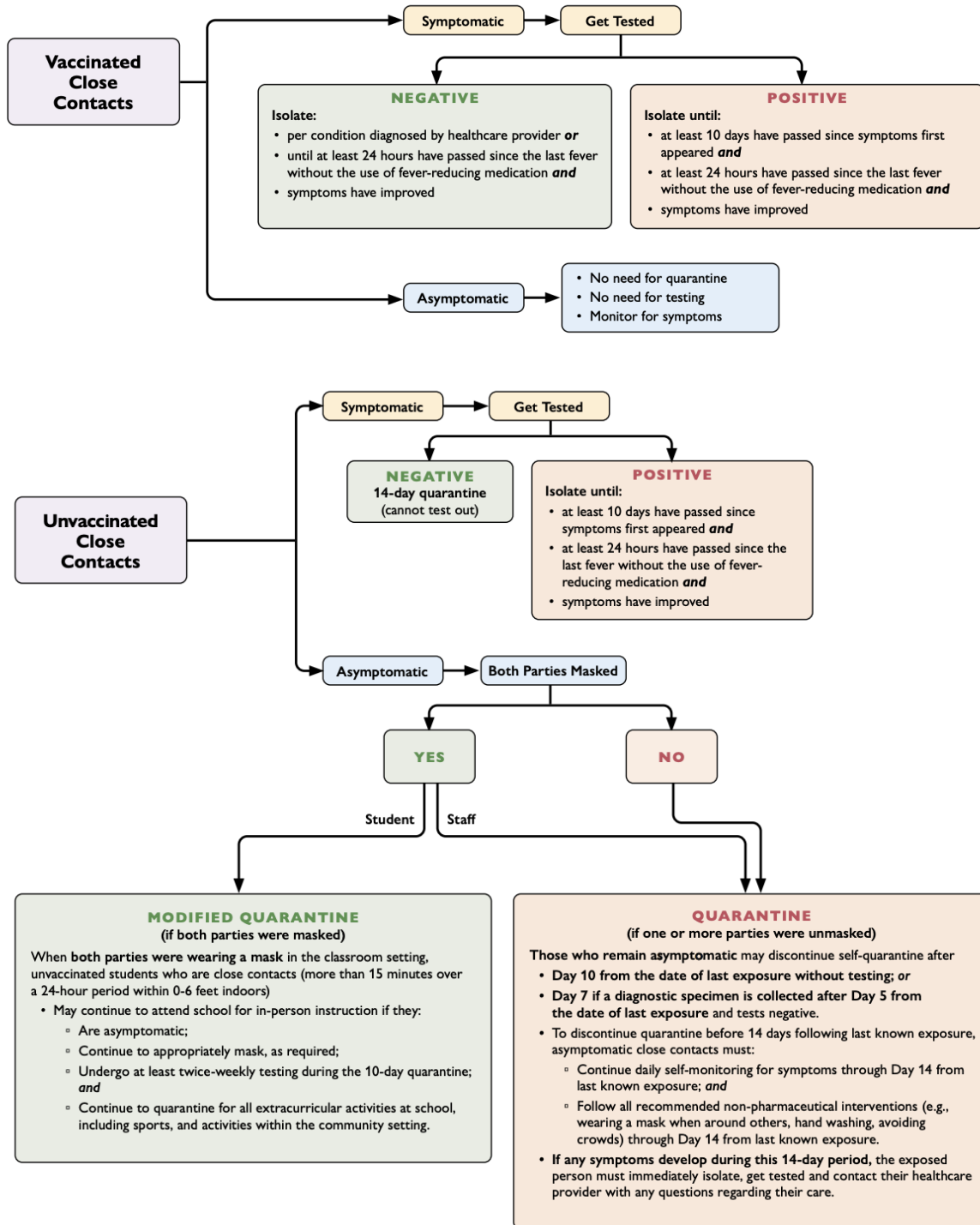
- Close contact with a confirmed case:
 - Vaccinated students will not be required to quarantine.
 - Symptomatic unvaccinated students will be required to quarantine for 10 days and test.
 - Asymptomatic unvaccinated students who were properly masked when exposed may engage in a Modified Quarantine in which they may attend academic courses but must quarantine for 10 days from extracurricular activities. These individuals must test at least twice a week.

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



COVID-19 Exposure at School (CDPH)





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

Though physical distancing is no longer required, it will be strongly encouraged whenever possible.

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 until Mercy's cafeteria service resumes.

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

- 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

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 and during Welcome Week meetings.

- 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



Parent/ Guardian Training: All families are invited to attend an online safety meeting that outlines the parent/school partnership, the family responsibility, and new policies and expectations of students.

Student Training: All students will take part in safety training during Orientation Day.

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.

Faculty, Staff, and Student Testing: All faculty, staff, and students will be expected to test each week prior to their being on campus. Students and their family members will have access to three weekly testing opportunities on campus by Virus Geeks. All students must submit negative test results in order to be cleared to be on campus the following week.

Should there be an outbreak on campus, Mercy High School will offer response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak. (An outbreak is defined as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting))

Mercy High School will invite all students and their families to test via the weekly 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.

Student Training: All students will take part in safety training during Orientation Day.



Visitors

Non-essential visitors who are not fully vaccinated will be limited on campus. All visitors who would interact with students must have a negative COVID test.

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
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- 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 be a close contact. 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](#)