



Teaching the way children learn best!

MULBERRY SCHOOL
SAFETY AND REOPENING PLAN

Fall 2020

As our community continues to navigate the challenging reality of the COVID-19 pandemic, the safety of Mulberry School students and staff remains our highest priority. We all know that in-person learning is best for children, providing engagement, connection, and both social-emotional and academic growth. However, we will not open our campus at the expense of student or staff health.

This Safety and Reopening Plan is designed to provide the benefits of in-person learning while minimizing the risks. It is the culmination of hundreds of hours poring over county and state guidelines, taking pandemic management training classes, and consulting with our community about their ideas and concerns. We believe it provides a clear roadmap for a safe and effective on-campus learning environment, as well as contingency plans if a pivot to remote learning is necessary.

As the pandemic in Santa Clara County continues to evolve, we will continue to communicate with our county health department to understand changing disease levels and control measures in our community. We will modify this plan as necessary, always according to state and county guidance.

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Safety Measures for Students

1. Screening/Drop Off

- Drop-off times will be staggered for the whole school.

	JK	K	1st	2nd	3/4	5/6	7/8
Drop-Off (am)	8:20 - 8:30	8:20 - 8:30	8:30 - 8:40	8:30 - 8:40	8:40 - 8:50	8:50 - 9:00	8:50 - 9:00

- During staggered drop-off times, only curbside drop-off will be available. Parents are asked to remain in their vehicles and wear a face covering during drop-off.
- All students in JK-8th Grade are required to wear face coverings while arriving and departing from school campus. Students will be greeted by an administrator and walked directly to their classroom.
- Each morning, before leaving home, parents or legal guardians will be asked to complete a symptom screening questionnaire for the children using the Oversight MD app. The questionnaire is based on the health screening questions recommended by the Santa Clara County Public Health Department asking whether the child has been diagnosed with COVID-19, lives in the same household or had close contact with someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have COVID-19, and whether they have experienced any COVID-19 symptoms (fever or chills, cough, loss of taste or smell, shortness of breath, fatigue, muscle aches, headache, sore throat, nausea, vomiting, or diarrhea). Answers will be securely stored in each individual account and kept confidential. All child accounts are managed and updated by the child's parents or legal guardians.
- Student attendance will be used for contact tracing: contact tracing involves identifying people who have an infectious disease and people who they came in contact with and working with them to interrupt disease spread.
- All four members of Mulberry's safety team have completed the Johns Hopkins University COVID-19 Contact Tracing Course and are ready to support our County Health Department.
- Temperature screenings at drop-off are not required by the county due to inaccuracy and an increased risk of disease transmission. Therefore, temperature screenings will only be utilized as needed when students display symptoms. Temperature readings will be kept confidential and saved in accordance with County requirements. Screening staff will be provided with the necessary PPE.
- Symptomatic students who report to school will be sent home and asked to seek medical care and testing.
- School staff will watch for signs and symptoms of COVID-19 so that appropriate action can be taken if anyone develops symptoms during the day.
- If you have to drop off your child outside of the regular, staggered drop-off times, please call the school ahead of arrival and an administrator will meet you at the curb to assist with drop-off.

2. Cohorts

- The purpose of establishing cohorts is to limit the mixing of students and staff so that if anyone develops symptoms or tests positive for COVID-19, the number of exposures is reduced.

- Students will be assigned to one classroom and one outside area as a stable cohort. Cohorts will not mix with other cohorts on campus.
- We have established the following cohorts:

JK	K	1st	2nd	3rd/4th	5th/6th	7th/8th
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- Students will stay with their cohort throughout the day, including restroom breaks, enrichments, recess, and lunch.

3. Face Coverings

- **All students in JK-8th Grade are required to wear face coverings**
 - While arriving and departing from school campus
 - In any area outside of the classroom, including restrooms and hallways, except when eating, drinking, or engaging in physical activity
- **Students in JK-2nd Grade** are encouraged but not required to wear face coverings in the classroom.
- **Students in 3rd-8th Grades must wear** face coverings in the classroom.
- **Outdoor Exception per County guidelines:** When **elementary students** are outside the classroom where they are only with members of their stable cohort, cloth face coverings are not required. Classroom teachers will schedule outside times throughout the day.
- If a student experiences difficulty wearing their face covering, they will be able to step outside and remove their face covering for a short period of time.
- **Students excluded from face covering requirements include:** (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering.
- If a student has difficulty tolerating a face covering, we ask that parents consult with their healthcare provider for advice about wearing a face covering and share the advice with school administration.
- All students will be asked to use cloth face coverings provided from home.
- All students will be taught the reason for and proper use of a face covering.
- Students will learn about appropriate procedures for putting on, taking off, and storing the face covering (i.e. during mealtimes, snack times).
- Students must not share or swap face coverings.
- The school will maintain a supply of non-medical masks in the event that a student needs a replacement during the day.
- Signage will be posted on campus reminding students and faculty to wear face coverings.

4. Physical Distancing

a. Classrooms

- Class/cohort sizes will be kept as small as practicable. We currently have less than 12 students in each grade; class sizes will be capped at 15 students.
- Student tables/desks will be spaced at least 6 feet apart and not facing each other. There will be assigned student seating.
- Classrooms will have physical distancing markers and other signage to remind of proper handwashing and social distancing requirements.
- Staff who are unable to wear a face covering for medical reasons will not be assigned duties that require close contact with students.

- Students will receive their own set of materials as much as possible, including pencils, erasers, glue bottles, and manipulatives. Sharing of equipment will be minimized as much as possible; when not possible, the equipment will be disinfected between uses.
- Student belongings will be kept separate.
- Specialists teaching several or all cohorts will join classes remotely via Zoom or a different platform and/or will provide materials for the classroom teacher.

b. Outdoor Spaces

- Weather permitting, cohorts will spend as much time outside as possible. With our nine-acre campus, we have plenty of space to provide outdoor spaces for each class with ample distance between cohorts. We will provide sun sails and other accommodations to make learning outside comfortable. Moving cohorts outside will allow for even more distancing between students and for greater dispersion of viral particles.

5. Ventilation

- All HVAC units (Heating, Ventilation, and Air Conditioning) have been cleaned over the summer.
- All units have been switched to high-efficiency MERV-13 air filters as recommended by the CDC.
- In addition, we will be using powered outside air vents.
- Both classroom doors as well as windows, when an option, will remain open during the day to allow for airflow and increased ventilation.
- Cohorts will spend as much time outside as possible.

6. Recess and Lunch Breaks

- Students will eat snacks/lunch in a designated outdoor area. Times will be staggered, and each cohort will have a designated break area to allow for physical distancing.
- During inclement weather, students will eat in their classrooms.
- Students will not be required to wear face coverings while eating, drinking, or engaging in physical activity.
- Hand hygiene will be performed prior to and after snack and lunch breaks.
- The playground structure will be closed for the foreseeable future based on recommendations from safety experts.
- Recess times will be staggered for all cohorts. During recess, cohorts will not mix and remain at least 25 feet apart from each other.
- Water fountains will not be utilized this school year.
- Hot Lunch will be provided by My Green Lunch. They follow the strictest food service, cleaning, and sanitizing requirements as mandated by the Santa Clara County Health Department.
- All hot and cold lunches, including sides and snacks, will be separately packed and labeled with the student's name.
- The My Green Lunch driver will not enter campus but rather lunches will be received curbside.
- The My Green Lunch COVID-19 safety procedures and protocols will be attached to this plan.

7. Restrooms

- Use of restrooms will be staggered throughout the day. One custodial staff/contractor will be solely focused on cleaning and disinfecting restrooms between cohorts.
- All students, JK-8th Grade, will be required to wear a face covering when using the restroom.
- We have touchless faucets installed in the girls' and boys' restrooms. The next upgrade will be touchless soap dispensers and touchless paper dispensers.

8. Hand Hygiene

- Students will be taught proper handwashing techniques with age-appropriate lessons. They will be reminded of proper handwashing throughout the day.
- Students will have access to water and soap and/or hand sanitizer in the classrooms and restrooms. Portable hand sanitizing stations will be available at drop off locations, in front of the office, and at the access point for outdoor spaces.
- Signage will be posted above sinks in the classrooms and restrooms displaying proper techniques, and throughout campus reminding students to wash their hands.
- Students will be reminded throughout the day to avoid touching their eyes, nose, and mouth, and to cough and sneeze into their elbows.
- Hand sanitizer dispensers will be placed throughout the campuses to facilitate handwashing.

10. Pick Up

- We will have staggered pick-up times:

	JK	K	1st	2nd	3/4	5/6	7/8
Pick-Up	11:50 - 12:00	12:50 - 1:00	2:50 - 3:00	2:50 - 3:00	3:00 - 3:10	3:00 - 3:10	3:00 - 3:10

- As during morning drop-off, parents will be asked to stay in their vehicles and wear a face covering during pick-up.
- Students will be walked to their cars and must wear a face covering.

11. Extended Care and Child Care for Essential Workers

a. Extended Care

- Morning extended care will not be provided this year in order to keep cohorts stable and separate from each other.
- At their assigned drop-off time, students will go straight to their classroom where the classroom teacher will welcome them.
- If there is enough interest and we have the staff available to manage it, we will offer extended care in the afternoon. Students would remain in their stable cohorts and classrooms, e.g., those 2nd Grade students who need extended care would stay in the 2nd Grade classroom with a teacher or aide assigned only to their stable cohort.

b. Childcare for Essential Workers During Remote Learning

- We are proud to have essential workers in our parent community and are happy to offer childcare to our essential workers during times of remote learning.
- Childcare will be offered to enrolled children whose parents are essential workers as well as to staff children since most of our employees are considered essential workers.

- Childcare will be offered during remote learning hours.

Safety Measures for Faculty and Staff

1. Training

- All staff will receive COVID-19 training during the week prior to the beginning of school. The training will include information about the spread of COVID-19, signs and symptoms of the disease, protocol when a student or staff displays COVID-19 symptoms, prevention strategies (hand hygiene, face coverings, physical distancing), proper disinfection techniques, and routines.

2. Screening

- Each morning, before leaving home, all employees will be asked to complete a symptom screening questionnaire using the Oversight MD app. The questionnaire is based on the health screening questions recommended by the Santa Clara County Public Health Department asking whether they have been diagnosed with COVID-19, live in the same household or had close contact with someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have COVID-19, and whether they have experienced any COVID-19 symptoms (fever or chills, cough, loss of taste or smell, shortness of breath, fatigue, muscle aches, headache, sore throat, nausea, vomiting, or diarrhea). Answers will be securely stored in each individual account and kept confidential.
- Attendance will be used for contact tracing: contact tracing involves identifying people who have an infectious disease and people who they came in contact with and working with them to interrupt disease spread.
- All four members of Mulberry's safety team have completed the Johns Hopkins University COVID-19 Contact Tracing Course and are ready to support our County Health Department.
- All faculty will enter their classroom from the outside doors, not through the Hub.
- Temperature screenings of staff before entering campus are not required by the county due to inaccuracy and an increased risk of disease transmission. Therefore, temperature screenings will only be utilized as needed when a staff member displays symptoms. Temperature readings will be kept confidential and saved in accordance with County requirements. Screening staff will be provided with the necessary PPE.
- Symptomatic employees will be sent home and asked to seek medical care and testing.

3. Face Coverings

- All staff must wear a face covering at all times while on campus, except while eating and drinking.
- If a staff member or teacher experiences difficulty wearing their face covering, they will have the opportunity to step outside the classroom or office, where they have no contact with other staff or children, to remove their face covering for a short period of time.
- Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
- Staff who are unable to wear a face covering for medical reasons will not be assigned duties that require close contact with students.
- The school will maintain a supply of non-medical masks in the event that an employee needs a replacement during the day.
- Face shields are not recommended as a replacement for face coverings given concerns over their ability to minimize droplet spread to others. However, teachers and other staff may

consider using face shields in combination with face coverings when in the classroom to further reduce the risk of transmission.

- Teachers may consider using face coverings with clear windows during phonological instruction to enable students to see the teacher's mouth and in settings where a face covering poses a barrier to communicating with a student who is hearing impaired or a student with a disability.

4. Physical Distancing (Classroom, Faculty Meetings, Lunch)

- Teacher desks will be spaced at least 6 feet away from students.
- Teachers will maintain at least 6 feet distance from students and other staff as much as possible.
- Faculty meetings will be held remotely for the foreseeable future.
- The Staff and Faculty Lounge will be closed this year. Staff and faculty are encouraged to eat meals outdoors while complying with physical distancing requirements.

5. Restrooms

- All staff will use the restroom next to the kitchen only.
- All staff is required to wear a face covering while using the restroom.

6. Testing

- Employees will be encouraged to get a free COVID-19 test at least once a month.

Campus Safety Measures

1. Entering and Leaving Campus

- When entering campus for drop-off, parents are asked to stay in their vehicles and wear a face covering. All students must wear a face covering when arriving on campus. Students will be greeted by an administrator and walked directly to their classroom, entering their classroom through the outside door.
- All teachers will enter their classrooms through the outside door, not through the Hub.
- The Hub will not be accessible to or entered by students when coming on campus, leaving campus, or moving to a different location, such as restrooms or outdoor space.
- During staggered pick-up times, parents will be asked to remain in their cars and wear a face covering.
- All students must wear a face covering when leaving campus. Students will be walked to their cars leaving their classroom through the outside door.
- All teachers will leave their classrooms through the outside doors.

2. Movement on Campus

- Markings on the ground will remind everyone of the physical distancing requirements and indicate the direction of movement, which will be clockwise around the elementary school building.
- Only using one direction of movement will enable us to ensure physical distancing between cohorts.
- During recess and restroom times as well as when transitioning from and to outdoor learning spaces, everyone will leave the building through the outside doors and walk to their next destination outside rather than using hallways and the Hub space.

- Our middle school students, if and when they are permitted to return to campus, will spend their day in the middle school classrooms and middle school backyard only, separate from elementary students, and will use restrooms separate from elementary school students.
- Our preschool students will only spend their day in the preschool building and preschool backyard only, separate from elementary students, and will use restrooms separate from elementary school students.

3. Front Office/Office Space

- Our front office will be closed in order to maintain and monitor the number of people in the room. We will have a table in front of the office with signage and markings to facilitate physical distancing.
- Workspaces will be reorganized, and staff spaced at least 6 feet apart and facing away from each other to facilitate physical distancing and minimize the transmission of the virus.
- Employees will not share equipment and are responsible to disinfect their workspace at the end of the day
- Common areas, like the Staff and Faculty Lounge, will be closed.

4. Visitors

- Only necessary visitors will be allowed on campus and contact with students and staff will be as limited as possible. Necessary visitors include deliveries and repair services, which will be scheduled in advance.
- Visitors will be asked to wear face coverings while on campus and to not enter campus if they have COVID-19 symptoms.
- Visitors will be required to keep at least 6 feet physical distance from all students and staff.

5. Parent Participation

- Due to the pandemic and to keep all classroom cohorts stable, parent participation on campus is currently not possible.
- Parents and caregivers are asked to remain in their vehicles and wear face coverings during drop-off and pick-up times.
- If parents need to drop-off their child late or pick them up early, they will be required to call ahead so an administrator can assist with the transition from the car to the classroom or vice versa.

6. Fire and Earthquake Drills, Field Trips, and School Events

- Fire Drills will be practiced separately by each stable cohort to avoid mixing of cohorts during the drills. As always, earthquake drills will be practiced in the classroom. In the event of a true emergency, the emergency will take priority over physical distancing requirements.
- All field trips and after-school clubs will be postponed until health conditions improve and guidelines support a reduced need for physical distancing.
- School Events will be limited to students and staff only. Most activities will take place in stable cohorts in classrooms. Outside gatherings of students and staff will be considered on a case by case basis and will only be permitted as long as cohorts do not mix and remain at least 25 feet apart from each other.
- Currently, it is not safe enough to hold community gatherings on campus. When possible, parents will be invited to join events remotely.

7. Signage

- Throughout buildings, classrooms, restrooms, and the campus, signage will be installed to remind students and staff of physical distancing requirements, point out high-touch areas, and to remind everyone of regular hand washing throughout the day.
- Additionally, where practical and useful, markings will be placed on grounds/floors to facilitate physical distancing.
- At all entrances, signs will be posted instructing students, staff, and visitors not to enter campus if they have COVID-19 symptoms.

Cleaning and Disinfecting

1. Generally

- All staff will be trained in the usage of disinfectants as required by the county and state.
- All staff will use cleaning products approved for use against COVID-19 on the EPA's approved list "N."
- All staff will be provided with the proper PPE.

2. Classrooms

- Teachers will disinfect classrooms and shared equipment/materials as needed throughout the day. At the end of each day, teachers will clean and disinfect high-touch surfaces, such as light switches and door handles, table and desk surfaces, countertops, chairs, faucets, and shared equipment/materials.
- Custodial staff will clean classroom floors after students have left for the day.

3. Restrooms and High-Touch Areas

- To minimize contact with high-touch areas, all classroom and restroom doors will remain propped open and lights will stay switched on throughout the day.
- All restrooms and common areas will be cleaned and disinfected by custodial staff after students have left for the day.
- One custodial staff/contractor will be solely focused on cleaning and disinfecting restrooms between cohorts throughout the day.

Suspected Case: Negative Test Results, Positive Test Results

1. COVID-19 Typical Symptoms and Negative Test Result

- If a student or staff member exhibits COVID-19 typical symptoms or has a temperature of 100.00 or above, the student/staff will be sent home and asked to get tested.
- Students will wait in a separate isolation room for their parents to pick them up. Staff will wear appropriate PPE, physically distance themselves from the students exhibiting symptoms as much as possible, and also physically distance students from each other.
- The isolation room will be in the office, away from other students, and separate from other offices. It will have easy access for pick-up without risking cross-over with our stable classroom cohorts.

- Any areas used by a symptomatic student or staff member will be closed off, if possible, for 24 hours to reduce the risk of infection, before being cleaned and disinfected
- If the student or staff member tests negative, they can return to campus 72 hours after their fever resolves and if other symptoms improve. Documentation of a negative test result will be required.
- In lieu of a negative test result, students or staff members may return with a medical note from a physician providing an alternative explanation for the symptoms and the reason for not ordering a COVID-19 test.

2. Positive Test Results

- If a student or staff member tests positive for COVID-19, the school administration must be notified.
- The school will inform the County Public Health Department.
- The school will also inform the school community while maintaining confidentiality as required by state and federal laws (FERPA and HIPPA).
- The student or staff member must isolate for **at least 10 days** after the onset of symptoms **and at least 3 days** after their fever resolves without medication **and** their symptoms have improved.
- If a student or staff member tests positive for COVID-19 without ever having had symptoms, they must isolate for **10 days** after the date of the test.
- School-based close contacts will be identified and asked to get tested and quarantine for 14 days. A close contact is anyone who has been within 6 feet for a prolonged period of time (at least 15 minutes).
- All students and staff within the **same classroom cohort** will be asked to quarantine for 14 days and to get tested about 7 days after the last exposure.
- Anyone who had close contact with someone who was in direct contact with the student or staff does not need to get tested or quarantine.

3. A Family Member or Close Contact of Student or Staff Member Tests Positive

- If the family member or a close contact of a student or staff member tests positive, the school administration must be notified right away.
- The student or staff member will be sent home and asked to get tested and quarantine for a full 14 days.
- If the student or staff member continues to be exposed to the family member that tested positive, the student's/staff member's quarantine ends 14 days after the family member's isolation period ends.

Closure and Subsequent Reopening of School

1. School Closure

- School closures may be ordered by the County of Santa Clara as part of a Shelter-In-Place Order.
- A school closure may also be necessary if there are multiple cases in multiple cohorts at our school or when at least 5% of the total number of teachers/students/staff are cases within a

14-day period. The school will report all positive cases to the county and will work with the county to determine whether a school closure is necessary.

2. Reopening of School

- If our school is asked to close, closure will most likely last for 14 days, the length of a typical quarantine period. During that time period, the school will be cleaned and disinfected and can only open once permitted to do so by the County.
- If the school has to close as part of a Shelter-In-Place Order, in-person instructions will continue once permitted by the county.
- Regardless of the reason for school closure, we will immediately transition into our Remote Learning Model.

Reopening Plan

1. Program Models

* For more details, please refer to Mulberry School's Reopening Program Plan

Fully On-Campus Model	Remote Learning Model	Hybrid Model
<p>On-campus instruction will be in place Monday through Friday for all students. Routines and procedures will follow county/state mandates for physical distancing and cohorting.</p> <p>Class sizes will follow county/state mandates based on the number of students allowed per square foot and physical distancing mandates. Class size will be capped at 15.</p> <p>Indoor and outdoor spaces will be utilized to comply with physical distancing requirements as ordered by the County and/or the State of California.</p>	<p>Synchronous and asynchronous learning experiences in small groups, whole group, or 1:1 sessions will occur 2 or 3 times per day, depending on grade level.</p> <p>Each class, JK - 8, will have, at a minimum, a synchronous opening and closing each day. Morning and closing times will vary from class to class depending on the current needs. Specific scheduling and timing will be provided by teachers.</p> <p>All classes will maintain a Google Classroom site for course management, lessons, assignments, announcements, and general communication.</p> <p>The health of students is essential. Teachers will build in time for physical activity and time away from screens. This will look different depending on ages and grades.</p>	<p>We are in the unique and fortunate position to have a large campus that allows for cohorting students.</p> <p>Schedules will be determined if and when this would be the only option.</p> <p>The most likely scenario would be upper grades are A students, lower grades B students, rather than within one grade level. The rationale behind this is to limit overall numbers on campus.</p> <p>AB schedules, A students would attend school on campus on rotating days opposite B students. When students are not on campus, they would have remote instruction.</p> <p>Partial Day, Students would attend school for half-day either morning or afternoon and participate in remote learning when at home.</p>

2. Switching Between The Three Models

- Mulberry School will start the school year with in-person on-campus instruction if
 - Santa Clara County comes off the State's watchlist, or
 - If the Elementary School Waiver is granted by the county, in which case our 7th/8th graders will have to start the year remotely as they are considered middle school students and not part of the waiver.
- If Mulberry School is closed either due to cases in our community or as part of a Shelter-In-Place Order, we will transition to our remote learning program. Once we are permitted to return to campus, we will transition back to in-person on-campus instruction.
- In cases of bad air quality or similar scenarios, we will also have the option to switch to our remote learning program.
- The hybrid model provides the opportunity to reduce on-campus student and staff numbers when we are permitted to offer in-person instruction but feel it is safer to have fewer students on campus.

Communications and Parent Education

- If the school administration is informed of a positive test result, the school will inform the school community (parents and staff) via email while maintaining confidentiality as required by state and federal laws (FERPA and HIPPA).
- All other communications:
 - If an urgent alert needs to be sent out, Mulberry will utilize RenWeb's Parent Alert System, which will send a text message to the whole community.
 - This will typically be followed up by an email providing more information and guidance.
 - Regular COVID-19 communications will be sent out by email.
 - All other school updates and announcements and COVID-19 safety and health reminders will typically be included in the school's newsletter, the Buzz.
- A family education video demonstrating entering and leaving campus, routines, and procedures will be shared with families before the start of school. In addition, written guidelines will be provided to parents.

Sources and Resources

- [Joffe Emergency Services](#)
 - All 4 members of Mulberry's Safety Team are Certified Pandemic Coordinators and completed the 6-day Pandemic Coordinator Training
 - Weekly Health and Safety Updates
- [Johns Hopkins University](#): All 4 members of Mulberry's Safety Team completed the COVID-19 Contact Tracing Course
- COVID-19 Prepared: Reopening of Santa Clara County K-12 Schools, Revised 8/7/20
- Cal/OSHA COVID-19 General Checklist for Schools and School-Based Programs
- Cal/OSHA COVID-19 Industry Guidance: Schools and School-Based Programs

- CDE: Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools
- CDPH: COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year
- Oversight MD COVID-19 Screening Application, www.OverSightMD.com, Brochure attached

*** This plan is subject to change as required by the mandates and directives issued by the County of Santa Clara and the State of California**