

SCHOOL SITE-SPECIFIC COVID-19 PREPAREDNESS PLAN SUMMARY

SCHOOL INFORMATION

Today's date (mm/dd/yy): 12/8/2020

School name: The Girls' Middle School

School reopening date (mm/dd/yy): 11/02/2020

Indicate school setting: Elementary (TK-6th

☐

Middle (6th-8th grades) ☒

High (9th-12th grades) ☐

grade) School/Program address:
3400 West Bayshore Road

District Office/Main Administration address (if applicable):
n/a

City: Palo Alto

City: Palo Alto

Zip code: 94303

Zip code: 94303

COVID-19 Designee Name: Elise DeYoung

Name of person completing form: Elise DeYoung

Direct phone for person completing form: 650-968-8338

Direct email for form completer: edeyoung@girlsms.org

CAMPUS PHYSICAL SPACE

Students:

Staff:

1. Provide the current anticipated number of students/staff on campus daily: 5

10

2. Which grades are/will be open? TK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ 6 ☒ 7 ☒ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐

3. How many individuals are expected to be on campus at any point in the coming month? 20

4. Provide the planned minimum distance between student desks: 6 feet

VOLUNTARY IMPLEMENTATION OF PRIORITY RECOMMENDATIONS

5. Describe site plans to minimize COVID-19 transmission in staff breakrooms:

The staff breakroom has been converted into a workspace with a maximum occupancy of three people. Staff may no longer use the appliances and must bring their own lunch and beverages. Only disposable service items are being provided. Staff are encouraged to eat and take breaks outside, in their cars, or in their private office with the door closed. There is no indoor break room.

6. Describe any plans to assess potential outdoor learning spaces (e.g., outdoor seating and shade/protection from elements) and/or to move instruction outdoors:

We have established six covered outdoor learning spaces to accommodate six cohorts of eight to nine students. We have also asked staff to avoid parking in one half of the parking lot to facilitate use of this paved area for learning activities. Additional space is available for the creation of more outdoor learning space if needed.

7. Describe any site plans to optimize indoor ventilation (e.g., opening operable windows, using high efficiency filters, etc.):

Windows in our building are sealed. Doors facing Highway 101 are closed due to the potential for vehicle-related pollution. Doors on back and side of the building are kept open during operating hours with drum fans pulling air to the outside. Our HVAC system has both carbon and MERV-13 filters. Classrooms have IQAir CleanZone SL air filtration unit that includes a HEPA filter.

8. Describe any plans to facilitate routine testing of teachers and staff (e.g., by healthcare providers or at County testing sites):

All staff and faculty who come into the building, regardless of how long they will spend inside, are required to conduct PCR testing every two weeks and submit the test results to our Human Resources department. In addition, anyone coming on campus is required to do a "COVID-19 Symptom and Exposure Screening" that reflects current Santa Clara County Public Health guidance.

9. Describe any plans to resume in-person instruction in phases (e.g., elementary in month 1, middle school in month 2, etc.):

GMS opened for in-person instruction in November, with appx. 60 students and 20 faculty and staff on campus daily. When SC County returned to the Purple Tier, we returned to fully remote learning. A small cohort of students (5 or fewer) will be on campus in December 2020 for "Facilitated Remote Learning." Once the county is back in the Red Tier for two weeks, we will return to campus in a hybrid model, with 1/3 to 1/2 of students and faculty on campus daily.

10. Provide link to complete school opening plan:

<https://www.girlsms.org/about/2020-21-school-reopening-plans>

School Preparedness Plan to Meet County Guidance for COVID-19

Visitor Information

(POST ON WEBSITE AND AT ALL SCHOOL ENTRANCES)

VISITORS/VOLUNTEERS

The school allows only necessary visitors and volunteers on the campus and will limit the number of students and staff who come into contact with them.

FACE COVERINGS - We will support students and staff wearing masks by:

- * informing our entire community about the proper use and care of face covering through weekly newsletters, on our website's family portal, and in lessons with students
- * displaying the required signage at all building entrances and throughout the building
- * empowering faculty to support students in proper use of face coverings
- * providing disposable face coverings for any students and staff who forget to wear a face covering or who's face covering has become soiled or damaged
- * refusing entry to the building and outdoor campus areas for anyone not willing to wear a face covering

PHYSICAL DISTANCING - We will support physical distancing by:

- * Spacing all student, faculty, and staff desks at least six feet apart
- * Utilizing floor decals spaced 6 feet apart in hallways and outdoor spaces (e.g. queue for outdoor sinks) and converting some hallways to one-way use
- * Displaying the required signage at all building entrances and throughout the building
- * Providing a 6-foot pool noodle to each classroom to help with visualizing appropriate
- * Assigning restroom stalls to specific cohorts of students
- * only allowing one student per cohort at a time to use the restroom

CLEANING & MAINTENANCE

We will support cleaning and maintenance of our campus by:

- * increasing the frequency of surface disinfection to nightly
- * employing additional cleaning staff during the day when faculty and students are in the building to clean restrooms and high-touch surfaces
- * providing each classroom with hospital grade antibacterial and antiviral cleaning solutions, appropriate PPE, and paper towels
- * training all faculty and staff on appropriate cleaning and disinfection protocols for their workspace and shared equipment (e.g. photocopiers)

HYGIENE - We will support routine and frequent handwashing by:

- * requiring all staff and students to wash their hands with soap and water for at least 20 seconds at the following times:
 - * upon arrival and at dismissal time
 - * prior to and after eating
 - * after using the restroom
- * installing additional handwashing stations outside the building
- * assigning each cohort of students a specific unique handwashing station
- * installing wall-mounted touchless hand sanitizer dispensers in each classroom and throughout the building in common areas

ROUTINE TESTING - We will encourage and support staff testing by:

All staff and faculty who come into the building, regardless of how long they will spend inside, are required to conduct COVID-19 testing every two weeks and submit the test results to our Human Resources department. In addition, anyone coming on campus is required to do a "COVID-19 Symptom and Exposure Screening" that reflects current Santa Clara County Public Health guidance.

- **Families are required to report known cases of COVID-19 in their household to the school immediately. The school will report all known COVID-19 cases to Santa Clara Public Health.**

<https://www.girlsms.org/about/2020-21-school-reopening-plans>

- **For more details, see our complete school opening plan here:**