### Case Notification Protocol

**Menlo Park City School District**

**Who is informed when a student or staff member tests positive for COVID and how?**

<table>
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<tr>
<th>Scenario</th>
<th>Information and Action</th>
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<tbody>
<tr>
<td>You are a “case.” You have tested positive for COVID. You must inform your principal &amp;/or HR.</td>
<td>MPCSD Contact Tracer will contact you by phone. You will stay home from school for at least 10 days from symptom onset/positive test. Read SMC PRF thoroughly.</td>
</tr>
<tr>
<td>You are a “contact” of a case <strong>in the school</strong>. Case is someone with whom you spent more than 15 minutes/24 hours within six feet.</td>
<td>You will be notified via email by MPCSD that you are a close contact and any quarantine info will be included. Vaccinated contacts do not need to quarantine if asymptomatic. Unvaccinated contacts with both parties masked can use modified quarantine (still attend school). See SMC PRF for more info.</td>
</tr>
<tr>
<td>There was a case <strong>in the school</strong> but you were not identified as a contact.</td>
<td>You will receive an email informing you that someone at your school with whom you did not have direct contact has tested positive. You should monitor your own symptoms. School for you will proceed as normal.</td>
</tr>
<tr>
<td>Someone is a “contact” of a case <strong>outside of school</strong>. He/she must inform Principal and/or HR.</td>
<td>MPCSD will NOT communicate this to the broader community. Contact will need to quarantine for 10 days from last exposure. No quarantine needed if fully vaccinated, but 14-day symptom watch period required.</td>
</tr>
<tr>
<td>Someone is a case, contact, or indirect contact at another school site/location.</td>
<td>MPCSD will NOT communicate this to the broader community, only to the school site.</td>
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</tbody>
</table>

Revised: **09.13.2021**. See MPCSD FAQ at mpcsd.org and San Mateo County PRF at smcoe.org for more detail. Information subject to change.
When can a student/staff member return to school after potential COVID exposure or symptoms?

1. **You have tested positive for COVID.**
   - If symptomatic, you may return after at least 10 days from symptom onset including 1 day (24 hours) after recovery. If asymptomatic, you may return 10 days after date of positive test.

2. **You have COVID symptoms and were a contact to a case.**
   - Recommend testing. Vaccinated & test negative, return when symptoms have improved and 24 hrs passed since last fever w/o medication. Unvaccinated & test negative, 10 day quarantine. If you test positive see above.

3. **You have COVID-like symptoms but have not had contact with a known case and you have not taken a COVID test.**
   - You may return based on recommendations of your health care provider or 1 day (24 hours) after resolution of symptoms. *If you have a pre-existing condition which may cause COVID-like symptoms, be sure that information is on file.

4. **You have COVID-like symptoms but have not had contact with a known case and you have not taken a COVID test.**
   - Recommend testing. If positive, see box one above. If negative, see box three above. If no test, you may return after 10 days since symptoms appeared including 1 day (24 hours) with no fever and symptoms have resolved. Siblings should stay home as well until a negative test is received for the symptomatic child.

5. **You do not have COVID symptoms but were contact to a case.**
   - Asymptomatic contacts do not need to quarantine if vaccinated. If unvaccinated and asymptomatic, modified quarantine (still attend school) if both parties masked. If unmasked and unvaccinated, then quarantine 10 days or 7 days with negative test after day 5.

PPE Automatically Provided to Each Teacher

- 5 cloth masks for teacher personal use;
- 1 cloth mask with "window" (mouth is able to be seen) for teacher personal use (K-1, SI, speech pathologists and teachers of deaf/hard of hearing students only);
- 1 cloth mask per student to offer each child to take home;
- 1 spray bottle of disinfectant; paper towels (refills available from the custodian.);
- 30 adult surgical masks for teacher personal use as needed;
- 30 pediatric surgical masks to provide students (forgotten, damaged, or wrong);
- 1 N95 Mask in labeled bag for close contact with coughing/crying child.

PPE Automatically Provided to Support Staff

- Cloth masks for personal use (5 for site staff/2 for DO staff);
- 30 adult surgical masks for staff personal use as needed (site staff);
- 1 N95 Mask in labeled bag for close contact with coughing/crying child (site staff).

PPE Available Upon Request

- Teacher/Staff plexiglass divider
- Class set of clear student desk dividers.
- Face Shield or Safety Glasses
- Cloth Smock or Towel
- Latex-free Gloves

PPE not on this list may be requested through your site supervisor and/or nurse. Requests will be evaluated by the district and if accepted will be supplied.

Initial PPE requests will be fulfilled through a return-to-school PPE order form. To refill, replace, or secure new PPE after initial request, please see site supervisor and/or nurse.

Proper Handling of PPE

- Masks should be in a clean bag when not in use. Launder reusable masks after each use.
- Wash hands before applying mask, put over nose & mouth & secure under chin. Do not rest mask on forehead or neck. Refrain from touching mask & if so, wash or sanitize your hands.
- N95 masks should be reserved for use when assisting a coughing or crying child. They should be kept in their labeled bag when not in use. Refer to fitting recommendations provided in the bag.
- Face shields, safety glasses, and table/desk dividers should be handled carefully and disinfected between uses.
- Surgical masks and gloves are disposable. Discard gloves after each use; do not use for more than one task. Do not touch the outside of glove with bare hand.
- If you choose to use a smock, you are responsible for laundering after use.
- Spray cleaner should NOT be sprayed directly on surface; rather, it should be sprayed into towel.

Revised: 09.25.20. See MPCSD FAQ at mpcsd.org and San Mateo County PRF at smcoe.org for more detail. Information subject to change.
When the results of a classroom (teacher/student) pool test come in...

Pool test negative, no further action

- All pool members will be moved to isolation area and given two follow-up tests (antigen and PCR).
- Staff coverage for classroom (non-pool kids) while teacher tests and waits for results.

Pool test + Results come in while class in session

STUDENT
- All student pool members will be contacted and given two follow-up tests (antigen and PCR) in drive-through.
- Time arranged with site/district.
- Wait 15 minutes for antigen results.

Pool test + Results come in outside school hours

TEACHER
- Teacher pool member will be follow-up tested (antigen and PCR) as soon as arrive on campus in the morning.

Wait 15 minutes for antigen test result. PCR test results available in 24-48 hrs.

Antigen test is negative, return/go to class

If antigen test negative for WHOLE POOL, send whole class home, move to DL while awaiting PCR test results. Notify whole class of reason for move to DL, recommend Covid testing for non-pool students.

Antigen test is positive, send home

STUDENT +: call parents to pick-up. TEACHER +: teacher must go home to isolate, emergency coverage for the day. Work with site leader re: plan for duration of isolation.

PCR test results will identify positive case.

Start contact tracing and notification as usual, using desk map to identify close contacts. Only positive case needs to stay home and isolate.
You are going to be absent from work...

You have COVID-like symptoms...

- Record absence in Frontline and call HR. Consider doing the following:
  - Begin isolation
  - Call your physician or medical provider.
  - COVID testing recommended

  COVID test is negative?
  - With symptoms only and no "close contact." Stay home until 24 hours after resolution of symptoms. HR will provide return-to-work date.

  COVID test recommended, but if refusing, stay home for at least 10 days. Alert HR, who will provide return-to-work date.

No COVID test is taken?

COVID test is positive?

- Follow physician instructions. Stay home until:
  - fever-free for 24 hours without fever reducing medication, &
  - symptoms resolved, &
  - at least 10 days since your positive test or symptom onset. HR will provide return-to-work date.

COVID test is negative?

- After "close contact," stay home for at least 7 (with testing) or 10 (no test) days. Alert HR, who will provide return-to-work date.

You experienced close contact (less than 6-feet for more than 15 mins) with a confirmed COVID case...

NOT VACCINATED: Record absence in Frontline and call HR. Follow these directions:
- Begin quarantine
- Call your physician or medical provider
- Get COVID tested.

IF FULLY VACCINATED: No quarantine needed if asymptomatic. 14-day symptom watch period required

Any absence, non-COVID related...

- Record your absence in Frontline

Leave handled in accordance with CBA/MOU

Leave handled in accordance with CBA/MOU

Revised: 08.23.2021. See MPCSD COVID Dashboard at mpcsd.org and San Mateo County PRF at smcoe.org for more detail. Information subject to change.
**Students/Staff Health Screening**

All students (parents complete for students) and staff must perform a self-screening every morning before coming to school. If you have COVID or flu-like symptoms **do not come to school**, and contact your healthcare provider for follow-up.

**Student/Staff has no COVID or flu-like symptoms.**

- Wear mask, practice social distancing when required & wash hands regularly.
- **If COVID positive**, alert Principal & HR.
- Return to school when 24-hours fever free & symptoms have improved and 10 days since symptoms first appeared.

**Student/Staff develops a low grade fever (99.1-100.3 F) while at school.**

- If COVID negative and no contact, may return after 24 hours symptom-free. If contact, must quarantine 10-14 days.

**Student/Staff develops a fever (100.4 F +) &/or presenting with COVID-like symptoms while at school.**

- Notify nurse. Follow up w/ additional health checks during school day. Notify parent. Ensure strict masking and distancing practices.
- Self-isolate and recommend testing.

**COVID Testing in MPCSD**

MPCSD staff are tested weekly, even if fully vaccinated, at their school site (D.O. staff tested at Encinal). Unvaccinated staff are tested twice weekly.

Students are offered on-campus testing with Gingko. If parents do not opt-in, they are highly encouraged to be tested every two weeks elsewhere.

Any staff testing COVID positive must alert HR immediately. Any parent of a student who tests positive must alert principal, District Nurse or info@mpcsd.org immediately.

**Revised:** 09.30.2021. See MPCSD FAQ at mpcsd.org and San Mateo County PRF at smcoe.org for more detail. Information subject to change.
Risk Mitigation
Menlo Park City School District

The success of our reopening and keeping our schools open depends on all of us. MPCSD has very strict health and safety protocols in place to minimize the risk of virus spread. County health experts have been clear: community spread of COVID in San Mateo County is coming from people’s behavior at home.

**Travel**

Please avoid unnecessary travel. See [CDPH advisory](#): If you travel outside of California and/or you are unvaccinated, it is recommended you quarantine for 10 days (7 days with negative test) before returning to MPCSD if your travel included higher risk activities. Monitor symptoms for 14 days after any travel.

**Sleepovers and Playdates**

Until a vaccine is available to children under 12 or spread is significantly reduced, you can help keep students safe by limiting socialization indoors between multiple families. Outdoor playdates are safer than indoors, and masking is always a good idea when getting together with other households indoors.

**Large Groups**

With unvaccinated children, please avoid large group scenarios. If at a restaurant, please eat outdoors. When groups are not avoidable, wear mask (even outdoors) and maintain distance if possible.

**Follow County Health & Safety Guidelines**

Please wear a face covering indoors per the county’s guidelines. Wash hands often. Stay home when not feeling well or exhibiting COVID-like symptoms. Alert MPCSD immediately if COVID positive.

Revised: 08.23.2021. See MPCSD COVID Dashboard at mpcsd.org and San Mateo County PRF at smcoe.org for more detail. Information subject to change.
HVAC + COVID
Menlo Park City School District

MPCSD has consulted with HVAC experts to develop these best-practice protocols around heating, ventilation, and air conditioning use during the COVID pandemic.

**Ventilation**
The fans (ventilation) inside our schools’ HVAC systems will be run all day (approximately 7 a.m. - 4 p.m.) with the dampers open pulling fresh air from outside. The MOT Department will control the dampers and fans; individual staff may not switch the controls. A box fan in the doorway may also be used.

**Filtration**
All HVAC systems have been outfitted with the recommended MERV 13 filters, proven effective against COVID and smoke. Additionally, MPCSD has placed Medify HEPA filtration systems in each classroom space to be run whenever people are present. HEPA filters must be shut off at end of day.

**Doors and Windows**
Doors and windows must remain open to let in fresh air. Even in hot or cool weather, doors and windows will be open. A/Cs and heaters may run but will not keep the temperature as moderated as normal. Dress accordingly.

**Heating and Air Conditioning**
During cool weather, heaters will run with the dampers open to pull in outside air. Only MOT should control the heater operation, but temperature can be adjusted at site. Because outside air is mixing with the heat, it will not be as warm as usual inside our buildings. Dress for the weather. **DO NOT USE personal/space heaters in classroom spaces.** For rooms with air conditioning, the A/C may run when the weather dictates, but with dampers open to pull in outside air. It may not cool the space as usual. Dress for the weather.

**Poor Air Quality**
In cases of poor outdoor air quality, doors and windows will be closed, HVAC units (with MERV 13 filters) will run without drawing outside air, and HEPA filters will continue to filter the classroom air, per the PRF guidelines. See MPCSD’s extensive [Air Quality FAQ page](https://mpcsd.org) for more details. You may also reference the [EPA’s air quality guide](https://www.epa.gov/air-quality/safe-activities-and-schools) for safe activities and schools and the San Mateo County Office of Education's [Air Quality Resources webpage](https://smcoe.org) for more information.

**HVAC Questions? Think your fan isn’t working?** Let us know. During COVID, you can skip the work order system for HVAC concerns--EMAIL [hvac@mpcsd.org](mailto:hvac@mpcsd.org) for fastest service.
Only students with a specific restriction regarding air quality on their MPCSD Health Care Plan will be kept inside during recess, P.E. and lunch. All parents can contact the school office to request their child to stay indoors for recesses and lunchtime. Field trips to indoor locations will move forward as planned.

MPCSD will implement Shelter in Place Protocol. During “Shelter in Place,” recess and outdoor activities will be canceled or held indoors; movement outside between buildings is okay. Staff should close and seal doors, windows, and vents; shut down the classroom/building heating, ventilation, and air conditioning systems to prevent exposure to the outside air. “Shelter in Place” may be modified depending on the air quality level, the distance between buildings, and other factors.

All physical activities will be held inside for all children, including recess, P.E, and lunch. The PRF affirms that HVAC with MERV-13 filters and additional HEPA filters in classrooms are sufficient to clean the air during COVID even when doors and windows are closed.

MPCSD follows the San Mateo County Office of Education and Health Department's Pandemic Recovery Framework for guidance on school safety during COVID. The PRF affirms that upgraded ventilation systems with MERV 13 filters and classroom portable HEPA filters (MPCSD has both) are sufficient to clean the air and keep students and staff safe even when doors and windows are shut and ventilation systems are recirculating the indoor air, due to poor air quality. MPCSD will follow the PRF guidelines for poor air quality, keeping schools open, in alignment with the district's air quality protocols.

Recognizing that particularly virulent strains of COVID can put students at greater risk when they are indoors without a mask, should the AQI rise above 200 before lunch, the Superintendent may make the decision to close schools early instead of risking maskless eating and drinking indoors. This exception is specific to when COVID spread is particularly concerning and students do not have access to vaccination.

If a parent cannot pick up their child once school is closed early, arrangements will be made to supervise the child at school and provide them as safe a space as possible to eat lunch.

Cleaning Schedules
Menlo Park City School District

**Restrooms**
Student and staff restrooms will be thoroughly cleaned and disinfected every day and following any person sick with COVID symptoms using the restroom.

**Classrooms**
Classrooms and other school spaces will be thoroughly disinfected daily, including a finishing aerosol disinfectant proven effective on COVID. Trash will be emptied and vacuuming will occur at least 3X per week.

**Playground Equipment**
Students will be required to wash hand before and after use as the main mitigation against germs in the playground area.

**Eating Areas**
Eating areas will be rinsed and sanitized before and after each use of the area. Students will sit at least 3 feet away from any other student and face-to-face eating will be discouraged.

Revised: 08.09.2021. See MPCSD FAQ at mpcsd.org and San Mateo County PRF at smcoe.org for more detail. Information subject to change.
COVID Cleaning & Disinfection
Menlo Park City School District

**What cleaning products and procedures are being used in MPCSD?**

Who have we consulted in making the decision?
San Mateo County Schools Insurance Group
San Mateo County Office of Education
Vendor: Resource Solutions Group of SF
Manufacturer: Diversey

From where did we make our selection of cleaning product?
The “List N” is provided by the Environmental Protection Agency (EPA) and includes those cleaners/disinfectants approved by the EPA for use against COVID-19.

What are the different types of products and what product did MPCSD choose?
Available products are divided into 3 groups determined by their base: Hydrogen Peroxide, Quaternaries (Quat), or Chlorine Bleach. All surface cleaning products effective against virus involve some concern to people or surfaces; however, Hydrogen Peroxide based products are seen as safest to people in a school setting. If handled properly, risks are mitigated for safe use in schools.

Which product does MPCSD use?
For daily cleaning, MPCSD selected Diversey’s “Oxivir Tb” product. In spaces that have been closed due to a COVID positive case, Essential Industries “Quat 20” product may be used for further disinfection.

How and how often will MPCSD facilities be cleaned?
MPCSD bathrooms, classrooms and office spaces will be cleaned daily. Each evening, classrooms will also be sprayed with a fine mist of “Oxivir TB” using an “electrostatic sprayer.”

Revised: 08.09.2021. See MPCSD FAQ at mpcsd.org and San Mateo County PRF at smcoe.org for more detail. Information subject to change.
What is the notification chain when an MPCSD student or staff tests positive for COVID?

**COVID Positive Individual**
- If student, parent notifies Principal immediately.
- If staff, employee notifies Principal/Supervisor & HR immediately.

**Principal/Assistant Principal and Human Resources**
- Notifies District Nurse & Superintendent
- Determines cohort (teacher name)
- Leads Contact Tracing with Nurse. Identifies all space used and individuals contacted.
- Notifies MOT Director for cleaning instructions.

**Student Services ED / Lead Nurse**
- Assists Principal/Supervisor with contact tracing.
- Prepares community & cohort notification letters.
- Shares letters with PIO for review.
- Records case in spreadsheet.
- Notifies County Health Department per PRF.

**Public Information Officer**
- Sends out notification email to impacted cohort/contacts; CC: Principal and Superintendent
- Sends school community letter to all parents and campus staff; MPEA/CSEA pres, Child Care Director for the campus (elem only), Tech Dept, Flor Espinal; cc Sup, P, AP, Cabinet, plove@smcoe.org, dwood@csea.com
- Sends any additional letter(s) to close contacts as identified through contact tracing
- Updates public COVID case tracker on website

**Director of MOT**
- Directs MOT staff to disinfect affected areas before next school day. Confirms with principal.

**Superintendent**
- Receives updates, provides support, and affirms notification letters.
MPCSD is offering sports and afterschool activities, organized through each school's PTO, on campus during the 2021-22 school year. In order to make these programs as safe as possible for students and families, coaches, and the community, MPCSD will follow these guidelines. All vendors providing afterschool activities will receive and follow MPCSD’s Health & Safety guidelines.

**Masks**

*Sports:* Masks will be worn by all MPCSD participants and coaches indoors and outdoors while on MPCSD campuses. Spectators & visiting athletes/coaches must wear masks indoors and are asked to also wear masks while outdoors on MPCSD campuses.  
*Afterschool programs:* All programs will require masking indoors and outdoors.

**Spectators**

Spectators are not allowed at sports practices, indoors or outdoors. Spectators will be limited at sporting events on MPCSD campuses. All spectators are asked to follow MPCSD’s outdoor masking expectation.

**Quarantine/Modified Quarantine**

Any individual who is on a COVID quarantine (close contact) must refrain from participating in sports or other afterschool activities until the quarantine period is complete. This includes modified quarantine; county guidelines require that during modified quarantine, students may attend school but not school or community based extracurricular activities.  
*Newton:* Students using Newton childcare at MPCSD campuses may continue attending as long as they remain asymptomatic and follow modified quarantine testing guidelines. This exception is for Newton only.

**Positive COVID Test/Contact Tracing**

MPCSD will assist in contact tracing for any positive COVID cases among participants or attendees of afterschool sports and activities. Please follow MPCSD’s reporting guidelines for any individual who tested positive after attending or participating in sports or an afterschool program: a family member should immediately notify their site leader, site nurse, district nurse, or email info@mpcsd.org.

**Weekly COVID Testing**

MPCSD students participating in sports should be registered for the on-campus weekly testing. If your student is not already enrolled, please contact info@mpcsd.org to enroll.