

COVID One Pagers

Menlo Park City School District



Isolation & Quarantine Guidelines

Menlo Park Clty School District

What should I do if my student has tested positive?

- Immediately email info@mpcsd.org with the student's full name, school site, date of positive test, symptom onset date, and last date of attendance at school. Someone will respond to you with a return-to-school plan.
- KEEP THE STUDENT HOME! All students who test positive for COVID must be excluded from school/workplace for at least five (5) days (isolation).
- Students may return from isolation after day five (5) if symptoms are NOT present or are RESOLVING and the result of an antigen test collected on day five (5) or LATER is NEGATIVE.
- A student who is unable or chooses not to test, but who is asymptomatic or whose symptoms are resolving may return to school after day ten (10). If symptoms are not resolving, they may not return to school until their symptoms are resolving or until 10 days after the positive test. No students may return with a fever until they have been fever-free for 24 hours without the use of a fever-reducing medication. Fever means 100.4 degrees Fahrenheit or higher.

What should I do if my student has been EXPOSED to someone with COVID-19?

- If exposure happened outside of school, immediately email info@mpcsd.org with the exposed student's full name, school site, date and circumstances of exposure, and last date of attendance at school.
- Since quarantine guidelines for exposure depend primarily on whether or not the exposed student is considered fully vaccinated, please read the following table for applicable guidelines.

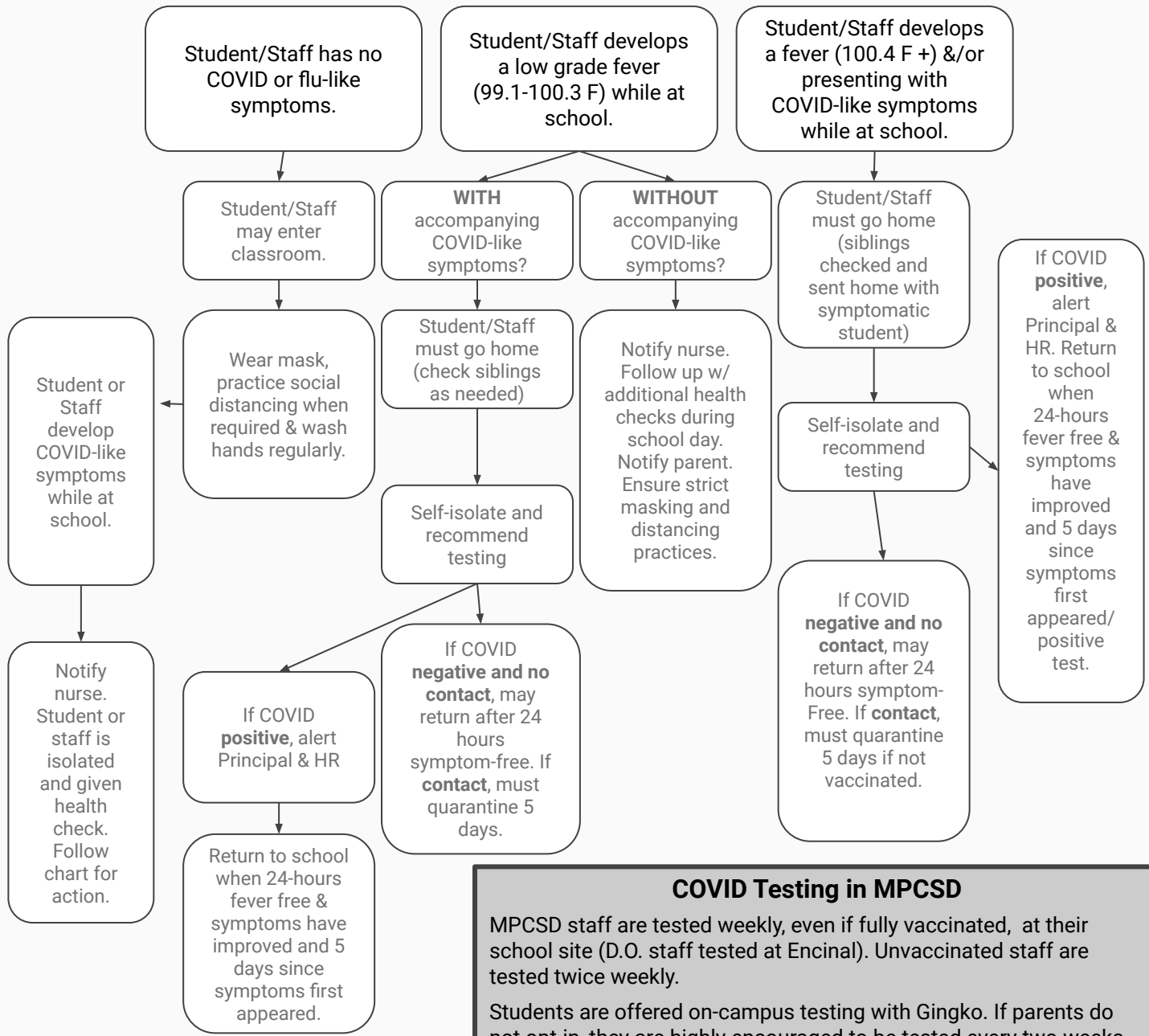
<p>Fully Vaccinated <u>Student:</u> Defined as having received the second vaccination dose at least two weeks prior.</p>	<p>Student does not need to quarantine, but must:</p> <ul style="list-style-type: none">• Test on day five (5) to ensure you (student) have not become positive.• If you test positive, you must follow isolation recommendations above.• If you develop symptoms, you must quarantine pending the results of a test.
<p>Unvaccinated <u>Student:</u> Defined as not having received your two full doses of the vaccine at least two weeks prior.</p>	<p>SCHOOL EXPOSURE Exposed, unvaccinated students may continue to attend school under <i>modified quarantine</i> but must test on or after day five (5). This means you (student) may attend school as outlined in the classroom exposure notification letter, BUT MUST QUARANTINE from non-school activities (sports, afterschool classes, community events, etc.). Attendance at Newton childcare is allowed. Testing is provided at school if you are enrolled in MPCSD's on-campus, pooled testing program. To enroll, email info@mpcsd.org. You may also send a test result to info@mpcsd.org and find community testing options at our Covid Dashboard. Write student's initials and date of test on test sample for home tests. If necessary, you may take a test at the District Office, 181 Encinal Ave., Atherton, any weekday between 9-10 a.m.</p> <p>EXPOSURE OUTSIDE OF SCHOOL Stay Home! You (student) must be excluded from school for at least five (5) days after your last close contact with a person who has COVID-19.</p> <ul style="list-style-type: none">• You must test on day five (5). Send test results to info@mpcsd.org. Write student's initials and date of test on test sample for home tests. If necessary, your child may take a return-to-school test at the District Office, 181 Encinal Ave., Atherton, any weekday between 9-10 a.m.• Quarantine can end and you may return to school after day five (5) if symptoms are not present AND the antigen test collected on day five (5) or later tests negative.• If you are unable or choose not to test and do not have symptoms, your quarantine can end and you may return to school after day ten (10).• If you test positive for COVID-19, follow the isolation requirements above.• If you develop symptoms, you must be excluded pending the test results.

Health Screening and Testing

Menlo Park City School District

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.



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. PCR and antigen (including home kits) are acceptable for return to school.

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.

Case Notification Protocol

Menlo Park Clty School District

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

You are a “case.” You have tested positive for COVID. You must inform your principal &/or HR.

MPCSD Contact Tracer will contact you by phone. You will stay home from school for at least 5 days from symptom onset/positive test. Read [SMC PRF](#) thoroughly.

You are a “contact” of a case *in the school*. Case is someone with whom you spent more than 15 minutes/24 hours within six feet.

You will be notified via email by MPCSD that a case was in your classroom and any quarantine info will be included. Vaccinated contacts do not need to quarantine if asymptomatic. Unvaccinated contacts (students) can use modified quarantine (still attend school). See [SMC PRF](#) for more info.

There was a case *in the school* but you were not identified as a contact.

You will receive an email (weekly summary) informing you that someone at your school has tested positive. You should monitor your own symptoms. School for you will proceed as normal.

Someone is a “contact” of a case *outside of school*. He/she must inform Principal and/or HR.

MPCSD will **NOT** communicate this to the broader community. Contact will need to quarantine for at least 5 days from last exposure. No quarantine needed if fully vaccinated, but 14-day symptom watch period required.

Someone is a case, contact, or indirect contact at another school site/location.

MPCSD will **NOT** communicate this to the broader community, only to the school site.

Returning To School

Menlo Park Clty School District

When can a student/staff member return to school after potential COVID exposure or symptoms?

You have tested positive for COVID.

If symptomatic, you may return after at least 5 days from symptom onset including if symptoms are resolved/resolving. If asymptomatic, you may return 5 days after date of positive test. Must test negative day 5 (antigen).

You have COVID symptoms **and were a contact** to a case.

Recommend testing. Vaccinated/boosted & test negative, return when symptoms have improved and 24 hrs passed since last fever w/o medication. Unvaccinated/unboosted & test negative, 5 day quarantine. If you test positive see above.

You have COVID-like symptoms but **have not had contact** with a known case and you tested negative.

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.*

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.

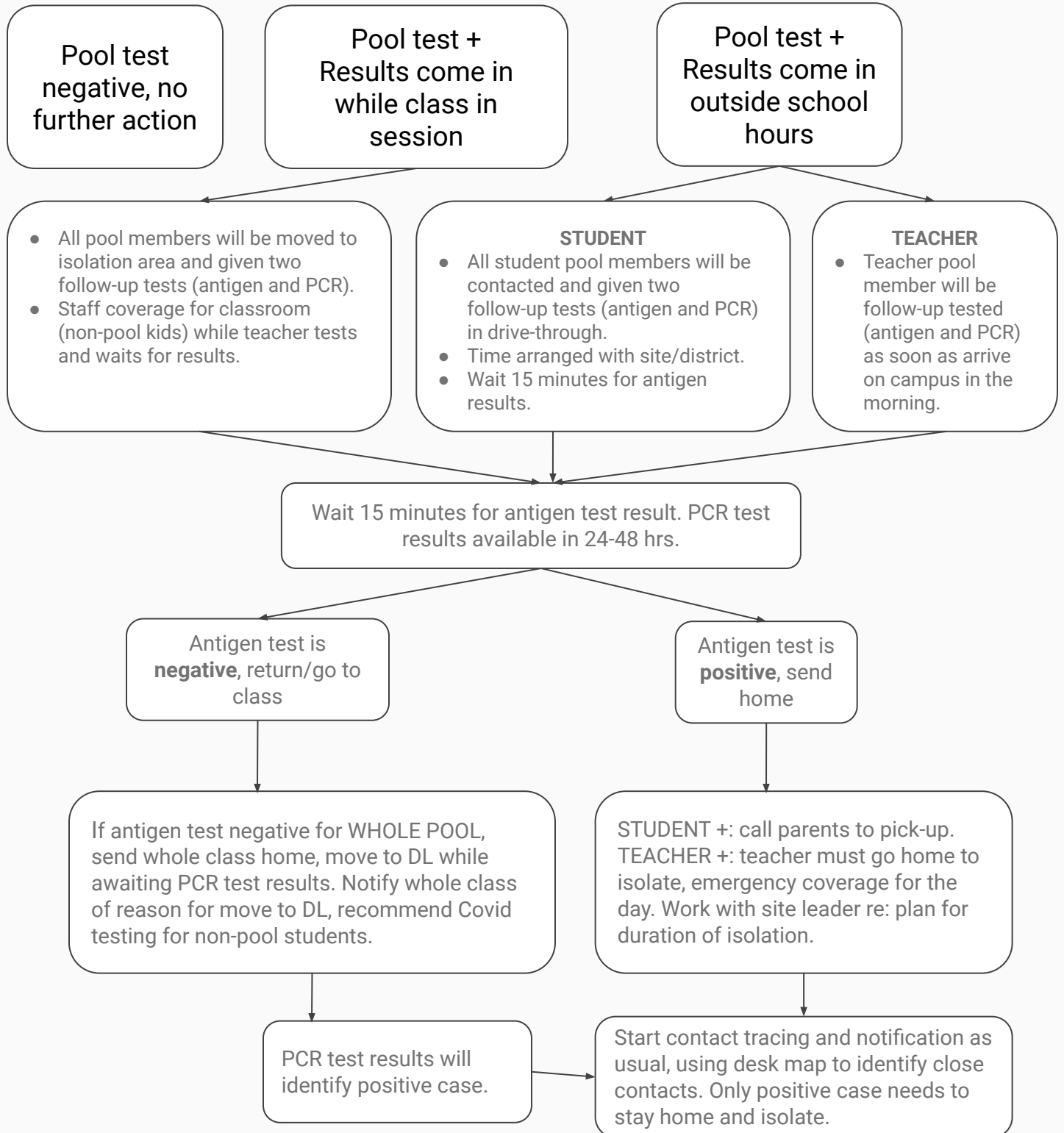
You do not have COVID symptoms but were contact to a case at school.

Asymptomatic contacts do not need to quarantine if vaccinated & boosted. If unvaccinated and asymptomatic, modified quarantine (still attend school) for students. Unvax/unboosted staff quarantine 5 days with negative test day 5, if asymptomatic then no quarantine but test day 3-5.

Pool Test Results Flowchart

Menlo Park City School District

When the results of a classroom (teacher/student) pool test come in...



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.



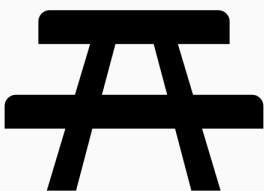
Classrooms

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.

Elevated AQI Response

Menlo Park City School District

AQI 101-150 Unhealthy for Sensitive Groups

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.

AQI 151-200 Unhealthy

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.

AQI 201+ Very Unhealthy / Hazardous

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.

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.



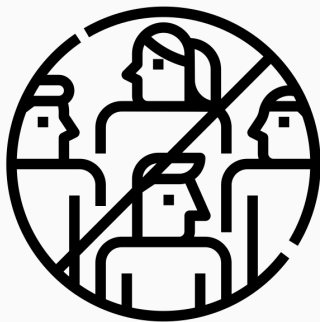
Travel

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.



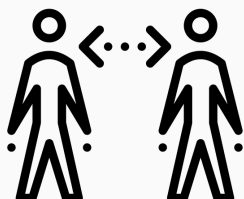
Sleepovers and Playdates

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.

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.



Created by Kick
from Noun Project

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.



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from Noun Project

Filtration

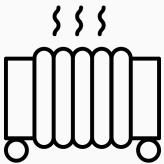
All HVAC systems have been outfitted with the recommended MERV 13 filters, proven effective against COVID and smoke. Additionally, MPCSD has placed Medify HEPA filtration systems in each classroom space to be run whenever people are present. HEPA filters must be shut off at end of day.



Created by Vectorstall
from Noun Project

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.



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from Noun Project

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.



Created by Yu luck
from Noun Project

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](#) for more details. You may also reference the [EPA's air quality guide](#) for safe activities and schools and the San Mateo County Office of Education's [Air Quality Resources webpage](#) for more information.

Sports/Afterschool Activities + COVID

Menlo Park City School District

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.



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from Noun Project

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.

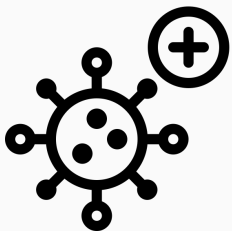


Created by Victoruler
from Noun Project

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.



Created by Rahmat Hidayat
from Noun Project

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**.



Created by monkik
from Noun Project

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.

COVID Cleaning & Disinfection

Menlo Park Clty 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 a "electrostatic sprayer."

Exposure Notification Letters

Menlo Park City School District

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.

Superintendent

Receives updates, provides support, and affirms notification letters.

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.

Director of MOT

Directs MOT staff to disinfect affected areas before next school day. Confirms with principal.

Public Information Officer

- Sends out notification email to impacted classrooms; CC: Principal and Superintendent
- Sends weekly 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, dpatenaude@csea.com.
- Sends any additional letter(s) to close contacts as identified through contact tracing. *Suspended temporarily as of 01.04.2022*
- Updates public COVID case tracker on website.