



# 2022-2023 School Safety Plan

Menlo Park City School District

*Updated August 10, 2022*

# Introduction & Table of Contents

Thank you for taking the time to read through MPCSD's School Safety Plan for the 2022-23 School Year. As a society, we are now in a place of "living with COVID" and many of the actions we take are at the individual level, rather than mandated by government entities. Your actions help keep you safe and contribute to our entire community's health.

You will notice that this year's Safety Plan is minimal and asks families to take the precautions that are right for you and your risk level. While there are fewer COVID-specific rules and practices, MPCSD continues to follow the CPDH and CDC to minimize risk while prioritizing in-person learning and keeping our students and staff healthy and in school. However, as we have throughout the pandemic, we approach our response as a dial, not a switch. We remain informed and flexible to adjust protocols as needed throughout the year.

If you still have questions after reading this plan, please email [info@mpcsd.org](mailto:info@mpcsd.org).

Sincerely,  
*Erik Burmeister*, Superintendent  
*Kristen Gracia*, Incoming Superintendent

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2021-22  
School Safety Plan



# Instructional Models and Glossary of Terms

For the 2022-23 school year, we offer full-time in-person instruction. This COVID Safety Plan outlines the health and safety protocols MPCSD will implement to maintain safe campuses while making the education experience as “normal” as possible for our children and staff.

This COVID Safety Plan aligns with:

**COVID-19 Safe Schools Framework (SSF):** A [framework for schools in San Mateo County](#) published by the SMC Health and Education Departments. Provides school leaders with the health, education, and legal guidance needed to develop plans for on-campus instruction and learning during the COVID-19 pandemic.

**California Department of Public Health (CDPH):** CDPH provides resources and current health information to local health agencies and the broader public, including its [COVID-19 Public Health Guidance for K–12 Schools](#).

**Health Orders:** [Public health orders](#) are issued statewide or by local counties when there is an increased risk to the public’s health because of the threat of an infectious disease.

For families with health concerns about COVID who need to keep their students home this year, there are the following options. Please note that neither option allows for students to remain enrolled in MPCSD:

**Home School:** Home School is when a parent instructs their children at home. Home schooled students are not part of the school district. More information about home school is [available here](#).

**Online School:** There are various online schools operating that you may choose for your students. MPCSD does not have relationships with or recommend any program or another. To enroll in a private online school, your students will be disenrolled from MPCSD.

# Section 1

## Our Continued Commitment

Menlo Park City School District's top priority is the safety of its students and staff while providing a robust educational experience and supporting our community's mental and emotional health.

Remaining safe means remaining flexible to the health conditions at the time and preparing for any number of adaptations to our program. As such, MPCSD will maintain its "dial" approach, rather than a "switch." We will remain dynamically responsive to COVID data in San Mateo County and the recommendations of health officials.

**It's a DIAL not  
a SWITCH**

The model can change as the  
conditions and directives change.  
*It's not static; it's dynamic.*

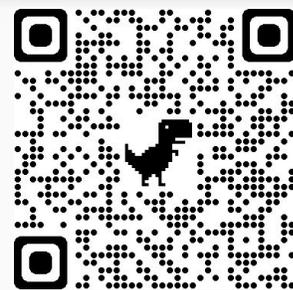


The best way to track potential changes is to carefully read any and all messages on ParentSquare from the district. You can download ParentSquare from Google Play or the App Store. *Download today!* Messages will reach you via email even if you don't use the ParentSquare app.

# Section 2

## Health and Safety Practices

MPCSD maintains COVID information at its COVID dashboard, accessible by scanning the QR code at right or [here](#). MPCSD points to publicly available resources as much as possible, to keep information consistent and aligned with our local and state health departments.



MPCSD follows San Mateo County's [COVID-19 Safe Schools Framework \(SSF\)](#) as the basis for all health and safety protocols. This Safety Plan document outlines how MPCSD will implement and follow the SSF guidelines.

### Vaccination

*Students:* MPCSD recommends that all eligible individuals be vaccinated. At this time, the COVID vaccine is not required for school attendance. We do, however, wish to keep track of student vaccination for data purposes and to inform our health and testing practices. For each student in your household who is vaccinated, please send a separate email to [vaccine@mpcsd.org](mailto:vaccine@mpcsd.org) with the email subject as student LAST NAME, FIRST NAME and a photo of their vaccine card. This information is kept confidential, as are all health records.

*Staff:* MPCSD School Board strongly recommends that all MPCSD staff be fully vaccinated for COVID-19. The [State Public Health Order](#) requiring verification of staff vaccination remains in effect for school year 2022-23. Unvaccinated staff, or those who decline to provide proof of vaccination, must test at least weekly.

## Section 2

### Health & Safety Practices

*Parent Volunteers:* The SSF stipulates that “workers” include “volunteers who are on-site at a school campus supporting school functions” (SSF p. 4). Volunteers will be asked to show proof of vaccination when reporting at school, or take a test on site.

*Parents Attending Events:* Parents who come on campus to attend an event in their role as a parent do not need to show vaccine confirmation.

*Visitors/Vendors/Contractors, etc.:* Those visiting MPCSD campuses during times when students are on campus should be prepared to show proof of vaccination or take a test on site.

#### **Masking**

MPCSD, along with CDPH and San Mateo County Health, strongly recommends that masks be worn indoors. Any students and staff who choose to wear a mask either indoors or outdoors is supported in doing so and the community is urged to practice tolerance and respect for each other’s mask choices. The Board and district leadership continue to monitor COVID data and may choose to reimpose a mask mandate at any time should the data suggest it is prudent. As guests on our campuses, volunteers and visitors are strongly encouraged to wear a mask while on site.

*School Buses:* District buses and vehicles are considered part of the school environment and therefore follow the school masking guidelines. Therefore, masks are strongly recommended on school buses and district vehicles. Windows will remain open for increased ventilation.

#### **Physical Distancing**

MPCSD does not mandate physical distancing and focuses on other mitigation strategies instead, according to CPDH guidelines.

#### **Gatherings**

Gatherings may be hosted at MPCSD sites. We encourage the use of outdoor space as much as possible. When considering attending a gathering, you may choose to refer to [conditions in our community](#) or the [CDC’s community level indicator](#).

## Section 2

# Health & Safety Practices

Gatherings must follow health and safety guidelines, issued either by SMC or by MPCSD. If specific protocols will be enforced at a gathering, they will be clearly communicated.

### Ventilation

MPCSD pioneered COVID-preventive ventilation upgrades among schools and continues to follow the latest recommendations. MPCSD will:

- Install new MERV 13 air filters in all HVAC systems 2x/year. MPCSD ventilation systems provide a minimum of 6 air exchanges per hour.
- Use CO2 monitors to ensure the quality of indoor air.
- Run HVAC systems set to only bring in outside air.
- Open classroom doors/windows as much as possible.
- Utilize outside spaces for instructional use.
- Utilize HEPA filters (2 units per classroom) and fans (ceiling and/or box) to increase outdoor air ventilation within classrooms.

*Poor Outdoor 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 SSF 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.

### Hand Hygiene

Students and staff will practice hand hygiene by washing their hands often, with soap and water for 20 seconds. Handwashing is most important:

- When arriving at school or coming in from outside
- Before/after eating or using playground structures
- After using the restroom and after sneezing or coughing

Hand sanitizer with at least 60% alcohol will also be provided at multiple points throughout campus. Children under 6 will be supervised when using hand sanitizer and will not have access to it without adult supervision.

## Section 2

### Health & Safety Practices

#### Illness, When to Stay Home, & Returning to School

COVID is just one of many reasons students may need to stay home from school. As always, sick children and staff should stay home. Parents should check their students for signs and symptoms of illness daily before school. If your child has a temperature of 100.4° F/38° C or higher, or has a low grade fever with accompanying cold or flu symptoms, please don't send them to school.

Students and staff experiencing any of [these symptoms](#) should *stay home* and take a COVID test. Students and staff may safely *return to school* when they meet this criteria:

- At least 24 hours since resolution of fever without medication; **and**
- Other symptoms have improved; **and**
- They test negative for COVID (antigen test preferred for return to school), **OR** a healthcare provider has provided documentation that the symptoms are typical of their underlying condition (e.g. allergies or asthma) **OR** a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), **OR** at least 10 days have passed since symptom onset.

Staff will visually monitor students for signs of illness throughout the day. When students show signs, they will be sent to the health office to be assessed by the school nurse/office staff. Please be sure your child's health records are up-to-date, especially with allergy or asthma information as those conditions can present similarly to COVID symptoms. Parents will be called when students need to be sent home.

Students and staff who become sick at school will be offered a rapid test if they are registered in our testing system. Students who do not have permission for on-site rapid tests will be sent home to test.

Register for on-campus symptomatic testing here:

[STAFF Registration](#)

[STUDENT Registration](#)

## Section 2

### Health & Safety Practices

#### **Food and Meals**

There are no unique, COVID-specific protocols for lunch and eating on campus this year.

#### **Cleaning and Disinfecting**

*Cleaning* means using soap and water to remove surface dirt. *Disinfecting* (MPCSD uses Oxivir TB from the [U.S. Environmental Protection Agency COVID-19 list](#)) removes any remaining germs on surfaces, which further reduces any risk of spreading infection. Disinfection will be used as a tool against the virus, with safe and effective targeted application. Cleaning will occur daily and disinfection daily in high touch areas, and as needed in other areas.

#### **Visitors**

Visitors and volunteers are permitted on MPCSD campuses. MPCSD considered the following types of activities that might bring visitors to campus. As guests on campus, visitors are strongly encouraged to wear a mask.

*Visitors/contractors/vendors:* Visitors may come on campus if they are providing a service, or at the invitation of a teacher/staff member for the purpose of curriculum enrichment. All visitors in this category must show proof of vaccination or submit to a rapid test at the school office.

*Volunteers:* Any volunteers performing duties on campus with students must show proof of vaccination or submit to a rapid test when arriving on campus. For more information, see Vaccination section of this document.

*Parents attending school events:* When attending events like back-to-school welcomes, social events, book fairs, etc, parents do not need to show proof of vaccination, but must follow all guidelines.

## Section 2

### Health & Safety Practices

#### **Travel**

MPCSD recommends that anyone traveling follow the [CDC Travel Guidelines](#). When school reopens following major breaks (i.e. summer, winter, spring) MPCSD recommends that all students take a rapid test at home prior to returning to school. Free tests will be available to MPCSD students at school sites as supply permits.

#### **Music/Sports**

There are no specific protocols for music, sports (PE and PTO-sponsored teams). Parents of students who participate in music and sports are especially encouraged to have their children vaccinated. Individual teachers and coaches may make modifications at their discretion, for example holding music practice outdoors or with additional spacing indoors.

#### **Afterschool Activities**

Afterschool activity providers using MPCSD facilities should follow the same health and safety protocols as MPCSD, as outlined in this document.

#### **Special Education & 504 Plans**

Special education services will be provided on campus as usual. Remote Independent Study is reserved for special education students only; if you have requested RIS you will meet with your child's IEP team. If there are questions regarding your child's educational program, please contact your child's case manager or School Psychologist. If you continue to have questions, please contact Executive Director of Student Services Stephanie Sheridan at [ssheridan@mpcsd.org](mailto:ssheridan@mpcsd.org). If transportation is included in your child's plan you will be contacted directly by Student Services.

# Section 3

## COVID Testing, Tracing, & Quarantine

Testing is an effective tool in identifying potential COVID cases and limiting the spread of COVID. MPCSD recommends that students take a rapid antigen test prior to returning to school following a break (summer, winter, spring, etc.). Free tests are available at school sites for pickup for student use.

### Screening Testing

*Staff:* MPCSD requires all unvaccinated staff to test for COVID once per week.

*Students:* The state no longer supports the pooled testing program. MPCSD encourages families to use over-the-counter antigen tests at home, especially following travel, when someone in the household feels ill, or 3-5 days following an exposure.

MPCSD maintains its contract with [Curative](#) for PCR testing at the Hillview Middle School location. This testing is open to the community as long as Curative chooses to maintain this site, and is available for MPCSD families' use.

### Response Testing

Students or staff who show potential COVID symptoms at school will be offered a rapid test on site. Students need to be registered in the Primary Health system to use this testing. Students who are not registered and show symptoms at school will be sent home until a negative test is performed.

To register your child in the onsite Primary Health testing system, please use this link.

Staff testing will also be provided in accordance with [Cal OSHA guidelines](#).

## Section 3

# COVID Testing, Tracing & Quarantine

### Case Reporting

If your MPCSD student or anyone living in your household receives a positive COVID test, please notify your site nurse (see below) or [info@mpcsd.org](mailto:info@mpcsd.org) right away. **Do not send your COVID-positive child to school.** District staff will work with you to ensure that your family has appropriate isolation/quarantine information. The district reports the case to San Mateo County Health, cleans and disinfects the area where the individual was, and sends notifications.

NEW! School nurse emails by site:

Encinal students: [ennurse@mpcsd.org](mailto:ennurse@mpcsd.org)

Laurel students (either campus): [lnurse@mpcsd.org](mailto:lnurse@mpcsd.org)

Oak Knoll students: [oknurse@mpcsd.org](mailto:oknurse@mpcsd.org)

Hillview students: [hvnurse@mpcsd.org](mailto:hvnurse@mpcsd.org)

ELC/HOCC/TK families use the email for the site at which your child attends

*Isolation* refers to a positive person isolating themselves to avoid infecting others. *Quarantine* refers to an exposed person/close contact staying away from others to limit spread.

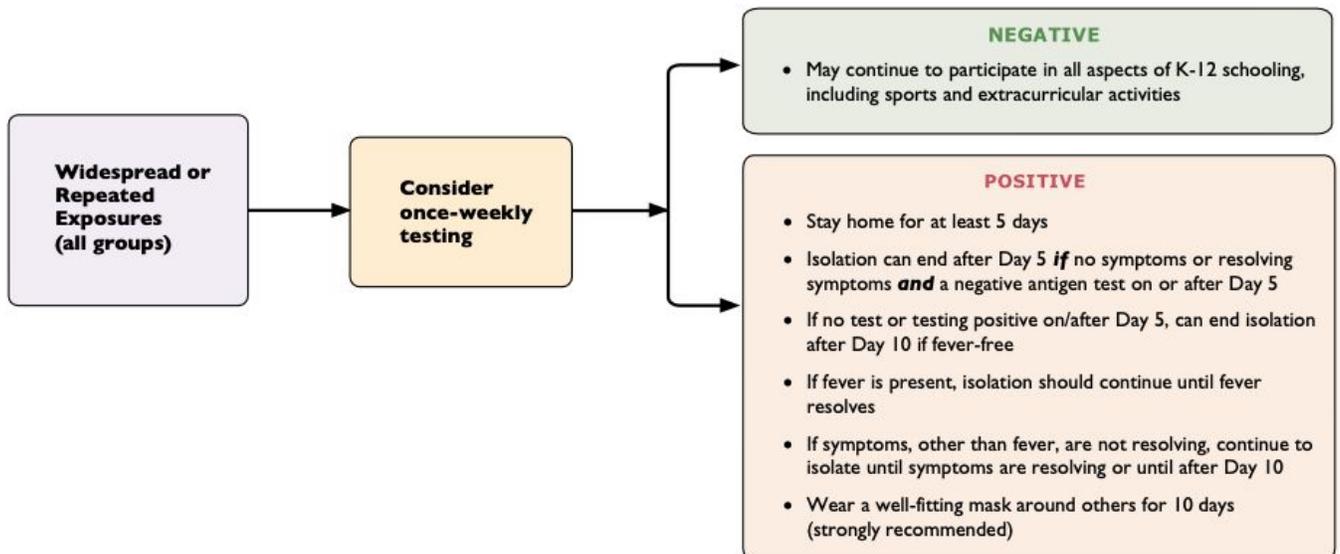
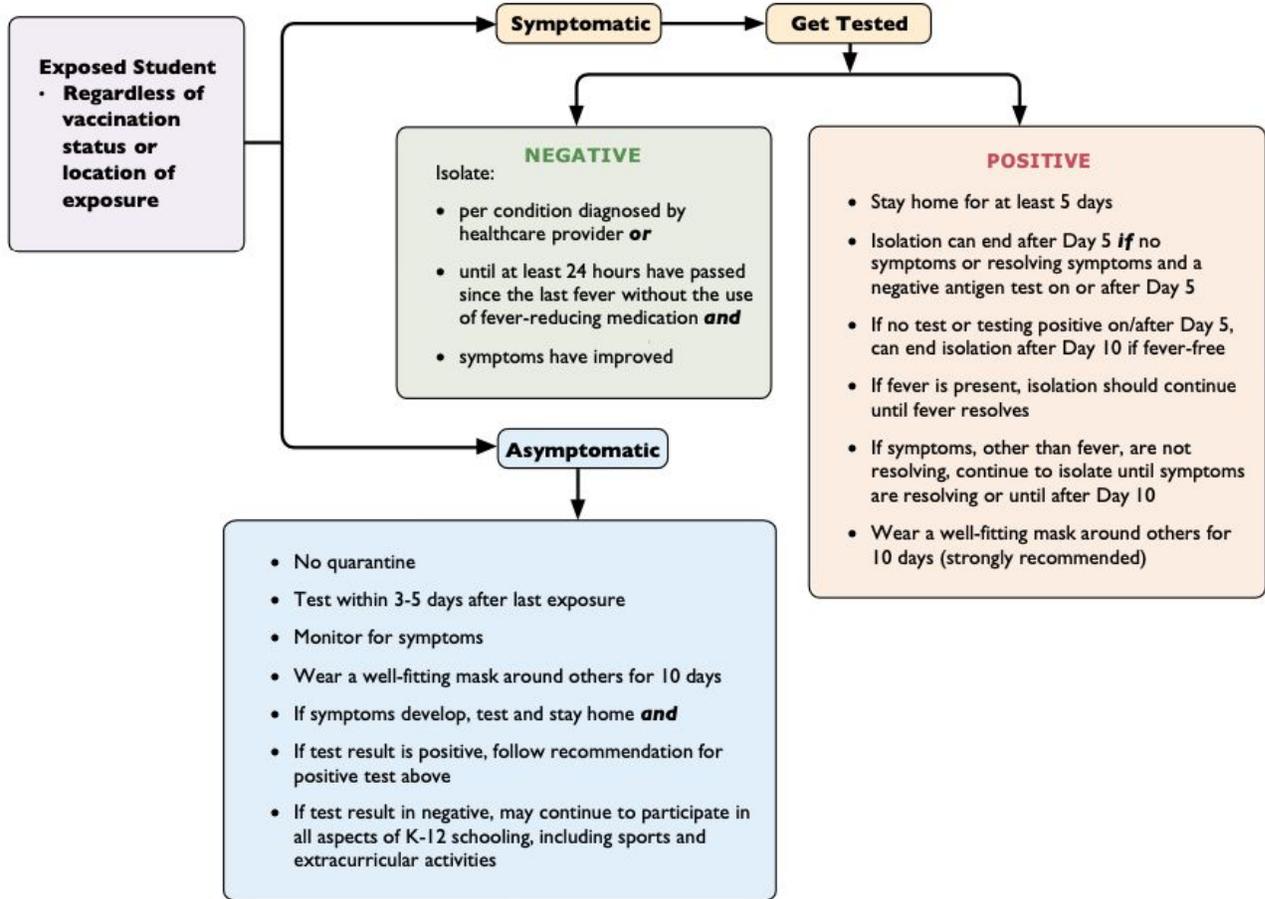
### Exposure Notification

Parents will be notified if a positive COVID case has been reported in their child's classroom. Weekly site case summaries will be emailed to staff and families.

### Quarantine

Quarantine is not recommended following a school exposure, regardless of vaccination or masking status, as long as the exposed individual does not develop symptoms or test positive for COVID. It is recommended that exposed students test within 3-5 days of exposure. Exposed individuals may continue to take part in all aspects of K-12 schooling, including sports and extracurricular activities unless they develop symptoms or test positive for COVID-19. It is highly recommended that exposed individuals wear masks, as is recommended for everyone indoors in a school setting.

## COVID-19 Student Exposure (CDPH)



## COVID-19 Staff Exposure (CDPH)

Note: With the new variants, SMCH is finding people are being reinfected within a few weeks of having COVID-19 and now recommends that schools test exposed individuals even if they had COVID-19 during the last 90 days.

