Our values are timeless.  
Our community is real.  
Our vision is far-reaching.

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We are excited to start the 2021-22 school year fully in-person. However, the COVID-19 pandemic continues to challenge us and we have made the following plan to keep our community as safe as possible. Taking steps to minimize the risk of COVID-19 infections at the Priory is a shared responsibility. Part of that responsibility is getting vaccinated when you are eligible. To that end, all Priory faculty and staff are fully vaccinated. Currently, all students over the age of 11 are eligible to be vaccinated and should receive their vaccination before returning to school.

Our priority remains to ensure the safety and wellbeing of our students, our families, and our staff. We are proud of the work our community did last year and we look forward to another year of good health as we provide Benedictine education to Silicon Valley and beyond.

Face coverings & Other Essential Protective Gear

Face coverings are required indoors at all times for everyone who enters campus. Fully vaccinated students are not required to wear masks outdoors. Masks are encouraged when the entire school is gathered together.

Masks must cover both the mouth and nose entirely and form a proper seal. Bandanas, scarves, or other clothing are not suitable face coverings. Students are encouraged to bring at least two masks with them each day in case one breaks or becomes unusable. Extra masks will be available in classrooms, the Student Center, the Middle School Lobby, and in Founders Hall.

Upon request, face-shields are also available to be used in addition to a mask as an added layer of protection for students, faculty, and staff. Face shields are not adequate face coverings on their own.

Students or faculty/staff who are hearing-impaired have the option to use a face shield with a drape. We encourage students in this situation to provide the school with access to their 504 plan, IEP or medical documentation to better understand accommodations needed.

Students who are not wearing appropriate face coverings will be reminded to do so. Students who refuse to wear a face covering or refuse to wear it appropriately will be asked to leave school for the remainder of the day.

Testing for All Students

All students who are unvaccinated are required to be tested each week using an FDA approved PCR test provided by Basis DX. Fully vaccinated students are required to be tested every other week. Basis Diagnostics has partnered with Woodside Priory School to provide the rapid, gold-standard COVID-19 PCR testing services during the COVID-19 pandemic.

Families will be asked to submit their medical insurance information to Basis for billing purposes. All testing should be covered by insurance, if there any billing issues, please contact...
Kate Johansen, Dean of Students. Families will also be asked to sign a HIPAA waiver that allows the school’s designated official to see these results, which will be crucial to our ability to identify which individuals may need to be isolated and/or followed up with by a medical professional.

PCR testing results are shared as necessary with the local county office officials to ensure data reaches proper communication channels for state and local government action items.

**Breaks**

During breaks, students are encouraged to be outside. Classrooms will remain open and monitored by instructors to expand the usable area on campus during break time. Students will be asked to adhere to health and safety guidelines thoroughly. Faculty and staff will monitor breaks and lunchtimes to ensure proper enforcement of all policies.

**Meals**

Lunch will be served in the cafeteria and all normal options will be available. Students will enter the dining hall through the side door to avoid congestion. 6th graders and seniors will sit outside on the balcony allowing space inside for other students to eat while safely distanced.

Students are required to wear their face mask at all times except when they are seated at a table and actively eating. Students should not eat until they are at their table and should put their masks back on once they have finished eating. There will be outside seating available in Spears Plaza and outside the Student Center for any students who wish to eat outside. Non-vaccinated students are required to eat outside.

**Pick Up & Drop Off**

Drop off for all students will begin at 8:30 in the Upper School Breezeway. Students are encouraged to move out of the breezeway upon arrival to avoid congregating.

**Healthy Hygiene Best Practices**

Hand sanitizer dispensers have been strategically placed around campus to promote healthy hygiene best practices. Each classroom is equipped with a hand sanitizer dispenser.

Faculty, staff, and students are expected to wash their hands frequently throughout the day, including entrance to a classroom, before and after eating, before and after touching their masks, or before and after handling any shared items. (Shared items are to be minimized or removed altogether).

Signage has been posted to remind people to wash their hands and offer critical reminders for proper technique and proper duration. Everyone is instructed and expected to wash their hands thoroughly before and after using the restroom.
Hand Sanitizer solutions have been chosen to best combat the spread of COVID-19. All sanitizer is listed to be at least 60% ethanol and safe for use by children. (All isopropanol related sanitizers have been removed following FDA guidelines).

**Sick Policy and Procedures**

Students should stay home when they are not feeling well and encouraged to rest and recuperate. Students may not attend classes remotely when they are sick. For short term (1-2 days) absences due to illness students should work with teachers to make up missed assignments. For long term (3+ days) absences due to illness or having to self-quarantine due to covid, the family should contact the Dean of Students in order to create a personalized student support plan.

A student who is quarantined because of exposure to the virus, but has not tested positive should reach out to the school administration to develop an academic plan while the student is out of school.

Any student, faculty or staff member with any symptoms of Covid-19 must stay home until they have been fever free, without the use of medication for at least 24 hours, all other symptoms have improved, and they have had a negative Covid-19 test or a healthcare provider has provided documentation that they symptoms are typical of their underlying chronic condition (e.g. allergies, asthma etc.) or confirmed an alternative named diagnosis (e.g. Streptococcal pharyngitis, Coxsackie virus).

Covid-19 symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a student member becomes sick while on campus, they will be taken to Guest Room 3, until a parent or guardian is able to pick them up.

**Travel**

Students, faculty and staff are strongly encouraged to follow [CDPH's guidelines for travel](#).
**Communication Plans & Policies**

In the event of a positive case, Priory’s COVID-19 Point Person (Dean of Students, Kate Johansen) will report all COVID-19 cases and clusters of undiagnosed respiratory illness to SMC CD Control as soon as practicable (within 24 hours). The School COVID-19 Point Person and the assigned San Mateo County Health investigator will be in daily contact Monday – Friday, unless instructed otherwise by SMC CD Control. The COVID-19 Point Person will collect data and complete a daily report for all new cases and submit it via secure email daily by 10:00 a.m. We will follow all contact tracing procedures recommended by the SMCDH.

Woodside Priory will follow all HIPAA and FERPA guidelines to ensure that individual privacy is maintained to the strictest confidentiality.

Prompt notifications of exposures and closures to the Priory community will be of the highest priority. Only the designated liaison to the County, the Head of School, Divisional Heads, and the School nurse are informed of the positive cases accordingly. However, if we determine that someone was on campus while infectious, we will notify the school community per Cal/OSHA guidance.

We are very aware that we are balancing these individuals’ privacy and the safety of our community. Priory also asks our community to please refrain from speculation and rumor as it does not serve our community well.

Below is a chart indicating the current recommendations for quarantine for students potentially exposed to Covid.
COVID-19 Exposure at School (CDPH)

Vaccinated Close Contacts

Symptomatic
- Get Tested

Isolate:
- per condition diagnosed by healthcare provider or
- until at least 24 hours have passed since the last fever
  without the use of fever-reducing medication and
- symptoms have improved

NEGATIVE
- Asymptomatic
  - No need for quarantine
  - Get tested 3-5 days after exposure
  - Monitor for symptoms

POSITIVE
- Isolate until:
  - at least 10 days have passed since symptoms first appeared and
  - at least 24 hours have passed since the last fever
  without the use of fever-reducing medication and
  - symptoms have improved

Unvaccinated Close Contacts

Symptomatic
- Get Tested

NEGATIVE
- 14-day quarantine (cannot test out)
- Asymptomatic
- Both Parties Masked

YES
- Student
- Staff

MODIFIED QUARANTINE
(if both parties were masked)
When all parties were wearing a mask in the school setting (indoors or outdoors), unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 3-6 feet):
- May continue to attend school for in-person instruction if they:
  - Are asymptomatic;
  - Continue to appropriately mask, as required
  - Test immediately after exposure and on or after day 5; and
  - Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

END QUARANTINE
Those who remain asymptomatic are eligible to:
- End Quarantine After Day 7
  - For those who remain asymptomatic:
    - Continue daily self-monitoring for symptoms through Day 14 from last known exposure and
    - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

END QUARANTINE AFTER DAY 10
- For those who remain asymptomatic:
  - Continue daily self-monitoring for symptoms through Day 14 from last known exposure;
  - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
  - Exposed asymptomatic people may end quarantine after Day 10 without a test.

QUARANTINE
(if one or more parties were unmasked)
Exposed asymptomatic people can shorten their quarantine from 10 days to 7, however, they must continue to monitor symptoms for 14 days after exposure. If any symptoms develop in the next 14 days, the exposed person must immediately isolate, get tested, and contact their healthcare provider with any questions regarding their care.

END QUARANTINE AFTER DAY 7
- For those who remain asymptomatic:
  - Continue daily self-monitoring for symptoms through Day 14 from last known exposure and
  - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

END QUARANTINE AFTER DAY 10
- For those who remain asymptomatic:
  - Continue daily self-monitoring for symptoms through Day 14 from last known exposure and
  - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
  - Exposed asymptomatic people may end quarantine after Day 10 without a test.
Identification & Contact Tracing Policies

All COVID-19 and cases of undiagnosed respiratory illnesses will be immediately reported to the San Mateo County Communicable Disease Control Program (SMC CD Control). We have designated four administrators as contact tracers who will work closely with San Mateo County to appropriately contact trace for any positive cases on campus.

In addition to traditional contact tracing interviews and information gathering, we will also be partnering with Trace which has created a bluetooth based contact tracing app specifically designed for K-12 Schools. The app, when downloaded to a smartphone or tablet uses bluetooth to identify any high risk interactions (closer than 6 feet for more than 15 minutes over 24 hours) with other users, which allows for immediate and reliable contact tracing.

The app does not store any data for more than 14 days or record the locations of any users. Furthermore, the limited accessible information will only be used for contact tracing purposes. It will NOT be used for disciplinary purposes.

Students, faculty and staff will be required to download the app and have it running while on campus. The Dean of Students will be able to identify any students or faculty who have disabled the app while on campus and they will be asked to turn it back on. Repeated disabling of the app may result in a student being asked to leave campus.

More information can be found on their website at https://trace-innovations.com/

Multiple Action Scenarios have been implemented in the event of a confirmed or suspected COVID-19 case and alert close contacts to the known COVID-19 case. These have been implemented to align with the PHPP Checklist for Schools.

Adjusting Safety Measures if Conditions Worsen

We know that this pandemic has proven to be unpredictable and can change quickly. We will continue to follow all guidance from the state and county throughout the school year. If the situation worsens, we implement further safety measures as recommended by the CDPH including increased distancing in classrooms, lunch cohorts, and limited school gatherings.

While we hope that it will not be necessary to pivot to distance learning, Priory is prepared to pivot immediately to ensure our community’s health and safety standards are not compromised. If we are required to pivot to distance learning, we will use the daily schedule used during distance learning last year.

School Cleaning & Disinfection Processes

We continue to enjoy a strong relationship with TQM, our janitorial, and maintenance service to support our team. All staff members have been trained on CDC guidelines and face coverings, and other safety equipment while cleaning. They have access to professional-grade products as
part of the regular daily cleaning routines to ensure cleaning can be done quickly and thoroughly.

Frequently touched surfaces will be deep cleaned daily, and additional on-call cleanings will be available, both in the event of suspected exposure and at the request of any faculty or staff member. Bathrooms will be cleaned regularly throughout the day, and bathroom doors, when appropriate, will remain open to encourage airflow.

TQM has been trained with the strictest of COVID-19 cleaning procedures and guidelines as required by the CDC and SMCHO. All cleaning products are secured in their locked storage closets on campus and can only be accessed through lock and key, and are located away from classrooms and student thoroughfares/gathering spots.

The Priory will provide an ample supply of FDA approved disinfecting wipes and other cleaning materials. Students and faculty will be trained in cleaning their individually assigned workstations or desks at the start of every class period. All cleaning products will be stored safely with no student access.

The TQM nighttime crew follows enhanced COVID disinfecting/cleaning procedures and uses the recommended products outlined in the CDC, County Office of Education, and Office of Public Health: COVID-19 Cleaning Guidelines for Schools.

TQM is not alone in its efforts to keep the Priory campus clean. Each classroom is equipped with the highest standards of cleaning and sanitation wipes. Along with FDA approved materials and a kit of PPE (Personal Protective Equipment) to assist Faculty and Staff in cleaning and maintaining a safe environment for our students and each other.

**Ventilation**

The majority of classrooms are fitted with MERV-13+ filters with HVAC systems to filter and circulate the air. Rooms that do not have a direct HVAC source have been equipped with portable air filters equipped with MERV-13+ filters to exchange fresh outside air throughout each classroom. HEPA Air Filters help with air purification in targeted offices and classroom spaces to help with overall AQI levels.

When possible, windows and doors will also remain open to maximize outside airflow.

**CONCLUSION**

Woodside Priory School is determined to provide a safe and transmission free campus for our students. We are unwavering in our commitment to our core values and Benedictine teachings. Our goal is to keep the student experience central in our decision-making process.

Regardless of all our efforts, Woodside Priory is prepared to pivot as needed and continue to make changes to our response plans. As we continue to grow in our understanding of the virus, so does our approach.
We are greatly appreciative of our community’s efforts and the guidelines set forth by The County of San Mateo. As an educational institution steeped in community values, we commit to proactively communicate any changes and updates to our plan to our Priory community and the San Mateo County Offices.