



## COMMUNICABLE DISEASES AND PANDEMIC EMERGENCY PLAN

The San Francisco School's first goal is to preserve the health of our students, faculty, and staff by not putting anyone at risk for exposure to serious and life-threatening communicable diseases. If there should be exposure to a serious and life-threatening communicable disease or pandemic outbreak, the School will remain true to the mission of educating children for as long as it is feasible. However, should any staff/student become ill, we will follow local, state, or federal directives that may require us to close the school until it is safe to re-open. We reserve the right to exclude individuals from the school to protect other members of the community from exposure to serious or life-threatening communicable disease. The School will seek to protect the privacy of the persons affected by the communicable disease.

*At times of high risk of pandemic or communicable diseases, the School will take the following steps:*

### Teachers or Supervising Adults will:

- Immediately inform an administrator if they become aware of a student or staff member exhibiting symptoms of a communicable disease that may pose a threat to the health and safety of others. The administrator will then assess the situation and contact the San Francisco Health Department (415 554-2500 or 554-2830).
- Regularly educate students, families, and staff of the need to practice good health habits to avoid spreading germs, including:
  - Washing hands frequently with soap and water;
  - Covering coughs and sneezes into one's elbow or with tissues (not hands);
  - Avoiding contact with eyes, nose, and mouth;
  - Avoiding close personal contact with others;
  - Putting tissues in the trash; and
  - Staying home should they exhibit symptoms of a communicable disease that may pose a threat to the health and safety of others.

### Administration will:

- Closely monitor relevant websites such as those of the County Health Department and the CDC.
- Procure supplies and implement appropriate sanitation practices and education before and during high-risk periods.
- Monitor any child that comes to the office. Any student or staff member with symptoms of a communicable disease will be sent home immediately. Depending on the symptoms, the relevant administrator monitoring the situation may require a student or staff member to get a medical evaluation by a physician.
- Follow up on all student and staff absences to determine if anyone in the school community has the symptoms of a communicable disease.

- Report any unusual increase in serious student or staff health-related absences immediately to the San Francisco Department of Public Health.
- Follow recommended procedures of the San Francisco Department of Public Health with regard to testing and reporting of serious communicable diseases in the school community.

*If student test results are positive for a serious communicable disease*

Administration will:

- Follow the guidelines of the County Health Department with regard to the need for and length of a school closure.

*If closure is advised*

Administration will:

- The Head of School (or an appointed administrator) will compose all-school communication that notifies families and employees of the need for school closure. This will be sent via ParentSquare.
- Send an abbreviated version of the communication through the School's automatic phone and messaging system.
- The Head of School (or an appointed administrator) will keep all school constituents up-to-date after a closure via ParentSquare and the automatic phone and messaging system.

Teachers will:

- Communicate with their classes (if teacher is not impacted by "outbreak") via either ParentSquare, email, phone, or the School's Learning Management System (LMS) regarding assignments that can be done at home while students are away from school.
- Work from home via internet, phone, or other remote means of communication to stay in contact with the School regarding closure status.

Facilities will:

- Call in additional cleaning crew or specialized services to specifically address appropriate disinfecting of the campus or isolated areas.