



Health and Safety Plan

This guide may be updated to reflect new health and safety guidelines

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Guidance and Referenced Documents

1. [Provider Directive](#) *For Child Care Providers ordering this Health and Safety Plan*
2. [Social Distancing Protocol](#)
3. [Handout](#) for Personnel (Employees, Contractors, Volunteers) of Essential Business and Other Businesses Permitted To Operate During the Health Emergency
4. [COVID-19 Health Checks at Programs for Children and Youth](#) 8.10.20
5. [Interim Guidance for Child Care Programs and Summer Day Camps](#) 8.5.20
6. [Preliminary Guidance for TK-12 Schools](#) 8.10.20
7. [Reopening Guidance for Child Care Providers](#)

SIGNAGE AND EDUCATION

1. The San Francisco School (SFS) will post a copy of or link to our Health and Safety Plan and the [Social Distancing Protocol](#) at each public entrance to the School.
2. SFS will make the Health and Safety Plan accessible to all staff and parents/guardians by posting it in the All Staff folder of the Shared Drive for staff and in the Resource Hub on ParentSquare for parents.
3. SFS will train and educate all staff on the requirements and protocols of social distancing and of the Health and Safety Plan that apply to them. This will take place before the return to campus.
4. SFS will update the Health and Safety Plan as appropriate.

REQUIREMENTS REGARDING PERSONNEL

1. Staff are not permitted to come to work or campus if they are sick.
2. SFS will ask every staff member about symptoms of and exposure to COVID-19 on a daily basis before entering the School. **SFS has posted a QR code on all entrances to the School. The QR code links directly to a COVID-19 Questionnaire.** Staff must complete the questionnaire before entering campus. Staff are to contact their supervisor if they answer yes to any question; the supervisor will advise them to return home or not come to work and follow any relevant protocols, if applicable. This [Information for Personnel Handout](#) details the steps staff must take if they answer yes to any question.
3. All staff who stayed home or who went home based on the criteria listed on the Handout must follow the steps on the handout as well as any applicable requirements from the quarantine and isolation directives (available online at <https://www.sfcddcp.org/wp-content/uploads/2020/05/COVID19-Home-IQ-Guidelines-and-Directives-Packet-FINAL-5.14.2020.pdf>) before returning to work.
 - a. If a staff member is required to self-quarantine or self-isolate, they may only return to work after they have completed self-quarantine or self-isolation.
 - b. If they test negative for the virus, they may only return to work after waiting for the amount of time listed on the [Handout](#) (three days in a row of no fever and improvement of other symptoms). SFS staff are not required to provide a medical clearance letter in order to return to work as long as they have met the requirements outlined on the Handout.
4. All staff must be tested prior to returning to campus (ideally within seven days, but at least within 14 days of returning) and communicate their results to our CFOO prior to returning. Staff will be tested every two months on a rotating schedule, with 50% of staff being tested every month. SFS will closely monitor the testing requirements for schools and childcare

facilities here: www.sfcddcp.org/covid19, where additional requirements may be issued by the SFDPH. If requirements are added, we will ensure that the Health and Safety Plan is updated and that all staff comply with testing requirements.

5. If any staff member tests positive for COVID-19, SFS will follow the requirements set forth by the city of San Francisco, as described here: sf.gov/business-guidance-if-staff-member-tests-positive-covid-19.
6. Staff who have traveled out of the Bay Area are required to stay home for 14 days before returning to school if during their travels they engaged in activities that would put them at higher risk of contracting COVID-19. Higher risk activities include air travel and interactions within 6 ft of individuals outside of your household if you or those around you are not wearing masks at all times, especially indoors or in large groups.
7. SFS requires that all staff wear face masks at all times when at work, as set forth in the Face Covering Order. Staff are instructed to bring their own face mask that has been cleaned prior to the start of their work shift. Staff should have multiple face masks (whether reusable or disposable) to ensure they use a clean one each day.
8. All staff are required to wash hands at least at the start and end of each shift, after sneezing, coughing, eating, drinking, using the restroom, helping a child use the restroom, changing a child's soiled clothes, when changing tasks, and frequently during each shift.
9. SFS will provide a sink with soap, water, and paper towels for hand washing and hand sanitizer effective against COVID-19 throughout the facility for all staff. Staff must keep hand sanitizer out of the reach of young children, and supervise use.
10. SFS will disinfect all common rooms, bathrooms, and other common areas throughout the day.
11. Some staff, out of an abundance of caution, may change clothes and shoes before or upon arriving at home after work in order to reduce the chance of their clothing or shoes exposing anyone in the household to the virus and that such clothing should be cleaned before being used again.

STABLE AND SEPARATE COHORTS OF CHILDREN

1. Students and teachers will be grouped in cohorts that allow more than six feet distance for all staff/students. Students will stay with the same group each day, for at least the entire semester, and for the duration of this order, unless a change is needed for a student's overall safety and wellness.
2. Preschool cohorts are limited to 16 people, including children and (up to four) staff, with all students attending the program at the same time.
3. Students who live together will be assigned to the same group, if possible.

4. SFS will keep staff with the same group to the greatest extent possible.
5. Each group of students will be in a separate room or space. Interactions between the groups will be minimized to the greatest extent possible.
6. For large indoor spaces such as our library or Community Center, SFS will permit more than one group to use the space as long as:
 - The space has at least 144 square feet (12' x 12') per child, or about 1750 square feet for a group of 10-12 (a smaller square footage is permissible if the indoor space is separated by a room divider that does not allow air circulation between the two spaces);
 - The designated areas for each group are clearly marked, and separated by a 10- 12 feet "no-go" buffer zone that neither group uses;
 - The space can be adequately ventilated, for example, by opening windows or doors;
 - Partitions (e.g., a gym divider curtain) are placed to keep air from flowing directly from one group to another; and
 - Both groups are from the same program.

When choosing activities that will take place in the shared space, SFS will consider the potential to create an increased amount of respiratory droplets or aerosols, and try to do higher-risk activities outdoors.

7. SFS will implement strategies to limit the mixing of students in our shared spaces. We will:
 - Stagger playground time and other activities so no two grades are in the same place at the same time.
 - Keep cohorts separate for special activities such as art, music, and outside.
 - Stagger meal/snack times.
 - Have staff eat at separate times, so that they do not remove their face masks at that same time as students or other staff.
 - Encourage individual activities like painting, crafts, and building with blocks, and other materials.
 - Space children as far apart as possible, ideally at least 6 feet apart, for individual activities and especially during meals and snacks, when face masks are removed.
 - In preschool, place children's mats as far apart as possible at naptime, ideally at least 6 feet apart. Try to have children lie on their mats so that they are head-to-toe.
 - Involve children in developing social distancing plans, using chalk and materials like pool noodles and yarn to create personal space areas.

- Do as many activities as possible outside.
- Cancel or postpone special events that involve parents and families, such as festivals, holiday events, and special performances.
- Not hold gatherings that bring large groups of children together, even if held outdoors.

SYMPTOM SCREENING FOR CHILDREN

1. SFS will ask parent(s)/caregiver(s) about symptoms of or possible exposure to COVID-19 before they are allowed into the School. The screening will be conducted on the Parent Square app by either a parent/guardian/caregiver or staff member. The screening will ask if your child has had close contact with a person with confirmed COVID-19 and if they have any of the following symptoms:
 - Fever or chills OR a temperature of 100.4 degrees Fahrenheit or higher
 - Sore throat
 - New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
 - Diarrhea, vomiting, or abdominal pain
 - New onset of severe headache, especially with a fever
2. Upon arrival, the School Nurse or SFS staff will look at the child for signs of illness like flushed cheeks, difficulty breathing, fatigue, or extreme fussiness.
3. Children with symptoms, including a fever, will be sent home. Children may return to the facility when they meet the criteria set forth in SFDPH guidance on [COVID-19 Health Checks at Schools, Childcares, and Programs for Child and Youth](#) (updated versions can be found at <https://www.sfcddcp.org/covid19/> in the Schools, Childcare, and Youth Programs section).
4. School Nurse or other Staff conducting the screening will stand at least 6 feet away from the child and parent/caregiver.
5. Children who pass the screening will clean their hands with hand sanitizer before they enter the School.
6. Children who develop fever or become ill after arrival will be sent home. They will be isolated from other children in the nurse's office until they can be picked up.

DROP-OFF AND PICK-UP PROCEDURES

1. SFS requires that all family members and caregivers wear face coverings when dropping off or picking up children. We ask that no parents come into the School at this time. Parents should drop children off with school staff at their assigned school entrance gate.
2. Staff should remain 6 feet apart from parents and caregivers.
3. Whenever possible, SFS will stagger arrival and drop-off times to limit contact between families. No adults dropping off children can congregate at the drop off or pick up area and talk with other adults.
4. Staff will greet children outside their assigned entry gate as they arrive. Sign in will be conducted outside through the Procare app.
5. SFS staff will bring children outside the gate to be picked up.
6. SFS encourages the same family member or designated person to drop off and pick up the child every day. Grandparents and other older relatives are discouraged from picking up children, if they are over 60 years old, since they are more at risk for serious illness.

FACE MASKS

1. SFS requires all adults and students to wear face masks covering both their nose and mouth at all times, except when eating or drinking and during nap time, unless there are documented medical or behavioral contraindications. This includes family members and caregivers waiting outside to drop off or pick up children. Masks with one-way valves and face shields are not considered adequate facial coverings and will not be permitted. Students should bring at least three clean masks to campus each day.

HYGIENE AND SANITATION

1. SFS requires that all students and staff wash their hands with soap and water for at least 20 seconds or with hand sanitizer often throughout the day, and especially before eating, after going to the bathroom, wiping their nose, coughing, or sneezing.
2. SFS will continue to educate children and staff about basic measures to prevent the spread of infection, including covering one's coughs and sneezes and washing hands frequently.
3. SFS will involve students in making signs to remind people to wash their hands, cover coughs and sneezes, and stay 6 feet apart.
4. SFS will be cleaned and disinfected daily at the end of the day. In addition to daily cleanings, spaces will also be cleaned and disinfected between uses by different groups, for example, between sessions, between classes using the same space at different times,

etc., and with special attention to indoor eating areas where people have removed their masks.

5. SFS will clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This will include doorknobs, light switches, classroom sink handles, countertops, desks, chairs, and cubbies.
6. If surfaces are visibly dirty, SFS will clean them using detergent or soap and water before disinfecting them.
7. SFS will use cleaning products that are effective against coronavirus in addition to other illnesses and will follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
8. SFS will keep all cleaning materials secure and out of reach of children and ensure that there is adequate ventilation when using these products to keep children and staff from inhaling toxic fumes.
9. SFS will not use toys that cannot be cleaned and sanitized. SFS staff will set aside toys that children have put in their mouths or that are otherwise contaminated. Staff will clean them by hand while wearing gloves. Staff will clean them first with water and detergent, rinse, then sanitize with an EPA-registered disinfectant, and air-dry.
10. Toys that need to be cleaned will be placed out of reach from children in a dish pan with soapy water or in a separate container marked "dirty toys."
11. Each student will have their own set of frequently used items, provided by the school, such as scissors, markers, pens, pencils, glue sticks, etc.. Any materials that will be shared across groups will be washed and sanitized before moving them from one group to another.
12. Machine-washable cloth toys have been removed.
13. Books and other paper-based materials like mail or envelopes do not need additional cleaning or disinfection.
14. Preschoolers will use student-provided bedding (sheets, pillows, blankets, sleeping bags) that can be washed. SFS will keep each child's bedding separately stored in bins in students' individual cubbies. Bedding will be sent home to be cleaned weekly and will not be used by another child.
15. SFS will label cots and mats for each preschool child.
16. SFS will serve individually plated meals and students will use their own utensils and water bottles brought from home.

RESOURCES

San Francisco Department of Public Health (SFDPH)

- SFDPH Schools and Childcare Hub for COVID-19 consultation and guidance (415) 554-2830. Press 1 for COVID-19, then press 6 for Schools
Schools-childcaresites@sfdph.org
- COVID-19 guidance for the public, including schools and employers
<https://www.sfdcp.org/covid19>
- "Parent and Caregiver Handout: COVID-19 Health Checks/If Your Child has Symptoms." Instructions for parents on health screenings and return to school guidelines if their child has COVID-19 symptoms, at
<http://sfdcp.org/covidschoolschildcare>
- "What to do if someone at the Workplace Tested Positive for COVID-19"
<https://www.sfdcp.org/covid19> under Businesses and Employers.
- "Leaving Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19" <https://www.sfdcp.org/covid19/rtw>

California Department of Public Health (CDPH)

- "COVID-19 Update Guidance: Child Care Programs and Providers" 7/17/2020:
<https://files.covid19.ca.gov/pdf/guidance-childcare--en.pdf>

Centers for Disease Control and Prevention (CDC)

- Guidance for Schools and Childcare
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- Guidance for Child Care Programs that Remain Open
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>
- Cleaning and Disinfection for Community Facilities
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Please contact Terri Hamer, CFOO, at tdhamer@sfschool.org
415-239-5065 with any questions or concerns around practices,
protocols, or potential exposure.