



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](#) 1.4.21
6. [Preliminary Guidance for TK-12 Schools](#) 1.27.21
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.
5. SFS will post signage reminding people to wear face masks, stay 6 feet apart, and stay home if ill at all public entrances and other places they will be easily noticed.
6. SFS will post signs in staff areas notifying personnel how they can report violations of COVID-19 health orders and directives and that the employee's identity will not be disclosed to the employer.
7. SFS will post the Ventilation Checklist and the Take a Break Safely sign in staff break rooms.

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. Staff must complete the questionnaire on the Magnus app 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.sfdph.org/dph/alerts/covid-guidance/Guidance-Isolation-and-Quarantine.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) and communicate their results to our CFOO prior to returning. Once working on campus, staff will be tested weekly. 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 10 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. Staff should eat in designated outdoor areas whenever possible, sitting 6 feet apart and facing the same direction.
11. SFS will disinfect all common rooms, bathrooms, and other common areas throughout the day.
12. 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 COHORTS¹ 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.

¹ We are using the term cohort the way SFDPH used it in 2020; it is equivalent to a stable group.

- 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 children are allowed into the School. The screening will be conducted on the Magnus app by either a parent/guardian or caregiver. The screening asks if anyone in your household, including caregivers and extended family, has had close contact with someone who has or is suspected to have COVID-19 and if they or anyone in your household have any of the following symptoms in the last 48 hours:
 - Fever (over 100.4 °F)
 - Chills
 - Cough
 - Sore throat
 - Shortness of breath or difficulty breathing
 - Loss of taste and smell
 - Headache
 - Nausea, vomiting, or diarrhea
 - Runny nose more than the usual congestion or allergies
 - Adult household members only: repeated shaking or shivering, feeling unusually weak or fatigued, muscle or body aches.
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 SFPD guidance on [COVID-19 Health Checks at Schools, Childcares, and Programs for Child and Youth](#) (updated versions can be found at <https://www.sfgdcp.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 Procure 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.

2. If a student has a document medical or behavioral contraindication to face masks and cloth face coverings that is confirmed by the school nurse, this student must wear a non-restrictive alternative such as a face shield with a drape on the bottom edge, if their condition permits. Any staff with a medical contraindication to a face mask, documented by a medical provider, may be allowed to wear a face shield with a cloth drape on the bottom tucked into the top of their shirt. Any staff not wearing respiratory protection should be at least six feet away from all other persons unless the unmasked staff person is tested at least twice weekly for COVID-19.
3. Staff working alone in a private indoor space do not need to wear a face mask if 1) the space is completely enclosed, and 2) other people are not likely to enter the space at any time in the following few days. However, when working in a classroom that will be used later by others, staff must wear a mask. Similarly, administrators in a private office must wear a mask if they can reasonably expect others to enter their office to ask questions or to meet.

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>
- For parents and Guardians: COVID-19 Health Checks:
<http://sfdcp.org/covidschoolschildcare>
- "When someone has suspected or confirmed COVID-19"
<https://www.sfdph.org/dph/files/ig/COVID-19-QuickGuide-Suspected-Confirmed-COVID-Schools-Childcares-Programs.pdf>

- *"Home Isolation and Quarantine Instructions"*
<https://www.sfdph.org/dph/alerts/covid-guidance/Guidance-Isolation-and-Quarantine.pdf>

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.