



THE
SAN FRANCISCO
SCHOOL

2020-2021 REOPENING PLAN



AS OF FEBRUARY 1, 2021

CAMPUS REOPENING

The San Francisco School (SFS) remains optimistic about returning to campus for the 2020-2021 school year. Per the American Academy of Pediatrics, our preferred scenario is to have students physically present on campus for the 2020-21 school year. School provides critical academic instruction and social development that is difficult to effectively impart online over an extended period of time. The School has been guided by the California Department of Education, the California Association of Independent Schools, the National Association of Independent Schools, the Centers for Disease Control (CDC), and the California and San Francisco Departments of Public Health (SFDPH) to make this decision. SFS is in strict adherence to the SFDPH guidelines, ensuring the greatest safety for the greatest number of people, and maximizing the wellbeing of our community.

Over the last six months, the scientific and medical community have developed much greater knowledge regarding transmission of the coronavirus and strategies to mitigate it. Children and adolescents appear to be less likely to become infected or to spread infection. At the same time, it is critical that we create a safe environment for our adult staff who are at higher risk than students.

SFS is fortunate in that its size and resources make it possible to have all students on campus every day in compliance with health and safety protocols. Because of our class sizes and facilities, we can accommodate our staff and students in a manner that maximizes physical distance and adheres to the SFDPH guidelines for reopening. We have procured additional space and provided facilities enhancements, medical staffing, and counseling support.

Of course, no single action or set of actions will completely eliminate the risk of COVID-19 transmission. The success of the summer session and preschool reopening to date has been inspiring and reassuring that our health and safety protocols will support a comprehensive reopening. However, given the unpredictable course of the COVID-19 epidemic, please know that we will likely need to alter our methods as circumstances change. If at any time, state and local authorities change their recommendations for schools, SFS will comply with the new regulations to ensure the safety of our students and staff.

SFS ANYWHERE

Our program provides an SFS education anywhere -- school on campus, distance learning to those vulnerable to COVID-19, or *School on the Go* online in the event we must close the campus again. Whether in person or online, the faculty will strive to deliver a program that keeps the tenets of the SFS educational philosophy in mind: curiosity, challenge, collaboration, courage, and compassion. Additionally, the curriculum will address not only the academic needs of students, but also the social, emotional, and physical ones. In a classroom or in a Google Meet, students will connect with each other and with staff in meaningful and developmentally appropriate ways.

As the epidemic in the Bay Area fluctuates over time (and until a vaccine has been developed), there will likely be periods during which cohorts of students or the entire school will need to implement *School on the Go*.

The program will also be supported by the:

- Full-time school nurse on campus
- Expansion of counseling services and Social Emotional Learning (SEL) curriculum
- Integration of digital platforms and tech hardware acquisition (e.g., iPads for K - 8th graders)
- Inclusion and partnership of parents/guardians

We acknowledge that staff members or families may have medical conditions or other factors which may make distance learning necessary. All staff and families have been surveyed to inform the school if this is the case.

SOCIAL DISTANCING PROTOCOL

Since May, when we began planning to open campus for in-person summer camp, we have been developing and continuously strengthening a health and safety plan for our site that incorporates the guidance provided by this [Social Distancing Protocol](#) as well as the health and safety regulations provided by the county, state, and CDC. We have trained all staff and students who participated in summer camp and who are on campus now for our in-person preschool to follow this protocol. As students return to campus, we will incorporate age-appropriate activities to reinforce all the health and safety behaviors we expect of them. We will continue to onboard staff and students to follow this protocol as we reopen to more grades. A copy of this protocol, as well as the other signage indicated within it, is posted at each public entrance of our school.

RISK ACKNOWLEDGEMENT FORM

Prior to returning to campus, all families are required to sign a Risk Acknowledgement Form. As was done with preschool, this will be explained in a Return to Campus communication that will be distributed to families via ParentSquare, our communication platform. As with other required forms, we will ask parents/guardians to sign this form through the signature function in ParentSquare.

CLEANING AND DISINFECTION

This summer SFS opened for a three-week, in-person summer camp. This allowed us to fine tune our cleaning and disinfection practices and strategies for minimizing shared use of items. We are currently operating our preschool in person with four cohorts¹ of students and are following the cleaning and disinfection practices described here and also in our Health and Safety Plan.

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

- SFS is cleaned and disinfected daily at the end of the day. In addition, all shared spaces are cleaned and disinfected between uses by different cohorts. In July we purchased and began using an electrostatic sprayer for this purpose. The sprayer projects a dry mist into the air that settles on and disinfects surfaces.
- SFS cleans, sanitizes, and disinfects surfaces and objects that are frequently touched, especially toys and games. This includes doorknobs, light switches, classroom sink handles, countertops, desks, chairs, and cubbies.
- If surfaces are visibly dirty, we clean them using detergent or soap and water before disinfecting them.
- SFS staff will set aside any toys that need to be cleaned. These will be placed out of reach from children in a dish pan with soapy water or in a separate container marked “dirty toys.”
- 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.

COHORTING

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 required by SFDPH, unless a change is needed for a student’s overall safety and wellness. Staff will also stay with the same group to the greatest extent possible.

Each cohort will have separate, designated indoor and outdoor spaces, and will have limited contact with other cohorts. In order to limit the mixing of students in our shared spaces, we will:

- Stagger playground time and other activities so no two cohorts are in the same place at the same time.
- Keep cohorts separate for activities such as art and music.
- Stagger meal and 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.
- Focus on individual versus group activities.

OUTDOOR INSTRUCTION

We are fortunate to have 1.2 acres of outdoor space on our campus and use of this space will be maximized. We are currently constructing an outdoor classroom, or “field station,” in our adventure

playground, which will provide a more formal outdoor classroom space. We anticipate the field station will be complete by mid October and we will maximize use of the field station as soon as it's ready. We also have two large outdoor play/learning spaces for our youngest students and greentop space for our older students. We are also fortunate to be located near Palega Park and are currently investigating the possibility of using that space for some of our PE and possibly other classes as well.

ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

To facilitate physical distancing, we will be staggering start and end times and adding additional entry and exit points to campus. All students will enter and exit through their cohort's designated gate and will follow a specified path to their respective classrooms. On the sidewalk outside the gates, we have markers designating six feet of distance should a line form to enter. Within the school, we will be designating staircases as a one-way only and will be using the schedule to limit the number of cohorts that need to leave their respective rooms at any given time. We will be limiting the number of people that can be in the elevator to two and bathrooms to two to three (depending on the size of the bathroom and number of stalls). We have squares inside campus that denote six feet distance and will be placing directional signage on floors to indicate traffic flow. At lunch, cohorts will eat together, either inside at their desks for a "listening lunch," or outside whenever possible; our older students ate outdoors pre-pandemic and now will do so sitting on marked, physically distant spots on lunch benches, facing the same direction.

FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

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 for our preschoolers), 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. We expect students and staff to bring at least three clean masks to campus each day. We also have a supply of over 400 cloth face masks for students and over 130 for teachers that we can distribute to anyone who needs them. In addition to cloth face masks, we have a supply of almost 700 disposable face masks and 200 face shields for staff.

The school will call the parent/guardian of any student who does not comply with masking regulations. Repeated disregard of masking expectations may be cause for that student to resume distance learning.

HEALTH SCREENINGS FOR STUDENTS AND STAFF

Every staff member will be asked about symptoms of and exposure to COVID-19 on a daily basis before entering the School; staff must complete this COVID-19 Questionnaire on the Magnus app before entering campus. Staff must 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. All staff working on campus will be provided with the SFDPH [Information for Personnel](#) document, which is available in the All Staff folder on our Google Drive.

As part of the student sign-in procedure, a health screen must be completed prior to entering campus. It can be conducted each morning via the Magnus app, the school's health care platform, either 1) at home by a parent/guardian/caregiver or 2) from the car in the White Zone by the parent/guardian/caregiver or a staff member. We encourage families to conduct the health screen at home in order to expedite drop-off. Students will not be permitted to exit the car until it has been confirmed that the health screening has been conducted. If walking to the gate, students must remain in a designated waiting area sufficiently distanced.

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.

Upon arrival, the School Nurse or SFS staff will do a visual check while maintaining physical distance, looking at the child for signs of illness like flushed cheeks, difficulty breathing, fatigue, or extreme fussiness. 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](#).

Upon passing through the gates, students will apply hand sanitizer. 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.

HEALTHY HYGIENE PRACTICES

The SFS administration and facilities teams have been working tirelessly since the spring to prepare our campus for a safe reopening as soon as permitted. We installed no-touch hand sanitizers throughout campus, no-touch soap and paper towel dispensers in all bathrooms, and no-touch faucets where plumbing permitted. We require 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.

Students will wash their hands before and after lunch. We have revamped our lunch program, which was previously served family style. Now students in preschool through 5th grade will be served lunch in individual containers and bring their own utensils and water bottle to be taken home and washed each day (6th - 8th graders will continue to bring their own lunches).

Starting last May, and continuing throughout the year we 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. To reinforce healthy hygiene practices, teachers will involve students in making signs to remind people to wash their hands, cover coughs and sneezes, and stay six feet apart.

IDENTIFICATION AND TRACING OF CONTACTS

Because we have operated with some in-person learning since this summer, we have taken many steps to prepare for identification and tracing of contacts. If a staff member or student tests positive for COVID-19, in partnership with the SFDPH, the school community will be notified. All staff and students within the cohort will quarantine for 10 days and the School will recommend testing for everyone in that cohort. During the quarantine period, students will attend *School On The Go*. Our Administration has rehearsed case studies, and prepared draft letters so that we can easily tweak and send to various constituents if and when need be.

If a household member of a staff or student tests positive, that staff/student will be required to test for COVID-19 at the beginning and completion of a 10-day home quarantine period. The School will notify the student/staff's cohort who will continue to attend school on campus.

Per the [Quick Guide for Schools](#), [SFDPH Home Isolation and Quarantine Guidelines](#), and the [California DPH Guidelines on School ReOpening](#):

Scenario	Action	Communication
Child or staff has symptoms of COVID-19	Send home. Request COVID-19 test. For children, send family " Parent Handout: COVID-19 Health Checks/If your child is sick " Cohort remains OPEN	None needed.
Child or staff had close contact with someone with confirmed COVID-19	Send home with instructions to quarantine for 10 days after the last exposure. Request COVID-19 test (will not shorten quarantine) Cohort remains OPEN.	Optional: Notification letter to staff and families of children at the school or program.

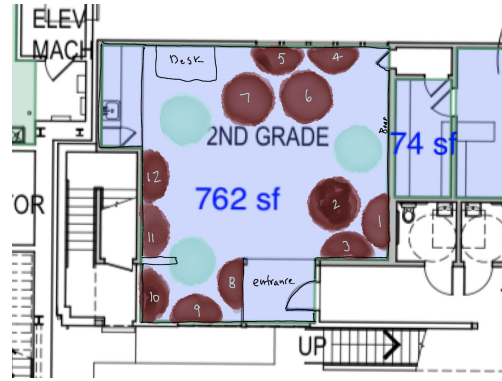
Child or staff has confirmed COVID-19 infection	<p>Notify the SFDPH Schools/Childcare Hub</p> <p>Send home with instructions to isolate at home for at least 10 days after symptoms started.</p> <p>Identify close contacts, likely including the entire cohort of the person with COVID-19.</p> <p>Send close contacts home to quarantine for 10 days after the last date the person with COVID was at the school.</p> <p>Request testing for close contacts (will not shorten quarantine).</p> <p>Clean and disinfect spaces where the person spent time.</p> <p>Cohort CLOSED for 10 days after last exposure.</p> <p>Non-exposed cohorts remain open.</p>	<p>Staff and children identified as close contacts:</p> <ul style="list-style-type: none"> • Inform staff and families of children who are close contact in person or by phone. • Quarantine instructions • Close Contact Advisory for Children under 18 or Close Contact Advisory for Adults. <p>All other staff and families:</p> <ul style="list-style-type: none"> • General Exposure Advisory - Children under 18 or • General Exposure Advisory - Adults.
---	---	--

Our Chief Financial and Operational Officer Terri Hamer, and our full-time, on-site, school nurse, Maddy Sandoval, are our designated contacts for SFDPH to contact about COVID-19. Maddy will be responsible for record keeping, contact tracing, and notification of exposed persons. In addition to maintaining a [List of Close Contacts](#), as required by SFDPH, we will also maintain a [School Outbreak Tracker](#) in the case of an outbreak.

PHYSICAL DISTANCING

In order to keep students and staff in small cohorts with at least six feet of distance, we have completely rearranged our campus and split most grades from one into two cohorts. To provide a separate classroom for each cohort, we have repurposed existing spaces, added two portable classrooms to our site, and leased an off-campus space to enable the eventual return of our middle school students.

Our current plan ensures more than the minimum required space per person in each room, with an average of 50 sq ft per person (as compared to the required 6-foot square totals 36 sq ft per person). In our modeling, we not only divided the rooms up into square feet, but also made sure there were paths and space for teachers and students to move safely throughout the room, as illustrated by the two drawings below.



Children will be spaced at least six feet apart for individual activities and especially during meals and snacks, when face masks are removed. Teachers will involve children in developing social distancing plans and actively engage them in activities such as using chalk and materials like pool noodles and yarn to create personal space areas.

VENTILATION AND WINDOWS

While inside the building, doors and windows will be open whenever feasible to permit maximal natural ventilation. All classrooms have MERV-13 filtration already built into our HVAC system, which exceeds code requirements and provides an enhanced level of capture of small particles. In our older classrooms that previously relied on operable windows, we upgraded to MERV-18 (hospital-grade) filtration air purifiers, which include a significant level of capture of viral particles. In August, we tested outside air rates to confirm that the outside air exchange being delivered to all classrooms exceeds code and best practice standards.

COMMUNITY HEALTH PLEDGE

In the same way that we have asked students and staff every year to adhere to our policy of cooperative community behavior and education to help mitigate risks for our community members with life-threatening medical conditions and/or allergies (LTMCA), we ask that every community member take appropriate precautions and follow a common social contract (below) to mitigate the spread of COVID-19. This expectation was communicated to all staff and families prior to the start of school, is incorporated into the Family Handbook, and family commitment to the social contract, indicated by signature, is required as a condition of returning to campus.

Social Contract

Reopening campus safely will be highly dependent on the partnership of all of our community members, on and off campus. Although the risk of viral transmission cannot be completely eliminated, it can be mitigated significantly by a social contract between all stakeholders. Furthermore, our collective ability to adhere to this contract will be critical to the pace at which we are able to reopen campus and will help to keep the gates open as long as possible.

We expect all staff and families to be respectful of each other, to collectively safeguard the health and safety of others, and to abide by the policies, procedures, and orders related to COVID-19 implemented by the state, county, and school.

The following are community expectations in anticipation of reopening (within 14 days of in-person learning) and must continue throughout in-person learning.

- [Protect yourself and others](#) with [mask-wearing](#), physical distancing, handwashing, and meticulous hygiene in and outside of school.
- Limit exposure by avoiding [high risk behaviors](#) and large gatherings or situations in which people are not observing recommended behaviors such as wearing masks and practicing physical distancing.
- Avoid higher-risk travel outside the Bay Area while your student is learning on campus or 10 days before a scheduled return to campus.
 - Higher-risk travel includes situations involving 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 (e.g., air travel)
 - If higher-risk travel is unavoidable, please inform the school and, upon return to the Bay Area, the traveler(s) should undergo a 10-day quarantine per [CDC](#) and [SFDPH](#) recommendations.
- Observe routine medical practices, e.g., routine annual checkups, immunizations, and flu vaccines.

Once campus is reopened for your grade or division, in addition to items above,

- Stay home when you, or any member of your household, are sick or experiencing COVID-19 symptoms.
- Conscientiously conduct the daily health screen.
- Partner with staff to help children learn the new health and safety protocols.
- Limit the personal items your child brings onto campus each day and reinforce policies around the sharing of food, supplies, and other items with other students.
- Notify SFS via the nurse at nurse@sfschool.org or 415.239.5065 regarding sick household members or if any household members have had close contact (less than 6 ft for more than 15 min) with someone who has tested positive for COVID-19. Depending on the situation, your student may have to stay home for 10 days.
- Notify SFS via the nurse at nurse@sfschool.org or 415.239.5065 and undergo testing if you suspect your child or a household member has COVID-19 and await test results from home.
- Be kind, attentive, and helpful to anyone around who may be in need of support in following safety health practices. Provide respectful and gentle safety reminders and suggestions to those who may need them, and respond graciously when others provide them.

Please understand that each of us is responsible for the common good of the school community. All community members must adhere to our social contract in the 10 days prior to returning to campus. SFS will proactively communicate and, as necessary, take administrative action regarding the observance and enforcement of these expectations which may include a student or staff member not being able to participate in in-person learning/teaching.

STAFF TRAINING AND FAMILY EDUCATION

Well before we first closed our campus in March, our goal has been to ensure frequent, consistent, and informative communication with our staff and families. Over the summer, we communicated regularly with our Staff and we extended our Tuesday Note Home weekly school-year communication into the summer as well. This school year, we added a regular Friday letter from our Head of School to keep staff and families informed of evolving regulations, plans for reopening campus for summer camp and preschool, and plans and decision points for all grades for School on the Go and potential reopening the fall. Education has been a key component of our outreach. While still in school in early March, our resident parent expert in infectious disease made age-appropriate presentations to the different divisions of our student body to educate them about the coronavirus. She has since presented to our school community about mitigation measures and the importance of masking. In addition, we have sent videos and held several virtual staff meetings and Town Halls for families focused on plans and protocols for reopening, including prevention and mitigation measures.

In response to the questions that arose from staff and families, we developed comprehensive [Reopening FAQ documents](#) which we distributed via ParentSquare and posted on the [Reopening Planning](#) page of our website. We also developed a COVID-19 Addendum for our Family Handbook, detailing COVID-specific changes to our usual school practices. All families were required to read and sign the Family Handbook, as well as the Addendum. To prepare preschoolers and their families for what to expect, we created a Preschool Reopening Video, demonstrating what coming to school will look like.

During our August staff professional development days, we dedicated time for all staff to learn about our Health and Safety Plan, and conducted a more detailed Health and Safety session with the preschool staff in preparation for their imminent return to campus. As more grade levels return to campus, we will hold similar meetings with those returning staff to onboard them in greater detail to the specific protocols and expectations for returning to campus and will continue to work with our staff throughout the year to fine-tune the implementation of our protocols and practices.

In addition to our regular weekly communication, we will also continue to provide forums for family education. On September 17, the administration and Family Association will jointly present a Town Hall session for parents/guardians that will feature our resident MD experts. Questions will be collected from parents/guardians in advance of the session, during which we will provide an update on our reopening plan, a review of key health and safety principles and our Social Contract, and

information for families about health and safety practices in out-of-school situations such as playdates and sports activities. Health and Safety sessions for staff and a Health and Safety Town Hall for families were held in January 2021 prior to the return to in-person learning.

TESTING OF STUDENTS AND STAFF

All students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 within 10 days will not be permitted on campus or will be immediately sent home if the symptoms developed once at school. Our Social Contract stipulates that families agree to contact the school nurse and get tested if they suspect their child or anyone in their household has COVID-19 and await test results from home.

All staff are and will continue to be tested before returning to campus and must communicate their test results to our CFOO prior to returning. All staff working on campus will be tested weekly. We are committed to making testing as easy as possible for our staff, including providing testing on site and at no cost to staff. We contract with a private testing lab that meets our criteria of reliability, fast turnaround time (<24 hrs), ease for staff, immediate access to testing in case of an outbreak, reporting abilities, and cost.

Middle school students are tested prior to returning from breaks and every two weeks. A sampling of students in other grades will be tested in accordance with SFDPH recommendations to monitor the degree of COVID-19 in the school population.

If a student, staff member, or household/close contact tests positive for COVID-19, we will notify the SFDPH Schools/Childcare Hub and share the information on the [Site Information Gathering Tool](#), [List of Close Contacts](#), as well as our [School Outbreak Tracker](#).

DATA AND EVALUATION

Our school nurse, Madison Sandoval, will serve as our primary contact with SFDPH to support data collection efforts to measure and monitor COVID-19 transmission, as well as to evaluate and ensure the effectiveness of infection prevention and control measures. We will measure and monitor transmissions using our [School Outbreak Tracker](#).

To evaluate and ensure the effectiveness of infection prevention and control measures we will note when a confirmed case is identified and how any other individuals in our community test positive. If any other positive cases surface, we will re-evaluate our mitigation strategies and make any necessary adjustments. By incorporating the prevention measures described here and in our Health and Safety Plan, we would expect to see zero transmissions among other members of the cohort.

We will prepare a report every other week summarizing the number of new cases identified within the school community and noting any suspected transmissions within a cohort. This report will incorporate the number of new cases, identify the number of individuals per cohort who may have

been exposed, the number per cohort who have completed testing, and the number who tested positive. This report will be available to anyone in the school community upon request.

Our school nurse, in partnership with our Front Desk staff, Vivian Walz, will also be responsible for documenting staff and student illnesses and absences, and any required follow-up. All students will check in to school through the ProCare app and complete their health screen through ParentSquare. Any staff or student who is absent will receive a call to identify if the child/staff or anyone in the household is being tested for COVID-19, or to recommend testing if indicated. If so, our nurse will follow up with that family to determine if the illness is COVID-19. Our nurse or Front Desk staff will make any follow-up recommendations indicated by the [SFDPH protocol](#) for when someone has suspected or confirmed COVID-19. The nurse will also document all test results, complete the [Site Information Gathering Tool](#) in the case of a positive result, and determine if return-to-work/school rules have been followed.

If a child or staff has a confirmed case, our staff will ensure the SFDPH protocol is followed, including closing that cohort for 10 days and instructing any close contacts, particularly those with symptoms, to get tested; we will both call and provide written guidance with a contact letter. All impacted students and staff will get tested and shift to SOTG during the quarantine period.

PLANS FOR SIMULTANEOUS DISTANCE LEARNING

Once we are back on campus, any student who cannot return to campus for any reason will have full access to all materials and resources needed for participation in the curriculum and program. We are currently fine-tuning our plan for how distance learning will be facilitated for those who for various reasons, may need to remain at home once we reopen for in-person instruction. For the older students, we are planning to match at-home students with in-school iPad buddies, who will “host” that student in class, ensuring they can see what is happening and that they are able to participate actively in the class. For students in lower grades (K-2/3), we plan to use some combination of our specialists and our faculty who are not able to teach in person to lead learning pods or a one-room-schoolhouse-style classroom.

TRIGGERS FOR SWITCHING TO DISTANCE LEARNING

School closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of student/staff test positive within a 14-day period. The SFDPH may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. When there is any ambiguity, the School will consult with our medical advisory team and SFDPH to determine if closure is warranted.

COMMUNICATION PLANS

In public health, the patient’s privacy is a mandate. In accordance with the Americans with Disabilities Act and the Family Education Rights and Privacy Act, the identity of the person with

COVID-19 will not be shared. However, the School will notify the community if there is a confirmed case on campus through a ParentSquare alert. This in-house communication vehicle allows us to text, email, and use voicemail instantaneously for all community members, or by grade levels.

EQUITY

At the core of The San Francisco School are the values of diversity, equity, and justice. From what we teach to how we teach it, we strive to model these values and instill them in our students. SFS encourages and supports all individuals to be their complete, authentic selves to foster a diverse and inclusive community grounded in social and environmental justice. As a result of this effort, we aim for every child to thrive in an inclusive and culturally-rich context fueled by diversity of thought and experience that enhances the learning of every student and the ability of each child to fulfill their humanitarian promise.

While it has been challenging for our K - 8th graders to not start school on campus, we are also empathetic to the educational inequities that have been exacerbated by COVID-19. Our Public Purpose Committee is already working to identify how we can uplift our public school partners and neighbors as we strive to provide the best possible experience for our school community.

Since we first closed school in March, we have continuously improved our distance learning approach, what we affectionately call School on the Go (SOTG). Incorporating the many lessons learned from last year, we have designed SOTG for 2020-21 to be more accessible to every student, ensuring every family has what they need for successful distance learning. iPads have been provided for all students from Kindergarten to 8th grade. We are working with individual families who need wifi support to provide hotspots to upgrade their wifi. Before the start of school teachers, including our specialists, prepared SOTG bags for their students, filled with the specific materials, including art supplies and musical instruments, each student would need for full participation in class from home. All students and families (Preschool - 8th grade) have been provided with SFS Google logins to facilitate access to GoogleMeets and Google documents.

In anticipation of some families forming learning pods during SOTG and in line with our focus on equity and inclusion, we sent families Learning Pod Considerations. We urged families forming learning pods to be mindful of the health and safety practices described in that notice, as well as the Equity and Inclusion considerations described in that notice and below:

Learning pods have the potential to exacerbate issues of inequity and create feelings of exclusion. Seriously consider the vital issues of diversity, equity, inclusion/exclusion, learning differences, and other student needs, and be conscious of excluding someone on the basis of their family's time, resources, or geographic location. Consider that not all households have the resources, level of comfort, or medical stability to participate in pods.

Practicing mutual respect means being inclusive of all community members, ensuring their health and safety, and being mindful of the staff who are working hard to deliver a successful SOTG program.

REOPENING TASK FORCE

The Reopening Task Force (RTF) has worked to anticipate and solve for the potential scenarios the School will encounter starting in August 2020. In partnership with the Board of Trustees and Head of School Steve Morris, this team of school administrators, faculty, and parent/guardian community professionals have worked on the many aspects of reinventing on-campus learning in a productive and safe way, taking into consideration curriculum, medical best practices, and the site/facilities.

HEALTH & SAFETY

- [Ellen Chen, MD](#), SFS Parent and Ambulatory Care Director of Population Health and Quality , SF Health Network, SF Department of Public Health
- [Monica Gandhi, MD MPH](#), SFS Parent, Professor of Medicine and Associate Division Chief of the Division of HIV, Infectious Diseases, and Global Medicine at UCSF/ San Francisco General Hospital, Director of the UCSF Center for AIDS Research, and the Medical director of the HIV Clinic at SFGH
- [Darpun Sachdev, MD](#), SFS Parent and Lead for COVID-19 SFDPH Contact Tracing, Clinical Prevention Specialist, Disease Prevention and Control, SF Department of Public Health
- [Paul McGrath](#), SFS Parent and PE (Mechanical Engineering), MYERS+ ENGINEERS
- [Terri Hamer](#), Chief Financial and Operational Officer
- [Emmanuel Legorreta](#), Facilities Manager
- [Casey Domine](#), School Nurse

CURRICULUM & SCHEDULING

- [Carly Reiter](#), Director of Design, Engineering, and Technology
- [Nancy Nagramada](#), Head of Upper School
- [Kate McElvaney](#), Head of Lower School
- [Stewart Dorsey](#), Director of Admissions

SITE & FACILITIES

- [William Duff](#), SFS Parent, Trustee, and Site Committee Chair; Founder and Managing Principal, William Duff Architects
- [Keith Wolff](#), SFS Parent, Trustee, and Site Committee Member; President, Wolff Urban Development
- [Liza Pannozzo](#), SFS Alumni Parent; Construction Manager
- [Terri Hamer](#), Chief Financial and Operational Officer
- [Carly Reiter](#), Director of Design, Engineering, and Technology
- [Emmanuel Legorreta](#), Facilities Manager

FACULTY TRUSTEES

- Dimitri Barton '08, Spanish Teacher
- James Harding, Music Teacher
- Michelle Yi-Martin, Humanities Teacher and Alumni Parent

PHASE 4 REOPENING TASK FORCE/COVID TASK FORCE

Beginning in early September, with site improvements and mitigation strategies and protocols in place, the work of the task force shifted to focus more on what will be needed for successful in-person learning (e.g., class cohort size, drop off and pick up procedures, daily schedules). Along with this new focus, the composition of the task force shifted as well. In January, this group was renamed the COVID Task Force.

TEACHERS

- Damon Allswang, 4th and 5th Grade Math and Science Teacher
- Dimitri Barton '08, Spanish Teacher, Faculty Trustee
- James Harding, Music Teacher, Faculty Trustee
- Molly Treadway '99, 1st Grade Head Teacher
- Tiffany Fong, Athletic Director, Health and Wellness Teacher

ADMINISTRATION

- Casey Domaine/Madison Sandoval, School Nurse
- Terri Hamer, Chief Financial and Operational Officer
- Kate McElvaney, Head of Lower School
- Steve Morris, Head of School
- Nancy Nagramada, Head of Upper School
- Laura Post, Campaign Manager
- Carly Reiter, Director of Design, Engineering, and Technology

PARENTS/GUARDIANS

- Liz Steinfield, SFS Parent, Trustee
- Neeta Takar, SFS Parent, Chair of Family Association
- Lynn Connolly, SFS Parent, Testing Strategy Team

TESTING STRATEGY GROUP

In October the School established a Testing Strategy Group to provide ongoing guidance on our approach to COVID testing.

ADMINISTRATION

- Terri Hamer, Chief Financial and Operational Officer
- Madison Sandoval, School Nurse
- Laura Post, Campaign Manager

PARENTS/GUARDIANS

- Ellen Chen, MD, SFS Parent and public health expert
- Lynn Connolly, MD, SFS Parent and infectious disease physician
- Maneesh Jain, PhD, SFS Parent and expert in non-invasive testing
- Darpun Sachdev, MD, SFS Parent and Lead for COVID-19 SFDPH Contact Tracing
- Liz Steinfield, CNM, NP, SFS Parent, Trustee