



2020-2021 K-5TH FREQUENTLY ASKED QUESTIONS 2.0

Questions taken from staff and family surveys and schoolwide Town Halls regarding SFS Reopening. K-5th FAQ 2.0 builds on the answers provided in K-8th FAQ 1.0. These responses are based on county and state guidelines as of October 6, 2020, and are subject to change.

How are cohorts chosen?

In K-3rd Grade, classes will be divided into two cohorts. The composition of the cohorts is based on the learning needs of the students. The School will not base cohort composition on existing pods, social groups, or previous *School on the Go* groups.

In 4-5th grade, the entire grade serves as a cohort.

How will cohorts be taught?

Cohorts will remain in their designated classroom for most of the day. In K-3rd grade, the head teacher and assistant teacher will work with both cohorts.

With respect to specialist classes, some will be taught remotely (e.g., students in their classroom taught remotely by staff in a different location). For in-person classes, specialists will join a cohort in its classroom whenever possible (e.g., Spanish). In other cases, a cohort may travel to specialist rooms (e.g., art and music), and the specialist room will be cleaned in between classes. When teaching in-person, the specialists will minimize the number of groups they teach within a given day.

Like students, all teachers will use universal precautions, including masks and physical distance. In accordance with SFDPH guidelines, all adults who enter classrooms will be tracked on a daily log accessed through QR codes outside each classroom.

How will a student's cohort be affected when someone tests positive in their sibling's cohort?

If someone within a student's cohort is COVID positive, that cohort must quarantine. That student's sibling would also need to quarantine, but the sibling's cohort would not need to quarantine (more on symptomatic and COVID positive staff/students on page 2-4).

How many cohorts will be outside during recess?

Each grade, from K-5, will have separate recesses (for each grade between K-3rd, the two cohorts within a grade will have recess together). There will not be interaction between different grades at recess. Although there may be more than one grade outside at a time, there

will be designated areas assigned to prevent them from intermingling.

Out of an abundance of caution, each grade level will use its own balls, jump ropes, and other equipment during its designated play time.

How do I notify the school nurse of my child's symptoms?

Each morning, the ParentSquare health screen should be completed at home by 8:00 am. If your child has symptoms that are consistent with COVID-19 (as per [SFDPH COVID-19 symptoms](#)), they will not be admitted to campus. These symptoms are:

- Fever (100.4°F/38°C or higher) or chills
- Cough
- Sore throat
- Shortness of breath or difficulty breathing
- Not being able to taste or smell, or saying that things taste or smell different (within the last 10 days)
- Headache
- Diarrhea
- Nausea or vomiting

If you have a question or concern regarding your child's symptoms, please call the front desk at (415) 239- 5065. The school nurse will be available by email starting at 7:30 am, and by phone at (415) 287-2002 between 7:45 am- 3:45 pm. *If you are emailing her (nurse@sfschool.org), please copy your child's head teacher and division head on the message.*

What will the School's policy on COVID testing be?

In accordance with Governor Newsom's and the state and county mandate, our current plan is to test all staff before they return to campus. Subsequently, 50% of staff will be tested each month on an alternating basis. Currently, health authorities do not advocate routine testing of asymptomatic students.

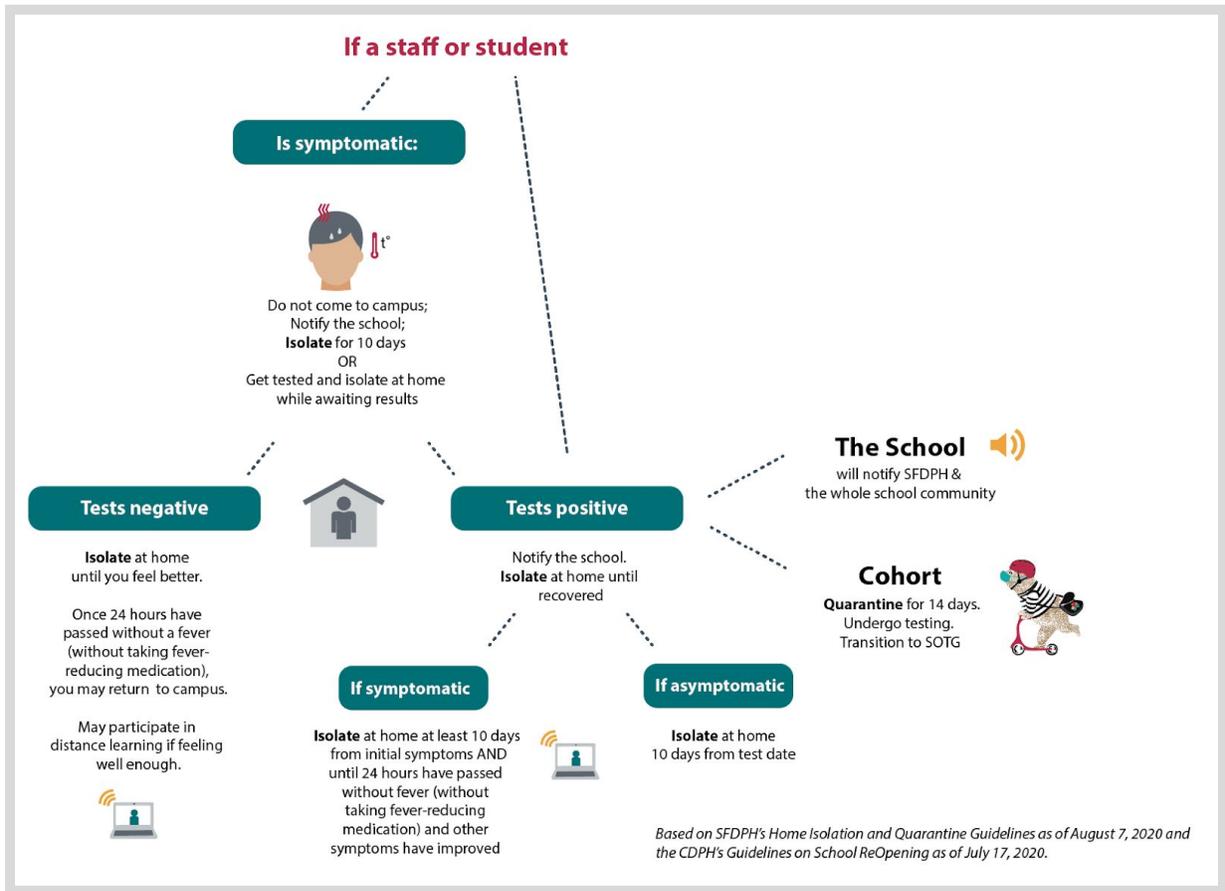
We recognize there are a number of approaches to and beliefs about testing; we are convening a Testing Strategy Team that includes staff and parents to further examine our current approach and determine the best policy for the school moving forward.

What happens if a staff or student tests positive? What about a household member?

In partnership with the SFDPH, the school community will be notified if a staff member or student tests positive for COVID-19. All staff/students within the cohort should undergo testing and quarantine for 14 days. During the isolation period, students will attend *SOTG*.

If a household member of a staff/student tests positive, that staff/student will stay home and quarantine for 14 days. The School will notify the student/staff's cohort who will continue to attend school on campus.

Per the [SFDPH Home Isolation and Quarantine Guidelines](#) and the [California DPH Guidelines on School ReOpening](#):



[Click here](#) to see full graphic including what to do if a household member tests positive.

What is the protocol when a staff or student’s household contact has symptoms but does not yet have COVID test results?

That staff/student should quarantine at home until the household contact receives their test results. If the household contact is negative and the staff/student is symptom free, they can return to school. If results are positive, the staff/student should continue to quarantine for 14 days from the last exposure. If the staff/student develops symptoms, testing is recommended (per [SFDPH's Isolation and Quarantine Guidelines](#)). Even in the absence of symptoms, the staff/student should consider being tested to provide more information regarding staff/student’s condition as well as for exposed contacts at school.

Where should one get tested?

For fastest follow up care, we recommend being tested by your health insurance provider. Testing information is also available at <https://sf.gov/find-out-how-get-tested-coronavirus>

When should the School be notified of a positive COVID test?

Per the [School Best Practices Directive](#), the SFDPH mandates families to notify the School within an hour of learning if a student's COVID test is positive or inconclusive (documentation should be provided to the School within 48 hours).

Will the SFS community be notified when there is a COVID-19 case at school?

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.

When would it be necessary to close the entire school?

Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5% of the total number of teachers/student/staff are cases 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.

What is the School's policy on travel outside of the Bay Area?

We know this presents a challenge for a number of families and staff. Per the [SFDPH](#), you should limit nonessential travel during the pandemic. Travel increases interactions with people outside of your household, increasing the risk of getting and spreading COVID-19, especially when indoors with a larger number of people involved and the longer the duration of interactions.

During a flight, especially with increased duration, it is likely that you or those seated around you may not wear a face covering at all times. Given the high stakes of one traveler potentially transmitting to a cohort or even the school, the School's stance must be cautious and consistent with health authority mandates. On October 1, 2020, the COVID-19 School/Childcare Team of the SFDPH provided the following (which can also be found in the [SFDPH FAQs](#)):

Figure 1. Travel outside San Francisco for vacation or business, SFDPH FAQs

If I'm outside San Francisco travelling for vacation or business, am I allowed to come home?

Yes, the Order allows you to come home. But upon returning from travel outside the Bay Area, you are strongly encouraged to quarantine for 14 days if you engaged any of the following activities that place you at a higher risk of contracting the virus that causes COVID-19:

- you interacted for more than 15 minutes within six feet of someone outside your household when you or the other people around you were not wearing a Face Covering at all times;
- you were indoors, including on a plane, train or bus, and either you or those around you were not wearing face coverings at all times;
- you interacted for more than 15 minutes within six feet of someone—either with or without a Face Covering—who was experiencing symptoms of COVID-19 or who began to experience symptoms of COVID-19 within 48 hours of your interaction with them.

(Amended 8/18/2020)

To provide the maximal protection for the safety of our entire community and to conduct in-person school as cautiously as possible, the School asks its staff and families to observe these guidelines as strictly as possible. Since passengers in flight must be unmasked to eat or drink, and since it is impossible to know whether someone within six

feet of you experiences COVID-19 symptoms within 48 hours of your interaction with them, [our policy requires a 14-day quarantine after air travel](#).

When a staff/student's household member travels, if that household member can quarantine within the home (as per the [SFDPH Isolation and Quarantine](#) guidelines), the staff/student may still attend school. This requires the household member who has traveled to remain separate from others in the home with separate bathroom and sleeping area. If it is necessary to be in the same room, masks should be worn. Household items should not be shared. Please see further details in the provided link.

Is quarantine required after travel within a private vehicle?

As long as occupants of the vehicle are from the same household and higher risk behavior is avoided during travel and/or at the destination, no quarantine is necessary.

If a staff/student travels by air during Thanksgiving week or December Break, will they be required to engage in distance learning during the 14 days after they return?

If a staff/student travels by air, a 14 day quarantine will be required. If your family chooses to travel over the break, we may not be able to provide distance learning during your 14 day quarantine. Our priority will be to meet the needs of students who are already in distance learning because they were not able to return to campus. We will do our best after that point to support families who are quarantining due to travel.

As a community, we have chosen to prioritize in-person learning. Our 14 day quarantine after travel allows many of our staff and families to be comfortable participating in our in-person program and is supported by the current guidelines of the SFDPH.

As a community, the SFS staff and families have worked so hard to resume in-person learning. We do not want to jeopardize that now, especially so soon after getting back on campus.

What will the school schedule be like?

Specific schedules are still being finalized and will be shared by the Division Heads prior to each grade's return to campus. [School drop-off and pick up times are currently as follows, but are subject to change:](#)

Monday - Thursday

Grade	Arrival	Departure
Preschool 3s	9:00 - 9:15 am	3:00- 3:15 pm
Preschool 4s	8:45 - 9:00 am	2:45 - 3:00 pm
Kindergarten - 3rd Grade	8:15 - 8:30 am	3:15 - 3:30 pm
4th - 5th Grade	8:30 - 8:45 am	3:30 - 3:45 pm

Fridays

Grade	Arrival	Departure
Preschool 3s	9:35 - 9:45 am	3:00- 3:15 pm
Preschool 4s	9:25 - 9:35 am	2:45 - 3:00 pm
Kindergarten - 3rd Grade	9:45 - 10:00 am	3:15 - 3:30 pm
4th - 5th Grade	TBD	TBD

Outdoor time will be maximized as much as possible. Grades will be assigned play areas and will interact only with other students within their cohort.

What will the drop-off procedure be?

The grade-specific arrival and departure times will be communicated to each grade by the Division Heads. To avoid contact between grades, three different entrances to campus will be used -- they are the West Greentop (2nd and 4th Grades), the Main Gate (Preschool, 1st, 3rd, and 5th Grades), and the Preschool Gate (Preschool and Kindergarten).

Each morning, the ParentSquare Health Screen must be completed at home before 8:00 am (if the health screen has not been completed upon arrival, the caregiver and student will have to reenter the line at the end -- on the sidewalk or in the white zone -- to expedite the process for all students). If your child is ill, or if you have concerns or questions related to your child's health, please contact the School Nurse (nurse@sfschool.org) as well as your child's Head Teacher and Division Head. Emailing all three staff members is helpful in facilitating internal communication.

Please be on time, remain masked, and stay physically distant from other community members to ensure separation of groups and their greatest safety. Reinforce with your child at home that "Space keeps us safe." As they arrive at their campus entrance, they should maintain 6 feet of distance (if there is a line, they should stand on the sidewalk as marked as they wait).

Students who are walking or biking to the school will be met by a staff member at their gate to ensure their health screen is complete prior to entering campus.

If arriving by car or bicycle in the white zone, the student will be dropped off in one of two places. The first will be at the stop sign on Gaven at Boylston. The second is at the western end of the white zone. Each class will be notified regarding which location to use.

Caregivers should be masked and drive as far forward as possible. Students may not exit their vehicle until a staff member has confirmed that their health screen has been completed. If the student requires assistance, please proceed to the end of the white zone past the preschool gate to park the car, open the door, unbuckle the student and help them from the car to the curb. After a quick goodbye, 1st-5th graders will head to their designated gate on their own. Kindergarteners will be escorted.

If you escort your child to the gate, do not park in the white zone. Instead, find legal parking in the neighborhood and walk to campus (allow ample time as parking has become more difficult during shelter-in-place). If there is a line at the gate, please remain 6 feet apart from others while you wait. A staff member will confirm that the health screen has been complete before your child may enter the gate.

All children will use hand sanitizer upon entering campus.

What will the pick up procedure be?

Dismissal will be staggered at the same gates assigned for drop off. Please be on time, remain masked, and stay physically distant from other community members to ensure separation of groups and their greatest safety.

Is carpool permitted?

According to the [SFDPH](#), travel in a small, enclosed space without physical distancing may be associated with higher risk of COVID-19 transmission. If your child is not able to commute to and from school with other members of your household, carpool should be with as consistent and stable a group as possible. All persons within the vehicle should be masked at all times, and conditions permitting, windows should be open and outdoor ventilation maximized when feasible.

If a teacher is absent, who will substitute?

Whenever possible, another teacher from the cohort will substitute for the absent teacher. If a substitute from within the cohort is not possible, another SFS staff person who is not assigned to a cohort may be called on. There may be situations where a quarantining (but not ill) teacher may teach from home. We will always avoid additional new exposures to a cohort as much as possible.

How will specialists teach?

For art and music, specialists will do a combination of coming to students in classrooms and teaching students in their respective specialist locations. When students participate in the art studio/music classroom, the room will be cleaned before a new class enters the space for use.

Health and Wellness/Physical Education will be conducted with masks and outdoors whenever possible.

Spanish classes will be held in students' assigned classrooms.

Students will engage in individual projects and can also collaborate in modified ways that are compliant with SFDPH guidelines. Health and Wellness/Physical Education activities will allow for engagement with masks on, either indoors or outdoors depending on space availability. Music will focus on learning activities that do not involve singing or wind instruments.

How is emotional health supported? Will there be additional meetings with the school counselor?

The School will partner with the staff and families to support students, especially during these times of unusual duress. The K-3rd Grade teachers plan class meetings and learning experiences designed to address students' social-emotional wellness. Kate McElvaney, Head of Lower School, is a resource for K-3 families and teachers regarding emotional health, and she consults with Laura McGourty, Upper School Counselor, as needed.

In 4th and 5th grades, the teachers also take active roles in leading and designing social and emotional curriculum. They work closely with Laura McGourty and Head of Upper School Nancy Nagramada to support students. The Upper School Counselor role is now a full-time one, and we are so glad we have increased capacity to support the upper school students and families.

How will lunch be provided?

The kitchen staff is strictly following the [CDC Food Service recommendations](#).

In preschool and kindergarten, milk, two snacks, and lunch will be provided daily. Preschoolers and kindergarteners should bring their own **eating utensils and water bottles every day**.

In 1st-5th grades, lunch will be provided Monday-Thursday. On Fridays, 1st-5th graders should pack their lunches. Additionally, they should bring their own **snacks, eating utensils and water bottles every day**. Due to space constraints, milk cannot be provided.

"Listening lunches" will be in the classroom with doors and windows open. The students will be seated at their designated desks facing the same direction. As they eat, students will listen to stories and podcasts, or they will watch a video. Once lunch is over, masks will be worn, hands washed, and students will head to recess where talking and socializing may resume.

Students will eat lunch indoors for several reasons. First, if students eat outside, with lunch times staggered more than they used to be to avoid cross-cohort contamination, there would be almost no outside time or space available for recess. Second, because this is the one time of day students will have their masks off, it is the most important time to be monitoring physical distance. The Reopening Task Force (RTF), which includes several teachers, determined this would be more manageable with students eating at their desks rather than outside.

What is the protocol for bathroom use?

Staff will devise protocols regarding the use of bathrooms. Each bathroom is clearly marked with maximum capacities. Up to three students will wait in designated areas six feet apart outside the bathrooms.

Bathrooms will be cleaned every night and once during the school day.

Is there a modified plan for fire drills?

During a fire or other reason to evacuate campus, grade levels will follow the same path out of their classroom as they do during arrival times at the start of each day. Some grade levels will have designated locations on the Greentop as they have in the past and others will have routes to their designated campus gate and walk on the sidewalk to gain distance from campus.

When an elevated Air Quality Index (AQI) necessitates closed doors and windows, will it be safe for staff/students to be indoors? What about indoor ventilation?

The School's pre-COVID AQI Policy, drafted with the seasonal wildfires in mind, has been adapted for the circumstances created by the current pandemic. School closure will be considered at an AQI of >150 (instead of >200, as in the past) given the need to keep staff and children indoors and the inability to use natural ventilation.

Having said this, all classrooms have HEPA filtration built into our HVAC system, which exceeds code requirement and provides an enhanced level of capture of small 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.

How will simultaneous distance learning work when there is in-person learning?

After piloting various software and devices to provide the best experience for those who cannot be on campus, the School has opted to use an iPad to "bring in" the student engaged remotely. The remote student will be paired with an in-person learner who will facilitate interactions. This approach was chosen for its greatest potential for including the student in classroom activities while learning from home as well as its technical simplicity.

How will we transition to *School on the Go* if necessary?

At times it may be necessary to revert to distance learning, e.g., when a grade needs to quarantine, COVID cases increase within San Francisco County, or multiple COVID cases are diagnosed in the school community. Transition to or from *School on the Go* is grade and program dependent. There may be a brief period of asynchronous learning, or in some classes with more complex circumstances or involved lesson plans, up to three days.

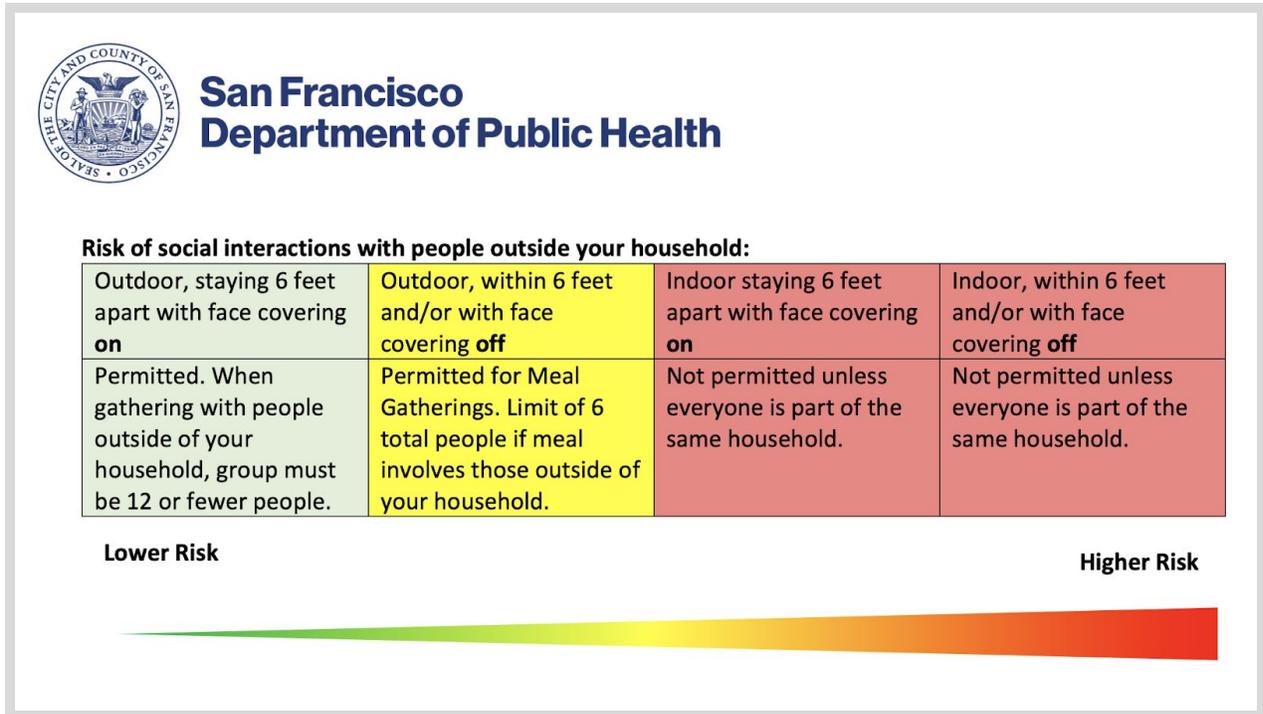
If toggling between distance and in-person learning becomes frequent and disruptive, the School may decide to remain in *School on the Go* until conditions stabilize.

Can community members socialize outside of school?

If staff and family members observe the SFPD guidelines for safer interactions and avoid higher risk behaviors, limited socializing outside of school is permitted. ([SFPD Tips for Safer Social Interactions](#)). Safer interactions include the use of masks, physical distance, and small gatherings outdoors, with handwashing or hand sanitizing when appropriate.

Please consider the "Risk of social interactions with people outside your household" from the SFPD Tips for Safer Social Interactions:

Figure 2. Risk of social interactions with people outside your household, SFDPH Tips for Safer Social Interactions



Lower risk interactions include groups of 12 or fewer people outdoors while masked and staying 6 feet apart. Larger gatherings incur greater risk. Indoor gatherings are higher risk and therefore not permitted, even with masks. Until the SFDPH alters its policy, the School encourages cohorts, grades, and affinity groups to continue gathering socially online for the time being.

Are indoor playdates and sleepovers permitted?

Community members should refrain from participating in indoor playdates or sleepovers. They do not adhere to the SFDPH guidelines (see previous question and Figure 1), and therefore, they are not in accordance with the Social Contract.

Are extracurricular activities permitted?

Yes. As long as the organization that provides the group activity (known as “Out of School Time Programs”) adheres to the [SFDPD Out of School Time Directive](#), SFS students may participate in them.

How will the COVID-19 Social Contract be enforced?

The shared values of our School oblige our community members to work together to safeguard all of our well being--physically as well as mentally. We must be committed to each other as we collectively enter this new phase of reopening.

Signing the Social Contract represents your commitment to its tenets, which are based on the SF County Health Order and SFDPH guidelines for childcare, K-8th grade schools, and the public. We do not intend to (nor could we) police the actions of our community members.

However, if the School is aware of a serious breach or repeated disregard of the contract, SFS will take administrative action which may include withholding a student's or staff member's access to in-person learning or teaching.

Is there a reporting system for violations of the Social Contract?

The Social Contract calls on each of us to be kind, attentive, and helpful to anyone around who may be in need of support in following safety health practices; to provide respectful and gentle safety reminders and suggestions to those who may need them; and respond graciously when others provide them.

If you have concerns about community engagement with the Social Contract, we encourage supportive conversations with families directly with one another. If you have questions or concerns that cannot be addressed through direct communication, please reach out to the School Nurse and your child's division head.