



## **Stratford School Reopening Guidelines for San Francisco County**

Stratford School has implemented all health and safety guidelines stipulated by San Francisco County Health to date. We successfully operated summer camps under the public health guidelines.

<https://data.sfgov.org/stories/s/School-Reopening/ccmh-3avz#school-reopening-process>

Our guidelines were updated on 9/29/2020 to provide compliance with San Francisco County Public Health and have been posted on our website at:

<https://www.stratfordschools.com/covid-19-updates>

We submitted our application to San Francisco County Public Health for review on 9/29/2020.

### **Focus Areas**

1. Cleaning and Disinfection
2. Cohorting
3. Outdoor Instruction
4. Entrance, Egress, and Movement within the School
5. Face Coverings and Other Essential Protective Gear
6. Health Screenings for Students and Staff
7. Healthy Hygiene Practices
8. Identification and Tracing of Contacts
9. Physical Distancing
10. Ventilation and Windows
11. Community Health Pledge
12. Staff Training and Family Education
13. Testing of Students and Staff
14. Data and Evaluation
15. Plans for Simultaneous Distance Learning
16. Triggers for Switching to Distance Learning
17. Communication Plans
18. Equity



## 1. Cleaning and Disinfection

### Ongoing Cleaning Checklist (see below)

- Sign-off that cleaning is occurring AM & PM

### Clean High Touch Hard Surfaces

- The janitorial company will clean and disinfect all areas (e.g., classrooms, bathrooms, offices, and common areas) focusing especially on frequently touched hard surfaces.
- During the day, staff members will support by disinfecting high touch areas and shared objects.

### Clean thoroughly, throughout the day

- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- Additional information on cleaning and disinfection of community facilities such as schools can be found on [CDC's website](#).
  - The school will use, and will provide for use, soap and water and, cleaning and disinfectant products approved for use against COVID-19, on the Environmental Protection Agency (EPA) "List N: Disinfectants for Use Against SARS-CoV-2" ("List N") labeled to be effective against emerging viral pathogens.
  - Teachers will clean and disinfect frequently touched surfaces and objects (examples: desks, doorknobs, light switches etc.) between use such as during recess and lunch breaks. A full disinfection protocol will take place once all the students have gone home at the end of the day.

#### **CLEANING EXPECTATIONS**

- ✓ Clean surfaces at least TWO times per day  
Use the **Ongoing Cleaning Checklist**



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Sherrie Paregian (Head of School)

## CLASSROOM ONGOING CLEANING CHECKLIST

COMPLETE THE FOLLOWING TASKS IN EVERY ROOM, AT LEAST TWO TIMES PER DAY.

TODAY'S DATE	CLASSROOM
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Mark each task with your initials as it is completed twice per day. All tasks are mandatory.  
Additional cleans encouraged.

TASK	Morning (Initial)	Afternoon (Initial)
Clean and Disinfect High Touch Areas within Room: <b>DOOR HANDLES</b>		
Clean and Disinfect High Touch Areas within Room: <b>SHARED TABLES AND COUNTERS</b>		
Clean and Disinfect High Touch Areas within Room: <b>LIGHT SWITCHES</b>		
Clean and Disinfect High Touch Areas within Room: <b>SINKS AND FAUCETS</b>		
Clean and Disinfect High Touch Areas within Room: <b>BATHROOM AREA</b>		
Restock hygiene supplies: hand sanitizer, soap, tissues, disinfectant wipes		
Clean room materials that cannot be individually designated		
Student's personal belongings are neatly stored		
Trash removed from the room and outside trash can be cleaned		
Check room is clean and in order, including materials returned to where they belong		
Clean and Disinfect Floors (follow campus procedures)		
If possible, increase airflow into the room, through open windows or air-conditioning, follow your campus policies		



Follow state and local rules and regulations

4/28/20

## SHARED SPACE ONGOING CLEANING CHECKLIST

COMPLETE THE FOLLOWING TASKS IN EVERY ROOM, AT LEAST TWO TIMES PER DAY.

TODAY'S DATE	ROOM
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Mark each task with your initials as it is completed twice per day. All tasks are mandatory.  
Additional cleans encouraged.

TASK	Morning (Initial)	Afternoon (Initial)
Clean and Disinfect High Touch Areas within Room: <b>DOOR HANDLES</b>		
Clean and Disinfect High Touch Areas within Room: <b>SHARED TABLES AND COUNTERS</b>		
Clean and Disinfect High Touch Areas within Room: <b>LIGHT SWITCHES</b>		
Clean and Disinfect High Touch Areas within Room: <b>SINKS AND FAUCETS</b>		
Clean and Disinfect High Touch Areas within Room: <b>BATHROOM AREA</b>		
Restock hygiene supplies: hand sanitizer, soap, tissues, disinfectant wipes		
Trash removed from the room and outside trash can be cleaned		
Clean and Disinfect Floors (follow campus procedures)		
If possible, increase airflow into the room, through open windows or air-conditioning, follow your campus policies		



Follow state and local rules and regulations

4/28/20

## 2. Cohorting

### Classroom Settings

We will keep students in small, stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and we will minimize contact with other groups or individuals who are not part of the cohort.

Our school ensures the students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together throughout the school day, and students will not mix with other stable classroom cohorts.

- Each student will be assigned stable seating arrangements (to ensure that close contact within classrooms are minimized and easily identifiable).
- Teacher/staff desks will be positioned at least six feet away from students (to minimize the risk of adult-to-child disease transmission).
- Classes will be modified where students are likely to be in very close contact. Maintain safe classroom spaces.



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- Specialist teachers are online versus rotating all students through a shared space that is not able to be cleaned with each new student introduction.
- We have rearranged student desks and common seating spaces to maximize the distance between students. Desks will be turned to face in the same direction and will be spaced 6 feet apart. We have markings on the classroom floors to designate appropriate spacing and direction.
- We will use visual cues to demonstrate physical spacing in the classroom.
- Teachers and administrators will talk to students about traffic flow and appropriate spacing to support social distancing.
- Use of community supplies will be avoided where at all possible. If shared supplies are necessary designated bins will be used for clean and used supplies
- Community supplies are considered high-touch and should be cleaned frequently.
- Circulation of outdoor air will be increased as much as possible by opening windows and doors, unless doing so would pose a health or safety risk to individuals using the facility. If opening windows poses a safety or health risk, maximize central air filtration and adjust ventilation rates, if applicable.

### Non-Classroom Settings and All Environments

- Staff will not be permitted to eat in the break room. Our staff break room will not close, however we limit the number of people in the break room to allow for physical distancing. Staff will be prohibited from eating or drinking together indoors during their break time. We encourage staff to eat meals outdoors or in large, well-ventilated spaces.
- All staff meetings, professional development training and education and other activities involving staff will be conducted via video or phone conference. If in-person attendance is necessary, such activities will be conducted outdoors, if feasible, and with appropriate physical distancing.
- Adopt and reinforce social norms and health etiquette, maintaining six feet or more of distance from one another while on school campus.
- Appropriate cleaning supplies ( e.g., disinfectant wipes) will be readily available for cleaning of high-touch surfaces.
- Appropriate handwashing routines will be reinforced for both students and staff
- Students will not be permitted to mix outside the classroom. Arrival and departure times will be staggered
  - Students will be divided up at entry points, limiting the amount of close contact between students in high-traffic situations and times.
  - Field trips, student assemblies, athletic events, practices, special performances and other large gatherings have been cancelled.
  - We have transitioned field trips to virtual opportunities. We have changed in-school events to a virtual format. We have explored the use of alternate spaces (e.g., classroom) for eating lunch and breakfast.
- Individual cohorts will be taken to a designated bathroom separately and will not be allowed to mix with other cohorts.
- All parent meetings, orientations and individual conferences will be in a virtual format.



### 3. Outdoor Instruction

We plan to maximize the use of outdoor campus space for instructional activities, such as reading books.

Being outside is lower risk for COVID-19. We will do as many activities outside as possible, especially snacks/meals and activities that produce more respiratory droplets such as active exercise.

#### Outside the Classroom: What to Expect

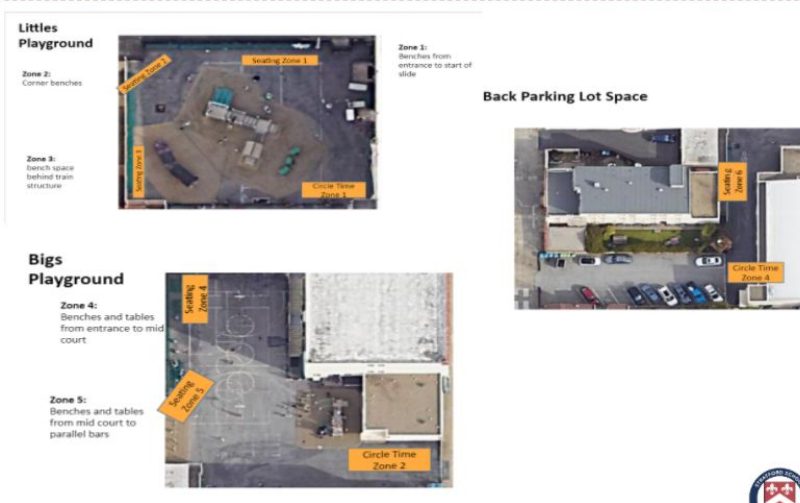
##### Recess Time

- Recess will take place with each cohort of students playing only with their cohort
- Playground equipment will be regularly cleaned & disinfected
- Each class cohort will use their own sports equipment
- We will teach the children to play new games!
- Hand-washing will take place before and after recess

##### School Areas

- Commonly shared spaces like drinking fountains, the multipurpose room, and the library will be closed

#### Outdoor Instruction Time





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### 4. Entrance, Egress, and Movement within the School

- To minimize close contact between students, staff, and families at arrival and departure, cohorts of students have been assigned a timeframe for arrival and departure from an assigned point (supervised by staff to decrease crowding at designated routes for entry and exit).
- Arrow and markings will ensure students, staff, and families maintain distance during arrival and health screening.
- Drivers are instructed to remain in their vehicles, to the extent possible, during drop-off and pick-up. If parents need to escort younger children to their health screening and during pick-up, only a single caregiver should enter to escort, and such caregiver will be required to wear a face covering.
- Staff shall supervise to disperse students during school arrival and departure.

### Entrance, Egress, and Movement Map

#### Arrival and Departure Schedules

2020-2021 K-5 Arrival Schedule				
<b>NOTES</b>	KG & 1G Arrival: 8:00 - 8:15			
	2G & 3G Arrival: 8:15 - 8:30	All wellness checks will require PPE		
	4G & 5G Arrival: 8:30 - 8:45	All teacher escorts will maintain social distance between students		
	<b>8-8:15 am</b>	<b>8:15 - 8:30</b>	<b>8:30 - 8:45</b>	<b>Notes</b>
<b>KG Teachers</b>	In classrooms receiving students	Teaching in classroom	Teaching in classroom	- Siblings wait by gate by CYO gym - At their designated arrival time, they are escorted inside by the teachers who are going upstairs - 4G & 5G students will wait on the playground in separated areas for their teachers to finish up - Floater supports where needed.
<b>1G Teachers</b>	In classrooms receiving students	Teaching in classroom	Teaching in classroom	
<b>2G Teachers</b>	Escorting students/crier help	In classrooms receiving students	Teaching in classroom	
<b>3G Teachers</b>	Gate with siblings/wellness checks	In classrooms receiving students	Teaching in classroom	
<b>4G Teachers</b>	Outside - Wellness Checks	Outside - Wellness Checks	Outside - Wellness Checks	
<b>5G Teacher</b>	Outside - Wellness Checks	Outside - Wellness Checks	Outside - Wellness Checks	





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### 2020-2021 K-5 Departure Schedule: Tues - Fri

	Location of Students	Teacher Duty	Departure Time	Notes
Room 104	Lined up at the fence (Jules Ave)	Cars	3:00 - 3:15	- Siblings should aim to be picked up around 3:15 - Floater supports where needed.
Room 105	By CYO gym, along the wall	Playground	3:00 - 3:15	
Room 106	By play structure - along the wall	Cars	3:00 - 3:15	
Room 107	By play structure - near the slide	Playground	3:00 - 3:15	
Room 109	In hallway by classroom	Cars	3:00 - 3:15	
Suite 301	By back step of CYO gym	Playground	3:00 - 3:15	
Room 304	Lined up at the fence (Jules Ave)	Cars	3:15 - 3:30	
Room 305	By CYO gym, along the wall	Playground	3:15 - 3:30	
Room 306	By play structure - along the wall	Cars	3:15 - 3:30	
Room 309	By play structure - near the slide	Playground	3:15 - 3:30	
Room 308	By back step of CYO gym	Cars	3:15 - 3:30	

### 2020-2021 K-5 Departure Schedule: Mondays

	Location of Students	Teacher Duty	Departure Time	Notes
Room 104	Lined up at the fence (Jules Ave)	Cars	12:00 - 12:15	- Siblings should aim to be picked up around 12:15 - Floater supports where needed.
Room 105	By CYO gym, along the wall	Playground	12:00 - 12:15	
Room 106	By play structure - along the wall	Cars	12:00 - 12:15	
Room 107	By play structure - near the slide	Playground	12:00 - 12:15	
Room 109	In hallway by classroom	Cars	12:15 - 12:30	
Suite 301	By back step of CYO gym	Playground	12:15 - 12:30	
Room 304	Lined up at the fence (Jules Ave)	Cars	12:15 - 12:30	
Room 305	By CYO gym, along the wall	Playground	12:15 - 12:30	
Room 306	By play structure - along the wall	Cars	12:15 - 12:30	
Room 309	By play structure - near the slide	Playground	12:15 - 12:30	
Room 308	By back step of CYO gym	Cars	3:15 - 3:30	

Campus will resume with staggered schedules, with grades K-2 first.



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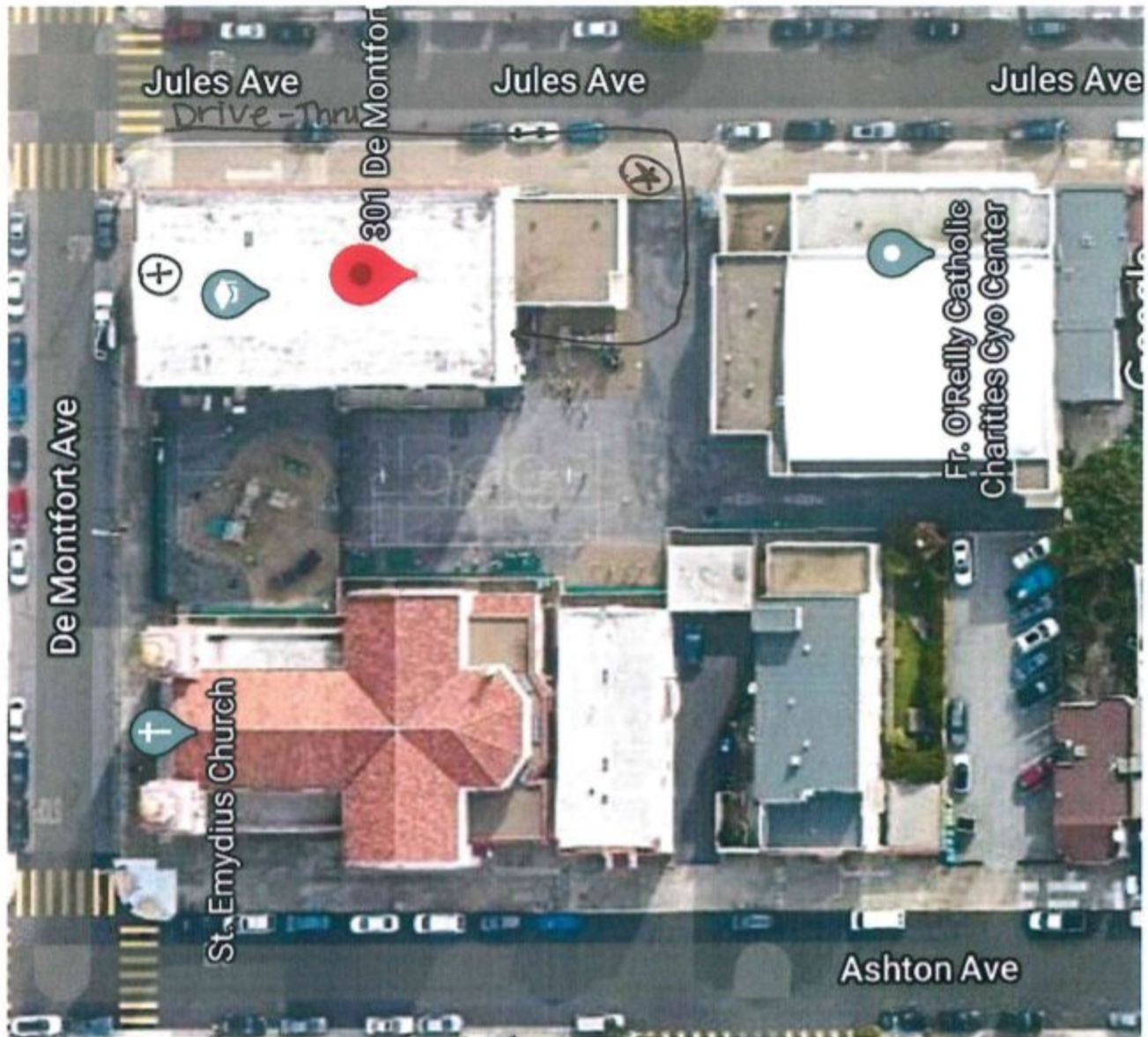
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Arrival

- Drive-thru lane
- Health screen in car
- Enter in buildings, follow marked lanes through hallways + stairwells

⊗ = Walk-in health screen

⊕ = Late arrival health screen



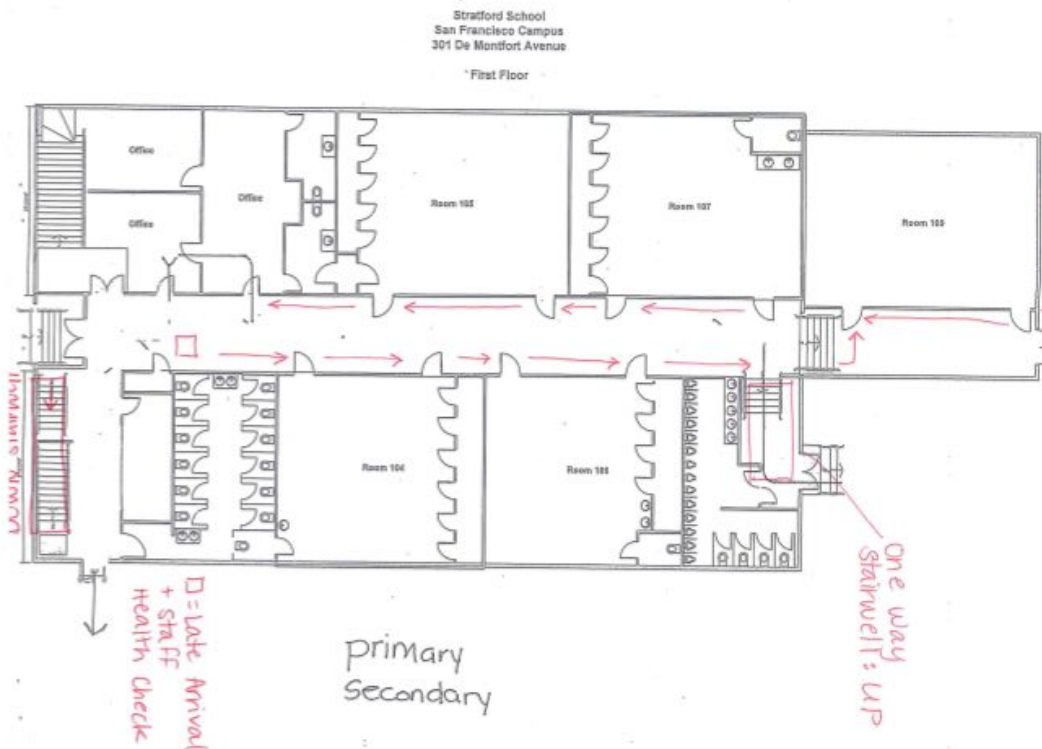




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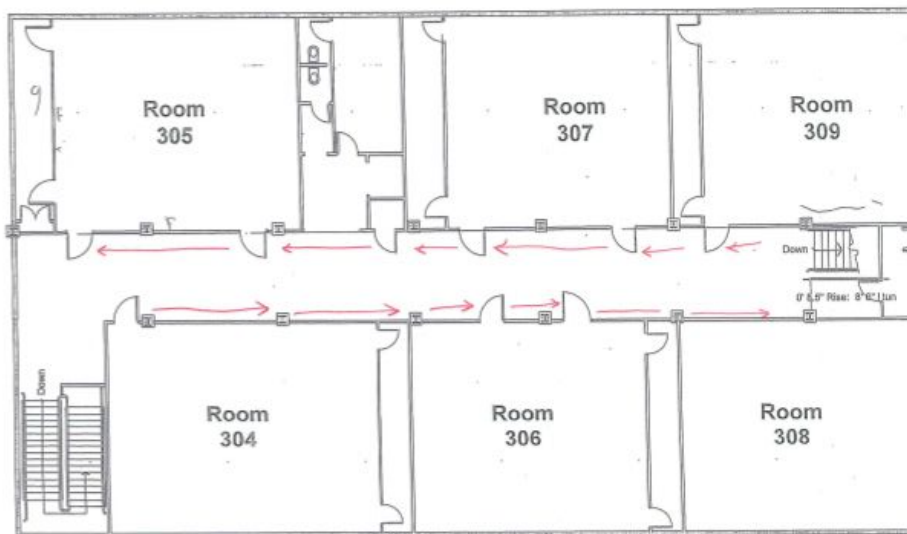




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Stratford School  
San Francisco Campus  
301 De Montfort Avenue  
Third Floor



### 5. Face Coverings and Other Essential Protective Gear

All staff: Face coverings are required at all times while on campus, except while eating or drinking.

All students in the K - 8th program are required to wear face coverings that cover both their nose and mouth at all times.

Family members and caregivers dropping-off or picking-up children are required at all times to wear face coverings.

A face covering will be worn when a child becomes ill after arriving and is waiting for pick-up (and is not asleep). Students with documented medical or behavioral contraindications to face coverings are exempt. They will be seated 6 feet away from other students, when possible to do so without stigmatizing the student.

We will keep a supply of face coverings for individuals who have forgotten to bring one.

Exceptions: Face coverings are to be worn at all times as practicable, except when staff and students are eating or drinking, or students are outside with only members of their stable cohort. Face coverings should also not be worn by anyone who has trouble breathing or is unable to remove the face covering without assistance.



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A face shield can be used in addition to a cloth face covering, but not as a substitute. If a person cannot wear a cloth face covering for medical reasons, a face shield can be worn instead, as an accommodation, but it should wrap around the sides of the wearer's face and extend to below the chin. In those cases, the parents should provide the letter or notes from the student's medical services provider, clearly noting the underlying concern.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>)

- Plan for Face Covering Breaks for Younger Students:
  - We will provide structured breaks for K-2 students who may need a break from wearing their face covering, where social distancing is closely observed as practicable.
- Plan for Providing Phonological Instruction:
  - Staff can consider using a face covering with a clear window over the mouth when providing phonological instruction or communicating with a student with a disability or a student who is hearing impaired.
- Our school will have signs at the entrance, classrooms, and in other high visibility areas to remind students and staff of the face covering requirements and appropriate use.
- Our school will educate students about the rationale and proper use of face coverings.

### 6. Health Screenings for Students and Staff

#### Students and Staff Daily Health Screenings:

We screen everyone entering the campus. We ask all persons entering the building or campus about symptoms and exposure to COVID-19, including staff, students, parents/caregivers, contractors, visitors, and government officials. Emergency personnel responding to a 9-1-1 call are exempted.

- Signs at all entrances will instruct students, staff, and visitors not to enter the campus if they have any COVID-19 symptoms. Symptoms of COVID-19 may include: fever or chills; cough; shortness of breath or difficulty breathing; loss of taste or smell; fatigue; muscle or body aches; headache; sore throat; nausea, vomiting, or diarrhea.
- Sick students and staff are required to stay home and are also required to stay home if there is a member of their household who is sick.
- Upon arrival each day, all students and staff must be screened for symptoms, we will verbally ask them if they are experiencing symptoms and will take their temperature with a no-touch contactless thermometer.
- If the student or staff answers 'yes' to any identified COVID-19 symptom or has a fever of 100.0 or higher, they will be sent home immediately until testing and/or medical evaluation has been conducted. Students who need to wait to be picked up will be required to wear a face mask and wait in the isolation room.



- Our school will provide periodic reminders of the health screening process to all staff and families throughout the school year.

San Francisco Department of Public Health Guidance on Youth Health Checks:

<https://www.sfgdcp.org/wp-content/uploads/2020/08/Youth-Health-Checks-FINAL-2020-08-10.pdf>

## 7. Healthy Hygiene Practices

- Our school will continue teaching and reinforcing proper handwashing techniques, posting signage in high visibility areas on handwashing instructions and other hygiene practices, such as avoiding contact with one's eyes, nose, and mouth, covering coughs and sneezes, and other prevention measures.
- Our school will provide adequate supplies such as soap, tissues, no-touch trash cans, hand sanitizers (with at least 60% ethyl alcohol) and extra face coverings in case any students or staff need one.
- Supplies, equipment, and utensils will not be shared among staff and students to the extent feasible. When items must be shared, the schools will clean and disinfect these items between uses.
- Our school will minimize staff and students' contact with high-touch surfaces, by propping open doors during arrival and departure times, and scheduling breaks to use the restrooms.
- Face coverings should be washed after each use. It is important to always remove face coverings correctly and wash hands after handling or touching a used face covering.
- Uniforms: Students and staff are required to wear fresh and clean clothing each day, to limit the spread of germs.

## Food Services

- Students will be allowed to bring their own meals and utensils from home or use our "Choice Lunch" provider, which has all lunches individually packaged with all items. Students will have lunch inside their classrooms with their cohorts. They will continue to observe the physical distancing rules and wash their hands before and after meals.

## 8. Identification and Tracing of Contacts

### **Covid-19 Team: Identification and Tracing of Contacts** **San Francisco Contact Tracing**

[Link](#) (includes templates from San Francisco Department of Public Health)

Our Head of School and Regional Director will be the COVID-19 Team and will be responsible for responding to COVID-19 concerns. Staff will be trained and instructed to contact them, should an issue arise. The





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COVID-19 Team will document and track potential exposure, notify the County of San Francisco Public Health officials, and notify parents as soon as possible, if communication is warranted.

### When a staff member or student tests positive for COVID-19

- Contact the **SFDPH Schools and Childcare Hub** as soon as possible.  
Call (415) 554-2830 Press 1 for COVID-19, then press 6 for Schools, or email [Schools-childcaresites@sfdph.org](mailto:Schools-childcaresites@sfdph.org)  
  
SFDPH will help the school determine if the classroom, cohort, or school needs to be closed. Schools with smaller and more contained cohorts are less likely to require school-wide closure. Situations with multiple cases in multiple cohorts or cases affecting a significant portion of students and staff are more likely to require school-wide closure. School-wide closure also may be appropriate if at least 5 percent of the total number of students, teachers, and staff are cases within a 14-day period, depending on the size and physical layout of the school.
- Open windows in areas used by the sick person to maximize outdoor air circulation. Close off those areas as soon as feasible, until they can be cleaned and disinfected.
- Review the SFDPH guidance document "What to do when someone has suspected or confirmed COVID 19: Quick Guide for Schools, Childcares, and Programs for Children and Youth," at <https://sfcdcp.org/CovidSchoolsChildcare>
- SFDPH will provide consultation and guidance to help schools take initial steps to identify individuals who had close contact with the person with COVID-19. Exposed individuals or their families should be notified, know how to get tested, and understand when they or their child can return to school, usually 14 days after the exposure. Please refer to "*Frequently Asked Questions (FAQ): COVID-19 Contact Tracing at Schools, Childcares, and Programs for Children and Youth*" at <http://sfcdcp.org/CovidSchoolsChildcare>.
- Notify all school staff, families, and students that an individual in the school has had confirmed COVID-19. Do not disclose the identity of the person, as required by the Americans with Disabilities Act, and the Family Education Rights and Privacy Act.

### When Parent or Employee Reports a First Person Contact/ Exposure

- Parents/guardians and staff are required to notify school administration immediately if one of their household members or non-household close contacts tested positive for COVID-19
- Action Plan:
  - Schools will collect as much information as possible: Date of exposure, length of exposure, PPE worn, symptoms, when are they being tested.
  - Call Public Health Department (and Licensing if applicable)\_
  - Call parents of students, inform staff in the affected classroom, and send a letter to all families using the template provided



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- The schools will advise affected staff and families to get tests through their primary health care providers or community testing sites.
- If the student or employee is at school, then send home immediately and they are to quarantine for 14 days
- Inform parents when test results are available.
- Follow guidance of local public health on possible classroom/school closure - if test comes back positive.
- Clean and disinfect classroom; the cleaning team should wait 24 hours before the start of the cleaning and sanitization to reduce risk of transmission.
- Confidentiality of students and family information is key.

### Students and Staff: COVID-19 Testing and Reporting of Confirmed Case

- Students and staff are required to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.

### Positive Test Results and Action Plan to Confirmed Case:

- If the test result is positive, students and staff are required to notify school administration immediately.
- Action Plan:
  - Our school will gather all of the information
  - Schools must immediately (within one hour of learning of the result) report any positive or inconclusive test result to SFPD Schools and Childcare Hub: call (415) 554-2830 Press 1 for COVID-19, then press 6 for Schools, and email [Schools-childcaresites@sfdph.org](mailto:Schools-childcaresites@sfdph.org).
  - Close off areas used by any sick person and do not use before cleaning and disinfection. Schedule a deep cleaning and disinfecting of the campus/or room Clean and disinfect classroom; the cleaning team should wait 24 hours before the start of the cleaning and sanitization to reduce risk of transmission, or wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.
  - Call parents of students in the class to alert them of the exposure. Send letter to all families using template provided by marketing
  - Students and teachers in the same classroom cohort as the confirmed case are instructed to be isolated at home for 14 days. The schools will advise affected staff and families to get tests through their primary health care providers or community testing sites, around 7 days after the last exposure to the case.
- Return to Campus after Positive Testing:
  - Symptomatic students or staff who tested positive for COVID-19 can return to campus after at least 10 days from when their symptoms first appeared and after they have been symptom free without medication for at least 72 hours.
  - Asymptomatic students or staff who test positive for COVID-19 may return 10 days after their positive test result.
  - Confidentiality of students and family information is key



- Retrain on social distancing and reinforce health policies upon return

### **Negative Test Results:**

Documentation of negative test results must be provided to school administration; if a negative test result is unavailable, a medical note by a physician that contains alternative explanation for symptoms and reason for not ordering COVID-19 testing should be provided.

Symptomatic students or staff who test negative for COVID-19	Response: They should remain home until they are symptom free without medication for at least 72 hours.
Asymptomatic students or staff who test negative with non-household close contacts to a COVID-19 case	Response: They should remain at home for a total of 14 days from the date of last exposure even if they test negative.
Asymptomatic students or staff who test negative with household contacts to a COVID-19 case	Response: They should remain at home until 14 days after the COVID-19 positive household member completes their isolation.

### **Response to COVID-19 Symptoms or Suspected Case:**

- Ask if they have any symptoms of COVID- 19  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Ask if they have been exposed to anyone who has COVID- 19
- Document and record any students with fever and/or symptoms
- Students and Staff will be sent home, if they have:
  - Fever of 100 F, or other symptoms; Symptoms of illness may include: fever or chills; cough; shortness of breath or difficulty breathing; loss of taste or smell; fatigue; muscle or body aches; headache; sore throat; nausea, vomiting, or diarrhea
- Any students or staff exhibiting symptoms must continue to wear required face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- Our school will advise the parent and/or guardian or staff to check in with their physician; students with one or more COVID symptoms must be tested.
- If this is during arrival time - Student is immediately sent home
- If symptoms begin at anytime during the day, student is immediately isolated in a separate room and must be supervised
- Parents are notified to come and pick up the student within 1 hour (or ASAP)
- Student may return to school when he/she has been symptom free for 72 hours without the use of medication and 1) provide evidence of a negative test result, or 2) provide a note from a physician



with an alternate reason for the symptoms or a reason why the testing was not done.

### Close Contact

Close contact is defined - Less than 6ft for longer than 15 minutes

EXPOSURE	NOT CONSIDERED EXPOSURE
Teacher in the classroom throughout the day	Staff who take temperature checks with masks on
All children in the classroom	Staff supervising lunch with masks on and who stand 6 or more feet away
	Staff who open lunch boxes or assist children with lunch with a mask on if the time period is less than 15 minutes
	Staff who open car door and assist children at arrival and dismissal

## 9. Physical Distancing

- The importance of physical distancing has been communicated to all staff and families through staff training, principal meetings, and emails to the enrolled families. Stratford Schools in the County of San Francisco will continue to send reminders and train staff on protocols for physical distancing for both indoor and outdoor spaces. All school leaders are required to conduct a safety walk-through with their respective regional director prior to reopening.
- In addition to the communication, the families who wish to return to campus have to sign an agreement to abide by all of the COVID Safety Protocols.
- Our school has posted signage reminding students, families, and staff about physical distancing at the entrance, floors, in the hallway, and classrooms.
- Our school does not allow parents inside the building to minimize foot traffic inside the building.
- Additionally, our school will not allow any non-essential visitors, and limit other visitors' contact with students and staff.
- We will not have any outside organizations utilizing the school facilities outside of school hours.
  - All staff will maintain six feet or more of distance between one another while on the school campus. Our school has place markings on the ground to facilitate physical distancing of six feet or more at all entry and exit points in the facility for the students and staff.





## **Electives and Extracurricular Activities**

- Electives and extracurricular activities, such as field trips, student assemblies, athletic events, practices, special performances, school-wide parent meetings, or spirit nights, in which physical distancing (at least 6 feet) and face covering use cannot be maintained at all times, have been cancelled.
- Aerosol generating activities, including in-person choir, band, and vocal cheerleading activities (cheers and chants) due to increased risk of disease transmission, have been cancelled or changed to a virtual format.
- Our school has transitioned field trips to virtual opportunities and has changed in-school events to a virtual format.

## **10. Ventilation and Windows**

**Ventilation and Outdoor Spaces** Increasing outdoor air circulation lowers the risk of infection by “diluting” any infectious respiratory virus with outdoor air.

We will open windows to increase ventilation with outdoor air when health and safety allow, for example, when it does not worsen individuals’ allergies or asthma.

## **11. Community Health Pledge**

During the first week on campus, students will be taught handwashing techniques, appropriate use of face coverings, and general hygiene and health and safety practices. This will be reinforced throughout the year.

We will establish norms within our school community to practice COVID-19 prevention and mitigation measures outside of school (i.e., pledge or agreement to practice physical distancing, wear face coverings, practice healthy hygiene, limit mixing, etc).

## **12. Staff Training and Family Education**

COVID-19 resource materials are available to families through regular email communication, brochures, and the school website. Students are taught handwashing techniques.

At the beginning of the school year and at the monthly staff meetings, staff will be trained on the Reopening Guidelines and Safety Protocols and be provided with educational materials and tools for implementing the protocols in the school.



## Safety & Compliance Training



### Safety & Compliance Overview



#### **COMPLETE Child Abuse Mandated Reporter Training (ALL STAFF NEEDING to RENEW~ 3 hrs)**

The State of California recognizes certain professionals as holding the important role of mandated reporter of child abuse or maltreatment. These professionals can be held liable by both the civil ...



#### **COMPLETE Child Abuse Mandated Reporter Training (ALL STAFF THAT DID NOT COMPLETE LAST YEAR ~ 8 hrs)**

The State of California recognizes certain professionals as holding the important role of mandated reporter of child abuse or maltreatment. These professionals can be held liable by both the civil ...



#### **COMPLETE Emergency, Health and Safety Procedures Training**

Emergency, Health and Safety Procedures Training provides an overview of general expectations for student care and safety and the emergency, health and safety procedures and protocols used to ...



#### **COMPLETE Cyber Safety Training and Acceptable Use Policy (All Elementary and Middle School faculty and staff ~ 60 min)**

Cyber Safety Training aims to equip all educators with information pertaining to cyber safety laws that protect students and also create awareness around cyber wellness of student community which ...

All faculty and staff participated in an orientation zoom meeting prior to returning to campus for classroom set-up and in-service days.

We reviewed and will continuously reinforce our school's rules and policies around on-campus operations with respect to COVID-19. If there is COVID-19 exposure on campus, we will retrain on health and safety protocols relating to COVID-19.

At the beginning of the school year and at the monthly staff meetings, staff will be trained on the Reopening Guidelines and Safety Protocols and will be provided with educational materials and tools for implementing the protocols in the school.

### **Family Education:**

Details of our Family Education can be found here:

<https://www.stratfordschools.com/covid-19-updates>

COVID-19 resource materials are available to families through regular email communication, brochures, and the school website.



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### 13. Testing of Students and Staff

- We have communicated to all staff that they need to be tested prior to returning to campus. We have provided staff with testing information at two companies that offer testing: [Kaiser](#) and [Color](#).
  - At Stratford Schools in San Francisco County, as testing capacity permits and as practicable, we will offer options for testing to 50% of our school staff every month on a rotating basis.

We will follow the San Francisco Department of Public Health Directive  
DIRECTIVE OF THE HEALTH OFFICER No. 2020-33

<https://www.sfdph.org/dph/alerts/files/Directive-2020-33-Schools.pdf>

#### a) Routine Asymptomatic Testing for School-Based Adults

i. All adults based in a School facility, including but not limited to teachers, staff, paraprofessionals, contracted janitorial staff, security, therapists, aides, essential volunteers, interns, and student teachers ("School-Based Adults") must be tested for COVID-19 as follows:

1. Testing must be done via nucleic acid diagnostic test or other test as authorized by the San Francisco Department of Public Health ("DPH").
2. Each School-Based Adult must be tested ideally within seven days, but no more than 14 days, before first returning to work for in-person, on-site instruction ("pre-return test").
3. Each School-Based Adult also must be tested at least every two months after returning to work following the pre-return test as long as they are providing on-site work at any point during that two-month period. For the every-other monthly testing, the School may choose to test 25% of the School-Based Adults in the facility every two weeks, or 50% of the School-Based Adults in the facility every month. Each School must ensure that every School-Based Adult is tested at least every two months after return to on-site work and completion of the pre-return test.
4. Each School must maintain a log of testing for all School-Based Adults who work or provide services onsite at the School (the "Testing Log"), including all of the information set forth in the SFDPH Testing Log Protocol available at <https://www.sfdph.org/dph/covid19/schools-education.asp>. The log must be retained for 12 months and be made available to SFDPH upon request.

ii. A School must not allow any School-Based Adult to come to work or otherwise enter the School's premises if that person refuses to be tested as outlined in subsection (i) above or to provide test results to the School, unless expressly permitted in advance and in writing by the Health Officer or the Health Officer's designee. SFDPH encourages schools to give teachers the option of leave without pay if they decline to participate in testing.



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iii. Schools must take all steps necessary to ensure the School receives the results of these tests promptly. Specifically, Schools must require School-Based Adults to either (1) sign a release of information (ROI) authorizing the testing lab or ordering provider to share the COVID-19 test result directly with the School or (2) commit to providing results to the School within one hour of receiving a positive or inconclusive result and 24 hours of receiving a negative result. A sample ROI is available online at <https://www.sfdph.org/dph/covid-19/schools-education.asp>. If a SchoolBased Adult chooses to report results to the School themselves, the person may make an initial verbal report of a positive or inconclusive result to facilitate rapid infection control measures, but must follow-up with documentation of any result within 48 hours whether it be a positive, inconclusive, or negative result.

iv. Schools must immediately (within one hour of learning of the result) report any positive or inconclusive test result to SFDPH Schools and Childcare Hub: call (415) 554-2830 Press 1 for COVID-19, then press 6 for Schools, and email [Schools-childcaresites@sfdph.org](mailto:Schools-childcaresites@sfdph.org).

v. School-Based Adults who test positive for COVID-19 must not be allowed to return to the School until the relevant criteria set forth in SFDPH's guidance on "Ending Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19" are satisfied. (The guidance is available online at <https://www.sfcdcp.org/rtw>.) School-Based Adults who receive an inconclusive test result must not be allowed to return to School until they are retested and receive a negative test result or, if they receive a positive repeat test, have followed the guidelines above for return to work.

### **b. Routine Asymptomatic Testing for Students**

i. Schools should encourage the parent(s) or caregiver(s) of middle and high school students to have those students tested for COVID-19 ideally within seven days, but no more than 14 days, before first returning to School for in-person, on-site instruction. Schools may also choose to recommend that parent(s) or guardian(s) of elementary students have themselves and any other adults in the student's household tested for COVID-19 before the student returns to School for in-person, on-site instruction.

ii. Schools must require parents or guardians to inform the School immediately (within one hour of learning the results) if their child tests positive or has an inconclusive test result and to provide documentation of the positive or inconclusive result within 48 hours.

iii. Schools must immediately (within one hour of learning of the results) report any positive or inconclusive test result to the SFDPH Schools and Childcare Hub: call (415) 554-2830 Press 1 for COVID-19, then press 6 for Schools, and email [Schools-childcaresites@sfdph.org](mailto:Schools-childcaresites@sfdph.org).

iv. Students who test positive for COVID-19 must not be allowed to return to the School premises until the relevant criteria set forth in SFDPH's "Quick Guide for Schools, Childcares, and Programs for Children and Youth" are satisfied (available at <https://www.sfcdcp.org/wpcontent/uploads/2020/08/Quick-Guide-Suspected-Confirmed-COVID-19-Schools-Childcares-Programs-FINAL-2020-08-10.pdf>). Students who receive an inconclusive test result





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must not be allowed to return to School until they are retested and receive a negative test result or, if they receive a positive repeat test, have followed the guidelines above for return to school.

### **c. Symptomatic Testing**

i. If any School-Based Adult has symptoms of COVID-19, the School must send that person home in compliance with the procedures set forth in the K-12 Guidance. The person must not be allowed to return to the School until the relevant criteria set forth in SFDPH's guidance on "Ending Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID19" are satisfied. (The guidance is available at <https://www.sfdcp.org/rtw>.) It is strongly recommended that the person be tested as soon as possible for COVID-19. Schools must take all steps necessary to ensure the School receives the results of these tests promptly as set forth in Section 7.a.3, above. Schools must immediately (within one hour of learning of the result) report any positive or inconclusive test result to the SFDPH Schools and Childcare Hub: call (415) 554-2830 Press 1 for COVID-19, then press 6 for Schools, and email [Schools-childcaresites@sfdph.org](mailto:Schools-childcaresites@sfdph.org).

ii. If any student has symptoms of COVID-19, the School must send that student home in compliance with the procedures set forth in the K-12 Guidance. The student must not be allowed to return to the School until the relevant criteria set forth in SFDPH's "Quick Guide for Schools, Childcares, and Programs for Children and Youth" are satisfied (available at <https://www.sfdcp.org/wp-content/uploads/2020/08/Quick-Guide-SuspectedConfirmed-COVID-19-Schools-Childcares-Programs-FINAL-2020-08-10.pdf>). It is strongly recommended that the student be tested as soon as possible for COVID-19. Schools must require parents or guardians to inform the School immediately (within one hour of learning of the test result) if their child tests positive or has an inconclusive test result and to provide documentation of the positive or inconclusive result within 48 hours. Schools must immediately (within one hour of learning of the test result) report any positive or inconclusive test result to the SFDPH Schools and Childcare Hub: call (415) 554-2830 Press 1 for COVID-19, then press 6 for Schools, and email [Schools-childcaresites@sfdph.org](mailto:Schools-childcaresites@sfdph.org).

### **d. General Requirements**

i. The School must share information about testing with SFDPH as required by this Directive and as requested by SFDPH at any time while this Directive is in effect. Such information may include and is not limited to information about attendance, contact information, health information, employment information (for School-Based Adults), and any other information related to this Directive required by SFDPH. The disclosure of any confidential information under this subsection is limited to the minimum necessary for public health purposes as determined by SFDPH, and any such information that is confidential must be protected by SFDPH as required by law

ii. All Testing must be done using tests that are approved by the United States Food and Drug Administration or by the California Department of Public Health.



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iii. Testing results, including but not limited to the Testing Log, are considered confidential health information of staff and students, and must be handled accordingly. For example, Schools can consider the following measures: • If test results are to be faxed to the School, the fax machine must be placed in a private, secure area; • Hard copy documentation must be kept in a secure location, such as a locked file cabinet behind a locked door, and must not be left unsecured while unattended; • Electronic information must be stored on password-protected computers; and • Any electronically-stored information must not be maintained in a cloud-based system that is located outside the United States.

iv. The School must maintain the confidentiality of information about testing results of School-Based Adults and students, and may only share such information as allowed or required by law.

v. In relation to reporting test results for School-Based Adults or students, the School must provide all information requested by SFPDH.

vi. The School must comply with SFPDH requirements regarding reporting of metrics as stated in "SFPDH Reporting Metrics" (available at <https://www.sfdph.org/dph/covid-19/schools-education.asp>).

### 14. Data and Evaluation

Our school will cooperate with SFPDH data collection efforts to measure and monitor COVID-19 transmission, and evaluate and ensure the effectiveness of infection prevention and control measures.

Sherrie Paregian (Head of School) and Laura Morgan (Regional Director) will be the COVID-19 Team and will be responsible for responding to COVID-19 concerns. Staff will be trained and instructed to contact them, should an issue arise. The COVID-19 Team will document and track potential exposure, notify the County of San Francisco Public Health officials, and notify parents as soon as possible, if communication is warranted.

### 15. Plans for Simultaneous Distance Learning

Our school will provide simultaneous distance learning in the event that students must stay home in case they have underlying health conditions, are in isolation/quarantine, and/or choose to stay home for distance learning. We have both an Online Academy option for students, in addition to a Distance Learning Program option.



## **16. Triggers for Switching to Distance Learning**

### **Guidance on School Closure and Switching to Distance Learning**

SFDPH will help the school determine if the classroom, cohort, or school needs to be closed. Schools with smaller and more contained cohorts are less likely to require school-wide closure. Situations with multiple cases in multiple cohorts or cases affecting a significant portion of students and staff are more likely to require school-wide closure. School-wide closure also may be appropriate if at least 5 percent of the total number of students, teachers, and staff are cases within a 14-day period, depending on the size and physical layout of the school.

Our school leader will contact the local public health agency and follow the guidance on school closure. If our school is closed in compliance with the public health agency's guidance, we will clean, disinfect, and sanitize during the school closure.

We will work with the local health agency to determine if closure is needed. Our schools plan to work with public health officials to determine triggers for switching to distance learning and will follow the recommended measures. If the classroom is closed due to COVID the class will immediately switch to Distance Learning for the duration of the closure.

## **17. Communication Plans**

Our school will call or email all families and staff should an urgent update be warranted (such as potential exposure or school closure). Our school will also post all necessary information on our schools' website. Information communicated to school families, staff, public health officials and the community will maintain confidentiality.

## **18. Equity**

Our school will promote equity with respect to COVID-19 prevention and mitigation.

We will prioritize students who are likely to experience the greatest negative impacts from not being able to attend school in-person, keeping equity in mind.

Our school provides a fully online option for students. Parents choose based on the unique circumstances of their student.

We will not exclude students from in-person attendance solely because of medical conditions such as diabetes, asthma, leukemia and other malignancies, and autoimmune diseases that may put them at higher risk of severe COVID-19. Allow the child's medical team and family to determine whether in-person attendance is safe.