

# Reopening GISSV

## COVID-19 Prevention and Mitigation Plan

Updated: September 11, 2020

The COVID-19 Pandemic presents one of the most serious public health crises the world has experienced in generations. The German International School of Silicon Valley (GISSV) is committed to providing a safe and healthy environment for all its students, parents, employees, and guests. In order to reopen our campuses, we will have to monitor the developments carefully and respond quickly to circumstances in its own community as well as to conditions in the county and state. This means that it is likely that GISSV will toggle between different learning models quickly and with very little advance notice. Decisions will be subject to constant evaluation based on the effectiveness of measures taken, reflection, and feedback from the school community.

With this Reopening Plan, we strive to create positive school and learning experiences within these challenging times. We are confident that together, we can thrive both on campus and at home.

For our campus reopening scenarios, we have developed the following **Reopening and COVID-19 Prevention and Mitigation Plan (RCPMP)** for the 2020–21 school year that will guide our decisions regarding the reopening of our campus to students and employees as well as our overall program. We recognize that through the implementation of the following coordinated efforts, we can greatly reduce, not eliminate, the risk of COVID-19 transmission in our community. We strive to balance our mitigation policies with the known benefits of children experiencing in-person learning at school.

**GISSV will update this RCPMP as federal, state, and local guidelines and regulations change. It will also be included as a temporary addendum to GISSV's Parent Handbook and Employee Handbook. Until communicated otherwise, the rules and guidance of this RCPMP control to the extent that there is any inconsistency between it and the existing Parent or Employee Handbook. If you have any questions regarding current policies or procedures, parents should contact their child's division head and employees should contact their supervisor.**

To be effective, **GISSV's RCPMP** requires the full cooperation of all our community members, and everyone is responsible for implementing and complying with GISSV's **RCPMP**.

## GISSV Guiding Principles

1. We commit to keeping our students and staff safe on campus at all times, abiding by all state and county regulations and following best practices
2. We commit to following a strict cleaning and disinfecting protocol based on current guidelines and recommendations
3. We commit to opening up the campus for as many students as is safe, while providing accommodations for students who are not able to come to campus
4. We commit to prioritizing younger students (preschool-grade 6) on campus because of their unique learning and family needs as well as recognizing California supervision laws
5. We commit to providing high-quality learning opportunities for all older students, either on campus or via distance learning.

# Part I: Learning Scenarios

In anticipation of ongoing and evolving challenges associated with the COVID-19 pandemic, GISSV is operating with three basic scenarios.

- **Scenario 1: Distance Learning**  
Students and teachers engage in virtual-only classes, activities, and events.
- **Scenario 2: Socially Distanced Learning**  
Small, in-person classes, activities, and events. Groups of students stay together throughout/across school days. Groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **Scenario 3: Full On-campus Learning**  
Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

This reopening plan details the measures for scenario 2: Socially Distanced Learning. Whenever the school is not able to fulfill all measures needed for the safety of students and staff on campus, GISSV will return to Distance Learning for all students.

GISSV Distance Learning will include

- daily live interaction with teachers and students
- attendance documentation
- a minimum of 4 hours of instruction (synchronous and asynchronous) for grades 1-12
- appropriate provisions for students with special needs
- regular assessment of standards and benchmarks

More information can be found in the [GISSV Distance Learning Plan](#), which will be updated continuously to reflect best practices.

## Scenario 2: Socially Distanced Learning

For Scenario 2, GISSV will have a staggered reopening of the campus, focusing on the younger students first and opening subsequently to older and more students when considered safe to do so. The numbers of groups and overall students are based on the number of classrooms available (including outdoor spaces), physical distancing, density reduction. All safety measures pertaining to this scenario are detailed in Part II and Part III of this Reopening Plan.

GISSV will start with opening for preschool students of essential workers, to provide them with the necessary care for their children. Once the safety procedures are established to allow for more students, the preschool groups will successively add more students to the group based on the current guidelines and requirements. Preschool students will be on campus from 8am-1pm. We will consider having a cleaning and disinfecting day on Wednesday, in which students stay home. Each cohort will consist of a maximum of 14 students and include two teachers. All licensing requirements will be strictly enforced.

Simultaneously, GISSV will offer essential care for families with students K-2. These very small groups will be organized in cohorts that can grow as elementary school opens up gradually.

The next division to come back on campus are elementary students in grades K-2. As a next step, grades 3-4 will return to on-campus instruction. Elementary school cohorts will include a maximum of 16 students and a teacher and also have on-campus instruction from 8:30-1:30pm. If we decide to keep Wednesday an off-campus day, students will have an online learning day with study materials as well as live instructions by teachers not part of their cohort (e.g. support teachers, specialized teachers, subject teachers).

GISSV's middle school students (grades 5-8) are considered next, based on the same schedules and cohort sizes. At first, and especially should schools in San Francisco not be allowed to fully open, only grades 5 and 6 will come back to campus. Teachers will not be part of the cohorts. However, we will keep the number of teachers per cohort as low as possible and maintain rigorous physical distancing.

If the county is on a [colored tier](#) (assessing county risk level) suitable for opening schools for 14 consecutive days, and therefore schools are allowed to reopen, GISSV is committed to opening the campus for all students while keeping all safety measures in place that are detailed below. We will add students in grades 7 and 8 under the same conditions as grades 5 and 6 outlined above.

Students in grades 1-8 who elect not to return to campus will be given the possibility to remain in distance learning like outlined above. The families have to decide the method of instruction for their children for the whole quarter. Depending on the number of families choosing that option, GISSV will install online classes or let the students take part in the regular lessons via video conferencing.

Teachers of grades that returned to the campus for on-site instructions will be expected to teach in-person and on campus, adhering to all safety and social distancing measures and protocols as described in this document and the Protocol for Physical Distancing and Individual Responsibility for Employees . For teachers in high-risk groups or teachers that need to quarantine due to having close contact with a Covid-10 positive person GISSV will provide reasonable accommodations which will be determined on a case-by case basis. Other school staff will generally be asked to work from home, unless their specific duties require their on-campus presence.

## Electives, Extracurricular Activities, Athletics, School Events

Until safety measures allow to relax physical distancing and cohorting, GISSV will offer no electives or extracurricular activities on campus. Instead, select activities will take place online.

GISSV will also not offer any close-contact athletics (soccer, basketball, etc.). Sports that allow for physical distancing (yoga, tennis, cross country) may take place once the school community has shown to abide by all safety measures reliably. P.E. instruction will be limited to non-aerosol generating activities with ample space between students. All other physical exercise will be performed by the students at home.

School events in which more than one cohort or grade level gathers will not take place until the rules for physical distancing have eased. In the meantime, all assemblies or other school events will take place online. No field trips are permitted at this time.

# Part II: Health and Safety Considerations

## 1. Physical Distancing

Physical distancing is one of the most effective measures to fight against the spread of COVID-19. Therefore, GISSV will put all the necessary efforts into place to ensure physical distancing on campus to the extent that it is possible.

Employees who are able to perform job duties remotely will continue working remotely. More information can be found in the [“GISSV Telework / Work-from-Home Policy”](#).

GISSV has instructed employees to replace in-person meetings with other means of communication, including but not limited to telephone calls, e-mails, or videoconferences, when practicable. When not practicable, employees must wear a face covering and maintain a 6 foot distance. GISSV has directed employees that non-essential meetings should be canceled or postponed.

All campus rules will be clearly posted at each entrance to the campus. Teachers are trained during staff week (see [Presentation on Covid-19 Staff Safety training](#)). Parents are advised to go over the rules with their children; additionally, teachers will train the students on the first day of campus instruction.

### a. Arrival and Departure

Only students and members of staff as well as necessary visitors (if possible, outside of school hours) are allowed on campus. All parents/caregivers (except preschool) are instructed to remain outside campus (and in their vehicles, if applicable) at drop-off and pick-up. For preschool, in-person drop-off will be limited to one parent/caregiver.

During the socially distanced learning scenario, GISSV will institute staggered drop-off times to alleviate the entry points and parking lot from too much simultaneous traffic.

- Preschool and Kindergarten will have a drop-off time between 8:30 und 9 Uhr
- Elementary school will start classes at 8.30am and have a drop-off time starting at 8.15am
- Grades 5 and 6 will start classes at 8am and be dropped off at 7.45am.

Each of those groups will use a designated entrance to minimize close contact between people entering and exiting the school. Students and staff may only use the designated way to their classrooms.

### b. Classrooms

GISSV serves students from preschool to grade 8. Different classroom settings apply to the different levels. Generally, the size of the learning group depends on the size of the classroom. All desks in the classrooms are spaced at least 6 feet apart and are clearly marked on the floor. We will provide each student with their own personal desk and chair and limit the use of specialized rooms (especially in high school) to the extent

that it is possible. The doors and windows will be left open to allow for increased circulation of outdoor air as much as possible.

- Preschool students stay in stable cohorts with designated teachers who stay together the entire school day. They do not mix with other cohorts.
- Elementary school students stay in stable cohorts with designated teachers who stay together the entire school day. They do not mix with other cohorts.

Once the county is off the watchlist, and schools are allowed to reopen:

- Middle school students stay in stable cohorts. They do not mix with other cohorts. Teachers are not part of the cohort. Each class will mainly be taught by one stable teacher, with the occasional subject teacher rotating into the class.

## c. Non-classroom Settings

GISSV will limit the use of shared facilities as much as possible. Library, teachers lounges, and other common areas can only be occupied by one cohort or one staff member at a time.

During recess, each cohort will have a designated space on the courtyard or playground to spend their break. They will not mix without cohorts. Supervising teachers will oversee the limitations of the students' space. For preschool and elementary school students, the outdoor playground equipment will be rotated between cohorts. GISSV considers preparing a "recess/PE/art package" for each student with some equipment for individual use.

GISSV will stagger break times and assign students to certain restrooms in order to avoid crowding. Students will not be allowed to use their lockers or cubbies but have to take their personal belongings home every day.

## 2. Hygiene Measures

### a. PPE for Staff

All staff members will receive a so-called "care package" upon their return to campus. This will include but is not limited to

- 1 cloth mask
- 1 cloth pullup type of mask
- 1 Box of 100 disposable masks
- 2 Face shields
- 1 Hand sanitizer (in addition to wall mounted hand sanitizing stations)
- 2 dispensers of clean wipes
- 1 box of gloves

Furthermore, GISSV will maintain a stock of the above materials to backfill, as the items are used.



## b. Face Coverings

All individuals, including staff and students of all ages, must wear face coverings over both their nose and mouth while at school/on campus.

Staff, students and visitors may not enter the building or campus unless they are wearing a face covering or have documentation of a medical contraindication to face coverings. GISSV keeps a supply of face coverings for individuals who have forgotten to bring one.

GISSV has signage in high visibility areas to remind students and staff of (1) when and where face coverings are required and (2) appropriate use of face coverings. The school also has communicated with all staff and families regarding expectations for use of face coverings at school and provided links on educating younger students on the use of face coverings.

### i. Staff

All staff will be required to wear a mask at all times, except to address a basic biological need, like eating or drinking. Pending confirmation from scientific research teachers may elect to use a face shield with a silk cloth drape, protecting air intake in a similar manner as a cloth face shield. Upon confirmation, this method would be preferred, especially for teachers of our younger students, who need to see facial expression. Also, staff with a documented medical contraindication to a face covering may be allowed to wear a face shield with a cloth drape on the bottom tucked into the shirt.

### ii. Students

Students are required to wear a mask at all times, except to address a basic biological need, like eating or drinking or during socially distant physical activity-

[CDC guidelines](#) provide general considerations for wearing and maintaining a face covering, including the following:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- The wearer does not have any difficulty breathing while wearing the covering
- The face covering can be tied or otherwise secured to prevent slipping

Face coverings do not have to be worn by employees when they are alone in their classroom or office.

## c. Handwashing and other Hygiene

### Handwashing

Frequent handwashing is critical in preventing the spread of COVID-19 and other infectious diseases. Hand sanitizer dispensers (that use sanitizers of greater than 60 percent alcohol) are at entrances and other

locations throughout the school. Students, employees, parents, and visitors are required to wash or sanitize their hands after entering the building.

Employees and students will be required to wash their hands with soap and water, or use hand sanitizer if soap and water are not available, when arriving and leaving home, when arriving and leaving school, before and after meals/snacks, after outside play, before and after using the restroom, after having close contact with others, after using shared surfaces and tools, and after blowing nose, coughing, and sneezing.

Hand sanitizer will be provided in all classrooms, including those that do not have sinks with soap and water. Employees and students using hand sanitizer should rub it into their hands until it is completely dry.

The school will also have portable handwashing stations throughout each campus.

Parents are asked to teach students proper handwashing techniques according to the CDC guidance (available at <https://www.cdc.gov/handwashing/index.html>), and staff will reinforce these techniques.

Children under age 9 should use hand sanitizer under adult supervision.

Employees and students will also be reminded not to touch their faces, and to use a tissue to wipe their nose and to cough and sneeze inside the tissue. The School encourages parents to also remind students to follow these practices.

Students using the bathroom should check in and sign with an adult; only one student per bathroom is allowed.

## Respiratory Etiquette

Everyone should cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and avoid touching their face, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette signage will be displayed throughout GISSV.

## Other Hygienic Practices

GISSV has removed and stored, to the extent practicable, soft and porous materials (e.g., fabric couches and chairs, area rugs, fabric toys).

GISSV has directed all employees to discontinue the use of shared office equipment to the extent practicable, or in the alternative to, sanitize shared surfaces and objects (e.g., conference room chairs and tables, counter tops, refrigerator door handles, keyboards, shared office supplies) after use.

GISSV has increased the frequency of air filter replacement and HVAC system cleaning. The School has also encouraged fresh air circulation by directing employees to open windows and doors, to the extent practicable and safe.

GISSV has limited its third party use agreements.

## 3. Cleaning and Maintenance

This protocol is based on guidelines for schools from the Centers for Disease Control and Prevention (CDC) and other health and educational associations. As these guidelines and directives continue to evolve, our protocol plans will develop with them as well.

### **Routine cleaning and disinfecting**

Routine cleaning and disinfecting are key to maintaining a safe environment for faculty, students, and staff.

- **Cleaning removes** dirt and most germs and is usually done with soap and water or a commercial cleaner.
- **Disinfecting kills** most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label. An EPA - COVID-19 approved commercial cleaner/disinfectant will be used for this purpose.

For normal cleaning when a surface is visibly dirty, a general cleaner is used, rinsed with water and followed with a disinfectant. However, for added protection a commercial product developed for COVID-19, that is both a detergent (cleans) and disinfectant (kills germs) will be used for our facilities.

Each occupied space is cleaned and disinfected at least once daily, or more, depending on use patterns (i.e., when a group leaves and before a new group uses the space - which is not planned at time of this current publication).

NOTE: for planning of cleaning and disinfecting resources, a time slot for this routine must be included in room reservations that are used by more than one group.

### **Personal Protective Equipment**

Cleaners shall always wear a mask and disposable gloves when doing cleaning and disinfecting procedures.

### **Equipment Requirement**

The following equipment will be used when necessary to help clean and disinfect used spaces.

- Restroom Cart - only for restroom cleaning procedures. It should contain all the necessary items to accomplish task requirements.
- Classroom Cart - Only for classroom cleaning procedures. It should contain all the necessary items to accomplish task requirements.
- Sprayer - A disinfectant fogging sprayer will be used for deep disinfection procedures

### **Cleaning and Disinfecting Products**

The following cleaning and disinfecting products will be used to clean and disinfect, which are registered with the Environmental Protection Agency.

- Hypochlorous Acid (HOCL), which is less toxic (since human's own white blood cells make it in the body as part of the immune system), and neutral in pH, makes it much less hazardous to skin, eyes, and respiratory systems in humans, as well as aquatic species, and materials in facilities. HOCL will be the primary disinfectant/sanitizer used with electrostatic sprayers.
- NadDCC Tablets - to make HOCL concentrations on demand.
- Sanitizer cloths/wipes.

### **Deep Disinfection Procedure**

To make deep disinfection healthier and easier to accomplish, an electrostatic sprayer will be used with a fogging disinfectant (HOCL), which does not need to be rinsed. This procedure will be used on deep disinfection timeslots.

- Close space if necessary.
- Make sure the electrostatic sprayer contains disinfectant and spray the area completely starting from back to front.

### **Disinfecting Hard Surfaces Procedure**

Non-porous hard surfaces that are touched often or by more than one person will be cleaned and disinfected as defined.

1. Spray with appropriate cleaner/disinfectant on all applicable non-porous hard surfaces, such as countertops, desks, chairs, lunch tables, sink, rails, tissue holders, toilet, sink, fixtures, etc.
2. While the product sits for a few minutes, spray disinfectant on a clean rag, or piece of cleaning paper, and wipe clean, doorknobs, door handles, light switches, mirror, appliances, horizontal places, etc.
3. Using a clean cloth or cleaning paper, wipe clean all the areas previously sprayed with cleaner/disinfectant.

### **Disinfecting Electronic Surfaces Procedure**

Sanitizer cloths will be used for electronic surface items that are touched often, such as, computers, keyboards, computer mice, telephones, remote controls, light switches, etc.

### **Cleaning Other Surfaces Procedure**

It is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high-risk (e.g., floors, bookcases, tops of filing cabinets, carpets, rugs, drapes, etc.), these will be cleaned using a cleaner appropriate for the material.

### **Restroom Cleaning and Disinfecting Procedure**

This process takes approximately 10-20 minutes, depending on the number of stalls.

- Make sure nobody is inside.
- Place a close sign across the door opening.
- Remove trash.
- Pour appropriate disinfecting cleaner in the bowl.

- Follow Disinfecting Hard Surfaces Procedure.
- Sweep floor if necessary.
- Use a bowl brush to scrub the inside of the bowl.
- To prevent cross contamination, use toilet tissue to wipe clean the outside of the toilet seat, then place it in the bowl and flush it, make sure to rinse the bowl brush at this time.
- Mop the floor if necessary.
- Remove the close sign and close the door.

### **Classroom Cleaning and Disinfecting Procedure**

This process takes approximately 10-25 minutes, depending on the number of hard surfaces.

- Place a close sign across the door opening.
- Remove trash (replace liner if necessary), and wipe trash can clean.
- Follow Disinfecting Hard Surfaces Procedure
- Follow Disinfecting Electronic Surfaces Procedure
- Vacuum carpets and floor mats.
- Remove the close sign and close the door.

### **Cleaning and Disinfecting Kitchen and Eating Areas Procedure** (these areas will not be used at the time of current publication)

This process takes approximately 10-25 minutes, depending on the number of hard surfaces.

- Place a close sign across the door opening.
- Remove trash (replace liner if necessary), and wipe trash can clean.
- Follow Disinfecting Hard Surfaces Procedure
- Vacuum floor mats.
- Mop floor if necessary.
- Remove the close sign and close the door.

### **Lounge Area Cleaning and Disinfecting Procedure** (these areas will not be used at the time of current publication)

This process takes approximately about 20-30 minutes, which includes 2 restrooms, kitchen, and eating area.

- Follow Restroom Cleaning and Disinfecting Procedure
- Follow Disinfecting Hard Surfaces Procedure
- Remove trash and wipe trash can.
- Vacuum carpets and floor mats.
- Mop Floor if necessary.

### **Office Cleaning and Disinfecting Procedure**

This process takes approximately about 30-60 minutes, which includes 2 restrooms, kitchen space, eating space, work space, and 6 office spaces.

- Follow Restroom Cleaning and Disinfecting Procedure
- Follow Kitchen Cleaning and Disinfecting Procedure
- Follow Workspace Cleaning and Disinfecting Procedure
- Follow Office Cleaning and Disinfecting Procedure

According to the CDC outdoor areas, **like playgrounds**, generally require normal routine cleaning, but do not require disinfection.

- Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

Drinking fountains will not be in use during the time of Socially Distanced Learning on campus.

See also detailed [PROTOCOLS FOR CLEANING AND DISINFECTING THE SCHOOL CAMPUS](#)

## 4. Food Service

During the period of increased physical distancing on campus, there will be **no food service** deliveries to the school. Students may bring their own snack, which will be eaten socially distanced in the classroom or designated recess space. Since we will only be offering half-day instruction, students are expected to eat lunch at their homes.

When the county is off the monitoring list and schools are allowed to reopen, we will evaluate the meal situation and make provisions for safe food service and lunch time for the students.

# Part III: Ongoing Monitoring, Testing, and Isolation Procedures

## 1. Monitoring - Social Contract and Testing Plans

Parents will screen students daily by checking their temperature and observing for other symptoms associated with COVID-19 in the morning prior to leaving for school. Parents will have to complete a [Health Screening Form](#) every day their child is scheduled to be on campus prior to drop-off. Parents must keep their student at home if the student exhibits one or more symptoms associated with COVID-19 and notify GISSV of the reason for the student's absence. Students who report symptoms associated with COVID-19 may return GISSV after they meet the requirements set forth below.

### Daily Home Screening for Students

*Parents: Please complete this short check each morning and report your child's information [INSERT YOUR SCHOOL REPORTING INSTRUCTIONS] in the morning before your child leaves for school.*

#### SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

<input type="checkbox"/>	Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
<input type="checkbox"/>	Sore throat
<input type="checkbox"/>	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
<input type="checkbox"/>	Diarrhea, vomiting, or abdominal pain
<input type="checkbox"/>	New onset of severe headache, especially with a fever

#### SECTION 2: Close Contact/Potential Exposure

<input type="checkbox"/>	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
<input type="checkbox"/>	Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the <a href="#">Community Mitigation Framework</a>
<input type="checkbox"/>	Live in areas of high community transmission (as described in the <a href="#">Community Mitigation Framework</a> ) while the school remains open



In addition to daily self-screenings, parents and students are obligated to report the following information and remain at home as recommended by the CDC:

- If they have traveled outside of the country, they may not return to school for 14 days after they return from international travel.
- If they had close contact with someone who was ill with confirmed COVID-19, they may not return to school until 14 days after the date of exposure. According to the CDC, “close contact” means being within six (6) feet of an individual for at least 15 minutes.
- If a member of their household is ill with confirmed or suspected COVID-19, they may not return to school until 14 days after the date of exposure and shall remain at least 6 feet away from the ill individual until 14 days have passed to the extent possible.

In addition, parents are asked to refrain from activities outside of school that would defeat the purpose of keeping our students in cohorts, such as mixing with students from other grade levels. To lessen the traffic pressure during drop-off and pick-up, we highly encourage families to form a safe social bubble within their cohort. Parents and older students will sign an “honor code” which gives necessary background information for the need to practice social distancing outside of school.

Parents will also be asked to sign a COVID-19 LIABILITY WAIVER AND ASSUMPTION OF THE RISK. This document also underlines the necessity of daily Home Screening for students.

GISSV is working on a plan to have staff tested regularly at the time of publication; it is still to be clarified if this will be onsite or offsite. We will ensure that all staff on campus will be tested at least once every two months on a staggering schedule. Testing results will be shared with the local health department.

## 2. Response Confirmed / Suspected Case

GISSV will establish an isolation room at the front of the campus to separate anyone who exhibits COVID-19 symptoms until they can be transported home or to a healthcare facility as soon as practicable.

In case of a suspected case, the student or staff member is instructed to get tested and isolate until the test results are available. When symptomatic and tested negative, the individual may return to school 72 hours after symptoms abate with evidence of negative COVID-19 test.

In case of a confirmed COVID-19 case, GISSV will

- notify the County of Santa Clara or San Francisco Public Health Department, depending on campus
- notify the school community of the case while maintaining confidentiality
- close off areas used by the sick person for 24 hours and then until clearing and disinfecting



The individual tested positive can return 14 days after testing positive, 7 days after improvement of fever and other symptoms, or 3 days after testing negative, whichever is longer.

If a household member or other close contact of a student or staff member is tested positive, the student or staff member is instructed to get testing and quarantine for 14 days after the first date of exposure or, when testing positive themselves, until they completed their own isolation period.

## Contact tracing and case investigation plans

A member from the school's SERT (School Emergency Response Team) is responsible for organizing and coordinating the contact tracing. This person will always have the most current cohort and class lists as well as seating charts. All communication to the community will go through here. When communicating with the community, all privacy and confidentiality laws will be strictly enforced.

For preschool and elementary school, all students and teachers in the cohort of the confirmed case are instructed to get tested and quarantine at home for 14 days.

For older middle school students, the seating rosters and schedule will also be used to identify close contact to the confirmed case. Close contacts are instructed to get tested and quarantine at home for 14 days. Their information is provided to the County of San Francisco Public Health Department. If those close contacts to the confirmed case test negative, they can return after 14 days of last exposure.

## 3. Triggers to Switch to Distance Learning

If there are confirmed cases on campus, the school administration will take the necessary steps outlined above and closely monitor the development. If more than 5% of the campus population (students and staff) or more than 2 cohorts are affected by COVID-19 (except cases within one family), the campus will switch to Distance Learning for at least 14 days. During this time, the campus will undergo a strict disinfection routine. The school will also switch to Distance Learning if the county infection rate does not deem it appropriate to offer on-campus instruction. The tiered system for county risk levels will serve as a data point to identify increasing rates.

## 1. Communication Plans

This Reopening Plan is available to the whole community on the school's website ([gissv.org](http://gissv.org)) on the Parent Portal. It will be announced during the Parent Nights at the beginning of the school year. Moreover, all information about Distance Learning and Reopening Campus scenarios are available on a dedicated microsite through the Parent Portal.

The school will inform the community about the developments through different channels:

- a) regular communication will happen in the weekly newsletter (Thursday Brief)
- b) communication about a confirmed case will go out to the school community in a dedicated push-out email
- c) communication of an impending quarantine within a cohort will be communicated by personal phone calls
- d) a schoolwide quarantine and switch to distance learning will be announced via text blast first, with a community-wide email follow-up
- e) Additionally, the school will offer online townhall meetings at irregular intervals as the situation evolves.

## 2. Equity

GISSV's mission is to educate Global Citizens, and it is our aim to make our school accessible to as many students as possible. In this vein we have a financial aid program and during COVID 19 we have set up a COVID 19 relief fund, with a very simple and fair application process. Families are encouraged to reach out to the school if support is needed.