



# San Francisco Waldorf School Pandemic Prevention and Response Plan

San Francisco Waldorf School (SFWS) is committed to supporting the social, emotional, physical, and intellectual development of students, faculty, and families in the most supportive and healthy way possible, whether in person or via distance learning.

We have developed the following Pandemic Prevention and Response Plan (PRP) for the 2020–21 school year to guide our operations and overall program. We recognize that through the implementation of the following coordinated efforts we can greatly reduce, although 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.

SFWS will update this plan as federal, state, and local guidelines and regulations change. It will also be included as a temporary addendum to the Parent Handbook and Employee Handbook. Until communicated otherwise, the rules and guidance of this plan take precedence over the existing Parent or Employee Handbook, to the extent there is any inconsistency between them. If you have any questions regarding current policies or procedures, parents should contact the school chair, and employees should contact their supervisor.

This document is the school's official guiding plan and a companion to the [July 17th School Planning Slides](#), which were created for ease of use for parents and community.

This document was last updated on January 26, 2021.

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## 1. Our Guiding Principles

- To provide the highest quality and consistent social, emotional, physical, and intellectual development via in-person and distance learning.
- To have every student be in-person at school every day if possible. School provides rhythm; social, emotional, physical, and intellectual development; childcare; and critical services that children, faculty, and families need in order to thrive.
- To explore and develop educational delivery alternatives so as to have the most flexibility in providing a complete education during times of high uncertainty.
- To keep faculty and students healthy and safe through executing science-based, approved protocols and practices that also support the health of family members at home.
- To support and follow San Francisco and California community health protocols to meet COVID-19 challenges.

## 2. Health and Safety Protocols

San Francisco Waldorf School is following the guidance of the [San Francisco Department of Public Health](#), the [California Department of Public Health](#), and the [Centers for Disease Control and Prevention](#).

We have created and shared [school plans and protocols](#) that meet that guidance. We present the health and safety protocols in three main areas:

- Batching students in stable, trackable pods and tracking faculty contact with each.
- Monitoring symptoms, potential exposures, and cases on campus and at home, and clearly communicating with the community and SFDPH when cases arise.
- Limiting time and exposure through personal hygiene, pods, face coverings, increased sanitizing and cleaning, physical spacing in classes and transitions, physical spacing for pickup and drop-off, increased outdoor time, ventilation from open windows/doors, air filters, cancelling higher risk activities such as field trips and assemblies, and limiting non-essential visitors to campus.

To be effective, the SFWS PRP requires the full cooperation of all our community members, and everyone is responsible for implementing and complying with the School's plan. Please see parent and faculty agreement sections that address those group efforts to support the efforts SFWS is taking to mitigate COVID-19 contagion.

### 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 should wash or sanitize their hands before entering the building. Everyone is instructed to frequently wash their hands throughout the day for at least 20 seconds with soap and water, but especially at the beginning and end of their time on campus, before and after mealtimes, and after using the restroom. Students will also be supervised in handwashing or sanitizing at each transition.

### 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 the School.

### Face Coverings

According to the school site assessment and guidance from SFDPH, universal face covering and mask-wearing is required for all adults and children on all SFWS campuses, in front of the school, and at off-campus gatherings. All students and adults must wear face coverings during drop off and pick up or at other times they may come in potential contact with other pods or groups around campus.

Masks must be worn by all students, faculty, and staff at all times when indoors, except when eating as silently as possible. This includes even when one is alone in a room that others may use, such as an office or a classroom between pods. Employees and students should be outside, distanced from others, to take mask breaks. Exceptions allowed for drinking as needed.

All students and faculty must bring two clean face coverings each day to school. School will maintain a stockpile of face coverings to fit all age groups. According to public health officials, individuals can spread COVID-19 to others even if they do not feel sick. In connection with physical distancing, the use of face coverings is an important way that we, as a community, can protect each other by mitigating the spread of COVID-19. Please review the information on proper use, removal, and washing of face coverings available from the [CDC](#).

Guidelines for wearing and cleaning face coverings include:

- 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 covering should be washed after every wearing.
- The face covering can be tied or must be otherwise secured to prevent slipping.

Any employee not wearing a face covering, respiratory protection, face shield with a drape or other effective alternative, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

### Cleaning and Disinfecting

SFWS uses CDC-approved, eco-friendly medical-grade disinfectants and has implemented updated cleaning and disinfecting practices. This includes doubling routine cleaning and disinfecting throughout the campus. We will administer frequent and detailed disinfecting of high-touch areas daily, including door handles, elevator panels, railings, copy machines, sink handles, desks, and water fountains. Please contact our facilities manager for a specific list of cleaning products used on campus.

All students and employees will practice healthy hygiene, including supervised, frequent handwashing throughout the day. In addition to sinks in most classrooms for handwashing, we have installed two outdoor sinks on each campus. Approved hand sanitizer stations have been installed throughout each campus as well.

Students and employees should bring and use a refillable water bottle to use the water bottle refilling stations as well as faucets in classrooms. Please label your water bottle. Water fountains will be available for refilling bottles only.

If someone within the community contracts COVID-19, contact tracing will be used to identify and notify people who may have been exposed at school and to determine the exposed areas and equipment within the building. These areas and equipment will be disinfected per CDC guidelines.

### Ventilation and Outdoor Time

All classrooms have operable doors and windows that will be opened at all times (weather permitting) to increase fresh air flow. The School's HVAC systems, which allow for the maximum amount of incoming fresh air and ventilation, are being regularly examined and maintained. SFWS will use portable air filters in classrooms to further support air quality.

Nursery and Kindergarten will spend the majority of their time outside. All other classes will spend increased time outside on campus, in front of campus, and at local parks including Stern Grove, Alta Plaza, the Presidio, and others.

## Physical Distancing and Pods

All individuals on campus will maintain a safe physical distance of four to six feet as feasible and directed by SFDPH, including when lining up for entry and in each classroom. Signage throughout the School will reinforce physical distancing. To meet distancing requirements at the grade school, we have rented additional space at the Swedenborgian Church, converted Dakin Hall and other spaces into classrooms, and will utilize outside spaces on campus. At the high school, we have utilized the house at 460 West Portal and outdoor spaces on campuses for student and classroom use.

SFWS will maintain consistent pods of 14 students or less to allow for distancing in classrooms and monitoring/isolating of groups as needed. Faculty will minimize movement between pods of children within the School. We will schedule and organize entry, exit, and travel throughout each campus to further reduce crossover between pods.

During play time, members of pods may be in closer proximity to each other.

There will be no cross-class gatherings, assemblies, festivals, field trips, or performances.

## Campus Entry, Exit, Pickup, and Drop-Off

We are restricting parent and visitor access to campus. All parents and visitors must schedule in advance a time to visit the school and only enter through the main reception area. Parents and visitors are required to wear face coverings, confirm they are symptom free, and be screened upon arrival. Parents and others will not be allowed beyond Reception to deliver items to students. We will receive all items at Reception.

Carpool drop-off schedules will remain the same at the grade school, with staggered arrival and departure times at the High School. Adults must wear face coverings when they arrive on campus. During student pickup and drop-off, employees will wear face coverings, maintain six feet of physical distance whenever possible, and avoid physical contact with other individuals.

Students will enter campus via separate entrances by age group.

## Travel

Employees are restricted from non-essential travel beginning 14 days prior to in-person school. We ask that all community members limit non-essential travel. Additional guidance from SFDPH states: "to the extent possible, limit your nonessential travel during this pandemic. The more people travel, the more interactions people have. The more interactions people have with people

outside their household, the greater the risk of getting and spreading COVID-19. If you must travel outside the Bay Area, make sure you wear a face covering and maintain at least 6 feet of distance from people outside your household at all times. If you can, travel by private vehicle with only members of your household. Avoid indoor interactions to the extent possible, and keep the number of people you interact with small. DPH recommends you quarantine for 14 days upon return to San Francisco if during your travels you interact within 6 feet of individuals outside your household when you or those around you are not wearing face coverings at all times. The more interactions that are indoors, the larger the number of people involved, and the longer the duration of such interactions, the greater the risk. In addition, DPH recommends that you quarantine for 14 days upon return if you traveled on planes, buses, trains, or other forms of group/public transportation where face coverings were not worn at all times by you and those around you while in these enclosed spaces.”

## Symptom Screening, Testing, and Reporting

Families and employees are required to self-monitor for signs and symptoms of COVID-19. They are required to proactively verify that children and adults are symptom free every day and keep the child home with any symptoms. Symptoms include:

- Fever, Chills, or Repeated Shaking/Shivering
- Cough
- Sore Throat
- Shortness of Breath
- Difficulty Breathing
- Loss of Taste or Smell
- Muscle Pain
- Headache
- Runny Nose or Congestion
- Diarrhea
- Feeling Weak or Fatigued

The school has implemented the following policies and procedures to assess a person's health status prior to entering the School; to provide guidelines for screening individuals before they are allowed to enter the building; and to provide a process for families to report when they are sick, experiencing symptoms, or if they or anyone in their household have come into close contact with someone who has COVID-19:

### **Before Arriving on Campus**

Anyone who is experiencing symptoms of COVID-19 or knows that they have COVID-19 should isolate at home and follow SFDPH [protocols](#). In addition, parents must communicate with the school via email—[COVID@sfwaldorf.org](mailto:COVID@sfwaldorf.org)—if they or a member of their household tests positive for COVID-19, experiences symptoms of COVID-19, or has close contact with someone who is COVID-19 positive. CDC defines “close contact” as “someone who was within 6 feet of an infected person for a total of 15 minutes or more over a 24-hour period starting from 48 hours before illness onset until the time the patient is isolated.”

Parents are required to take their children's temperature before arriving on campus and keep their child home if they have a temperature of 100° Fahrenheit or above.

### **Screening Procedure for Students**

Reception and faculty will assess symptoms of each child as part of the “at the door welcome.” Handshakes and other physical greetings are prohibited. Children with suspected symptoms will be sent to the isolation/quiet room to have their temperatures checked. Any student with a temperature of 100° Fahrenheit or above, or other symptoms listed above, must immediately be picked up from campus.



## Screening Procedures for Employees, Parents, and Visitors

Employees, parents, and visitors must enter through the main Reception area and verify they are free of symptoms listed above. Parents and employees should not come to campus when experiencing symptoms. Non-essential visitors will be limited, and all visitors must have an appointment prior to being screened and admitted. Parents will not be allowed past Reception once school resumes unless they have an appointment or have received a communication from the school that states otherwise.

All adults are requested to wash or sanitize their hands after entering the building using stations provided by the School.

## Policies for Individuals Exhibiting Symptoms at School

If a student is sick or experiencing symptoms at school, the teacher or another designated adult will escort the student directly to the isolation/quiet room. Both escort and student will wear face coverings. Parents must pick up their child immediately.

Our specific COVID-19 health support policy promotes everyone staying at home when they are sick or displaying symptoms of COVID-19, when household members are sick or displaying symptoms of COVID-19, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.

## Contact Tracing

Contact tracing is part of the process of mitigating the spread of infection. School maintains contact with SFDPH and will communicate if/when a community member tests positive for COVID-19 via phone and email: (415) 554-2830, 1 for COVID-19, 6 for schools, and [schools-childcaresites@sfdph.org](mailto:schools-childcaresites@sfdph.org).

School will support the SFDPH contact tracing team, will work with the infected person to identify close contacts, and will notify community members who may be close contacts. Student and family confidentiality will be maintained. [SFDPH guidance](#) regarding isolation and quarantine is provided for the infected person and all close contacts.

## Returning to School

Anyone who is absent or sent home due to non-COVID-19 illness shall not be permitted back in school again until they have:

- been fever and fever medication free for at least 72 hours AND
- other symptoms have improved.

Please consult your family's healthcare provider if you have specific concerns about your or your child's health or would like a medical evaluation.

Anyone who is absent due to a positive COVID-19 test shall not be permitted back in school until at least 10 days after the positive test result.

Anyone who is absent due to close contact with a person who has COVID-19 shall not be permitted back in school until 14 days after last exposure. This person should check his/her temperature twice daily and be observant for the onset of any symptoms. They should also stay away from anyone who is at higher risk for getting sick.

## Signage

Students, employees, and parents must follow guidance from all SFDPH required and approved signs posted throughout campus.

## Closure Plan

We are adhering to the individual school closure guidance from the California Department of Health. School closure decisions will be based on the number of cases and the percentage of the teacher/students/staff that are positive for COVID-19, following consultation with the SFDPH. School closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period. SFDPH may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. If school is closed, SFWS will:

- institute a 24-hour deep cleaning process that will include disinfection in accordance with CDC guidance;
- support contact tracing with SFDPH to communicate with potentially affected families; and
- notify the community by email of a partial or full school closure. (SFWS will not disclose the name of anyone with a suspected or confirmed case of COVID-19.)

## Protocols for Serving Medically Vulnerable Students and Teachers

Understandably, a key concern is whether certain populations of students and employees may be at increased risk of infection and severe disease by attending school in person. Unfortunately, there are no validated data on how much risk medically vulnerable individuals incur by attending school in person, and individuals will need to make the decision to attend in person in close consultation with their health care provider.

SFWS has created a process to review and support reasonable accommodations for faculty at higher risk. We will work with each individual on a case-by-case basis and with medical authorizations or recommendations.

For families, SFWS will provide distance learning as an option for high-risk students, first to be discussed with and approved by the School. Parents desiring such accommodations for their child should first contact their class teacher or high school advisor.

## Ensuring Equitable Access to Programs

SFWS is committed to equity and inclusion in all activities. Upon request, any student will be provided with a school Chromebook or laptop for loan during distance or hybrid learning.

### **3. School Program: In-Person and Distance Learning**

Our current plan is to begin the school year with on-campus learning for Early Childhood students and distance learning for grades 1-12. We will explore waiver options for grade school classes as outlined and allowed by the State of California and SFDPH.

To support and safeguard the health of our community members, we are prepared with a flexible framework to switch between in-person classes and distance learning throughout the school year as dictated by public health guidelines and requirements.

#### In-Person Learning

We are excited to welcome students back to SFWS for in-person learning. We will offer a full-day schedule and complete curriculum. Our physical and human resources enable us to provide an on-campus, in-person education under new health and safety guidelines. Some program modifications that you may see will include: additional classrooms for student grouping; limiting student movement throughout campus during the day; a new daily schedule with the ability to

quickly pivot to distance learning if necessary; no in-person, large group meetings and activities; increased use of outdoor spaces for student learning and socialization; and others. Additional details, including current schedules and classroom use, are presented in the [July 17th School Planning slides](#).

### Parallel Learning

SFWS will provide *parallel distance learning* options—live streaming of most classes and other online content classes that are not streamed. Please contact the Grade School Chair, High School Chair, class teacher, or advisor to discuss specific parallel distance learning plans for your child.

### Aftercare Programs

We will continue to offer after care for nursery through 6<sup>th</sup> grade dependent upon sufficient interest from parents and staff resources needed to maintain consistent pods in school and in aftercare.

### Distance Learning

We learned a great deal and evolved from our distance learning program in the spring. When in full distance learning mode, our students will continue to experience the excellent and joyful learning that is a hallmark of a SFWS education. Students will participate in developmentally appropriate schedules that are a balance of live and recorded content. All students will have access to their own electronic device provided by the school if needed. We will continue to utilize a consistent number of digital and in-person tools—including Zoom, Vimeo, MySFWS, phone calls, and material pickup/delivery—for learning, connection, engagement, and assessment.

As permitted, we acknowledge the value of parent-led and executed, micropod in-home gatherings to support the social, emotional, and intellectual health of students.

### Social-Emotional Support

Supporting our students' social-emotional development is more important than ever during these trying and uncertain times. Your child's class teacher, subject teachers, and/or advisor are available to help parents regarding their child's adjustment returning to school and any other related concerns.

Children are looking to their parents and teachers to let them know how they should be feeling about things. Even as adults are experiencing anxiety and uncertainty, parents and faculty should endeavor to be a non-anxious presence

in children's lives and communicate confidence in the children's ability to cope with stressful situations, including going back to school.

Parents are encouraged to help children reestablish school-year routines at home that will help prepare them for coming back to school in person or in distance learning.

Parents are encouraged to reinforce the idea that children have an important role to play in keeping themselves and their teachers safe and healthy rather than emphasizing the many unknowns. While there is uncertainty, it is important that children feel a sense of comfort knowing that there are specific things they can do (e.g., handwashing, face coverings, maintaining a safe distance, and listening to teachers) to help keep themselves and others healthy.

Parents can help the School by communicating with their children that although every family has dealt with COVID-19 differently, SFWS community families support each other. There will be a different set of expectations at school, and we hope that everyone will respect differences in how families have approached dealing with the virus.

#### **4. Parent and Community Input and Engagement**

Beginning in February 2020, SFWS created a COVID-19 task force composed of trustees, parents, faculty, and administrators. The task force approves decisions with input and recommendations from SFWS steering committee, faculty groups, and administrative departments. In addition to [Centers for Disease Control and Prevention](#), [San Francisco Department of Public Health](#), and [California Department of Public Health](#) guidance, input is gathered from faculty, parents, community medical experts, local peer schools, and independent school associations such as the [National Association of Independent Schools](#) and the [Association of Waldorf Schools of North America](#).

From May through August, in-person school and distance learning plans have been shared with faculty, parents, and community through faculty and staff meetings, steering committee meetings, online parent webinars, Zoom meetings, and phone/email consultations. Plans were revised and will continue to evolve with input from parents, faculty, and community groups.

#### **5. Guiding Entities and Resources**

SFWS is following the guidance of the [San Francisco Department of Public Health](#), the [California Department of Public Health](#), and the [Centers for Disease Control and Prevention](#). Additionally, all decisions are made including or in consultation with peer independent schools, the [Association of Waldorf Schools of North](#)

[America](#), the [National Association of Independent Schools](#), and community health and epidemiology experts.

We acknowledge the changing and sometimes conflicting nature of pandemic information. Our decisions will continue to be guided by scientific consensus and experience in our community, not political pressure or influence.

## 6. Training, Inspection, and Preparedness

This document will serve as the official narrative version of the SFWS Prevention and Response Plan for COVID-19. We will provide employees with ongoing pandemic preparedness training, and additional resources are available on the school website.

We will conduct periodic inspections using internal review templates provided by CAL/OSHA as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Additional communications and training will be ongoing as COVID-19 guidelines and requirements change. Each campus has a specific pandemic response team in place:

Early Childhood: Craig Appel, Deepa Ramsinghani, Cory Powers, Heidi Schwarzenbach

Grade School: Craig Appel, Deepa Ramsinghani, Cory Powers, Emily Hong Daniel

High School: Craig Appel, Paula Piemonte, Grace McGannon, Andrea Celis

## 7. Appendices

### Parent and Guardian Agreement

**August 6, 2020**

Dear Parents and Guardians,

The 2020-2021 school year brings large and unique challenges to San Francisco Waldorf School. One way we will all meet the challenges is by supporting the shared agreements and protocols presented in this document. Together, we are committed to the physical, intellectual, social, and emotional health and safety of faculty, students, and the entire SFWS community.

We recognize that through the implementation of our coordinated school reopening plans, we can greatly reduce, although not eliminate, the risk of COVID-19 transmission in our community. We strive to balance our strong safety protocols with the known benefits of children experiencing in-person learning at school. At the same time, in distance learning mode, our students will continue to experience the excellent and joyful learning that is a hallmark of a San Francisco Waldorf School education.

Items in this document outline the implementation requirements of the City of San Francisco Department of Public Health Directives and the shared commitment of our community during this time, whether school is held in person or via distance learning.

#### **Overview of strategies enabling SFWS to open in-person school**

San Francisco Waldorf School is following the guidance of the [San Francisco Department of Public Health](#), the [California Department of Public Health](#), and the [Centers for Disease Control and Prevention](#).

We have created and shared [school plans and protocols](#) that meet that guidance. We present the health and safety protocols in three main areas:

- Batching students and faculty in stable, trackable pods.
- Monitoring symptoms, potential exposures, and cases on campus and at home, and clearly communicating with the community and SFDPH when cases arise
- Limiting time and exposure through personal hygiene, pods, face coverings, increased sanitizing and cleaning, physical spacing in classes and transitions, physical spacing for pickup and drop-off, increased outdoor time, and ventilation from open windows/doors and filters, cancelling higher risk activity such as field trips and assemblies, limiting non-essential visitors to campus.

San Francisco Waldorf School's physical and human resources enable us to provide an at-school, in-person education under new health and safety guidelines implementing the protocols above. We have also evolved from our distance learning program in the spring. In distance learning or hybrid modes,

our students will continue to experience the excellent and joyful learning that is a hallmark of a San Francisco Waldorf School education. Students will participate in developmentally appropriate schedules that are a balance of live and recorded content, full or experiential or tactile work. All students will have access to their own electronic device provided by the school if needed. We will continue to utilize a consistent number of digital and in-person tools—including Zoom, Vimeo, MySFWS, phone calls, material pickup/delivery, and micropod gatherings—for learning, connection, engagement, and assessment.

## Parent and Guardian Agreements

- Proactively verify the child and family is symptom free every day and keep the child home with any symptoms. Symptoms include:
  - Fever, Chills, or Repeated Shaking/Shivering
  - Cough
  - Sore Throat
  - Shortness of Breath
  - Difficulty Breathing
  - Loss of Taste or Smell
  - Muscle Pain
  - Headache
  - Runny Nose or Congestion
  - Diarrhea
  - Feeling Unusually Weak/Fatigued
- Immediately gather the child from school if any of the above symptoms arise during school hours.
- Follow SFDPH guidance regarding next steps in COVID-19 symptom identification and testing (attached), including isolation and quarantine as required.
- Proactively communicate any COVID-19 symptoms to school, and share test results as soon as possible, whether in-person or in distance learning mode.
- Agree to return children to school only when they are illness/symptom free (including negative test results) for 72 hours for all COVID-19 and non-COVID-19 diagnoses.
- Minimize non-essential travel and social engagements outside of school and family pods to limit exposure for our community.
- Maintain social distancing and wear face coverings during pickup and drop-off, and any activities outside of school.
- Practice rigorous handwashing and respiratory etiquette, “sneeze/cough catching,” at home to prepare children for school rules.
- Follow and teach children to follow SFDPH guidance requiring physical distancing, universal face coverings, and medical care/isolation in cases of infection.
- Help children to wear face coverings and bring two face coverings and a water bottle in a backpack/basket to school everyday.
- Empower children to know that their personal hygiene and behaviors in group can help keep teachers and themselves healthy.
- Share driving and carpooling responsibilities (when schedules allow) following face covering, ventilation, personal hygiene, and other health protocols.
- Attend parent video meetings and virtual events.
- Continue to support the school by communicating with children that

although every family has dealt with COVID-19 differently, all families in the SFWS community support each other. There will be a set of expectations and rules at school, and we ask that everyone respect differences in how families have approached dealing with the virus.

- Model patience, cooperation, and understanding for children as the school community adapts to new required practices. Strive to be a non-anxious presence in our children’s lives.

### **Risk Statement from San Francisco Department of Public Health**

Community transmission of COVID-19 within San Francisco continues, including transmission by individuals who are infected and contagious but have no symptoms. Infected persons are contagious 48 hours before developing symptoms (“pre-symptomatic”), and many are contagious without ever developing symptoms (“asymptomatic”). Pre-symptomatic and asymptomatic people are likely unaware that they have COVID-19.

The decision by the SFDPH to allow in-person school for all families at facilities that follow required safety rules does not mean that attending school is free of risk. Enrolling a child could increase the risk of the child becoming infected with COVID-19. While the majority of children that become infected do very well, there is still much more to learn about coronavirus in children, including from recent reports of Multisystem Inflammatory Syndrome in Children (MIS-C).

Each parent or guardian must determine for themselves if they are willing to take the risk of enrolling their child in school, including whether they need to take additional precautions to protect the health of their child and others in the household. They should particularly consider the risks to household members who are adults 60 years or older, or anyone who has an underlying medical condition. Parents and guardians may want to discuss these risks and their concerns with their pediatrician or other health care provider.

More information about COVID-19, MIS-C, and those at higher risk for serious illness is available on the Centers for Disease Control and Prevention website at <https://www.cdc.gov/coronavirus/2019-ncov/>.

I understand there are risks associated with in-person school. To minimize these risks and protect my child, myself, the faculty, and the community, I agree to follow these safety requirements and standards.

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Parent/Guardian Signature

Date

## Employee Agreement

**August 4, 2020**

Dear SFWS Faculty and Staff,

The 2020-2021 school year brings large and unique challenges to San Francisco Waldorf School. One way we will all meet the challenges is by supporting the shared agreements and protocols presented in this document. Together, we are committed to the health and safety of faculty, students, and the entire community.

We recognize that through the implementation of our coordinated school reopening plans, we can greatly reduce, although not eliminate, the risk of COVID-19 transmission in our community. We strive to balance our mitigation and safety protocols with the known benefits of children and faculty experiencing in-person learning at school. We are also prepared to move to effective distance learning dictated by health and safety requirements and the SFDPH.

### **Overview of strategies enabling SFWS to open in-person school**

San Francisco Waldorf School is following the guidance of the [San Francisco Department of Public Health](#), the [California Department of Public Health](#), and the [Centers for Disease Control and Prevention](#).

We have created and shared [school plans and protocols](#) that meet that guidance. We present the health and safety protocols in three main areas:

- Batching students in stable, trackable pods and tracking faculty contact with each.
- Monitoring symptoms, potential exposures, and cases on campus and at home and clearly communicating with the community and SFDPH when cases arise.
- Limiting time and exposure through personal hygiene, pods, face coverings, increased sanitizing and cleaning, physical spacing in classes and transitions, physical spacing for pickup and drop-off, increased outdoor time, and ventilation from open windows/doors, air filters, cancelling higher risk activity such as field trips and assemblies, and limiting non-essential visitors to campus.

In addition to these efforts, the school has:

- installed screens for reception areas where physical spacing is difficult;
- purchased face coverings, including comfortable masks and shields for faculty;
- created a list of parent and guardian agreements to be signed by each family before school starts;

- modified schedules and programs to meet safe pod and spacing guidelines; and
- identified testing and monitoring support for faculty.

### Faculty and Staff COVID-19 Summer Protocols and Testing

In addition to following the SFDPH guidelines for a safe working environment, we are strongly encouraging that all faculty and staff:

- return home from travel as of August 10, 2020 and
- test for Covid-19 during the week of August 17, 2020. (SFWS will reimburse you for any out-of-pocket medical cost incurred for your test.)
  - San Francisco guidelines for getting tested: <https://sf.gov/find-out-how-get-tested-coronavirus>. You can receive a test from the San Francisco testing sites as an essential worker.
  - Kaiser testing information: <https://healthy.kaiserpermanente.org/northern-california/health-wellness/coronavirus-information/testing>
  - If you receive a positive test result for Covid-19, please follow these steps:
    - Contact your doctor.
    - Contact the school (Craig Appel: [cappel@sfwaldorf.org](mailto:cappel@sfwaldorf.org)).
    - Follow SFDPH guidance here: <https://www.sfcDCP.org/wp-content/uploads/2020/03/COVID19-Return-to-Work-Leaving-Isolation-FINAL-06.08.2020.pdf>.

### Faculty and Staff Agreements

- Proactively verify you are symptom free every day and stay home if symptoms arise. Symptoms include:
 

<ul style="list-style-type: none"> <li>○ Fever, Chills, or Repeated Shaking/Shivering</li> <li>○ Cough</li> <li>○ Sore Throat</li> <li>○ Shortness of Breath</li> <li>○ Difficulty Breathing</li> <li>○ Loss of Taste or Smell</li> </ul>	<ul style="list-style-type: none"> <li>○ Muscle Pain</li> <li>○ Headache</li> <li>○ Runny Nose or Congestion</li> <li>○ Diarrhea</li> <li>○ Feeling Unusually Weak/ Fatigued</li> </ul>
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- Follow SFDPH guidance regarding next steps in COVID-19 symptom identification and testing (attached).
- Get a COVID-19 test when requested by the School or SFDPH.
- Proactively communicate any symptoms to School and share test results as soon as possible.
- Agree to return to school only when illness/symptom free (including negative test results) for 72 hours for all COVID-19 and non-COVID-19 diagnoses.
- Limit non-essential travel and social engagements outside of school pods to manage exposure for our community.
- Inform the school of travel plans and self-isolate if required.
- Maintain social distancing and wear face coverings whenever on campus.

- Actively assess students for symptoms.
- Supervise rigorous, frequent handwashing and sanitizing after each activity.
- Send students to the isolation/quiet room when sick to wait for parent pickup.
- Maintain pod separation and distance requirements and remind students of the same.
- Support the emotional health of students through the uncertainty of the pandemic.
- Maintain proactive communication with students, parents, and Chairs regarding academic, social, emotional, and health issues.
- Practice rigorous handwashing and respiratory etiquette (“sneeze/cough catching”).
- Continue to support the School by communicating with children that although every family has dealt with COVID-19 differently, all families in the SFWS community support each other. (
- Model patience, cooperation, and understanding for colleagues, students, and parents as the school community adapts to new required practices. Strive to be a non-anxious presence in our community.

### **Required Risk Statement from San Francisco Department of Public Health**

Community transmission of COVID-19 within San Francisco continues, including transmission by individuals who are infected and contagious but have no symptoms. Infected persons are contagious 48 hours before developing symptoms (“pre-symptomatic”), and many are contagious without ever developing symptoms (“asymptomatic”). Pre-symptomatic and asymptomatic people are likely unaware that they have COVID-19.

The decision by the SFDPH to allow in-person school at facilities that follow required safety rules does not mean that school is free of risk. Working on campus could increase the risk of becoming infected with COVID-19.

Each person should particularly consider the risks to household members who are adults 60 years or older, or anyone who has an underlying medical condition. You may want to discuss these risks and concerns with your doctor or other health care provider. You may also discuss health concerns about returning to school in-person with the human resources officer, the Grade School/High School Chair, or the Administrative Director.

More information about COVID-19, MIS-C, and those at higher risk for serious illness is available on the Centers for Disease Control and Prevention website at <https://www.cdc.gov/coronavirus/2019-ncov/>.

I understand there are risks associated with in-person school. To minimize these risks and protect myself and the community, I agree to follow these safety requirements and standards.

Employee Signature

Date

## COVID-19 Action and Communication Protocol

### SFWS COVID-19 School and Family Communications—CDPH Guidance July 17, 2020

Student/Staff with	Parent/Staff Action	School Action	Communication
COVID-19 Symptoms	-Pick up child -Get tested	-Check symptoms in isolation/quiet room - -Send child or staff home -Recommend testing - -School/classroom remains open	Communicate via email with pod of potential symptoms and ask for increased symptom checking
Close Contact with Confirmed COVID-19 case	-Pick up child -Test recommended -Inform school of results ASAP	-Send child or staff home -Recommend testing -School/classroom remains open	Communicate via email with pod of known close contact, awaiting results
Confirmed Positive COVID-19 Results	-Inform the community, all employees, SFDPH and other entities of results within one business day -Follow SFDPH isolation and contact tracing protocol	-Notify SFDPH - -Isolate case and exclude from school for 10 days from symptom onset - -Identify contacts, quarantine & exclude exposed contacts from school for 14 days after contact date -Test contacts -Deep disinfection of classroom - -School may remain open -Pod closed for testing , may return 3 days after negative tests with no symptoms. Pod may close for 14 days	Communicate with full community of positive case
Test negative after symptoms	-Return to school 3 days after symptoms subside	-School/classroom remains open	Communicate with pod if there was prior notification of testing

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illness or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.