



LYCÉE FRANÇAIS
DE SAN FRANCISCO

School Site-Specific Plan - Ash/Rich

REOPENING LFSF TASK FORCES REPORT

LYCÉE FRANÇAIS DE SAN FRANCISCO

June 2020



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TASK FORCES

GENERAL SAFETY AND FACILITIES

Health and Safety Participants

- Cloris Henry, COO
- Veronique Baumbach, Licensing Director
- Marina Behier, Business Office Assistant
- Emmanuel Coup, IT
- Seva Fridman, IT
- Geraldine Grolleau, Receptionist
- Sylvie Johnson, Assistant Director of Ashbury Campus
- Charlie Moss, Parent
- Virginie Nunez, Receptionist
- Claire Plais, Director of Finance
- Valerie Vaisse, HR Manager

Facilities Participants

- Cloris Henry, COO
- Emmanuel Coup, IT
- Coralie Gnikobou, Data Manager
- Cupertino Palestina, Director of Facilities
- Jocelyne Sleckman, Business Office Assistant

As we prepare for the reopening of our schools, we recommend the following guidance for safely reopening our campuses.

Task Force Guiding Principles

- Follow local public health guidelines
- Reduce fear/foster positive environment
- Provide the highest safety possible
- Align with LFSF culture where feasible
- Provide an atmosphere where learning will flourish
- Maintain a healthy academic environment and campus operations
- Maintain a healthy work environment
- Reduce and prevent transmission among students, employees, and the community



Task Force Fundamentals

- Maintaining physical distance
- Complying with PPE guidelines
- Limiting physical contact and cross-pod mixing
- The application of barrier gestures
- Cleaning and disinfection of premises and equipment
- Training, providing information, and communication



Regulatory Awareness and Compliance

LFSF will follow local or state regulatory agency policies related to group gatherings to determine campus access availability.

Recommendations for Health and Safety Protocols

It is important to check with state and local health officials ([CDC](#)), and other partners, to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Please refer to the [LFSF Infectious Virus/Disease Preparedness Plan](#)

General Guidelines

- **Recognize Signs and Symptoms**
 - Employees are expected to conduct daily health checks (e.g., temperature screening and/or or symptom checking) before arriving on any LFSF campus.
 - **employees who show signs of illness or have a temperature of 37.8 C (100.4 F) or higher are not to come to work.**
 - If you learn you have a temperature of 37.8 C (100.4 F) or higher and you are already at work, **inform your supervisor and go home immediately.**
- Older adults and people who have severe underlying medical conditions such as heart or lung disease, cancer, impaired immune systems, hypertension, or diabetes may be at higher risk for developing more serious complications from COVID-19. LFSF will work with these employees to enable them to continue to work remotely, if feasible.
- COVID-19 Symptoms may appear **2-14 days after exposure to the virus**. People with one or more of these symptoms may have COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

According to the CDC physical distancing, mask wearing, and frequent, thorough hand washing are the best ways to [avoid getting COVID-19](#).



PPE

Personal Protective Equipment (PPE) is equipment that will protect the entire LFSF community. The purpose is to reduce our exposure to COVID-19 to acceptable levels until a vaccine is widely available. PPE includes items such as surgical or cloth face masks, eye protection, face shields, gloves and other personal items that reduce or eliminate exposure to the virus.

Masks/Face Coverings

The CDC recommends that everyone wear cloth or disposable face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. People with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings will not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

Print Resources Web Page:

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resource.s.html>

- **Students Cycle 2 and older are REQUIRED to use appropriate forms of Personal Protective Equipment (PPE) while on Campus**
- **Cloth Face Coverings/Masks are REQUIRED**
 - Students Kindergarten and older will wear face coverings. The parameters will follow local guidelines and may differ per campus.
 - Employees are required to use cloth face coverings. Face coverings must cover nose and mouth at all times.
 - LFSF will provide face coverings on site
 - Students and employees are reminded not to touch their face covering and to wash their hands with soap and water for at least 20 seconds frequently.
 - Note: Cloth face coverings will **not** be placed on:
 - Children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
 - Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

Face Shields

Face Shields alone, are not an effective protection against infection. Face shields are most effective over N95 masks as a layer of additional protection. LFSF will provide face shields for employees and students who



cannot wear cloth masks under the parameters outlined above. The School will also provide face shields for employees who cannot maintain physical distancing of at least 6 feet due to the requirement of their job.

Gloves

The CDC recommends wearing gloves when you are cleaning or caring for someone who is sick. LFSF will provide gloves to employees who are interacting with members of the community who may be displaying symptoms of COVID-19. Members of our facilities teams will also have gloves provided for daily use.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html>

Healthy Hygiene Best Practices

- **Hand Hygiene and Respiratory Etiquette are REQUIRED**
 - Handwashing with soap and water for at least 20 seconds whenever possible is encouraged
 - Soap and water are available in every classroom containing a sink with running water, restrooms, and kitchens.
 - When any student or employee enters an LFSF campus, they are required to use hand sanitizer before touching multi-use items such as pens, sign-in touch pads, or countertops.
 - We encourage anyone on an LFSF campus to cover coughs and sneezes with a tissue. Used tissues will be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - LFSF will provide disposable tissue on site
- Students and employees wearing PPE will rotate their equipment at least every three hours
- Students and employees will wash their hands at least every two hours
 - LFSF will provide age-appropriate handwashing lessons
- No Sharing personal items or devices
- No cash on campus
 - or, if not feasible, sanitizing payment systems regularly.

Hand Sanitizer and Disinfectant Wipes

Hand sanitizer is effective against COVID-19 and will be available to all students and employees at the following location(s):

- Hand sanitizers are available in all common areas - Multi-Purpose Room (MPR)/Cafeteria, admin office, and all classrooms.
- The hand sanitizers are available at random locations, throughout the all LFSF campuses.



Adequate Supplies will be Supplied

LFSF will support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 70 percent alcohol (for employees and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, and cloth face coverings.

- Commonly touched or shared items, devices and equipment (door handles, elevator buttons, reception phones, and copiers) will be wiped down with disinfecting wipes after each use.
- Doors open during transition periods with a hook system. Only teacher may engage/disengage hook system

Disinfecting and Cleaning

Disinfecting refers to using chemicals, for example, [EPA-approved disinfectantsexternal icon](#), to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface *after* cleaning, it can further lower the risk of spreading infection.

All LFSF campuses will maintain disinfecting practices throughout the day, especially in high-touch areas and multi-user items. Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.

Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-registered disinfectants are an important part of reducing the risk of exposure to COVID-19.

Summary of Disinfecting Measures to Increase Health and Safety

- Disinfecting wipes that are effective against COVID-19 are available near copiers, and all relevant areas.
- Hand sanitizer, soap, and water, or effective disinfectant is available to the public at or near the entrance of the facility, anywhere else inside playgrounds or immediately outside where people have direct interactions.
- Disinfecting all multi-use items, pens, and styluses after each use.
- Disinfecting all high-contact surfaces frequently.
- Describe other measures: This facility is being sanitized and disinfected nightly.



- Refillable spray bottles with a child-safe sanitizing solution in every class.

The CDC recommends routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Cleaning refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

All LFSF campuses will be thoroughly cleaned and disinfected/sanitized daily.

Summary of Cleaning Measures to Increase Health and Safety

- Custodial employees will wear disposable gloves to clean and disinfect.
- Custodial employees will clean surfaces using soap and water, then use disinfectant.
- Custodial employees will practice routine cleaning and disinfecting of frequently touched surfaces.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- All campus facilities will have more frequent cleaning and disinfection.
- All campus facility surfaces and objects cleaned and disinfected daily

Cleaning and Disinfecting in Instance of Positive COVID-19 Infection

The School will immediately:

- Close off areas used by the person who is sick.
 - The CDC advises that we do not necessarily need to close operations, if we are able to close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- We will wait 24 hours before beginning to clean or disinfect. If 24 hours is not feasible, we will wait as long as possible.
- Clean and disinfect all areas accessed by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- [Vacuum the space if needed](#). Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.



- We will temporarily turn off fans and/or the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once an area has been appropriately disinfected, it will be opened for use.
 - Students and employees who were not in the sphere of contact with the person who is sick can return to campus immediately after disinfection.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

The risk of getting COVID-19 from cleaning is low. The following are general precautions we will have cleaning employees follow:

- Employees should not touch their face while cleaning and only after they can wash hands after cleaning.
- Cleaning employees will wear uniforms (or designated work clothes) and disposable gloves when cleaning and handling trash.
 - Cleaning employees will change clothes at the end of a shift. It may be helpful for them to keep a change of clothes at work.
- Clothing worn while cleaning will be placed in a plastic bag until it can be laundered. Laundering should be done as soon as possible and done safely at home.
- Cleaning employees should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.
- Employees who are responsible for cleaning and disinfecting will be trained to use disinfectants safely and effectively and to safely clean up potentially infectious materials and body fluids – blood, vomit, feces, and urine.
- All cleaning employees will be trained on the hazards of the cleaning chemicals used in the workplace in accordance with [OSHA's Hazard Communication Standard 29 CFR 1910.1200](#).

For more detailed information for employees, see [Frequently Asked Questions About COVID-19 for Facilities Service and Cleaning Staff](#)

Appropriate use of Cleaning and Disinfecting Products

LFSF will ensure the cleaning employees:

- Use soap and water or another detergent to clean dirty items. Then, use a disinfectant.



- Use an EPA-registered household disinfectant and follow the manufacturer's instructions to ensure safe and effective use of the product.
- [List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)
- Many products recommend:
 - Keeping the surface wet for a period of time (see the product label).
 - Wearing gloves and ensuring good ventilation during use of the product.
- Use diluted household bleach solutions, if appropriate for the surface. However:
 - Check to ensure the product is not past its expiration date.
 - Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
 - Use eye protection or have immediate access to an eyewash station.
 - Leave solution on a surface for at least 1 minute.

Accessing LFSF Campuses

In general no visitors, including parents, are allowed on campus, unless there is an imperative reason. Anyone who enters the campus must complete the *electronic sign-in* for contact tracing.

- Parents of C1 and C2 students must wear PPE at all times while on an LFSF campus.

Screening

Any visit motivated by an imperative reason must be authorized by the Head of School or his delegate. Receptionists must be informed of the visit and the identity of the visitor.

For any authorized visitor arriving at the entrance of LFSF campus, the Receptionist will:

- Verify the visitor's identity and that they have received the corresponding access authorization;
- Screen and observe the person to check that they meet the criteria required for access to the institution (no symptoms, wearing a mask);
- Ensure the electronic sign-in access is appropriately filled out;
- Measure body temperature and record it in the access control log.



- Sign a verification that they are symptom free, acknowledging risks, and indemnifying LFSF.

If the visitor can be authorized to enter the campus, a security officer accompanies him/her to the meeting place or notifies the relevant employee to collect the visitor.

All visitors must be accompanied to their meeting point and then escorted to the exit by an LFSF employee.

Self Declaration

Families (students) and employees are expected to self-report to the School if they, their families have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.

LFSF Administrative Leadership will notify employees, and families of any restrictions - up to campus closures - put in place to limit COVID-19 exposure.

Temperature Checking and Displaying Symptoms of COVID-19

Currently LFSF will ask students and employees to check their temperature daily **before** accessing any LFSF Campus.

- Students and employees who show signs of illness or are found to have a temperature of 37.8 C (100.4 F) or higher will be sent home immediately.
- A member of administration, or teacher will phone a parent to arrange immediate pick up of the sick child.
 - Students will be isolated while they wait for their parent/guardian to arrive.

Contact Tracing/Electronic Sign-in

Beginning in the 20-21 school year, LFSF will require all students, employees, and visitors to electronically sign-in whenever they access an LFSF campus to support contact tracing.

Contact tracing begins with identifying everyone that a person recently displaying symptoms of, or diagnosed with COVID-19 has been in contact with.

In a positive case of COVID-19, a person may be contagious 48 to 72 hours before they start to experience symptoms. We will trace all possible contacts within this time period.



The contacts will be notified about their exposure. They will be informed of what symptoms to look out for, advised to isolate themselves for a period of time, and to seek medical attention as needed if they start to experience symptoms.

Self-Isolation and Quarantine

Currently LFSF is asking students (families) and employees to submit a self declaration release which confirms that they have been in the San Francisco area at least 14 days without displaying symptoms of COVID-19.

In incidents where a student or employees has displayed symptoms of COVID-19 while on an LFSF campus, we will trace their reasonable contacts, provide notice where we can, and require those in the sphere of contact to remain *self-isolated for up to 14 days* after initial contact and until they receive medical clearance.

If we have a confirmed case of COVID-19, those in the sphere of contact will need to *quarantine for 14 days* after initial contact and receive medical clearance.

COVID-19 Positive Diagnosis Procedure

Generally, the presence of a single infected individual is not sufficient to be classified as an outbreak and would not require a campus closure. In the case of a positive COVID -19 Diagnosis, LFSF will follow its [LFSF Infectious Virus/Disease Preparedness Plan](#).

We will leverage contact tracing to limit the impact of self-isolation/quarantine requirements on the community.

Self-isolation/quarantine would be limited to the sphere of contact unless the community as a whole reaches a threshold in line with local guidances or directives. At that time, the HOS may direct campus, or school wide closure in line with local guidance or directive to mitigate community outbreak, even if there is not a citywide shelter in place order.

All campus facilities will be thoroughly cleaned and sanitized in the event of a confirmed case of COVID-19.

Signs, Messages, other Directives will be Updated Regularly and as Needed



LFSF will post advisory signs in highly visible locations throughout each campus that describe how to stop the spread of germs (such as by properly washing hands and maintaining social distancing).

Physical Distancing

Physical distancing on campus will help prevent school closures. The COVID-19 virus primarily spreads when one person breathes in droplets that are produced when an infected person talks, coughs, or sneezes. In addition, any infected person, with or without symptoms, could spread the virus by touching a surface contaminated with COVID-19. That's why it's so important to avoid touching public surfaces or at least to wipe them with a disinfectant regularly.

LFSF will take actions to support physical distancing in an effort to stop or slow down the spread of COVID-19. As such, we will require that students, employees and visitors maintain enough distance (6 feet or more) between themselves and another person to avoid getting infected or infecting someone else - whenever possible.

<https://www.health.harvard.edu/diseases-and-conditions/preventing-the-spread-of-the-coronavirus>

Measures to Promote Physical Distancing

- Place signs on the doors throughout the campuses reminding people to be at least six feet apart, including when in line.
- Placing tape or other markings at least six feet apart in areas inside the school, on sidewalks, and public entrances with signs directing the community to use the markings to maintain distance.
- One way paths where possible, one way traffic lanes where not possible
- Separate entry and exits to prevent gathering.
- All employees have been instructed to maintain at least six feet distance from each other, except employees may momentarily come closer when necessary to deliver services, or as otherwise necessary.

Movement on LFSF Campuses

Movement regulation and practices is campus specific. In general:

- Students will enter school at their assigned building door, one at a time, two meters apart and will remain two meters apart the entire school day (where applicable).



- All movement around and within the campus will be regulated in “one-way” traffic lanes
- All movement around and within the campus is to happen with the expected 6 feet (2 meters) distance
- Students and employees will not be allowed on campus if they show any symptoms of illness
 - Students and employees must be symptom-free for 48 hours and provide medical clearance before returning to campus
- Students are on campus only for the duration of the school day, AES, or Daycare
- Students who show any signs of illness may not attend school and will not be permitted to enter any LFSF campus
 - Please do NOT send your child to school if:
 - He or she is showing any symptoms of illness which could be passed onto another child or adult.
 - If any member of the household has symptoms of Covid-19, do NOT send your child to school.
- Handwashing and/or hand sanitizing will occur upon entering any LFSF campus
- CP and older students must wear PPE as they enter any LFSF campus
- All parents must wear PPE at all times while within 500 feet of an LFSF campus
- Parents of C1 and C2 students must wear PPE at all times while on an LFSF campus.

Recommendations to minimize cross pod contact:

- Stable Groupings
- Campus specific:
 - Multiple entrances and exits
 - Staggered arrival and dismissal times
 - Grade level/pod level arrival times
 - Plan for families with children in multiple grade levels
 - Plan for late arrivals

Outdoor Time/Recess

Each campus will devise a recess/break schedule to provide outdoor/playtime for all students that limits the number of students on the playground at one time. Additional employees will supervise every recess/break to support stable grouping and physical distancing (approximately 1:24 ratio of employee to students)

Employee(s) will be assigned to disinfect play-structures and sports/toys supplies and relevant areas and supplies regularly.



Leaving Campus

In order to limit risks of infection, students will not leave the campus during the school day unless supervised by an LFSF employee.

Students and families should ensure that they have any necessary items such as food, etc. before they arrive on campus.

Employees should also limit leaving the campus, unless absolutely necessary.

When any student, or employee must leave campus, they are required to sign out and sign back in when they return. They must also wear a mask for the entirety of their time off campus and put on a fresh mask when returning to campus. They are to wash their hands and follow healthy hygiene best practices.

Field Trips

Pursue virtual group events, gatherings, or meetings, if possible, and promote physical distancing of at least six feet between people if events are held. Limit group size (12 per room according to current CDC guidelines) to the extent possible.

Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.

Pursue options to convene sporting events and participation in sports activities in ways that minimize the risk of transmission of COVID-19 to players, families, coaches, and communities.

Meetings and Social Gatherings

Students and employees may not convene in social groups larger than 12 members in any given time and only when social distancing of 6ft/2m allows.

All LFSF sponsored meetings and social gatherings will be held electronically through Zoom, or webinar until a vaccine is widely available.

Communal Spaces

- Communal spaces such as break rooms are closed for the time being.



- Employees may enter to heat food, but communal coffee will not be available.
- We encourage employees to stagger use and clean and disinfect between use.
- Students are required to bring cold lunches.
- LFSF lunch providers will provide contactless delivery of self-contained cold lunches.
- Students and employees are encouraged to use a barrier such as gloves, or paper towel when entering and leaving bathrooms.
 - Handwashing with soap and water for at least 20 seconds is encouraged

Multi-use Items

Frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, and electronics (see below for special electronics cleaning and disinfection instructions)) will have routine disinfecting throughout the day with wipes that meet the [EPA-registered disinfectantsexternal icon](#) that are appropriate for the surface and following label instructions.

We will use wipeable covers for electronics where available. Where not available we will follow the manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance is available, we will use alcohol-based wipes containing at least 70% alcohol to disinfect touch screens. Be sure to dry surfaces thoroughly to avoid pooling of liquids.

Accommodations

Students and employees at higher risk for severe illness (including adults over 65 years old and people of all ages with certain underlying medical conditions) will inform the Head of School, the COO, and/or their Campus Director immediately. Individual accommodations will be developed to support continuity in learning and support for the fulfillment of employment requirements.

Social-Emotional Health

- LFSF encourages our entire community to maintain healthy eating, exercising, and sleeping routines, as well as finding time to unwind.
- Talk with people you trust about your concerns and how you are feeling.
- Please be aware of the national distress hotline: 1-800-985-5990, or text **TalkWithUs** to: 66746
- French Faculty or employees may seek free psychological support in French with the MGEN, registering on this link:



<https://covid19-mgen.psyfa.fr/>. This is available to all and is not restricted to MGEN members.

Facilities

LFSF will modify its campus facilities to support physical distancing and healthy hygiene practices that mitigate the spread of COVID-19. A thorough audit of each campus will inform what modifications need to be made. In general:

Classrooms

- Suggested desk mapping grids available [here](#).
- AI camera systems to support online learning and possible hybrid scenarios.

Administrative Spaces

- Suggested Office space modifications by campus is available [here](#).

Bathrooms

- Automated faucet modifiers added to each sink for hands-free access
- Plexi-glass dividers between sinks to protect against splash

Identification and Modification of Isolation Spaces

LFSF will provide a minimum of **3 isolation spaces** for those displaying symptoms of COVID-19 on each campus. Isolations spaces are designated, but may be used for other purposes when not needed for isolation.

Isolation Spaces

Richmond

- Infirmary behind reception on Floor 2
- Conference Room behind reception on Floor 2
- Kitchen in front of reception on Floor 2

Ventilation

LFSF will ensure ventilation systems operate properly.

Windows will be opened before and after class to increase the circulation of outdoor air as much as possible. Windows and doors **will not** be opened if doing so poses a safety or health risk (risk of falling, triggering asthma symptoms) to children using the facility.



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Where possible and appropriate window fans, or other fan units will be available in classrooms to provide healthy air circulation and enhance ventilation.



Water Systems

To minimize the risk, take steps to ensure that all water systems and features (sink faucets, drinking fountains) are modified to reduce multi-user touching. Drinking fountains will be cleaned and sanitized frequently.

We encourage employees and students to bring their own water to minimize the use and touching of water fountains.

Faucets and other water receptacles will be modified, where possible, for touchless use.

Technology

To reduce sharing of devices, LFSF will provide students with individualized laptops/tablets where possible.

Classrooms will be equipped with camera systems and casting devices to support online learning and possible need for hybrid models where appropriate.

You may contact Cloris M. Henry, Ed.D. Chief Operating Officer at chenry@lelycee.org, or 415.213.7623 with any questions or comments about this report.



INSTRUCTIONAL PROGRAMS

ASHBURY and RICHMOND CAMPUS

Participants

Staff

- Christophe Cailton, Campus Director
- Sylvie Johnson, Director assistant
- Veronique Baumbach, Licensing Director
- Amina Maine, English coordinator
- Sophie Hervet (C1 teacher + CE rep)
- A-Laure Bredehoft (C2 teacher)
- Valerie Nédérovique (C3 teacher)

Parent

- Antoine Calvez (maternelle GSc)
- Michele Thoma (elementary CM1a)

Context

In order to ensure sanitary and distancing protocol for our students we had to find a plan that will follow the guidance of the local authorities.

1/Respect a 6 feet distance in between students
2/And for Pre S/PreK a maximum Group size of 10 students
To these rules, we will add the sanitary protocol
to be develop later in a specific chapter
And the fact that we cannot mix the groups

PS-MS (Childcare)	GS > CM2 (grades K-12)
6 feet between students	
12 students max / group updated June 24	NO LIMITATION (for now)

In our planning, we are relying on information from national and local health and education authorities, as well as our independent and international school networks. Physical distancing regulations are not yet finalized for San Francisco schools, but we have created a framework that allows us to meet a range of scenarios, and to pivot among them as needed.



100% of the students during 100% of the School day

We need to be prepared for 2 scenarios :

- **Scenario 1 : Regular Back to School
(which will not be the case as of today)**
- **Scenario 2 : Distanced Back To School**

The Framework

Basically, we need to be prepared for a double Back To School :

- a Regular Back To School knowing that it will probably not happen in September. With the hope of moving back together at the earliest possible
- AND, a distanced Back to School

In scenario 1, the campus is open, physical distancing is not required, students attend school on campus five days per week. Enhanced health and hygiene protocols are in place. Class sizes are normal and Extended Day runs normally.

This is of course, our favorite scenario.

In the scenario 2, the Campus is open, physical distancing and smaller groups are required but we need to find more spaces

We have been told by the Department of Public Health to anticipate beginning the 2020–21 school year in this scenario, which includes on-campus, appropriately distanced instruction in smaller groups (called "PODS") for all students, with minimal contact between pods.

Health and hygiene protocols from the Department of Public Health (for masks, hand washing, and health screening, etc.) will be implemented as required. We will share these when they have been completed.

Scenario 2 will be implemented according to specific modalities at each level, which I will detail now.

How do we reach the goal ?

The reality of the situation is that our classrooms, in their actual use, do not allow us to follow the rules.

Therefore we need to find accommodations to welcome the students safely taking into account the square footage per child.

It means that we have to reduce the group-size while finding other spaces

Which spaces ?



As there are restrictions on use of collective areas, we are claiming multi use spaces to become classrooms. For example...

- **Motricity**
- **Multi purpose**
- **Ilab**
- **Music**
- **Minithèque**
- **Library**

Another Campus could welcome some Ashbury classes. Relocating some classrooms will enable us to free enough rooms to welcome and fit all the students

At a logistic level

1) for maternelle students (PS – MS – GS)

Welcoming preschoolers is a priority as they are not independent enough and require 100% of parents support and participation. As you know, in France preschool is not a daycare. Young children learn fundamental knowledge. That plays an essential role in their development.

The table shows a regular Back to School but under the new rules, we have to split the groups into subgroups that we call U.P. (Unité Pédagogiques, in French, PODS in English.)

LEVELS	39 PS (preschool)			48 MS (pre K.)			59 GS (K.)		
8 classes	a	b		a	b	c	a	b	c
	20	19		16	16	16	19	22	18

Students numbers are constantly changing, and due to our space constraints, the room allocation, and the number /class, can be reviewed at any time.

a. The question of personnel

LEVEL	39 PS (preschool)				48 MS (pre K.)						59 GS (K.)					
8 classes	a		b		a		b		c		a		b		c	
	20		19		16		16		16		19		22		18	
16 Pods	1 0	10	10	9	8	8	8	8	8	8	1 0	9	11	11	9	9



WHO ?	T	A	T	A		T	A	T	A	T	A	T	A	T	A	T	A
--------------	---	---	---	---	--	---	---	---	---	---	---	---	---	---	---	---	---

The question of staff is partly resolved in maternelle because the usual functioning of a class is based on the teacher/assistant pair.

(See red line in the table : T for teacher and A for Assistant)

Our assistants are trained and able to take charge of the class.

We can divide the pupils of the same class in two different locations.

From a pedagogical point of view, the teacher remains the reference lead person who is responsible for the class in programming the activities (for both pods).

By continuing to respect the precautionary measures as well as the recommended sanitary gestures, the adults in charge of a class (FR teacher, EN teacher, assistant, extra-assistant) will be able to intervene indifferently with both PODS during the same day.

b. The question of premises

The question of premises

BEFORE: 8 classes equaled 8 classrooms

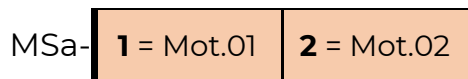
> NOW: 8 classes equals 16 pods, meaning 16 rooms

- So we need to find 8 additional rooms or spaces.

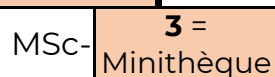
LEVEL	39 PS (preschool)				48 MS (pre K.)						59 GS (K.)					
8 classes	a		b		a		b		c		a		b		c	
	20		19		16		16		16		19		22		18	
16 Pods	10	10	10	9	8	8	8	8	8	8	10	9	11	11	9	9
WHO ?	T	A	T	A	T	A	T	A	T	A	T	A	T	A	T	A
WHERE ?	125	117	124	123	1	2	116	115	111	3	4	5	20 2	201	6	7

NEW SPACES

Motricity room



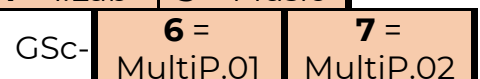
Minithèque



I.Lab + Music



Multi-purpose Room



The allocation of space and new rooms has been made:

- by taking into account the most restrictive needs (PS and MS)
- by trying to favor nearby rooms, to facilitate the pedagogical work



These class divisions and room reassignments involved :

- cancel the use of collective group spaces : motricity, multi-purpose, I.Lab, Music, Minitheque...
- room change for certain classes
- construction work to adapt premises to become a classroom

However, these changes have been minimised by making carefully considered choices in the allocation of rooms to each of the Pods.

If the sanitary conditions were to be alleviated during the year, the sub-groups would be brought back together into the same group and returned to their usual classrooms

Back to School

A Staggered welcoming

Back To School	Monday 31 st	Tuesday 1 st	Wednesday 2 nd	Thursday 3 rd	Friday 4 th
PS	1 st pod of 10	2 nd pod of 10	1 st pod of 10	2 nd pod of 10	The two pods
MS	1 st pod of 10	2 nd pod of 10	The two pods		
GS	1 st pod of 10	2 nd pod of 10	The two pods		

Our 8 maternelles classes, 146 students from preschool to Kindergarten are welcome on campus,

- Monday to Friday, 8:15 am – 3:15 pm,
- Following sanitary guidance and health protocol

2) for elementary classes (CP – CE1 – CE2 – CM1 – CM2)

In the case of a regular back to school, a typical organisation would be as follows :

LEVEL	49 CP			52 CE1			57 CE2			42 CM1			52 CM2		
15 classes	a	b	c	a	b	c	a	b	c	a	b	c	a	b	c
	16	17	16	16	20	16	18	19	20	14	14	14	15	20	17

Just as we need to allow a 6-feet distance between students, the size of the rooms on the Ashbury campus is also a limiting factor.

In addition, because all the rooms are now occupied, we no longer have rooms available to accommodate students in ½ groups.

2 plans :



A. PLAN

"50 % on campus / 50% at home"

Back-up or emergency plan

B. PLAN

"2 campuses : Ashbury & Richmond campus"

Highest probable case

Plan A : A protocol for alternating teaching:

"50% on campus / 50% at home".

This option has the merit of operating on a constant means basis, i.e. with our Ashbury campus alone, but has the disadvantage of not being able to accommodate students all week long and promote regularity.

Important constraints for families.

More complicated learning for the students.

Plan B : The use of new premises with the relocation of classes to

"another campus".

This is the option under consideration at this time. It also presents a certain number of challenge but offers the prospect of welcoming all our students on school time from Monday to Friday, according to different modalities from one class to another, from one level to another, which I will detail.

Presentation of the Richmond campus

It is a campus similar to the Ashbury Campus,
It has:

A white line for the Drop-Off...

A parking lot provided for the staff.

A basketball court (for the playground)

This gives access to the building itself, with :

Level 1: a very large multi-use room.

(for possibly organizing Lunch social distanced? Recess? P.E.? ...)

Level 2: 2 classrooms + admins office

Level 3: 4 classrooms

Level 4: 5 classrooms

3rd and 4th graders will be affected by this relocation

Because the numbers of students in these two levels correspond exactly to the capacities offered by the assigned classrooms.



The "drawbacks" of this relocation are compensated by the possibility of keeping a classical teaching model: 1 teacher - 1 class together

LEVEL	49 CP			52 CE1			57 CE2			42 CM1			52 CM2		
15 classes	a	b	c	a	b	c	a	b	c	a	b	c	a	b	c
	16	17	16	16	20	16	18	19	20	14	14	14	15	20	17
ROOM							3G	3F	3D	4L	4I	4H			

The temporary access to the Richmond campus will allow for the use of the vacated rooms on Ashbury.

For some classes, (yellow background on the table) the classical model of 1 teacher - 1 class can be maintained due to sufficient square footage.

However, for the other ones we need to consider a similar system as the one in stake in maternelle.

It means that these 6 classes (see white background on the table) will be divided into two Pods in order to respect the imposed distance

LEVEL	49 CP						52 CE1						52 CM2					
9 classes	a		b		c		a		b		c		a		b		c	
	16		17		16		16		20		16		15		20		17	
ROOM	213	214	224	225	222	223	220	215	216	210	301	316	B.C.D.	303	304			

On a practical / pedagogical point of view

- PARALLEL

CP (1st grade)

	MONDAY	
	GROUP 1	GROUP 2
8h15 – 8h45	Drop-off (welcoming time)	
8h45 – 10h00	FR teacher	EN teacher
10h00-10h30	RECESS	
10h30 – 11h45	EN teacher	FR teacher
11h45 – 13h00	LUNCHTIME	

Other school days

- MUSIC teacher
- DRAMA teacher
- LIBRARIAN
- SPECIALIST



13h00 – 14h00	FR teacher	Learning Facilitator
14h00 – 14h15	RECESS	
14h15 – 15h15	Learning Facilitator	FR teacher
15h15 – 15h45	Pick-up	

Reminder: in this organization, we have to divide the students of these classes because the available rooms are too small.

The students of the same class are distributed in 2 adjoining rooms. They never mix and work in small groups.

The class teacher intervenes throughout the day with each group.

The aim is to propose a parallel timetable where each group will work with a defined team of teachers (music teacher, Drama teacher, librarian...).

The duplication of these schedules requires a redeployment of our staff.

Some of them, the student monitors, will have to work as **Learning Facilitators** to supervise the work of the students and promote safety

• **CLASSIC**

In comparison, in a traditional organization, all the pupils in a class work together because the size of their room allows it while respecting the constraints.

The timetable runs in a linear fashion from morning to evening.

CE2 (3rd grade)

	MONDAY
8h15 – 8h45	Drop-off (welcoming time)
8h45 – 10h00	FR teacher
10h00-10h30	RECESS
10h30 – 11h45	EN teacher
11h45 – 13h00	LUNCHTIME

Other school days

- MUSIC teacher
- DRAMA teacher
- LIBRARIAN
- SPECIALIST



13h00 – 14h00	FR teacher
14h00 – 14h15	RECESS
14h15 – 15h15	FR teacher
15h15 – 15h45	Pick-up

CONCLUSION : In short

- **Objective completed**
- **Our 15 elementary classes, 250 students from CP to CM2 are welcome on the 2 campuses, Monday to Friday, 8:15 am – 3:15 pm, following sanitary guidance and health protocol**

ASHBURY	PS	MS	GS	CP	CE1			CM2
RICHMOND						CE2	CM1	

OBJ		Where	HOW	WHO	classes
100 % On campus Mon. > Fri.	maternelle	ASH	PARALLEL class splited in 2 half per room	PS – MS – GS	8
	elementaire			CP – CE1b – CM2a – CM2c	6
				CE1a – CEc – CM2b	3
		RICH	1 teacher + Whole Class	CE2 – CM1	6



AES - EXTRACURRICULAR ACTIVITIES

Participants

Andrew Sobol, Director of AES
Christophe de Renty, AES Assistant
Veronique Baumbach, Licensing Director
Camille Perrot, Teacher
Patrice Taffin, Parent

Aes Fall 2020

Please note that the AES offerings will look significantly different in Fall 2020 due to circumstances and conditions outside of our control.

Schedules to be released in late August. It is important to note that these AES schedules for each campus are subject to current conditions of the time for each campus and may be even delayed. They will be subject to change at any time of the year and will be posted on the Parent Portal when ready. The registration period will be OPENED depending on the current phase of restrictions and in consultation with each campus director, the AES will either offer:

1.a - SAUS & ASH - On-campus: (one) per grade if possible per week. This could be expanded if an outdoor option is available. **As of Thursday June 4th, it has been confirmed that activities can only be offered by PODS only, NOT grades. This will make it even more difficult to organize. It has also been confirmed that many of the ASH and SAUS facilities will NOT be made available for AES as these campuses will be re-designed to meet physical distancing guidelines. The FOCUS will be to hold OFF-SITE activities if possible.**

1.b - ORT - one activity for each grade only with the option of taking online activities. This could be expanded if an outdoor option is available. **Confirmed by Christine Riez**

Please note that the PASS will no longer be made available - Pay for individual activity.

1.c - Multiple Online activities for all campuses if on-campus unavailable. ASH & SAUS to share the same online schedule.

Objective: Run online activities for each campus - Run as many activities outside of campus (on or off campus) if safe and feasible. Registrations for online activities may be made available via a new platform.

ASH - Triage confirmed by the ASH campus director Christophe Cailton. **The use of the ASH basketball court is a possibility to be confirmed by Christophe Cailton.**



Outdoor possibilities		
ASH	SAUS	ORT
Soccer	Soccer	Cross Country
Tennis	Basketball	Volleyball
Girls on Run	Tennis	Tennis
Fencing	Yoga	Art
Judo	Art	Chess
Basketball	Chess	Girls on Run
	Gardening	Fencing

Current AES Facilities to host OFF-SITE and Outdoor activities:

- 1- Waller Center Gymnasium.
- 2- Kezar Stadium and Golden Gate Park.
- 3- Richmond Campus - outdoor basketball court.
- 4- Ortega Court & surrounding areas.
- 5- MLK Sausalito Fields; Gym; Tennis Court and outdoor basketball court.

Links here to Athletics guidelines for 2020-21 in regards to physical distancing:

1- <http://www.cifs.org/>

2- https://cifstate.org/covid-19/Resources/RTP_Combined.pdf

Camps

Summer Camps 2020 - click here:

https://docs.google.com/presentation/d/1hQGU_JGAjTWvNbrTi_VEP1akWRq25UE4GpnmaogmSro/edit#slide=id.p9

After reviewing multiple forms of feedback, the AES Camps team will be conducting 2020 summer camps based on current local, state, and federal guidelines. Camps will be conducted in two 3 week periods on our Sausalito and Ashbury campus. More information regarding the camp format and guidelines are available on the Parent Portal.

SAUSALITO - July 20th to August 7th

ASHBURY - August 10th-28th

Camp Times: 9 am-4pm

Please note some key conditions and guidelines for these camps.

- 1- No refunds after enrollment.



- 2- Registration is for the ENTIRE 3 WEEK PERIOD. First week of camp is compulsory to attend.
- 3- If a child leaves camp, they may not be readmitted.
- 4- Staggered drop-off and pick up times.
- 5- Daycare to be determined.
- 6- No shuttle options available.

Camps 2020-21 in Fall & December

- No field trips
- To follow local, state and federal guidelines set in October
- To be held at the SAUS & ASH campuses if feasible

Camps 2021 in February, Spring & Summer

- Snow camps TBD
- Field Trips TBD
- Summer Camps 2021 TBD

The camps mentioned above will be organized according to local, state, and federal guidelines set **one month prior to each camp commencing.**



ACKNOWLEDGMENTS

Thank you to the parents, staff, students for the participation in the numerous meetings which allowed to collaboratively craft this important operational document