



LYCÉE FRANÇAIS
DE SAN FRANCISCO

School Site-Specific Plan - Sausalito

REOPENING LFSF TASK FORCES REPORT

LYCÉE FRANÇAIS DE SAN FRANCISCO

June 2020



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TASK FORCES

GENERAL SAFETY AND FACILITIES

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- 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 particular 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.psy.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

Sausalito

- Infirmary behind reception in building 3
- Conference Room behind reception in building 3
- Kitchen behind reception in building 3
- Room 406 in front of reception in building

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.



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

SAUSALITO CAMPUS

Participants

Staff

- Laurent Carayon, Campus Director; July 2020 - Present
- Elsa RODRIGUEZ, Campus Director
- Andrew SOBOL, AES Director
- Claire RIVARD, Director Assistant
- Eliane STORME, Licensing Director
- Emilie GONSOLIN, Teacher
- Sarah BURGEVIN, Teacher Aid
- Natasha ELY, Teacher Aid
- Anne Sophie VIARD, Teacher
- Amina MAINE, English Coordinator
- Morgane DAVY, Assistant

Parents

- Ryan - Emily HOVERMAN
- Katherine DORAN
- Karent TUSSIOT

Health and pedagogical protocol

Context

The protocol specifies the practical arrangements for reopening and operating the Sausalito primary school after the confinement period, in compliance with the prescriptions issued by the health authorities.

General principles



The protocol consists of this guide as well as display and communication devices for each of the following themes:

- cleaning / disinfection of sanitary rooms;
- welcoming students;
- classroom ;
- managing the circulation of students and adults;
- management of the midday meal;
- break ;

It is based on four fundamentals

- o maintaining physical distance;
- o the application of barrier gestures;
- o limiting the mixing of pupils;
- o training, information and communication

Pedagogical organization

Limiting the mixing of students

The stability of classes and groups of students contributes to limiting mixing. The goal is to limit crossovers between students of different classes or different levels.

The following points call for special attention:

- o The arrival and departure of the school can be spread out over time, depending on the number of students accommodated per room and the staff present. This operation is subject to a prior study of the possibilities of adapting school transport, including that of students with disabilities;

- o Intercours and circulation outside of class time in buildings: the pupils' movements must be limited to what is strictly necessary, organized and supervised. It is also recommended to favor the movement of teachers rather than that of students and therefore to allocate a room to a class (outside the specialized rooms)

Accommodation capacity

The capacity of reception is a determining element for the educational organization.

Inventory of SPACES

BUILDINGS	ROOMS	SURFACE	MAX PERS.
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BUILDING 5	PEA	726	14
	PEB	767	15
	PS	768	15
	MOTRICITE	777	15
	BCD	872	17
	MS	784	15
	MULTI PURPOSE A	908	18
	MULTI PURPOSE B	908	18
	GS	727	14
	MUSIQUE	717	14
BUILDING 4	CP	738	14
	EXTRA ROOM	738	14
	CE1	738	14
	CE2	739	14
	RASED	305	6
	MEETING ROOM	323	6
BUILDING 3	CM1	743	14
	INNOV. LAB	720	14
	CM2	719	14
	THEATRE	753	15

Principle: CREATION OF STABLE TEACHING UNITS IN AN ATTRACTED SPACE AND PLACE

Proposal for the use of spaces by teaching units

	ROOM	GR.	EFFECT.	
BUILDING 5	PEA	PE	9	UP1
	PEB	PE	9	UP2
	PS	PS	9	UP3
	MOTRICITE	PS	9	UP4
	MULTI PURPOSE B	PS	9	UP5
	MS	MS	10	UP6
	MULTI PURPOSE A	MS	10	UP7
BUILDING 4	GS	GS	10	UP1
	MUSIQUE	GS	10	UP2
	CP	CP	9	UP3
	EXTRA ROOM	CP	8	UP4
	CE1	CE1	12	UP5
	CE2	CE2	14	UP6



	RASED	CE2	6	UP7
	MEETING ROOM			
BUILDING 3	CM1	CM1	8	UP1
	INNOV. LAB	CM1	8	UP2
	CM2	CM2	9	UP3
	THEATRE	CM2	9	UP4

SUPPORT FOR STUDENTS ON THE "SCHOOL TIME"

Class time

All students can be accommodated 5 days / week.

Each level is broken down into 2 UPs, or more, depending on the size and size of the rooms. The UPs will be installed in rooms in the same building and as close as possible to each other to allow fluid learning and exchanges.

This organization requires thinking about the presence of adults with the students. Presence of staff as "learning facilitators"

These are the adults who move from one place to another: BCD, MUSIC, THEATER....

Teachers can move from group to group by following the barrier gesture recommendations.

EXAMPLE

Kindergarten:

For kindergarten classes, under the supervision and preparation of the teachers, the assistants take charge of a group of students. Alternating adults with students from one day to the next.

NIV.	L	M	M	J	V	L	M	M	J	V
UP1	PE	ASSIST.	PE	ASSIST.	PE	ASSIST.	PE	ASSIST.	PE	ASSIST.
UP2	ASSIST.	PE	ASSIST.	PE	ASSIST.	PE	ASSIST.	PE	ASSIST.	PE

Morning recreations

Principle:

Recreations are organized by maintaining the UP student groups. The outdoor spaces are divided into zones, which students can go to according to a defined rotation and alternation.

To see what turnover for kindergartens in the different zones: change every day, every week?



Lunch

Principle

The organization must maintain the UP groups by limiting interactions between pupils from different UPs while optimizing exchanges between pupils.

Good Earth will stop offering school meals next year.

Cold meals only offered and requested from families.

Kindergarten:

The meal will be taken in the UP room

Elementary:

Several options possible depending on the time:

- outdoor tables in front of the buildings of the rooms if possible shade (number of tables indicated in the summary document)
- outdoor tables in front of multipurpose room
- in the UP room

Midday recreations

Ditto that morning but with alternating meal-recreation according to the levels.

Maternal nap

A nap will take place in the UP rooms.

Head-to-tail bed installations to limit contamination.

OUT OF CLASS TIME

Physical distancing outside of class time
management of recreations, meals, daycare, flow of people (entries and exits)

PRINCIPLES

Do not mix UP.

Make groups taking into account:

- presence at daycare
- use of the bus

Estimated daycare groups and supervision needs

NBRE GR.	PE	PS	MS	GS	CP	CE1	CE2	CM1	CM2
MAT	1	1	1	1	1	1	1	1	1
ADULT.	1	1	1	1		1			



A.MIDI	1	2	1	1	1	1	1	1	1
ADULT.	1	2	1	2			2		

Need to do a survey to predict student groups and supervisor needs.



Morning welcome

Principle

Limit exchanges and crossings during the movements of adults and students. Adults other than staff are not allowed in the buildings.

Kindergarten:

- From 08:20 to 08:45
- Main entrance for parents and students
- Separation at the door of the class. To be determined by UP, exterior or interior door.

Elementary:

- From 08:20 to 08:45
- Entrance through the large gate
- The pupils join their zone which will be delimited in the courtyard.

Evening daycare

Provide zones by UP.

Supervision of several UPs by an adult while respecting the necessary pupil / adult ratio.

Fittings - Works - Material preparation

Kindergarten

Redesigned classroom for more space
Allocate one place per student as far as possible
Condemn common areas (kitchen area...)
Sort the games that can be washed.
Make student trays with markers and individual equipment
Spread educational games by UP and stop pooling
Make "packs" with motor skills by UP
Make outdoor play pack
Curtains in the classroom for the nap.

Elementary

Renovate classroom for space between offices
Make daycare games pack by UP to keep during the week
Make an inventory of outdoor tables for the meal. Depending on needs, order



Back to school

Staggered entry

In order to have a peaceful, peaceful start to the school year and to discover the new procedures, it is necessary to take more time for the return to school and the reception of students.

PE

For the PE, reception over 2 days with half the class and the presence of 2 adults

PE	L	M	M	J	V
½ gr.	5		10	10	10
½ gr.		5			

PS

Accueil par UP avec l'ensembles des adultes qui vont les côtoyer

NIVEAU	L	M	M	J	V
UP1	9			9	9
UP2		9		9	9
UP3			9	9	9

MS-CM2

Accueil par UP

NIVEAU	L	M	M	J	V
UP1	10		10	10	10
UP2		10	10	10	10

The first days of school, socio-emotional aspects

Work in progress

From the 1st day: welcome and empathy

Ensure the psychological well-being of students upon return to class and for several weeks.

During the confinement period, some students may have developed symptoms of stress or anxiety. This fragility and the signs of anxiety that may appear when returning to school, or even several days afterwards, must be taken into account. When returning to class, it is essential to pay attention to all the elements that could indicate discomfort. • For example: a student whose behavior is no longer the same, according to the parents



(for example, he no longer has an interest in the games he enjoyed); who is not interested in school learning while enjoying these activities before; who folds up Nursery school · Sheet 1 MINISTRY OF NATIONAL EDUCATION AND YOUTH about himself (he speaks less, he spends a lot of time alone...); whose academic achievements are not the same (very markedly different grade level, drawings that appeal, language related to the lexical field of stress, anxiety ...).

Faced with students who express concerns, questions about the particular situation they have just experienced, the adult must show the greatest empathy and allow everyone to express the anxiety they feel: speech, but also drawing or role playing for the little ones. Support methods to provide to students · Collect the spontaneous speech of students, without anticipating it: let them express themselves, tell them by a brief reformulation that their message has been heard; confirm the understanding of their speech, staying as close as possible to the way it was expressed (for example, if a student asks the question whether the virus is dangerous, return the question: "And you, what about What makes you say that? ") ·

Facilitate expression and ensure attentive listening: initiating creative activities, such as playing or drawing, can facilitate expression and sharing of emotions. · Inform and reassure students: the information must be clear and adapted to the age of the students (offer illustrated support documents). Resources for a class work on emotions in nursery school · "Any emotion that is not expressed is printed": JF Laurent helps parents and teachers to take stock of sadness (<https://delecolealamaison.ageem.org/sadness/>) and fear (<https://delecolealamaison.ageem.org/vive-la-peur/>).

· Albums of children's literature to help express themselves, to mimic emotions, to move according to emotions See for example the Reference Guide "To teach vocabulary in nursery school" - pages 50 to 66: Focus / un example of sequences over the three years of nursery school. (https://cache.media.eduscol.education.fr/file/maternelle/63/7/Les_mots_de_la_maternelle_1171637.pdf)

In the event of particularly worrying situations of children If the situation of a child seems particularly worrying, the teacher notifies the school principal;

RASED staff (notably the national education psychologist) and the national education doctor may be asked for their opinion. If necessary, the usual



measures related to child protection apply, according to the protocols in force in the department concerned.

The reception of children's speech can be envisaged outside the classroom (but in the school) within differentiated arrangements organized with the participation of national education psychologists.

Such devices can help to assess individually the consequences of ill-being in children, as part of a targeted identification of those with obvious suffering. If appropriate follow-up seems necessary, an orientation towards appropriate care structures will then be offered to parents and legal guardians.



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.

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

1.b - 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.



Outdoor possibilities
SAUS
Soccer
Basketball
Tennis
Yoga
Art
Chess
Gardening

Current AES Facilities to host Outdoor activities:

- 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.cifsf.org/>

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

Camps

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