



# URBAN SCHOOL OF SAN FRANCISCO

## Reopening Health & Safety Plan for On-Campus Student Attendance

Rev. March 22, 2021



1563 Page Street San Francisco, CA 94117

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# AT-A-GLANCE: KEY HEALTH AND SAFETY MEASURES

## for Hybrid Urban

The following health and safety protocols have been implemented and/or will be mandated in preparation for students and faculty/staff as part of *Hybrid Urban*. Our plan is based on the “4-10” model, designed to reduce spread of the COVID-19 virus by employing a “four days on, 10 days off” schedule and splitting the in-person population into half-day cohorts. Urban’s Safety Plan is based on current CDC, state and San Francisco Department of Public Health guidelines; best practices research from local, national and international schools; and consultation with Joffe Emergency Services. We are also grateful for input from medical experts in the Urban community.

**Week 1:** Monday-Thursday in-person classes (Cohort 1 morning, Cohort 2 afternoon); Friday virtual

**Week 2:** Monday-Friday virtual classes

### KEY HEALTH MEASURES IMPLEMENTED



6 foot physical distancing



Everyone in building passes daily health check



Masks worn at all times



COVID-19 testing plan in development



On-site pandemic coordinator

### Physical Distancing & Reducing Density

- Student population on campus reduced by half to ~210
- Adult population on campus reduced to +/- 50
- On campus student attendance reduced to 4 days every 2 weeks
- Classrooms arranged to allow 6 foot distancing between students and adults
- No gatherings of more than 12 inside
- Tactically placed plexiglass dividers
- Orchestrated walking patterns throughout campus (one-way hallways)
- Designated quarantine area for people with symptoms or exposure
- Signage for appropriate way-finding, occupancy limits and spacing
- Adult supervision in hallways and common areas during passing periods

### Cleaning & Sanitizing Physical Spaces

- Enhanced cleaning and sanitation protocol, with focus on high-touch areas
- Updated, state-of-the-art HVAC system, including Merv 13 filters and air scrubbers in St. Agnes Gym and some classrooms
- Maximized air circulation by opening windows and doors whenever possible
- Daily use of electrostatic fogger for physical spaces using Bioesque food grade disinfectant
- Utilize outdoor spaces when possible

### Prevention, Hygiene & Screening

- Daily wellness checks prior to entering campus
- Campus closed to visitors during day
- Mandatory masks for all students and on-campus personnel; optional face shields
- No lunch period for students in half-day schedule
- Touchless sinks, toilets and soap dispensers in all student bathrooms
- Touchless hand sanitizer dispensers in every classroom, multi-person offices and throughout buildings
- Touchless water dispensers replace drinking fountains

### Training, Compliance, Communications

- Extensive Safety Plan and regular training for employees and students/families
- On-site, full-time Pandemic Coordinator/EMT to oversee protocols
- Ongoing task force to respond to needs and changing requirements
- Required testing provided prior to each on-campus Hybrid week

# Introduction

Urban School's Safety Plan is based on guidance and requirements from the San Francisco Department of Health (SFPD), the California Department of Public Health and the Centers for Disease Control and Prevention. Urban also has been in consultation with community medical experts, Joffe Emergency Services (an outside safety consultant), other school leaders, and updates provided by both the California and National Associations for Independent Schools.

Urban's approach to on-campus learning is called *Hybrid Urban*. It is based on the following operating priorities:

- Reducing health and safety risks for all community members through a comprehensive response to directives from the SFPD, including reducing the population on our compact campus to allow for physical distancing, and a thoughtful, hybrid pattern of in-school and at-home attendance.
- Ensuring a consistent in-person experience for both social-emotional and academic reasons.
- Working to create learning opportunities that are as equally accessible as possible.
- Allowing students to retain the integrity of their academic program, including access to the full range of our elective-driven curriculum, as well as myriad non-academic activities like advisory and affinity groups, clubs, etc.
- Allowing for "scalability" – the ability to add or subtract in-person days or activities seamlessly as conditions and circumstances dictate.

Our plan is based on the "4-10" model, an approach used by many businesses and schools in the U.S. and abroad, designed to reduce spread of the virus within a community by employing a "four days on, 10 days off" schedule that also reduces the in-person population density by half. When students and adults are on campus for four days, there will be two stable groups with half the student population coming for the morning, and the other half coming in the afternoon. (Each of these two student stable groups is evenly distributed across the four grades.)

We also understand that the science behind COVID-19 best practices are evolving rapidly. Our COVID-19 Safety Task Force will continue to review our policies and keep up-to-date with the latest SFPD protocols and policies, and will make adjustments to our practices and policies when required.

This learning structure, combined with a comprehensive safety plan, cannot completely eliminate risk, however it can substantially diminish the likelihood of spreading COVID-19. Urban will establish, explain and educate our community about health and safety protocols, but it will be incumbent on all members of our community to read, understand and follow the guidelines set out in this plan.

At the end of the Safety Plan are two documents:

- A Community Partnership Agreement to be signed by both parents/guardians and students
- An Acknowledgement of Risk Form required by SFPD to be signed by parents or guardians

**The student and their parent or guardian must sign both documents before the student will be allowed to return to campus.**

# Important Contact Information

Urban's point people for questions or concerns around practices, protocols or potential exposure and the school's liaison to SFDPH:

- Andrea Scally ([ascally@urbanschool.org](mailto:ascally@urbanschool.org)) (415 841 3732 or 415 626 2919)
- Charlotte Worsley ([cworsley@urbanschool.org](mailto:cworsley@urbanschool.org)) (314 472 8186 or 415 626 2919)

Urban School's contacts at the San Francisco Department of Public Health (SFDPH)

Shannon Wirth or Anna Clayton

Email: [Schools-childcaresites@sfdph.org](mailto:Schools-childcaresites@sfdph.org)

Schools and Childcare Hub Phone: 628 217 7499

## COVID-19 Safety Task Force Members

- Dan Miller (Head of School)
- Charlotte Worsley (Assistant Head for Student Life)
- Geoff Ruth (Assistant Head for Instruction)
- Diane Walters (Chief Financial Officer)
- Andrea Scally (Office and Logistics Manager)
- Kristen Bailey (Director of Marketing & Communications)
- Joe Skiffer (Director of Athletics)
- Dave Coffman (Facilities Director)
- Mariah Kaitz (Pandemic Coordinator)

Advisors/Consultants in addition to the Task Force

- Safety Committee not listed in Task Force: Monique Perry, Jenn Epstein, Kali Heys
- Mary Murphy
- Dr. Ethan Weiss
- Dr. Frank Delen
- Dr. Mike McCune
- Dr. Roger Wu

# Health and Safety Practices

## ● Handwashing

- Students, faculty and staff are instructed to wash their hands throughout the day, including before and after eating; before and after using the restroom; and before and after class when possible. Handwashing should be for at least 20 seconds with soap, rubbing thoroughly after application.
- Handwashing access: touchless faucets, soap dispensers and towel dispensers in bathrooms are installed in Page Campus on floors 1, 2 and 3, in the entirety of Salkind Center, as well as the St. Agnes lobby bathrooms. The Page Street Faculty/Staff Lounge bathroom is not fully touchless.
- In classrooms with sinks, all students and teachers should wash their hands before and after class.
- Additional portable sinks will be available in three locations:
  - 2 in courtyard outside of Salkind Center
  - 1 in Page Street Backyard
  - 1 on Salkind Center Roof
- Signs at each bathroom will indicate the maximum number of individuals allowed in at a given time. Doors will be propped open so people can see if the bathroom is occupied.

## ● Hand Sanitizers (when washing hands is not feasible)

- Students and adults should use hand sanitizer when entering campus, when entering and leaving the classroom, and anytime they touch their face or a shared object.
- Hand sanitizing stations are located:
  - At each entrance to campus
  - In every classroom
  - At each of the copiers, printers, scanners
  - In every office and faculty/staff workroom and break room.
  - Additional hand sanitizing stations include:
    - lobby of St. Agnes Gym
    - Salkind Center on the 2nd and 3rd floors near west stairwell,
    - Page Campus in the Old Library and Herbst Library.
    - 4 additional dispensers to be relocated as needed

## ● Face Coverings

- Urban will clearly post and share its policy for wearing face masks.
- Everyone must wear fitted face masks over both their nose and mouth at all times while on campus. Please read the [latest CDC guidance](#) on effective masking and be sure you are wearing the most effective mask that you have available.
  - Masks that are not fully fitted are not allowed (including bandanas and neck gaiters which are shown to be less effective).

- Consider [double-masking](#) if not wearing a cloth mask with a filter or a medical grade mask (eg. KN95, N95).
- Masks may not have exhalation valves or vents.
- Masks should have either two layers of fabric or a dense single layer.
- Reusable masks should be washed after use following the [CDC guidelines](#).
- Urban students, families, and employees should review [this video](#) about proper mask usage!
- Face coverings may be removed when actively eating and drinking but should be done outdoors whenever possible and must be immediately refitted. There is no eating in classrooms.
- Students are expected to bring their own face covering to school each day. If a student forgets their face covering or if it breaks or is lost, Urban will have extra disposable face masks for their use.
- Faculty and staff will be provided triple layer cloth face masks distributed by the state of California, but may choose to bring their own if they prefer. Urban will provide replacement masks and face shields to faculty and staff upon request.
- If a student has a medical reason for not wearing a mask, they must contact the Assistant Head for Student Life to discuss the situation and be ready to provide physician documentation. The student should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge that is tucked in per SFDPH guidelines, as long as their condition permits it.
- Parents/guardians coming near any Urban building to drop off or pick up their child must wear a face mask.
- Face shields should not be used in lieu of face coverings, as face shields have not been shown to keep the wearer from infecting others. Face shields do provide additional protection for the wearer, but they must be used in addition to a face covering.
- Disregard of masking expectations will be cause for discipline and/or student's inability to be on campus. The face mask rules will be strictly enforced by Grade Deans.

## ● **Protective Plexiglass Barriers**

- Page Campus and Salkind Center front reception desks
- Faculty classroom desks
- Upon request by faculty or staff for other areas

## ● **Supplies Sharing Not Allowed**

- Sharing of supplies, manipulatives, belongings, sports equipment, and other learning and recreational materials such as electronic devices, cords and books is not allowed. If there are unusual exceptions, items must be disinfected between each use.



# Physical Distancing

When SFDPH allows Urban to reopen, we will move to a hybrid learning schedule. SFDPH permits students within a stable group to attend multiple classes, but Urban students are only allowed in the classrooms to which they have been assigned.

In order to prevent the mixing of student stable groups and to discourage on campus eating/lunch, a student transition period is scheduled between the morning stable groups' departure and afternoon stable groups' arrival. Students are not allowed to mix between morning and afternoon stable groups during the school day. Students will be required to leave campus promptly at the end of their stable group's classes. Students will not be allowed on campus until 20 minutes before the start of their stable group's classes. Additionally, students will not be allowed to leave campus during the break between classes within their stable groups' time on campus.

If a student must be on campus before or after their stable group is assigned, they will only be allowed in the St. Agnes Gym, and with permission of their Grade Dean or another administrator. They are not allowed in the Salkind Center or Page Campus.

- **Entrances and Movement on Campus**

- Routes for entry and exit to the campus are designated for each classroom using as many entries/exits as possible in order to avoid large gatherings. Students will enter through assigned doors at the start of their stable group's class day after verifying completion of the health screening questions and using hand sanitizer.
  - Students will use two designated entrances to Page campus (Main Entrance and Page Garage Entrance), one entrance to St. Agnes building, and the main entrance doors to Salkind Center. All other doors will be closed or used as exit-only.
  - Faculty/Staff will use the alarm hallway entrance to Page and will enter the Salkind Center through the parking garage and elevator. Assistant Heads will be sure that all adults are in compliance with daily health screening.
  - Students and faculty/staff will exit Page campus through the East Hallway, door by Dan's Office and Gumption Hallway exit doors and will exit Salkind Center campus through the East stairwell or backdoor and passageway to Page Street (from the 2nd Floor of Salkind Center only).
- Urban will minimize movement through hallways. Hallways and stairwells will largely be designated as one-way and there will be signage indicating the designated directions. In the few cases where hallways have two-way traffic, they will be divided and clearly marked to indicate the proper path.
- Students and Adults moving from Page Street to Salkind Center will walk around the block via Ashbury St. or Masonic Ave.
- The *Hybrid Urban* campus map plan can be viewed in the addenda.

- **Classroom Safety**

- Physical distancing of 6 feet should be maintained between all adults and students. All classrooms are set-up for 6 feet distance between all desks for students and the teacher.
- Students will be assigned a desk in the classroom and stay at that desk for the whole term to facilitate contact tracing. Faculty will document their seating charts and share with Andrea Scally, Office and Logistics Manager.
- Urban will use other spaces such as the gyms, Page Campus backyard and Salkind Center rooftop for teaching when possible. Outdoor space will be used whenever feasible for student gatherings.
- In case of exposure to COVID-19 in a classroom, the Conference Room and Salkind Center Gym backup classroom space will be used as an alternative location for classrooms that are closed.
- For contact tracing purposes, faculty and staff will document visits to classrooms of more than 10 minutes that are not part of their regular classroom assignments [using this form](#). There will be a QR code that links to the form on every classroom door.

- **Other Space Guidelines for Students**

- Students will not be allowed to congregate in common spaces without explicit adult supervision, including but not limited to the Old Library, Herbst Library, Page backyard, Student Center, gyms, Alumni Blues Lounge, Salkind Center rooftop.
- Reduced occupancy for bathrooms with multiple stalls. Adjacent bathroom stalls may be used. Students will follow directions and occupancy limits will be posted on bathroom doors.
- At places where students must congregate or wait in line, marks on the floor and sidewalks will indicate 6 foot distancing and indicate where to stand.
- Elevators must only have 1 occupant at a time and are signposted as such.
- Students will not be allowed to use lockers.
- Students will not be allowed to use mailboxes.
- Hallways will be monitored during transition periods to enforce physical distancing. Frequent PA announcements and internal messaging systems will reinforce this message.

- **Other Space Guidelines for Faculty/Staff**

Please note, from SFDPH guidelines: *Staff often do not view themselves and colleagues as sources of infection, and may forget to take precautions with co-workers, especially during social interactions such as breaks or lunch time, in the copy room, when checking mailboxes, etc.*

- Offices and any shared spaces allow for 6 foot distancing
- Adults will maintain physical distance to reduce transmission
- Masks will be worn at all times

- Floor markings will indicate 6 foot distancing in shared adult spaces
- Signage will indicate and remind faculty/staff of proper safety protocols
- Employees should eat outside whenever possible. No eating is allowed in small shared spaces, including the break rooms and shared offices.
- Page backyard is the designated outdoor break area for Faculty/Staff
- Windows and doors will be open to maximize ventilation when feasible, especially if the room is near maximum occupancy.
- Staff and administrators whose jobs allow them to work remotely are encouraged to do so in order to minimize the number of employees on campus.

## ● **Lunch**

- In the rare situations in which students must stay on campus over lunch, box lunches will be provided. All eating must be done outdoors whenever feasible and physically distanced, and adults will monitor students. The only indoor location that students will be able to eat is in St. Agnes Gym. Students may not leave campus to go get food. Employees will be instructed to eat lunch outside whenever possible, or if inside, physically distanced from one another in Salkind Center Gym. Tents are set up in the Page backyard and the Salkind Center roof for the purposes of having lunch outside as often as possible.

## ● **Group Gatherings**

- A maximum of 12 students from the same stable group may gather inside and must be at least 6 feet physically distanced at all times and wearing masks. The exceptions are assigned study halls and music classes in St. Agnes Gym or Salkind Center gym where more than 12 students may gather in one place, with at least 6 feet of physical distance. Most outdoor gatherings will be with a maximum of 12 students unless SFDPH guidelines for a specific activity allow for a larger group. Mask wearing will be mandatory.

## ● **Visitors to Campus**

- Visitors to campus will be limited. No parent volunteers will be allowed, and maintenance vendors (except for janitorial) will visit campus during virtual days, except in the case of emergencies.
- All large group events have moved online in order to eliminate potential exposure.
- Essential workers will be required to adhere to all health and safety guidelines.
- Parents/guardians and other family members will not be allowed to enter school without explicit permission from a school administrator.

# Transportation

## ● School Buses

Urban partners with CYO Transportation for bus route transportation to and from Marin and the South Bay as well as transportation for athletic teams. CYO Transportation will implement the following health and safety protocols:

- Students will be required to complete the health screening questions in the School Wellness Screener app prior to boarding the bus.
- The bus driver will take the temperature of each student prior to boarding the bus. Any student who has a temperature above 99.9 or is showing symptoms of illness, will not be allowed to board the bus.
- Students will be required to use provided hand sanitizer prior to boarding the bus.
- Drivers and students must wear face coverings over their nose and mouth at all times while boarding, riding and unloading the bus.
- Drivers will carry a supply of face coverings in case a student forgets theirs.
- Students must sit at least 6 feet away from the driver.
- A maximum number of 14 students will be allowed on each bus in order to maintain 6 feet physical distancing. Only students from the same household may sit together.
- Students must board and move to the rear of the bus and fill the rear-most seats first. When unloading the bus, the students in the front will depart first. This protocol ensures that students do not need to pass each other in the aisle.
- CYO will keep the vehicle windows open when weather and safety permit.
- Buses will be thoroughly cleaned and disinfected daily. Drivers will also have disinfectant wipes and disposable gloves to wipe down frequently touched surfaces. Buses will be cleaned after transporting any individual who is exhibiting symptoms of COVID-19.
- Parents of the bus riders will be required to complete the CYO Informed Consent agreement, including an acknowledgement of student safety protocols.

## ● Single Car, Carpools and Shared Rides

- All drop off and pick ups must be done on the South side of Page Street in the school white zones.
- If it is necessary to carpool, we urge staff and families to carpool with the same stable group of people, ideally within a student's stable group. We recommend open windows and maximized outdoor air circulation. Everyone in a vehicle should wear a face covering.

## ● Public Transportation

- The school has detachable, personal straps for use on public transportation that will be distributed as needed to faculty/staff and students.

## ● Walking/Biking

- Students and employees who can walk or bike to school are encouraged to do so.

- Urban provides a secure location for students to lock bicycles in the Page Campus garage.

## Cleaning and Disinfecting

Urban has a plan for intensified cleaning and disinfecting, including training for staff and access to cleaning supplies and essential protective equipment, and regular disinfecting of frequently touched surfaces.

- The following is the enhanced daily cleaning protocols:
  - Regular disinfecting of frequently touched surfaces with [Oxivir TB](#) will be completed approximately every two hours while the building is occupied.
    - In hallways, restrooms and any common areas, a wipe down of high touch areas is performed by facilities and/or janitorial staff during class after each period starts.
    - A spray bottle with Oxivir TB and paper towels will be available in each classroom in case there is a need to wipe down a table or chair during a class period.
    - At the end of the second class for the morning stable group, the teacher will spray all the desks and chairs in the classroom. During the student transition time between the morning and afternoon stable groups, facilities and janitorial staff will wipe down high touch surfaces.
  - At the end of each hybrid day, janitorial staff will disinfect the building with electrostatic fogging machines that use the food grade disinfectant [Bioesque](#). The Bioesque disinfectant will only be used after all students and staff have left campus. The janitors have been trained to use the electrostatic fogging machines and will be provided with necessary personal protective equipment.
- The cleaning protocol after a suspected or known case of COVID-19 includes these additional steps:
  - Close off the affected rooms.
  - Increase outdoor air circulation by opening outside doors and windows when possible and using ventilating fans.
  - Janitorial staff will wait 24 hours or as long as possible before cleaning and disinfection using the electrostatic fogging machine. Minimum wait time will be one hour.
  - Clean and disinfect surfaces in affected areas, including electronic equipment like tablets, touch screens, keyboards and remote controls. Vacuum space if needed.
- Microwaves and refrigerators may be used in the faculty/staff room if disinfected by users before and after each use. Signage will be prominently displayed near microwaves. Microwaves in student common areas will be removed.
- Signs will be placed on all cabinets in the faculty/staff break rooms prohibiting use of shared dishware and utensils. Faculty/staff will be required to take their lunch dishes and utensils to be washed at home rather than using shared sinks and sponges.

- For electronic equipment that must be shared including copiers, printers, and scanners, signage will direct users to use hand sanitizer before and after use.

## Ventilation and Air Quality

- The following HVAC changes were made using recommendations from ASHRAE (American Society of Heating, Refrigeration, Air Conditioning Engineers).
  - Upgrade to MERV 13 filter throughout the HVAC system in Page Campus and Salkind Center buildings.
  - All outside air dampers opened to 100% allowing for the maximum amount of fresh air to be introduced into the buildings.
  - Thermostat set points adjusted to maintain an ideal relative humidity level. ASHRAE recommends 40%-60% RH to help mitigate COVID-19 transmission.
  - Where applicable, windows and outside doors will be open allowing for fresh air to be introduced into rooms and offices.
  - HVAC systems will be scheduled to stay on 24 hours a day during occupied days, allowing for the maximum amount of air exchanges.
  - RestorAir Air Purification units utilizing Advanced Oxidation Cell Technology will be used in the St. Agnes Gym as well as any classrooms and offices that don't have windows.
- Windows and outside doors will be left open as much as possible, regardless of poor weather conditions.
- If the air quality index reaches 150, we will move to *Virtual Urban* since we could no longer safely have windows and outside doors open to increase ventilation. If the air quality index reaches above 100 we will closely monitor local conditions and forecasts to determine if we want to move to virtual prior to 150 AQI.

## Health Screening App

Health screening for students, faculty and staff will be conducted daily for symptoms and potential exposure.

- For students, the health screening will be completed by a student's parents/guardians through the School Wellness Screener app before they arrive at school. Students will scan an individual QR code prior to entry each day to verify their parent/guardian has completed the screener without restrictions. The questions on the student health screening can be found [here](#).
- For employees or vendors, the health screening will be completed through the Envoy app. The questions for the employees/vendors health screening can be found [here](#).
- If a student is not cleared to enter the building, either because they did not pass the health screening or because their parents/guardians did not complete the health screening, they will wait outside until the arrival of an administrator or Pandemic Coordinator. If they did not

pass the screening, the protocols for students with symptoms on campus will be followed. If their parents/guardians did not complete the health screening, the administrator will contact the parents/guardians to complete the health screening or will conduct a health screening with the student.

- Anyone who does not pass the health screening and therefore does not go to campus will still be followed up with by Andrea Scally, Office and Logistics Manager, or Charlotte Worsley, Assistant Head for Student Life, and data will be added to the attendance tracking spreadsheet.

## **Response to COVID-19 Symptoms in Students and Employees**

Urban has the following protocols in place for students or employees who develop COVID-19 symptoms to ensure that we follow the SFDPH guidance closely and do not allow anyone to return to campus until they have met the required standards. Note that a negative test may shorten a community member's need to stay at home depending on their exposure to a confirmed case of COVID-19.

### **Protocols For Students Who Develop COVID-19 Symptoms On Campus**

- Students who exhibit symptoms or learn of possible exposure while at school will report immediately to one of the Front Desks where they will be met by the Pandemic Coordinator or the closest administrator.
- Pandemic Coordinator or administrator will wear appropriate personal protective equipment and take the student's temperature with a touchless thermometer if necessary.
- The Pandemic Coordinator or the closest administrator will immediately escort the student to one of the school's two isolation rooms, located in the St. Agnes Gym stage office and St. Agnes Gym basement room.
- The Pandemic Coordinator or the closest administrator will contact the parents/guardians and will request that the student be picked up as soon as possible.
- The student will stay in the isolation room until the parent/guardian arrives. The parent/guardian will wait in their car outside of the Page Street entrance for the student to be escorted out.
- The Task Force will be notified immediately.
- Charlotte Worsley, Assistant Head for Student Life, will send the student's parents/guardians an email recommending testing and outlining next steps for students with COVID-19 symptoms and cc Andrea Scally, Office and Logistics Manager. The email will include the SFDPH document [For Parents and Guardians: COVID-19 Health Checks](#).
- Andrea Scally or Charlotte Worsley will add the information to the attendance tracking spreadsheet.
- Following [SFDPH guidelines](#), the student will be allowed to return to in-person activities after meeting all of the following criteria: providing proof of a negative COVID-19 test, after their symptoms have improved, and after 24 hours with no fever (without taking medicines to lower a fever). If the student has confirmed COVID-19 or if proof of a negative COVID-19 test

is not provided, they will only be allowed to return to in-person activities after meeting all of the following criteria: 10 days have passed since their symptoms first appeared, their symptoms have improved, and 24 hours has passed with no fever (without taking medicines to lower a fever).

- Charlotte Worsley, Assistant Head for Student Life, will give the family approval for the student to return to *Hybrid Urban* once criteria outlined by SFDPH have been met.

## **Protocols For Students Who Develop COVID-19 Symptoms At Home**

- Parents/Guardians should keep the student at home and notify the attendance line [attendance@urbanschool.org](mailto:attendance@urbanschool.org) that their child is home with COVID-19 symptoms (as defined by [SFDPH](#)).
- Attendance staff will forward the parents/guardians email to the Task Force
- Charlotte Worsley, Assistant Head for Student Life, will send the student's parents/guardians an email recommending testing and outlining next steps for students with COVID-19 symptoms and cc Andrea Scally, Office and Logistics Manager. The email will include the SFDPH document [For Parents and Guardians: COVID-19 Health Checks](#).
- Following [SFDPH guidelines](#), the student will be allowed to return to in-person activities after meeting all of the following criteria: providing proof of a negative COVID-19 test, after their symptoms have improved, and after 24 hours with no fever (without taking medicines to lower a fever). If the student has confirmed COVID-19 or if proof of a negative COVID-19 test is not provided, they will only be allowed to return to in-person activities after meeting all of the following criteria: 10 days have passed since their symptoms first appeared, their symptoms have improved, and 24 hours has passed with no fever (without taking medicines to lower a fever).
- Charlotte Worsley, Assistant Head for Student Life, will give the family approval for the student to return to *Hybrid Urban* once criteria have been met.
- In cases where a student has had close contact with someone with a confirmed case of COVID-19, they will be required to quarantine for 10 days after their last exposure to the confirmed case, and the school will send home quarantine instructions including SFDPH's [Home Isolation and Quarantine Instructions](#). The school will request that they have a COVID-19 test before returning, but a negative test will not shorten the quarantine. The school may send a general exposure notification to anyone who was in close contact to the exposed student.

## **Protocols For Employees Who Develop COVID-19 Symptoms On Campus**

- Employees should email their supervisor, Andrea Scally (Office and Logistics Manager), or Diane Walters (Chief Financial Officer) and leave work immediately. The person notified will immediately send an email to all three of these people. Andrea Scally will add the information to the attendance tracking spreadsheet.
- Faculty who are teaching should call or email the Front Desk for immediate support. The Front Desk will notify Geoff Ruth, Assistant Head for Instruction.



- Diane Walters, Chief Financial Officer, will send an email to the employee recommending testing and outlining next steps for employees with COVID-19 Symptoms and cc Kim Rojas Rodriguez, Human Resources Administrator.
- Following [SFDPH guidelines](#), the employee will be allowed to return to in-person activities after meeting all of the following criteria: providing proof of a negative COVID-19 test, after their symptoms have improved, and after 24 hours with no fever (without taking medicines to lower a fever). If the employee has confirmed COVID-19 or if proof of a negative COVID-19 test is not provided, they will only be allowed to return to in-person activities after meeting all of the following criteria: 10 days have passed since their symptoms first appeared, their symptoms have improved, and 24 hours has passed with no fever (without taking medicines to lower a fever).
- The employee may return to work once the criteria have been met and they received the go-ahead from Kim Rojas Rodriguez, Human Resources Administrator, or Diane Walters, Chief Financial Officer.

## **Protocols For Employees Who Develop COVID-19 Symptoms At Home**

- Employees will not come into work. Employees should email their supervisor and faculty should implement substitute procedures.
- Diane Walters, Chief Financial Officer, will send an email to the employee recommending testing and outlining next steps for employees with COVID-19 Symptoms and cc Kim Rojas Rodriguez, Human Resources Administrator.
- Following [SFDPH guidelines](#), the employee will be allowed to return to in-person activities after meeting all of the following criteria: providing proof of a negative COVID-19 test, after their symptoms have improved, and after 24 hours with no fever (without taking medicines to lower a fever). If the employee has confirmed COVID-19 or if proof of a negative COVID-19 test is not provided, they will only be allowed to return to in-person activities after meeting all of the following criteria: 10 days have passed since their symptoms first appeared, their symptoms have improved, and 24 hours has passed with no fever (without taking medicines to lower a fever).
- The employee may return to work once the criteria have been met and they received the go-ahead from Kim Rojas Rodriguez, Human Resources Administrator.
- In cases where an employee has had close contact with someone with a confirmed case of COVID-19, they will be required to quarantine for 10 days after their last exposure to the confirmed case, and the school will send home quarantine instructions including SFDPH's [Home Isolation and Quarantine Instructions](#). The school will request that they have a COVID-19 test before returning, but a negative test will not shorten the quarantine. The school may send a general exposure notification to anyone who was in close contact to the exposed student.

## Identification, Tracing and Communicating Confirmed Cases and Possible Exposure

- A confirmed COVID-19 case must be reported to the school within 1 hour and a copy of the lab report should be sent, if possible. Parents/guardians of students with confirmed cases of COVID-19 will contact the designated COVID-19 Liaisons: Charlotte Worsley, Assistant Head for Student Life ([cworsley@urbanschool.org](mailto:cworsley@urbanschool.org), 314 472 8186 or 415 626 2919) and Andrea Scally, Office and Logistics Manager ([ascally@urbanschool.org](mailto:ascally@urbanschool.org), 415 841 3732 or 415 626 2919). Employees with confirmed cases of COVID-19 will contact Human Resources ([krojasrodriguez@urbanschool.org](mailto:krojasrodriguez@urbanschool.org)) and/or their supervisor. Human Resources or their supervisor will notify Andrea Scally, Office and Logistics Manager, and Charlotte Worsley, Assistant Head for Student Life. Andrea Scally or Charlotte Worsley will add cases to the positive case tracking spreadsheet.
- Urban will follow the guidance in SFDPH's [\*Quick Guide for Suspected or Confirmed COVID-19: For Schools, Childcares, and Programs for Children and Youth\*](#).
- The cleaning and disinfection protocol outlined above will be performed in any spaces where the person with COVID-19 spent significant time.
- Andrea Scally, Office and Logistics Manager, with support from Charlotte Worsley, Assistant Head for Student Life, will use the [\*Exposure and Investigation tool\*](#) to collect important details about the positive case and if possible, will attach a copy of the lab report. Andrea Scally or Charlotte Worsley will report the case within 1 hour to the SFDPH Schools and Childcare Hub and send a copy of the COVID-19 Investigation Tool report.
- SFDPH will provide consultation and guidance to help Urban take initial steps to identify individuals who had close contact with the person with COVID-19. Charlotte Worsley, Assistant Head for Student Life and Andrea Scally, Office and Logistics Manager, are the designated staff persons to do contact tracing. They will use the [\*List of Close Contacts\*](#) template to collect details of any close contacts and email the list to SFDPH within 24 hours. Exposed individuals or their families will be notified, will be told how to get tested, and will clearly understand when they or their child can return to school - usually 10 days after the exposure.
- SFDPH will help the COVID-19 Task Force determine if the classroom, stable group, or school needs to be closed.
- All school staff, families and students will be notified within 24 hours that an individual in the school has had a confirmed COVID-19 diagnosis. Urban will not disclose the identity of the person, as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act. Although it may be possible to determine the identity of the individual based on necessary communication regarding close contact the individual has had, Urban asks that employees, families, and students refrain from unnecessary conversation about the identity of the individual.
- More information can be found in SFDPH's [\*Frequently Asked Questions \(FAQ\): COVID-19 Contact Tracing at Schools, Childcares, and Programs for Children and Youth\*](#).

- Human Resources will report immediately to Cal/OSHA any cases of COVID-19-related serious illnesses or death occurring on campus or in connection to employment.

Excerpt from SFDPH's [Quick Guide for Suspected or Confirmed COVID-19: For Schools, Childcares, and Programs for Children and Youth](#):

### Steps to take for COVID-19 symptoms, close contact or confirmed cases

Scenario	Action	Communication
Child or staff has <b>symptoms</b> of COVID-19	Send home. Request COVID-19 test. For children with symptoms, send family " <a href="#">Parent Handout: COVID-19 Health Checks/If your child is sick</a> "  <b>Cohort remains OPEN.</b>	None needed.
Child or staff had <b>close contact</b> with someone with confirmed COVID-19.	Send home with instructions to quarantine for 10 days after the last exposure. Request COVID-19 test (will not shorten quarantine)  <b>Cohort remains OPEN.</b>	Optional <a href="#">Notification of an Exposed School Member</a> to staff and families of children at the school or program.
Child or staff has <b>confirmed COVID-19 infection</b>	Notify the <b>SFDPH Schools/Childcare Hub</b> at <a href="mailto:Schoolschildcaresites@sfdph.org">Schoolschildcaresites@sfdph.org</a> Or (628) 217-7499  Send home with <a href="#">instructions to isolate</a> at home for at least 10 days after symptoms started.  Identify close contacts, likely including the entire cohort of the person with COVID-19. Send close contacts home to quarantine for 10 days after the last time the person with COVID-19 was at the school/program. Recommend testing for close contacts.  Clean and disinfect spaces where the person with COVID-19 spent significant time.  <b>Cohort CLOSED for 10 days after last exposure. Non-exposed cohorts remain open.</b>	Close contacts: <ul style="list-style-type: none"> <li>Inform staff and families of children who are close contacts in-person or by phone.</li> <li><a href="#">Close Contact Advisory</a> and <a href="#">Quarantine Instructions - Under 18</a> or <a href="#">Quarantine Instructions</a> (adults)</li> </ul> All other staff and families: <ul style="list-style-type: none"> <li><a href="#">General Exposure Advisory</a></li> </ul> Translations online at <a href="https://sfcdcp.org/school">sfcdcp.org/school</a> and <a href="https://sfcdcp.org/i&amp;q">sfcdcp.org/i&amp;q</a>

## Testing of Employees and Students

Urban will provide required, ongoing biweekly PCR testing on campus, approximately four days prior to the start of every in-person *Hybrid Urban* week. The school requires all employees and students who will be on campus to be tested prior to each *Hybrid* week. If any employees or students do not use the on-campus testing option, they must provide the full PDF report of a negative test result from a PCR test via email by noon on Sunday prior to the *Hybrid* week. The test must be collected no sooner than the Thursday before the *Hybrid* week. Results from rapid tests

and screenshots of results will not be accepted. Employees must email the PDF report to Diane Walters, Chief Financial Officer ([dwalters@urbanschool.org](mailto:dwalters@urbanschool.org)). Students or their parent/guardian must email the PDF report to Mariah Kaitz, Pandemic Coordinator ([mkaitz@urbanschool.org](mailto:mkaitz@urbanschool.org)).

School-based adults and students will commit to providing results to the School within one hour of receiving a positive or inconclusive result and 24 hours of receiving a negative result and/or will sign a release of information (ROI) authorizing the testing lab or ordering provider to share the COVID-19 test result directly with the School. Employees and students who have had COVID-19, confirmed by a lab test, are exempt from ongoing asymptomatic testing for 90 days.

In addition to regular asymptomatic testing, Urban will arrange testing for any employees who have been exposed to COVID-19 on campus. In the case of an outbreak, Urban will arrange testing for employees weekly.

Urban will reimburse students or employees for any out-of-pocket fees for all required testing that is not covered by health insurance. These guidelines and logistics may change as testing options change.

## **Data and Evaluation**

Daily Monitoring by Andrea Scally, Office and Logistics Manager, and Charlotte Worsley, Assistant Head for Student Life.

Weekly Review by COVID-19 Safety Task Force

Procedures:

- In the interest of public health and in an effort to better understand mitigation efforts and the spread of COVID-19, Urban will share anonymous testing data with the SFDPH and other researchers.
- Andrea Scally, Office and Logistics Manager, and Charlotte Worsley, Assistant Head for Student Life, will monitor the data around student and employee exposure and positive case data for record keeping, monitoring of trends, and sending community notifications. They will work closely with SFDPH to monitor transmission and evaluate and ensure effectiveness of our protocols.
- Andrea Scally, Office and Logistics Manager, and Kristina Tavisora and Erika Tavisora, Receptionists, will keep track of all absences and the causes of the absences in a spreadsheet. They will follow up with anyone calling out sick from work or school and insert information in the attendance spreadsheet.
- The Task Force will receive a weekly data report from Andrea Scally with student and adult absence and health information to use to monitor trends and evaluate effectiveness of protocols.

# Identification and Evaluation of COVID-19 Hazards

Urban's COVID-19 Safety Task Force will conduct evaluations using the Cal/OSHA [Identification of COVID-19 Hazards form](#) in order to evaluate any potential workplace exposures on campus, as well as to assess our existing COVID-19 prevention protocols. Additionally, members of the COVID-19 Safety Task Force will conduct periodic inspections using the Cal/OSHA [COVID-19 Inspections form](#) to identify any unhealthy conditions, practices or procedures, and ensure Urban School is in compliance with its Health & Safety Plan. COVID-19 Safety Task Force members will be assigned responsibility for timely correction of any issues found during the inspections.

Urban employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by attending safety training and presentations or by submitting feedback via the [COVID-19 Hazard Report form](#).

## Moving from Hybrid Back to Virtual

There may be a need at some point during *Hybrid Urban* where we will move back to full-time *Virtual Urban*. Urban will move to full-time *Virtual Urban* (distance learning) if:

- There are not enough available staff for effective in-person operation of the school due to symptoms or exposure.
- SFPD recommends schoolwide closure. Directives say this may happen if at least three outbreaks have occurred in the last 14 days and more than 5 percent of the school population is infected, or an investigation of an outbreak by SFPD suggests ongoing COVID-19 transmission within the school.
- Urban believes it cannot provide effective instruction for our students due to multiple disruptions to the schedule.

## Community Training

Training will be provided to all faculty/staff and students to reinforce the importance of health and safety practices and protocols.

- **Students**
  - Will be sent instructions before *Hybrid Urban* begins.
  - Will read and sign the Community/Student Health Pledge
  - Will be assigned a time before hybrid school starts to come to school and learn and practice the safety protocols.

- Will be reminded of protocols by each of their teachers during the first week of hybrid school and by their advisors during the virtual week.
- Will be given frequent reminders after the initial instructions, including in virtual All School Meetings, advising, emails and through prominent signage.
- Teachers and advisors will reinforce washing hands, avoiding contact with one's eyes, nose and mouth, covering coughs and sneezes among students and staff, and the use of tissues, even while wearing masks.

## ● Families

- Parents/Guardians will be required to review this Safety Plan, and read and sign the Community/Student Health Pledge and SFDPH's Acknowledgement of Risk Form (see addenda).
- Parents/Guardians will be trained about steps to take when their student experiences symptoms or tests positive for COVID-19 as well as steps to take when their child has had close contact with someone with confirmed COVID-19, per the SFDPH guidelines [For Parents and Guardians: COVID19 Health Checks at Schools, Childcares, and Programs for Children and Youth](#) and [Criteria for children or youth to return to school, childcare, or other programs after COVID-19 symptoms, close contact, or confirmed COVID-19.](#)
- Parents/Guardians will be required to download and use the student health screening app each day that their student attends *Hybrid Urban*.

## ● Faculty and Staff

- Were given instructions in August before Faculty Orientation Week about procedures they need to follow when coming to campus.
- Were encouraged to attend one of five safety sessions in October to learn about the school's *Hybrid* Safety Plan.
- Will be trained during one or more faculty/staff meetings before the return to in-person school. The [Cal/OSHA COVID-19 Training Roster](#) will be used to document this training.
- Will be reminded and updated during Faculty/Staff meetings and via email
- Training and reminders will include the following topics:
  - Enhanced sanitation practices
  - Physical distancing guidelines and their importance
  - Proper use, removal and washing of face coverings
  - Screening practices
  - How COVID-19 is spread
  - COVID-19 specific symptom identification
  - Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if symptomatic, or if they or a close contact has been diagnosed with COVID-19. (See guidelines above in Screening section)

- COVID-19 specific symptom identification and when to seek medical attention
- The plan and procedures to follow when children or adults become sick at school
- The plan and procedures to protect workers from COVID-19 illness.
- How to report potential COVID-19 Hazards to the COVID-19 Task Force via [the reporting form](#).
- Information regarding COVID-19 related benefits to which employees may be entitled under applicable federal, state and local laws

## Health Considerations for Employees and Students

### Student Considerations

Urban will not exclude any students from in-person attendance solely because of any medical conditions that may put them at higher risk of severe COVID-19 infection. Each student's medical team and family will be able to determine whether in-person attendance is safe. Full-time distance learning will be available to any Urban student whose family determines that it is necessary, for any reason. Urban will survey all families prior to reopening to determine which students will participate virtually or in person.

### Employee Considerations

Urban is committed to protecting all employees through safe workplace practices. For employees or others in the employee's household vulnerable to higher risk of severe COVID-19 illness (as detailed by the [CDC](#) and the [San Francisco Department of Public Health](#)), employees were encouraged to connect with Human Resources to request an accommodation. HR, in conjunction with information provided by the employee's doctor, evaluated the employee's job duties to determine if an accommodation could be granted without putting undue hardship on the school. HR worked creatively with supervisors to be as generous as possible when evaluating accommodations while balancing the needs of students and the entire school community. Urban is committed to providing a similarly generous process for employees unable to work on campus due to childcare responsibilities resulting from unique school schedules and/or school and daycare closures.



# Equity Considerations

## How Urban promotes equity with respect to COVID-19 prevention and mitigation

In its Mission Statement on Diversity, Equity and Inclusion, Urban School states its commitment to providing every student an equal opportunity to participate and thrive in the academic and co-curricular programs. The first action item in this pledge is

- Equitable Access to School's Programs and Practices: We implement programs and practices that provide equal access and enable all students to thrive academically, athletically, socially, and emotionally.

We are committed to equitable access in all aspects of our program and pledge to uphold this commitment with respect to Covid-19 prevention and mitigation.

Urban is a 1:1 laptop school and all students receive a computer upon matriculation. All students have access to the same school-provided software on their computer. If the computer malfunctions, the school works with the student to be sure they have seamless access to their classes through a computer loaner program. Since all students have the same laptop, they will all be able to access the Health Screening App required to attend in person school.

Starting in March 2020, Urban has set a priority on making sure that every student is able to thrive in *Virtual Urban* and *Hybrid Urban*. The Board of Trustees put aside extra money for financial aid in case families were negatively impacted by the economic recession and needed more support. Students who are given financial aid in their cafeteria account for meals are given \$200/month in Safeway gift cards. Students on financial aid who needed to increase their internet access were given a one-time stipend up to \$200 so that they could access their classes.

As we move to in person instructions, families will be able to choose whether distance or in-person learning best supports their situation. Synchronous instruction is fully available for all students who must stay in virtual learning. For those students on financial aid who come to school, financial assistance will be given for transportation, PPE if needed, headphones, and required COVID-19 testing. There will also be supervised study hall areas and boxed lunches for students who can't travel mid-day and must be at school the whole day.

Mental Health support is available to all students through our Counseling office. Students are able to make online appointments with our two mental health counselors.



# Addenda

## Resource Documents

### San Francisco Department of Public Health:

[Best Practices Directive + School Reopening Guidelines](#) (Jan 27)

[COVID-19-Symptom List for Screening and Testing Purposes](#) (Sept 24)

[COVID-19 Health Checks for Children and Youth](#) (Nov 29)

[Quick Guide for Suspected or Confirmed COVID-19: For Schools, Childcares, and Programs for Children and Youth](#) (Feb 11)

[For Parents and Guardians: COVID-19 Health Checks](#) (Nov 30)

[After Your COVID-19 test: What to do while you wait for your test results](#) (Nov 16)

[Home Isolation and Quarantine Instructions](#) (Jan 15)

[Frequently Asked Questions \(FAQ\): COVID-19 Contact Tracing at Schools, Childcares, and Programs for Children and Youth](#) (Nov 29)

[ATTACHMENT A-1: Personnel Screening Form](#) (Jan 20)

[ATTACHMENT A-2: Health Screening Form for Non-Personnel](#) (Jan 20)

[Interim Guidance: Ventilation for Non-Healthcare Organizations During the COVID-19 Pandemic](#) (Sept 12)

[Update on Masking and Double Masking](#) (Jan 28)

### California Department of Public Health:

[COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#) (July 17)

[Guidance for Use of Face Coverings](#) (Nov 16)

[Guidance for Outdoor and Indoor Youth and Recreational Adult Sports](#) (Jan 25)

Each business allowed to operate in San Francisco must complete, post onsite, and follow this Social Distancing Protocol checklist. The attached **Instructions and Requirements** detail what is required and how to complete this checklist.

Check off all items below that apply and list other required information.

Business name:

Contact name:

Facility Address:

Email / telephone:

[info@urbanschool.org](mailto:info@urbanschool.org)

(You may contact the person listed above with any questions or comments about this protocol.)

## SIGNAGE & EDUCATION

- ☐ Post signage at each public entrance of the facility requiring of everyone:
  - (1) do not enter if experiencing COVID-19 symptoms (cough, fever, or not feeling well);
  - (2) maintain a minimum six-foot distance from others in line and in the facility;
  - (3) wear a face covering; and
  - (4) for self-brought bags, keep bags in a cart/basket or carry them and self-place items in bags after checkout
- ☐ Post a copy of this two-page Social Distancing Protocol checklist at each public entrance
- ☐ Post signage showing maximum number of patrons who can be in line and in the facility
- ☐ Educate Personnel about this Protocol and other COVID-19 related safety requirements

## PROTECTIVE MEASURES

- ☐ Follow Sections 2.1 through 2.4 below, including:
  - ☐ Ensure Personnel stay home or leave work if they are sick
  - ☐ Provide Personnel a copy of the Personnel Screening Attachment (A-1) to ensure they understand when to stay home; translated versions are available online
  - ☐ Ensure Personnel review health criteria before each shift and advise Personnel what to do if they are required to stay home
- ☐ Require Personnel and patrons to wear a face covering as required by Health Officer orders
- ☐ Implement a plan to keep site Personnel safe, including by limiting the number of Personnel and patrons onsite to a number that ensures physical distancing and favoring allowing Personnel to carry out their duties from home when possible
- ☐ Ensure that patrons may cancel an appointment or reservation without financial penalty based on any COVID-19 symptoms or a COVID-19 related reason and require cancelation for fever or severe coughing not explained by a pre-existing condition, but you may offer to reschedule for another time if the patron wants to reschedule instead of to cancel

## MEASURES TO PREVENT UNNECESSARY CONTACT

- ☐ Tell Personnel and patrons to maintain physical distancing of at least six feet, except Personnel may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary
- ☐ Separate all used desks or individual work stations by at least six feet
- ☐ Place markings in patron line areas to ensure six feet physical distancing (inside and outside)

- ☐ Provide for contactless payment systems or, if not feasible, disinfect payment systems regularly. The Board of Supervisors has required businesses to accept cash—if cash is used encourage exact change.
- ☐ Maintain Plexiglas or other barriers between patrons and Personnel at point of payment (if not possible, then ensure at least six feet of distance)

- ☐ Limit the number of patrons in the business at any one time to: \_\_\_\_\_
- ☐ Separate ordering areas from delivery areas or similarly help distance patrons when possible
- ☐ Optional—Describe other measures:

## SANITIZING MEASURES

- ☐ Regularly disinfect high touch areas, and do so continuously for surfaces patrons touch (countertops, payment systems, pens, and styluses)
- ☐ Provide disinfecting wipes that are effective against SARS-CoV-2 near shopping carts, shopping baskets, and high-touch surfaces and provide hand sanitizer
- ☐ Have Personnel disinfect carts and baskets after each use
- ☐ Provide hand sanitizer, sink with soap and water, and/or disinfecting wipes to patrons and Personnel at or near the entrance of the facility, at checkout counters, and anywhere else where people have direct interactions
- ☐ Disinfect break rooms, bathrooms, and other common areas frequently, on the following schedule:
  - ☐ Break rooms:
  - ☐ Bathrooms:
  - ☐ Other:
- ☐ Prevent people from self-serving any items that are food-related:
  - ☐ Provide lids and utensils for food items by Personnel, not for patrons to grab
  - ☐ Limit access to bulk-item food bins to Personnel—no self-service use
- ☐ Require patrons and Personnel to follow requirements of Section 3.25 below for self-brought bags, and prohibit patrons from bringing any other reusable items such as coffee mugs.
- ☐ Prohibit Personnel from using shared food prep equipment for their own use (e.g., microwaves, water coolers), but microwaves may be used if disinfected between each use and hand sanitizer is available nearby and water coolers may be used as outlined in Section 3.14 below.
- ☐ Optional—Describe other measures (e.g., providing senior-only hours):

## INDUSTRY-SPECIFIC DIRECTIVES

- ☐ Ensure that you have read and implemented the attached list of requirements.
- ☐ In addition to complying with the Social Distancing Protocol, many businesses must comply with additional, industry-specific directives. Go to [www.sfdph.org/directives](http://www.sfdph.org/directives) and check to see if your business is subject to one or more additional directives. For each one, you must review the Health and Safety Plan (HSP) requirements and post an additional checklist for each one that applies. In the event that any directive changes the requirements of the Social Distancing Protocol, the more specific language of the directive controls, even if it is less restrictive. Check this box after you have checked the list of directives and posted any other required HSP.

\* Any additional measures may be listed on separate pages and attached.

# COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: 02/01/2021

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Urban School of San Francisco

Number of schools: 1

Enrollment: 420

Superintendent (or equivalent) Name: Dan Miller

Address: 1563 Page St.

Phone Number: 415.626.2919

San Francisco, CA 94117

Email: dmiller@urbanschool.org

Date of proposed reopening:  
02/01/2021

County: San Francisco

Grade Level (check all that apply)

Current Tier: Purple  
(please indicate Purple, Red, Orange or Yellow)

☐ TK ☐ 2nd ☐ 5th ☐ 8th ☒ 11th

☐ K ☐ 3rd ☐ 6th ☒ 9th ☒ 12th

☐ 1st ☐ 4th ☐ 7th ☒ 10th

Type of LEA: Private High School

**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.**

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

## For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

☒ I, Andrea Scally, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☒ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

In any one day, the minimum number of people that would interact in a classroom would be 10 (4+4+the two teachers), and the maximum would be 22 (10+10+the two teachers). There will be no more than 210 students and 50 adults on campus at any given time.

If you have departmentalized classes, how will you organize staff and students in stable groups?

We have a block schedule. Each student takes 2 classes one day and 2 classes the next for a total of 4 classes. Half of each class meets in the morning and the other half in the afternoon.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Electives will be divided by stable groups so that students will only be in their elective with members from their morning or afternoon stable group.

☒ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

☒ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

☒ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

☒ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

☒ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 20 feet

Minimum: 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

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☒ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

☒ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Bi-weekly. 4 days before students & faculty/staff are on campus.

☒ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Bi-weekly. 4 days before students are on campus.

☒ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

☒ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☐ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

☒ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: Parent Guardian Association

Date: 10/29/2020

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

All staff were asked to submit requests for accommodations if they did not feel they could attend in-person school based on various factors as of July 30, 2020. Staff participated in numerous conversations about schedule and safety between June 2020 and December 2020. The Head of School publishes regular updates via email to all faculty and staff.

### **For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

☐ **Local Health Officer Approval:** The Local Health Officer, for (state County) \_\_\_\_\_. County has certified and approved the CRP on this date: \_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)



### Health Officer Directive No. 2021-01 (Exhibit B) Health and Safety Plan (issued 3/2/21)

Each Host must complete, post onsite, and follow this Health and Safety Plan.

Check off all items below that apply and list other required information.

*Business/Entity name:*

*Contact name:*

*Entity Address:*

*Contact telephone:*

*(You may contact the person listed above with any questions or comments about this plan.)*

- ☐ Business is familiar with and complies with all requirements set forth in Health Officer Directive No. 2021-01, available at <http://www.sfdph.org/directives>.
- ☐ All sports activity occurs outside only.
- ☐ Personnel and Participants are screened for COVID-19 symptoms and exposure.
- ☐ No coordinating, arranging, or engaging in travel outside of San Francisco to participate in athletic activity that is not allowed in San Francisco.
- ☐ Face coverings are worn by everyone at all times.
- ☐ Groups are limited to no more than 25 Participants (or limited exception for sports that need more participants to compete applies and Health Officer has approved plan).
- ☐ Participants participate in only one Sports Program in any three-week period.
- ☐ Mixing with other Households before or after any practice or competition strictly adheres to current health orders and directives regarding gatherings.
- ☐ When equipment is shared during an activity, Participants perform hand hygiene (wash hands with soap and water or use an alcohol-based hand sanitizer) before play, during breaks, at half time, and after the conclusion of the activity.
- ☐ Locker rooms are closed, except for use as a restroom (or for youth sports involving specialized equipment). Showers are not used.
- ☐ Spectators: No spectators for adult sports; limited to Household members and only as needed for age-appropriate supervision.
- ☐ If competitions are involved: no out-of-state games or tournaments; compete only with other teams in San Francisco or the three adjacent counties (Marin, Alameda, and San Mateo); only one event per day (no double headers).
- ☐ For youth sports, parent/guardian has signed informed consent document.

### Additional Measures

Explain:

# Risk Acknowledgement Form

(for student participation in *Hybrid Urban*, as required by the SF Department of Public Health)

The collective effort and sacrifice of San Francisco residents staying at home limited the spread of COVID-19. But 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 availability of childcare, summer camp, Out of School Time (OST) programs, and TK-12 schools is an important step in the resumption of activities. However, the decision by the Health Officer to allow childcare, summer camp, OST programs, and TK-12 schools at facilities that follow required safety rules, does not mean that attending childcare, summer camp, OST programs, and/or TK-12 schools is free of risk. Enrolling a child in childcare, summer camp, OST programs, and/or TK-12 schools could increase the risk of the child becoming infected with COVID-19. While the majority of children that become infected do 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 childcare, summer camp, OST programs, and TK-12 schools, 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 have a higher risk of severe COVID-19 illness. 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 and MIS-C, is available on the Centers for Disease Control and Prevention website at <https://www.cdc.gov/coronavirus/2019-ncov/>. See <http://www.sfcddcp.org/covid19hcp> for a list of groups at higher risk for severe COVID-19.

I understand the risks associated with enrolling my child in childcare, summer camp, OST programs, and/or TK-12 schools, and agree to assume the risks to my child and my household. I also agree to follow all safety requirements that the childcare, summer camp, OST programs, and/or TK-12 schools imposes as a condition of enrolling my child.



I have read and understood

(please [click here](#) to review Urban's e-Signature policy).

Your Student Name:

Grade:

Parent/Guardian Name:

Parent/Guardian Signature:

Date:

# Community/Student Health Pledge

## For All Urban Students Returning to Campus And Their Parents/Guardians

As a member of the Urban community, it is my responsibility to take precautions to reduce the spread of COVID-19 and protect myself and those around me, including those who may be more vulnerable. I agree to abide by all behaviors, policies, procedures and orders related to COVID-19 prevention required by the school, or by the state, county or federal government, and to do my part by acting in a responsible manner both on campus and away from school.

### Preparing for Hybrid Urban:

1. As an Urban student, I will undergo a COVID-19 test within 5 days of the return to *Hybrid Urban*, and regularly thereafter at the school's discretion, through a mechanism provided by, or acceptable to, the school. (The school will cover the cost of a test (mechanism TBD) that is not covered by insurance.)
2. Pursuant to SFDPH directives, in the event the test is positive or inconclusive:
  - I will inform Urban within 1 hour of learning the results (and send documentation of the results to Urban within 48 hours) and/or sign a release of information (ROI) authorizing the testing lab or ordering provider to share the COVID-19 test result directly with the School.
  - I will not return to campus and will avoid all contact with members of the Urban community outside of my household until I have met SFDPH's [Criteria for Return to School](#).
  - I understand SFDPH requires Urban to immediately report any positive or inconclusive results, and I consent to this reporting.
  - I will cooperate with contact tracing as requested and share complete information with contact tracers about others who may be exposed.
3. I will not enter the Urban campus if, within the prior 14 days, any member of my household has traveled outside of the Bay Area and engaged in any of the activities that place us at a higher risk of being exposed to COVID-19: interacting within six feet with someone outside your household while not wearing a face mask at all times; or being indoors, including on planes, buses, trains or other forms of group/public transportation where face coverings were not worn by everyone at all times. I understand that this restriction includes both my initial return to Urban and my return after holidays or weekends.
4. I will familiarize myself with Urban's School Wellness Screener app and the symptoms of COVID-19.
5. I will review and agree to abide by Urban's [Safety Plan](#) and relevant sections of the [Addendum to the Family/Student Handbook](#).
6. I will ensure that my student's Magnus Health forms are current at all times, including with information about chronic or seasonal conditions that may mimic COVID-19 symptoms, such as allergies, migraines, asthma, etc.

7. I will seriously consider getting a seasonal flu vaccination this fall, unless I have a medical condition that would cause a medical professional to advise against it.

**Daily practice and behavior norms:**

1. Each morning before entering school, my parent/guardian will complete the health screening on Urban's School Wellness Screener app and I will provide the results to Urban upon entry into campus.
2. I will wear an approved mask that covers my nose and mouth at all times on campus, at any school or extracurricular activities, and in any travel to or from school.
3. I will maintain 6 feet of separation between myself and others on campus and at any school activities whenever feasible, including when masked.
4. I will practice good personal hygiene consistent with public health protocols, such as frequent hand washing for 20 seconds, appropriately covering coughs and sneezes, and frequent use of hand sanitizers.
5. I will only drink or eat outdoors or in St. Agnes Gym, always 6 feet from others. I will not eat in the classroom or drink without permission.
6. I will follow directional signs and traffic flow on pathways and in buildings in and around Urban.
7. I will respond cooperatively and respectfully to reminders that I follow these protocols.
8. When traveling to and from school, I will observe the healthy transportation protocols listed on page 11 of the Safety Plan.
9. I will exercise the same care outside of school when I am around people from outside my household: I will wear my mask, maintain 6 feet of separation, practice hand washing or sanitizing, abide by social distancing and continue to practice the SFDPH Stay-Safer-at-Home Order currently in effect.
10. I will not participate in gatherings, activities and environments in which people are not observing recommended behaviors, such as wearing masks and practicing physical distancing, particularly indoors.
11. I understand that parents/guardians and other family members will not be allowed to enter school without explicit permission from a school administrator. If I am granted permission to come to campus, I understand that all visitors to campus will be required to complete a wellness check and follow all safety protocols.

**If I or someone I know gets sick or tests positive for COVID-19:**

1. If I or anyone with whom I've had close recent contact (closer than 6 feet and more than 15 minutes) has tested positive for COVID-19, or if I have any of the symptoms of COVID-19, I will notify Urban immediately, as required by the SFDPH.
2. At school, I will immediately notify the Front Desk if I develop any COVID-19 symptoms or if I learn that someone in my household or with whom I've been in close, recent contact (closer than 6 feet and more than 15 minutes) has symptoms of or has tested positive for COVID-19. I understand that I must remain in a designated safe space until arrangements are made for my departure.
3. In either of the above events, I agree to be tested for COVID-19 as soon as possible and to remain at home until permitted to return to school under SFDPH Guidelines.

As an **Urban student**, I will adhere to this Community/Student Health Pledge and support my peers in doing the same. In addition, I understand that Urban will maintain the confidentiality of information concerning health, attendance, contacts, etc., except to the extent the school is required to report such information to SFDPH or any other governmental body.

As an **Urban parent/guardian**, I have reviewed the above with my student and will support them in adhering to this Community/Student Health Pledge, including through administration of daily wellness checks, facilitating COVID-19 testing when necessary, and reporting any positive or inconclusive test results to the school within 1 hour of learning of them and providing documentation within 48 hours. In addition, I understand that Urban will maintain the confidentiality of information concerning health, attendance, contacts, etc., except to the extent the school is required to report such information to SFDPH or any other government body.

We understand that failure to honor this Agreement may put members of our school community at considerable risk. We further understand that, if our family does not honor these commitments, the Urban student will be required to work remotely at the school's discretion.

By entering your name, email and the date below, you are confirming that you understand everything related to this Community/Student Health Pledge (please [click here](#) to review Urban's e-Signature policy).

☐ I have read the above Community/Student Health Pledge  
Yes, I have read and understood Community/Student Health Pledge

Date:



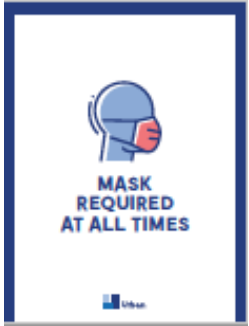

Parent/Guardian Name:



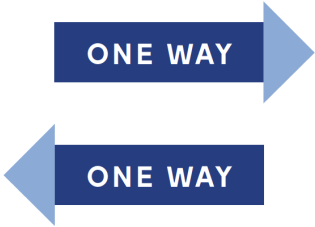

Parent/Guardian Email:





Student Name:

Student Email:

# Campus Signage and Posters

<p>Entry Notification / Warning</p> <ul style="list-style-type: none"> <li>- Posted at all entryways</li> </ul>	
<p>Maintain 6 ft Physical Distancing</p> <ul style="list-style-type: none"> <li>- Posted at entryways</li> <li>- Posted throughout buildings and where students may congregate</li> <li>- In each classroom</li> <li>- In hallways and stairwells</li> </ul>	
<p>Masks Required at all Times</p> <ul style="list-style-type: none"> <li>- Posted throughout buildings</li> <li>- Entryways</li> <li>- Door of each classroom</li> <li>- In each classroom</li> </ul>	
<p>Hand Washing Guidelines</p> <ul style="list-style-type: none"> <li>- Outside each bathroom</li> <li>- Inside each bathroom above sink(s)</li> </ul>	

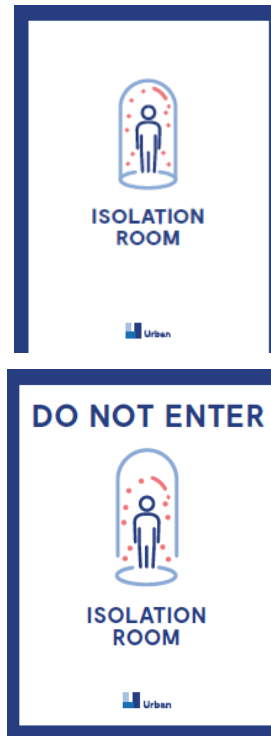
<p>Waiting for Printer Items</p> <ul style="list-style-type: none"> <li>- On or near printers in both buildings</li> </ul>	
<p>“WAIT HERE” 6 ft Physical Distancing Disks</p> <ul style="list-style-type: none"> <li>- Used throughout buildings anywhere waiting in line required (bathrooms, etc.)</li> </ul>	
<p>One Way Directional Signage</p> <ul style="list-style-type: none"> <li>- Used in hallways, stairwells and on floors</li> </ul>	
<p>Bathroom Occupancy Signs</p> <ul style="list-style-type: none"> <li>- Outside each bathroom</li> <li>- Writeable or added prior to printing</li> </ul>	

No Sitting Allowed	 <p>A rectangular sign with a blue border. At the top is a red circle with a diagonal slash over a black silhouette of a person sitting. Below the icon, the text reads "PLEASE DO NOT SIT HERE" in blue, all-caps font. At the bottom right is a small blue square logo with the word "Urban" next to it.</p>
Please Stay Home if Ill	 <p>A rectangular sign with a blue border. At the top is a blue icon of a person standing inside a house. Below the icon, the text reads "PLEASE STAY HOME IF YOU ARE ILL" in blue, all-caps font. At the bottom right is a small blue square logo with the word "Urban" next to it.</p>
Faculty/Staff Lounge Distancing Signs	 <p>A rectangular sign with a blue border. At the top is a blue icon of two people standing with a red double-headed arrow between them. Below the icon, the text reads "REMAIN 6 FEET APART IN FACULTY LOUNGE AT ALL TIMES" in blue, all-caps font, with "6 FEET APART" in red. Below this, in smaller blue text, it says "CLEAN MICROWAVE &amp; REFRIGERATOR HANDLES AFTER EACH USE". At the bottom right is a small blue square logo with the word "Urban" next to it.</p>
Faculty/Staff Lounge Occupancy Signs - Outside each lounge (2)	 <p>A rectangular sign with a blue border. At the top is a large light blue circle. Below the circle, the text reads "INDIVIDUALS ALLOWED IN EACH FACULTY LOUNGE" in blue, all-caps font. At the bottom right is a small blue square logo with the word "Urban" next to it.</p>



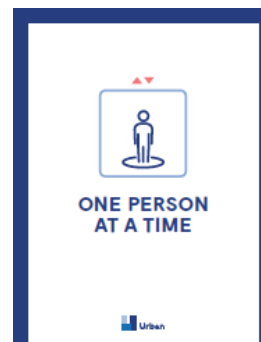
Isolation Rooms & Do Not Enter Isolation Rooms

- To be placed outside of each of 2 isolation spaces



Elevator One Person Signage





- Placed next to elevator buttons on each floor
- Placed inside each elevator



Distance Marker for Sidewalk/Concrete

- To be used outside school entries while waiting for health check approvals



<p>One-Way arrows for Sidewalk/Concrete</p> <ul style="list-style-type: none"> <li>- To be used in Salkind Center to Page Campus passageway</li> </ul>	
<p>Distance Marker for Backyard Seating</p> <ul style="list-style-type: none"> <li>- To be used on Page Campus hard seating areas</li> </ul>	
<p>Ground Marker for Page Backyard and Salkind Rooftop Field</p>	
<p>Distance Marker for Gym Seating (when small groups allowed)</p> <ul style="list-style-type: none"> <li>- To be used on Salkind Center bleachers, only when allowed by SFDPH</li> </ul>	

Additional items may include:

- graphics above QR code health app reader
- entryway reminders/directions (on easel or stand)

# Hybrid Day Cleaning Schedule

Approximate Cleaning Schedule for Hybrid	
Stable Group 1 Class 9:00 am to 10:15 am	Facilities Wipe High Touch Areas Approximately 9:15 am to 9:45 am
Stable Group 1 Class 10:30 am to 11:45 am	Facilities Wipe High Touch Areas Approximately 10:45 am to 11:15 am
Adult Lunch and Student Transition 11:45 am to 12:45 pm	Facilities and Janitorial Crew Cleaning including Classrooms Approx 11:45 am to 12:45 pm
Stable Group 2 Class 12:45 pm to 2:00 pm	Janitors Wipe High Touch Areas Approximately 1:00 pm to 1:30 pm
Stable Group 2 Class 2:15 pm to 3:30 pm	Janitors Wipe High Touch Areas Approximately 2:30 pm to 1:30 pm
	After School Janitorial Crew Deep Cleaning with Fogging Machines