



since 1979

San Francisco Waldorf School Pandemic Prevention & Response Plan

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

We have developed the following Pandemic Prevention and Response Plan (PRP) for the 2021–22 school year to guide our operations and overall program. We recognize that through the implementation of the following coordinated efforts we can greatly reduce, although not eliminate, the risk of COVID-19 transmission in our community. We strive to balance our mitigation policies with the known benefits of children experiencing in-person learning at school.

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

This document is the School's official guiding plan.

This document was last updated on August 1, 2021.

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1. Our Guiding Principles

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

2. Health and Safety Protocols

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

To be effective, this PRP requires the full cooperation of all our community members, and everyone is responsible for implementing and complying with the School's plan.

Handwashing

Frequent handwashing is critical in preventing the spread of COVID-19 and other infectious diseases. Hand sanitizer dispensers (that use sanitizers of greater than 60 percent alcohol) are at entrances and other locations throughout the school. Students, employees, parents, and visitors should wash or sanitize their hands before entering the building. Everyone is instructed to frequently wash their hands throughout the day for at least 20 seconds with soap and water, but especially at the beginning and end of their time on campus, before and after mealtimes, and after using the restroom. Students will also be supervised in handwashing or sanitizing at each transition.

Respiratory Etiquette

Everyone should cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and avoid touching their face—in particular their mouth,

nose, and eyes—with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette signage will be displayed throughout the School.

Face Coverings

According to the latest guidance from SFDPH, universal face covering and mask wearing is required for all adults and children indoors on all SFWS campuses, regardless of vaccination status.

Masks must be worn by all students, faculty, and staff at all times when indoors, except when eating, which will take place outside as much as possible.

All students and faculty must bring two clean face coverings each day to school. School will maintain a stockpile of face coverings to fit all age groups. According to public health officials, individuals can spread COVID-19 to others even if they do not feel sick.

Guidelines for wearing and cleaning face coverings include:

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

Cleaning and Disinfecting

SFWS uses CDC-approved, eco-friendly medical-grade disinfectants and has implemented updated cleaning and disinfecting practices. This includes doubling routine cleaning and disinfecting throughout the campus. We will administer regular frequent cleaning and detailed disinfecting if a case of COVID-19 is discovered on campus. Please contact our facilities manager for a specific list of cleaning products used on campus.

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

Students and employees should bring and use a refillable water bottle to use the water bottle refilling stations as well as faucets in classrooms. Please label your

water bottle. Water fountains will be available for refilling bottles or direct drinking.

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

Ventilation and Outdoor Time

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

All classes will continue to spend school time outdoors: outside on campus; in front of campus, and at local parks including Stern Grove, Alta Plaza, the Presidio, and more.

Physical Distancing and Pods

Following the latest SFDPH guidance, pods and physical distancing are no longer required or encouraged. Classes will return to full capacity for 2021-2022 school year, unless required by law.

Outdoor time may include cross-class gatherings. Assemblies, festivals, field trips, and performances are allowed, following indoor masking rules.

SFWS will track seating charts and close contacts to support contact tracing in the instance of a positive case on campus.

Campus Entry, Exit, Pickup, and Drop-Off

Parent and visitor access to campus is allowed, following indoor masking guidance regardless of vaccination status. All parents and visitors must enter through the main reception area. Parents and visitors are required to wear face coverings, confirm they are symptom free, and be screened upon arrival.

Carpool drop-off and pick-up schedules will remain the same at the grade school and high school.

Travel

SFDPH and California Department Public Health no longer require quarantine or other requirements following travel. Additional guidance from SFDPH states: "to the extent possible, limit your nonessential travel during this pandemic. The more people travel, the more interactions people have. The more interactions people have with people outside their household, the greater the risk of getting and spreading COVID-19." If you can, travel by private vehicle with only members of your household. The more interactions that are indoors, the larger the number of people involved, and the longer the duration of such interactions, the greater the risk.

Symptom Screening, Testing, Vaccination, and Reporting

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

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

The school will continue to ask for completion of daily health checks via the Google form.

Before Arriving on Campus

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

Screening Procedure for Students

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

Screening Procedures for Employees, Parents, and Visitors

Employees, parents, and visitors must enter through the main Reception area and verify they are free of symptoms listed above. Parents and employees should not come to campus when experiencing symptoms. All adults are requested to wash or sanitize their hands after entering the building using stations provided by the School.

Policies for Individuals Exhibiting Symptoms at School

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

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

Contact Tracing

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

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

Testing

SFDPH no longer requires or encourages surveillance testing of employees or students. Testing is required for students or employees with symptoms or close contact.

Vaccination

SFDPH encourages all eligible people to receive the COVID-19 vaccine. As of August 2021, the overwhelming majority of positive cases (including the Delta variant) and severe impacts from COVID-19 are seen among unvaccinated people.

Returning to School

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

- o received a negative COVID-19 test.
- o other symptoms have improved.

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

Signage

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

Closure Plan

We are adhering to the individual school closure guidance from the California Department of Health. We expect school closure only if SFDPH decides to institute a lockdown.

Protocols for Serving Medically Vulnerable Students and Teachers

Understandably, a key concern is whether certain populations of students and employees may be at increased risk of infection and severe disease by attending school in person. SFWS has created a process to review and support reasonable accommodations for faculty at higher risk. We will work with each individual on a case-by-case basis and with medical authorizations or recommendations.

Parents desiring accommodations for their child should first contact their class teacher or high school advisor.

Ensuring Equitable Access to Programs

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

3. School Program: In-Person and Distance Learning

Our current plan is to begin and continue the school year with on-campus learning for all grades. Parallel learning will not be provided to start the school year.

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

In-Person Learning

We are excited to welcome students back to SFWS for in-person learning. We will offer a full-day schedule and complete curriculum. Our physical and human resources enable us to provide an on-campus, in-person education under new health and safety guidelines.

Parallel Learning

SFWS will not provide *parallel distance learning* options to start the 2021-2022 school year. We remain prepared to provide live streaming of most classes and other online content classes that are not streamed if required by city lockdown.

Aftercare Programs

We will offer after care for nursery through 6th grade, mainly outdoors

Distance Learning

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

Social-Emotional Support

Supporting our students' social-emotional development is more important than ever during these trying and uncertain times. Your child's class teacher, subject teachers, and/or advisor are available to help parents regarding their child's experience with in-person school.

Children are looking to their parents and teachers to let them know how they should be feeling about things. Even as adults are experiencing anxiety and uncertainty, parents and faculty should endeavor to be a non-anxious presence in children's lives and communicate confidence in the children's ability to cope with stressful situations, including in-person school during the pandemic.

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

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

4. Parent and Community Input and Engagement

Beginning in February 2020, SFWS created a COVID-19 task force composed of trustees, parents, faculty, and administrators. The task force approves decisions with input and recommendations from SFWS steering committee, faculty groups, and administrative departments. In addition to [Centers for Disease Control and Prevention](#), [San Francisco Department of Public Health](#), and [California Department of Public Health](#) guidance, input is gathered from faculty, parents,

community medical experts, local peer schools, and independent school associations such as the [National Association of Independent Schools](#) and the [Association of Waldorf Schools of North America](#).

5. Guiding Entities and Resources

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

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

6. Training, Inspection, and Preparedness

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

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

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

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

Grade School: Craig Appel, Deepa Ramsinghani, Cory Powers

High School: Craig Appel, Paula Piemonte, Arlene Griffin

7. Appendices

Parent and Guardian Agreement

August 6, 2020

Dear Parents and Guardians,

The 2021-2022 school year brings large and unique challenges to San Francisco Waldorf School. One way we will all meet the challenges is by supporting the shared agreements and protocols presented in this document. Together, we are committed to the physical, intellectual, social, and emotional health and safety of faculty, students, and the entire SFWS community.

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

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

Overview of strategies enabling SFWS to open in-person school

San Francisco Waldorf School is following the guidance of the [San Francisco Department of Public Health](#), the [California Department of Public Health](#), and the [Centers for Disease Control and Prevention](#). We have created and shared plans and protocols that meet this guidance.

San Francisco Waldorf School's physical and human resources enable us to provide an at-school, in-person education under new health and safety guidelines implementing the protocols above. If required, we will move to distance learning or hybrid modes, where our students will continue to experience the excellent and joyful learning that is a hallmark of a San Francisco Waldorf School education. Students will participate in developmentally appropriate schedules that are a balance of live and recorded content, full or experiential or tactile work. All students will have access to their own electronic device provided by the school if needed. We will continue to utilize a consistent number of digital and in-person tools—including Zoom, Vimeo, MySFWS, phone calls, material pickup/delivery, and micropod gatherings—for learning, connection, engagement, and assessment.

Parent and Guardian Agreements

- Proactively verify the child and family is symptom free every day and

keep the child home with any symptoms. Symptoms include:

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

- Immediately gather the child from school if any of the above symptoms arise during school hours.
- Follow SFDPH guidance regarding next steps in COVID-19 symptom identification and testing, including quarantine as required.
- Proactively communicate any COVID-19 symptoms to school, and share test results as soon as possible, whether in-person or in distance learning mode.
- Wear face coverings when indoors at school.
- Practice rigorous handwashing and respiratory etiquette, “sneeze/cough catching,” at home to prepare children for school rules.
- Help children to wear face coverings and bring two face coverings and a water bottle in a backpack/basket to school everyday.
- Empower children to know that their personal hygiene and behaviors can help keep teachers and themselves healthy.
- Share driving and carpooling responsibilities (when schedules allow) following face covering, ventilation, personal hygiene, and other health protocols.
- Attend parent video meetings and virtual events.
- Continue to support the school by communicating with children that although every family has dealt with COVID-19 differently, all families in the SFWS community support each other. There will be a set of expectations and rules at school, and we ask that everyone respect differences in how families have approached dealing with the virus.
- Model patience, cooperation, and understanding for children as the school community adapts to new required practices. Strive to be a non-anxious presence in our children’s lives.

Risk Statement from San Francisco Department of Public Health

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

The decision by the SFDPH to allow in-person school for all families at facilities that follow required safety rules does not mean that attending school is free of risk. Enrolling a child could increase the risk of the child becoming infected with

COVID-19. While the majority of children that become infected do very well, there is still much more to learn about coronavirus in children, including from recent reports of Multisystem Inflammatory Syndrome in Children (MIS-C).

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

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

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

Parent/Guardian Signature

Date

Employee Agreement

August 4, 2020

Dear SFWS Faculty and Staff,

The 2021-2022 school year brings large and unique challenges to San Francisco Waldorf School. One way we will all meet the challenges is by supporting the shared agreements and protocols presented in this document. Together, we are committed to the health and safety of faculty, students, and the entire community.

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

Overview of strategies enabling SFWS to open in-person school

San Francisco Waldorf School is following the guidance of the [San Francisco Department of Public Health](#), the [California Department of Public Health](#), and the [Centers for Disease Control and Prevention](#). We have created and shared plans and protocols that meet this guidance.

In addition to these efforts, the school has:

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

Faculty and Staff Agreements

- Proactively verify you are symptom free every day and stay home if symptoms arise. Symptoms include:
 - Fever, Chills, or Repeated Shaking/Shivering
 - Cough
 - Sore Throat
 - Shortness of Breath
 - Difficulty Breathing
 - Loss of Taste or Smell
 - Muscle Pain
 - Headache
 - Runny Nose or Congestion
 - Diarrhea

- o Feeling Unusually Weak/
Fatigued

- Follow SFPD guidance regarding next steps in COVID-19 symptom identification and testing.
- Get a COVID-19 test when requested by the School or SFPD.
- Proactively communicate any symptoms to School and share test results as soon as possible.
- Wear face coverings whenever on campus.
- Actively assess students for symptoms.
- Supervise rigorous, frequent handwashing and sanitizing after each activity.
- Send students to the isolation/quiet room when sick to wait for parent pickup.
- Support the emotional health of students through the uncertainty of the pandemic.
- Maintain proactive communication with students, parents, and Chairs regarding academic, social, emotional, and health issues.
- Practice rigorous handwashing and respiratory etiquette (“sneeze/cough catching”).
- Continue to support the School by communicating with children that although every family has dealt with COVID-19 differently, all families in the SFWS community support each other.
- Model patience, cooperation, and understanding for colleagues, students, and parents as the school community adapts to new required practices. Strive to be a non-anxious presence in our community.

Required Risk Statement from San Francisco Department of Public Health

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

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

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

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

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

Employee Signature

Date