

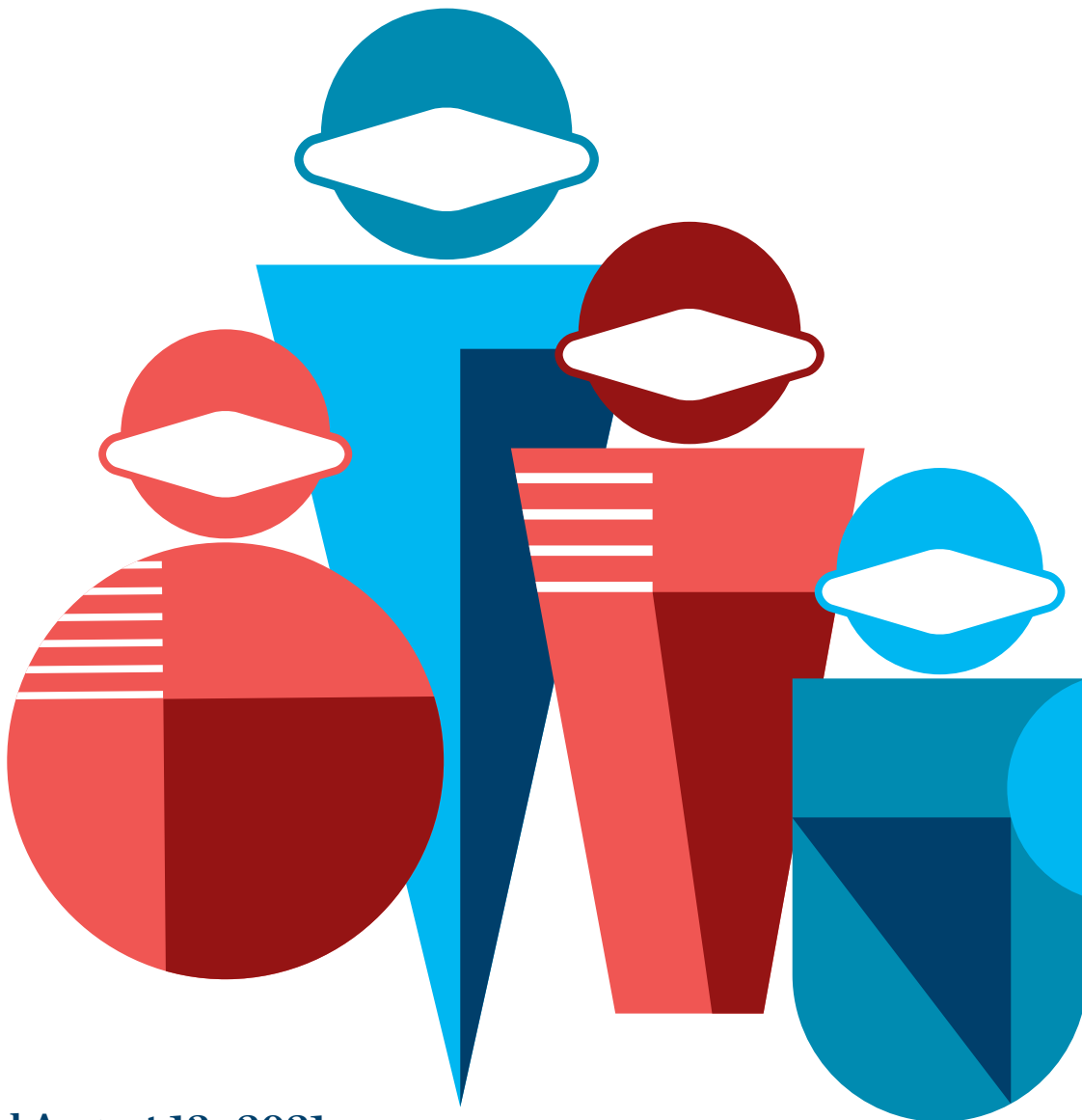


FRENCH AMERICAN
INTERNATIONAL SCHOOL

INTERNATIONAL
HIGH SCHOOL

Better Together

COVID-19 Response 2021-22



Updated August 13, 2021

All aspects of this plan are subject to change based on local and state directives.

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Our Guiding Principles and Context

Welcome from the Head of School



I am proud to share our updated campus health plan for this year. Along with our webpage [Better Together](#), this provides you with a comprehensive overview of our procedures for mitigating risk for our entire campus community. It also contains our [Community Commitment](#), outlining the role that all of us play in ensuring the health and well being of all the stakeholders in our school community -- students and families, faculty and staff. As with all plans during this pandemic, details and dates are subject to change as regulations evolve. When we make updates, we will always communicate this to you with an email, but you may also wish to bookmark [Better Together: Campus Guidelines 2021-2022](#) for easy access to resources.

We can be deeply proud of our school's response to the challenges of these years of pandemic. Together, we have delivered our school's mission and realized our values under exceptional circumstances.

We were one of the first schools in San Francisco to welcome students safely back to campus in-person each time new sections were approved for in-person learning. Every student in our school was able to attend classes in-person last year, and all our teachers adapted to remote, hybrid, and COVID-regulated in-person teaching. And through all that the pandemic required of us, we did not lose sight of our commitment to equity and all that we must do to realize our responsibilities in diversity and inclusion at our school. We listened to our community, who bravely shared their lived experiences and challenged us to do more. Throughout this extraordinary time, we have ensured that our school community remains whole, and we are taking care of each other to the best of our ability. These accomplishments are a testament to the character of our community and to the strength of the partnership between our families and our school, and we can be proud that we are, truly, better together.

The pandemic is not over yet, but we are fortunate in San Francisco to be able to be together more often now. Your partnership will allow us to provide the joy of learning together on campus, where we belong, to every student in our bilingual, international school.

Warmly,

A handwritten signature in blue ink, appearing to read 'MBi'.

Melinda Bihn, Ed. D.
Head of School

French American + International

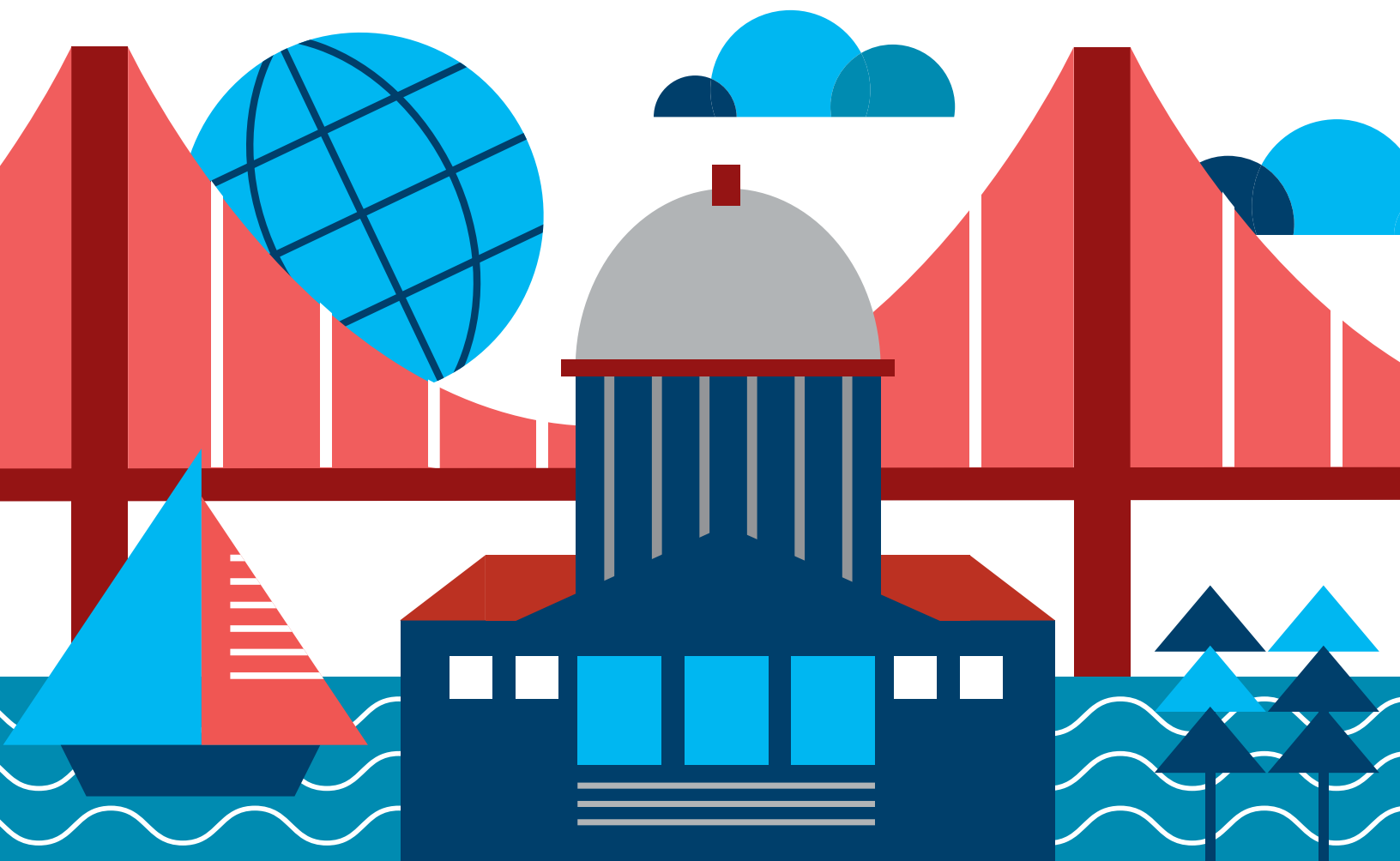
Located in the cultural hub of urban San Francisco, French American and International is an independent PK3 through Grade 12, co-educational, non-profit, college preparatory school. Our 2021-22 student population is approximately 1080.

Since our founding in 1963 our community has prepared students to navigate the world with confidence and command, empathy and joy. We achieve this through rigorous bilingual, French, and International Baccalaureate education programs and a vibrant school culture strengthened by multilingual, multinational educators and families. We inspire students to discover their individualities, pursue their passions, and think internationally.

We are accredited by the French Ministry of Education, WASC/CAIS, and the Council of International Schools and are an authorized International Baccalaureate World School.

Four school sections

The school consists of four sections: Maternelle (Early childhood and Kindergarten), Lower School (Grades 1-5), Middle School (Grades 6-8), and High School (Grades 9-12).



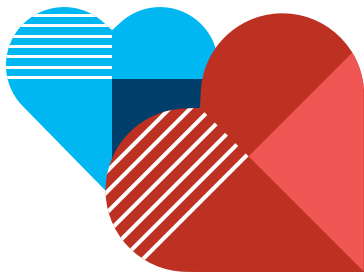
Mission, Values, and Commitment to Equity

Mission

Guided by the principles of academic rigor and diversity, French American and International offers programs of study in French and English to prepare its graduates for a world in which the ability to think critically and to communicate across cultures is of paramount importance.

Values

Our international community brings together people from many backgrounds. Together we strive to create a shared culture that develops compassionate, confident, and principled people who will make the world better. We base our community on these values:



Respect

We celebrate the dignity, shared humanity, and potential in everyone. We listen attentively, speak thoughtfully, and act with courtesy and kindness. We take care of ourselves, our community, and our environment.



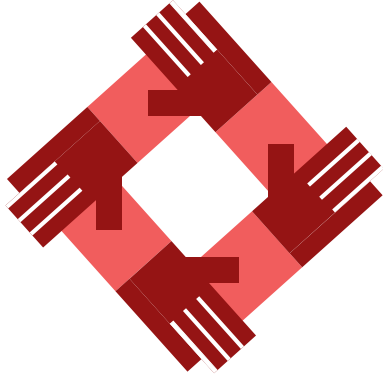
Integrity

We speak and act with honesty. We take responsibility for our actions and we meet our commitments.



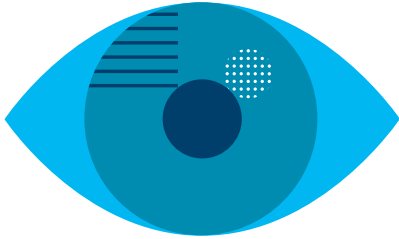
Inclusion

We celebrate the diversity that defines our school, our community, and the world. We seek to understand one another and to appreciate differing perspectives. We act with empathy and compassion.



Collaboration

We prize the benefits of working and learning together. We succeed through shared effort and by seeking excellence in ourselves and one another.



Curiosity

We are inquisitive about the world and our place in it, about ourselves, and about one another. We ask questions, take risks, and delight in discovery.

Commitment to Equity

We commit to advancing equity and social justice in our diverse, urban community. We fulfill this promise through our programs and practices, and we inspire and equip our students to live in this commitment locally and internationally.



Principles for our Planning

All of our planning for the return to campus is guided by these principles:

- We are committed to the well-being and learning of our students, families, faculty, and staff, and to the long-term strength and advancement of our school
- We recognize the importance of the on-campus experience for all our students and especially for our youngest students and their families
- We therefore aim to have our students on campus as much as possible
- As we implement measures to hold school while mitigating the spread of COVID-19 and promoting the health of all, we commit to advancing equity and social justice in our diverse, urban community.





COVID-19 Prevention and Mitigation

Overview

In designing our COVID-19 precautions and protocols, we are relying on information from national and local health and education authorities, as well as our international and independent school networks.

We acknowledge that success in slowing and limiting the spread of the virus will depend on all of us. We can do our part to implement required protocols in school. But we must also recognize that safety is a shared responsibility—a social contract we make with each other. Therefore, we ask all members of our community to partner with us, both on and off campus, to do their part in support of our collective health and safety.

It is our conviction that education is an essential function in society and that if we can do it in-person with a reasonable level of safety then we should do our utmost to try. The alternatives to in-person education are also high risk. As a longstanding independent San Francisco school with 800 families, over 1,000 students, and 220 faculty and staff members on two vibrant campuses, we are resourced to address the challenges we face. We are ready, and we are proudly in compliance with the California and San Francisco regulatory environment.

Our experience in the spring of 2020 and throughout the 2020-21 school year has increased our skill in providing education in multiple modes, demonstrated the vital role of in-person learning in the intellectual, social, and emotional health of our students, faculty, staff, and families, and proven that with layered risk mitigation our school can serve all our students in person without in-school transmission.

Authorities Guiding our Planning and Decisions

Schoolwide

California Department of Public Health: [COVID-19 Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#) (August 2, 2021)

California Department of Public Health: [K-12 Schools Guidance 2021-22 Q+A](#) (August 6, 2021)

California Department of Public Health: [Guidance for the Use of Face Coverings](#) (July 28, 2021)

California Department of Public Health and CAL/OSHA Department of Industrial Relations: [COVID-19 Industry Guidance: Schools and school-based programs](#) (August 3, 2020)

California Department of Public Health: [Safe Schools for All Plan](#) (December 30, 2020)

California Department of Public Health: [COVID-19 K-12 School Testing](#) (July 12, 2021) and [Updated Testing Guidance](#) (June 16, 2021)

California Department of Public Health: [Vaccine Verification for Workers in Schools](#) (August 11, 2021)

CAL/OSHA: [COVID-19 Prevention and Emergency Temporary Standards](#) (June 17, 2021)

San Francisco Department of Public Health: [Guidance for TK-12 Schools for In-Person, On-Site Instruction for School Year 2021-22](#) (August 11, 2021)

San Francisco Department of Public Health: [Directive Regarding Required Best Practices for Schools](#) (August 10, 2021)

San Francisco Department of Public Health [Interim Guidance: Ventilation for Non-Healthcare Organizations During the COVID-19 Pandemic](#) (May 26, 2021)

San Francisco Department of Public Health [Quick Guide for Suspected or Confirmed COVID-19: Schools, Childcares, and Programs for Children and Youth](#) (August 10, 2021)



San Francisco Department of Public Health [Isolation and Quarantine](#) (July 30, 2021) and [Isolation and Quarantine Summary Chart](#) (July 21, 2021)

San Francisco Department of Public Health [Returning to School After COVID-19](#) (August 11, 2021)

San Francisco Department of Public Health [For Parents and Guardians: COVID-19 Symptom and Exposure Check](#) (August 11, 2021)

California Department of Public Health: [Outdoor and Indoor Youth and Recreational Adult Sports](#) (April 6, 2021)

Maternelle at 1155 Page Street

California Department of Public Health and CAL/OSHA Department of Industrial Relations: [Guidance for Child Care Providers and Programs](#) (June 29, 2021)

San Francisco Department of Public Health: [Programs for Children and Youth: Child Care, Out-of-School-Time Programs, and Day Camps](#) (July 6, 2021)

Vaccination

We strongly encourage all eligible members of our school community, including employees, students, families, and other household members to get vaccinated against COVID-19. Vaccination substantially reduces the likelihood of transmission and dramatically reduces the likelihood of serious disease in fully vaccinated individuals. Vaccination will be required for all visitors to campus and for certain other activities where designated. “Fully vaccinated” is defined as at least two weeks having passed since the individual received the final dose of a WHO-approved COVID-19 vaccine. As federal, state and local regulations change, the school will continue to monitor and adjust our practices.



Mitigating COVID-19 Droplet Transmission

Our COVID-19 Prevention and Mitigation practices align with the science-based recommendations arising from state and local mandates. We acknowledge that we should place particular emphasis on adult-to-adult transmission and adults as sources of infection. Staff, not children, are most often the source of COVID-19 exposure in a facility.

Since COVID-19 mainly spreads from person-to-person via respiratory droplets, the prevention of direct respiratory droplet transmission is even more important than frequent cleaning and disinfection. The virus must get into a person's nose, mouth or eyes to cause infection. (To get COVID-19 from touching a contaminated surface, a person must first get the virus on their hands, and then touch their eyes, nose or mouth with their hands.) Masks have been shown to be among the most important risk mitigation elements. Frequent hand washing for at least 20 seconds is also valuable in reducing transmission. Most household cleaning products are effective at killing the virus.

Exposure risk is a gradient, rather than an all-or-nothing condition. A rule of thumb is that a person must spend at least 10-15 minutes within 6 feet of someone with COVID-19 to be at risk of infection.

Signage

All areas of our campus, including 150 Oak St., 151 Oak St., 66 Page St., and 1155 Page St., have posted signs addressing best practices and encouraging vaccination.

Facilities Inspections

We will conduct periodic inspections using the form in Appendix B of the Cal-OSHA COVID-19 Prevention Program. These inspections will be conducted 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.



Ventilation, Windows, and Outdoor Spaces

We recognize that increasing outdoor air circulation lowers the risk of infection by “diluting” any infectious respiratory droplets with outdoor air. Being outside is even lower risk. On our two campuses we consider ourselves fortunate in having operable windows and outdoor spaces in multiple locations. Our layered approach to air exchange and purification well exceeds the requirements in the San Francisco Ventilation Guidance.

In order to reduce potential virus load in the indoor air, we have installed an entirely new air treatment known as bipolar ionization, which is commonly installed in hospitals, airports, and airplanes. Bipolar ionization technology releases charged atoms that attach to and deactivate harmful substances like bacteria, mold, allergens, and viruses. It was first developed in the US in the 1970s as a tool to control pathogens in food manufacturing. More recently bipolar ionization has proven effective against SARS, norovirus, and several influenza strains.

We have installed bipolar ionization units at 150 and 151 Oak, in the Dennis Gallagher Arts Pavilion at 66 Page Street, and in each room at the Maternelle campus at 1155 Page Street. At the Maternelle campus we have floor to ceiling sliding windows opening to the play yards, providing excellent ventilation. While we will keep windows and doors open as much as possible to increase circulation of outdoor air, we are mindful of the need to be vigilant with regard to the risk of exacerbating individuals’ allergies or asthma. In certain areas, such as those with less external ventilation, we have added portable air cleaners as well.

While increasing ventilation is important, fire doors will never be propped open. Fans, especially window fans set to draw air out of the space, will also be used as appropriate, but fans should not be aimed in such a way as to blow air directly from one individual to another.

For an urban campus, we have fairly extensive outdoor space, including the 150 Oak play yard and the picnic tables near the Cafe entrance, the blacktop at 151 Oak, and 84 Page; we are leveraging those as much as possible. This approach allows us to provide significant access to wellness-promoting recreation and physical activity to all our students.



Preventing COVID-19: Self-Screening and Quarantine

No one with symptoms or exposure to COVID-19 is allowed on campus. All students, faculty, and staff are expected to self-screen for symptoms before leaving home each day. Students are referred to [these questions](#) and adults to [these questions](#). For younger children this is a parent responsibility. Conducting a symptom check before coming to school mitigates risk of COVID-19 transmission because it reduces contact points during commutes and at entry points. It boils down to a very simple rule: “Stay home if you are sick!”

Anyone exhibiting COVID-like symptoms will be immediately isolated and sent home as soon as possible. More information on protocols for emerging symptoms are below in the section titled “When Someone Exhibits Symptoms of COVID-19”.

We encourage family members of students and staff with symptoms of COVID-19 to be tested promptly, before they can spread infection to students and staff.

Individuals with elevated risk of exposure, such as those who have recently traveled or who are close contacts of someone who has tested positive, may be subject to quarantine:

- Unvaccinated individuals who have traveled should be PCR-tested 3-5 days after return and must quarantine for 7 days, assuming a negative test; they should continue to self-monitor for symptoms until 14 days have passed since travel. Fully vaccinated travelers should self-monitor for symptoms for 14 days and get tested immediately if any symptoms occur. Unvaccinated individuals should avoid travel if possible and take precautions while traveling, as stated in the CDC guidelines.
- Unvaccinated individuals who are a close contact of someone who has tested positive for COVID-19 should be PCR-tested 3-5 days after exposure and must quarantine for 7 days, assuming a negative test; they should continue to self-monitor for symptoms until 14 days have passed since exposure. Fully vaccinated close contacts do not have to quarantine but should self-monitor for symptoms for 14 days and get tested immediately if any symptoms occur.
- Per OSHA guidelines, proof of vaccination will be required for employees who will not be quarantining after a close contact.

Restricting Non-Essential Visitors

Anyone who is not an employee or student who wishes to enter campus, including parents, volunteers, guest instructors, special service providers, and others must attest to being vaccinated before entering campus. Attendees for larger events will be asked to register and give contact information before the event, while individuals or smaller groups will attest and give

contact information at the entrance to campus. No unannounced visitors will be allowed; anyone wishing to enter will need to have a pre-arranged meeting, event, or appointment except in true emergencies. Limited exceptions may be made for providers of special services for students with learning differences and other needs if appropriate support for those students cannot be provided otherwise.

Arrival and Dismissal: Entry/Egress

To facilitate smooth entry and exit from campus, we will continue to funnel students of different ages to different entrances at the Oak campus. Grades 1-2 will arrive between 8 and 8:15am to the Oak yard gate, while Grades 3-5 will use the Hickory entrance or the main Oak entrance. Grades 6-12 can use either the Hickory or main Oak entrances between 7:30 and 8:10. Dismissals are staggered and pickup locations are also by grade: Grade 1 on the north side of Oak St. and Grades 2-5 on Hickory. Grades 6-12 do not have formal pickup structures and can exit by either the Hickory or main Oak doors.

At 1155 Page Street the assistant teacher welcomes the child at the school entrance and walks them to their classroom, where the teacher welcomes the children. The teacher and assistant teacher are assigned to one specific cohort and will only interact with that cohort. At dismissal, the assistant teacher walks children back to parents. Dismissal is carefully coordinated by walkie-talkie.

San Francisco Department of Public Health

Face Coverings for Children in Public and in Programs for Youth

By order of the San Francisco Health Officer:



Ages (in years)

| | |
|-----|---|
| 0-1 | should not wear a face covering due to risk of suffocation |
| 2-9 | should wear a face covering. Adults must supervise use of face coverings. |
| 10+ | must wear a face covering |

References:
SF Health Order: https://www.sfdph.org/dph/assess/docs/Order_C19-12_Face_Coverings.pdf
CDC's Guidance and Instructions for Face Coverings: https://www.cdc.gov/Programs/CDC/COVID-19/DocumentLibrary/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf

Face Coverings and Other Essential Protective Gear

We recognize the critical importance of the use of face coverings for the mitigation of spreading COVID-19 infection to others, by trapping respiratory droplets before they can travel through the air. Masks must cover both nose and mouth, and masks with outlet valves are not allowed. All building occupants, regardless of vaccination status, must wear face masks at all times indoors except when actively eating or drinking. We will work with all students to ensure they wear masks throughout the day (with the exception of eating, albeit distanced from others).

Notable exceptions to the rule are persons younger than two years old because of the risk of suffocation (we do not have students under the age of 3); and persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. Should a student or

staff member have such an issue, we will work with them to develop and implement a personal safety plan. Additionally, while providing support to students with special needs or in other situations where a face mask is not pedagogically or developmentally effective, a face shield with drape can be used by a faculty or staff member if physical distancing is maintained. A face mask must be donned outside of those situations.

We have purchased a large stock of masks, and they are freely available, including extra masks for students and faculty available at entrances. However, we are also conscious of individual preferences for certain types of masks and the waste that one-time use masks create. Accordingly, we have provided employees with a mask reimbursement (without a receipt) for the purchasing of preferred reusable masks.

Staff and students (and any necessary visitors) may not enter the building or campus unless they are wearing a face covering or have documentation of a medical contraindication to face coverings. Elementary school students and those with developmental delays will not be excluded from class if they cannot consistently wear a face covering; we will work with these students' families and teachers to develop and implement a personal safety plan. We prioritize consistent use of face coverings when in hallways, bathrooms and other spaces where students may encounter staff and students from other classrooms. Face coverings are encouraged but not required outside.

Face shields are inadequate for the prevention of droplet transmission and are not permitted on their own, and are therefore not an option for our teachers. Teachers may wear a face shield in addition to their mask if they wish, and we have made face shields available in addition to masks. Teachers who are in closer contact with students, such as teachers in younger grades, are encouraged to consider face shields in addition to masks.

Healthy Hygiene Practices

Empirical evidence demonstrates unequivocally that frequent and thorough handwashing (and hand sanitizer use) removes COVID-19 germs from people's hands before they can infect themselves by touching their eyes, nose or mouth. At 150 Oak, we have therefore replaced drinking fountains in hallways with sinks and have installed new banks of sinks at several strategic points. Hand sanitizer is available in all rooms, including classrooms, offices, and work rooms.

Banks of sinks in several locations, including our outdoor areas facing 150 Oak St., facilitate frequent handwashing. Fountains and bottle fillers inside our buildings have been replaced with sinks that can be used for handwashing as well as filling personal water bottles.

We have developed routines and schedules for staff and students in all grades to wash for a full 20 seconds, or sanitize their hands at staggered intervals, especially before and after eating, upon entering/re-entering a classroom, and before and after touching any shared equipment.

All students, faculty, and staff wash or sanitize upon arriving at school, using the banks of new sinks/sanitizers at our entrances or the sinks available in many classrooms.

At 1155 Page Street, child bathrooms will be wiped clean before or after each use. Children are taught a handwashing song that lasts for 20 seconds. Children are taught to use a tissue to flush. Preschool children bring a nap blanket from home that is taken home weekly for washing. Mats are designated for a single child and are cleaned weekly.

We have established janitorial and health center procedures to ensure that sinks and handwashing stations do not run out of soap or paper towels, and that hand sanitizer does not run out.

Adult Work Rooms

The risk of adult-to-adult transmission is much higher than adult-to-child, child-to-child, or child-to-adult. We therefore encourage vigilance while faculty and staff are away from students as well as in the classroom. Masks are required at all times indoors in any shared spaces, even when all present are vaccinated. This expectation applies to classrooms or shared offices and workrooms even when others are not currently present, if others can reasonably be expected to enter soon. We strongly encourage eating outdoors, and have multiple options for faculty including our roof deck as well as access to the outdoor garden at 162 Hickory Street, which has been generously granted by the Church of the Advent of Christ the King. There are also additional faculty work spaces on the lower level; these are equipped with HEPA filters and provide further space for faculty to spread out, particularly while eating or drinking. Signs encouraging vaccination are posted prominently in all work rooms and staff areas.

Cleaning and Disinfection

Virologists have demonstrated that COVID-19 is relatively easy to kill. Most household disinfectants are effective. Transmission via surfaces is also relatively unlikely compared to respiratory routes. Nonetheless our mitigation of risk includes routine cleaning focusing on frequently touched surfaces like door handles, desks, countertops, phones, keyboards, light switches, handles, toilets and faucets. We use several types of disinfectants for different surface types. They are all hospital grade and on the EPA List N that are designated for fighting SARS-CoV-2. We also utilize disinfectants that are the least toxic available (EPA Class VI Toxicity) to reduce exposure incidents to the products. Furthermore, each room has been provided a spray bottle of disinfectant for any immediate or spot cleaning needs that may arise within a classroom. This layered approach and enhancements will better our health outcomes considerably.

Transportation

Buses and other forms of transportation are treated as indoor spaces, and masks are required at all times for all individuals, regardless of vaccination status. We encourage opening windows when it is safe to do so. Drivers of school-procured buses will carry a supply of extra masks. We advise staff and families who carpool together to do so in stable groups and to open windows when weather and safety permit.

Meals and Snacks

We recognize that eating together can be especially high risk for COVID-19 transmission because people must remove their masks to eat and drink. People often touch their mouths with their hands when eating. In addition, meals are usually considered time for talking together, which further increases risk, especially if students must speak loudly to be heard.

In the Maternelle, students eat in the classroom; they will eat in stable groups of a few children to minimize the number of possible close contacts in those interactions. In the Lower School, students will be seated in class cohorts for lunch. We will maximize the use of our common spaces, including MPRI, room 142, and the Cafetorium, allowing for maximum distance between students. Classes will also eat outside in the Oak Yard and the tables adjacent to the Cafetorium on a rotating basis. These approaches will allow us to reduce the number of close contacts an infected individual might have as well as allow us to more effectively identify possible close contacts should that be necessary.

Middle School students will be grouped by class and grade and will be distributed through multiple areas both on the 4th floor of 150 Oak as well as several outdoor spaces including the picnic area in front of 150 Oak, the Gymnasium blacktop, and the turf field at 84 Page. Groups of students will be assigned to each area on a rotating basis to maximize spacing and to facilitate contact tracing if necessary. High School students are allowed to leave campus whenever they do not have class, reducing the overall load on the space and allowing for more time outside. High Schoolers also have access to the roof area. Food will not be allowed indoors in the High School areas; High Schoolers who choose not to leave campus for lunch or breaks can eat on the roof.

Commitment to Equity

Equity and inclusion are core values for our school. As we implement measures to reopen school while mitigating the spread of COVID-19 and promoting the health of all, we commit to advancing equity and social justice in our diverse, urban community.

Our community is racially, ethnically, socioeconomically, and religiously diverse. We serve a wide range of families, who rely on us for childcare as well as for the education of their children. Our school has a significant financial aid program, and serves families from a range

of backgrounds. We now allocate over \$7,000,000 a year to financial aid, and over a third of our families benefit from it. Our essential worker families rely on our school so that they can continue their essential work as doctors, nurses, fire fighters, EMTs, social workers, and bus drivers, for example, working to fight the virus and keep our city going during this crisis. As we have throughout the pandemic, we continue to pay special attention to the needs of students with learning disabilities, those from socioeconomically disadvantaged families, or other students who might experience the effects of the pandemic more strongly than most.

Students Receiving Special Services

Our learning specialists and counselors will continue to provide support to students with learning, counseling, medical, or other needs. We are well trained in this work, and can keep these children from losing ground during this challenging time. We will also provide careful supervision for individual children who need additional support wearing a face covering or handwashing.

Vocal and Instrumental Music, Sports, PE, and other Active Pursuits

All activities, including all forms of performing arts and all sports, are permitted at this time. Most are allowed to take place indoors, provided that masks remain on at all times. Wind instruments are not allowed indoors at this time, and that activity will take place outdoors until regulations change. We will follow all state and local regulations regarding athletic practices and competitions.



When Someone Exhibits Symptoms of COVID-19

Adults who fail screening or become ill during the day will need to leave the building. If they cannot leave immediately, they will be isolated in a designated location on-site until arrangements are made for departure. Students who fail entry screening or become ill during the day will be isolated in a designated location to wait for a parent to pick them up. Parents must be mindful of staying contactable and always having a “just in case” family pick-up strategy when school is in session.

Specific criteria for return to school and on quarantining of those with close contact have been set by the California Department of Public Health as follows:

Student or Employee Exhibiting COVID-19 Symptoms

The individual must be sent home or isolated until they can leave school. Testing is strongly recommended. Return to campus is governed by DPH regulations. If the individual tests negative by an approved test (not a home-administered test), they can generally return when they feel well enough to do so. Documentation of the negative test is required. In this scenario the school and classroom/cohort remain open and no specific communication with the health department is required, but families will be reminded of the Health Check information.

Student or Employee Close Contact with a Person with COVID-19 Symptoms

Close contact is generally defined as being within 6 ft of a contagious individual for more than 15 minutes within a 24 hour period. People will be considered close contacts of a school-based case if the school can be reasonably sure that the individual spent at least the threshold level of contact occurred. Simply being in the same class with a contagious individual does not in itself make someone a close contact. Most outdoor interactions are not considered close contacts, unless the individuals were 1) stationary (seated or standing) during the interaction AND unmasked OR 2) unless the interaction occurred in high-contact sports or dance. As noted in the [Quick Guide for Suspected or Confirmed COVID-19](#), close contacts can be difficult to identify in the school environment, and the school will work closely with SFDPH to determine who is considered a close contact. We will employ seating charts, lunch cohorting, and other tools as determined in each section of the school to facilitate identification of close contacts.

Quarantine following any close contact is required in the following situations:

- For unvaccinated adults after a school-based or other exposure. These individuals must quarantine for 10 days, which can be shortened to 7 days with a negative PCR test collected on days 3-5 after exposure. People should continue to self-monitor for symptoms for 14 days following exposure and get tested again immediately if symptoms develop, even if an earlier test was negative.

- For unvaccinated students after a school-based or other exposure. These individuals must quarantine for 10 days, which can be shortened to 7 days with a negative PCR test collected on days 3-5 after exposure. People should continue to self-monitor for symptoms for 14 days following exposure and get tested again immediately if symptoms develop, even if an earlier test was negative. SFDPH regulations provide for a modified quarantine, allowing students to attend school during the quarantine, for students exposed at school if both case and contact were masked for the duration of the exposure. The school will work with SFDPH to determine if and when a modified quarantine will be employed.

Quarantine is not required after close contact for fully vaccinated individuals, either students or employees. Those individuals should continue to self-monitor for symptoms for 14 days following exposure and get tested immediately if symptoms develop. Anyone who has had confirmed COVID-19 in the past 90 days is also not required to quarantine after exposure.

A negative test is not required for return to school after quarantine due to close contact.

Student or Employee Confirmed COVID-19 Case

Students, families, and employees are required to notify the school within 1 hour of learning of a positive or inconclusive COVID-19 test. The local public health department must be notified immediately (within 1 hour of the school learning of the positive or inconclusive test) to update their records and to facilitate contact tracing. The individual must be isolated immediately and excluded from school for 10 days from the symptom onset (if never tested) or the test date. With the guidance of DPH, the school will identify close contacts for quarantine as noted above and communicate with them quickly as directed by SFDPH. The infectious period is considered to be 48 hours before the onset of symptoms or positive test, whichever is earlier. The infected individual will need to self-isolate until all the following are true:

- 10 days have passed since the onset of symptoms or positive test, whichever was first
AND
- Symptoms have improved
AND
- There has been no fever for 24 hours without the use of fever reducer

A doctor's note or negative test are NOT required for return of the infected individual (student or adult).

In this scenario the school would remain open, but there would be careful disinfection and cleaning of the areas where the individual spent significant time if less than 24 hours have passed between the individual's occupancy and identification of the case. The school community would be notified of the instance of a known confirmed case and the school's subsequent action.

We will strictly follow these regulations, and all others, from the California and San Francisco Departments of Public Health.

As required by the Americans with Disabilities Act, and the Family Education Rights and Privacy Act, we cannot disclose the identity of the person when we notify all school staff, families, and students that an individual in the school has had confirmed COVID-19.

Asymptomatic Testing of Unvaccinated Staff

We strongly recommend vaccination for all eligible students and staff. Employees will be required to undergo weekly PCR testing or twice-weekly antigen testing by an approved provider. Employees who are fully vaccinated are exempt from this testing. The school will verify vaccination as required by CDPH. Testing records will be maintained and employee privacy will be protected.

Employees are required to sign the Release of Information to allow the school to immediately learn of any positive or inconclusive tests. Employees can also be tested off campus, but must provide documentation of a negative test within a few days of the on-site testing date. Employees are required to report any positive or inconclusive test result (at any time, including testing outside of our required cycle) within one hour of learning of the result and provide documentation of the result within 48 hours. The school reports any positive or inconclusive test of an employee or other community member to the Department of Public Health to cases.schools@sfdph.org within one hour of learning of the result..

Asymptomatic student testing is performed in accordance with local and state guidelines. Any time a student receives a positive or inconclusive test result, they are required to report the

result to the school within 1 hour of learning of the result. As noted above, we report all positive or inconclusive tests of any community member to DPH within 1 hour of learning of the result. Confidentiality of the identity of any case is assiduously protected except as needed to facilitate contact tracing.

Students or staff who have tested positive within the past 90 days are exempt from asymptomatic testing. In the unlikely event of a school outbreak, testing will be conducted on the advice of SFDPH.



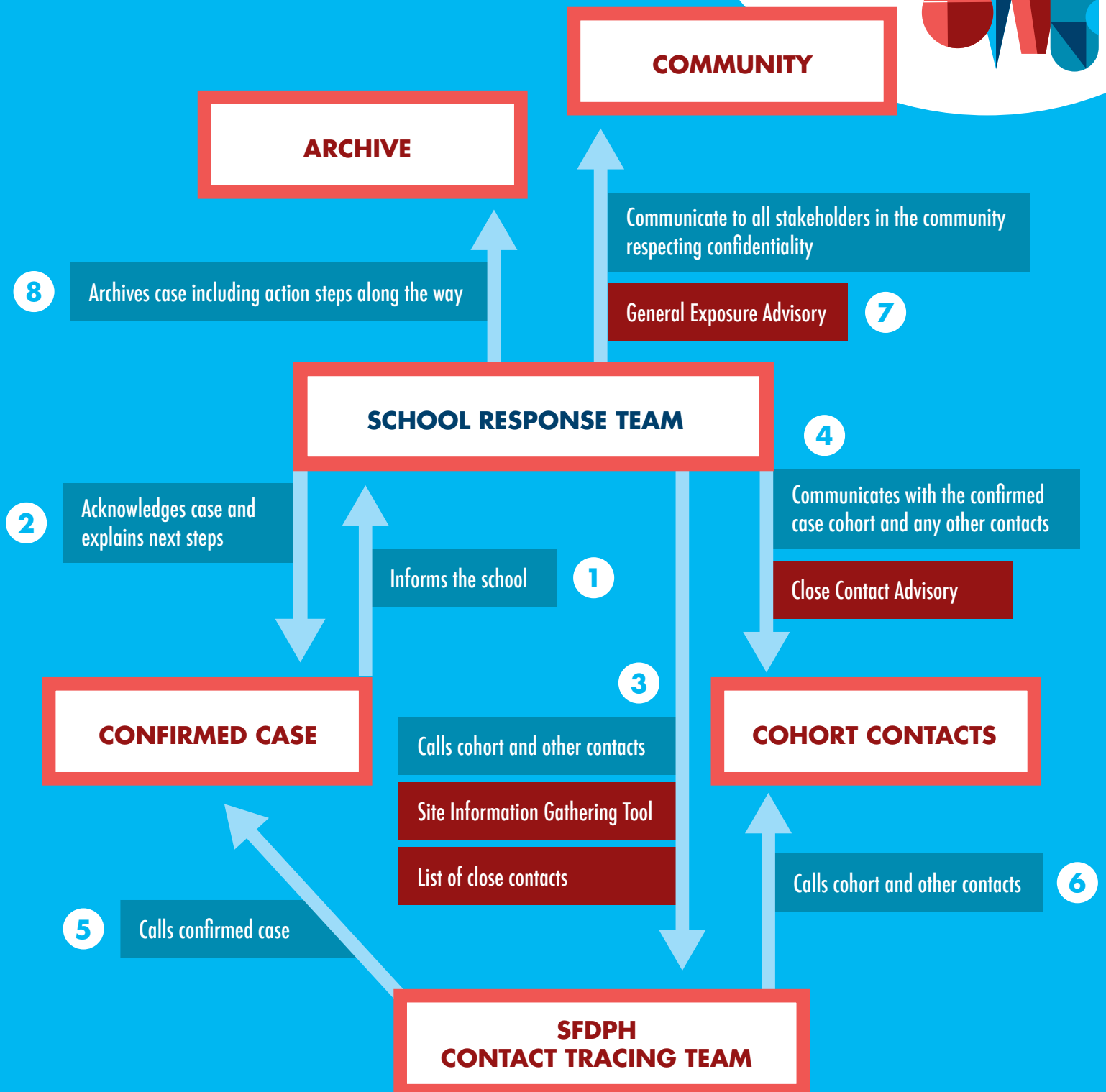
Triggers for Switching to Distance Learning

The general benchmark for school closing and switching to distance learning is a case rate of 5% of the school population within a 14-day period. This refers to students, faculty and staff combined. Our Pandemic Response Coordinator is the staff liaison and single point of contact at the school for questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to the San Francisco Department of Public Health. The liaison monitors and reports positive cases and tracks whether the school approaches the 5% threshold during a 14 day period. Direct intervention by the San Francisco Department of Public Health would also trigger a switch to distance learning.



CONTACT TRACING PROTOCOL

AUGUST 2021



Contact Tracing

Identification and Contact Tracing

Our COVID-19 School Response Team is led by our Pandemic Response Coordinator, Julie Strong, who has a Ph.D. in Immunology from UCSF. She monitors the regulations and information from the authorities and liaises with our testing company and with SFDPH.

We have a team because we have two main campuses and it is critical not to rely entirely on one person in case of sickness or other absenteeism. The Pandemic Response Coordinator will ensure compliance and collaboration with all local, state, and other guidance, including the San Francisco Department of Public Health's current and emerging protocols.

Contact Tracing and Communication Protocol

All communication will be completed within one business day in accordance with Cal-OSHA requirements.

1. The school is informed about a confirmed positive case.

2. School acknowledges the case and explains the next steps.

We use the [Site Information Gathering Tool](#) to capture the details of the case. We inform the parents of the student or staff person in advance that SFDPH will soon be in touch.

3. School reports case to SFPHD contact tracing using [Site Information Gathering Tool](#) and cohort contacts using [List of Close Contacts](#).

We use our school wide Rediker database, EDT scheduling software, and PowerSchool learning management system to trace contacts. This would usually involve the teacher and cohort of students but also any extra person that had signed into the room on entry and remained for more than 15 minutes. We keep a record of in-person meetings lasting more than 10 minutes. We document the contact cohort using the [List of Close Contacts](#). The Pandemic Response Coordinator reports both the positive case and the cohort contacts using the appropriate forms. We were honored to be the first San Francisco County users of the statewide SPOT reporting system for close contacts.

Our Pandemic Response Coordinator will use the SFDPH Childcare Hub for communications :

Phone: (628) 217-7499

Email: schools-childcaresites@sfdph.org

4. School communicates with the confirmed case cohort and any other contacts by phone as possible and via email using [Close Contact Advisory](#).

We always respect the confidentiality of the original positive case, consistent with privacy requirements such as the Health Insurance Portability and Accountability Act (HIPAA) and the Family Education Rights and Privacy Act (FERPA).

5. The [Close Contact Advisory](#) letter contains important details including: the need to stay home for 10 days, precautions before a hospital visit, a strong recommendation for testing, and actions to be taken if the test proves positive, including not attending a different program.
6. SFDPH contact tracing team calls confirmed case
7. SFDPH contact tracing team calls cohort and other contacts
8. After discussion at the Leadership Team level, the school uses [General Exposure Advisory](#) to communicate to all stakeholders in the community about the confirmed COVID-19 case, respecting confidentiality.

When we notify all school staff, families, and students that an individual in the school has a confirmed case of COVID-19, we cannot disclose the identity of the person as required by the Americans with Disabilities Act, the Health Insurance Portability and Accountability Act (HIPAA), and the Family Education Rights and Privacy Act (FERPA).

9. School systematically documents, communicates, then archives the case.

It is our policy to:

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

Data Evaluation and Case Documentation

The school is well-prepared to react when a case is reported. Our planning involves a clear set of communications, outlined above, including leadership notification, contact identification and notification, and stakeholder notification. The school keeps detailed, accurate information about student attendance, and combined with our careful schedule planning, we will be able to generate precise information about close contacts from regularly scheduled activities.

Additionally, we have sign-in sheets at each classroom door, so any unscheduled visitors will be logged. These records will be maintained by the section administrative teams, so that in the event of a reported case, we can identify anyone else who might have been in contact with that individual.

We have also created systems for logging case reports, including a Google form modeled on the [Site Information Gathering Tool](#). This form will help the school official receiving the case report gather the necessary information and transmit it to the response team, made up of the Pandemic Response Coordinator, the CFO, and the Head of School. Contact tracing will be initiated by the team and assisted by administrators as needed, maintaining confidentiality except as needed to identify contacts, and information will be logged within a linked and password-protected document to capture close contacts as well as their information. These procedures will enable us to rapidly and accurately identify close contacts of a suspected or confirmed case.

We maintain thorough and confidential records of all testing of school-based adults as well as any cases reported to us. In consultation with DPH, these protocols allow us to quickly identify any uptick in cases in our community and any necessary changes to our health and hygiene protocols. The Pandemic Response Coordinator, Julie Strong, manages regular review and analysis of the data. The nurse maintains records of any students sent home with any illness, and will follow up to identify any COVID cases. Follow-ups on faculty illness are completed by our Director of Human Resources in communication with the Pandemic Response Coordinator, to track any cases that arise.

The Pandemic Response Coordinator reports all required data to the State of California twice per month through the California Schools Reopening Status website. Our CDPH COVID-19 Safety Plan is posted prominently on our public website.

Staff Training and Family Education

Since the Shelter in Place order in March 2020 the entire community including all enrolled families, faculty, and staff have received systematic communications from the Head of School about the evolving COVID-19 implications for remote learning and school reopening. The Principals of the four sections have also been in regular communication. These community email communications have been supplemented by the frequently updated [Better Together—Campus Guidelines](#) page and themed Zoom meetings (schoolwide and by section) that included formal presentations by the Head of School, Pandemic Response Coordinator, CFO and Principals, as well as opportunities for spontaneous questions and answers.

Training on COVID-19 facts, prevention methods, and protocols is in accordance with CAL/OSHA requirements as noted in CAL/OSHA 3205(c)(5). Faculty have been required to undertake additional professional development opportunities during the summer targeted to honing their individual remote teaching skills. Our faculty is unionized, and the union has been consulted regularly as part of decision-making affecting the faculty.

Community Commitment

Preamble to our Health Pledge

We recognize that the risks associated with community transmission of COVID-19 extend beyond the campus into our daily lives. We are all implicated and can all help slow its spread. We ask that all stakeholders commit to the health of our community, as outlined in this Community Commitment.

We have aligned ourselves with California and San Francisco guidance and mandates, and with best practices in collaboration with peer schools. In our COVID-19 Prevention and Mitigation Action Plan we have adopted various measures to help maintain a healthy and safe environment.

It is only with your partnership and support that our efforts can be effective. We ask that all parents and guardians carefully review this COVID-19 Prevention and Mitigation Action Plan and discuss the school's policies, age-appropriately, with their child(ren).

We expect all students, parents, staff, and faculty to partner with us, both on and off campus, to do their part in support of our collective health and safety. Our Community Commitment is Mission and Values-driven, encompasses our Commitment to Equity, and demonstrates our shared responsibility and acknowledgment of the behaviors needed to promote safety, trust, respect, belonging, and inclusion for all.

Community Commitment

As a valued member of the French American and International community, we understand it is our duty to protect not only ourselves but also those around us, including those who may be more vulnerable, in order to reduce the spread of COVID-19. We will do our part by acting in a responsible manner at school and away from school, understanding that making our own health and safety a top priority protects us all. We agree to abide by all behaviors, policies, procedures, and orders related to COVID-19 implemented by the state, county, and the school. Specifically, we will:

- Strongly consider getting vaccinated when eligible and not contra-indicated by individual medical conditions.
- Complete a self-screening for symptoms for every individual before coming to school for any reason.
- Notify school and keep students at home if experiencing COVID-19 symptoms or any illness.
- Wear an appropriate face covering at all times when on campus.
- Comply with all national, state and local mask regulations off campus, and avoid environments when others are not observing necessary masking requirements.
- Practice good personal hygiene consistent with public health protocols, such as frequent hand washing for twenty seconds, appropriately covering coughs and sneezes, and use of hand sanitizers.
- Respond cooperatively and respectfully to reminders to follow these protocols.
- Follow regulations if a student or family member tests positive for COVID-19 and is required to isolate, or if they learn that they have come into close contact with someone who has tested positive for COVID-19.
- Participate in any mandated contact tracing program including sharing information with contact tracers about others who may be exposed.
- Participate in asymptomatic testing as required by state and local authorities, and seek testing for COVID-19 in response to symptoms, as directed by the School or SF Public Health.
- Strongly consider having a seasonal flu vaccination.

We understand that failure to adhere to this Community Commitment may put other members of our school community at considerable risk, and that those who do not honor these commitments may jeopardize their attendance on campus or enrollment status.



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NON!



MAIS NON!



BRAVO!



**FRENCH AMERICAN
INTERNATIONAL SCHOOL
INTERNATIONAL
HIGH SCHOOL**

150 Oak Street ● San Francisco, CA 94102
(415) 558-2000

1155 Page Street ● San Francisco, CA 94117
(415) 231-5733

www.internationalsf.org