



Student/Family Handbook Addendum

Urban School of San Francisco 2021-22

Specific Information Related to COVID-19 Prevention

September 27, 2021

Rev 3

Policy Update: Please note that going forward all visitors to campus must have proof of full COVID vaccination. Recent test results will not be accepted except in cases of a medical exemption. (September 10, 2021)

*What is outlined below are specific protocols related to COVID-19 prevention, which are **in addition to** the general policies in the main Urban Student/Family Handbook. A more comprehensive School Safety Plan is also available on the Urban website.*

COVID-19 ADDENDUM

NORMS FOR A HEALTHY & SAFE COMMUNITY

The *COVID-19 Handbook Addendum* to the *Urban Student/Family Handbook* outlines school policies in effect during the global pandemic. Maintaining a healthy, safe school requires all of us to make personal decisions that recognize the impact individuals can have on the community. We urge students and families to do their part to help ensure the safety of themselves and the community. As such, we ask that all students and families follow the San Francisco guidelines for wearing of face masks, whether they are on campus or not.

While Urban cannot mandate or control behavior outside of school, if it comes to the school's attention that students seem to be flouting well-understood safety precautions, the Grade Dean will be in contact with the families to talk about safety and the importance of protecting our broader community. When, for instance, students post pictures on social media in indoor, crowded public spaces with no masks, it indicates behavior that undermines everyone's sense of a safe community. In addition to the broader societal implications, it is important for students to realize that their individual decisions outside of school directly impact our community's safety.

COVID-19 Health and Safety Policies on Campus

Students who do not adhere to on campus safety protocols are subject to the disciplinary system outlined in the main Student/Family Handbook.

To ensure the safety of all of our students, faculty and staff, we expect all students, faculty/staff to:

1. Wear fitted face masks over both their nose and mouth at all times while on campus, except on the Salkind Center roof or in the Page Campus backyard. (Bandanas, neck gaiters, or other masks that are not fully fitted are not allowed). The face mask can be removed to take a bite of food or a sip of a drink, but must be immediately refitted while chewing/swallowing. **The [CDC strongly recommends](#) that everyone wear tightly fitted surgical masks with knots to ensure a close fit, double masking with a surgical mask and a cloth mask; a cloth mask with a filter; or an N95 mask, particularly while highly contagious variants, such as Delta, are surging.**
2. As of current San Francisco Department of Public Health (SFDPH) regulations, face masks do not need to be worn for outside activities. **These regulations could change.**

3. Whenever your mask is removed indoors, do not talk and limit close contact with other students until you put your mask back on (see Rules Around Eating information below). Take a bite or sip first, mask up, then talk!
4. Stay home if you are sick or have [any COVID-19 related symptoms](#).
5. Wash hands or use hand sanitizer frequently, including before and after eating; after coughing or sneezing; before and after class; and before and after using the restroom. Cough/sneeze inside a tissue or elbow, even while wearing a mask.

Rules Around Eating

Eating together creates a higher risk for COVID-19 transmission because people must remove their masks when they eat. In addition, meals are usually times when we talk with one another, which further increases the risk, especially if people must speak loudly to be heard.

The following rules reduce the risk of transmission while eating:

First Choice: Eat outside.

When at all possible, eat outside.

Second Choice: Eat inside an affinity or Club meeting with an adult present:

- *Everyone must be silent while their mask is removed. One suggestion is to have a 10 minute quiet eating time at the start of your meeting.*
- *Students and faculty/staff should make every effort not to remove masks for any considerable amount of time, and should re-mask when not actively eating.*

Third Choice: Eat in a silent eating area. When done eating, immediately put your mask back on.

Designated Areas for Silent Eating Indoors

1. **Page:** Student Center and Old Library
2. **Salk:** Student Commons and Alumni Blues Lounge

These are **silent eating spaces where students who are unmasked will be expected to eat quietly. Anyone passing through those areas must wear a mask. **No eating in hallways or in any classrooms without an adult present.**

Adjustment to the Absence Policy

If you are not feeling well, you must stay home! If you have any [symptoms](#) that might be COVID-19, it is essential that you be cautious and stay home.

Students who become ill while at school should go immediately to the Page Street Front Desk. Depending on symptoms and severity, staff will either perform an on-site antigen test with the student or send them home. For mild symptoms, students can be cleared to return to class with an antigen test. Students who have any moderate symptoms will be sent home to rest, and the Pandemic Coordinator will follow up about next steps to return to school.

For all non COVID-19 related illnesses, the regular attendance policy for accumulation of absences applies.

For All COVID-19-Related Illnesses

According to California guidelines, school policies should not penalize students and families for missing class due to COVID-19. Therefore, students who miss school for an extended time due to COVID-19 diagnosis will work with their Grade Dean and teachers to develop a Recovery Plan. Depending on the student’s health and ability to do work and attend class remotely during their illness, the Dean will decide whether it is best to adjust a student’s course load following the protocols used for students who exceed absence limits when experiencing non COVID illnesses.

In case of COVID-19 symptoms or a positive COVID-19 test, please contact Urban immediately and [follow this advice](#) from San Francisco Department of Public Health (SFPDH):

If your student	Then
<p>Has any of the following symptoms that are NEW or DIFFERENT from usual:</p> <p>Fever or chill; Cough; Headache; Sore throat; Loss of taste or smell that started in the last 10 days; Feeling out of breath or having a hard time breathing; Nasal congestion or runny nose; Diarrhea, nausea or vomiting; Fatigue; Muscle aches or body aches</p>	<p>You should schedule a covid test as soon as possible. This can be any type of test, but must be administered by a practitioner (at home antigen tests do not apply). Your student may return to school as soon as they feel better and have provided a copy of negative test results.</p> <p>If your student is not tested, they must stay out of school until 10 days have passed since their symptoms first began and they are feeling better.</p>
<p>Tested positive for COVID-19</p>	<p>Your student must isolate at home for at least 10 days since the symptoms first started or from the date of their COVID-19 test if they are asymptomatic.</p>

Urban’s COVID-19 Close Contact Guidelines

A close contact is anyone who was within 6 feet of someone with COVID-19 for a total of 15 or more minutes over the course of a day, while the person was contagious. An infected person can spread COVID-19 starting 48 hours before they have symptoms or if asymptomatic, 48

hours before they test positive. Close contact rules may be adjusted. **Please contact healthsafety@urbanschool.org immediately if your student has had close contact with someone with confirmed COVID-19.**

If Your Student	Then
Is fully vaccinated and had close contact with someone with confirmed COVID-19 and that close contact occurred while anyone was unmasked	Your student must closely monitor for COVID-19 symptoms for 14 days and get tested immediately if any symptoms develop. Your student will not need to quarantine if they remain asymptomatic, but will be required to provide proof of negative antigen tests each morning for 5 days following exposure. If you do not have access to antigen tests the school will provide them.
Is fully vaccinated and had close contact with someone with confirmed COVID-19 and that close contact occurred with masks	Your student must closely monitor for COVID-19 symptoms for 14 days and get tested immediately if any symptoms develop. Your student will not need to quarantine or test if they remain asymptomatic.

Remote Learning

Urban's policy on in-person attendance is similar to that during non-pandemic times. Except in specific circumstances, all students are expected to be on campus for in-person classes.

Remote learning (watching a class, not participating) will only be available to students who are not symptomatic, but are not yet cleared to return to school. This occurs in two situations: either a student has a COVID-19 diagnosis, or they are awaiting test results required to return to school. Remote learning will not be available on the first day of a student's absence. Students who have symptoms of COVID-19 or any other illness, **will not be able to attend virtually and should instead stay home and rest.** They must take a sick day, per our standard illness policy as outlined in the Student-Family Handbook. Students who cannot attend school for non-health related reasons will not have access to remote learning.

Transportation

- **Single Car, Carpools and Shared Rides**
 - All drop off and pickups must be done on the south (school) 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. We recommend open windows and maximized outdoor air circulation. Everyone in a vehicle must 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.
 - Everyone must wear face masks while riding public transit or in transit stations, even if they are fully vaccinated, as required by San Francisco's Safer Return Together order, CDPH and CDC.
- **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.

Travel

For those students, faculty and staff who have travelled domestically to areas with substantial or high community transmission levels or travelled internationally, please follow CDC recommendations for testing and/or symptom monitoring:

[CDC recommendations for International Travel](#)

[CDC recommendations for Domestic Travel](#)

Considerations for Moving to Virtual School

Urban is well positioned to pivot to a virtual teaching model, should there be a need for school closure due to fire, pandemic, earthquake or other natural disaster. We will let families and students know how to prepare for virtual instruction, especially students new to Urban. Note that preparations for online instruction will require faculty planning prior to switching to Urban's virtual schedule.