



URBAN SCHOOL OF SAN FRANCISCO

Reopening Health & Safety Plan for On-Campus Student Attendance

Rev. March 15, 2022



1563 Page Street San Francisco, CA 94117

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Quick Tips for a Healthy Community

- Get vaccinated (and boosted if eligible) today!
- Stay home if you are sick or have any COVID-19 related symptoms.
- Through March 18, 2022: To ensure the safety of our community, all students, faculty, staff and visitors must 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).
- Through March 18, 2022: When indoors, a face mask may be removed to take a bite of food or a sip of a drink, but must be immediately refitted while chewing/swallowing. Eat first, mask up, then talk!
- Face masks do not need to be worn for outside activities.
- 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.
- All visitors to Urban's campus are required to provide proof of vaccination.

Introduction

Urban School's Safety Plan is based on guidance and requirements from the San Francisco Department of Health (SFDPH), the California Department of Public Health, and the Centers for Disease Control and Prevention.

This school year, Urban will return to the fundamental structure and practices of our "normal," pre-COVID Urban – start time, schedule, homework expectations, class lengths, grading, etc., while continuing to implement COVID-19 safety guidelines from SFDPH.

Urban continues to urge vaccinations with all of its constituencies. 100% of our faculty, staff and students are fully vaccinated.

SFDPH and Urban safety guidelines summarized in this document cannot completely eliminate risk, however vaccinations and these guidelines substantially diminish the likelihood of spreading COVID-19. Urban will establish, explain and educate our community about health and safety protocols, but it will be incumbent on all members of our community to read, understand and follow the guidelines set out in this plan. We also ask that all families read the [Student/Family Handbook Addendum](#) with Specific Information Related to COVID-19 Prevention with their students. Students will sign this agreement at the beginning of the school year in Advising.

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

Important Contact Information

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

- Health + Safety Team (healthsafety@urbanschool.org)
- Drea Scally (dscally@urbanschool.org) (415-841-3732 or 415-626-2919)
- Charlotte Worsley (cworsley@urbanschool.org) (314-472-8186 or 415-626-2919)

San Francisco Department of Public Health (SFDPH) Schools and Childcare Hub

Email: Schools-childcaresites@sfdph.org or cases.schools@sfdph.org

Schools and Childcare Hub Phone: 628 217 7499

COVID-19 Safety Task Force Members

- Dan Miller (Head of School)
- Charlotte Worsley (Assistant Head for Student Life)
- Diane Walters (Chief Financial Officer)
- Drea Scally (Office and Logistics Manager)

- Kristen Bailey (Director of Marketing & Communications)
- Jessica Yen (Academic Dean)
- Giselle Chow (Dean of Faculty)
- Joe Skiffer (Director of Athletics)
- Dave Coffman (Facilities Director)
- Evie Hidysmith (Pandemic Coordinator)

Face Masks

- Urban will clearly post and share its policy for wearing face masks.
- Beginning March 21, 2022, face masks will be strongly recommended indoors, but optional for all individuals on campus who are up-to-date on their COVID-19 vaccinations (up-to-date = received a booster shot if eligible). Individuals will still be required to wear high quality masks if they are not up-to-date on COVID-19 vaccinations, if they have any symptoms of illness, and for the first 5 days following a COVID-19 exposure.
- The following rules apply through March 20, 2022:
 - Everyone is required to wear high quality face masks over both their nose and mouth at all times on campus, except on the Salkind Center roof or in the Page Campus backyard. **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 Omicron, are surging.**
 - Masks that are not fully fitted are not allowed (including bandanas and neck gaiters which are shown to be less effective).
 - Consider [double-masking](#) if not wearing a cloth mask with a filter or a medical grade mask (eg. KN95, N95).
 - Masks may not have exhalation valves or vents.
 - Face masks are required indoors for everyone, even for people who are fully vaccinated for COVID-19, and adults must wear a face mask even when students are not present.
 - 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. Whenever your mask is removed indoors, do not talk and limit close contact with other students until you put your mask back on (see more information about eating below). Take a bite or sip first, mask up, then talk!
 - Face masks are not required outside.
 - Parents/guardians coming inside or near any Urban building to drop off or pick up their child must wear a face mask.
 - Face shields should not be used in lieu of face coverings, as face shields have not been shown to keep the wearer from infecting others. Face shields do provide additional protection for the wearer, but they must be used in addition to a face covering.

- Students are expected to bring their own face covering to school each day. If a student forgets their face covering or if it breaks or is lost, Urban will have extra disposable face masks for their use.
- Urban will conduct a fit-test for N95 masks upon request.
- If a student has a medical reason for not wearing a mask, they must contact the Assistant Head for Student Life to discuss the situation and be ready to provide physician documentation. The student should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge that is tucked in per SFDPH guidelines, as long as their condition permits it.
- Disregarding masking expectations will be cause for discipline and/or student's inability to be on campus. The face mask rules will be strictly enforced by Grade Deans.

Eating on Campus

The following rules for Eating on Campus are in effect through March 18, 2022.

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.**

Staying Home When Sick

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 a student	Then
Has any of the following symptoms that are NEW or DIFFERENT from usual: 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; Diarrhea, nausea or vomiting; Fatigue; Muscle aches or body aches	You should get a covid test as soon as possible. This can be any type of test, including an at home antigen test. Your student may return to school as soon as they feel better and have provided a copy of negative test results. 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.
Tested positive for COVID-19	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.

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 email healthsafety@urbanschool.org immediately if you have close contact with someone with confirmed COVID-19.

If your student has had close contact with someone with confirmed COVID-19, they 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 a negative antigen test on Day 5 following exposure. If you do not have access to antigen tests the school will provide them.

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 have a COVID-19 diagnosis, students who are required to quarantine due to close contact, or students awaiting PCR test results required by the school.** Students who have a non-COVID illness or cannot attend school for other reasons **will not be able to attend virtually**, rather they must take a sick day, per our standard illness policy as outlined in the Student-Family Handbook.

Vaccinations

- Employees are required to be fully vaccinated for COVID-19 and employees are strongly encouraged to be up-to-date on their vaccination (up-to-date= boosted if eligible for booster). 100% of our teachers and staff are fully vaccinated and over 98% are up-to-date on their vaccination.
- Vaccines are strongly recommended for students and currently 100% of students are fully vaccinated and 95% are up-to-date on their vaccination.
- All visitors to campus must be fully vaccinated. Beginning March 21, masks are optional for visitors who are up-to-date on their vaccination.

Additional Health and Safety Practices

- **Handwashing**
 - Students, faculty and staff should follow pre-COVID protocols and wash their hands throughout the day, including before and after eating; before and after using the restroom; after touching masks; and after removing gloves. Handwashing should be for at least 20 seconds with soap, rubbing thoroughly after application.
 - Hand sanitizer is available throughout campus for times when hand washing is unavailable. We encourage students and adults to use hand sanitizer when entering campus, when entering and leaving the classroom, and anytime they touch their face or a shared object.

- **Classroom Safety**

- Wind instruments will only be played indoors with bell covers and weekly antigen testing.

- **Visitors to Campus**

- All visitors to campus who are 5 years of age or older, including but not limited to parents/guardians, volunteers, and prospective students and families, will be required to provide proof of full COVID-19 vaccination.
- Through March 18, 2022, all visitors to campus will be required to wear high quality face masks indoors at all times.
- Beginning March 21, 2022, face masks will be strongly recommended indoors, but optional for all visitors on campus who are up-to-date on their COVID-19 vaccinations (up-to-date = received a booster shot if eligible). Visitors will still be required to wear high quality masks if they are not up-to-date on COVID-19 vaccinations, if they have any symptoms of illness, and for the first 5 days following a COVID-19 exposure.
- All visitors should refrain from entering the campus if they are feeling unwell or have any [COVID-19 symptoms](#).
- All large group events will be evaluated to determine if the event should be held in-person or virtually.

- **Urban Community Events**

- All Urban-sponsored events, taking place on and off campus, will follow all current visitor policies for vaccination and masks.

- **Travel**

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

- [CDC recommendations for International travel](#)
- [CDC recommendations for Domestic travel](#)

- **Transportation**

- **School Buses and Vans**

Urban partners with bus companies for daily routes and transportation for athletic teams and field trips. Additionally, Urban employees may use school vehicles for transportation for athletic teams and field trips. The following health and safety protocols will be implemented for all school transportation:

- Students must not ride any school buses or vans if they are feeling unwell or exhibiting any symptoms of COVID-19.
- Through March 18, 2022, face masks are required for everyone boarding, riding and unloading any school buses or vans, including drivers, and the

rules and recommendations for face coverings above apply. Bus and van drivers will carry a supply of face coverings in case a student forgets theirs or needs a replacement mask. Beginning March 21, 2022, face masks will be strongly recommended on school buses and in school vehicles, but optional for all individuals on campus who are up-to-date on their COVID-19 vaccinations (up-to-date = received a booster shot if eligible). Individuals will still be required to wear high quality masks if they are not up-to-date on COVID-19 vaccinations, if they have any symptoms of illness, and for the first 5 days following a COVID-19 exposure.

- Windows will be open when weather and safety permit.
 - Buses or vans will be thoroughly cleaned and disinfected if any individual with COVID-19 has used the vehicle within the last 24 hours.
- **Single Car, Carpools and Shared Rides**
 - All drop off and pick ups must be done on the South side of Page Street in the school white zones.
 - If it is necessary to carpool, we urge staff and families to carpool with the same stable group of people. We recommend open windows and maximized outdoor air circulation. Treat the vehicle as an indoor space: everyone in the vehicle must wear a face mask.
 - **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.

Cleaning and Disinfecting

- Janitorial staff will clean and disinfect the campus at the end of each school day and staff will have training and access to cleaning supplies and essential protective equipment as needed.
- If a person with COVID-19 was present in any spaces on campus within the last 24 hours, janitorial staff will disinfect the areas with electrostatic fogging machines that use the food grade disinfectant [Bioesque](#). The Bioesque disinfectant will only be used after all students

and staff have left campus. The janitors have been trained to use the electrostatic fogging machines and will be provided with necessary personal protective equipment.

Ventilation and Air Quality

- The following HVAC changes were made using recommendations from ASHRAE (American Society of Heating, Refrigeration, Air Conditioning Engineers).
 - Upgrade to MERV 13 filter throughout the HVAC system in Page Campus and Salkind Center buildings.
 - All outside air dampers opened to 100% allowing for the maximum amount of fresh air to be introduced into the buildings.
 - Thermostat set points adjusted to maintain an ideal relative humidity level. ASHRAE recommends 40%-60% RH to help mitigate COVID-19 transmission.
 - Where applicable, windows and outside doors will be open allowing for fresh air to be introduced into rooms and offices.
 - HVAC systems will be scheduled to stay on 24 hours a day during occupied days, allowing for the maximum amount of air exchanges.
 - RestorAir Air Purification units utilizing Advanced Oxidation Cell Technology will be used in the St. Agnes Gym as well as any classrooms and shared offices that don't have windows.
- Windows and outside doors will be left open as much as possible, regardless of poor weather conditions.
- If the air quality index reaches 150, we will close the open windows and doors and close the outside air dampers. If the air quality index reaches 200, we will move to *Virtual Urban*.

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.

Protocols for COVID-19 Symptoms, Cases and Exposures for Students and Employees

Protocols For Students Who Develop COVID-19 Symptoms On Campus

- Students who exhibit symptoms while at school will report immediately to the Page Street Front Desk. They will be given an on site antigen test and either sent home or back to class, depending on test results and severity of symptoms.

- The student's information will be added to the COVID-19 tracking spreadsheet by the Front Desk staff or the Health Safety Team.
- Following SFDPH guidelines outlined in the [For Parents and Guardians: Daily COVID-19 Symptom and Exposure Check](#), the student will be allowed to return to in-person activities as soon as they provide a negative test result and are feeling better.
- If the student has confirmed COVID-19 or if proof of a negative COVID-19 test is not provided, they will only be allowed to return to in-person activities after meeting all of the following criteria: 10 days have passed since their symptoms first appeared, their symptoms have improved, and 24 hours has passed with no fever (without taking medicines to lower a fever).

Protocols For Students Who Develop COVID-19 Symptoms At Home

- Parents/Guardians should keep the student at home and notify the attendance@urbanschool.org that their child is home with COVID-19 symptoms (as defined by SFDPH).
- Attendance staff will forward the parents/guardians email to the Health Safety Team and add the student to the COVID-19 tracking spreadsheet.
- The Health and Safety Team will send the student and parents/guardians an email recommending testing and outlining next steps for students with COVID-19 symptoms and cc Drea Scally, Office and Logistics Manager. The email will include the SFDPH document [For Parents and Guardians: Daily COVID-19 Symptom and Exposure Check](#).
- Following SFDPH guidelines outlined in the [For Parents and Guardians: Daily COVID-19 Symptom and Exposure Check](#), the student will be allowed to return to in-person activities as soon as they feel better and provide proof of a negative test. If the student has confirmed COVID-19 or if proof of a negative COVID-19 test is not provided, they will only be allowed to return to in-person activities after meeting all of the following criteria: 10 days have passed since their symptoms first appeared, their symptoms have improved, and 24 hours has passed with no fever (without taking medicines to lower a fever).

Protocols For Employees Who Develop COVID-19 Symptoms On Campus

- Employees should go to the Page Street Front Desk and ask to speak to the Health Safety Team.
- Faculty who are teaching should call or email the Front Desk for immediate support. The Front Desk will notify Giselle Chow, Dean of Faculty.
- The Health Safety Team will administer an on site antigen test and either clear the faculty to return to class or send them home depending on the severity of symptoms.
- Following [SFDPH guidelines](#), the employee will be allowed to return to work after providing proof of a negative COVID-19 test and after their symptoms have improved. If the employee has confirmed COVID-19 or if proof of a negative COVID-19 test is not provided, they will only be allowed to return to work after meeting all of the following criteria: 10 days have passed since their symptoms began, their symptoms have improved, and 24 hours has passed with no fever (without taking medicines to lower a fever).

Protocols For Employees Who Develop COVID-19 Symptoms At Home

- Employees should email their supervisor and healthsafety@urbanschool.org who will add the information to the attendance tracking spreadsheet.
- Faculty should implement substitute procedures.
- The Health Safety Team will send an email to the employee recommending testing and outlining next steps for employees with COVID-19 Symptoms.
- Following [SFDPH guidelines](#), the employee will be allowed to return to work after providing proof of a negative COVID-19 test and after their symptoms have improved. If the employee has confirmed COVID-19 or if proof of a negative COVID-19 test is not provided, they will only be allowed to return to work after meeting all of the following criteria: 10 days have passed since their symptoms began, their symptoms have improved, and 24 hours has passed with no fever (without taking medicines to lower a fever).

Protocols for Students and Employees Who Had Close Contact with Someone with Confirmed COVID-19

- Students or Employees who learn they had close contact with someone with confirmed COVID-19 should email the Health Safety Team immediately for guidance on what steps to take.
- Close contacts will be required to monitor symptoms for 14 days as well as provide negative antigen tests each day for 7 days post day 0 exposure.

Protocols for When Students or Employees Have Confirmed COVID-19 Infection

- A confirmed COVID-19 case must be reported to the school within 1 hour and a copy of the test result should be sent, if possible. Anyone with a confirmed case of COVID-19 will contact the designated COVID-19 Liaisons: healthsafety@urbanschool.org, Drea Scally, Office and Logistics Manager (dscally@urbanschool.org, 415 841 3732 or 415 626 2919) and Charlotte Worsley, Assistant Head for Student Life (cworsley@urbanschool.org, 314 472 8186 or 415 626 2919). They will add positive cases to the COVID-19 tracking sheet.
- Urban will take the steps below in accordance with SFDPH's [Quick Guide for Suspected or Confirmed COVID-19: For Schools, Childcares, and Programs for Children and Youth](#)
- Case Investigation and Communication with SFDPH
 - The Health Safety Team will use the [Exposure and Investigation Tool](#) to collect important details about the case. Drea Scally will report the COVID-19 case to SFDPH Schools/Childcare Response Team (cases.schools@sfdph.org) within 1 hour.
 - SFDPH staff will provide guidance on case management and next steps, including isolation and quarantine.
 - SFDPH may ask Urban to identify people who had close contact with the person with COVID-19 and may have been infected. The Health Safety Team are the designated staff persons to do contact tracing. When interviewing people to determine if they had close contact, and informing them that they may have been exposed, they will not disclose the identity of the person with COVID-19, as required by law. They will

collect details of any close contacts using the [List of Close Contacts](#) template and email the *List of Close Contacts* to SFDPH within 24 hours.

- Communication within the Urban community. Employees will receive communications from Diane Walters, Chief Financial Officer. Students will receive communications from Charlotte Worsley, Assistant Head for Student Life.
 - The person with confirmed COVID-19 infection will be instructed to isolate at home for at least 10 days after symptoms started or from the time of the positive test.
 - Urban will communicate with the school community within one business day as indicated in the Quick Guide.
 - All close contacts will be sent a close contact advisory and will be instructed to follow the steps outlined in Urban's COVID-19 Close Contact Guidelines (as listed above).
 - The rest of the community will receive general exposure advisories and be instructed to closely monitor for COVID-19 symptoms for the next 14 days.
 - Urban will not disclose the identity of the person, as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act. Although it may be possible to determine the identity of the individual based on necessary communication regarding close contact the individual has had, Urban asks that employees, families, and students refrain from unnecessary conversation about the identity of the individual.
- If the person with COVID-19 was present in any spaces on campus within the last 24 hours, janitorial staff will clean and disinfect those areas.
- Exposed individuals or their families will be notified, will be told how to get tested, and will clearly understand when they or their child can return to school - usually 10 days after the exposure.
- Human Resources will report immediately to Cal/OSHA any cases of COVID-19-related serious illnesses or death occurring on campus or in connection to employment.

Data and Evaluation

Daily Monitoring by Health and Safety Team. Periodic review by COVID-19 Safety Task Force.

Procedures:

- In the interest of public health and in an effort to better understand mitigation efforts and the spread of COVID-19, Urban will share anonymous testing data with the SFDPH and other researchers.
- Drea Scally, Office and Logistics Manager, and Charlotte Worsley, Assistant Head for Student Life, will monitor the data around student and employee exposure and positive case data for record keeping, monitoring of trends, and sending community notifications. They will work closely with SFDPH to monitor transmission and evaluate and ensure effectiveness of our protocols.
- Drea Scally, Office and Logistics Manager, and Kristina Tavisora and Erika Tavisora, Receptionists, will keep track of all absences and the causes of the absences in a

spreadsheet. They will follow up with anyone calling out sick from work or school and insert information in the attendance spreadsheet.

Identification and Evaluation of COVID-19 Hazards

Urban's COVID-19 Safety Task Force will abide by all Cal/OSHA recommendations and regulations, Cal/OSHA COVID-19 Prevention Emergency Temporary Standards.

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

Community Training

Training will be provided to all community members to reinforce the importance of the health and safety practices and protocols listed in this Safety Plan.

Addenda

Resource Documents

San Francisco Department of Public Health (SFDPH):

[Reopening TK-12 Schools for In-Person, On-Site Instruction: Interim Guidance for School Year 2020-2021](#) (03/11/22)

[Directive 2020-33i Best Practices for Schools](#) (03/11/22)

[COVID-19 infections, symptoms, and exposures—Guidance for schools*](#) (03/11/22)

[For Parents and Guardians: COVID-19 Health Checks](#) (2/4/22)

[Home Isolation and Quarantine Webpage](#) (03/10/22)

California Department of Public Health (CDPH):

[COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#) (03/12/2022)

Centers for Disease Control (CDC):

[Guidance for COVID-19 Prevention in K-12 Schools](#) (01/03/2022)