A bright orange sun with triangular rays is in the top right corner. A large, light blue cloud with a black outline is on the left side. Another smaller light blue cloud with a black outline is on the right side.

AVS COVID PROTECTION PLAN  
(CPP) per CA-DPH Feb 1, 2021

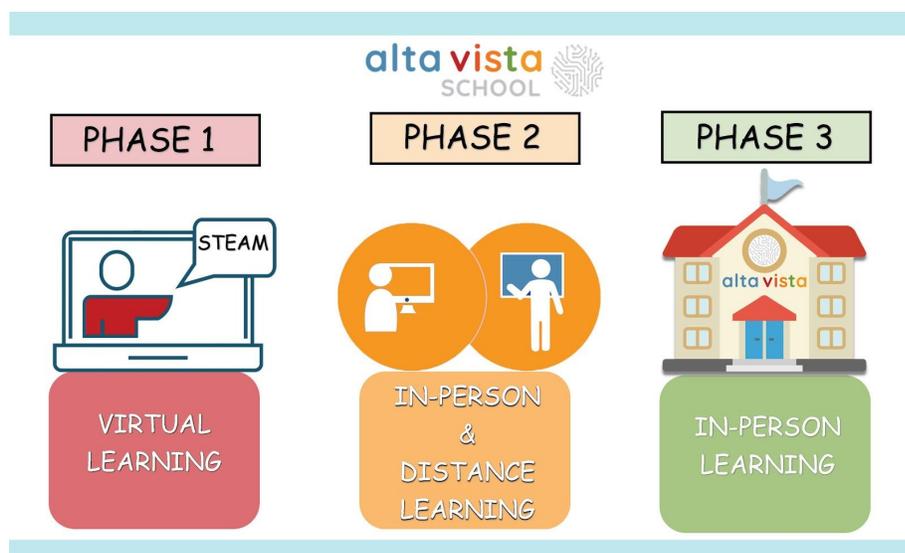


As of Nov 11<sup>th</sup>, 2020

## CAMPUS REOPENED

Alta Vista School completed our plans of returning to campus for the 2020-2021 school year. Per the American Academy of Pediatrics, our preferred scenario is to have students physically present on campus. School provides critical academic instruction and social development that is difficult to effectively impart online over an extended period of time. AVS has been guided by the CA Department of Education, the California Association of Independent Schools (CAIS), the National Association of Independent Schools (NAIS), the Centers for Disease Control (CDC), and the California and San Francisco Departments of Public Health (SFDPH) to make our decisions. AVS is adhering to the SF DPH guidelines to ensure our efforts are providing a secure environment for our faculty and families and maximizing the wellbeing of our community.

Given the constantly shifting nature of the COVID-19 epidemic, we may need to alter our plans as circumstances change. If at any time, state and local authorities change their recommendations for schools, AVS will comply with the new regulations to ensure the safety of our students and staff.



## COMMUNITY HEALTH & SAFETY PLEDGE

The successful return to campus requires all members of our community to work together to achieve a common goal. That's why we asked everyone to sign a return to school agreement to commit to doing their part to keep our community healthy and safe. Your commitment reinforces our shared responsibility to each other that extends from our campus to our homes. Your participation has a major impact on preventing the spread of COVID-19 in the Alta Vista community. Therefore we ask

that all students, faculty, and families agree to the following, whether on or off-campus:

- Social distancing (maintaining six feet of space) when in a public space
- Wearing a mask when in a public space
- Staying home when sick
- Washing hands frequently
- Quarantining for 14 days if entering or returning to the San Francisco area from international locations or states experiencing a surge in new COVID-19 cases, or identified as a COVID “hot spot” by federal, state or local authorities.
- Informing Alta Vista School administration if a member of the family has been in close contact with an individual who tested positive for COVID-19

## RISK ACKNOWLEDGEMENT FORM

While AVS cannot eliminate the possibility of someone contracting COVID-19, adherence to the above steps can go a long way to help reduce risk and mitigate spread. In addition, we will ask parents/caregivers to confirm acceptance of our **Community Health Pledge** and to sign the **SF DPH Risk Acknowledgement form** prior to our students’ return to campus instruction.

## SOCIAL DISTANCING PROTOCOL

AVS is fortunate in that our resources and planning make it possible to consider students on campus for in-person instruction in compliance with health and safety protocols. Our class sizes, student-teacher ratios, and facilities allow us to accommodate our staff and students in a structure that supports **physical distance requirements** and adheres to this [Social Distance Protocol](#) guideline for reopening. We have the means to provide updated facilities enhancements, medical staffing, and counseling support.

## CLEANING AND DISINFECTION

- Classrooms, bathrooms, and other common areas will be cleaned throughout the day. Janitorial crews will continue to perform thorough cleanings each evening and deep cleanings will take place at each campus.
- Materials and toys that cannot be cleaned appropriately will not be used in the classroom. Books and other paper-based materials like mail or envelopes are allowed and do not need additional cleaning or disinfection.
- All belongings will be kept separate from each other. Parents must provide a bag that will hold personal napping items for PreK.

## COHORTING AND OUTDOOR INSTRUCTION

### Stable Student Cohorts and outdoor specialist teachers

- Children are kept with the same cohort each day unless a change is needed for a child's overall safety and wellness.
- Staff are kept with the same cohort to the greatest extent possible.
- Interactions between the cohorts on campus are minimized to the greatest extent possible and we will not have any gatherings of multiple cohorts.
- Learning and activities have moved outdoors to the extent possible.
- Special subjects such as art and music are planned to minimize interaction. LS Cohorts will have specialist classes such as PE, Garden, Drama, and Music in **outdoor spaces** (weather permitting). The Garden will also be used as an **outside LS classroom**.

## ENTRANCE, EGRESS, MOVEMENT WITHIN THE SCHOOL

To support physical distancing we have staggered arrival and pick-up times for students. Additionally,

- AVS has placed signage to direct the entrance, exit, and flow of community traffic within the buildings and to minimize the daily contact between student cohorts.
- The SDP checklists (Social Distancing Protocol) has been placed at each entrance of our facility per the order of SF DPH
- Copies of new protocols, procedures, and other appropriate signage will be posted on each campus and shared with the community.
- We have established designated entrance/exit points for each student cohort to minimize cohort mixing and maintain the flow of students.
- Floors have been marked with six-foot spacing throughout and with directional arrows throughout hallways and stairwells to guide the traffic flow of cohorts throughout the building.
- All family members and caregivers are required to wear face coverings when dropping off or picking up children.
- We ask that no adults congregate to talk with other parents.

### Periodic Workplace Inspections

We will conduct periodic inspections using [Appendix B of Cal/OSHA Model COVID-19 Protection Plan](#) 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.

## FACE COVERINGS AND ESSENTIAL PROTECTIVE GEAR

AVS requires all adults and students to wear a clean face mask covering their nose and mouth while on campus. This includes family members and caregivers waiting outside to drop-off or pick-up children.

- We do not require children to wear face-covering when eating.
- Face coverings may be removed during active outdoor exercise when students are spaced 6 feet apart and we may have designated “face-covering free” moments in the day as long as physical distancing is in place.
- AVS has a supply of over 400 cloth facemasks for distribution to students and over 200 for faculty for distribution as needed.
- AVS has reserve supplies of hand sanitizer, disinfectant wipes, gloves, and face shields for each classroom space.
- AVS received additional supplies of PPE equipment from the state including disposable masks and reusable cloth masks for students and adults, hand sanitizer, digital touchless thermometers, and gloves.

## HEALTH SCREENINGS FOR STUDENTS AND STAFF

AVS uses the Health Screening App through our digital ParentSquare System..

All **families will be required to take their children’s temperatures and complete the screening before arrival to campus.** AVS will be equipped with thermal thermometers to check or recheck the child’s temperature if reading is not reported upon arrival.

- Parent(s)/caregiver(s)/staff will confirm the following **possible symptoms of COVID-19 within the past 24 hours**, which are **new or not explained by a pre-existing condition** before they are allowed into the school:
  - Fever, Chills, or Repeated Shaking/Shivering
  - Feeling Unusually Weak or Fatigued Loss of Taste or Smell
  - Muscle pain
  - Headache
  - Cough
  - Sore Throat
  - Shortness of Breath
  - Difficulty Breathing
  - Runny or congested nose
  - Diarrhea
- Upon arrival, the Health Coordinator or AVS faculty will do a visual check while maintaining physical distance for any signs of student illness. **Anyone with symptoms or fever will be sent home and required to follow SFDPH guidelines** and may only return after they have completed the required self-isolation or can show negative COVID-19 test results per SF DPH

guidelines in [COVID 19 Health Checks at Schools, Childcare, and Programs for Child and Youth](#).

- If they test negative for the virus, show no symptoms, and have not been in close contact with a Covid-19 positive person, they may return.
- If a child falls ill while on campus, they will wait in a **designated isolation area** until they can be picked up. Parents are required to pick up as soon as possible and strongly encouraged to have a backup plan for pick up if they work outside of San Francisco.
- Staff who develop symptoms of illness will leave work as soon as possible.

## If Someone Tests Positive

- Our school Health Coordinator will manage the contact tracing process with support from LS and MS front office faculty. AVS expects a caregiver or faculty member to notify the Health Coordinator immediately if a positive test occurs or there has been exposure to someone that tests positive for Covid-19.
- Per SFDPH Guidance, AVS will notify and work with SFDPH in taking appropriate actions and precautions.
- SFDPH will help us determine if the classroom, cohort, or school needs to be closed.
- Individuals must follow self-isolation and [self-quarantine guidelines](#) set forth by SF Dept of Public Health and only return to school as outlined by their guidelines.
- Contact tracing: anyone in close contact, defined as within 6 feet for over 10-15 minutes per SFDPH, with the individual, will be notified ensuring privacy is protected and advised to stay home for 14 days for quarantine.

## HEALTHY HYGIENE PRACTICES

The AVS leadership team has been working since the spring to prepare our campuses for a return to in-person instruction once county health advisories allow for it.

- In the classrooms, desks will face in the same direction so students do not sit facing each other unless a physical barrier is present.
- Meals will take place outdoors or in the classroom by cohort, maintaining physical distancing guidelines.
- New occupancy limits will be placed on classrooms and shared spaces including bathrooms.
- Hand washing for students and staff will take place often and especially before eating, after going to the bathroom, or after wiping their nose, coughing, or sneezing.
- Handwashing stations and hand sanitizer (kept out of the reach of young children and supervised) will be provided throughout the campuses and accessible from every classroom.

- All teachers and staff will have access to handwashing stations and are required to wash hands frequently during each day.
- Teachers have scheduled handwash breaks during their daily routines, with extra caution during snack, recess, and lunchtimes. There is a dedicated sink assigned for each cohort's use for handwashing.
- Portable Hand sanitizer stations are placed at each entrance to the campuses and each classroom is provided with hand sanitizer, disinfectant wipes, and disinfectant spray bottles for cleaning.
- No visitors will be allowed on campus while children are present including parents, caregivers and/or guardians

## PHYSICAL DISTANCING

To support our goal of keeping students and staff in small cohorts with at least six feet of distance, AVS has restructured its class configurations and the instructional spaces. The lower school sections have been further divided from two sections to three sections, significantly lowering the student/classroom ratios. The middle school will operate on a rotating schedule with half the students in attendance on campus on alternate days to accomplish the same lower ratio and minimize flow of students within the building. Our Virtual-or In-Person (VoIP) model allows families to self-select a continued virtual program, further lowering the ratios of students in the classroom setting. Students will be spaced at least six feet apart for individual activities, meals, and snacks when face masks may be removed.

## IDENTIFICATION AND TRACING OF CONTACTS

The AVS leadership team has been working with SF DPH to follow protocols in the event a community member displays COVID-19 symptoms or confirms infection.

If a staff or student tests positive for COVID-19, AVS will work in partnership with SFDPH and notify the school community. All students and faculty within the cohort will quarantine for 14 days and testing will be recommended for all members of the cohort. During quarantine, students will continue instruction virtually.

Our LS office manager, Jenny Sommer, MS office manager, Patrick Jones, and our School Health Coordinator are our designated contacts for SFDPH to contact about COVID-19 record keeping, contact tracing, and notification of confirmed cases.

The following measures will be taken when a student, teacher, or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19.

Per the [CA DPH Guidance on School Reopening](#), the [Quick Guide for Schools](#), and the [SFPDPH Home Isolation and Quarantine Guidelines](#)

	Student or Staff with:	School Action	Communication
1.	<p>COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)</p> <p>Symptom Screening: Per CA <a href="#">School Sector Specific Guidelines</a></p>	<ul style="list-style-type: none"> <li>• Have Student/Staff remain home</li> <li>• Isolate for 10 days or get testing (If positive test result, see #3,</li> <li>• if negative test result, see #4)</li> <li>• School/classroom remain open</li> </ul>	No Action needed
2.	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>• Have Student/Staff remain home</li> <li>• Quarantine for 10 days from last exposure</li> <li>• Recommend testing (but will not shorten 10- day quarantine)</li> <li>• School/classroom remain open</li> </ul>	School community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>• Notify the local public health department</li> <li>• Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>• Identify contacts (†), quarantine &amp; exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious</li> <li>• Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14- day quarantine)</li> <li>• Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>• School remains open</li> </ul>	School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> <li>• May return to school 24 hrs after symptoms resolve <b>if:</b></li> <li>• No fever for 24 hrs, without use of medicine</li> <li>• Parent must present proof of a negative Covid test</li> <li>• School/classroom remain open</li> </ul>	Consider school community notification if prior awareness of testing

## VENTILATION AND WINDOWS

- Measures have been established throughout classrooms including in-class via the placement of desks to maintain 6-feet physical distancing, increased ventilation through open windows, fans, and air filters, dedicated classroom materials, and supplies by cohort or individual, new entry/exit routes, and limited movement through hallways.
- At the Middle School, we have upgraded the ventilation system and our HVAC filters in the MS to MERV-13 or 15 in every space, and we will be running our central ventilation at a greater frequency to have increased regular fresh air exchange. We have added local HEPA-filter air purifying units in each classroom space to further increase air filtration and circulation..

## STAFF TRAINING AND FAMILY EDUCATION

When our campuses closed in the spring, our intent has been to maintain transparency and inform the community of faculty and families through consistent, timely communication. We continued our weekly AVS Press throughout the summer as well.

### Required Components of Staff Training & Instruction

Per Cal/OSHA 3205(c)(5)(A-H) Alta Vista School will include specific components in employee trainings. AVS will ensure that all faculty also review the [17-minute online training module](#) provided by OSHA which covers many of these components.

## TESTING FACULTY AND STUDENTS

All faculty will be tested prior to a return to campus for in-person instruction and must report their test results to our Health Coordinator prior to returning. We will continue to test all faculty and students that participate in on-campus programming throughout the year in accordance with the CA DPH K-12 testing considerations. Our intent is to maintain transparency and inform the community of faculty and families through consistent, timely communication.

### Testing Frequency for Staff Who Cannot Wear Face Coverings and Must be Within 6 Feet of Others

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

If a student, faculty member, or close contact tests positive for COVID 19, per Cal/OSHA requirements we will notify the SFDPH Schools/Childcare Hub and share information on the [Site Information Gathering Tool](#) and the [List of Close Contacts](#).

## DATA AND EVALUATION

Our Health Coordinator will serve as our primary contact with SF DPH to support data collection efforts to monitor COVID 19 transmission and will evaluate the effectiveness of our infection mitigation measures. We will use our School Outbreak Tracking Document to measure and monitor transmissions that arise. We will track any confirmed case and what other community members test positive. We will work with SF DPH to analyze the impact of cases on our community and to assess next steps for cohort groups impacted by the case(s).

## SIMULTANEOUS DISTANCE LEARNING- AVS VoIP model

Our Virtual-or In-Person (VoIP) model allows families to self-select between distance and on campus options (when health restrictions allow). We have assigned virtual teachers at each grade level to support the students who remain at home when the school is approved for in-person instruction. We are committed to being flexible and offering robust virtual learning, especially for any vulnerable or high-risk members of our community due to health reasons.

Our planning is guided by the following principles:

- Ensuring that we maintain the physical and emotional well-being of our students and our community. We strive to achieve connections where our students can be together as that is critical now more than ever.
- Continuing the growth and innovation of an exceptional education program whether on campus or online. The educational experience and our curriculum will maintain the creativity integrated in our learning outcomes as before.
- Embracing our flexibility and responsiveness as we leverage our expertise in active teaching to modify as we learn and grow through this experience.
- Expectation of trust in and from our AVS community to respect our social contract by adhering to the health and safety protocols we have shared.
- Deferring to science and data from a vast network of medical resources in conjunction with state and local guidelines.

## TRIGGERS FOR SWITCHING TO DISTANCE LEARNING

School closing may be appropriate when there are multiple cases arise in multiple cohorts, or when 5% percent of the total number of students/staff test positive within a fourteen day period. SF DPH may also instruct us to close if local community epidemiological data warrants it. The school will consult with SFDPH and our medical resource team to determine if closure is warranted.

Should we need to return to a shelter-in-place scenario, we will nimbly shift to our fully virtual learning environment as we did this past Spring. Classrooms will be equipped with the necessary technology to ensure learners are active participants

and not merely observing their classes. We continue to invest in the professional development of our faculty to provide an exceptional experience.

Below are the steps we are taking to ensure your child continues to receive the high-quality educational and social-emotional experience you expect from our exceptional teachers. As national and local guidance evolves, we will continue to update you.

The program will also be supported by the:

- Full-time Health Coordinator on campus
- Expansion of counseling services and Social-Emotional Learning (SEL) curriculum
- Integration of digital platforms and tech hardware acquisition (e.g., iPads, Chromebooks, G-suite, Seesaw, Zoom, Schoology)
- Inclusion and partnership of parents/guardians

## COMMUNICATION PLANS

In accordance with the Americans with Disabilities Act and the Family Education Rights and Privacy Act, the identity of a person(s) with COVID-19 will not be shared publicly. Information of a confirmed case will be shared with the SFDPH Schools and Childcare Hub as soon as possible by calling (415) 554-2830 and emailing Schools-childcaresites@sfdph.org. The school will notify the community that a confirmed case occurred on campus using our ParentSquare alert system. This system allows us to text, email, and use voicemail instantaneously for all community members, or subgroups as needed.

### Staff Notification of a Potential COVID-19 Exposure within One Business Day

Per Cal/OSHA 3205(c)(3)(B)(3) Alta Vista School will give notice of a potential COVID-19 exposure, within *one business day*, to all employees who may have had COVID-19 exposure at the workplace during the high-risk exposure period.

### Notification to Cal/OSHA for COVID-19-related serious illnesses or death

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.

## EQUITY

Alta Vista School is dedicated to nurturing an equitable community that celebrates all aspects of our multifaceted identities. We believe that in order to sustain such a

community, we must engage in intentional and ongoing processes of institutional and self-reflection to make Alta Vista a safe environment for our students, faculty, and families. AVS has supported our students during his period of distance learning by providing technology tools, software access, ipads, and chromebooks for all families who request it. We have insured that faculty participate in professional development to implement best practices for distance learning. We also provide student support through our Literacy , Math, and Learning specialists to support students virtually through our digital platforms. All students and parents have school sponsored Google accounts to participate in the digital experience of our students.