

INFECTION MITIGATION PLAN  
FOR  
ST. STEPHEN SCHOOL

PRESENTED BY  
Sharon McCarthy Allen, Principal  
July 14, 2020  
*Revised January 31, 2021*





Note from January 31, 2021:

Major revisions are highlighted throughout the document in red color.

Entrance Protocols

Schools will need to create systems and procedures to handle the daily routines of the school and control access to the building.

Morning Drop-off Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
Dropoff Map Reflecting Distancing Guidelines (10 ft.)			<p><b>Dropoff/Dismissal Locations</b> There will be three dropoff and dismissal locations. The ingress and egress locations are:</p> <ul style="list-style-type: none"> <li>● Eucalyptus Sliding Gate: This gate is located on the northeast corner of the campus adjacent to Eucalyptus Drive.</li> <li>● Eucalyptus Door Gate: This gate is located adjacent to the Eucalyptus Sliding Gate.</li> <li>● Back Gate: This is the southwest gate located near the Parish Center and Preschool</li> <li>● <b>See “St. Stephen Dropoff Map”</b></li> </ul> <p>Parents/Guardians will be reminded that they cannot congregate or socialize during dropoff/dismissal times.</p>
Map of temperature checks and hand washing/sanitizing stations (county dependent)			<p><b>Temperature Checks</b></p> <ul style="list-style-type: none"> <li>● A daily temperature check will be done at home by parents/guardians. Parents/guardians will be provided with a Health Screening Check from the Department of Health Services. The form is here. <a href="https://www.sfchcp.org/wp-content/uploads/2020/06/COVID-19-Health-Check-Parent-Handout-FINAL-06-09-2020.pdf">https://www.sfchcp.org/wp-content/uploads/2020/06/COVID-19-Health-Check-Parent-Handout-FINAL-06-09-2020.pdf</a></li> </ul>

			<ul style="list-style-type: none"> <li>• When students arrive at the school, their teacher will do a visual screening.</li> <li>• <b>Students are required to complete the daily health screening via the Health Trak app.</b></li> </ul> <p><b>Sanitizing Stations</b></p> <ul style="list-style-type: none"> <li>• There will be a total of 24 sanitizing stations located throughout the school in addition to soap/water stations in each bathroom.</li> <li>• The sanitizing station will be a plastic bin which will include hand sanitizer, wipes, extra masks, and gloves.</li> <li>• The stations will be located in each of the classrooms, office, and hallways.</li> <li>• See attached map which includes the location of the sanitizing stations</li> <li>• Handwashing stations are located throughout the campus in the restrooms.</li> <li>• <b>See “St. Stephen Sanitizing Stations” Map</b></li> </ul>
Drop off hours published			<p>There will be three staggered dropoff and dismissal times to maintain social distancing and mitigate the gathering of large groups of students. They times are as follows:</p> <p><b>Dropoff Times</b></p> <ul style="list-style-type: none"> <li>• K, 1, 2: 7:50am to 7:55am</li> <li>• 3, 4, 5: 8:00am to 8:05am</li> <li>• 6, 7, 8: 8:10am to 8:15am</li> </ul> <p><b>Dismissal Times</b></p> <ul style="list-style-type: none"> <li>• K, 1, 2 : 2:30pm to 2:35pm</li> <li>• 3, 4, 5: 2:40pm to 2:45pm</li> <li>• 6, 7, 8: 2:50pm to 2:55pm</li> </ul> <p><b>Publication of Drop off and Dismissal Hours</b></p>

			<ul style="list-style-type: none"> <li>• There will be 6 signs posted throughout the school at ingress and egress; at each building, and the school office</li> <li>• Hours will be posted in the weekly newsletter</li> <li>• Hours will be posted in the parent newsletter</li> <li>• Hours will be posted on the school website</li> </ul>
Record keeping of refusal of admission (per county guidelines)			<ul style="list-style-type: none"> <li>• In the event that a student is not admitted to the campus by the staff member, the staff member will record this in the "Refusal of Admission" log per county guidelines.</li> <li>• The "Refusal of Admission" will be kept in the office.</li> </ul>

## Health Screenings

Schools will need to establish a standard routine of checking the health status of all students that enter the school.

Health Screening Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
Develop routines, daily health checks			<ul style="list-style-type: none"> <li>● Parents will be reminded to do a health screening at home through the weekly newsletter, parent newsletter and website.</li> <li>● We are researching an app to document the screening.</li> <li>● <b>Students will use the HealthTrak app.</b></li> <li>● Per county guidelines, daily health checks will be done in the following manner:               <ul style="list-style-type: none"> <li>○ A daily temperature check will be done at home. Anyone with a fever of 100.4 or higher and/or shows symptoms of COVID-19 should not come to the school campus. Students and adults experiencing any symptoms of COVID-19 or who have been exposed to someone with COVID-19 in the past 14 days should not come to the school campus.</li> <li>○ Parents will be provided with a Health Screening Form from the Department of Health Services.</li> <li>○ Temperature checks will not be done at the school.</li> <li>○ When students arrive at the school, their teacher will do a visual screening and monitor students for signs of illness.</li> </ul> </li> <li>● The Health Screening Form is here: <a href="https://www.sfgdcp.org/wp-content/uploads/2020/06/COVID-19-Health-Check-Parent-Handout-FINAL-06-09-2020.pdf">https://www.sfgdcp.org/wp-content/uploads/2020/06/COVID-19-Health-Check-Parent-Handout-FINAL-06-09-2020.pdf</a></li> <li>● We will also share this information with parents on how to talk to children about COVID <a href="https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html">https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html</a></li> </ul>

Create Health Screening			The Health Screening Form is here: <a href="https://www.sfc-dcp.org/wp-content/uploads/2020/06/COVID-19-Health-Check-Parent-Handout-FINAL-06-09-2020.pdf">https://www.sfc-dcp.org/wp-content/uploads/2020/06/COVID-19-Health-Check-Parent-Handout-FINAL-06-09-2020.pdf</a>
Purchase Health Check Equipment (county dependent)			<ul style="list-style-type: none"> <li>● We have 8 thermometers on site</li> <li>● We are receive 2-3 from the State of California</li> </ul>
Purchase Essential Protective Equipment (EPE)			<p>We have purchased the following equipment:</p> <ul style="list-style-type: none"> <li>● Facemasks</li> <li>● Gloves</li> <li>● Gowns</li> <li>● Face Shields</li> <li>● These instructions will be shared with the staff:</li> </ul> <p><a href="https://sf.gov/sites/default/files/2020-06/PPE-Instructions-Eye-Protection-11x17-061720.pdf">https://sf.gov/sites/default/files/2020-06/PPE-Instructions-Eye-Protection-11x17-061720.pdf</a></p> <p><a href="https://sf.gov/sites/default/files/2020-06/PPE-Respiratory-11x17-061720.pdf">https://sf.gov/sites/default/files/2020-06/PPE-Respiratory-11x17-061720.pdf</a></p>

On Campus Protocols (In-School & Hybrid):

Schools are responsible for creating and maintaining plans that outline and enforce social distancing measures in the classroom. These plans must include physical adaptations and visual reminders to reinforce taken measures.

Classroom Physical Design Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
Create a map of classroom space and placement of desks, including orientation to instructional space(s)			<p>See “<b>St. Stephen Classroom Maps</b>” for Grades K through 8</p> <ul style="list-style-type: none"> <li>● There will be a total of 18 classrooms.</li> <li>● Each grade will consist of two cohorts.</li> <li>● Once established, the cohorts cannot change.</li> <li>● Students will stay with their cohorts at all times.</li> <li>● Each classroom will have no more than 14-16 students per class.</li> <li>● The students will be facing the same direction.</li> <li>● The instructor will be at the front of the class.</li> </ul>
Post signage and install barriers to direct traffic around classroom space			<ul style="list-style-type: none"> <li>● There will be arrows and signage directing the traffic around the classroom space.</li> <li>● Students will only be able to move in a one-way direction in the classroom.</li> <li>● Signage regarding masks and staying 6 ft apart will be posted around the classroom.</li> <li>● Signage is here:</li> </ul> <p><a href="https://sf.gov/sites/default/files/2020-05/EveryoneMustWear-Poster-8.5x11-042220-english.pdf">https://sf.gov/sites/default/files/2020-05/EveryoneMustWear-Poster-8.5x11-042220-english.pdf</a></p> <p><a href="https://sf.gov/sites/default/files/2020-03/Stay6ftApart-Multilingual-Poster-8.5x11-032620.pdf">https://sf.gov/sites/default/files/2020-03/Stay6ftApart-Multilingual-Poster-8.5x11-032620.pdf</a></p>



Arrows and guidance on the floors so students have an understanding of spacing between one another			Arrows and guidance have been purchased and will be on the floor. These will be spaced 6ft apart.
Physical barriers in classrooms (as needed)			<ul style="list-style-type: none"> <li>• Dividers have been ordered to create physical barriers in classrooms K, 1, 2, 6, 7, and 8</li> <li>• Personal Protective Barriers have been ordered for each student from the Desk Guardian. <a href="https://www.deskguardian.com/">https://www.deskguardian.com/</a></li> </ul>
Cleaning and disinfecting procedures for after use of instructional areas and following snacks/lunch			<ul style="list-style-type: none"> <li>• Teachers/aides will train the students on daily cleaning of their desk, chairs and supplies following snacks/lunch.</li> <li>• The custodial staff will clean high-traffic and high-touch areas such as door knobs, light switches, and desks.</li> <li>• We will follow the San Francisco Department of Public Health guidelines for cleaning. The guidelines are found here: <a href="https://www.sfcdcp.org/wp-content/uploads/2020/03/COVID-19-Disinfectants-Safety-FINAL-04.18.2020.pdf">https://www.sfcdcp.org/wp-content/uploads/2020/03/COVID-19-Disinfectants-Safety-FINAL-04.18.2020.pdf</a>;</li> <li>• Bathrooms will be cleaned in the morning, after recess, after lunch and at the end of the day. There will be two custodial staff.</li> </ul>
Individual supplies required for each student so there is not sharing (including safe storage of supplies)			<ul style="list-style-type: none"> <li>• Each student will purchase their own individual pencil box and school supplies.</li> <li>• All supplies must be labeled with the student's name. Supplies will be stored at the student's desk.</li> <li>• There will be no sharing of supplies. Supplies have been posted on the school website.</li> </ul>

<p>Staggered dismissal times and designated hallways/stairwells to maintain distancing guidelines</p>			<ul style="list-style-type: none"> <li>● There will be staggered dismissal times and designated hallways to maintain social distancing and no mingling of cohorts in the hallways.</li> <li>● Entry and exit doors will be assigned by cohort.</li> <li>● The dismissal times will be as follows: <ul style="list-style-type: none"> <li>○ K, 1, 2: 2:30pm to 2:35pm</li> <li>○ 3, 4, 5: 2:40pm to 2:45pm</li> <li>○ 6, 7, 8: 2:50pm to 2:55pm</li> </ul> </li> </ul>
<p>Staggered recess and restroom times</p>			<p>Recess and restroom use for students will be scheduled and assigned by grade:</p> <p>Grades 1,3,7,8</p> <ul style="list-style-type: none"> <li>● Recess: 10:00am to 10:15am</li> <li>● Lunch: 12:00pm to 12:40pm</li> <li>● Restroom Times: 9:45am to 10:00am and 12:45pm to 1:00pm</li> </ul> <p>Grades 2,4,5,6</p> <ul style="list-style-type: none"> <li>● Recess: 10:15am to 10:30am</li> <li>● Lunch: 12:40pm to 1:20pm</li> <li>● Restroom Times: 10:00am to 10:15am and 1:30pm to 1:45pm</li> </ul>
<p>Verification of window safety for ventilation</p>			<p>Windows will be open every day to allow for ventilation and to increase circulation of outdoor air.</p>

<p>Water bottle policy to reduce/eliminate the use of water faucets</p>			<p>The water bottle policy is as follows and designed to reduce/eliminate the use of water faucets and the safety of students and staff:</p> <ul style="list-style-type: none"> <li>● Each student will provide their own water bottle adequately filled from home to last them the entire day.</li> <li>● Students will not have the opportunity to refill water bottles at school.</li> <li>● Water bottles cannot be shared.</li> <li>● Students will need to wash their water bottle nightly</li> <li>● All water faucets have been covered with tape and signage</li> <li>● This will be communicated in the school newsletter, website, and school announcements.</li> </ul>
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## Social Distancing in the Classrooms- Instruction for Students

### On Campus Protocols (In-School & Hybrid):

Schools are responsible for instructing students in the importance of maintaining social distance in the classroom. Instruction must be reinforced by visual reminders of social distancing protocols.

Classroom Instruction- Social Distancing Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
Protocols developed to teach social distancing to all grade levels			<p>We will follow the social distancing protocol outlined by the CDC here:  <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html</a></p> <ul style="list-style-type: none"> <li>● Instructors will review the protocol with all the grade levels the first week of school.</li> <li>● Students will be given written documentation.</li> <li>● Parents will receive a copy of protocol.</li> </ul>
Signs to remind students how to stop the spread of germs, how to wash hands, why face coverings should be worn			<ul style="list-style-type: none"> <li>● There will be signage to remind students how to stop the spread of germs, how to wash hands, and why face coverings should be worn.</li> <li>● Here are samples of the signage:  <a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread_poster.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread_poster.pdf</a>   <a href="https://www.cdc.gov/handwashing/images/buttons/1080-wash-hands-english-341542.jpg">https://www.cdc.gov/handwashing/images/buttons/1080-wash-hands-english-341542.jpg</a>   <a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/cover-your-cough_poster.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/cover-your-cough_poster.pdf</a></li> <li>● Students will be given written documentation.</li> <li>● Parents will receive a copy of protocol.</li> </ul>

			<a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf</a>
Policy and instruction on face coverings, including proper use and cleaning (please refer to county guidelines)			<p>We will use the CDC guidelines for our policy and instruction on the proper use and cleaning on face coverings.</p> <ul style="list-style-type: none"> <li>● Here is the policy: <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html</a></li> <li>● Here is the instruction: <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html</a></li> <li>● Here is signage we will use: <a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf</a></li> <li>● Students will be given written documentation.</li> <li>● Parents will receive a copy of protocol.</li> </ul>
Handwashing General Hygiene policies and procedures			<p>We will use the CDC guidelines for our policy and instruction on handwashing.</p> <ul style="list-style-type: none"> <li>● Here is the policy: <a href="https://www.cdc.gov/handwashing/when-how-handwashing.html">https://www.cdc.gov/handwashing/when-how-handwashing.html</a></li> <li>● Here is a video we will show: <a href="https://www.cdc.gov/handwashing/when-how-handwashing.html">https://www.cdc.gov/handwashing/when-how-handwashing.html</a></li> <li>● Here is signage we will use: <a href="https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf">https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf</a></li> </ul>

			<ul style="list-style-type: none"> <li>● Students will be given written documentation.</li> <li>● Parents will receive a copy of protocol.</li> </ul>
Sneeze and Cough protocols for students (including no touching of eyes and face)			<p>We will use the CDC guidelines for our protocol on sneezing and coughing.</p> <ul style="list-style-type: none"> <li>● Here is the protocol <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html</a></li> <li>● Here is the signage we will use: <a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/cover-your-cough_poster.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/cover-your-cough_poster.pdf</a></li> <li>● Students will be given written documentation.</li> <li>● Parents will receive a copy of protocol.</li> </ul>
Discipline policy for misuse of protective equipment and violation of social distancing protocols			<ul style="list-style-type: none"> <li>● Our policy for the misuse of protective equipment and violation of social distancing protocols will be as follows: <ul style="list-style-type: none"> <li>○ Warning for the first violation</li> <li>○ Conduct referral for the second violations</li> <li>○ Sent home for the third violation</li> </ul> </li> <li>● The policy is designed for the entire safety of the entire school community.</li> <li>● Students will be given written documentation.</li> <li>● Parents will receive a copy of the policy.</li> </ul>
<p><b>Testing Frequency for Staff Who Cannot Wear Face Coverings and Must be Within 6 Feet of Others</b></p> <p>Cal/OSHA 3205(c)(7)(C) states that “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</p>			<p>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.</p>

<p>is tested at least twice weekly for COVID-19. Employers may not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section. (emphasis added)”</p>			
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Social Distancing in the Classrooms- **Maintenance**

On Campus Protocols (In-School & Hybrid):

Schools are responsible for maintaining all health and safety protocols in active/utilized classrooms and instructional spaces. The following additional protocols support maintenance efforts of school personnel.

Classroom Maintenance Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
Create and maintain rosters identifying student composition of all cohorts			<ul style="list-style-type: none"> <li>● Followed Archdiocesan policy cohort diversity.</li> </ul>
Limit staff rotation between cohorts and reflect all assigned staff in every cohort list			<ul style="list-style-type: none"> <li>● Instructors will stay with each cohort.</li> <li>● Available at the office upon request.</li> </ul>
Policy on mixing of cohorts and record keeping for track and trace efforts			<ul style="list-style-type: none"> <li>● Grades will be split into two cohorts. Each will be in a classroom.</li> <li>● Each cohort will have either the instructor or classroom aide supervising the group.</li> <li>● Parents/Guardians will be notified of their child's cohort before school opens.</li> <li>● There will be no moving/mixing of students between cohorts.</li> <li>● Students will stay with their cohorts at all times.</li> <li>● There will be a log for all present at the school.</li> <li>● School staff will document visits to classrooms that are not part of their cohort. There will be a sign-in sheet/log on the classroom door per the guidance of the San Francisco Health Department.</li> <li>● School will avoid large assemblies.</li> <li>● Any gatherings will be limited to the cohort.</li> </ul> <p>Source:</p>



			<a href="https://www.sfdph.org/dph/alerts/covid-guidance/Preliminary-Guidance-TK12-Schools.pdf">https://www.sfdph.org/dph/alerts/covid-guidance/Preliminary-Guidance-TK12-Schools.pdf</a>
Maintain training for staff to recognize signs and symptoms of student illness			<ul style="list-style-type: none"> <li>• There will be an in-service training for staff on August 12th.</li> <li>• Covid-19 policies and updates will be reviewed weekly at faculty meetings.</li> </ul>
Policy of shared use of electronic and instructional devices			<p>Our policy will be as follows:</p> <ul style="list-style-type: none"> <li>• There will be no shared use of electronic devices.</li> <li>• Students will avoid sharing sports equipment, books, games and learning aids when feasible.</li> <li>• Any shared supplies and equipment will be cleaned and disinfected between student use. For example, Classroom Aides/Yard Monitors will clean outdoor equipment.</li> </ul>
Creation of DL Plans that are in place whether students are exclusively in class or in hybrid versions of class			<ul style="list-style-type: none"> <li>• Teachers are already prepared if they need to pivot to DL.</li> <li>• In March, faculty was prepared within 36 hours to move to the DL program.</li> </ul>
Classrooms outfitted with protective equipment and cleaning supplies for use and distribution as needed (both planned and unplanned)			<ul style="list-style-type: none"> <li>• Protective equipment has been ordered and will be in plastic bins. This includes hand sanitizer, masks, and gloves.</li> <li>• Cleaning supplies have been ordered and will be available for distribution.</li> </ul>
<p><b>Required Components of Staff Training &amp; Instruction</b></p> <p><b>Cal/OSHA 3205(c)(5)(A-H) describes specific components that must be included in employee trainings.</b></p>			<ul style="list-style-type: none"> <li>• OSHA provides a 17-minute online training module covering many of these components.</li> <li>• Staff will be required to view this video: COVID-19 Training for California Workers</li> </ul> <p><a href="https://trainingacademy.dir.ca.gov/covid-19-training-for-california-workers-1">https://trainingacademy.dir.ca.gov/covid-19-training-for-california-workers-1</a></p>

## Planning for Social Distancing Outside of the Classroom

### Social Distancing on Campus

#### On Campus Protocols (In-School & Hybrid):

Schools are responsible for creating and maintaining plans that outline and enforce social distancing measures on the school campus. These plans must include physical adaptations and visual reminders to reinforce taken measures.

Campus Social Distancing Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
Develop scheduling that facilitates reduced mixing of student cohorts at school			We have developed a schedule that facilitates reduced mixing of the cohorts. This includes: <ul style="list-style-type: none"> <li>● Staggered dropoff schedules</li> <li>● Staggered dismissal schedules</li> <li>● Classroom space limited to 14-16 students</li> <li>● Designated outdoor space for recess</li> <li>● Designated hallways for entry/exit</li> <li>● Staggered restroom times and designated restrooms</li> <li>● Policy that there will be no mixing of cohorts</li> </ul>
Develop schedules and maps for entering and exiting the building			<ul style="list-style-type: none"> <li>● See above for recess, lunch, and restroom times.</li> <li>● See <b>St. Stephen Cohort Map</b> for entering and exiting buildings.</li> </ul>
Develop schedules and maps for all outdoor spaces where heavy foot traffic is possible			<ul style="list-style-type: none"> <li>● See <b>St. Stephen Dropoff Map</b> for ingress/egress</li> <li>● See <b>St. Stephen Cohort Map</b> for outdoor spaces.</li> <li>● During recess, cohorts will have a designated area for recess. The area will be sectioned off by cones.</li> </ul>
Create and post signs, lines and arrows that facilitate traffic and enforce distancing guidelines in all populated areas of campus			<ul style="list-style-type: none"> <li>● See <b>St. Stephen Cohort Map</b> for areas of campus where signage and arrows will be located in the hallways.</li> <li>● During recess, cohorts will have a designated area for recess. The area will be sectioned off by cones.</li> </ul>

Install sanitation stations in all populated areas			<ul style="list-style-type: none"> <li>● We ordered portable sanitation stations for populated areas.</li> </ul>
Create and enforce maps and guidelines directing students into buildings without congregating in outdoor spaces (including holding areas and passing areas)			<ul style="list-style-type: none"> <li>● We will enforce the social distancing protocol outlined by the CDC to mitigate students from congregating in outdoor spaces. The protocol is here: <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html</a></li> <li>● We will have signage reminding students to stand 6ft apart.</li> <li>● Instructors will also monitor that students are not congregating.</li> <li>● Students will be given written documentation.</li> <li>● Parents will receive a copy of protocol.</li> <li>● See <b>St. Stephen Cohort Map</b> for directing students into buildings without congregating in outdoor spaces.</li> </ul>
Create and post policies that limit visitors on campus, including procedures for parents			<p>For the safety of the students and staff, our policy will be to limit non-essential visitors, including volunteers. The policy is as follows:</p> <ul style="list-style-type: none"> <li>● Parents and other family members are not allowed to enter the campus unless it is an emergency or an appointment has been made.</li> <li>● Parents are not allowed to congregate or socialize at dropoff/dismissal times to maintain social distancing.</li> <li>● Anyone who enters the campus will be screened. We will ask all persons entering the building or campus about symptoms and exposure to COVID-19, including parents/caregivers, contractors, visitors, and government officials. Emergency personnel responding to a 9-1-1 call are exempted.</li> <li>● We will keep a log of all persons who enter the campus.</li> <li>● Parents requesting early pick up, will call the office to let us know when you arrive. You will be asked to wait outside. Students will be signed out by a staff member.</li> <li>● No separate lunch/food drop-offs or deliveries will be allowed for students.</li> </ul>

			<ul style="list-style-type: none"> <li>• During the pandemic, it is preferable that meetings (parent-teacher conferences) take place virtually or via conference call.</li> <li>• Parent Communication: Every Wednesday, the school newsletter will be emailed to all families. The newsletter will be the primary means of communication and will contain all the important information for the week.</li> <li>• School tours: School tours and open houses will be redesigned to meet county guidelines for group size, screening, physical distancing, face coverings, hand hygiene, and cleaning and disinfection. Students will not be present on school tours.</li> </ul>
Develop policies for all required school gatherings. All other large gatherings should be avoided. (refer to county health guidelines)			Our policy regarding school gatherings will be based on guidelines issued by the SFDPH. At this time, larger gatherings of more than one cohort are currently prohibited (i.e., school assemblies, performances, morning circle).
Publish communal spaces on campus that will remain closed			All large spaces will be closed and used for classroom space
Update Extended Care policies to reflect all school policies for social distancing.			There will be no extended care at this time.
Refer to local sports authorities and DPH and CDC guidelines for all extra-curricular and athletic programs and requirements.			The Athletic Director will provide updates regarding CYO. At this time, there has not been an update regarding Fall athletics.
<p>Periodic Workplace Inspections</p> <p>Cal/OSHA 3205(c)(2)(H) states that “The employer shall conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with employers' COVID-19 policies and procedures [emphasis added].</p>			<p>We will conduct periodic inspections using [specified form] 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.</p> <p>We will use Appendix B of Cal/OSHA Model COVID-19 Protection Plan for a sample Periodic Inspection Form.</p>



Notice of Infection and Confidentiality Regulations

Confidentiality Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
Non-identifiable COVID-19 exposure notification form (provided by DCS)			Form provided by DCS
Site policy statement regarding limited notification of Covid-19 exposure on campus (Provided by DCS)			Form provided by DCS
Notification plan for applicable internal community regarding exposure(s)			<p>Revised per the San Francisco Department of Public Health. "Reopening TK-12 Schools" Updated 1/27/2021. online at <a href="https://sfdcp.org/CovidSchoolsChildcare">sfdcp.org/CovidSchoolsChildcare</a>. We will do the following:</p> <p>For confirmed COVID-19 cases, take these steps. All documents listed below are online at <a href="https://sfdcp.org/COVIDSchoolsChildcare">sfdcp.org/COVIDSchoolsChildcare</a>.</p> <ol style="list-style-type: none"> <li>1. Use the Exposure and Investigation tool to collect the important details about the case BEFORE contacting the School/Childcare Team.</li> <li>2. If possible, obtain a copy of the lab report and attach it to Exposure and Investigation tool. If the school does not have the test results yet, we will note the test results are pending. Send the lab result to the School/Childcare team when we receive it.</li> <li>3. Report the case within 1 hour to the SFDPH Schools and Childcare Hub by emailing <a href="mailto:schools-childcaresites@sfdph.org">schools-childcaresites@sfdph.org</a> and put SECURE: in the subject line) OR calling (628) 217-7499. An on-call public health professional will get back to you as soon as possible.</li> <li>4. The Schools and Childcare Hub may ask us to identify people who had close contact with the</li> </ol>

			<p>COVID-19 case and may have been infected. When interviewing people to determine if they had close contact, and informing them that they may have been exposed, we will not disclose the identity of the person with COVID-19, as required by law.</p> <p>5. We will use the List of Close Contacts template to collect details of any close contacts.</p> <p>6. Email the List of Close Contacts to <a href="mailto:schools-childcaresites@sfdph.org">schools-childcaresites@sfdph.org</a> within 24 hours and put SECURE: in the subject line of the email.</p> <p>7. Communicate to the school community within one business day as indicated in the Quick Guide</p> <p>Source:  <a href="https://www.sfdph.org/dph/alerts/covid-guidance/2020-33-Guidance-TK12-Schools.pdf">https://www.sfdph.org/dph/alerts/covid-guidance/2020-33-Guidance-TK12-Schools.pdf</a></p>
Clear <i>non-disclosure with external sources</i> training with all employees			Training is scheduled for August 12, 2020
Contact information for local health department official			<p>Revised per the San Francisco Department of Public Health. "Reopening TK-12 Schools" Updated 1/27/2021. online at <a href="http://sfdcp.org/CovidSchoolsChildcare">sfdcp.org/CovidSchoolsChildcare</a>.</p> <p>Contact SFDPH Schools and Childcare Hub by emailing <a href="mailto:schools-childcaresites@sfdph.org">schools-childcaresites@sfdph.org</a> OR calling (628) 217-7499.</p> <p>Source:  <a href="https://www.sfdph.org/dph/alerts/covid-guidance/2020-33-Guidance-TK12-Schools.pdf">https://www.sfdph.org/dph/alerts/covid-guidance/2020-33-Guidance-TK12-Schools.pdf</a></p>

<p>Staff Notification of a Potential COVID-19 Exposure within One Business Day  Cal/OSHA 3205(c)(3)(B)(3) states that “the employer shall... when there has been a COVID-19 case at the place of employment... give notice of the potential COVID-19 exposure, within one business day, to ... all employees who may have had COVID-19 exposure and their authorized representatives [and] independent contractors, and other employers present at the workplace during the high-risk exposure period [emphasis added].”</p>			<p>Staff will notify the office of potential COVID-19 exposure within one business day by contacting the Principal.</p>
<p>Notification to Cal/OSHA for COVID-19-related serious illnesses or death  OSHA 3205(c)(9)(B) states that “The employer shall report immediately to the Division [Cal/OSHA] any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment.”</p>			<p>It is our policy to:</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● 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.</li> </ul>



Managing Finances

Managing Finances Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
<p><b>Tuition</b> Conservatively estimate a potential shortfall in collections</p> <p>Communicate clearly tuition collection expectations and deferrals of obligation with a set due date</p>			<p>This is handled by the principal working directly with parents. A three month extension will be given and a monthly payment plan if needed. This is evaluated case by case.</p>
<p><b>Budgeting</b> Conservatively budget for the 2020-2021 school year considering: staffing, resources, supplies, technology, facilities, PPE</p>			<p>Our school budget has been submitted and approved. Estimated PPE and school reopening supplies are \$42,100.</p>
<p><b>Scholarship</b> Maximize financial aid for families</p> <p>Explore venues to financial support students</p>			<p>Principal and Development Consultant to handle.</p>
<p><b>Fundraising</b> Explore other venues for raising funds outside of events (large gatherings)</p>			<p>Principal met with the Development Consultant and Women’s Guild Leadership to research alternatives for fundraising including online auction opportunities.</p>

# APPENDIX

ATTACHED ARE COPIES OF THE DOCUMENTATION  
REFERENCED IN THIS PACKET