

School Re-opening Application Cover Form

(for use by a Local Education Agency or equivalent)

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district, please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

SFDPH will review applications first from schools serving low-income communities, and schools with a demonstrated commitment to supporting the priority of equity in San Francisco.

Background Information

Name of Applicant (Local Educational Agency or Equivalent): St. Anthony-Immaculate - Conception School

School Type:

SFUSD Public School

Charter School

Archdiocese School

Private Independent or Other Religious School

Number of schools: 1

Name and Address of each school covered by the waiver:

St. Anthony-Immaculate Conception School
299 Precita Ave.
San Francisco, CA 94110

Please complete below for each school covered by the waiver:

Grade Levels (only TK-6 can be considered): K-8 reopening application

Enrollment numbers for the Grade Levels Indicated Above: 171

Number of STAFF Estimated to Return for In-Person Instruction Pursuant to this Application: 20

Number of STUDENTS Estimated to Return for In-Person Instruction Pursuant to this Application: 171

Maximum Number of Cohorts per School: 9 cohorts

Description of Students:

Please check the appropriate box in the below table as much as possible. For each group below, please indicate approximately what percent of your study body falls into the group by placing a check mark in one of the columns for that group.

| Category | 0-20% | 21-40% | 41-60% | 61-80% | 81-100% |
|--------------------------------|-------|--------|--------|--------|---------|
| General Education: | | | | | x |
| Students with disabilities: | x | | | | |
| Children of essential workers: | | | x | | |
| Race/Ethnicity: | | | | | |
| White: | x | | | | |
| Latinx: | | | | | x |
| Black: | x | | | | |
| Asian: | x | | | | |
| Other: | | | | | |
| Students on FRPM*: | | | x | | |
| Students on Financial Aid: | | | | | x |
| Other: | | | | | |

*FRPM=Free and Reduced Price Meals

We strongly encourage schools to start re-opening with a staggered approach, starting with lower grades such as TK-2.

Proposed Schedule for In-Person Instruction (hours of day, days of week, etc). If applicable, please list multiple schedules for different grades:

https://drive.google.com/file/d/1UfdgCnyXUO_EUqM9BcyQht9LluC4M9hA/view?usp=sharing

Date of Proposed Reopening. If applicable, please list multiple dates for different grades:

Monday September 28, 2020

I. **Consultation**

Please confirm consultation with the following groups: _

- Labor Organization(s) including required Letter of Support
n/a

Name of Organization(s) and Date(s) Consulted_

- Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

SAIC PTG Meeting Thursday September 3, 2020

Minutes of meeting:

https://drive.google.com/file/d/1jJcrdp2SvPRvMB-abJQq8_uldj8DXxvm/view?usp=sharing

Parent Survey Results

https://drive.google.com/file/d/17lbMac_BHZXovg_E-4N-Y4QBjnhFHJRH/view?usp=sharing

If no labor organization represents staff at the school, please describe the process for consultation with school staff. Provide up to 2 pieces of documentation to demonstrate support (for example, letter of support, survey results, minutes and dates of meetings, etc.)

Staff Bulletin August 31, 2020

https://drive.google.com/file/d/1Q_7EqCSjeiMjoMlPHu1ARqJnqYGsSd0R/view?usp=sharing

Staff Bulletin September 14, 2020

https://drive.google.com/file/d/1R5qhc_1Rs8c6hoyzme9iA0F18fkOYYin/view?usp=sharing

Staff meeting September 8, 2020

<https://drive.google.com/file/d/1kpw90MpHVRsIPtvHjXS1L4GZwjxS1YOJ/view?usp=sharing>

Staff Survey

<https://drive.google.com/file/d/1bqrKtatwniUov0KAoOEDoXGkL6STHh65/view?usp=sharing>

II. **Elementary School Reopening Plans**

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California and San Francisco Departments of Public Health, have been published on the website of the local educational agency (or equivalent):

- **Appendix A: Social Distancing Protocol:** How schools will complete, display and follow required [Appendix A: Social Distancing Protocol](https://drive.google.com/file/d/1MEWFzGrPDoDPdFH-1RbCQC1uzV_3nRct/view?usp=sharing)
https://drive.google.com/file/d/1MEWFzGrPDoDPdFH-1RbCQC1uzV_3nRct/view?usp=sharing

Signs placed throughout the school and in classrooms requiring social distancing of 6 feet and wearing face coverings at all times. Bleachers and benches taped to indicate spacing for students to sit during lunch and waiting for end of day pick up. Directional arrows on staircases spaced at 6 foot intervals.

- **Risk Acknowledgement Form:** How schools will require parents/caregivers to sign Risk Acknowledgement Form and keep on file. Risk Acknowledgement Form can be found at <http://sfcdcp.org/CovidSchoolsChildcare>.

Parents will sign and turn in upon returning to on site learning using the form:
<https://drive.google.com/file/d/1ktokT8tWmlHz13Xeqr2Me26qN9Mp0BfX/view?usp=sharing>

Acknowledgement will be kept on file with all student registration permissions and forms.

- **Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

Protocols for staff (classroom)

<https://drive.google.com/file/d/109UPRri9oGJUtbknfWoXMT4X4oLwnG/view?usp=sharing>

Protocols for Custodial Staff

https://drive.google.com/file/d/1be00ihurgGFX9AVzmWY12jrodD_9bpLj/view?usp=sharing

- **Cohorting:** How students will be kept in small, stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

Students are already in stable cohorts. There is only one class per grade. Grades 6 – 8 are not mixed. Recess and lunch are staggered to reduce number of students in school yard at one time. Each class will be assigned a play space and games that promote activity through social distancing.

- **Outdoor instruction:** How instructional activities will be conducted outdoors to maximize use of outdoor campus space.

Physical Education classes will be held outdoors in the school yard. Teachers are encouraged to take class outside for instruction throughout the day if appropriate.

- Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

2 staircases are labeled up and down with signage indicating “going wrong way”. Students will enter school from school yard on Girls’ restroom side (UP staircase) at all times – beginning of day, after recess, after lunch. Students will EXIT using the staircase on Boys’ restroom side of building (DOWN staircase) at all times – going to recess, going to lunch, and at the end of the day.

Parents must enter the office to conduct business through the front doors on Precita Ave. Only 2 parents are allowed in the office at one time – one at the business window, and one waiting at the door. A line forms along the sidewalk on Precita Ave. to enter office allowing parents enough room to exit from the front door. Parents are not allowed to enter the hallways at any time.

- Face Coverings and Other Essential Protective Gear:** How SFDPH’s face covering requirements will be satisfied and enforced.

Face coverings are required to enter the building. Any student without a face covering will be given one. Parents will sign a Pledge to abide by the protocols set by the CDC.

<https://drive.google.com/file/d/1ktokT8tWmlHz13Xeqr2Me26qN9Mp0BfX/view?usp=sharing>

Classrooms have signs to show correct use of face coverings. Signage on all entrance doors to building.

- Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Staff log in each day and sign acknowledgement that member is not displaying COVID-19 symptoms. Staff member may take own temperature.

Students temperature checked and health screen questions answered by parent before entering school yard in the morning.

Any student displaying fever or symptoms must go home.

https://drive.google.com/file/d/1nZmyEXjM9g03MNNtKenuuLtjVli3wD_/view?usp=sharing

- **Healthy Hygiene Practices:** The availability of handwashing stations and handsanitizer, and how their use will be promoted and incorporated into routines.

Hand sanitizer station in front office at entrance. Each classroom equipped with hand sanitizer for student use. Students encouraged to wash hands at recess time and lunch time at least.

Hand sanitizing station at the school yard entrance to building. Students must use hand sanitizer before entering building at beginning for the day, and after recess and lunch (before entering building) Classrooms have signage regarding proper handwashing.

- **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing and to be trained on contact tracing, such as creation and submission of lists of exposed students and staff to SFDPH and notification of exposed persons. Each school must designate a person for SFDPH to contact about COVID-19 and receive training on contact tracing.

Designated person: Ortencia Angotti (Office manager) orangotti@saicsf.org

Quick guide

<https://drive.google.com/file/d/1ZEeH1jfQbNuYRMp5K6-2YKibAS1tJKvD/view?usp=sharing>

Case Record

<https://drive.google.com/file/d/13ltGqpPzp3rbxgPb0k2Oytj2HIK6XRCE/view?usp=sharing>

Case Follow Up checklist

<https://drive.google.com/file/d/1SuVrkjMl8vheOiv01ysln9qNRRQ8lqpv/view?usp=sharing>

Case Follow Up - Student

https://drive.google.com/file/d/1CrcPK7Qfw47P6U5c_HVOKda1NbhM_6z-/view?usp=sharing

Case follow Up Employee

<https://drive.google.com/file/d/1EvIKxWtypHOOFP3A09wPzINYL2sSAN8q/view?usp=sharing>

Temporary School Closure - Student

<https://drive.google.com/file/d/1HvD9pjyxQFdgJWFZhppQL4VTadZB-pDM/view?usp=sharing>

Temporary School Closure - Employee

https://drive.google.com/file/d/1mnxW6Wi9ji17hcY_z2Q27xyjalyta3w6/view?usp=sharing

- **Physical Distancing:** Specific additional details regarding how space and routines will be arranged to allow for at least 6 feet of physical distancing of students and staff.

Grade band schedules adjusted to limit number of students in school yard at recess and/or lunchtime.

<https://drive.google.com/file/d/1bzhU2AKN5WTENWb6AdPL2o8llW26KajA/view?usp=sharing>

Staff eating area on patio of MakerSpace allowed. Staff room limited space can accommodate 2-3 staff members at one time.

Students stay with class cohort during recess and lunch play – assigned to organized games during those times to eliminate random running throughout school yard.

- **Ventilation and Windows:** How schools will mitigate the risk of poor ventilation and low room air exchange, and maximize the use of windows and ventilation systems to maximize intake of fresh air and minimize recirculated air. Please use Harvard's "Schools for Health" guides at <https://schools.forhealth.org/>. The guides contain information on measurement and mitigation.

Teachers instructed to open windows to allow for fresh air ventilation as appropriate. Air filters and fans purchased to assist in air flow.

https://drive.google.com/file/d/109UPRri9oGJUtbknfWoXMT4X4o_LwnG/view?usp=sharing

- **Community Health Pledge:** How schools will establish norms within school community to practice COVID-19 prevention and mitigation measures outside of school (i.e., pledge or agreement to practice physical distancing, wear face coverings, practice healthy hygiene, limit mixing, etc)

Agreement to follow all COVID-19 policies to be signed by parents and returned before student can be admitted to class.

<https://drive.google.com/file/d/1ktokT8tWmIHZ13Xeqr2Me26qN9Mp0BfX/view?usp=sharing>

- **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

Staff Bulletins with links to documents available.

<https://drive.google.com/file/d/1BPjoKQV9ENDoz2xIHggm-Uu0ohSmGKF7/view?usp=sharing>,

https://drive.google.com/file/d/1R5qhc_1Rs8c6hoyzme9iA0F18fkOYYin/view?usp=sharing

Staff Meeting topic regarding reopening plan.

<https://drive.google.com/file/d/1kpw90MpHVRsIPtvHjXS1L4GZwjxS1YOJ/view?usp=sharing>

PTG Meetings in September with planning process:

https://drive.google.com/file/d/1jJcrdp2SvPRvMB-abJQq8_uldj8DXxvm/view?usp=sharing

Family Bulletin September 14

<https://drive.google.com/file/d/1PsfdwM1BihUQG1JKNa9Z93MM6XGx-FMw/view?usp=sharing>

Family Resource page on SchoolSpeak with link to entire reopening document.

Follow-Up communication through weekly staff meetings and bulletins; weekly Family Bulletins for parents and monthly PTG meetings.

- **Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results.

Instructions on Quick Guide

<https://drive.google.com/file/d/1ZEeH1jfQbNuYRMp5K6-2YKibAS1tJKvD/view?usp=sharing>

Refusal to admit form

<https://drive.google.com/file/d/1N66mGwtBD0aswlkEocyLHpBpLKhSvvtU/view?usp=sharing>

COVID-19 Follow Up Letter – Student

https://drive.google.com/file/d/1CrcPK7Qfw47P6U5c_HVOKda1NbhM_6z-/view?usp=sharing

COVID-19 Follow Up Letter – Employee

<https://drive.google.com/file/d/1EvIKxWtypHOOFP3AO9wPzINYL2sSAN8q/view?usp=sharing>

COVID-19 Case Record

<https://drive.google.com/file/d/13ltGapPzp3rbxgPb0k2Oytj2HIK6XRCE/view?usp=sharing>

Describe how all teachers and staff will be universally tested prior to start of school and then periodically thereafter to detect asymptomatic infections. Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.

All Staff will be tested through health care provider at least two weeks prior to the reopening of school. Documentation of COVID-19 tests will be kept on file at school. Teachers will be reminded at least three weeks before it is time to renew testing.

<https://drive.google.com/file/d/1rVhzlZAliEkUwxqrqHu1E614GYMxA897/view?usp=sharing>

Any staff member testing positive for COVID-19 will be sent home, notifications made to SAIC families, and necessary SFDPH protocols implemented. Any positive results will be reported to SFDPH and DCS as required.

Data and Evaluation: How schools will cooperate with SFDPH data collection efforts to measure and monitor COVID-19 transmission, and evaluate and ensure the effectiveness of infection prevention and control measures. Identify the staff member who will be responsible for documenting the monitoring program, a process for documenting staff and student illnesses and absences, and a follow up process to determine if illnesses are COVID-19, if staff or students have been tested by protocol, and if return-to-school/work rules have been followed.

Designated person: Ortencia Angotti (Office manager) oangotti@saicsf.org

All staff must sign into COVID-19 binder daily. Signature signifies that employee is not presenting with COVID-19 symptoms.

Any visitor to the office must sign in visitor's log as part of contact tracing documentation.

Other documents used in COVID-19 tracing protocols:

Contact Tracing Checklist, Follow Up Letter for Student, follow UP letter for Staff, Quick Guide Document SFDPH (all linked above)

- **Plans for Simultaneous Distance Learning:** How schools will provide simultaneous distance learning in the event that students must stay home in case they have underlying health conditions, are in isolation/quarantine, and/or choose to stay home for distance learning.

Teachers will provide simultaneous instruction via ZOOM and in person using available technology such as laptop and/or ipad.

Students at home will log in for ZOOM class. Teacher will position device so that ZOOM students can view instruction along with their in person classmates. Teachers will also utilize station rotation as a way to work with at home students in a small group setting via ZOOM or Google Meets, as they normally would do in person. Assignments will continue to be posted and available on SeeSaw and Google Classroom.

- **Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.

Following the Quick Guide Protocol from SFDPH

<https://drive.google.com/file/d/1ZEeH1jfQbNuYRMp5K6-2YKibAS1tJKvD/view?usp=sharing>

Temporary School Closure Letters

Temporary School closure - Student

<https://drive.google.com/file/d/1HVD9pjyxQFdgJWFZhppQL4VTadZB-pDM/view?usp=sharing>

Temporary School Closure - Staff

https://drive.google.com/file/d/1mnxW6Wi9ji17hcY_z2Q27xyjalyta3w6/view?usp=sharing

- **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Any staff member or student who has contracted COVID-19 will remain confidential. If anyone asks if that community member has COVID-19, privacy will remain intact. Staff have been told NOT to tell students if a classmate has the COVID-19 virus, but rather to communicate that the student is not feeling well and is at home to get better. Letters to inform staff and parents of positive exposure will be sent home immediately.

<https://drive.google.com/file/d/15Ysx-f0bHMvkH0zgvYJbtJShT8u7hF-d/view?usp=sharing>

- **Equity:** How schools plan to promote equity with respect to COVID-19 prevention and mitigation.

All students will receive instruction either in person or through remote learning simultaneously. Assignments will be available to all students via SeeSaw or Google Classroom.

All students will follow the rules of wearing face coverings, social distancing, and washing hands as a member of our school community to mitigate the risk of transmission to others.

Each class will create a student signed pledge that students agree to the above mitigation strategies to combat the COVID-19 virus.

Parents/students who refuse to follow the rules of mitigation will be sent home to receive synchronous instruction at home.

Primary and Secondary Contact Information for Individuals to Liaise with San Francisco Department of Public Health in the Event of COVID-19 exposure or confirmed case:

(Please list at least two individuals per school site. If applying for multiple schools, please list at least one contact at each individual school location.)

First Person

1. Name of School St. Anthony-Immaculate Conception School
2. Name of Individual(s) Ortencia Angotti
3. Title Office Manager
4. Office Phone 415-648-2008
5. Cell Phone _____
6. Email Address oangotti@saicsf.org

Second Person

1. Name of School St. Anthony-Immaculate Conception School
2. Name of Individual(s) Barbara Moodie
3. Title Principal
4. Office Phone 415-648-2008 ext. 11
5. Cell Phone 415-940-3399
6. Email Address bmoodie@saicsf.org

Signature and Contact Information for School District Superintendent (or equivalent for charter or private schools) submitting this application:

1. Signature Barbara E. Moodie
2. Date submitted 9/25/2020
3. Name of School St. Anthony-Immaculate Conception School
4. Name of Individual(s) Barbara E. Moodie
5. Title Principal
6. Office Phone 415-648-2008 ext. 11
7. Cell Phone 415-9403399
8. Email Address bmoodie@saicsf.org
9. **Website in which school re-opening plan is posted, including COVID-19 prevention/mitigation plans** www.saicsf.org; SchoolSpeak Parent Resources

Completed applications, Certification of Compliance with State of California and San Francisco Department of Public Health, and all supporting documents will be submitted to the Public Health Officer through the San Francisco Department of Public Health (SFDPH) at schools-childcaresites@sfdph.org at least 14 days prior to targeted return to site-based classroom instruction.

Based upon projected release of Waiver Application on Friday, August 28, 2020, (and local transmission indicators are within acceptable range) the following is a tentative timeline for application review and processing:

- SFDPH to review completed applications on rolling basis starting Friday September 4
- For successful applications, SFDPH to recommend approval to CDPH
- CDPH required three days for review and response
- After CDPH approval, SF Health Officer to approve waiver
- Full waiver approval process may take up to 2-4 weeks to be completed

Additional Resources:

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

SFDPH Guidance related to Childcare, Schools, and Programs for Youth:

<https://sfcdcp.org/CovidSchoolsChildcare>

- Preliminary Guidance: Out of School Time Programs
- Tip Sheet: Reducing COVID-19 Risks for Learning Pods
- Preliminary Guidance: Re-opening TK-12 Schools for In-Person, On-Site Instruction
- COVID-19 Health Checks for Children
- FAQ: Contact Tracing at Schools, Childcares, and Programs for Children and Youth
- When Someone has Suspected or Confirmed COVID-19: Quick Guide for Schools, Childcares, and Programs for Children and Youth