Elementary School Reopening and Infection Mitigation Plan

Return to School Plan

COVID-19 Protocols for Students, Staff, and Families

St. John of San Francisco Orthodox Academy
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September 14th, 2020
Version 1
Letter from the Principal

Dear St. John’s community,

At St. John of San Francisco Orthodox Academy, we are concerned first and foremost with the health and safety of our entire community -- the staff, the students and their families, and those in our wider community of which we are but a part. The administration and faculty are also committed to continuously providing a quality classically-minded, Orthodox Christian education to our pupils, as we have done for 26 years, whether that education be delivered virtually or in person. To this end, we have outlined all the precautions that will be taken in order to ensure the health and safety of our elementary school students and elementary teaching staff who wish to return to our physical campus, while also still serving those in our population who choose to continue learning and working from home with a robust and supportive distance learning program.

Throughout the summer, the administration of St. John’s Academy has labored to develop a schedule which will accommodate both possibilities of remote and in-person learning, as well as made plans of how to modify the campus space to create a healthy and safe learning and working environment. We are making the required modifications to classrooms, bathrooms, hallways, and entryways and exits; along with adding age appropriate signage to inform students of proper and safe protocols. We will conduct our regular janitorial services with an increase in disinfection of high contact areas throughout the school year. Over the summer, we also upgraded the internet coverage throughout both buildings to ensure that teachers could communicate in real time with students and families learning at home (or so teachers at home could communicate with students in school) at any place throughout the building. We will also acquire additional technology to support this communication between staff and students who wish to remain remote should the physical space be granted the waiver to open.

These protocols were created in conjunction with the guidelines from the San Francisco Department of Public Health (SFDPH), the California Department of Public Health (CDPH), the United States Center for Disease Control (CDC), teachers and families, and the Holy Virgin Cathedral Community inside which St. John’s Academy functions. Please read the following Plan thoroughly, for there are many new protocols within it that keep everyone at St. John’s Academy safe.

Though this is a challenging time, we keep close to our hearts the theme for the 2020-2021 academic year, from St. Paul's Letter to the Romans: “But we also glory in tribulations, knowing that tribulation produces perseverance, and perseverance, character; and character, hope.”

In Christ,

Julia Paramonov
Introduction

This plan was created to help us navigate the reopening of our physical space so that employees, students, and families can feel safe and to reduce the potential impacts of COVID-19 on our community as a whole. These protocols were drawn specifically from the guidance developed by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and the San Francisco Department of Public Health (SFDPH). As these guidelines are updated, those updates will also be reflected in future versions of our Reopening and Infection Mitigation Plan.

The needs of St. John’s Academy are different from those of public schools, and even of other private schools. The number of enrolled students in our entire K-12 program is very small: only 55. Enrollment for grades K-5 is 33 students. Of those 36 students, 11 are enrolled in the distance learning program and do not plan to return to campus should a waiver be granted. This means that the total number of students in grades K-5 which will return to campus will be 22 in a school building with an estimated capacity for 100 students. The total number of faculty and staff members that plan to return to campus to teach and support the elementary school is 13, including the support staff and janitorial service.

Because we are not subject to the Williams Act and collective bargaining, we can more readily require things of students and staff regarding procedures and materials. We do not face other complications like bussing, special needs populations, and ADA mechanisms.

As our city and county has been moved from purple tier to red tier of COVID-19 alert, we want to outline our priorities as we put together this reopening and infection mitigation plan. Our priorities are:

1) **Safety**: Our first priority is to mitigate and slow the growth of COVID-19 in our school and community. While there is an inherent risk to returning to the physical campus while we are still in a pandemic, we also accept the need to balance COVID-19 risk with the need for in person human interaction to resume.
   a) Cohorts - Our students will maintain cohorts throughout the day. St. John’s Academy defines cohorts as combined grade-specific classes. Cohorts will be assigned to one classroom or space in the building for the majority of classes (except those which can be conducted outside).
   b) Hygiene - Strong hygienic practices will be outlined for all students.
   c) Distance options - A robust distance learning program is available for families and students at higher risk if they choose not to return to campus.

2) **Collaboration** - Prioritize collaboration between teachers, staff and administration and families to create a climate of mutual understanding and support.

3) **Growth** - Despite limitations, we want our children to continue growing in their Orthodox faith, as well as continuing academic achievement in a rigorous, classical education program.
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General Protocols

I. Social Distancing
An effective way to prevent the spread of COVID-19 is through consistent social distancing. The Social Distancing Protocol will be completed and posted by administration at the 26th Avenue entrance to the school building in a visible place for all staff, families, students, and visitors to see. Employees, parents, students, and visitors should plan to follow the guidelines for social distancing as they are stated in the Social Distancing Protocol.

II. Risk Acknowledgement
All parents and guardians will be required to sign a risk acknowledgement form prior to returning to campus. Please see Appendix A for the Return to Campus Agreement which includes the Risk Acknowledgement the Community Health Pledge and which will be available on Docusign for families to complete.

III. Cleaning and Disinfection
In an effort to maintain a healthy and safe workplace and place of study for all, there will be an increase of cleaning and disinfection.

A. Highly touched surfaces such as door handles will be wiped twice daily in the common areas. Antibacterial wipes will be available in every classroom for students and teachers to frequently wipe their desks, work surfaces, light switches, and door handles to classrooms.

B. Bathroom Use
   1. Bathrooms will be cleaned 2 times a day. Once will be a thorough cleaning and the second will be a wipe-down of all touchable surfaces. Students will be limited to 2 individuals at a time in the student restrooms and staff will be limited to 2 staff members at a time in the staff/Cathedral restroom.
   2. The staff/Cathedral restroom will not be open to the public during school hours.
   3. Students will wash hands before exiting the restroom. Soap and towels (paper) will be provided in all restrooms.

C. Whenever possible, students will not share spaces, supplies, or work in physical groups. When shared spaces are required, appropriate disinfecting protocols will be taken to ensure students safety at all times.
   1. Cohorts will be assigned PE equipment for the day such as balls or jump ropes. Cohorts will not share equipment with other cohorts.
   2. All items will be disinfected at the end of the day after use.
IV. Student Cohorts and Protocols
Students will be kept in small, stable groups with fixed membership based on their grade level:

- Kindergarten and 1st grade a cohort of 7 students
- 2nd and 3rd grades a cohort of 7 students
- 4th and 5th grades a cohort of 8 students

A. These cohorts will 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.
   a. Each cohort will be in contact with no more than 3 staff members on any given day of instruction.

B. School staff will document any visits to classrooms that are not part of their cohort. A sign-in sheet will be posted on each classroom door to log any non-cohort visitors (i.e. other staff or faculty).

V. Outdoor instruction
Weather permitting, outdoor instruction will take place on the play yard. The yard will be marked into four sections for the four cohorts to use at times when physical education classes (PE) are not in session. A sign up will be generated for teachers to reserve the space on the play yard for instruction or to have lunch with their students, weather permitting.

   A. PE classes will be held outside either on the play yard or in the immediate vicinity of the campus such as socially distanced jogging/walking in the neighborhood.
   B. In the event of inclement weather, students will complete other sedentary activities indoors in lieu of PE.

VI. Entrance, egress, and movement within the school.
Students and staff will agree to maintain 6ft of social distance whenever possible when entering, exiting and moving through the school building:

   A. In the morning prior to the start of the school day, students and staff will enter through the 26th Avenue entrance in order to have temperatures checked, to complete self-evaluations of symptoms, and to ensure that all necessary persons are wearing the appropriate personal protective equipment (PPE).
   B. School arrival and drop off times will be staggered to ensure there is no mixing of cohorts.
   C. Students, staff, and families will line up at a distance of 6ft apart from each other to complete the necessary procedures to enter the building.
   D. Whenever possible, parents/family members dropping off/picking up should remain in their vehicles. If it is necessary for a parent/family member dropping off/picking up children to bring their child to the door, they must also wear face masks and maintain social distance from others who are not members of their household.
E. At the end of day, students will line up with their cohort, socially distanced from each other and supervised outside the building on the sidewalk on 26th Avenue (if inclement weather, then inside the large hall) and wait until a parent/family member/guardian arrives to pick up.

VII. Face coverings and other essential protective gear
The San Francisco Department of Public Health requires that students in grades 3 and up wear face coverings, while students in grades K-2 are strongly encouraged to wear face coverings. All students in St. John’s Academy and all staff must arrive at school with an appropriate face covering, which covers both their nose and mouth. Face coverings will be worn by all staff throughout the entire day, and by all students when they are moving through the school building. A face shield alone does not meet the requirement for an acceptable face covering in the school setting if it is used alone. Face shields may be worn in addition to a cloth face covering or mask.

A. Students at St. John’s Academy in grades K-3 will be strongly recommended to keep masks on throughout the day, unless they are socially distanced 6ft and more apart and not interacting. They can be removed for eating lunch and for socially distanced activities outdoors when students are with their own cohorts.

B. Partitions will be added to staff desks in classrooms as an additional measure of protection.

C. Masks will be available and provided by the school if a student or staff member forgets to bring one.

D. Gloves and face shields will also be available for staff use as necessary and desired. Face shields may not be used as the only method of covering.

VIII. Health Screenings for students and staff
Parents/guardians will be asked to check their children and themselves for fever or respiratory symptoms at home, prior to departing for school daily. Parents will be trained on how to check and what questions to ask prior to their child(ren) coming to school every morning.

A. School will screen all children and staff as they arrive with a temperature check.

B. Staff will complete a self assessment prior to coming to campus.

C. Detailed protocols for when a student shows symptoms of COVID-19.
1. Any student with symptoms of COVID-19 will be sent home. The student will wait to be picked up in a designated isolation room – the enclosed space behind the stage– where others do not enter or pass.

2. They will have their face covering on at all times.

3. Students will be encouraged to get tested as soon as possible. Students cannot return to school until they have met the criteria in “COVID-19 Health Checks at Programs for Children and Youth.” A parent handout, “For Parents and Guardians: COVID-19 Health Checks for Children and Youth/ If Your Child Has Symptoms,” is available. Both documents are at http://sfcdcp.org/covidschoolschildcare.
4. When a parent or guardian arrives to pick up a student, the student will walk outside to meet them instead of allowing the parent or guardian into the building.
5. The student’s family members will also leave the campus.
6. Family members of students with symptoms of COVID-19 will be encouraged to get testing promptly.

A. Detailed protocols for when a staff member shows symptoms of COVID-19.
   1. Staff who become ill while at school will notify the principal and leave work to go home. Any family members with them at school will also be sent home.
   2. Staff will get tested for COVID-19 as soon as possible. SFDPH guidance on when workers with COVID-19 symptoms may return to work is at [https://sfcdc.org/rtw](https://sfcdc.org/rtw).
   3. Family members of staff with symptoms of COVID-19 will be encouraged to get tested promptly.
   4. Any areas used by a sick person will be closed off for cleaning and disinfection.

IX. Healthy hygiene practices
As has been the tradition at St. John’s Academy already for many years, students will continue to be instructed in healthy hygiene practices throughout the day by teachers and staff. Families and caregivers are encouraged to review healthy hygiene practices with their children at home as well, instructing them in the need for frequent hand washing, the [proper method for hand washing as promoted by the CDC](https://www.cdc.gov/handwashing/index.htm), and how to cover coughs and sneezes.

A. Other than the restroom, there is one additional hand washing station in the building.
   Another stand-alone hand washing station will be installed immediately outside the building near the play yard.

B. Students will be encouraged to wash hands before eating, after playing outside, and after using the restroom.

C. Hand sanitizer will be available in every room of the building, and at the entrance when entering the school building.

X. Identification and tracing of contacts
SJA protocol is based on the latest guidance from the San Francisco Department of Public Health, dated August 10, 2020. These guidelines will continue to evolve with the latest health and safety information and will be updated as needed. Samar Musleh, SJA office manager (smusleh@stjohnsacademysf.org), has been assigned to be our COVID-19 liaison with city health officials. She has completed the Purdue University Global contract tracing course in September 2020 to learn more about how contact tracing works. She will oversee our COVID testing, the daily health screening process, and support contact tracing and documentation with SFDPH. She will be the point of contact at St. John’s Academy for SFDPH regarding any COVID-19 information.
XI. Physical Distancing

Physical distancing is one of the ways that we can control the spread of COVID-19 within our community. Here are the guidelines that we will follow as a community.

A. Students (with any caregivers/family members) will line up with 6ft of distance between members who are not of the same household to enter the building at the start of the day at the 26th Ave. entrance. Morning drop off will take place on a staggered schedule to not allow mixing of cohorts.

B. Students will line up with their cohorts in different parts of the building at the of the day and will be released on a staggered schedule.

C. Students will sit at desks that are 6ft apart and will eat lunch at their desks rather than in the communal lunch area. Weather permitting, students may eat lunch outdoors. There will be no areas in the school where students of different cohorts will mix.

D. Markings will be put in place throughout the campus to maintain social distancing requirements while students and staff move through the school building.

E. At this time, the following activities will not take place:
   a. In-person field trips
   b. In-person parent teacher meetings
   c. After school programs
   d. Attendance to Liturgy as a school in the Cathedral on feast days
   e. Altar serving
   f. Whole school prayers in the morning and afternoons
   g. In-person shadowing for potential students
   h. Singing indoors (music/kliros classes)
   i. School tours
   j. Tutoring
   k. Social Events/promotional ceremonies/holiday celebrations
   l. Ad-hoc interaction/gatherings and non-essential/informal meetups and visiting

F. At this time, the following activities may take place virtually, using online resources.
   a. Virtual Field Trips
   b. Virtual parent-teacher meetings
   c. House competitions/Field Days
   d. Communal prayer/Liturgies
   e. Any other school events which can be virtual

XII. Ventilation and Windows

All windows in classrooms will be open throughout the school day if safety allows. Fans will not be allowed to operate within the classrooms. Doors will also be open between halls during the school day. Both office doors will remain open in order to provide sufficient ventilation in the office area.
XIII. Community Health Pledge
A Community Health Pledge which establishes norms within the school community to practice COVID-19 prevention and mitigation measures outside of school will also be a requirement for students to return to campus. The Pledge will be an agreement to practice physical distancing, wear face coverings as appropriate, limit mixing, and practice healthy hygiene. The Community Health Pledge is found in the Return to School Agreement in Appendix B, along with the Risk Acknowledgement form for students.

XIV. Staff training and family education
All families will be provided with an electronic copy of the Guidance for Parents and Guardians: COVID-19 Health Checks at Schools, Childcares, and Programs for Children and Youth, published by the SFPDH.

A. After providing families with the published guidance, a Google Meet will be set up for families in grade K-3 and one for grades 4-6 to review the guidance, and also the daily protocols at the Academy and the ways in which parents can support their children at home in healthy hygiene habits.

B. Staff will attend a virtual training about the protocols and guidelines before returning to school.

XV. Testing of students and staff
To address adult-to-adult transmission, and adults as possible sources of infection, our initial COVID-19 testing goals are the following. These goals will be adjusted as new guidance is released and any updates will be communicated to the staff and faculty.

A. Prior to returning to school, elementary school teachers and support staff will be asked to present a negative COVID-19 test to the administration.

B. Currently, half of faculty and staff will be asked to present a negative test every month.

C. St. John’s Academy will provide resources to support faculty and staff in regular testing, including seeking testing from their health care provider. St. John’s Academy will cover the cost of any testing that is not covered by an employee's health insurance.

D. Protocols for when a staff member or student tests positive for COVID-19.
   1. Our in-house SJA COVID-19 liaison will promptly notify the SFPDH Schools and Childcare Hub.
   2. SFPDH will help the school determine if the classroom, cohort, or school needs to be closed.
   3. Any areas used by a sick person will be closed off for cleaning and disinfection.
   4. SFPDH will provide consultation and guidance to help schools take initial steps to identify individuals who had close contact with the person with COVID-19. Exposed individuals or their families will be notified, encouraged to get tested, and understand when they or their child can return to school, usually 14 days after the exposure.
5. School will notify all school staff, families, and students needed that an individual in the school has had confirmed COVID-19

***Consistent with the Family Education Rights and Privacy Act (FERPA), the Americans with Disabilities Act, and HIPAA, St. John’s Academy will not reveal the identity of any individual who has tested positive, or is a contact of a confirmed case of COVID-19.***

What happens if someone at school has COVID-19 symptoms, close contact, or confirmed COVID-19? (from SFPHD guidance)

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child or staff has symptoms of COVID-19</td>
<td>Send home. Recommend testing. Cohort remains OPEN.</td>
<td>Provide “COVID-19 Health Check”</td>
</tr>
<tr>
<td>Child or staff had close contact with someone with confirmed COVID-19</td>
<td>Send home with instructions to quarantine for 14 days after the last exposure. Recommend testing (but will not shorten 14 day quarantine) Cohort remains OPEN.</td>
<td>Consider notifying staff and families or children in the cohort. “General Exposure Advisory” letter (see below)</td>
</tr>
<tr>
<td>Child or staff has confirmed COVID-19 infection</td>
<td>Notify the SFPDH Schools/Childcare Hub (415) 554 2830, Press “1” for COVID-19, then “6” for Schools or email <a href="mailto:Schools-childcaresites@sfdph.org">Schools-childcaresites@sfdph.org</a> Keep home with instructions to isolate at home for at least 10 days after the first symptoms occurred. Identify close contacts, likely including the entire cohort of the person with COVID-19. Instruct close contacts to o Quarantine at home for 14 days after the last date the person with COVID-19 was at the school/program while infectious o Get tested, especially if they have symptoms (but will not shorten 14 day quarantine). Clean and disinfect spaces where the person with COVID-19 spent significant time. Cohort CLOSED for 14 days after last exposure. Non-exposed cohorts remain open.</td>
<td>Notify staff and families of children who are close contacts using the “Close Contact Advisory” template (see below) Notify all other staff and families about the COVID-19 case using the: “General Exposure Advisory” template (see below)</td>
</tr>
</tbody>
</table>

If a student or adult tests positive for COVID-19, we will work with the SFDPH to determine if a class, cohort, or entire school needs to move to the SJA distance learning program. We will send notification letters promptly via email to the appropriate distribution lists of students and staff, when
there is a confirmed case that has been exposed to anyone in our community. This includes any of these scenarios: 1) someone at SJA is a contact of a confirmed case outside of school, 2) someone at school is a confirmed case, but not in the same cohort, or 3) someone at school is a confirmed case, in the same cohort. In addition, we will provide the corresponding lists of exposed students and staff to SFDPH.
Criteria for children or youth to return to school, childcare, or other programs after COVID-19 symptoms, close contact, or confirmed COVID-19

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Return when all of the following are true:</th>
</tr>
</thead>
</table>
| Child has a negative test after symptoms of COVID-19 | • Symptoms have improved.  
• No fever for 24 hours, without using fever-reducing medicines such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil) or naproxen (Aleve)  
The parent/guardian must show documentation of the child’s negative test, for example, a copy of the result or a message from the clinic or test site that the test was negative. This may be in electronic form. A separate doctor’s note is not needed. |
| Child had symptoms of COVID-19 and  
• had a positive test/confirmed COVID-19, OR  
• was not tested, OR  
• was tested but is still waiting for the test result (*) | • After 10 days since symptoms began  
• Symptoms have improved.  
• No fever for 24 hours, without using fever-reducing medicines such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil) or naproxen (Aleve)  
*A doctor’s note is not needed.* |
| Child had close contact with someone with confirmed COVID-19. | • 14 days after the last close contact, even if the child has a negative test during this time, or is still waiting for test result  
• No symptoms have developed since the last close contact.  
*If the child has ongoing close contact with the person with COVID-19 (for example, a parent or caregiver), the child must quarantine for 14 days after the person with COVID-19 is no longer infectious. In most cases, this is a total of 24 days after the person with COVID-19 first developed symptoms, or if asymptomatic, had a positive test.* |
| Child had a positive test but never had symptoms | • 10 days after their positive test was collected  
(not 10 days after the result was received) |

(*) During test shortages, test results from commercial labs may take more than 10 days to return. If a child receives a positive result more than 10 days after the test was collected and has been allowed to return, they may stay in school, childcare or program. Contact the SFDPH Schools/Childcare Hub for guidance on how to proceed.
XVII. Data and evaluation
The contact tracing liaison for St. John’s Academy, Samar Musleh, will be responsible for documenting staff and student illnesses and absences and will locate and notify all contacts of a person with a positive COVID-19 test. Mrs. Musleh will follow up with the process of testing protocol and ensuring that all return-to-school/work protocols are followed. The identity of any individual who has tested positive will remain anonymous. The contact tracing liaison will also be responsible for communicating the data to the SFDPH, following the most current guidance of how that data will be shared.

XVIII. Plans for simultaneous distance learning
St. John’s Academy is committed to providing a robust simultaneous distance learning experience for families who wish to keep their children at home, or for students who are required to quarantine at home due to illness, contact with COVID-19, or a confirmed case of COVID-19.

A. Use of Google Classroom as a virtual hub for each class: all students, both in person and learning at home will use their Classrooms set up on Google Classroom as a hub for all announcements, assignments, and additional materials (other than the provided textbooks and workbooks) for their classes.

B. Each student can have their own designated laptop or Chromebook (SJA has a 1:1 device policy) which can be used at school or at home if they do not have one already available to them.

C. Teachers are already trained and comfortable using Google Meet as a format for providing instruction during distance learning and the school has been equipped with an internet connection that can allow for multiple students and teachers to use the platform simultaneously. This will mean that teachers will be delivering instruction simultaneously to students both at home and at school.

D. Students learning at home will log into classes via the Meet link for each class while their teachers at school also log in. Teachers will be equipped with Bluetooth headphones which will allow for them to both speak and hear the students at home and to also speak to the students at school.

XIX. Triggers for switching to distance learning
The guidance recommends immediate closure if more than 5% of the total student and adult population tests positive within a 14 day period. We will close school if we feel at any time we cannot meet the safety guidelines outlined by SFDPH or CDC. We routinely test our emergency notification system and are prepared to use this system to communicate with our school community if we need to shut down right away.

XX. Equity
St. John’s Academy is committed to the struggle to eliminate all forms of discrimination and to promote equity. We recognize this is even harder and more important than ever and the Trustees,
Administrators, and Faculty will bring an equity lease to all our work and educational efforts. COVID-19 has disproportionately affected students and families from disadvantaged backgrounds. As we seek to prevent and mitigate the spread of COVID-19, we are committed to ensure a sense of belonging for everyone in the St. John’s Academy community. For us, socio-economic diversity among our students is valued and procedures are in place to confidentially assist all families with issues of access during this difficult time.

**At school schedule and routines**

Following are our at-school schedule and routines which have been modified to create a healthy and safe learning and work space for both students and staff of St. John’s Academy.

I. Morning Drop-off
   A. The 26th Ave door will be utilized as the morning drop off for students. Arrival times will be staggered to allow for maximum social distancing. Markers will be placed 6 feet apart for proper social distancing. A designated school representative will be conducting temperature checks and proper sanitation procedures. After check in, students will proceed to their classrooms. Parents/family members dropping off will not enter the building; they are asked to either stay in their vehicle or to remain outside on marked spots while their child(ren) enter(s) the school building.
   B. If in the extreme case a family member or parent needs to enter the building, they may enter the gate on Geary Blvd.

II. Afternoon pickup
   A. The 26th Ave door will be utilized as the afternoon pickup for students. Pick up times will be staggered to allow for maximum social distancing. Markers will be placed 6 feet apart for proper social distancing. Parents/family members picking up will not enter the building; they are asked to either stay in their vehicle or to remain outside on marked spots while their child(ren) exit(s) the school building.
   B. If in the extreme case a family member or parent needs to enter the building, they may enter the gate on Geary Blvd and exit at 26th Avenue.

**An important note:** Students and family members are prohibited from socializing and lingering around either the 26th Avenue door or Geary Blvd gate at morning drop off and afternoon pick up. When dropping off/picking up, family members and parents are requested to quickly drop off or retrieve their child(ren) and to return to their cars or to leave the vicinity of the school campus immediately, maintaining appropriate social distance from others who are not members of their household.
<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>GRADE</th>
<th>Location/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:50 - 8:05*</td>
<td>K-2 drop off</td>
<td>K-2</td>
<td>26th Avenue Entrance</td>
</tr>
<tr>
<td>8:05 - 8:20*</td>
<td>3-5 drop off</td>
<td>3-5</td>
<td>26th Avenue Entrance</td>
</tr>
<tr>
<td>8:25 - 8:35</td>
<td>Morning Prayers</td>
<td>K - 5</td>
<td>Prayers streamed on the YouTube channel to cohorts in classrooms</td>
</tr>
<tr>
<td>8:40 - 9:25</td>
<td>1st Period</td>
<td>K - 5</td>
<td></td>
</tr>
<tr>
<td>9:30 - 10:15</td>
<td>2nd Period</td>
<td>K - 5</td>
<td></td>
</tr>
<tr>
<td>10:15 - 10:25</td>
<td>Snack Time</td>
<td>K - 5</td>
<td>Snacks brought from home eaten in the classrooms</td>
</tr>
<tr>
<td>10:25 - 11:10</td>
<td>3rd Period</td>
<td>K - 5</td>
<td></td>
</tr>
<tr>
<td>11:15 - 12:00</td>
<td>4th Period</td>
<td>K - 5</td>
<td></td>
</tr>
<tr>
<td>12:00 - 12:45</td>
<td>Lunch</td>
<td>K - 5</td>
<td>Lunches brought from home in the classrooms</td>
</tr>
<tr>
<td>12:45 - 1:30</td>
<td>5th Period</td>
<td>K - 5</td>
<td></td>
</tr>
<tr>
<td>1:35 - 2:20</td>
<td>6th Period</td>
<td>K - 5</td>
<td></td>
</tr>
<tr>
<td>2:20 - 2:30</td>
<td>Afternoon Prayers</td>
<td>K - 5</td>
<td>Afternoon prayers are pre-recorded and replayed in the classrooms</td>
</tr>
<tr>
<td>2:30-2:45*</td>
<td>Student Pick Up</td>
<td>K-3</td>
<td>Pick up at 26th Avenue door; cohorts will line up in different parts of the building</td>
</tr>
<tr>
<td>2:45-3:00*</td>
<td>Student Pick Up</td>
<td>4-5</td>
<td>Pick up will be at 26th Avenue door</td>
</tr>
</tbody>
</table>

1 Grades K-1 will have snack and short recess from 10:05-10:15, Grades 4-5 from 10:15-10:25, and grades 2-3 from 10:25-10:35 to avoid cohorts mixing while washing hands and on the playground.

2 Grades 4-5 from 12:00-12:20 while Grades 2-3 play. Grades 2-3 eat from 12:20-12:40 while grades 4-5 play. Grades K-1 will have lunch and play time either before or after scheduled lunch time for the rest of the cohorts, depending on their daily schedule.
*It is essential that you arrive on time with your child(ren) in the mornings during their scheduled drop off time window and that there is no delay in arriving to pick up your child(ren) during the designated pick up time at the end of the day.

III. Morning Prayers, Announcements, and Afternoon Prayers
   A. Morning prayers will be livestreamed to all students in classrooms through our YouTube channel starting at 8:25 am. Cohorts will follow along with the prayers in their classrooms.
   B. Announcements will be sent to homeroom teachers via email prior to the start of the day so that homeroom teachers can make announcements in their classes.
   C. Recording of Afternoon Prayers will be played for cohorts in their classrooms

IV. Supplies
   A. Students will bring their own supplies and materials with their own names. Supply items are not shared. Items must be stored in a container or art box and will be kept in their classrooms. Additional supplies may be kept in the students’ backpacks or in the classrooms in a Private Reserve section that students can access as needed.
   B. A limited amount of supplies will be available on campus to distribute to students should necessary items be forgotten (pens, pencils, erasers, paper). These items will not be borrowed, but distributed in the rare event the student does not have the required supplies.
   C. Lockers and cubbies in the communal hallway will not be assigned to students. Students will keep their own backpacks in their classrooms.
   D. Dedicated supplies for separate cohorts for Art and PE will be kept separate and will be disinfected after use or at the end of the day.

V. Uniforms
   A. When learning at school, the standard St. John’s uniform should be neat, tidy and clean for all students. (See St. John’s Academy Parent Student Handbook)
   B. Students may wear additional outerwear on colder days so that windows can remain open for ventilation.
   C. On P.E. days, students will come in P.E. uniform to avoid changing clothes.

VI. Water Bottle Policy
   A. The school’s water fountains will be turned off and will no longer be used.
   B. Students may bring water bottles filled from home and are strongly encouraged to do so. This is the safest and best way to ensure that your child will stay hydrated throughout the day. Water bottles may be plastic or metal. No glass water bottles.
   C. Water bottle may contain water only — no teas, juices, soft drinks, etc.
   D. There will be a water filling station available to refill bottles. Students must ask a staff member to assist them at the filling station and after the filling station is used, it will be disinfected.
E. If a student does not have a water bottle, the school will offer small water bottles.

VII. Misuse of PPE or destruction of school property
   A. All personal protective equipment, other protective items and/or school provided materials must be used appropriately. Misuse of items will result in a school/home consequence and reparations made for any materials that are damaged or broken. This includes but is not limited to vandalism of any partitions or dividers used for desks, destruction of masks or face shields provided by the school, water filling stations, and hand-washing stations.

VIII. Office occupancy and use
   A. The school office occupancy is restricted to 3 people at all times. This includes the staff that regularly work in the office.
   B. Staff will no longer be able to use the office as a staff lounge area.
      a. The staff refrigerator and microwave will no longer be used.
   C. For those staff that do not have a dedicated classroom, tables in the small hall will be arranged with 6ft or more distance for staff work stations.
   D. An area with access to a hot water kettle and a Keurig coffee machine will be stationed in the large hall next to the sink which staff may use. Soap, sanitizer, and disinfecting wipes will be available. Staff should wipe down the area after each use.

IX. Recess
   A. Cohorts will have their own dedicated recess times. In the event of rain, students may spend recess indoors in their classrooms.
   D. Each cohort will have their own dedicated yard equipment which will be disinfected regularly.

X. Snacks and lunch
   A. No snacks or food will be provided to students by the school. Students must bring their own snacks and lunches from home, in line with school policies regarding the types of foods which can be brought (see Parent Student Handbook and updated emails from the administration).
   B. Students will not have access to microwaves, refrigerators, or tea kettles to boil water.

XI. Parent-teacher conferences
   A. Until further notice, all parent-teacher conferences will be arranged virtually. Parents and teachers can arrange these meetings using Google Meet, Zoom, or via telephone.

XII. Teacher Shortage
   A. In the event that a teacher is not available due to illness or must quarantine at home, some students may be required to engage in distance learning from home. In order to ensure a consistent educational experience, students may be given independent projects or work to
complete at home if the school is unable to provide substitutes for classes when a teacher is ill, unable to come to school for any other reason, or unable to teach from home.
Appendix A — Return to Campus Agreement

St. John of San Francisco Orthodox Academy
6210 Geary Blvd., San Francisco, CA, 94121
Phone 415-221-3484
www.stjohnsacademysf.org

St. John of San Francisco Orthodox Academy Return to Campus Agreement
2020-21

Our ability to mitigate risk for our entire community relies heavily on our shared commitment to uphold a culture of health and safety.

We need your partnership to help keep our school safe and open. The entire system of social distancing, masks, and testing depends on each person acting with integrity. We are all accountable for keeping each other safe.

Our Return to Campus Agreement is composed of two parts:

- Our Community Health Pledge
- A Risk Acknowledgement Form from SFDPH

You will be asked to review and sign this agreement prior to your child(ren) returning to campus.

Please read through and as a family, abide the Community Health Pledge.

SFDPH requires all families fill out the Risk Acknowledgement Form as part of the waiver application and the overall school re-opening safety plan. A parent or guardian signature is required before your child is allowed to attend school in-person.

Community Health Pledge

- I will not send the student to the Academy if the student exhibits any of the symptoms associated with COVID-19, and I agree to arrange for the student to be picked up from school as soon as practicable if the school informs me that the student exhibits any of the symptoms while at school.
- I will complete the daily attendance questionnaire accurately so the school can track any symptoms.
- I will inform the Academy immediately if the student or anyone with whom the student has had close contact tests positive for COVID-19 or is suspected of having COVID-19.
- I understand that the Academy may exclude the student from campus for a period of time if the student exhibits symptoms of, or tests positive for, COVID-19. Likewise, the Academy may exclude the student from campus if the student has had close contact with someone who is suspected or confirmed to have COVID-19. If the student is excluded from campus, the Academy will permit the student to return only after satisfying the Academy's requirements.
for returning, which will be based on then-current guidelines of the CDC and/or state and local public health officials.

- I agree that no member of the student’s household may come to campus if they have any symptoms of, or are suspected or confirmed to have, COVID-19 until they have satisfied the Academy's requirements for returning to campus.
- The student and I will comply with the Academy's policies to wear a mask or cloth face covering and practice physical distancing while on campus, including while waiting at the entrance during arrival and dismissal.
- I understand that the Academy may require students to be tested for COVID-19. If the Academy does require students to be tested, I agree to comply with this requirement, including by granting any necessary permissions.
- I agree to follow DPH guidelines and upon returning from travel outside the Bay Area, my child(ren) will quarantine if he or any members of his household have engaged in any of the following activities which places him at a higher risk to contracting the virus:
  - interacted for more than 15 minutes with someone outside his/her household when not wearing a face mask, or
  - was indoors, including on a plane, train or bus and not wearing a face covering at all time, or
  - interacted for more than 15 minutes with someone outside his/her household who was experiencing or began experiencing symptoms of Covid within 48 hours of his interaction with that person.
- I agree that that the Academy has discretion to determine whether the Student should be excluded from campus for a period of time upon returning from travel and my child will need to participate in distance learning during that time
- I agree that my child will participate only in after-school activities which take place outdoors, and align to the SF Department of Health Stay Safer at Home Order (revised August 14). We value community connections and yet we need to limit our social activities for the immediate time period. Indoor activities carry a higher risk and participation in these put the safety of our school cohorts at risk. Generally, the Stay Safer at Home Order urges limiting mixing across households and outlines specific parameters for outdoor gatherings, limiting the size of group gatherings to 6 people if food or drink is involved and otherwise 12 people if masked and practicing social distancing.
- I will comply with all federal, state, and local laws relating to COVID-19 including orders of the state and San Francisco public health departments and the public health orders in the county where I reside, and I further agree to use my best efforts to cause the student to comply with such laws. I understand these laws currently include requirements for physical distancing and wearing face coverings in certain public places and where physical distancing is not possible as well as limiting social gatherings with people outside of my household.
Risk Acknowledgment By Parent/Legal Guardian

The collective effort and sacrifice of San Francisco residents staying at home limited the spread of COVID-19. But community transmission of COVID-19 within San Francisco continues, including transmission by individuals who are infected and contagious, but have no symptoms. Infected persons are contagious 48 hours before developing symptoms ("pre-symptomatic"), and many are contagious without ever developing symptoms ("asymptomatic"). Pre-symptomatic and asymptomatic people are likely unaware that they have COVID-19.

The availability of school is an important step in the resumption of activities. However, the decision by the Health Officer to allow the return to school for all families at facilities that follow required safety rules, does not mean that attending school is free of risk. Enrolling a child at St. John’s Academy could increase the risk of the child becoming infected with COVID-19. While the majority of children that become infected do well, there is still much more to learn about coronavirus in children. City and County of Department of Public Health San Francisco Health Officer Directive Health Officer Directive No. 2020-14-3 including from recent reports of Multisystem Inflammatory Syndrome in Children (MIS-C).

Each parent or guardian must determine for themselves if they are willing to take the risk of enrolling their child in school, including whether they need to take additional precautions to protect the health of their child and others in the household. They should particularly consider the risks to household members who are adults 60 years or older, or anyone who has an underlying medical condition. Parents and guardians may want to discuss these risks and their concerns with their pediatrician or other health care provider. More information about COVID-19, MIS-C, and those at higher risk for serious illness is available on the Centers for Disease Control and Prevention website at https://www.cdc.gov/coronavirus/2019-ncov/.

I understand the risks associated with enrolling my child in St. John’s Academy, and agree to assume the risks to my child and my household. I also agree to follow all safety requirements that St. John’s Academy imposes as a condition of enrolling my child.

____________________________________  ____________________
Signature of Parent/Legal Guardian     Date

__________________________________________________________________________________
Name of Child/Children