De Marillac Academy
Return-to-Campus
Health and Safety plan
2020-2021

De Marillac Academy
175 Golden Gate Avenue
San Francisco, CA 94102

Submitted to DPH on October 7, 2020
Updated February 1, 2021
Subject to revisions based on feedback from SFDPH
INTRODUCTION

Our Guiding Principles and Context

De Marillac Academy has created this plan to aid the community in the process of returning to campus so faculty/staff, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to our school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and San Francisco Department of Public Health (SFDPH). Regular updates will be made to this plan based on information provided by the SFDPH, CDC, and applicable federal, state, and local agencies.

The planning committee, composed of school leadership, with feedback from faculty/staff and families assessed and planned for the needs of the De Marillac community. Our priorities are:

1. **Safety**: Mitigating and slowing the growth of COVID-19 in the context of a return to work and schools. Health and safety must always be at the forefront of our decision-making. Health and hygiene policies will reflect the most recent city, county, and state guidelines.

2. **Meeting the Academic and Social Emotional Learning Needs of our students**: While we continue to enhance the distance learning experience, we recognize the benefit of an on-campus learning experience for our students.

3. **Growth**: Despite limitations, we want our children to continue their academic progress at grade level in their faith and in all core academic standards.

4. **Mission**: Our planning must reflect the mission and vision of De Marillac Academy. Our decisions and practices support equity across our community as best as possible.

5. **Flexibility**: We must be able to pivot throughout the school year, as the reality of COVID-19 is likely to change.

Equity

De Marillac Academy seeks to promote equity in all aspects of our educational experience. Our mission is to provide a life-changing, accessible Lasallian Vincentian Catholic educational experience for the underserved children, youth and families of the Tenderloin and surrounding communities. At De Marillac Academy, we believe that neighborhood of residence and socioeconomic status should not determine a child’s access to a quality education or ultimate success in life. De Marillac’s holistic program liberates students and graduates to lead lives of choice, meaning and purpose.

This document will be updated regularly and posted on the school website and via the school information system.
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GENERAL OVERVIEW

In our planning for returning to campus, we are relying on information from national and local health and education authorities. As we continue to work through every detail of our return to campus, we acknowledge that success in slowing and limiting the spread of the virus will depend on all of us. We can do our part to reconfigure spaces, to accommodate physical distancing, and to install new handwashing stations. But we must also recognize that safety is a shared responsibility—a social contract we make with each other. Therefore, we ask all families to be especially careful during the two weeks prior to our return to campus and going forward; please minimize contact outside of your immediate family and limit travel.

It is our conviction that education is an essential function in society and that if we can do it in-person with a reasonable level of safety then we should do our utmost to try. The alternatives to in-person education are also high risk. We are ready, and we are proudly in compliance with the California and San Francisco regulatory environment.

Authorities Guiding our Planning and Decisions Schoolwide

California Department of Public Health: COVID-19 and Reopening InPerson Learning Framework for K-12 Schools in California, 2020-2021 School Year (July 17, 2020)

California Department of Public Health and CAL/OSHA Department of Industrial Relations: COVID-19 Industry Guidance: Schools and school-based programs (August 10, 2020)


San Francisco Department of Public Health: Reopening TK-12 Schools for InPerson, On-Site Instruction Preliminary Guidance for School Year 2020-2021 (January 27, 2021)


San Francisco Department of Public Health: Frequently Asked Questions for San Francisco Health Orders (February 1, 2021)

San Francisco Department of Public Health: COVID-19 Contact Tracing At Schools, Childcares, and Programs for Children and Youth (August 4, 2020)

San Francisco Department of Public Health: For Non-Healthcare Businesses & Community Organizations: What to do if Someone at the Workplace Has COVID-19 (August 17, 2020)

San Francisco Department of Public Health: When someone has suspected or confirmed COVID-19: Quick Guide for Schools, Childcares, and Programs for Children and Youth (August 10, 2020)

San Francisco Department of Public Health: Health Interim Guidance: Ending Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19 (August 6, 2020)

San Francisco Department of Public Health: For Parents and Guardians COVID-19 Health Checks at Schools, Childcares, and Programs for Children and Youth (August 10, 2020)

San Francisco Department of Public Health: Risk Acknowledgement by Parent/Legal Guardian (June 10, 2020)

California Department of Education: Stronger Together: A Guidebook for the Safe Reopening of California’s Public Schools (June, 16, 2020)
Phases and Revisions

Information and direction about the phases and timeline will be sent to all constituents before implementation. Please see below for a summary of the phases and timelines.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Timing</th>
<th>Items</th>
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| Planning| May – December       | ● Supplies, equipment, physical distancing and health screening protocols  
                                                                         ● Prepare detailed protocols for different phases  
                                                                         ● Prepare building reopen with consistent cleaning       |
| Phase 1 | Aug 1 to November    | ● Distance learning and operations for all students, faculty & staff  
                                                                         ● Limited/essential building use, based on recommendations and data from applicable state and local agencies  
                                                                         ● Training of select staff                                  |
| Phase 2 | November to December | ● Distance learning for all students  
                                                                         ● Select faculty and staff return to building, staggered work hours and spaces  
                                                                         ● Specialized group of students to return to campus in small cohorts  
                                                                         ● Implement social distancing protocol and open facilities with limited access/use  
                                                                         ● Faculty/staff are trained on protocol in preparation for implementation of the hybrid model in January |
| Phase 3 | January to June      | ● Hybrid learning model will be enacted in February at the beginning of Trimester 3.  
                                                                         ● Students will be onsite 2 days a week and remote 3 days a week-Distance Learning continues for families who opt out of in-person  
                                                                         ● Faculty will be onsite week of Jan 19  
                                                                         Students will return February 16  
                                                                         ● All faculty and staff in building, staggered work hours and spaces as needed  
                                                                         ● Expand full operation based on recommendations and data from applicable local and state agencies  
                                                                         ● Determine what restrictions/guidelines stay in place ongoing |

Revisions

Updates to this protocol and other current information will be posted to the community internally through Alma, our student information system, and publicly on our school’s COVID-19 Response page on the school website.
Mitigating COVID-19 Droplet Transmission

Our COVID-19 Prevention and Mitigation practices align with the science-based recommendations arising from state and city mandates. We acknowledge that we should place particular emphasis on adult-to-adult transmission, and adults as sources of infection. According to the SFDPH, “Although children can be infected with COVID-19 and can spread it to adults, it is important to understand that spread of infection between adults is common. We know from child care settings and summer camps that staff, not children, are most often the source of COVID-19 exposure in a facility.” ([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))

Since COVID-19 mainly spreads from person-to-person via respiratory droplets, the prevention of direct respiratory droplet transmission is even more important than frequent cleaning and disinfection. The virus must get into a person's nose, mouth or eyes to cause infection. (To get COVID-19 from touching a contaminated surface, a person must first get the virus on their hands, and then touch their eyes, nose or mouth with their hands.) Frequent hand washing for at least 20 seconds breaks the chain of transmission. We know that coronavirus is easy to kill compared to norovirus. Most household cleaning products are effective. The use of Personal Protective Equipment (PPE) has not eliminated our need for physical distancing, portable barriers/partitions and universal face coverings. PPE can give people a false sense of security.

We recognize that physical distancing, barriers and face coverings are generally more important in preventing the spread of COVID-19 in schools. Exposure risk is a gradient, rather than an all-or-nothing condition. A rule of thumb is that a person must spend at least 10-15 minutes within 6 feet of someone with COVID-19 to be at risk of infection.

Risk Acknowledgement Form

We require a signed copy of the [SFDPH Risk Acknowledgement Form](https://www.sfdph.org/dph/alerts/covid-guidance/Preliminary-Guidance-TK12-Schools.pdf) for all families who return to campus. This requirement will be communicated electronically in our reopening communication. We will offer families the option to return the form itself or to a scan or photo of the form. In either case we will maintain records of this response in the same secure manner that we store all enrollment material.
BUILDING PREPARATION

Ventilation, Windows, and Outdoor Spaces

We recognize that increasing outdoor air circulation lowers the risk of infection by “diluting” any infectious respiratory droplets with outdoor air. Being outside is even lower risk. On our campus we consider ourselves fortunate in having operable windows, mechanical air systems, and outdoor spaces to use as learning spaces.

On our campus we have nearly floor to ceiling windows in most of our classrooms. In many classroom and community spaces we have mechanical air filtration to increase the input of fresh air in and out of the building. In classrooms that do not have air filtrations, we will have fans pulling and pushing out air with approved HEPA filtration in each of these spaces.

While we will keep windows and doors open as much as possible to increase circulation of outdoor air, we are mindful of the need to be vigilant with regard to the risk of exacerbating individuals’ allergies or asthma. Where possible, and weather permitting, we are using outdoor spaces for some instruction and meals/snacks. We always ensure that children wash or sanitize their hands before and after using outdoor facilities and before eating.

During recess on the play yards, we have some marked boundaries to make sure that students stay in their stable group. We have set up hand sanitizing stations in strategic locations where they are needed to support hand sanitizing practices.

Signage

Throughout the building, we will communicate our social distancing, cleaning and handwashing protocols with signs provided by the CDC. Every sink, bathroom, and space will have reminders about proper hand washing techniques. Sanitizing stations will be clearly marked on each floor and at each entrance of the building. Visual reminders are placed at 6 feet distance throughout the building for when students and staff are transitioning through the building. Examples can be found in Appendix B.

Cleaning and Disinfecting

Virologists have demonstrated that COVID-19 is relatively easy to kill. Most household disinfectants are effective. Our routine cleaning focuses on frequently touched surfaces like door handles, desks, countertops, phones, keyboards, light switches, handles, toilets, and faucets.

In support of providing a safe space for learning, our janitorial practices are being intensified. We have enhanced cleaning practices by creating morning and nightly specific cleaning routines.
During the day, staff will be focused solely on high touch surfaces, which have been surveyed and notated on a schedule. We will also be adding sanitizer stations by photocopiers, at all staff work stations, and on every floor of the building. During the night time, after the normal cleaning has been completed, an additional layer of disinfection will occur for all teacher, staff and student areas.

We use several types of disinfectants for different surface types. They are all hospital grade and on the EPA List N that are designated for fighting SARS-CoV-2. We also utilize disinfectants that are the least toxic available (EPA Class VI Toxicity) to reduce exposure incidents to the products.

We will conduct biweekly inspections using the COVID-19 Inspection Form (See Appendix A) 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.

Lastly, all faculty and staff will be provided sanitizing wipes and hand sanitizer for morning and nightly cleaning of their own individual spaces and any needs that may arise within a classroom. Students will also wipe down their materials twice daily with sanitizing wipes. This layered approach and enhancements will better our health outcomes considerably.

### Cleaning Protocol

#### GENERAL PROTOCOLS

### Preventing COVID-19 from Entering the School

#### Visitor Restrictions Protocol

We will not allow normal visitation to our campus until our reopen date. Only scheduled workers are allowed on campus during preparation for reopening. Once school is back in session on campus, visitation will still be limited while COVID-19 risk persists as determined by SFDPH. The safety of our faculty/staff and students is our primary concern. For the most part families and visitors will not be allowed on campus. Approved visitation by the Leadership Team will be conditional on the visitor passing the same screening process as staff.

#### Social Distancing

Social distancing is an effective way to prevent potential infection. Faculty/staff, students, parents, and visitors will be required to wear a mask and should practice staying at least 6 feet, the SFDPH recommended distance, from others and eliminating contact with others whenever possible.

- Traffic Flow – Taped markings on the floor will mark the walking direction throughout the campus to maintain the social distancing requirements.
● Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided.

Student Protocols

Self-Screening Before Leaving Home

To increase the effectiveness of screening upon entry and to avoid awkward or uncomfortable interactions at our entry points, we insist that every student and employee self-screen proactively before leaving home. For younger children this is a parent responsibility. Conducting a symptom check before coming to school mitigates risk of COVID-19 transmission because it reduces contact points during commutes and at entry points.

It boils down to a very simple rule: “Stay home if you are sick!”

Anyone with symptoms or exposure to COVID-19 should not leave home. Symptoms include: elevated temperature, fever, chills, cough, trouble breathing, muscle pain, headache, sore throat, and/or new loss of taste or smell.

Exposure criteria are:

- Close contact for a prolonged period of time with someone exhibiting symptoms of COVID-19 Coronavirus
- Exposure to a confirmed outbreak of COVID-19, or a person who has tested positive for COVID-19
- Testing positive for COVID-19, or a diagnosis by a medical professional as having the virus, or awaiting COVID-19 test results

Close contact is defined as within 6 ft for more than 15 minutes. We encourage family members of students and staff with symptoms of COVID-19 to be tested promptly, before they can spread infection to students and staff. We ask that students and staff who have travelled out of the San Francisco Bay Area to stay at home for 10 days before returning to school. Here is the official SFDPH Covid-19 Personnel Screening (Spanish Version) summative document that we give to all faculty/staff.

Screening on site

As students arrive on campus, there will be a verbal/visual screen for symptoms and temperature check using a no-touch thermometer in the main outside courtyard of the campus. Students will have temperatures checked, health screening completed and attendance taken. Students will sit 6 feet apart till they dismiss up the interior stairs and through the glass double doors while being socially distant in all spaces. As students arrive in the building they will use the first hand sanitizing station. Students will walk in the middle of the stairwell to limit spreading of any germs.
Failed Screenings
Students who do not pass the screening will be asked to leave campus, with a guardian or emergency contact. If they need to wait to be picked up, they will wait outside if weather permitting or in the isolation room.

Student Stable Groups
All students will be in stable classroom groups. Stable group size will be determined by the size of the classroom. All student schedules will support keeping stable groups stable.

SFDPH Best Practices for School
CDPH Stable Group Guidance

Personal Items
Students will have a set of personal school supplies. Students’ supplies and belongings will be kept in designated personal storage. All students will be responsible for cleaning and disinfecting all personal items and individual spaces. There will be built in time during transitions between classes for students to clean and disinfect their frequently used personal items and individual spaces.

As much as possible, faculty will utilize digital platforms to minimize transmission of papers and other materials back and forth between faculty and students. There will be limited sharing on items like art supplies, manipulatives, and other high touch materials. Shared supplies and equipment between students will be cleaned and disinfected regularly.

Face Coverings
Face coverings are an important way that we, as a community, can slow the spread of the COVID-19 and protect each other. All faculty, staff and students are required to wear a mask to school every day when entering school and walking throughout the campus and inside classrooms. Teachers may augment their protection with face shields at any time.

Remember that face masks are not a fashion statement, but rather a health statement. If a face mask becomes a distraction, students will be required to remove it and another mask will be provided.

Staff Training and Family Education
Over the fall, DMA faculty/staff, families and students have received ongoing communication about the transmission of COVID-19, social distancing and healthy hygiene practices. Upon completion, DMA’s Return-to-Campus Health and Safety Plan will be shared with families and faculty/staff. School leadership will host informational Zoom meetings to answer questions. In October, November and January, DMA staff will receive training on the protocols. In preparation for the return of students, DMA faculty will have been trained through professional development sessions and in-person protocol training (incorporating Cal/OSHA 3205(c)(5)(A-H)) to ensure the safety of the community. In addition, all new faculty and staff hires will be
trained on protocols as part of their onboarding process.

**Staff Protocols**

**Self-Screening Before Leaving Home**

To increase the effectiveness of screening upon entry and to avoid awkward or uncomfortable interactions at our entry points, we insist that every student and employee self-screen proactively before leaving home. Conducting a symptom check before coming to school mitigates risk of COVID-19 transmission because it reduces contact points during commutes and at entry points. It boils down to a very simple rule: “Stay home if you are sick!”

Anyone with symptoms or exposure to COVID-19 should not leave home. Symptoms include: elevated temperature, fever, chills, cough, trouble breathing, muscle pain, headache, sore throat, and/or new loss of taste or smell.

Exposure criteria are:
- Close contact for a prolonged period of time with someone exhibiting symptoms of COVID-19 Coronavirus
- Exposure to a confirmed outbreak of COVID-19, or a person who has tested positive for COVID-19
- Testing positive for COVID-19, or a diagnosis by a medical professional as having the virus, or awaiting COVID-19 test results

Close contact is defined as within 6 ft for more than 15 minutes. We encourage family members of students and staff with symptoms of COVID-19 to be tested promptly, before they can spread infection to students and staff. We ask that students and staff who have travelled out of the San Francisco Bay Area to stay at home for 14 days before returning to campus. Here is the official SFDPH Covid-19 Personnel Screening summative document that we give to all faculty/staff.

**Screening onsite**

Staff with notable symptoms while at home will be expected to report them to their supervisor and remain home.

Upon entry into the building, all persons must complete a touchless health screening form on the receptionist application on the iPad in the Student Services Center (SSC).
- Take temperature and answer the screening questions on the Receptionist App to sign into the building. This is CRITICAL for contact tracing purposes and is MANDATORY. All information collected is secure and will be kept private.
Staff Personal Protective Equipment (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE includes:

**Masks:** Face masks are an essential part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Face coverings are an important way that we, as a community, can slow the spread of the coronavirus and protect each other. All faculty, staff and students are required to wear a mask to school every day when entering school and walking throughout the campus and inside classrooms. Teachers may augment their protection with face shields, provided by DMA, at any time. Remember that face masks are not a fashion statement, but rather a health statement. If a face mask becomes a distraction, students will be required to remove it and another mask will be provided. *Any employee not wearing a face covering/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.*

**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

**Desk Shields:** DMA staff will be provided plastic barriers at their desk, upon request.

*Please note that social distancing should still be practiced even with masks.*

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose or use the inside of your elbow when you cough or sneeze
Delivering Instruction

All faculty and staff will be trained in daily sanitation and hygiene protocols. Additionally, students will be trained on daily cleaning and sanitation of personal desks, chairs, and supplies. Faculty will provide routine instruction in social distancing and health practices to students.

Faculty and students will have access to personal and classroom technology equipment that will support social distancing in the classroom.

Testing

In accordance with SFDPH mandate, all De Marillac faculty/staff will be tested within seven days (14 days maximum) of returning to work in person. Faculty/staff will be tested on site weekly through our testing partner, Curative Labs. DMA will be notified of results and will keep a record, accessible to the SFDPH. At this time students and families are not required to be tested prior to returning to campus, though it is highly encouraged for families to have middle school students tested or for the adults in households of lower school students to be tested prior to returning to in-person instruction.

Testing Protocol

Data and Evaluation

DMA will ask faculty/staff to sign a release of information with the testing facility or faculty/staff will be required to report test results immediately to DMA (within 1 hour for a positive or inconclusive result; within 24 hours for negative result.) DMA will report all positive and inconclusive results to the SFDPH immediately. DMA will keep a database, overseen by the Human Resources department, of the testing schedule and results. Data will be available to the SFDPH upon request.

Exposure Protocol

In order to safeguard the members of our community during the COVID-19 pandemic, De Marillac Academy has enacted a series of protocols. When we are notified that a member of our community:

- Has been in close contact with someone who contracted Covid-19; or
● A member of our community is displaying symptoms, or
● A member of our community has a confirmed case,

We will enact the San Francisco Department of Public Health Exposure Protocol for Schools, Childcares, and Programs for Children and Youth. We will be in consultation with SFDPH regarding contract tracing and communication.

It is our policy to:

● Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
● Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.

Close contact is defined by SFDPH as a person who is less than 6 feet from the infected person for more than 15 minutes in a period of 24 hours.

Contact tracing will be done by administration in the event of a student or family exposure, or Human Resources in the event of a faculty or staff member exposure. Confidentiality of community members will be protected at all times.

Notification of community members will occur within one business day, utilizing the templates outlined in the protocol, and will include instructions on when they may reenter the building.

This protocol has been updated several times by SFDPH, and we will always enact the most recent protocol.

**Contact Tracing**

A member of Human Resources (if employee) or DMA Administration (if student) will be designated as a Contact Tracer (CT). The CT will connect with the community member who had the possible exposure to assess the impact of potential exposure to others in our community. Using the SFDPH form, Site Information Gathering Tool” which is part of the above linked protocol:

● The CT will be mindful of the language and approach to interviewing the person who could have had the exposure.
● The confidentiality of the community member will be protected.
● CT will consult the log of building visitors in addition to interviewing exposed community member.
● CT will work to identify areas of the building accessed by the exposed community member.
● CT will work to identify faculty/staff, students, visitors or vendors they had close contact with starting from 48 hours before symptoms appeared through the time of the interview.
● Close contact is defined as someone who was within six feet of an infected person for a prolonged period of time (at least 15 minutes).

Communication Links
DMA shall notify student families, employees, independent contractors and anyone on campus during the high-risk exposure period within one business day. Communication links are in our Exposure Protocol document.

Triggers for Switching to Distance Learning
DMA will be in close communication with SFDPH when the DPH Exposure protocol is enacted to determine if and what the school needs to shift from a hybrid to full-distance learning model.

Shared Spaces
Faculty/staff are encouraged to disinfect their workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Our site has alcohol-based hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones and keyboards. The site custodial team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Office Capacity – Site will be monitoring the number of persons in the offices.
Conference Rooms – Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Zoom as a virtual option, even if faculty/staff in the same office or school.
Teacher Lounge – Shared appliances such as coffee machines, refrigerators, and microwaves, will be unavailable for the time being. The copy machine and other supplies will be accessible but there should be only one person in the faculty lounge at a time.

Social Distancing Classroom Protocol
Common Spaces Protocol
SSC Protocol
**Socioemotional Support for Faculty & Staff and Transition back to Campus Support for Families**

The pandemic is impacting faculty and staff in a variety of ways. De Marillac Academy has adopted additional practices to support the health and well-being of our faculty and staff. These practices include updated resources shared weekly through staff newsletter, additional time made for wellness check-ins during weekly faculty/staff meetings, additional scheduled time for virtual social gatherings/celebrations. Staff will continue to make bi-weekly calls to families to provide wellness support during distance learning and during the transition back to campus.

**Travel Restrictions**

DMA will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Leadership Team. DMA Faculty/Staff and students are asked to stay away from the building for 10-days after travel outside the Bay Area.

**SCHOOL SCHEDULE & ROUTINES**

**Model A: Targeted/Specialized Student Group**

Scheduled to be enacted in November and December 2020

**Drop-Off Hours:** 7:45 AM - 8:45 AM

**Morning Drop-Off Schedule**

**Lower school**
- 4th: 7:45 am
- 5th: 8:00 am

**Middle school**
- 6th: 8:15 am
- 7th & 8th: 8:30 am

There will be staggered drop-off times to maintain social distancing and mitigate the gathering of large groups of students. Students will arrive at school according to their grade-level morning drop-off schedules. Students will enter through the courtyard for temperature checks and health screens. Upon completion of temperature checks and health screens, students will be sent directly to assigned grade-level locations/classrooms.

**Drop Off/Pick Up**
Class schedule: Shifting Scheduling Options

* A schedule will be determined once the number of targeted/specialized students are identified.

1. Alternate Days

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<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>Groups A/B</td>
<td>Groups C/D</td>
<td>Groups A/B</td>
<td>Groups C/D</td>
<td>Distance Learning (DL)</td>
</tr>
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2. One day a week

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
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<th>Friday</th>
</tr>
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<tbody>
<tr>
<td>Group A</td>
<td>Group B</td>
<td>Group C</td>
<td>Group D</td>
<td>Distance Learning (DL)</td>
</tr>
</tbody>
</table>

Breaks/lunches

Breaks and lunches will be held in homeroom classrooms. Schedules will be staggered. Students will wash hands and/or use restrooms prior to the arrival of snacks and meals. Food service staff will deliver snacks and meals to homeroom classrooms. Students will eat snacks and meals at their assigned seats. At the end of breaks/lunches, students will individually discard any trash, recyclable, and/or compost items in bins outside of classrooms or hallways and will wash hands and/or use restrooms.

Student Breaks Protocol
Student Meals and Food Protocol

Co-curricular and Enrichment Classes

All co-curricular and enrichment classes will be done through remote instruction.

Dismissal Schedule

Dismissal Hours: 12:30 pm - 1:10 pm

Lower school
4th: 12:30 pm
5th: 12:45 pm
Middle school
6th: 12:45 pm
7th & 8th: 1:00 pm

Lower school
There will be staggered pick-up times to maintain social distancing and mitigate the gathering of large groups of students and families. The courtyard will be the pick-up location for lower school students. Lower school students will be dismissed one at time once their parent/guardian arrives.

Middle school
There will be staggered dismissal times to maintain social distancing and mitigate the gathering of large groups of students and families. The walkway will be the dismissal location for middle school students. Middle school students will be dismissed one at time. Faculty and staff will be stationed in designated areas of the dismissal locations and in front of the school to assist with social distancing of students and families.

Staffing
- Faculty/Supervising adults (2-3 per stable group)
- Administration (rotational basis)
- Leadership Team (rotational basis)
- Maintenance/Food-service staff

Model B: All-School Hybrid
Option B is planned to be enacted on February 16, 2021. Students and families who opt in for in-person instruction will be onsite 2 days a week and remote 2 days a week. All students will be remote on Fridays.

Morning Drop Off Schedule
Drop-Off Hours: 7:45 AM - 8:45 AM
Lower school
4th: 7:45 am
5th: 8:00 am

Middle school
6th: 7:45 am
7th: 8:00am
8th: 8:10 am

There will be staggered drop-off times to maintain social distancing and mitigate the gathering of large groups of students. Students will arrive at school according to their grade level morning drop-off schedules. Students will enter through the courtyard for temperature checks and health screens. Upon completion of temperature checks and health screens, students will be sent directly to assigned grade level locations/classrooms.
Drop Off/Pick Up Protocol

Class schedule: Shift scheduling Options

1. Alternate Days
   a. Monday/Wednesday - Lower School (4th and 5th)
   b. Tuesday/Thursday - Middle School (6th, 7th, 8th)
   c. Friday is distance learning for all students.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower School</td>
<td>Middle School</td>
<td>Lower School</td>
<td>Middle School</td>
<td>Distance Learning (DL)</td>
</tr>
</tbody>
</table>

Breaks/lunches

Breaks and lunches will be held in homeroom classrooms. Schedules will be staggered. Students will wash hands and/or use restrooms prior to the arrival of snacks and meals. Food-service staff will deliver snacks and meals to homeroom classrooms. Students will eat snacks and meals at their assigned seats. At the end of breaks/lunches, students will individually discard any trash, recyclable, and/or compost items in bins outside of classrooms or hallways and will wash hands and/or use restrooms.

Student Breaks/Lunches
Student Meals and Food Protocol

Co-curricular and Enrichment Classes

All co-curricular and enrichment classes will be done through remote instruction.

Dismissal Schedule

Dismissal Hours 12:30 pm - 1:10 pm

Lower school
4th: 12:30 pm
5th: 12:45 pm

Middle school
6th: 12:45 pm
7th: 1:00 pm
8th: 1:10 pm

Lower school
There will be staggered pick-up times to maintain social distancing and mitigate the gathering of large groups of students and families. The courtyard will be the pick-up location for lower school students. Lower school students will be dismissed one at a time once their parent/guardian arrives.

Middle school
There will be staggered dismissal times to maintain social distancing and mitigate the gathering of large groups of students and families. The walkway will be the dismissal location for middle school students.

Faculty and staff will be stationed in designated areas of the dismissal locations and in front of the school to assist with social distancing of students and families.

Staffing:
- Faculty/Supervising adults (2-3 per stable group)
- Administration (rotational basis)
- Leadership Team (rotational basis)
- Maintenance/Food-service staff

Model C: Full Distance Learning
All classes, including co-curricular and enrichment classes will be remote instruction.

DMA Full Distance Learning Schedule
## School Schedules

Below are the general school-day schedules for both on-site and distance learning. Monday through Thursday is a hybrid schedule (a combination of on-site and distance learning). All co-curricular and enrichment classes will be done remotely. Fridays will be distance learning for all students. Please note that breaks are not included in the schedules below. **Please note that all sessions are done remotely between 2:00 pm.**

### Daily On-site Schedule (Monday - Thursday)

<table>
<thead>
<tr>
<th></th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 - 8:00</td>
<td>Arrival</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 - 8:15</td>
<td>Homeroom</td>
<td>Arrival</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:15 - 8:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30 - 8:45</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:45 - 9:00</td>
<td>Academic Instruction</td>
<td>Academic Instruction</td>
<td>Academic Instruction</td>
<td>Homeroom</td>
<td>Homeroom</td>
</tr>
<tr>
<td>9:00 - 12:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:30 - 12:45</td>
<td>Dismissal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:45 - 1:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 - 1:10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:10 - 2:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00 - 3:00</td>
<td>(Remote) Co-curricular &amp; Enrichment classes</td>
<td>(Remote) Co-curricular &amp; Enrichment classes</td>
<td>(Remote) Co-curricular &amp; Enrichment classes</td>
<td>(Remote) Co-curricular &amp; Enrichment classes</td>
<td>(Remote) Co-curricular &amp; Enrichment classes</td>
</tr>
<tr>
<td>3:00 - 4:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Daily Distance-Learning Schedule (Monday - Thursday)

<table>
<thead>
<tr>
<th></th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 8:30</td>
<td>Homeroom</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30 - 9:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 - 12:30</td>
<td>Academic Instruction</td>
<td>Academic Instruction</td>
<td>Academic Instruction</td>
<td>Academic Instruction</td>
<td>Academic Instruction</td>
</tr>
<tr>
<td>12:30 - 1:00</td>
<td>Offline</td>
<td>Offline</td>
<td>Offline</td>
<td>Offline</td>
<td>Offline</td>
</tr>
<tr>
<td>1:00 - 2:00</td>
<td>Offline</td>
<td>Offline</td>
<td>Offline</td>
<td>Offline</td>
<td>Offline</td>
</tr>
<tr>
<td>2:00 - 3:00</td>
<td>CT/Office Hours</td>
<td>CT/Office Hours</td>
<td>CT/Office Hours</td>
<td>CT/Office Hours</td>
<td>CT/Office Hours</td>
</tr>
<tr>
<td>3:00 - 4:00</td>
<td>Co-curricular &amp; Enrichment classes</td>
<td>Co-curricular &amp; Enrichment classes</td>
<td>Co-curricular &amp; Enrichment classes</td>
<td>Co-curricular &amp; Enrichment classes</td>
<td>Co-curricular &amp; Enrichment classes</td>
</tr>
</tbody>
</table>

### Friday Distance-Learning Schedule (all students)

<table>
<thead>
<tr>
<th></th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 8:30</td>
<td>All-school Assembly &amp; Homeroom</td>
<td>All-school Assembly &amp; Homeroom</td>
<td>All-school Assembly &amp; Homeroom</td>
<td>All-school Assembly &amp; Homeroom</td>
<td>All-school Assembly &amp; Homeroom</td>
</tr>
<tr>
<td>8:30 - 11:30</td>
<td>Office Hours</td>
<td>Office Hours</td>
<td>Office Hours</td>
<td>Office Hours</td>
<td>Office Hours</td>
</tr>
<tr>
<td>11:30 - 12:30</td>
<td>Class Meeting</td>
<td>Class Meeting</td>
<td>Class Meeting</td>
<td>Class Meeting</td>
<td>Class Meeting</td>
</tr>
</tbody>
</table>
FACILITIES CLEANING

The safety of our faculty/staff and students are our first priority. Upon reopening, our school has been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before faculty/staff and students return, the steps outlined below will routinely serve to protect everyone and reduce the risk of spread of infection.

General Disinfection Measures

<table>
<thead>
<tr>
<th>Category</th>
<th>Area</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workspaces</td>
<td>Classrooms, Offices</td>
<td>At the end of each use/day</td>
</tr>
<tr>
<td>Appliances</td>
<td>Refrigerators, Microwaves, Coffee Machines</td>
<td>Daily</td>
</tr>
<tr>
<td>Electronic Equipment</td>
<td>Copier machines, Shared computer monitors, TV’s, Telephones, Keyboards</td>
<td>At the end of each use/day and/or between use</td>
</tr>
<tr>
<td>General Used Objects</td>
<td>Handles, Light switches, Sinks, Restrooms</td>
<td>After each recess</td>
</tr>
<tr>
<td>Common Areas</td>
<td>Cafeteria, Library, Conference rooms, Gyms, Common Areas</td>
<td>At the end of each use/day; between groups</td>
</tr>
</tbody>
</table>

School Procured Additional Supplies

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand Pump</td>
<td>1/classroom</td>
<td>For teacher use, to spray desks for students to wipe down.</td>
</tr>
<tr>
<td>Staff Gloves</td>
<td>500 count/class</td>
<td>Nitrile gloves</td>
</tr>
<tr>
<td>Bulk Hand Sanitizer</td>
<td></td>
<td>Refills always on stock</td>
</tr>
<tr>
<td>Individual Pumps</td>
<td>1/person</td>
<td>8oz</td>
</tr>
<tr>
<td>Cleaning Solution</td>
<td></td>
<td>Alcohol-based</td>
</tr>
<tr>
<td>Item</td>
<td>Location/Description</td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Ziplock/ Paper Bags</td>
<td>For storing masks during meal times</td>
<td></td>
</tr>
<tr>
<td>Restroom Soap Dispensers</td>
<td>At each sink, refilled nightly</td>
<td></td>
</tr>
<tr>
<td>IR Therm</td>
<td>2/school Housed in school office</td>
<td></td>
</tr>
<tr>
<td>Acrylic/Plexiglass</td>
<td>Office counter &amp; between sinks</td>
<td></td>
</tr>
</tbody>
</table>
## COVID-19 Inspection Form

**Based on the Cal/OSHA Model COVID-19 Protection Plan**

**Date:**

**Name of person conducting the inspection:**

**Work location evaluated:**

<table>
<thead>
<tr>
<th>Exposure Controls</th>
<th>Status</th>
<th>Person Assigned to Correct</th>
<th>Date Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barriers/partitions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ventilation (amount of fresh air and filtration maximized)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional room air filtration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Administrative</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical distancing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surface cleaning and disinfection (frequently enough and adequate supplies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand washing facilities (adequate numbers and supplies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfecting and hand sanitizing solutions being used according to manufacturer instructions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PPE (not shared, available and being worn)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Face coverings (cleaned sufficiently often)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gloves</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Face shields/goggles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respiratory protection</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX B: SIGNAGE & FORMS

Entrance Signage

De Marillac promotes social distancing, face coverings, and healthy hygiene through signage throughout the school building.
Interior Student Services Center (SCC) entrance
Staff Temperature Screening Station

Additional Details
Contactless checkin for all staff and faculty
Health screening questions required for staffcheck inand daily
Student Bathrooms

Additional Details

- No more students in a restroom than sinks.
- X Marks the Spot (spaced line up spots outside restroom).
- Students will disinfect hands upon entry into the classroom.
- Plexiglass barriers installed between each sink.
Building, Hallway and Classroom Signage

Additional Details
Markings placed at 6 feet in hallways and public spaces.
**HALLWAY Expectations**

1. Walk on right side silently
2. Stand up straight, off wall
3. Keep hands to yourself
4. One step at a time carefully
5. Wait for further instructions appropriately

**Student Checklists**

**DID YOU WASH YOUR HANDS?**

**ASK YOURSELF:**

- Did I just go to the bathroom?
- Am I about to eat?
- Did I just eat?
- Did I cough or sneeze?
- Did I touch supplies or objects that other people have touched?
- Did I touch garbage?
- Did I touch my mask?

If you can't wash your hands, ask your teacher or another adult for hand sanitizer.

[cdc.gov/coronavirus]
Additional Signage

- Reporting unsafe conditions related to COVID-19 posted in staff break rooms and other staff areas: [https://sf.gov/file/reporting_health-order-violations-poster-11x17](https://sf.gov/file/reporting_health-order-violations-poster-11x17).

- Ventilation Checklists posted in staff break rooms: [https://sf.gov/file/ventilation_checklist-poster](https://sf.gov/file/ventilation_checklist-poster)

- Take a Break Safely posted in staff break rooms: [https://sf.gov/file/covid_break-room](https://sf.gov/file/covid_break-room).