De Marillac Academy
Return-to-Campus
Health and Safety plan
2021-2022

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

Updated July 28, 2021
Subject to revisions
INTRODUCTION

Our Guiding Principles and Context

Since the beginning of the COVID-19 epidemic, De Marillac Academy has followed the guidance of the Centers for Disease Control and Prevention (CDC) and San Francisco Department of Public Health (SFDPH). Given the important health and education benefits of in-person learning and the knowledge gained since the start of the COVID-19 epidemic, De Marillac is following the SFDPH guidance to resume full-capacity in-person learning and will continue to follow all necessary mitigation protocols. By layering effective prevention strategies, De Marillac can reduce the risk of COVID-19 and provide in-person instruction safely for staff and students. Effective prevention strategies include vaccination, masking indoors, ventilation, hand hygiene, physical distancing, and testing.

The Guidance below is based on the most up to date science available, and incorporates the current, lower levels of COVID-19 transmission and high vaccination rates in San Francisco. Data collected by the SFDPH during last school year shows that the risk of transmission in school is low when all protocols are followed. The following protocols are subject to change as new knowledge emerges, local community transmission changes, or as the percentage of staff and students who are fully vaccinated for COVID-19 increases.

De Marillac Academy recognizes the important health and learning benefits of in-person instruction. DMA 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), California Department of Health (CDPH), 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.

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: We recognize the benefit of an on campus learning experience for our students.

3. Growth: 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. De Marillac Academy seeks to promote equity in all aspects of our educational experience.

5. Flexibility: We must be able to pivot throughout the school year as CDC and SFDPH guidance is updated.

This document will be updated regularly and posted on the school website and via the school information system.
# TABLE OF CONTENTS

## INTRODUCTION
- Our Guiding Principles and Context

## TABLE OF CONTENTS

## GENERAL OVERVIEW
- Authorities Guiding our Planning and Decisions Schoolwide
- De Marillac Academy COVID-19 Vaccination Policy for Employees

## BUILDING PREPARATION
- Ventilation, Windows, and Outdoor Spaces
- Signage

## GENERAL PROTOCOLS
- Preventing COVID-19 from Entering the School
  - Visitor Restrictions Protocol
  - Social Distancing
- Protocols
  - Self-Screening Before Leaving Home
  - Exposure Protocol
  - Contact Tracing
  - Communication Links
  - Face Coverings
- Staff Training
- Triggers for Switching to Distance Learning

## APPENDIX A: CLEANING & SUPPLIES
- FACILITIES CLEANING
GENERAL OVERVIEW

In our planning for returning to campus, we are relying on information from national and local health and education authorities. We acknowledge that success in slowing and limiting the spread of the virus will depend on all of us. As a community, we must also recognize that safety is a shared responsibility—a social contract we make with each other. Therefore we encourage vaccination of anyone 12 and older, we encourage everyone to remain vigilant in safety measures. If you are sick, please do not come to campus. Please practice healthy hygiene. We will require everyone to wear masks while on campus.

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/2020-33-Guidance-TK12-Schools.pdf](https://www.sfdph.org/dph/alerts/covid-guidance/2020-33-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.

“The risk of transmission in school is low. Schools provide layers of prevention, in a structured, supervised setting where everyone must follow precautions to prevent COVID-19. As a result, the risk of COVID-19 in schools is often lower than less supervised settings outside of school. There were less than five cases of COVID transmission in San Francisco schools with in-person learning among 48,000 students and teachers during the last school year, including during the height of our winter surge. SFDPH recommends that parents and caregivers with concerns consult with their child’s doctor before deciding not to send their child to school.” ([https://www.sfdph.org/dph/alerts/covid-guidance/2020-33-Guidance-TK12-Schools.pdf](https://www.sfdph.org/dph/alerts/covid-guidance/2020-33-Guidance-TK12-Schools.pdf))

**Authorities Guiding our Planning and Decisions Schoolwide**

San Francisco Department of Public Health (SFDPH)
- SFDPH Schools and Childcare Hub for COVID19 consultation and guidance (628) 2177499 or cases.schools@sfdph.org
- SFDPH 7.9.21 Statement from SF Health Officer on CDC School Reopening Guidance.pdf
- SFDPH Guidance for schools as of 7/28/21
COVID-19 guidance for the public, including employers [https://www.sfcdcp.org/covid19](https://www.sfcdcp.org/covid19)

COVID-19 guidance for schools at [https://sfcdcp.org/school](https://sfcdcp.org/school)

- “Quick Guide for Suspected or Confirmed COVID-19”
- “Parent Handout: Symptom and Exposure Check/Returning to School after Symptoms”

California Department of Public Health (CDPH)

- COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year [https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx)
- State of California Safe Schools for All [https://schools.covid19.ca.gov](https://schools.covid19.ca.gov)

Centers for Disease Control and Prevention (CDC)


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 Resources page on the school website.

**De Marillac Academy COVID-19 Vaccination Policy for Employees**

Getting vaccinated helps protect yourself, coworkers, students, families, and our community. Individuals who receive the COVID-19 vaccine will help the De Marillac community thrive together and thrive in person. We encourage you to read about the many health benefits of COVID-19 vaccination.

De Marillac Academy, following the recommendations of the San Francisco Department of Public Health, will require all employees (full-time and part time) to be fully vaccinated against COVID-19. Evidence of vaccination should be submitted to HR no later than September 15, 2021 or 30 days after date of hire, whichever is later.

Anyone who cannot receive the COVID-19 vaccine because of a disability, health condition, or sincerely held religious belief, practice, or observance must submit appropriate documentation to HR and will be required to submit a negative COVID-19 test on a weekly basis.

Vaccine documentation will be kept private and secured, separately from personnel files.

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 wildfires or other times when air quality is poor, prioritize maintaining healthy air quality indoors. De Marillac may remain open even if we need to close your windows or decrease outdoor air intake by your ventilation system during these times. We will continue to wear face masks and the use of Air Filtration.

Signage

Throughout the building, we will communicate 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.

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.

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.
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. This layered approach and enhancements will improve our health outcomes considerably.

**GENERAL PROTOCOLS**

**Preventing COVID-19 from Entering the School**

**Visitor Restrictions Protocol**

We will limit visitation to our campus. Approved visitation by the Leadership Team will be conditional on the visitor being vaccinated and/or meeting other requirements laid out by the Leadership.

**Social Distancing**

Physical distancing decreases the risk of COVID-19 from respiratory droplets. Physical distancing is less important in settings where people wear face masks, vaccination rates are high, and spread of COVID-19 is low.

While we will promote physical distancing whenever possible and follow the CDC recommendation of 3 feet whenever possible, it is no longer required. Because of the importance of in-person learning, CDC, CDPH, and SFDPH do not recommend physical distance if it will limit full enrollment.

We will implement physical distancing of 6 feet when students are not wearing masks inside, for example, during meals. In many cases, moving higher-risk activities (such as exercise, etc.) outside will reduce COVID-19 risk more than distancing indoors.

**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 will require that every student and employee self-screen proactively before leaving home. Families will complete screening via Alma. For younger students, an adult in the home will need to take 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 unvaccinated students and staff who have travelled outside of California to get tested and to stay at home for 7 days before returning to school.

In accordance with Cal/OSHA 3205(c)(5)(A H), Employees are asked to report COVID-19 symptoms, possible close contacts and possible COVID-19 hazards in the workplace to Human Resources immediately to ensure DMA can take appropriate measures to ensure the safety of all members in our community.

Any employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations through Human Resources.

Staff, Contractors, Volunteers: SFDPH Personnel Screening Form
Parents or other adult visitors: SFDPH Screening Form for Non-Personnel
Students: For Parents and Guardians: Daily COVID-19 Symptom and Exposure Check

Failed Screenings
Students who do not pass the screening will be asked to stay home till symptoms are better.

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, including conditions for modified quarantine. 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.

A close contact is anyone who stayed within 6 feet of someone with COVID-19 for a total of 15 minutes over the course of a day. An infected person can spread COVID-19 starting 2 days before they have any symptoms or test positive. In schools, childcares and programs for children, it may be difficult to know who has had close contact. People should be considered close contacts when the program is reasonably sure that they spent at least 15 minutes within 6 feet of the infected person during the course of a day. People are not considered close contacts simply because they were in the same group or cohort. If the program cannot determine this or does not know, the person should not be considered a close contact.

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 forms for contact tracing and reporting as required in 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 members.
- 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.

Communication Links

DMA shall notify student families, employees, independent contractors and anyone on campus during the high-risk exposure period within one business day using the communication forms as outlined in the latest SFDPH exposure protocol.

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, students and any visitors regardless of vaccination status are required to wear a mask on campus throughout the day. Commitment to the masking protocols will allow for DMA to implement modified quarantines. 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

DMA faculty and Staff will be trained about updated protocols during orientation.

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 to a distance learning model.
APPENDIX A: CLEANING & SUPPLIES

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>Cleaning Solution</td>
<td></td>
<td>Alcohol-based</td>
</tr>
</tbody>
</table>