

Sterne School

Application for School Reopening

Grades 9th-12th

1. [Cover Letter \(Part 1\)](#)
2. [Certificate of Compliance & Appendix A](#)
3. Application (Below)

Supplements to Coverletter

1. [Reopening Dashboard](#)
2. ["All Hands" Reopening Presentation](#)

Sterne School

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The following reopening plan is based on health order mandates, information, and data for school reopenings per the San Francisco Department of Public Health, Mayor Breed, and the state of California.

Upon reopening, we plan to roll in a few cohorts at a time, starting with the youngest cohorts.

APPENDIX A: SOCIAL DISTANCING PROTOCOL

See completed [Social Distancing Protocol Form](#)

This checklist has been posted at the front entryway and has been distributed in hard copy to all Sterne School employees.

Risk Acknowledgement form

Parents/guardians will be required to sign a [Risk Acknowledgement Form](#) before their child returns to school for in-person instruction.

CLEANING AND DISINFECTION

Protocols for hand-washing, touchless sanitizing stations, and deep cleaning that meets the best practice standards set forth by the CDC and SF Department of Public Health are in place. We have procured supplies for all classrooms, including Lysol wipes and hand sanitizer. Staff have been training in classroom cleaning procedures including high-touch surfaces and shared items. The school has asked parents to provide students with basic, individual supply kits to ensure that there is limited sharing of items. Throughout the day our custodian will regularly clean high-touch areas and restrooms. At night, our custodial crew will provide spray with electrostatic sprayer.

See our [Cleaning and Disinfecting Guidelines](#)

See our [Night Custodial Checklist](#)

COHORTING

The High School schedule was re-configured in August to accommodate the Department of Public Health recommendation for a Block Schedule. The academic day is 10:30am to 4:30pm. Students take 3 classes a day, with each class running 80 minutes. Students remain in their last class of the day, with this teacher, for "Office Hours" (a guided Study Hall). Students have been in Distance Learning, on this schedule, since August.

Upon reopening, students will be split into "green" and "blue" groups to reduce class sizes and the number of students on campus. "Blue" group students will be on campus Mondays & Wednesdays. "Green" groups will be on campus Tuesdays & Thursdays. On Fridays, all students are at home in Distance Learning.

Currently, our High School program has 79 students enrolled. Based on survey results, we anticipate that approximately 60 students will return to on-campus instruction upon reopening, with around 30 students on campus every other day of the week (except Fridays when all students are in Distance Learning.) On average, our in-person class sizes will likely be around 7 students.

“Blue” group students and “green” group students will not cross over into a different group at any point in this schedule. Every effort has been made to keep students in contained classroom groups while on-campus; a small number of students do move to a different class/cohort while on campus. Sterne School exclusively serves students with Learning Disabilities. These decisions were made to accommodate specific learning needs. Students will receive instruction from 3 teachers on Monday or Tuesday, and 3 different teachers on Wednesday or Thursday, depending on their color grouping. We have accounted for this in our contact-tracing. Students will change classrooms at the end of the 80 minute class, but will be on a staggered bell schedule and will be escorted by their teacher to ensure social distancing protocols are followed. Students will eat lunch, everyday, with their same contained cohort. Students will eat outside of classrooms and will be monitored by a teacher (who will remain at least 6ft away). Lunch cohorts will not be permitted to cross over or mingle with other students.

OUTDOOR INSTRUCTION

Outdoor “breezeways” have been converted to allow for classes to be held outside and in a covered space. This area has open walls on three sides, and will be scheduled for use. There are three such spaces, one on each floor of the building. These will be open to one cohort at a time. In addition, we are working on preparations to be able to accommodate outdoor teaching and learning on our rooftop deck. This area is large enough to accommodate several cohorts of students and still maintain ample distance between cohorts. This area is fully exposed to the outdoors, excepting light rain and sun covering.

ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

- No one displaying symptoms of COVID-19 will be allowed on campus.
- No non-essential visitors, including parents and caregivers, will be permitted in the school.
- We ask that parents quickly drop off and pick-up in the white zone. They are asked not to leave their vehicles and to keep masks on.
- No on-site tours or open houses will be conducted. These are virtual.
- Physical distancing signs are present on the sidewalk outside of the school (in front of White Zone.) Students will line up at arrival to receive temperature reading before being permitted to enter the building.
- Barriers and signs have been placed in the building to separate the St. Mary’s Preschool from the 2nd floor. Bathrooms, hallways, and staircases have been marked with stickers. Student groups must be accompanied by a teacher any time a cohort is leaving a classroom.

FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

All members of the Sterne School community, including all students as well as teachers, faculty, and support staff are required to wear a face covering, per the DPH guidelines.

- Face coverings or masks must cover both the nose and mouth at all times.
- The school encourages the use of two or three-layer cotton masks.
- Students who are unable to wear a mask because of documented medical contraindications are encouraged to continue with distance learning. If they attend school, they will be seated six feet from other students.
- Staff who are unable to wear a mask because of documented medical contraindications are required to continue to work from home
- Face masks with valves (exhalation valves or vents) are prohibited in the school since they do not prevent the transmission of COVID-19
- The school will keep a supply of face coverings for individuals who have forgotten to bring one. Anyone not exempt from wearing a mask will be excluded from campus if they refuse to wear one provided by the school.

- Teachers and staff have been provided with face shields and are encouraged to wear both a mask and shield when working with students, especially when 6-feet distance cannot be maintained.

HEALTH SCREENINGS FOR STUDENTS AND STAFF

- Parents are asked to perform a daily health screening using the DPH [Health Checks at School](#) handout.
- Students and employees will be screened, daily, before entering the building using the DPH [Personnel Screening](#) form. (Updated)
- Students and staff who display symptoms of COVID-19 will be required to stay home and encouraged to get tested as soon as possible or consult their health care provider.
- Students and staff who become sick at school or display symptoms of COVID-19 while at school will be sent home immediately. They will be encouraged to get tested as soon as possible or consult their health care provider.
- Students with symptoms will be placed in an “isolation area” on the 2nd floor to wait for a pick-up. Upon their parent/caregiver’s arrival, the student will meet their pick-up person outside.

HEALTHY HYGIENE PRACTICES

Handwashing stations and hand sanitizer are located in all classrooms. We have installed touchless paper towel and soap dispensers in all restrooms. Teachers will prompt students to wash hands throughout the day, and especially before and after eating, using the restroom, or coming into a classroom space. In addition, hand-sanitizing stations have been placed at the entrances to the school (with the temperature scanner) and signs encouraging hand washing have been posted throughout the building. Touchless water bottle filling stations are available on each floor of the building, and drinking fountains have been closed down.

Please see [Handwashing Guidelines for Teachers](#)

IDENTIFICATION AND CONTACT TRACING

The school will follow [SFDPH guidance for when someone has suspected or confirmed COVID-19](#). Laura Corleto is our designated Contact Tracer. If there is a confirmed case, Ms. Corleto will contact the San Francisco Department of Public Health’s School and Childcare Hub as soon as possible.

Phone: **(628) 206-9966**; email: schools-childcaresites@sfdph.org

All members of the school community are aware that the DPH will determine whether to close a single cohort, a division of the school, or the entire school.

Ms. Corleto will work with Dao Tran in the Front Office to identify and contact families who had close contact with the individual who tested positive. Ms. Corleto and Dao will notify families, assist them with identifying testing centers if need-be, and will work with them to understand [when they can return to school](#).

PHYSICAL DISTANCING

In the Classroom

- All classrooms have been re-configured to maintain physical distance as much as possible
- Staff will maintain 6-feet distance from students and other adults when feasible
- Student desks or seating will be separated by 6 feet.
- Students will be assigned seating and positioned to face the front of the classroom
- Physical distancing signs and floor markings have been placed in classrooms
- Teachers will provide students with verbal reminders about maintaining physical distancing

Outside the Classroom

- Activities on the rooftop deck will be socially-distanced and arrival/dismissal will be staggered to prevent clumping together in these areas.
- The mixing between cohorts will be prioritized over the distancing of students within a cohort.
- Physical distancing signs and floor markings have been placed in common areas such as the hallways and bathrooms.
- Signs limiting occupancy have been placed in bathrooms and elevators
- Teachers will provide students with verbal reminders about maintaining physical distancing
- Teachers will accompany cohorts in hallways when they are moving together (such as during staggered dismissal)

VENTILATION AND WINDOWS

The majority of classrooms have active ventilation via an HVAC system. The outside fresh air mix is 60%. All of these HVAC units have MERV 11 filters and have been treated by our HVAC contractor to achieve a MERV 13 rating while awaiting the arrival of MERV 13 filters. This modification took place on the recommendation of the filter manufacturer. In addition to mechanical filtration each unit has an ionization filtration system specifically designed to deal with viruses. The system is from Global Plasma Solutions and utilizes their Needlepoint Bipolar Ionization technology. These classrooms have continuous air flow during school hours. The air in these classrooms is changed roughly 10 times per hour. The remaining 5 classrooms that do not have active airflow are equipped with operable windows, ceiling fans and air purifiers that have been appropriately sized for each classroom. Windows can be open when the outside air is below 100 AQI as determined by the BAAQMD.

COMMUNITY HEALTH PLEDGE

Students, families, teachers, and staff have reviewed and agreed to being an active part of keeping Sterne School open and safe for learning.

Please see the [Community Health Pledge](#)

STAFF TRAINING AND FAMILY EDUCATION

Teachers, staff, the Board, and families have been an active part of the development of Sterne School's application process. The application and supplementary documentation and materials have all been made available to teachers, staff, and the Board through the [Sterne School Reopening Dashboard](#).

In addition, we will have a Town Hall meeting with teachers/staff and a separate meeting with families prior to reopening to explain our safety plan and families' responsibilities to ensure its success. Teacher/staff training will take place on 10/28. Parent education will take place on 10/19.

TESTING OF STUDENTS AND STAFF

Periodic Testing: All Sterne School employees and families have been notified that they must get tested 7-14 days before the school reopens (or before a student joins an in-person cohort.)

Teachers and staff will be tested every 2 weeks through Agile Force, an on-site testing company. Family members and other community members are encouraged to utilize this as a resource. All testing will be free through community members' health insurance plans. Agile Force will provide the school with information regarding positive test results and will also alert individuals and families of any test results. Test results are produced in 72 hours, per the DPH guidelines for turnaround time.

Testing for Symptoms/Exposures: Students and staff who display symptoms of COVID-19 or have been exposed to someone with COVID-19 at school will be asked to get tested and receive the [SFDPH Interim](#)

[Guidance for Ending Isolation or Returning to School](#) while waiting for test results. The school will assist families with identifying test sites as-needed.

Testing Data: All testing data (positive and negative results) will be shared with SFDPH.

DATA AND EVALUATION

Members of the Sterne School COVID Committee as well as Laura Corleto (Contact Tracing Liaison), Dao Tran and Pat St. John, Front Office Administrators will track illnesses and absences on their electronic management system. A hard copy or emailed copy of this data (presented as a spreadsheet) will be available to the SF-DPH anytime it's necessary. The following are tasks associated with these roles:

- Determine if illnesses or absences are COVID-related
- Provide guidance on isolation protocols and encourage testing
- Report test results to SFDPH and determine next steps (including notifications and contact tracing)
- Determine return date based on SFDPH protocols

PLANS FOR SIMULTANEOUS DISTANCING LEARNING

Students in grades 9-12 have been in Distance Learning since August. This program runs daily from 10:30 am to 4:30 pm. Students engage in synchronous learning (live instruction) the majority of the time, though some homework assignments are asynchronous (pre-recorded). Students engage in "Office Hour" with teachers from 3:30-4:30 everyday.

Upon reopening, students will remain on this schedule in order to best stagger our Lower and High School students for arrival, dismissal, and lunch. We felt that the less students and faculty who were on campus at the same time, the safer we would be and the easier it would be for everyone to maintain social distance.

A poll was sent to parents to ask them for a final answer regarding the number of students that are planning to return to campus at reopening. Approximately

All Sterne students are issued an iPad. Parents were polled in July to indicate whether they needed additional technology such as a Chromebook or wifi hotspot. Upon reopening, teachers will use a Swivl tool to conduct synchronous, in-person learning with students in the classroom as well as Zooming in students that remain at home.

TRIGGERS FOR SWITCHING TO DISTANCE LEARNING

The school will use the following criteria to determine when to physically close the building and prohibit in-person instruction.

- When ordered to do so by state and/or local authorities
- When advised by SFDPH after COVID cases are confirmed in multiple cohorts
- When confirmed cases affect 5% of students and staff
- If Sterne School determines that it should close despite less than 5% infection

COMMUNICATION PLANS

The school will follow [SFDPH guidance for when someone has suspected or confirmed COVID-19](#). All school staff, families, and students will be notified via email when a confirmed case has been reported. The identity

of the person affected will not be disclosed, as required by the [Americans with Disabilities Act](#) and the [Family Education Rights and Privacy Act](#).

Communications Scenarios:

- Child or staff has symptoms of COVID-19: Provide [COVID-19 Health Checks](#) (Updated 9/25/2020)
- Child or staff had close contact with someone confirmed with COVID-19: Cohort remains open and staff and families in cohort are notified.
- Child or staff has confirmed COVID-19 infection: Notify SFDPH, close cohort for 14 days from last exposure, notify staff and families.
- Notify staff and families that the school is closed for 14 days due to a number of cases
- Notify staff and families if the school is closed due to wildfire conditions (which would prevent students from eating and learning in outside spaces.)
- Notify staff and families if the DPH and/or city of San Francisco issues a SIP

EQUITY

Sterne School is prioritizing students who are likely to experience the greatest negative impacts from not being able to attend school in-person.

- Offer distance learning for any students who do not wish to return to school due to high-risk exposure
- Provide laptops, iPads, Wifi Hotspots, and learning materials for all students
- Provide masks to those in need
- Provide educational opportunities for parents to support students, especially students of Color, through the pandemic
- Work with families to identify resources for free testing, healthcare, and learning support as-needed