



**Presidio Hill
School**
Since 1918

Dear Presidio Hill Families,

I'm writing to update you on the school's response plan to the coronavirus (COVID-19) and a potential outbreak in the Bay Area, San Francisco, and/or our school community. I understand this may be an anxious time for many. Please know that Presidio Hill is being proactive, balanced, thoughtful, objective, and measured in our response and planning. Our thoughts go out to all affected by the virus and we want to let you know that our #1 priority at this time is the health and safety of your children.

School Closure Update

As you know, PHS was closed for cleaning today and yesterday because of potential exposure to COVID-19 from an extended community member. As we reported in yesterday's communication, this community member has been in contact with the CDC about how to proceed and as of today, has been 14 days from possible exposure with no symptoms. The CDC did not recommend them for testing for the COVID-19 virus at this time.

Barring new information and in line with guidance from the CDC and the San Francisco Department of Public Health, school will reopen on Monday. Our counselor, Shannon McGilloway, is leading an effort to help manage the social-emotional side of this situation and plans to offer brief developmentally appropriate information to support student understanding on the topic of coronavirus. We will continue to remain calm, measured, and proactive in our response to our students. We will answer their questions honestly, transparently, and with great attention paid to developmental appropriateness. Our counselor will be available for any students who need additional support in the coming days/weeks.

Contingency Planning & School Communication

There are a few situations that may arise because of this health situation. In order to plan thoughtfully, we have created a three-level tiered response plan; (accessed [here](#), and included below) to guide decision making. Please review this plan, in its entirety, so you know how Presidio Hill will respond in different scenarios.

We are currently at **Level One** (although internally we are calling it Level 1.5 because of our recent small risk of possible exposure). Please refer to the Level One "Presidio Hill's Response" section of our response plan to learn how we are proactively implementing various strategies, protocols, and practices to mitigate, as much as possible, the transmission of germs and viruses in our school community. This includes installation of handwashing stations on the yards,

thorough daily disinfecting requirements for our janitorial staff, and encouraging outdoor learning opportunities as much as possible.

The faculty and staff are hard at work developing a plan to deliver a well-rounded version of our curriculum and program via a distance learning model (online learning) should Presidio Hill be required to close for an extended period of time; this model will look different at each grade level, attuned to the developmental needs of our students.

For urgent messages, we will continue to communicate using our SchoolMessenger system and email broadcasts. For less urgent information, we will communicate by email and/or email broadcasts. For general updates, we will communicate through the Presidio Post and our developing COVID-19 resource and information webpage (to be shared early next week).

Community Preparedness and Partnership: Our request of families:

1. **COVID-19 exposure:** If you or a member of your family has been exposed to an individual who has tested positive for the coronavirus (COVID-19), please notify me directly (lisa@presidiohill.org or 415-213-8616).
2. **International Travel:** If you or a member of your family recently traveled to **China, Italy, Iran, Japan or South Korea, or any CDC-determined [Level 2 or Level 3](#) countries** or plan to travel to any countries with a widespread or sustained transmission, please also notify me directly. If a student or employee traveled or plans to travel to a high risk area (CDC-identified Level 3 countries), the School will contact the public health department for guidance on how to proceed. According to CDC guidelines, these students or employees will likely require a fourteen day self-isolation period. PHS reserves the right to require a more cautious uniform response. PHS will thoughtfully consider how to continue to provide any student with meaningful education at home during the self-isolation period.
3. **Distance Learning planning:** In order for us to prepare for the potential delivery of a version of our curriculum/program online, we need to fully understand student access to technology at home for all of our students. **Please fill out [this simple form](#) now so we can plan accordingly. It is imperative that one parent/guardian fill out this form no later than Monday, March 9 by 5:00 p.m.** We plan to ensure that every student has access to technology to engage in our program should we need to deliver it via a distance learning model for a period of time. For families who do not have a laptop or device their child can access at home, the school will provide one on loan. In addition, CAIS (California Association of Independent Schools) expectations of time spent learning in a distance learning situation are very clear and are guiding our curriculum and program planning.
4. **Contact Information:** If your contact information and/or emergency contact information is not up-to-date in the parent/guardian portal, please edit/revise as necessary now. Follow [this link](#) or email [Martin](#) to update your information in the portal.

5. **Student and staff sick policy reminder:** Our goal is to keep all children, teachers, and staff as healthy as possible during this time (and during normal cold and flu season!) and therefore follow the CDC guidelines. Please reference our sickness policy as detailed in the [PHS Family Handbook](#): *We ask that children be kept home from school when symptoms of illness first appear (runny nose, sore throat, diarrhea, fever, vomiting) and until your child is no longer contagious. Please wait until your child has been fever-free for 24 hours before sending them back to school.*

How to talk to your child about coronavirus (COVID-19)

Here are two great resources you can consult on how to talk to children about coronavirus:

[Recent New York Times article](#) regarding how to talk to children about coronavirus

[NPR comic illustration](#)

I am incredibly grateful for your support and partnership, always, and especially during times like this. I will continue to communicate with you in a timely and transparent way, and I will update you as necessary depending on the school's response level. If you have any questions or concerns, please let me know.

Lisa