

Dear PHS Families,

On behalf of Lisa and the entire PHS Board of Trustees, we are reaching out to give an update about our response to the COVID-19 outbreak. **We have decided that we will close our campus beginning this Friday, March 13th at the conclusion of parent/guardian-teacher conferences and the Neighborhood program.** We will be instituting our distance learning plan next week. Please see below for a few key details, with more information to come. This decision was informed by recommendations from the SFDPH, health professionals in the PHS community, and in conversation with other K-8 schools in the SF Bay Area. There are still no known cases of COVID-19 (or additional cases of COVID-19 exposure) in our community.

Our current (still evolving) plan is that Monday, March 16th and Tuesday, March 17th will be staff work days to refine our distance learning plan at every grade level. Soon after, we will transition to a distance learning model. We have been planning for this scenario, including how to translate the intangible aspects of our program to our students, and feel ready to continue to provide your students with the support they need. This includes developing our plan to support family needs such as childcare, meals, basic supplies, etc. for those who most need it in our community. **We expect to begin our distancing learning model next Wednesday, March 18th or Thursday, March 19th.** Look for a follow-up communication from Lisa about our distance learning plan.

Some background about how we reached our decision:

- Earlier this week, Lisa formed a small COVID-19 PHS task force, which has been in daily communication and includes herself, and select trustee and PHS community members who can offer health, safety and communications advice.
- Last night, the full Board of Trustees met to receive a comprehensive update from Lisa on PHS' COVID-19 contingency planning and distance learning preparation.
- Today, the task force reached the conclusion and informed the board that the best way to proactively and responsibly keep our community (both PHS and the larger SF Bay Area community) safe is to close our campus and move to a distance learning model.

We know a school closure presents challenges, and we are actively working to mitigate those challenges--please stay tuned and we thank you for your patience and understanding.

You may have a few questions:

Is Neighborhood open tomorrow and during the school closure?

Yes. Neighborhood will be open until 6pm tomorrow. We are committed to exploring the possibility of limited PHS childcare for those in our community who most need it during our closure. More information will come in our communication tomorrow.

Do my students have the materials they need for distance learning?

We are working with teachers at every grade level as well as with specialist teachers (Art, Music, Spanish, P.E) to determine what materials your student needs to transition to an online

learning plan. If you have not done so already, please fill out [this form](#) to notify us about technology and supply needs. Details will be provided in a Tuesday communication.

What is the end date for distance learning? What about Spring Break?

You can expect the school to be closed through Friday, April 10th. As you know, this is an unprecedented and ever-evolving situation. We will provide a combination of distance learning and Spring Break during this period; PHS will re-evaluate long-term plans as the situation progresses.

Can we hire PHS teachers for private tutoring during this time?

No. PHS teachers will be fully committed to distance learning during this time and remain contracted to PHS for daily work hours.

How do I talk to my child about the closure and COVID-19?

Our counselor, Shannon McGilloway, has put together a resource (attached) for parents to support students. In addition, please check our website page for updates.

What can we as parents do to help?

Support one another in the same ways you always have: reach out to one another, look for needs in our community, stay positive and healthy. The PHS Administration, Parents & Guardians Association, and Board of Trustees are committed to supporting families, faculty, and staff at this time. Please reach out if you have something to offer, something you need, or a suggestion, question, or concern.

Taking care of our community is in line with the values upon which PHS was founded. For the past 100 years PHS has supported our students, families, and greater community through trying times; we expect this situation to be no different. Please reach out if you have any questions, concerns, or feedback. You can expect a follow-up communication from us tomorrow with more information.

In partnership,
Lisa Jeli, Head of School
Christina Maluenda Marchiel, Co-Chair
Matthew Nathan, Co-Chair