



Presidio Hill  
School  
Since 1918

## Presidio Hill School's Coronavirus (COVID-19) Response Plan

<p><b>Level One</b> <b>(Low Risk to PHS;</b> <b>Proactive Response Action Plan)</b></p>	<ul style="list-style-type: none"><li>• No PHS students, faculty/staff or parents/guardians are diagnosed with COVID-19</li><li>• Small numbers of people outside PHS, in San Francisco and the larger Bay Area, are diagnosed with COVID-19</li><li>• State and county officials are encouraging proactive measures to protect against transmission of the virus</li><li>• A limited number of schools may be closing throughout the Bay Area temporarily in response to potential exposure within their school communities; no reported or known exposure at Presidio Hill. <i>**Because of the 14 day recommended quarantine, Presidio Hill may escalate from Level One to Level Two and then, after the quarantine period, drop back down to Level One.</i></li></ul>
<p><b>Response</b></p>	<ul style="list-style-type: none"><li>• All school programs and events will continue as normal. Field trips will not use public transportation and field trip locations and school events will be evaluated on a case-by-case basis</li><li>• Faculty/staff will have students wash their hands before and after all snack and lunch breaks, after using the restroom or coming from recess, and after using shared devices (iPads and laptops) as well as any other times teachers deem necessary.</li><li>• Students will be consistently reminded not to share food or drinks with each other during snack or lunch</li><li>• We will provide disinfectant wipes, hand sanitizer, and antibacterial soap will be provided to all faculty/staff and will be readily available in classrooms</li><li>• The janitorial staff will completely sanitize all public surfaces on a nightly basis including all doorknobs, handrails, common areas, desks, countertops, and restrooms</li><li>• Staff are required to sanitize classrooms and offices mid-day</li></ul>

	<ul style="list-style-type: none"> <li>• Faculty/staff and students are highly encouraged to remain home if they are ill (symptoms other than those associated with COVID-19); normal PHS health protocols, including remaining home with a fever within the last 24 hours, will be reinforced and followed strictly</li> <li>• Teachers will revisit our roots as an “open-air” school by providing students the opportunity to learn and be outside as much as possible during the school day and in after-school</li> <li>• The Head of School and administration will continue to consult with accrediting agencies (e.g. National and California Association of Independent Schools), governing agencies, and the CDC (Centers for Disease Control) and WHO (World Health Organization) for expert guidance and direction</li> <li>• The administration will continue to monitor the San Francisco Department of Public Health and Centers for Disease Control websites daily to stay aware of emerging situations.</li> </ul>
<b>Communications</b>	<p>If Presidio Hill is in a Level One response, we will communicate weekly in the Presidio Post for general updates and as needed through emails and broadcasts for more immediate notices or updates.</p>

<p><b><u>Level Two</u></b>  <b><u>(Medium Risk</u></b>  <b><u>to PHS;</u></b>  <b><u>Heightened</u></b>  <b><u>Response)</u></b></p>	<ul style="list-style-type: none"> <li>• The School is made aware that a community member has had contact with an individual diagnosed with COVID-19</li> <li>• An increased number of people outside Presidio Hill, in San Francisco and the larger Bay Area, are diagnosed with COVID-19</li> <li>• State and county officials are recommending people work from home if they are able to; officials are making stronger recommendations to the public regarding individual and community responses</li> <li>• Presidio Hill is experiencing student attendance issues and/or significant staffing deficits due to illness</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• If a community member has had contact with an individual diagnosed with COVID-19, the School must be made aware immediately; in this event, the CDC and state/county officials will likely require Presidio Hill to close for a short period of time</li> </ul>

	<p>to deep clean the school's campus and facilities in accordance with their guidelines</p> <ul style="list-style-type: none"> <li>• If Presidio Hill is closed temporarily (one to three days), no distance learning or alternative program will be delivered; the School has included "buffer" days into the school year to absorb some closures due to circumstances beyond our control. If the number of days the school is closed exceeds the allocated "buffer" days, the school may add days to the school year at the end of the year</li> <li>• If there are no identified cases of community members in contact with individuals diagnosed with COVID-19, but conditions described in Level Two above prevail, the school will: <ul style="list-style-type: none"> <li>• Follow all proactive measures outlined in Level One above</li> <li>• Likely cancel all field trips and non-essential events; alternative arrangements may be made to accommodate meetings such as PGA meetings, parent education events, etc.</li> <li>• Likely cancel all large-group and cross-grade gatherings and assemblies for students, faculty and staff</li> <li>• Recommend that parents take student temperatures before coming to PHS in the morning</li> </ul> </li> </ul>
<b>Communications</b>	<p>If Presidio Hill is in a Level Two response, we will communicate as soon as possible and within 24 hours of the notice of possible exposure to COVID-19 on campus and then as needed through emails and broadcasts for updates.</p>

<p><b><u>Level Three</u></b>  <b><u>(High Risk to Presidio Hill;</u></b>  <b><u>Maximum</u></b>  <b><u>Response)</u></b></p>	<ul style="list-style-type: none"> <li>• Community member(s) have been diagnosed with COVID-19</li> <li>• A large number of people outside Presidio Hill, in San Francisco and the larger Bay Area, are diagnosed with COVID-19</li> <li>• State and county officials are requiring schools to close and people to work from home</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Presidio Hill will close until cleared by state and county officials to reopen</li> <li>• Online and distance learning programs will be implemented at all grade levels. We are currently exploring ways to keep</li> </ul>

	<p>distance learning aligned with the progressive approach we employ at school everyday at every grade level. Some of our considerations are establishing routines and expectations for students, maintaining student and teacher communications, encouraging exercise and physical activity, monitoring time spent online, either for school work or on social media, keeping children social, and setting rules for social media interaction, etc.</p> <ul style="list-style-type: none"><li>● Presidio Hill's campus will not reopen until a deep cleaning that meets county and/or state guidelines and clearance from governing agencies is granted.</li></ul>
<b>Communications</b>	<p>If Presidio Hill is in a Level Three response, we will communicate as soon as possible and within 24 hours of the notice of exposure to COVID-19 on campus and then as needed through emails and broadcasts for updates. We will follow communication protocols as directed by the CDC and SFDOPH (San Francisco Dept. of Public Health) as to who we notify and in which order. We will always try to balance the need for health privacy with the need to share information related to the health of the community as a whole.</p> <p>Lead and specialist teachers and division directors will communicate to share distance learning plans at each grade level.</p> <p>Presidio Hill will send weekly school communications with updates, and as needed for priority updates.</p>