



Presidio Hill School Application for Reopening



Updated October 14, 2020



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Tomas J. Aragon, M.D., Dr. P.H.
Schools-childcaresites@sfdph.org
Health Officer, City and County of San Francisco

RE: Request for approval to hold classes outdoors in the Presidio and to reopen campus for in-person learning for Presidio Hill School students in Kindergarten through Grade 8.

Dear Dr. Aragon,

On behalf of Presidio Hill School (PHS), I respectfully request approval to allow our students in grades TK through 8th grade to return to in-person learning. Presidio Hill has decided to apply for reopening because we believe the protocols and processes we have instituted will serve to keep students, families, staff, and the greater bay area community safe and healthy.

Our reopening plan is formulated as a ten-rotation school year model (offering natural curriculum unit lengths and providing pre-set points at which we could consider safely incorporating in-person elements). We plan to stagger our reopening to safely incorporate our youngest students on campus first during the week of October 26th, then add in our upper elementary students the week of November 9th, then open to our middle school students the week of November 30th.

For most San Francisco schools, businesses, and people, the coronavirus pandemic truly is unprecedented. For our small, progressive independent school located in the Presidio Heights neighborhood of San Francisco, the pandemic signals an unexpected return to our founding practices and principles. Founded in 1918 by artist-educators Flora Arnstein and Helen Salz, Presidio Hill School's over 100-year history began in the middle of San Francisco's last pandemic—the Flu Pandemic of 1918. Originally founded as Presidio Open Air School, Arnstein and Salz modeled their school on the progressive principles of John Dewey and according to the idea that schools with open windows and doors, regular



outside airflow, and ample outdoor education opportunities are where students can learn safely and healthily.

It has been a long journey to get to this point, and we are proud of the compassionate and flexible approach we are taking in order to keep our community's health and safety top of mind in our decisions. We have worked diligently as a COVID-19 Task Force (composed of board members, parents/guardians, medical professionals, and faculty, staff, and administration) which transitioned into a 2020-2021 Reopening Task Force in late July 2020, and has now expanded to include a team of faculty and staff focused on detailed schedule planning for our rotations going forward. Constituent feedback and regular transparent communications with our community have been central to our reopening plans, and we intend to model an inclusive and thoughtful process as we proceed with planning for eventual outdoors and on-campus reopening.

The mission of Presidio Hill is: *Dedicated to progressive education since 1918, Presidio Hill challenges young people to imagine, inquire, and create. Our students engage San Francisco and the Presidio as an extended classroom and become empowered learners who are responsible, committed to justice, and optimistic about the future.* We serve 211 students with a faculty/staff team of 49. 29% of our students receive tuition discounts and our average tuition discount is \$26,119. We are committed to keeping our school accessible to families, many who pay annual tuition of \$500 per year. Our students come from 36 different zip codes and seven counties, and our faculty and staff also come from all over the Bay Area, from San Francisco to Oakland to Napa and Point Reyes. Our spirit of community engagement can be seen in our ongoing and decades-long partnership with the Presidio and other local organizations; our middle school students have partnered with the Presidio to keep Mountain Lake healthy since 1999, fourth grade students volunteer monthly at the Institute on Aging, and fifth grade students have partnered with the Presidio Trust to maintain El Polin Spring in the Presidio since 2012.

Additionally, we have reserved Rob Hill Campground in the Presidio as our home base for at least two days per week beginning September 28th and running through December. Students and staff will be able to properly physically distance in the four amply-sized campgrounds of Rob Hill, will be able to safely learn out in the fresh air, and will have access to private bathrooms and sinks which are sanitized daily. We also are very familiar with other areas of the Presidio for student exploration and learning, such as El Polin Spring and the Redwood Forest.



Our school is dedicated to providing a rigorous and inclusive progressive education to a wide variety of students from differing backgrounds and socio-economic classes, and we serve many families for whom English is a second language. When the economic ramifications of the COVID-19 pandemic were materializing in April 2020, our community held a 48-hour fundraiser and raised nearly \$50,000 to support our community members who had the greatest need related to food, rent, and other necessities. The Presidio Hill faculty and staff participates in annual trainings around equity and inclusion, and we have a Board of Trustees committee dedicated to buoying this aspect of our school community, as well as a Multicultural Leadership Team composed of administrators and staff that has been working internally to ensure we provide a fully welcoming and inclusive experience for families and staff for over a decade. We utilize the Social Justice Standards created by Teaching Tolerance as we develop our lessons and projects for all grade levels. We are committed to anti-racist teaching and to helping our entire community grow and develop their understandings around equity and justice—students, faculty and staff, trustees, and parents/guardians.

When we closed in March, we quickly pivoted to providing a vibrant and robust distance learning program. Over the summer, as we diligently tracked the information about the virus and mitigation, we engaged in planning for multiple possible learning scenarios including full distance learning, full on campus learning, and various hybrid options (many of which hinge on thoughtful use of the Presidio areas we know and love). We opted to provide our families with summer camps virtually only, and we also provided an academic remediation/preparation program at no cost to our families in the two weeks prior to school starting, recognizing that students need more support than ever in these times. While our summer opportunities and our first rotation this fall have all been entirely a distance learning model, we are now ready to cautiously explore in-person options.

A large part of our summer planning has included reenvisioning our campus and determining what protocols we needed to enact to offer appropriate physical distancing and to keep students and staff healthy. By repurposing our theater, learning services office, art room, and library/maker space, we determined that we can have adequate (six feet at a minimum) distancing between all teachers and all students on campus. We also made several modifications to our campus, such as:

- adding a mesh steel security gate to allow maximum air flow into our theater space.
- replacing all drinking fountains with small hand-washing sinks and touchless water-bottle fillers.



- adding additional sinks to our campus, both indoors and outdoors.
- Putting up two large tents on our roof yard to facilitate outdoor learning even when on campus.
- Replacing HVAC filters with MERV-13 level filtration (early on we made the decision that we will return to our roots as “Presidio Open Air School” and conduct all indoor classes with windows open. All of the rooms we plan to use have windows that open to the outdoors.)

Enclosed in this application, please find:

- Copy of this Reopening Application Cover Letter
- Secure signed School Reopening Application Cover Form
- Secure signed Certification of Compliance
- The Presidio Hill School Reopening Plan 2020-21 (also posted on our website)
- Documentation of support from faculty/staff
- Documentation of support from parents/guardians and Board of Directors
- Private testing providers selection document
- A copy of our Core Values

Thank you for the guidance you continue to provide during this time. We go forward with caution and care for everyone in our school community—and our larger Bay Area community as well.

Sincerely,

Lisa Jeli
Head of School
Presidio Hill School



General School Information:

Category	0-20%	21-40%	41-60%	61-80%	81-100%
General Education					X
Students with disabilities	X				
Children of essential workers:	X				
Race/Ethnicity					
White:			X		
Latinx:	X				
Black:	X				
Asian:	X				
Other: multi-racial, international, Middle Eastern		X			
Students on FRPM:	X				
Students on financial aid:		X			
Other:					
Families speaking an additional or non-English language at home		X			
LGBTQ+ parents/guardians	X				



Proposed Schedule for In-Person Instruction:

We plan to introduce in-person elements to our youngest students first, then offer opportunities to our middle-elementary grades, and finally to our middle school students. After every introduction of additional grades/ additional in-person elements, we will have a built-in feedback and adjustment period of two weeks. We hope to safely introduce in-person learning opportunities as soon as October 27th, 2020. Introduction of these elements will be slow, thoughtful, and staggered. We will also continue to make regular use of the Presidio for outdoor learning opportunities.

Presidio Hill School has outlined a 100% on-campus learning schedule that includes staggered arrival and dismissal times to allow for adequate health screening and physical distancing, as well as ample outdoor time for learning, eating, and playing. Students will arrive between 8:00am and 9:15am (depending on grade) and will enter through specific entrances to allow distance and quick transition to cohort spaces. Students will have at least one break and lunch per day outdoors unless in inclement weather. Teachers are encouraged to spend time in the Presidio with their class each day, if possible, and at least twice a week.

Presidio Hill School has also outlined a hybrid schedule option that involves simultaneous on-campus and distance learning for different grade bands.

- TK-2nd grade would be on-campus five days/week.
- 3rd-5th grade, and 6th-8th grade would be on-campus on alternating days, so that in a two-week span, each grade band would have five days on-campus, and five days distance learning (see below).



PHS Hybrid Model
Week A

Gradeband	Monday	Tuesday	Wednesday	Thursday	Friday
TK-2nd	On campus/ in Presidio	On campus/ in Presidio	On campus/ in Presidio	On campus/ in Presidio	On campus/ in Presidio
3-5th	On campus/ in Presidio	Distance learning	On campus/ in Presidio	Distance learning	On campus/ in Presidio
6-8th	Distance learning	On campus/ in Presidio	Distance learning/ possibly in Presidio	On campus/ in Presidio	Distance learning

Week B

Gradeband	Monday	Tuesday	Wednesday	Thursday	Friday
TK-2nd	On campus/ in Presidio	On campus/ in Presidio	On campus/ in Presidio	On campus/ in Presidio	On campus/ in Presidio
3-5th	Distance learning	On campus/ in Presidio	Distance learning/ possibly in Presidio	On campus/ in Presidio	Distance learning
6-8th	On campus/ in Presidio	Distance learning	On campus/ in Presidio	Distance learning	On campus/ in Presidio

I. Labor Organization Consultation

Presidio Hill School has incorporated all school constituents as we have formulated plans and protocols which follow public health guidance. Our school constituent groups - students, staff, parents/guardians, community members - are reflected in the COVID-19 and School Reopening task forces which have been working through the spring and summer to draft plans and protocols so that Presidio Hill can open safely to students and staff.

Representatives from the Presidio Hill School administration, faculty and staff, Parents/Guardians Association Leadership Team, Board Members, have been involved in the reopening plan development process. We asked our PGA Leadership Team and



faculty/staff to submit letters of support of the PHS reopening plan. These constituent groups represent individual perspectives and opinions, and we emphasized that support of this plan does not engender any sort of obligation to participate in all aspects of the plan. The reopening plan may change based on changes in current information, best practices, and as the virus positivity rate waxes and wanes.

Parents/Guardians received weekly Monday updates about PHS' COVID-19 response and reopening plan development since March 2020. We have surveyed our community about our reopening and distance learning plans four times since March 2020 and have offered three PHS Town Halls for parents/guardians to learn more about our plans, ask questions, and offer feedback.

Faculty/Staff received weekly Thursday updates about PHS' COVID-19 response and reopening plan development since March 2020. We have surveyed our faculty and staff about our reopening and distance learning plans three times since March 2020 and have offered multiple optional all-staff meetings about reopening plans, including three since August 17th, for faculty/staff to learn more about our plans, ask questions, and offer feedback. The Head of School also offered optional one-on-one meetings for any employee with questions or concerns throughout the summer and continuing.

Most recently, on September 11th PHS provided a synopsis of this Reopening Plan to all community members and surveyed the [parents/guardians](#) and [faculty/staff](#) to gauge readiness to introduce in-person elements (outdoors and on campus). We asked them to indicate support (or not) of the PHS Reopening Plan in its current iteration—understanding that aspects of the plan may change—and to indicate support generally of the communication about the reopening plan and process for developing the plan.

Of 202 total parent/guardian responses, 179 (89%) indicated support for the PHS in-person outdoor reopening plan and 168 (83%) indicated support for the PHS in-person on campus reopening plan. Survey results are included in the Reopening Application documents folder sent with this application.



Of 35 total faculty/staff responses, 32 (91%) indicated support for the PHS in-person outdoor reopening plan and 31 (89%) indicated support for the PHS in-person on campus reopening plan.

II. Elementary School Reopening Plans

A. Appendix A. Social Distancing Protocol

Presidio Hill School has been developing and continuously refining a health and safety plan for our campus that incorporates the guidance provided by the SFDPH [Social Distancing Protocol](#) as well as the health and safety regulations provided by the county, state, and CDC. We will thoroughly train all staff and students who will participate in outdoor and on-campus learning to follow this protocol. Before we introduce any in-person learning staff will be trained according to the protocol both in the Presidio (for outdoor education) and on campus. We will develop videos and incorporate age-appropriate activities to introduce all the health and safety behaviors we require of students and families. A copy of this protocol, as well as the other signage indicated within it, will be posted at each public entrance of our school.

As well as introducing on-campus learning, we plan to offer opportunities for two to six hour outdoor learning classes in the Presidio with times staggered according to the age and ability of students (less time for our youngest students). We will thoroughly train all staff and students on social distancing protocols outdoors before introducing these elements.

We plan to stagger our on-campus learning opportunities by introducing these elements to our youngest students (TK-2nd Grade) first, training the students on the aspects of the social distance protocol before they return to campus. We will then evaluate and adjust as necessary before introducing on-campus learning to our 3rd through 5th grade students. Finally, we plan to introduce on campus learning for our 6th to 8th grade students. On campus, we have identified classrooms with outside air flow and the ability for at least six feet of physical distance per person for all cohorts.

B. [Risk Acknowledgment Form](#)

Presidio Hill School will be sending out a copy of the [Risk Acknowledgment Form](#) (included in SFDPH Reopening Application documents folder) to all parents/guardians prior to resumption of in-person instruction (both outdoor and on-campus instruction).



C. Cleaning and Disinfection

Presidio Hill School has a scheduled disinfection plan for both the school day and after school on campus:

- The entire school will be disinfected once per day, at the end of the day, by the PHS custodial staff.
- Our custodial staff have been diligent in disinfecting high-touch surfaces (doorknobs, railings, bathroom and classroom sink handles) and use a COVID-19 approved disinfectant.
- Classroom staff will disinfect all surfaces and fixtures touched by students multiple times per day - during times when students are outside the classroom and after every snack and lunch break if students eat inside due to inclement weather. Staff will require handwashing/sanitizing every time students return to the classroom from outside the room.
- Teachers are discouraged from using shared classroom supplies and, if supplies are used, they must be sanitized between each individual use.
- All shared playground equipment will be off-limits until future notice.

For our outdoor learning experiences, staff will be using Rob Hill Campground as a home base. Rob Hill has private bathrooms and sinks and is disinfected and sanitized daily by the Presidio Trust staff. Teachers will bring sanitizing supplies and will follow the same model as on-campus - disinfecting surfaces during breaks and lunches and minimizing or eliminating shared supplies.

D. Cohorting

Students and teachers will be grouped in stable cohorts that allow six feet or more distance for all staff/students. PHS modeled cohorts on our current classes, with 15-22 students in each cohort. Students will stay with the same cohort each day, for at least the remainder of the Fall semester, and for the duration required by SFDPH, unless a change is needed for a student's safety and wellness. Staff will stay with the same group to the greatest extent possible.

Each cohort will have separate, designated indoor and outdoor spaces, and will have limited contact with other cohorts. In order to limit the mixing of students in our shared spaces, we will:



- Stagger morning drop off and dismissal time to allow for maximum distancing.
- Stagger playground time and other activities so no two cohorts are in the same yard at the same time.
- Embed specialist teachers (Art, Music, P.E., Spanish, etc) for the duration of at least a full rotation (three to four weeks) so they serve the fewest number of students during each rotation (no more than four cohorts ever).
- Stagger meal and snack times (all outdoors) so that no two cohorts are in the same place at the same time.
- Have staff eat at separate times and/or locations, so that they do not remove their face masks at that same time as students or other staff.
- Focus on individual versus group activities.

Cohorts will follow the same model whether on campus or outdoors - stable, limited student-teacher groups with separate outdoor areas for individual cohorts and adequate social distancing space.

E. Outdoor Instruction

Presidio Hill is fortunate to have a multitude of outdoor spaces within short walking distance in the Presidio which have been identified for use by classroom teachers for outdoor instruction. Outdoor education is deeply woven into Presidio Hill School's pre-COVID-19 curriculum guides and we feel very ready to re-incorporate outdoor in-person learning elements to augment our distance learning program.

Our strong pre-existing relationship with the Presidio Trust allowed us to reserve the Rob Hill campground for two days or more per week through December 2020. The campground is composed of four separate campsites, individual private bathrooms and sinks, and a separate parking lot for easy drop off/pick up. Rob Hill will serve as the Presidio Hill home base of outdoor operations, but we plan to also spend time in our regular Presidio spaces - the willow dome, the sand dunes, El Polin Spring, Mountain Lake, the redwood forest, etc.

Our [Internal Guide to Outdoor Space Use](#) (attached) will include emergency protocols, information about access to available bathrooms/handwashing stations, and will outline each space's capacity to appropriately physically distance students while engaging them in outdoor learning.



Staff will be encouraged to utilize the outdoor space as frequently as possible and all outdoor education experiences will be scheduled in separate spaces throughout the day/week so there is no overlap between cohorts.

F. Entrance, Egress, and Movement Within the School

To facilitate physical distancing, Presidio Hill will be staggering start and end times for all grades and has added four additional entry and exit points to campus. All students will enter and exit through their cohort's designated location and will follow a specified path to their classrooms. On the sidewalk outside of the campus, we have markers designating six feet of distance should a line form to enter. Within the school, we will be designating staircases as a one-way only and will be using the schedule to limit the number of cohorts that need to leave their classrooms at any given time. We will be limiting the number of people who can be in the elevator to two and bathrooms to one. Bathrooms and sinks will be pre-identified for cohorts, and as few cohorts as possible will share sinks and bathrooms—no more than three total. We will have floor cards inside the campus that denote six feet distance and will be placing directional signage on floors to indicate traffic flow.

G. Face Coverings and Other Essential Protective Gear

Presidio Hill School will require all people on campus to wear masks at all times except when eating/drinking. All staff will be required to wear masks and are able to also opt to wear plexiglass face shields. Students in Transitional Kindergarten through eighth grade are required to wear masks at all times. Students may only remove masks outside during snack and lunch breaks, and teachers may not remove masks while students are unmasked. Only essential adults are allowed on campus, and masks will also be required for adults who come to the front of the school to drop off/pick up students.

Masks with one-way valves and face shields are not considered adequate facial coverings and will not be permitted. We expect students and staff to bring at least three clean reusable masks to campus each day. Presidio Hill School will provide masks for any student who is unable to obtain one. We have a supply of over 300 cloth face masks for students and over 600 for adults that we will distribute to anyone who needs



them. In addition to cloth face masks, we have a supply of 1,800 disposable face masks and almost 200 face shields for staff.

If a student refuses to wear a mask or has other difficulties with wearing a mask, they will be asked to go home. Staff will work with the student and family to get the student prepared for consistently wearing the mask as part of in-person instruction.

H. Health Screenings for Students and Staff

Presidio Hill's [pre-entry screening protocol](#) is as follows:

Option 1 – Procure Self-Screening & Disclaimer

Staff and parents will have the option to take their own, or their student's temperature and verify that the entry requirements have been met. This will be done using the Procure app that can be downloaded onto phones.

Do NOT Enter building if:

1. You have been diagnosed or tested positive for COVID-19 in the last 10 days.
2. You've been in close contact with someone isolating for, or diagnosed with COVID-19 in the last 14 days.
3. You've had any of these symptoms within the last 24 hours: fever / chills / cough / sore throat / shortness of breath / weakness / fatigue / loss of taste or smell (in the past 10 days) / muscle pain / headache / diarrhea / runny or congested nose

Once the entry monitor verifies that the disclaimer has been submitted in the Procure app, the student/staff member will be asked to go directly to their cohort location.

Option 2 – Lobby Temperature Screening & Verbal Disclaimer

Staff and students that have not followed procedures as in option 1 will have their temperature checked and will be asked to verify entry requirements verbally.

Do NOT Enter building if:

1. You have been diagnosed or tested positive for COVID-19 in the last 10 days.
2. You've been in close contact with someone isolating for, or diagnosed with COVID-19 in the last 14 days.



3. You've had any of these symptoms within the last 24 hours: fever / chills / cough / sore throat / shortness of breath / weakness / fatigue / loss of taste or smell (within the last ten days) / muscle pain / headache / diarrhea / runny or congested nose

Once it is determined that entry requirements have been met, students/faculty will be asked to go directly to their cohort location.

Presidio Hill will also be requiring pre-entry on-campus temperature checks for all adults. We will have an entry monitor stationed at entrances to check compliance for individual entry disclaimers and to do a visual screening of all entering campus (while maintaining physical distance). Signs of sickness that entry monitors will be looking for in students include flushed cheeks, difficulty breathing, fatigue, or extreme fussiness. Children with symptoms, including a fever, will be sent home. Children may return to the facility when they meet the criteria set forth in [SFDPH guidance on COVID-19 Health Checks at Schools, Childcares, and Programs for Child and Youth](#).

If a community member (student or staff) becomes sick after entering campus, they will be quarantined in a pre-identified care room on campus (one room per building). Both care rooms are temporary holding spaces with windows that open to the outdoors and are separate spaces where sick students or staff can isolate until they can be picked up.

We will follow the same pre-entry screening if at Rob Hill campground or in the Presidio and will separate sick students/staff according to location if outdoors.

I. Healthy Hygiene Practices

Students and staff will be trained prior to return to in-person learning about healthy hand hygiene practices. Students will be required to wash or sanitize hands before and after every snack and lunch break, before entering the classroom for the day, before returning to the classroom from outside, and after any contact with shared teachers.

In March, before Presidio Hill moved to distance learning, we had an all-school handwashing assembly to remind students about best practices for handwashing. We are committed to regular and rigorous training for students at all grade levels on hand hygiene. Throughout this school year we will continue to educate children and staff



about basic measures to prevent the spread of infection, including covering one's coughs and sneezes and washing hands frequently.

While outdoors at Rob Hill, students and staff will have exclusive use of two multi-use bathrooms and multiple sinks/handwashing stations. Outdoors, hand hygiene frequency will follow the same protocols as on campus.

J. Identification and Tracing of Contacts

Presidio Hill School has identified two staff members who will be responsible for contact tracing in the case of a confirmed COVID-19 positive of a student or staff member. The Presidio Hill School designated contacts for SFDPH to contact about COVID-19 are Stephanie Kastner, Assistant to the Head of School, and Sara Anderson, Administrative Assistant. Stephanie and Sara will be responsible for record-keeping and contact tracing. An alternative contact, and the staff member who will be responsible for notifying SFDPH and cohorts about positive test results, is Sarah Gaffney, Director of Marketing and Communications. Both Stephanie and Sara are currently enrolled in a contact tracing course through Johns Hopkins University, and will complete the course prior to September 28th, 2020.

Additionally, the school has revised its attendance procedures to specify whether a student and/or staff absence is due to illness. If a child is confirmed to be absent due to illness of any kind, a PHS staff member will follow up with the family immediately to gather additional information, in alignment with contact tracing best practices.

In partnership with the SFDPH, the school community will be notified if a staff member or student tests positive for COVID-19. All staff/students within the cohort will quarantine for 14 days and Presidio Hill will recommend testing for everyone in that cohort. During the quarantine period, students will participate in distance learning.

If a household member of a staff or student tests positive, that staff/student will be required to test for COVID-19 at the beginning and completion of a 14-day home quarantine period. PHS will notify the student/staff's cohort who will continue to attend school on campus.

We plan to follow and share the [SFDPH Home Isolation and Quarantine Guidelines](#) and the [California DPH Guidelines on School Reopening](#):



If a staff or student has COVID-19 symptoms			
	Staff	Student	Household/Close Contact
Symptomatic Individual Steps	Do not come to campus; Notify the school; Isolate for 10 days OR Get tested and isolate at home while awaiting results <ul style="list-style-type: none"> • If results are positive, see steps below for positive individual • If results are negative, isolate at home until you feel better. Once 24 hours have passed without fever (without taking fever reducing medication), you may return to campus 		
If a staff, student or household/close contact tests positive for COVID-19			
	Staff	Student	Household/Close Contact
Positive Individual Steps	Notify the school; <u>Isolate</u> at home until recovered <ul style="list-style-type: none"> • If symptomatic, 24 hours without fever (without taking fever reducing medication) and other symptoms have improved, and at least 10 days from initial symptoms • If asymptomatic, then 10 days from test date 		Notify the school; <u>Quarantine</u> at home for 14 days from exposure to positive household or close contact individual(s) to see if you develop symptoms and prevent passing onto anyone else
School Notification	School Community & SFDPH		Cohort(s)



School Actions	Cohort will <ul style="list-style-type: none"> • undergo testing and isolate for 10 days OR • quarantine for 14 days 		Cohort continues to attend school on campus
	DL and Substitute Teacher if necessary	DL	If staff, then substitute teacher If student, then remote learning

In addition to maintaining a [List of Close Contacts](#), as required by SFDPH, our Contact Tracing Team will also maintain a [School Outbreak Tracker](#) in the case of an outbreak.

K. Physical Distancing

We have calculated space in each of our classroom spaces to allow at least six feet of distance between teachers and students. We have repurposed shared and specialist classrooms (the school library, art room, learning specialist room, and theater) to serve as additional classroom spaces. The size of each cohort dictated the location for the cohort so that six feet of distancing is maintained.

Students in the middle school will not switch rooms as they would in a typical schedule. Students will remain in one room throughout the day, except when they walk to a designated outdoor space for lunch. Teachers will rotate to classrooms throughout the day to teach their subject area, with all teachers serving the fewest separate cohorts as possible, and no more than four cohorts total.

Students will only be permitted in the hallway in order to use the bathroom, during staggered arrival and dismissal, or to go outdoors for breaks and lunches.

L. Ventilation and Windows

Only rooms with direct airflow from outside will be used for instruction. As follows new guidance, windows will be left open and box fans will be used to improve air circulation



any time the rooms/classes are occupied to maintain an open air environment, unless air quality is unsafe due to smoke. We have installed MERV 13 air filters in the Washington Street building.

Large Lasko fans have been placed in windows in the Washington Street building, and they have a max CFM of 2500 (They are located in G3, G4, G6, G7, and G8 rooms) Smaller in-window fans have a max of 252 per fan, so 544 per room, if they're both oriented to bring in fresh air. If one is fresh air intake and one is exhaust, then the value is 252. (These are installed in TK, K, G1, G2 and G5)

If the weather is extremely cold, we will consider running the HVAC for heat in the Washington Street building early in the morning to warm things up, but will revert to relying on our passive systems once the building is starting to get populated around 7:45 a.m. The Maple Street building uses radiant heat and heaters.

M. Community Health Pledge

[Presidio Hill School's COVID-19 Community Contract](#)

Every year, Presidio Hill School asks students and staff to adhere to our policy of community communications and behavior norms. Additionally, classrooms have specific health guidelines that students and families follow to keep each other healthy (for students with allergies, medical conditions, etc). We plan to follow this model for our community health pledge. Before students are allowed to return to campus, we will ask families to sign a community health pledge to mitigate the spread of COVID-19. This expectation will be communicated to all staff and families prior to the start of on-campus education, will be incorporated into the Family Handbook, and will be distributed in Presidio Hill's School Forms Online - the location for all school required forms.

N. Staff Training and Family Education

Presidio Hill has always been committed to regular, transparent communication. We value a thorough, multi-constituent process and offer regular opportunities for feedback from all members of our school community. Before we move to in-campus learning, Presidio Hill School will create protocol modeling videos for families and staff, offer Zoom trainings and Town Halls for Q&A for families, and provide extensive digital



and printed required practices information to students and staff as well as maintaining our school's Reopening PHS website, which offers a regularly updated section on Presidio Hill's COVID-19 mitigation and prevention practices. We will offer multiple opportunities for family and staff feedback, questions, and concerns.

O. Testing of Students and Staff

All students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 within two weeks will not be permitted on campus or will be immediately sent home if the symptoms developed once at school. Our Community Health Contract stipulates that families agree to contact the school and get tested if they suspect their child or anyone in their household has COVID-19 and await test results from home. We will require a negative COVID-19 test from all students before they can return to school (and within fourteen days of the on-campus start date).

All staff will be tested by September 28th, 2020 and must communicate their test results to Tony Morgan, our Director of Finance and Operations prior to returning. We will continue to test all staff working on campus throughout the year, at least once every two weeks. We are committed to making testing as manageable as possible for our staff, including providing testing on site and at no cost to staff. We have selected PMH Laboratories as our staff testing provider and all staff can alternatively choose to use (and be reimbursed for) testing from another approved vendor (list attached in supporting documents folder). PMH Laboratories offers reliable service and results within 72 hours of testing.

If a student, staff member, or household/close contact tests positive for COVID-19, we will notify the SFDPH Schools/Childcare Hub and share the information on the [SFDPH Site Information Gathering Tool](#), [List of Close Contacts](#), as well as our [School Outbreak Tracker](#).

P. Data and Evaluation

Presidio Hill School front desk staff will document our population in terms of transmission, illnesses, and absences (both employees and students), and any follow-up that occurred by creating and keeping a database of communication.



Sara Anderson (Administrative Assistant - front desk) and Stephanie Kastner (Assistant to the Head of School) will serve as our primary contacts with SFDPH to support data collection efforts to measure and monitor COVID-19 transmission, as well as to evaluate and ensure the effectiveness of infection prevention and control measures. We will measure and monitor transmissions using our [School Outbreak Tracker](#).

To evaluate and ensure the effectiveness of infection prevention and control measures we will note when a confirmed case is identified and how many other individuals in our community test positive. If any other positive cases surface, we will re-evaluate our mitigation strategies and make any necessary adjustments. By incorporating the prevention measures described here, we would hope to see zero transmissions among other members of the cohort.

Our Front Desk staff will also be responsible for documenting staff and student illnesses and absences, and any follow-up. All students will check in to school through the ProCare app and complete their health screen through the same. Any staff or student who is absent will receive a call to identify if the child/staff or anyone in the household is being tested for COVID-19, or to recommend testing if indicated. If so, our Front Desk staff will follow up with that family to determine if the illness is COVID-19. Our Front Desk staff will make any follow-up recommendations indicated by the SFDPH protocol for when someone has suspected or confirmed COVID-19. The Front Desk staff will also document all test results, complete the [Site Information Gathering Tool](#) in the case of a positive result, and determine if return-to-work/school rules have been followed.

If a child or staff has a confirmed case, our staff will ensure the SFDPH protocol is followed, including closing that cohort for 14 days and instructing any close contacts, particularly those with symptoms, to get tested.

Q. Plans for Simultaneous Distance Learning

Parents/Guardians are asked prior to each rotation whether or not they expect their child to participate in the upcoming rotation and are notified as to whether Presidio Hill expects the rotation to follow a distance learning, hybrid, or on-campus learning plan. If the school has decided to open for on-campus in-person learning, staffing and protocols will be adapted to support those students who must stay home due to



underlying health conditions, are in isolation/quarantine, or opt to stay in distance learning at home. Distance Learning may include one-on-one and small group meetings, additional communications from teacher to home, increased amount of asynchronous learning activities, role changes for some employees to provide distance learning support and instruction. Included in the supporting documentation for this application is a detail of our distance learning plan.

R. Triggers for Switching to Distance Learning

If there are three or more cohorts who have one or more confirmed cases of COVID-19 within two weeks of one another, in either the students, staff, or if a single cohort has multiple cases, Presidio Hill will move immediately to all-school distance learning.

If there are two or fewer cases contained to one cohort, only that one cohort will be temporarily affected and asked to move to distance learning.

PHS will consult with SFDPH when there is any doubt about whether or not we should close the school.

S. Communication Plans

In public health, the patient's privacy is a mandate. In accordance with the Americans with Disabilities Act and the Family Education Rights and Privacy Act, the identity of the person with COVID-19 will not be shared. However, Presidio Hill School will notify the community if there is a confirmed case on campus through a SchoolMessenger alert. This in-house communication system allows Presidio Hill to text, email, and use voicemail instantaneously for all community members, or by grade levels.

T. Equity

Presidio Hill School was founded over 100 years ago on the same principles of equity and inclusion which are foundational to our school today. We are committed to providing an equitable learning experience for every one of our students and will consult with the Reopening Taskforce, the PHS Board of Trustees, and the PHS Multicultural Leadership Team to ensure equity at all grade levels and in all aspects of our various learning models. We will also maintain an equitable process for faculty and staff - PHS administration will be flexible with individuals according to health needs and personal concerns.



When on-campus learning is able to resume, families will be given the option to participate in on-campus learning or to remain in distance learning for the remainder of the school year. Those who choose not to return to campus will have access to a vibrant virtual distance learning curriculum with both synchronous and asynchronous elements, and taught by PHS staff.

Additionally, Presidio Hill School provides Chromebooks for all students TK-8th grade for at home use, assists families to purchase reliable internet service in their homes as need requires, so that all students have reliable access to the internet for distance learning, and provides ample and necessary school supplies to all students in addition to their Chromebook devices and chargers. Students whose families choose to remain in distance learning will be offered additional supplies to supplement their learning at home.