

WEST PORTAL LUTHERAN

Health and Safety Plan

Updated September 14, 2021



Introduction

We rejoice in the opportunity to plan for a full in-person learning this school year after so much of our lives has been upended by the COVID-19 pandemic, including the education of our children. This school year, the San Francisco Department of Public Health (SFDPH) recommends schools to prioritize a full return to in-person learning at full capacity for all grades. This health and safety plan has been updated from our return to school this past spring and reflects what our school will do to follow the requirements of SFDPH's Guidance for TK-12 Schools for In-Person, On-Site Instruction for 2021-2022.

This overview/document is intended to give parents and families the 'essentials' of what our return will look like. Our procedures are informed by evidence-based public health and education planning, best practices from schools that have already reopened and the direct feedback of epidemiologists, child infectious disease physicians, and school leaders. It is not a stand-alone resource, legal or medical advice. We encourage parents/guardians to always practice good prevention practices with their children.

As of this publication, West Portal Lutheran School plans to:

- Engage and encourage everyone in the school and the community to practice preventive strategies including vaccination, masking indoors, ventilation, hand hygiene, physical distancing, and testing.
- Integrate SARS-CoV-2 mitigation strategies into co-curricular and extracurricular activities
- Maintain healthy environments (e.g., cleaning and disinfecting frequently touched surfaces).
- Make decisions that take into account the level of community transmission.
- Repurpose unused or underutilized school spaces to increase classroom space and facilitate social distancing, including outside spaces, where feasible.
- Implement a modified quarantine per the San Francisco Department of Health's guidance for when a student tests positive for COVID-19.
- Implement local isolation and quarantine guidance for adult-to-adult transmission in the classroom.
- Follow guidance for state and local health departments to conduct case tracing in the event of a positive case.

Strategies to Prevent the Spread of COVID-19

As part of West Portal Lutheran's strategies to prevent the spread of COVID-19, the school will do the following:

Vaccinations

- Encourage COVID-19 vaccination for staff, volunteers, students old enough to be vaccinated, and family members.

Face Masks

- Wear face masks indoors. Face masks are required indoors at TK-12 schools, even for people fully vaccinated for COVID-19. Adults must mask indoors, even when students are not present.
- Face masks are not required outdoors, but it is our practice to have masks on at all times, both indoors and outdoors.
- Keep a supply of masks for students/staff who forget to bring their own.
- Regularly monitor and ensure each student and adult is wearing their face mask properly. In the situation that a face mask cannot be worn due to medical condition, students/staff may be allowed to wear a face shield with a drape on the bottom.
- Start with silent eating time for meals/snacks, followed by conversation time, to discourage talking while face masks are off.

Ventilation

- Open windows to increase natural ventilation with outdoor air when health and safety allow.
- Use a portable air cleaner in the designated isolation room for students who are ill.
- In the event of wildfire smoke, follow SFDH's recommendation to prioritize maintaining healthy air quality indoors and using portable air cleaners as necessary.

Hand Hygiene

- Teach and reinforce washing of hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students/staff.
- Promote hand washing throughout the day, especially before and after eating, after using the toilet and after handling garbage, or removing gloves.
- Use hand sanitization stations before and after leaving the classroom as needed.

Cleaning and Disinfection

- Clean surfaces and floors once a day per SFDPH's updated guidance. Outdoor playgrounds do not need cleaning and disinfection between groups.
- Clean and disinfect the spaces occupied by a person who is confirmed as COVID-19 positive case.

Testing

- Test all on-site school personnel who are not fully vaccinated for COVID-19, including essential volunteers on a weekly basis with a PCR test. Unvaccinated personnel must either sign a release of information for test results to be shared with the school, or commit to notifying the school within 1 hour of a positive or inconclusive result, and within 24 hours of a negative result. Schools must keep a log of all test results and inform SFDPH of positive tests within 1 hour.
- Voluntary self-administered testing of students on a periodic basis. SFDPH does not recommend routine testing for students without COVID-19 symptoms or known exposure.
- For a list of COVID-19 testing options in San Francisco, please [click here](#).

Campus Visitors

- Limit parents and other visitors in school buildings. All visitors must sign-in with the school office and receive a visitor sticker.

NO LONGER REQUIRED

- Physical distancing and cohorting
- Temperature checks
- On-site daily health screening

Protocols for Illness or Positive Test Results

The school asks that both students/staff who are feeling sick to stay home.

A copy of SFDPH's **COVID-19 Symptom and Exposure Check** can be found [here](#).

When staff or students become sick at school:

- Staff will notify school administration and leave work as soon as they can.
- Parents/guardians will be notified to pick up his/her student. The student will be kept in a designated isolation space with their face mask on until parent/guardian arrives for pick up.

In the event that a student or staff member is confirmed to have COVID-19, West Portal Lutheran School will do the following:

- Immediately notify local health officials. These officials will help administrators determine a course of action.
- Provide a close contact* advisory to staff and families of children through email within one business day. Provide a general advisory for staff and families of children that a positive test case has been identified within the school community.
- Work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19. SFDPH staff will work with schools on case management and provide input on next steps, including isolation, quarantine, and outbreak management. A contingency learning plan will be enacted for remote learning if an extended dismissal is required.

* A close contact is defined as being within 6 feet of a person with COVID-19 for a total of 15 minutes or more over 24 hours (for example, three individual 5-minute periods over the course of the day), while the infected person was contagious.

What are isolation and quarantine?

Both isolation and quarantine refer to staying at home and away from other people, when you have or might have COVID-19. Isolation and quarantine are used to keep people who have or might have COVID-19 away from others, to keep the infection from spreading.

You quarantine when you have been exposed to COVID-19 through close contact with someone with COVID-19 and might be infected.

You isolate when you have been infected with the virus, even if you don't have symptoms. If you have symptoms that could be from COVID-19, you also must isolate until you know you are not infected, usually after you have a negative COVID-19 test.

Isolation Instructions for Child/Staff with Confirmed COVID-19 Infection

- Infected students/staff must follow current isolation and quarantine requirements. They are required to isolate at home for at least 10 days after symptoms started or from time of positive test and no fever for 24 hours (without fever reducing medication) and symptoms are improving.
- Staff may leave isolation early after receiving a negative COVID-19 test collected after the start of symptoms or a healthcare provider provides documentation that the symptoms are typical of an underlying chronic condition or confirms an alternative named diagnosis.
- For SFDPH's criteria for children returning to schools, [click here](#).

Quarantine Instructions for Close Contacts

Vaccinated child/staff

- People who are fully vaccinated for COVID-19 or have had COVID-19 in the last 3 months do not have to quarantine after close contact as long as they do not have symptoms. They must monitor symptoms for 14 days.

Unvaccinated child

Close Contact at School

- Students in TK-12 schools who are not fully vaccinated for COVID-19 and have close contact in an indoor classroom setting at school can continue to attend school during quarantine if both the student and the infected person were wearing face masks consistently and correctly during close contact and all of the following criteria are met:
 - They remain asymptomatic.
 - Continue to wear a face mask at school.
 - Undergo twice weekly COVID testing with negative results.
- Students must quarantine except to attend school. Avoid all out of classroom activities including extracurricular activities (After School Enrichment, After School Music, sports, and out of school programs).
- This “modified quarantine” applies only to students who were exposed to COVID-19 in school. It does not apply to students who were exposed to COVID-19 at home, outside of school, or during extracurricular activities like school sports.
- If a child was unmasked during exposure, he/she must quarantine from school and all activities for 10 days (this can be shortened to 7 days if testing was conducted after day 5 and is negative).
- A child who has close contact with a person with COVID-19 outdoors at school are only required to quarantine if they are unvaccinated and the close contact occurs either during a high-contact sport/dance or while stationary and unmasked.

Close Contact But No Symptoms (Outside of School)

- A child who has had close contact with someone confirmed with COVID-19 must quarantine for 7 days and an appointment must be made to have the child tested 5 days after their last close contact (if they don't develop any symptoms before then).
- The child may return to school after quarantine if no symptoms for 7 days after the last close contact and a negative test, collected on day 6 or later of quarantine.
- For more information on what to do if the child was exposed to COVID-19 and not fully vaccinated for COVID-19, please [click here](#).

Unvaccinated staff

- All unvaccinated adults must undergo a standard 10-day quarantine. Modified quarantine only applies to TK-12 students.
- A person who is not fully vaccinated who has a close contact with a person with COVID-19 should closely monitor themselves for COVID-19 symptoms until 14 days after the close contact.
- If they do not develop any COVID-19 Symptoms, they may leave quarantine:
 - Ten (10) days after their last Close Contact with the Person With COVID-19, or
 - Seven (7) days after their last Close Contact if they receive a negative COVID-19 test result from a test taken on or after day 5 post exposure and do not live in a High Risk Setting.

Allowed Activities

- Festivals, performances, and other events that involve families; tours; and open houses
- Students can share toys, computers, books, games, play areas, and area rugs.
- Drinking fountains can be used.
- All restrictions on field trips have been removed. Students, staff, and volunteers must all wear masks during field trips.
- Fire drills.
- Sports, dance, exercise, singing, and chanting are allowed. Sports and extra-curricular activities (including After School Enrichment and After School Music programs) need to follow the same prevention strategies and policies for the school day.

Out of State Travel Guidance

Delay out-of-state travel until you are [fully vaccinated](#).

If you are not fully vaccinated and must travel, follow CDC's recommendations for unvaccinated people.

Before you travel:

- Get tested with a [viral test](#) 1-3 days before your trip.

While you are traveling:

- [Wearing a mask over your nose and mouth is required](#) on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations.
- Avoid crowds.
- Wash your hands often or use hand sanitizer.

After you travel:

- Get tested with a [viral test](#) 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
 - Even if you test negative, stay home and self-quarantine for the full 7 days.
 - If your test is positive, [isolate](#) yourself to protect others from getting infected.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.
- Avoid being around people who are at [increased risk for severe illness](#) for 14 days, whether you get tested or not.
- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- Follow all [state and local](#) recommendations or requirements.

People who are fully vaccinated with an FDA-authorized vaccine can travel safely within the United States. If children who travel self-quarantine then teachers will provide lesson materials and curriculum/homework for the time of their self-quarantine.