

Elementary School Reopening Plan **West Portal Lutheran School - COVID-19 Protection Program**

Updates (January 2021; March 2021)

Guidance to SF schools that have already re-opened for in-person instruction to comply with the new CDPH framework.

On January 14, 2021, California Department of Public Health (CDPH) published "[COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year.](#)" This updated framework, among other items, requires that schools post a COVID-19 Safety Plan (CSP) publicly on its website homepage by February 1, 2021.

The COVID-19 Safety Plan (CSP) consists of two elements:

- 1) [COVID-19 School Guidance Checklist](#): this 4-page checklist serves as consolidated public attestation that a school's safety plan satisfies requirements for the safe reopening of schools per CDPH. [See WPL School's checklist here.](#)
- 2) COVID-19 Protection Program (CPP): The CPP is a health and safety plan addressing measures contained within [Cal/OSHA's Emergency Temporary Standards](#) (published December 1, 2020). [This document is West Portal Lutheran School's CPP.](#)

The purpose of this COVID-19 Protection Program is to establish norms for responding to a disease outbreak, understand our roles and capacities for keeping our students and staff safe, and streamline the communication to our staff, students and families in the event of an outbreak. Highly infectious illnesses can spread quickly and have widespread impact on communities, such as schools, with regular close physical interactions. As such, this plan serves as a resource guide for planning and responding to COVID-19 cases within our school. This plan also corresponds with federal, state, and/or local agencies' guidelines.

This plan takes into consideration updates to both K-12 schools and additional guidance for providing in-person instruction, including: 1. Criteria and processes for school reopenings under the [Blueprint for a Safer Economy framework](#). (Updated on January 19, 2021 to clarify language in the Reopen definition.) 2. Considerations intended to help school community leaders plan for and prepare to resume in-person instruction including steps to take when a student or staff member is found to have COVID-19 symptoms during the school day. 3. Response to confirmed

COVID-19 infections when: a. a case of COVID-19 is confirmed in a student or staff member; and b. a cluster or outbreak of COVID-19 at a school is being investigated. 4. Physical distancing in classrooms. 5. Implementation of stable groups of students and staff.

Criteria for reopening

Red, [Orange](#), and Yellow Tiers. Consistent with the July 17 Framework, schools may reopen at all grades if they are located in counties in the Red, Orange or Yellow Tiers under the [Blueprint for a Safer Economy](#). Operations once reopened must adhere to the updated [Sector Guidance for School and School-Based Program](#) reflected in this document. Schools that reopen must complete and post a CSP to their website homepage before reopening for in-person instruction.

The Tiers from the Blueprint for a Safer Economy Framework inform the process needed for submission of CSPs for maintaining and/or resuming in-person instruction as described below. Yellow (Tier 4/Minimal), Orange (Tier 3/Moderate), and Red (Tier 2/Substantial):

- For schools that have already reopened and are located in a county that is in the Yellow, Orange, or Red Tier, the LEA must post the CSP publicly on its website homepage by February 1, 2021.
- For those schools that have not reopened, and the county has been in the Purple Tier, the county must be in the Red Tier for 5 consecutive days before the school may reopen.
- For schools that have not reopened, the LEA must complete and post the CSP publicly on its website homepage *at least 5 days* prior to providing in person instruction.

While developing and prior to posting a CSP, it is strongly recommended that the LEA (or equivalent) consult with labor, parent, and community organizations. Examples of community organizations include school-based non-profit organizations and local organizations that support student enrichment, recreation, after-school programs, health services, early childhood services, or provide family support.

Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

Cleaning and Disinfection

The section below provides information on WPLS's plan for cleaning and disinfection. "Cleaning" involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks. "Disinfection" kills germs on surfaces using specific agents.

Staff will clean frequently-touched surfaces. Frequently touched surfaces in the school include, but are not limited to: Sink handles, shared tables, desks, or chairs. Children will wash or sanitize

their hands before and after using outdoor spaces and it is noted that, when hand hygiene is emphasized, cleaning of outdoor play structures is not required between cohorts. Custodial staff and any other workers who clean and disinfect the school site will be equipped with proper personal protective equipment, including gloves, and other appropriate protective equipment as required by the product instructions.

All products will be kept out of the reach of children and stored in a space with restricted access.

WPLS will establish a cleaning schedule in order to avoid both under- and over-use of cleaning products. WPSL will ensure proper ventilation during cleaning and disinfecting and introduce fresh outdoor air as much as possible for example by opening windows where practicable. When disinfecting, WPLS staff or custodians will air out the space before students arrive; disinfection will be done when students are not present.

WPLS plans to implement a three-prong approach to cleaning and disinfecting surfaces:

- 1) New cleaning tools and chemicals: Electrostatic Sprayers have been purchased and will be used daily (after students leave in the afternoon) to disinfect school surfaces.
- 2) External/third-party cleaning contracts x 5 a week will resume.
- 3) New cleaning protocols with teachers, students and staff

If a case of COVID-19 has been identified, the spaces where the case spent a large proportion of their time (e.g., classroom, or administrator's office if an administrator) will be disinfected using [electrostatic sprayers](#). As frequent disinfection can pose a health risk to children and students due to the strong chemicals, sprayers will not be used more than once a day or as needed. WPLS will provide workers with training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use of electrostatic sprayers.

WPLS has read and understands the [SFDPH recommendations for Cleaning and Disinfectant Safety](#).

Use of Shared Items

WPLS plans to minimize use of shared items in the following ways:

- 1) Classroom color-coded equipment assigned to each grade level.
- 2) Each student will have their own toolbox for materials and their own desk or workspace.
- 3) Use of online and digital resources as often as possible.
- 4) Develop a wide range of outside/inside activities that do not require shared materials.
- 5) Food sharing is prohibited and all lunches will be individually packaged from home.
- 6) Students will be permitted to bring partitions to and from school for desks.

☐ Stable group structures and cohorting: How students will be kept in small, stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

Stable group structures (where applicable) and Cohorting:

Stable groups provide a key mitigation layer in schools. A stable group (also called a “cohort” here) is a group with fixed membership that stays together without mixing with any other groups for any activities. Students will be placed into stable groups that stay together all day with their core teacher (and any aide or support staff who is present). Instruction for each class will take place in one fixed location (a classroom) with one dedicated teacher. School staff will document visits to classrooms that are not part of their group. We will use a sign-in sheet/log on classroom doors.

Kindergarten

Class sizes for Kindergarten and Grade One are small: Kindergarten 1 (K1) has 6 students: 6 will return in person (**Cohort A**). Kindergarten 2 (K2) has 8 students: 6 will return in person (**Cohort A**) and 2 students will learn online until the end of the school year (**Cohort X**).

Grade One:

Grade 1A has 12 students: 10 will return in person (**Cohort A**) and 2 are “undecided” (potentially **Cohort X**). Grade 1B also has 11 students. 7 will return in person (**Cohort A**) and the remaining (up to 4 people) will learn online until the end of the school year (**Cohort X**).

Grade Two

Grade 2A has 23 students: 15 will return in person (**Cohort A**) and the remainder (8) will learn online until the end of the school year (**Cohort X**). Grade 2B has 23 students. 13 will return in person (**Cohort A**) and the remainder (10) will learn online until the end of the school year (**Cohort X**).

Grade Three:

Grade 3A has 20 students, 13 will return in person (**Cohort A**) and the remainder (7) will learn online until the end of the school year (**Cohort X**). Grade 3B has 21 students, 15 will return in person (**Cohort A**) and the remainder (6) will learn online until the end of the school year (**Cohort X**).

Grade Four:

Grade 4A has 22 students, 10 will return in person (**Cohort A**) and the remainder (12) will learn online until the end of the school year (**Cohort X**). Grade 4B has 24 students, 8 will return in person (**Cohort A**) and the remainder (17) will learn online until the end of the school year (**Cohort X**).

Grade Five:

Grade 5A has 15 students, 9 will return in person (**Cohort A**) and the remainder (6) will learn online until the end of the school year (**Cohort X**). Grade 5B has 16 students, 9 will return in person (**Cohort A**) and the remainder (7) will learn online until the end of the school year (**Cohort X**).

Lunch will be held in classrooms or outside with a stable cohort of students. Seats have been marked to ensure separation/social distance

Recess will be held in classrooms or outside with a stable cohort of students. Seats have been marked to ensure separation/social distance

- *Students will return to classes using separate staircases to avoid traffic commingling*

Outdoor instruction: How instructional activities will be conducted outdoors to maximize use of outdoor campus space

Outdoor Instruction

PE classes will be canceled for indoor activities. When and where possible, teachers will conduct curricular activities (i.e., Science or Social Studies) outdoors. Outdoor field trips, under newest guidance from SDPH (see [Statement: Best Practices for Schools](#)) will be conducted if no shared vehicles or public transportation are used.

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Entrance, Egress, and Movement

Entrance

Morning Drop Off Procedure

Grades K -1: Class arrival times will be staggered so that fewer people are utilizing the outdoor spaces at any time. Kindergarten students will start at 8:25 AM. Kindergarten students will enter their classroom directly from the east door (near the playground) after being dropped off. Grade One students will start at 8:45 AM. Grade One students will enter school through our east side door (near the playground) after being dropped off by parents.

Grades 2-3: Class arrival times will be staggered so that fewer people are utilizing the outdoor spaces at any time. Grade Two students will start at 9:00 AM. Grade Two students will enter the school east side door after being dropped off by parents. Grade Three students will also start at 9:00 AM. Grade Three students will enter their classroom directly from the main door (on Moraga) after being dropped off by parents.

Each child will need to have a health check, including a temperature measurement and verbal health screening, prior to entering the school. Parents will be required to wear a face mask for drop off and pick up. Children and staff will wear face masks. All parents will stay in cars or remain outside and will refrain from entering the building. Walkways have been carefully

marked to promote social distancing.

Grades 4-5: Initially, class arrival times will be staggered so that fewer people are utilizing the outdoor spaces at any time. Grade Four students will start at 8:15 AM and enter their classroom after being dropped off by parents in front of the church/school. Grade Five students will start at 8:30 AM. They will enter their classroom building after being dropped off by parents in front of the church/school.

Staff will be on duty to ensure social/physical distancing will be maintained. Each child will need to have a health check, including a temperature measurement and verbal health screening, prior to entering the school. Parents will be required to wear a face mask for drop off and pick up. Children and staff will wear face masks. All parents will stay in cars or remain outside and will refrain from entering the building. Walkways have been carefully marked to promote social distancing.

Egress Afternoon Pick Up Procedure

Kindergarten students will be picked up at 2:45 PM.

Grade One students will be picked up at 3:00 PM. Grade One students will leave school through the east gate on 37th Avenue after their parents arrive and are announced.

Grade Two students will be picked up at 3:15 PM. Grade Two students will leave school through the east side gate on 37th Avenue after their parents arrive and are announced.

Grade Three students will also be picked up at 3:15 PM. Grade Three students will leave school through directly from the main door (on Moraga) after their parents arrive and are announced.

Grade Four students will be picked up at 3:30 PM. Grade Four students will stay in physical distanced cohorts in the parking lot until their ride is called. Teachers will use walkie talkie system to relay names.

Grade Five students will also be picked up at 3:30 PM. Grade Five students will stay in physical distanced cohorts in the parking lot until their ride is called. Teachers will use walkie talkie system to relay names.

Staff will be on duty to ensure social/physical distancing will be maintained for egress. Children and staff will wear a mask when leaving their classroom until they are in their car. Parents will be required to wear a face mask at all times. Parents will refrain from entering the campus buildings. Walkways have been carefully marked to promote social distancing.

Movement Within the School:

Children and staff members will wear masks at all times. Visitors will be restricted except in cases where a vital need requires their presence. Visitors are required to wear a face mask on campus at all times.

The walkways within the school will be marked as one way. 6' markers will be placed on the

floor, to help students maintain appropriate distance when joining and leaving a class. WPLS will maintain stable cohorts of students. This means children will stay in the same group as much as possible. Possible exceptions: i.e., when there are only two or three students remaining in After School Care.

Only one class at a time will use the hallways and staircases. In the event that two classes are out of their classrooms at the same time they will use separate staircases and take turns in hallways.

Classroom windows will be kept open to allow for ongoing ventilation. Staff and student movement within the school will be limited to essential tasks and activities.

Face Coverings and Other Essential Protective Gear: How SFDPH's face covering requirements will be satisfied and enforced.

Face Coverings and Other Essential Protective Gear

Children and staff members will wear masks at all times. Visitors will be restricted except in cases where a vital need requires their presence. Visitors are required to wear a face mask on campus at all times.

All teachers will have surplus masks/extras in their classrooms in case one is needed. Secretarial staff will have surplus masks/extras in their offices in case one is needed. Secretarial staff have gowns and gloves for teachers if needed.

Visitors (people who must gain access to the building) will not be permitted without a mask.

All adults and students must wear face masks over both their nose and mouth while on campus. This includes family members and caregivers dropping-off or picking-up students outside the building.

CDPH requires schools to exclude students from in-person attendance if the student refuses to wear a face mask and does not have a medical exemption.

The school has also purchased and made available 'face shields' to be used in conjunction with other protective equipment in the case that a staff requests one.

Staff working alone in a classroom that others will use later are not exempt, and must wear a mask. Similarly, administrators in a private office will be required to wear a mask, even when alone, if they can reasonably expect others to enter their office to ask questions or to meet.

Signage has been clearly posted on all entrances to the buildings, including outside gates.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent

home immediately. Considerations intended to help school community leaders plan for and prepare to resume in-person instruction including *steps to take when a student or staff member is found to have COVID-19 symptoms during the school day* and while participating in before and after school programs.

Health Screenings for Students and Staff

SFDPH no longer recommends routinely testing students without COVID-19 symptoms or exposures, and no longer recommends routinely testing staff without COVID-19 symptoms or exposure in yellow and orange tiers. See **Health Officer Directive No. 2020-33** for detailed information about current testing requirements for schools, at <https://www.sfdph.org/directives>. However, staff offering in-person instruction must be tested within seven days before their first day of work at West Portal Lutheran School. [Recommended SF.GOV testing options for teachers can be found here.](#)

All staff must take their temperature/note overall health upon entering the school building each day and make a note in our daily log. Logs are stored in a secure drive.

All students must have their temperature and a health check taken before entering the school building each day. In the event that a student or staff member becomes ill at school, they will be kept apart from others until they are picked up in our dedicated isolation room. Students will be required to keep face masks on while waiting for an adult. We request parents to pick up students ASAP and will not be permitted in the building to collect students; the student will walk outside to meet them if possible. Staff members will leave immediately.

	Student or Staff with:	Action	Communication with school community
1.	COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom screening: per CDC Symptom of COVID-19 .	<ul style="list-style-type: none"> • Send home if at school. • Recommend testing (If positive, see #3, if negative, see #4). • School/classroom remain open. 	<ul style="list-style-type: none"> • No action needed.
2.	Close contact (†) with a confirmed COVID-19 case.	<ul style="list-style-type: none"> • Send home if at school. • Exclude from school for 10 days from last exposure, per CDPH quarantine recommendations. • Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative). • School/classroom remain open. 	<ul style="list-style-type: none"> • Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.
3.	Confirmed COVID-19 case infection.	<ul style="list-style-type: none"> • Notify the LHD. • Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. • Identify school contacts (†), inform the LHD of identified contacts, and exclude 	<ul style="list-style-type: none"> • School community notification of a known case. • Notification of persons with

		<p>contacts (possibly the entire stable group (††) from school for 10 days after the last date the case was present at school while infectious.</p> <ul style="list-style-type: none"> • Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion). • Disinfection and cleaning of classroom and primary spaces where case spent significant time. • School remains open. 	<p>potential exposure if case was present in school while infectious</p>
4.	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	<ul style="list-style-type: none"> • May return to school after 24 hours have passed without fever and symptoms have started improving. • School/classroom remain open. 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing.

(†) A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have

spent time together indoors. (††) See Stable Group Guidance for definition of a stable group. In some situations, (e.g., when seating charts are used, face covering is well adhered to, and teachers or staff have observed students adequately throughout the day), contact tracing and investigation may be able to determine more precisely whether each stable group member has been exposed. In this situation, those who were not close contacts could continue with in-person instruction.

☐ Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines

Healthy Hygiene Practices

West Portal Lutheran School has 10 hand sanitizer stations at our Sunset location. Each floor has its own bathrooms that have hand washing stations/sinks. Two kindergarten classrooms share one bathroom. Students will be required to wash hands repeatedly daily (before and after snacks, lunch, play and any outside activities).

Classroom tables will be cleaned and disinfected before and after each mealtime if students must eat indoors

Outdoor playgrounds/natural play areas only need routine maintenance. Children will wash or sanitize their hands before and after using these areas and outdoor play structures will be cleaned daily.

The bathrooms will be cleaned every day.

Separate outdoor toys will be used for each group daily.

Common door handles will be wiped with disinfectant throughout the school day.

WPLS will place physical barriers for protection at reception desks or other similar areas, when possible.

We have posted signs encouraging hand hygiene in several languages.

We have discontinued self-service food and beverage distribution. Meals, snacks, and beverages consumed at school will be individually packaged.

☐ Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing and to be trained on contact tracing, such as creation and submission of lists of exposed students and staff to SFDPH and notification of exposed persons. Each school must

designate a person for SFDPH to contact about COVID-19 and receive training on contact tracing.

Identification and Tracing of Contacts

WPLS understands that a significant and/or widespread outbreak may require moving to a more remote-based instructional model more quickly while a single case – or family relation who has tests positive – could demand a different strategy. Per the SFDPH guidance, WPLS will avoid unilaterally closing without direction from public health officials. Doing so may not decrease the risk to staff and students.

See below for our current protocol:

We have designated people to act as School Resource Person(s) for the local health department to contact or who will be responsible for contacting them: Primary contact - Mrs. [Melissa Murphy](#). Secondary contact - Mrs. Mickey Angerman .

We maintain accurate attendance records of students and staff members.

We will keep a log of any visitors which includes date, time and where in the school they visited. Logs will be stored in a secure folder.

In the event that there is a confirmed case WPLS will assist local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through CDC and the SF Department of Public Health.

1. Use the Exposure and Investigation tool to collect the important details about the case BEFORE contacting the School/Childcare Team.
2. If possible, obtain a copy of the lab report and attach it to the Exposure and Investigation tool.
3. Report the case within 1 hour to the SFDPH Schools and Childcare Hub
4. When interviewing people to determine if they had close contact, and informing them that they may have been exposed, WPLS will **not** disclose the identity of the person with COVID-19, as required by law.
5. Use the List of Close Contacts template to collect details of any close contacts.
6. Email the List of Close Contacts to schools-childcaresites@sfdph.org within 24 hours.
7. Communicate to your school community within one business day using the [“Close contact Advisory” template](#)

In addition, here are the ‘in-house’ steps we will follow:

- The COVID-19 primary School Resource Person (Mrs. Melissa Murphy) will assist the local health department with questions and information related to identifying close contacts and protocols as to how close contacts will be identified.
- Immediately notify our Pastors and Church Council.
- Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations.

- Keep the child or staff at home for 10 days after onset of *first symptoms*.
- 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.
- Clean and disinfect spaces. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time. Open windows in areas used by the sick person to maximize outdoor air circulation. Note: This does not have to be done until students and staff have left for the day.
- Keep lines of communication open to parents by updating Parents through our school communication portal (ParentSquare).
- Ensure that teachers continue to be well-prepared for a sudden return to online teaching and that they have all resources, communication and teaching tools at the ready. Implement online/distance teaching and learning during school closure.

☐ Physical Distancing: Specific additional details regarding how space and routines will be arranged to allow for at least 6 feet of physical distancing of students and staff.

Physical Distancing

How space and routines will be arranged to allow for physical distancing of students and staff.

The walkways within the school will be marked as one way. 6' markers will be placed on the floor (different colors for each floor), to help students maintain appropriate distance when joining and leaving a class.

Due to the size of the school and number of students we will have in person, classroom seating and spaces will be arranged so that students are separated from one another by 4 feet. We will maintain stable cohorts of students. This means children will stay in the same group as much as possible.

Only one class at a time will use the hallways and staircases. In the event that two classes are out of their classrooms at the same time they will use separate staircases.

Classroom windows will be kept open to allow for ongoing ventilation.

Staff and student movement within the school will be limited to essential tasks and activities. No visitors will be allowed inside.

☐ Ventilation and Windows: How schools will mitigate the risk of poor ventilation and low room air exchange, and maximize the use of windows and ventilation systems to maximize intake of fresh air and minimize recirculated air.

Ventilation and Windows

To establish an environment where we can safely educate students, WPSL has maximized the use of windows and school ventilation in the following ways:

- Open all doors and windows. WPLS Sunset classrooms have between 6 and 10 windows that can be opened. This action can significantly improve ventilation rates. It is also recommended

that windows be opened one - two hours before occupancy.

- Classrooms will also have fans available to help facilitate passive ventilation.
- Our air filters (called MERV13) have had maintenance/been replaced as of October 2020.

☐ Community Health Pledge: How schools will establish norms within school community to practice COVID-19 prevention and mitigation measures outside of school (i.e., pledge or agreement to practice physical distancing, wear face coverings, practice healthy hygiene, limit mixing, etc)

Community Health Pledge

WPLS has asked staff to [complete our pledge](#) that details our shared agreement to follow protocols on prevention, monitoring, and support. It is available to parents to read on our school website [here](#).

☐ Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Prior to the start of school staff have completed seven days of training. This training covered: staff procedures for a sudden shift to online teaching, expectations for sanitation and hygiene, an overview of school supplies and how to access them, online curriculum for use in any scenario, protocols to follow in the event of a suspected COVID case, what to do in the event of a confirmed COVID case and a guest speaker from [Veritiv](#) who has walked teachers through the use and protocols for cleaning and disinfecting using our in-house cleaning supplies. Teachers have access to all school documentation that they can access remotely. All policy/procedure changes and updates are shared regularly with school families on ParentSquare and [our school website](#).

☐ Testing of Students and Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results.

Testing of Students and Staff

Describe how all teachers and staff will be universally tested prior to start of school and then periodically thereafter to detect asymptomatic infections.

SFDPH no longer recommends routinely testing students without COVID-19 symptoms or exposures, and no longer recommends routinely testing staff without COVID-19 symptoms or exposure in yellow and orange tiers. See **Health Officer Directive No. 2020-33** for detailed information about current testing requirements for schools, at <https://www.sfdph.org/directives>. However, staff offering in-person instruction must be tested within seven days before their first

day of work at West Portal Lutheran School.

Data from testing results will be stored in a secure folder and can be shared with SFDPH if needed.

☐ Data and Evaluation: How schools will cooperate with SFDPH data collection efforts to measure and monitor COVID-19 transmission, and evaluate and ensure the effectiveness of infection prevention and control measures. Identify the staff member who will be responsible for documenting the monitoring program, a process for documenting staff and student illnesses and absences, and a follow up process to determine if illnesses are COVID-19, if staff or students have been tested by protocol, and if return-to-school/work rules have been followed.

Data and Evaluation

WPLS Assistant Principal Mrs. Melissa Murphy and Principal Mrs. Mickey Angerman will be responsible for documenting the monitoring program.

Our process for documenting staff and student illnesses and absences is as follows:

West Portal Lutheran School requires Daily health checks, including temperature measurement, will be conducted for all children and staff upon arrival, and throughout the day as indicated. A person with a temperature above 99°F will not be allowed to stay at school. Returning to school will be allowed after 72 hours of being fever and symptom free without medicine.

Any child exhibiting COVID-19 symptoms during the day will need to be picked up immediately (as soon as possible) and will be welcomed back to school when they are symptom free. While waiting to be picked up, the child will be kept safe, under supervision, in a quarantined/isolated space. Students will be required to keep face masks on while waiting for an adult.

The school will follow up with families to learn about the student's health and to determine which protocols have been followed by families.

☐ Plans for Simultaneous Distance Learning: How schools will provide simultaneous distance learning in the event that students must stay home in case they have underlying health conditions, are in isolation/quarantine, and/or choose to stay home for distance learning.

Plans for Simultaneous Distance Learning

In the event that students have to stay home *temporarily* because of underlying health

conditions or have to quarantine, and/or choose to stay home for distance learning, WPLS has opted to have the at-home learner join an online cohort (at the same grade level and following the same curriculum). Classroom resources are available through Google Drive and a variety of other digital and online platforms.

☐ Triggers for Switching to Distance Learning: The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.

Triggers for Switching to Distance Learning

Schools should avoid unilaterally closing due to community surges in COVID-19, without direction from public health officials. Doing so may not decrease the risk to staff and students. Triggers for switching to distance learning if:

- 1) A student in a dedicated cohort has a confirmed case of COVID19
- 2) A staff member has a confirmed case of COVID19
- 3) The school deems it necessary in order to mitigate risk of exposure to the virus.

☐ Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Communication Plans

West Portal Lutheran is working hard to keep our school community well-informed about the COVID-19 developments, resulting policies, and current guidelines. To quickly and effectively do so, we are committed to the following: Sending updates to families through ParentSquare at least once a week through a Principal's post and weekly through Teacher Class Updates

Continuing to define current expectations for both students and teachers and notify families as these evolve.

Centralizing updates, information, and resources so families can quickly access relevant guidance. We will use ParentSquare and Google Drive.

Proactively seek feedback through parent surveys and polls.

☐ Equity: How schools plan to promote equity with respect to COVID-19 prevention and mitigation.

Equity

The COVID-19 pandemic may change some of the ways we connect and support each other. WPLS will ensure that all students have access to a device and curriculum materials for distance learning. Shared faith, family, and cultural bonds are common sources of social support and West Portal Lutheran School is committed to our school mission of providing an exceptional academic experience for children “in a challenging and inspiring Christian environment” whether we teach in person or online.

WPLS is committed to serving all students and staff and families through the pandemic. Here are some of the ways we can promote equity and help all stakeholders feel that the lines of communication are open and available to ALL:

- Regular updates on ParentSquare and Weekly Updates from teachers
- Weekly Chapel services held online. Wednesday Chapel services are held for Grades 4-8 and Thursday Chapel services are held for Kindergarten-Grade 3. Parents and teachers are encouraged to attend virtually as well.
- Daily ‘Morning devotions’ for staff from 8:00-8:10

☐ Appendix A: Social Distancing Protocol: How schools will complete, display and follow required [Appendix A: Social Distancing Protocol](#) has been posted on all entrances.

☐ Risk Acknowledgement Form: Risk Acknowledgement Form [can be found here](#)