

KITTREDGE SCHOOL RETURN PLAN

As we prepare to return to classroom teaching, we want to share reminders about new protocols. All of these exist so that we can take care of the children and adults in our community. To help ensure that everyone stays healthy, we need your help. Please join us in taking care of one another as we come back together.

Our school reopening plan is aligned with all local, state and CDC health guidelines. You may review this plan on our website at www.kittredge.org.

We believe that being at school is good for kids. That a positive learning environment, and the social-emotional support available to children in school is important to healthy childhood development.

Our school's reopening plan is a "living" document and will be updated when needed.

SCHOOL PRIORITIES

- 1. School will be a safe and healthy place for students, faculty, and staff.**
- 2. Students will have access to high quality, exceptional learning in a warm, nurturing environment.**
- 3. Our program will be flexible and prepared in the event that individuals, or our school, must return home periodically.**

HEALTH AND SAFETY

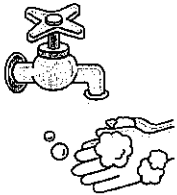
Specific health and safety measures are fundamental to making our return to learning on campus possible. As a community, we must all be committed to doing our part – families and school – to teach our kids the fundamentals of safe and healthy behaviors. We expect families to adhere to following CDC and county guidelines at all times in order to keep our entire community safe. These guidelines include:

- Wear a face mask when around people outside of your household.

- Practice social/physical distancing with people outside of your household.
- Avoid large groups.
- Small gatherings should take place outdoors and all participants over the age of 2 must wear face coverings. These gatherings should only include “social bubbles,” meaning a stable group of up to 12 people who engage in activities typical of members of the same household, such as carpooling, transporting children, childcare, family recreation, and religious services.
- Wash your hands often.
- Stay home if you are sick.
- Report any contact you may have with a confirmed case of Covid-19.

Fundamental Practices

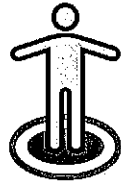
What are the fundamentals of safe and healthy behavior during this pandemic?



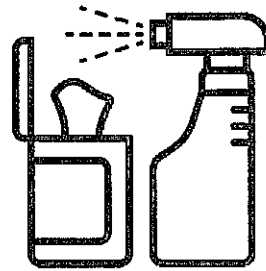
Hand washing



Face coverings



Social distancing



Cleaning and disinfecting

Please ensure your child comes to school every day with 3 face coverings that he or she knows how to wear. According to the California Department of Public Health, a cloth face covering is a material that covers the nose and mouth which can be secured to the head with ties or straps. Cloth face coverings can be made of a variety of materials, such as cotton, silk, or linen.

The requirement to wear face covering applies to all students, including students in kindergarten, 1st and 2nd grade.

Schoolwide Safety Measures

Kittredge will be enforcing schoolwide health and safety measures to reduce risk of exposure and promote the wellness of our community. These measures are: daily symptom screening, staying home when not feeling well, ventilated classrooms, small cohorts.

Each classroom will have a supply of extra face masks and gloves. Each classroom will have a full supply of hand sanitizer that will be frequently used throughout the day in addition to regular hand washing. Each classroom will also have its own supply of first aid equipment, including bandaids so kids will not need to walk to the front office to get them. We will continue to keep fully stocked emergency bags in each classroom as well.

We also have designated touchless hand washing stations for each cohort to allow students to wash their hands more regularly and safely.

Healthy Hygiene Practices

- All kids will wash hands before both indoor and outdoor play/free times.
- Every child will sanitize their hands when switching to a new activity within the classroom setting.
- Teachers will wipe down high touch materials and surfaces during breaks.
- Every night all areas will be cleaned again.
- Teachers will limit materials so that they can be disinfected regularly.

Daily Health Screening

The school will use the VisitU App and require a daily health screening for all students entering campus.

Before leaving home each day, make sure you have completed the VisitU Screening app for each student. If, upon arrival to school, the records show that the screening app has not been completed, you will be required to leave, complete the screening, and return to school. **Your child(ren) will not be allowed to enter until the screening has been completed.**

We urge everyone to stay at home when not feeling well. In case of fever of 100 or higher, students, faculty, and staff will need to stay home until fever free for 72 hours without the aid of fever reducing medication. Students, faculty, or staff who exhibit the following symptoms: persistent runny nose, cough, sore throat, shortness of breath, chills, or muscle pain, will be sent home immediately and are required to stay home until they are symptom free.

Please report to Trudy Young (mstrudyyoung@gmail.com) or Pete Lavaroni (lavaroni@kittredge.org) if you or your child has COVID-19 symptoms or has come into contact with someone who is COVID positive. This information also needs to be reported to SFPHD so they can conduct appropriate contact tracing.

The highly contagious nature of this virus means we all must take extra steps to keep one another safe. Families are strongly encouraged to closely monitor the health of all members of the household. When your child is exhibiting symptoms of illness, please keep your child home. We understand that staying home when there is a question about whether your child is exhibiting symptoms is significant. Together we can reduce the risk of exposure to illness by committing ourselves to staying home when sick.

If your student feels well enough to engage in learning but you feel like s/he may be coming down with something, stay home and access our learning program online. There is no need for your child to worry about falling behind. When each of us makes the choice to stay home when sick, we will make school a healthier place for everyone.

Procedure for responding to COVID or suspected COVID cases in our community

Contact Tracing Staff Support: Trudy Young and Pete Lavaroni; 415-750-8390

Scenario	Action	Communication
Student or staff member exhibits COVID-19 symptoms or answers "yes" to health screening questions or has a temperature of 100 or above	Student or staff member is sent home or stays home and testing is recommended. Student with symptoms will be brought to the isolation room. Cohort remains open	Family is advised to contact physician
Family member or someone in close contact tests positive for COVID-19	Student or staff member sent or stays home; family in quarantine for 14 days. Recommend testing Cohort remains open	Notify cohort of confirmed contact with positive case.
Student or staff member tests positive for COVID-19	Cohort closes for quarantine for 14 days from last known exposure. Kittredge will contact the SFPDH as soon as possible and identify those in close contact. Cohort closes. Non-Exposed Cohorts remain open unless advised otherwise by SFPDH.	Notify cohort Contact SFPDH Schools and Childcare Hub as soon as possible.

Student or staff member tests negative for COVID-19	Return to cohort 3 days after symptoms resolve	Notify cohort
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Please note that the health and safety of Kittredge employees and students will be paramount in all of our decision making. Therefore, we will contact and work with the SFDPH with any Covid-19 positive result in our community. Working with them we will determine if a cohort, grade-level, division or the school needs to be closed. Together we may determine that a complete school closure is necessary if there are multiple cases in multiple cohorts and/or if at least 5 percent of the total number of employees and staff have had positive cases within a 14- day period. The SFDPH may also determine school closure is warranted for other reasons. Kittredge will follow and adhere to city, county and state guidelines and will switch to distance learning if directed to.

Covid-19 Exposure and Positive Tests

The CDC defines exposure as being in close contact with someone with Covid-19, ie, less than 6’ apart, for more than 15 minutes.

If someone within a stable group is exposed, only the exposed person will stay home until their test results come in. That person’s stable grouping will be notified and parents can choose to keep their child home as well.

If a child or teacher/staff member in our community tests positive for COVID-19, the county will notify us. Due to the uncertainty of timing, please notify us right away as well.

The person who tested positive, plus members of the corresponding stable group, will stay at home and will quarantine for up to 14 days.

In either of the above scenarios, if your child is sick at home for more than two days, someone from the school will reach out to you to keep your child connected to their class and school work.

All communications with our school community will be compliant with both FERPA and HIPAA. Trudy Young (415-750-8390) will be the staff support for Contact Tracing.

Symptoms During the School Day

Children who do not feel well during the school day will be brought to Mr. L or Trudy and parents will be notified. They will need to call when they arrive and their child will be brought out to them.

Community Responsibility and Partnership

Families play a vital role in keeping our community safe. Your ongoing support and cooperation will make it possible for us to keep school safe and healthy for everyone.

Any effort we put into maintaining physical distancing and cohort groups on campus will not be effective unless students and their families exercise a similar level of caution in the evenings and on the weekends. For this reason, we urge you to follow all state and local guidelines regarding physical distancing and wearing a face covering. **Please stay within your child(ren)'s cohort as much as possible outside of school. We also ask that families avoid large social gatherings.**

Travel

We are aware that your behavior anywhere could pose a risk to our community. We ask that you consider each behavior or activity and its potential impact on others with vigilance. We also know that travel increases your chance of getting and spreading COVID-19. Staying home is the best way to protect yourself and others from COVID-19.

You can get COVID-19 during your travels. You may feel well and not have any symptoms, but you can still spread COVID-19 to others. You and your travel companions (including children) may spread COVID-19 to other people including your family, friends, and community for 14 days after you were exposed to the virus.

We ask families to avoid all unnecessary travel and self-quarantine for 14 days following air travel and/or if potentially exposed to COVID-19.

Visitors on campus

In an effort to minimize the risk of exposure, we are minimizing visitors on campus only to essential visitors, such as repair and delivery workers. Parent volunteers and tutors will not be permitted on campus in compliance with this guideline. Parents will be permitted on campus only in cases of emergency.

Additionally, we will not be holding large in person gatherings in compliance with state and local guidelines. All large events will be held via Zoom.

Classroom health supplies

Each classroom will have a supply of extra face masks and gloves. Each classroom will have a full supply of hand sanitizer that will be frequently used throughout the day in addition to regular hand washing. Each classroom will also have its own

supply of first aid equipment, including bandaids so kids will not need to walk to the front office to get them. We will continue to keep fully stocked emergency bags in each classroom as well.

We also have designated touchless hand washing stations for each cohort to allow students to wash their hands more regularly and safely.

Testing

We require all students and their families to be tested prior to the initial return to campus. In addition, the school has partnered with Agile Force to provide testing on site for faculty and staff and families who are returning to campus. All faculty and staff members are being offered testing monthly.

Cleaning

We have developed and will maintain a rigorous daily cleaning schedule. Surfaces will be cleaned and sanitized multiple times each day. A deep cleaning (including disinfecting) will occur each day (and more frequently for spaces such as restrooms). All classrooms and offices will be stocked with a cleaning supply kit to facilitate regular cleaning of heavily used surfaces (such as desks, doorknobs, countertops, etc.). In the evening we will also use an electrostatic sprayer to spray a fine disinfecting mist over interior spaces.

All disinfectants are approved by EPA for effectiveness against COVID-19 and will be kept out of the reach of children.

Spaces: Indoor and outdoor

Outdoor spaces will be utilized whenever possible for learning as well as physical activity and recreation.

Classrooms will be well ventilated. Within classrooms, physical distancing will be implemented by seating students five feet apart at desks that are facing forward. Desks will have plexiglass shields on three sides as an extra layer of mitigation. Teachers will maintain six feet of distance.

Classes will use designated entrances and exits to avoid bottlenecks and minimize contact between students of different grades. Additionally, movement through the school will be limited for the same reason.

Personal classroom supplies

Each student will have personal school supplies that will not be shared with other students. These supplies will be stored in a closed container and will remain in the

classroom. We ask that you limit the personal items your child brings to school and make it clear to your child that personal items may not be shared with other students.

Restrooms

Use of the restroom is, as always at Kittredge, limited to one student at a time. However, to allow for appropriate distancing, there will only be one student at a time permitted to wait outside. Each cohort will have access to a restroom at designated times so as to limit interaction between students of different grades. Students will be able to use restrooms as needed.

Our restrooms have been modified to enhance safety during the pandemic. We have installed touchless water faucets to the sinks and students will be instructed to close the toilet lid prior to flushing in order to reduce aerosol transmission.

Restrooms will be sanitized frequently throughout the day and disinfected multiple times each day. A deep clean of the restrooms will occur at the end of each day.

Lunches

Lunches will be eaten outside whenever possible or in the classroom. Please provide your child with lunch and a water bottle. No water fountain will be available.

Before and After School Programs

Due to requirements not to mix student cohorts, our multi-grade Extended Day Program may not be able to operate. For now there is no early drop off or late pick up.

LEARNING AND SCHEDULES

Arrival Procedure

School will begin at 8:45 or 9:00 am depending on the grade. For 8:45 starts, arrival will be between 8:30 and 8:40. For 9:00am starts, arrival will be 8:45 to 8:55.

Parents will not be permitted in the school but finding a parking place and walking your child to their entrance is permitted. Masks must be worn to walk your child to the building.

If driving, our loading zone on Lake Street will be available for drop-off.

So as not to create a bottleneck we have staggered drop-off times.

Grades K, 1 and 2 will be admitted into the school and directly into their classroom through the 25th Avenue entrance from 8:40 to 8:50. School will begin at 9:00.

Grades 3 and 4 will be admitted into the front door of Kittredge School on Lake Street from 8:30 to 8:40. School will begin at 8:45.

Grade 5 will be admitted into the front door of Kittredge School on Lake Street from 8:40 to 8:50. School will begin at 9:00.

Grades 6, 7 and 8 will be using Chris Babcock's Art Studio at 5907 California Street (between 21st and 22nd Avenues) and students will be admitted at the front door on California Street.

Dismissal Procedure

The dismissal time for different grades and different days varies. The weekly schedule is posted and available on either Google Classroom or See Saw. Classes are over between 2:00 and 3:00.

Parents may stay in their cars or walk up to the building and students will be called from their classrooms for pick up.

Stable Student Cohorts

We have established stable cohorts of 10 to 15 students, interacting only with one another. This will reduce the possibility of transmission and serve as a "bubble" from a public health standpoint.

Recess and Lunch

Recesses and lunch times will be staggered to minimize contact between cohorts and to maximize space for outdoor physical activities.

Daily Schedules

Classes each have a weekly schedule that will be available for both students and parents online. Students will be taught how to access their schedules digitally. The goal is for even our youngest students to become independent in accessing assignments, lessons, homework, and announcements.

Specialist classes will remain integral parts of the Kittredge education and for the most part these subjects will remain virtual. However, we expect students to fully engage in art, PE, and Spanish assignments and lessons, as they would any other subject.

In order to accommodate in-person learning for all our students we have secured the use of Chris Babcock's Art Studio on California Street. On site, at 2355 Lake

Street, we will have K to 2 on the ground floor; 3rd and 4th on the main floor and 5th grade on the top floor. We will be able to offer in-person learning to grades K to 4 on Mondays through Fridays and we will be able to offer in-person learning to grade 5 on Monday to Wednesday. Our middle school will return one day each week at Chris Babcock's Art Studio for a day of community building.

Google Classroom and See Saw

K to 2nd graders are using See Saw to post content, schedules and assignments. Grades 3 to 8 are using Google Classroom.

Teachers and students using a common platform will make locating the course work easier and provide a consistent interface across all classes.

With a common platform for all your child's classes, student learning will continue seamlessly even if we must toggle between in school learning and home learning due to public health concerns.

Access to outdoor experiences for learning will be emphasized as much as possible.

FLEXIBILITY

The pandemic has not changed our commitment to our educational priorities. We are committed to offering strong academics in and warm and nurturing environment.

During the 2020-2021 school year, we will be offering learning several ways: in person learning, distance learning, and hybrid learning.

Flexible learning in three modalities:

In-person learning: When possible, we will offer learning in school with peers and teachers. This offers students full access to the wonderful curriculum, support and community that we cherish about Kittredge.

Distance learning: When state or local officials order the closure of school, or in the event a cohort needs to close down for health and safety reasons, all learning will shift to a distance learning format. We have worked to create consistent schedules in classes to make accessing learning simplified and the transition to distance learning smooth. Posted weekly and daily schedules, course content, materials, projects, and assignments will be fully available and easily accessible. Communication between students and teachers will happen through See Saw or Google Classroom to make it easy to access lessons, submit work, and receive individualized feedback.

Hybrid learning: For the 2020-2021 school year, we recognize that families may choose to continue with learning from home even while in person learning is happening in school. Families will need to choose between in-person or virtual learning and commit to that choice for a trimester at a time. Because some of each day may be outside, those who choose virtual learning will have other assignments to complete during class outdoor activities.

Our program has been designed with insights drawn from feedback we received during the 2019-2020 school year. We have also relied on research from public health and medical professionals and educators to help us create a framework for learning that will allow us to pivot quickly between these three modalities and respond to evolving circumstances. Moreover, we feel that this year, more than ever, our program needs to offer families a degree of choice in how to access learning.

As always, we welcome ongoing communication and feedback from parents and students to help us learn, adapt and improve the learning experience throughout the year.

Social Contract

As we navigate reopening the our campus to students, faculty and staff, our utmost priority is to maintain the health and safety of our community members. While we can never create an environment that will completely protect each of us from Covid-19, we are asking everyone to do their part to lower our collective exposure risk as much as possible.

We need your partnership to help keep our school safe and open. Our teachers especially need to know that parents and students understand the importance of individual adherence to the safety expectations. Our campus reopening is determined by a partnership with each of you and we are asking you to take your part of that partnership seriously. We are each making significant accommodations to our personal and professional lives to ensure the safety of each member of our community. The entire system of physical distancing depends on each person doing their part.

It is essential that we stay mindful of ourselves, our school community, and the community at large. This means that our interactions with friends, strangers, students, and adults, on campus and off, should be respectful, empathetic, and safe. This also means embracing and complying with the rules and policies created to keep our community safe and healthy. While any one of us may have a higher risk tolerance or live in what we consider a low-risk household, joining together in community means that we all need to adjust our behavior, even when it is inconvenient.

Our community's health will be maximized if we accept and share the responsibility of care and wellness together. To fulfill our shared commitment to one another, we ask that you read, acknowledge, and adhere to the following:

- All students, faculty, and staff will come to school prepared to wear a mask throughout the day, will wash or sanitize hands frequently, and will follow physical distancing policies.
- All students, faculty, and staff will complete symptom screening prior to coming to campus each morning before school hours. This check will involve taking temperatures and answering symptom screening questions.
- If a member of a Kittredge School household is *exposed* to COVID-19, it is our expectation that the exposed household member will self-quarantine for 14 days, or as required by current public guidelines, and will notify the school office. Students who must self-isolate will be educated remotely, and accommodations will be made for faculty to teach remotely.
- If any member of a Kittredge School household *contracts* COVID-19, the household will follow medical guidance and will notify the School's main office. No member of this household will return to campus until 10 days have passed since the latest onset of symptoms of any member of their household.
- If any student, faculty, or staff member contracts COVID-19, the School will work with county health officials to determine the areas that need to be cleaned and sanitized, and which members of the community need to remain home for a period of time.
- All students, faculty, and staff will receive training so that each can adhere to newly established community norms and contribute to a healthy environment when interacting with one another, in and outside of classrooms.
- Access to our campus will be limited to faculty, staff, and students. Parents/guardians, siblings, grandparents, babysitters and other caretakers will not be allowed on campus. Only teachers and students will be allowed in the classrooms.
- It is our expectation that all Kittredge School household members who have symptoms consistent with COVID-19 will seek medical attention, and if there is a concern regarding COVID-19 infection, will isolate accordingly as stated above.
- Members of Kittredge School households will agree to maintain social/physical distance, avoid large gatherings, and follow county and state safety standards outside of school.

We know that by being mindful of one another and following all of the recommended safety protocols, we can come back together safely. It is our expectation that this agreement is an expression of common sense that everyone will abide by. All parents/guardians are required to sign this contract. The form will be emailed to you. Thank you.

Peter Lavaroni - Principal



12/30/2020

ADDITIONAL RESOURCES

Marin County Public Health: A Guided Return to Site Based Classroom Instruction

<https://drive.google.com/file/d/1mG8uGowT4aZrzHPSu9-rSiRVrqLepiHC/view>

American Academy of Pediatrics: COVID-19 Planning Considerations: Guidance for Re-entry

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

National Center for Biotechnology Information at the National Institutes of Health

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7273848/>

Harvard T.H. Chan School of Public Health: Risk Reduction Strategies for ReOpening Schools

<https://www.wasa-oly.org/WASA/images/WASA/6.0%20Resources/Hanover/Harvard%20Report%20for%20Reopening%20Schools---June%202020.pdf>

<https://www.nytimes.com/2020/07/18/health/coronavirus-children-schools.html?referringSource=articleShare>

Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf>

California Department of Public Health: Framework for Reopening In-Person Learning (7/17/20)