



School Reopening Application Cover Form

September 21, 2020

Background Information

Name of Applicant (Local Educational Agency or Equivalent): San Francisco Day School

School Type: Private Independent or Other Religious School

Number of schools: 1

Name and Address of each school covered by the waiver:

San Francisco Day School
350 Masonic Avenue, San Francisco, CA 94118

Grade Levels: Kindergarten through eighth grade

Enrollment: Total enrollment: 415

Kindergarten: 47 | First Grade: 44 | Second Grade: 44 | Third Grade: 46 | Fourth Grade: 46 |
Fifth Grade: 45 | Sixth Grade: 52 | Seventh Grade: 48 | Eighth Grade: 43

Number of STAFF Estimated to Return for In-Person Instruction Pursuant to this Application: 44

Number of STUDENTS Estimated to Return for In-Person Instruction Pursuant to this

Application: All 415 students are eligible to return. Students will return in a staggered approach, beginning with kindergarten. Over the ensuing weeks, we would incrementally introduce additional grades. We will closely monitor and modify as we proceed.

Maximum Number of Cohorts per School: 40

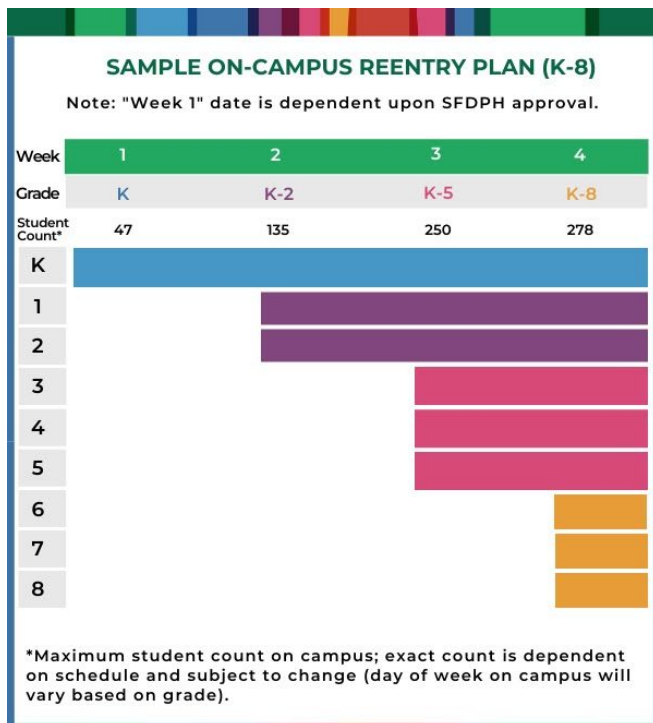
Description of Students:

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	X				
Students on Free and Reduced Price Meals	X				
Students on Financial Aid		X			
Other					

Proposed Schedule for In-Person Instruction:

The initial schedule is as follows:



SAMPLE OVERVIEW DAYS ON/OFF CAMPUS (K-8)

	MON	TUE	WED	THUR	FRI
Gr. K-4	1/2 Day	1/2 Day	1/2 Day	1/2 Day	CL
Gr. 5	1/2 Day	CL	1/2 Day	CL	1/2 Day
Gr. 6	CL	1/2 Day	CL	1/2 Day	CL
Gr. 7	1/2 Day	1/2 Day	1/2 Day	1/2 Day	CL
Gr. 8	RH (tbd)	CL	RH (tbd)	CL	Full Day
Max. # of students on campus	272	278	276	278	88

SAMPLE LOWER SCHOOL SCHEDULE (K-4)					
Start: 8:45AM, End: 2:25PM					
Staggered Cohort Arrivals Starting at 7:45AM (M-Th)					
Time	MON	TUE	WED	THUR	FRI
8:45	In Person Morning Meeting (8:45-9:15; 30 mins)				CL Morning Mtg
9:00					LS Assembly
9:15	In Person Academic Block 1 (9:15-9:45; 30 mins)				CL Academic Block 1
9:30					(30 min)
9:45	Movement & Play Break (9:45-10:15; 30 mins)				CL Movement & Play Break
10:00					(30 min)
10:15	In Person Academic Block 2 (10:15-10:45; 30 mins)				CL Academic Block 2
10:30					(30 min)
10:45	Movement & Play Break (10:45-11:15; 30 mins)				CL Movement & Play Break
11:00					(30 min)
11:15	In Person Academic Block 3 (11:15-11:45; 30 mins)				CL Academic Block 3
11:30					(30 min)
11:45	Transition Back to Connected Learning 3.0 Lunch + Rest + Play (11:45-1:15; 90 mins) TBD: Staggered Cohort Dismissal				Lunch, Rest + Play 90 mins)
12:00					
12:15					
12:30					
12:45					
1:00					
1:15	Sync Long Special (LS) or Spanish (1:15-1:45)	Sync LS or Library (1:15-1:45)	Sync LS or Music (1:15-1:45)	Sync LS or ASync Free Play (1:15-1:45)	Sync LS or Wellness (1:15-1:45)
1:30					
1:45	Screen + Movement Break (1:45-1:55; 10 mins)				
2:00	Sync Long Special (LS) or Spanish (1:55-2:25)	Sync LS or Library (1:55-2:25)	Sync LS or Music (1:55-2:25)	Sync LS or ASync Free Play (1:55-2:25)	Sync LS or Wellness (1:55-2:25)
2:15					
2:30	ASync Exploration				
2:45					
3:00					
3:15					
3:30					
3:45					

SAMPLE UPPER SCHOOL SCHEDULE (5-8)					
Start: 8:30AM, End: 3:15/3:30PM					
Staggered Cohort Arrivals Starting at 7:45AM					
	Day 1	Day 2	Day 3	Day 4	Day 5
	In Person	Connected Learning	In Person	Connected Learning	In Person
Time	MON	TUE	WED	THUR	FRI
8:30	Advisory (8:30-8:50)	Advisory (8:30-8:50)	Advisory (8:30-8:50)	Advisory (8:30-8:50)	US Assembly (8:30-8:50)
8:45					
9:00	Social Studies (8:55-10:05)	Math (8:55-10:05)	Social Studies (8:55-10:05)	Math (8:55-10:05)	Social Studies (8:55-10:05)
9:15					
9:30					
9:45					
10:00	Recess (10:05-10:25)				
10:15					
10:30	Science (10:30-11:40)	Language Arts (10:30-11:40)	Science (10:30-11:40)	Language Arts (10:30-11:40)	Science (10:30-11:40)
10:45					
11:00					
11:15					
11:30					
11:45	Recess + Dismissal				
12:00	TBD: Staggered Cohort Dismissal				
12:15	-Resume in Connected Learning-				
12:30	Music (12:35-1:05)	PE (12:35-1:05)	Conference (12:35-1:05)	Art (12:35-1:45)	Studio (12:25-1:30)
12:45					
1:00	Conference (1:15-1:45)	Conference (1:15-1:45)	Music (1:15-1:45)		
1:15					
1:30					Spanish (1:30-2:35)
1:45	Recess (1:45-2:00)				
2:00					
2:15	Spanish (2:05-3:15)	I & C (2:05-3:15)	Spanish (2:05-3:15)	PE (2:05-2:35)	
2:30					
2:45					Electives (2:40-3:30)
3:00	Conference (2:40-3:15)				
3:15					
3:30					

Date of Proposed Reopening. If applicable, please list multiple dates for different grades:

Kindergarten: Monday, October 5

First Grade: Monday, October 12

Second Grade: Monday, October 12

Third Grade: Monday, October 19

Fourth Grade: Monday, October 19

Fifth Grade: Monday, October 19

Sixth Grade: Monday, October 26

Seventh Grade: Monday, October 26

Eighth Grade: Monday, October 26

Consultation

Labor Organization(s) including required Letter of Support Name of Organization(s) and Date(s) Consulted

N/A

Name of Parent and Community Organizations and Date(s) Consulted

SF Day has been in frequent, ongoing communication with the entire parent community and the formal Parents Association. In advance of submitting this application, Back to School Nights that featured extensive Q&A about COVID-19 and reopening plans were held. In addition, a survey is being sent to all families on Sept. 23. The questions and results will be available during the site visit.

If no labor organization represents staff at the school, please describe the process for consultation with school staff. Provide up to 2 pieces of documentation to demonstrate support.

Meetings and discussions with staff are also frequent and ongoing. When the School issued its initial plan in July, division heads conducted multiple grade-level faculty meetings. Head of School Mike Walker held six small group sessions with faculty and staff the week of August 17. [Here is the list of attendees](#) and questions they submitted ahead of time. Dean of Faculty Loren Moye held two open feedback sessions around reopening and COVID for any interested faculty & staff on Thursday, Sep 3, and Friday, Sep 4. Health and Safety Plan preparation was discussed and feedback gathered in full faculty meetings on Aug. 31, Sept. 14, and Sept. 21. In addition, a survey is being sent to all faculty on Sept. 23. The questions and results will be available during the site visit.

Elementary School Reopening Plan

SF Day's reopening plan, called the [Health and Safety Plan](https://www.sfdayschool.org/home/hsptri), is posted at <https://www.sfdayschool.org/home/hsptri>. It details policies, and requirements that are consistent with guidance from the California and San Francisco Departments of Public Health, including:

Appendix A: The [Social Distancing Protocol Checklist](https://www.sfdayschool.org/home/hsptri) is posted at all entrances to the School. The checklist is available at <https://www.sfdayschool.org/home/hsptri>. The requirements articulated in the checklist are addressed throughout the [SF Day Health and Safety Plan](https://www.sfdayschool.org/home/hsptri).

Risk Acknowledgement Form: The [Risk Acknowledgement Form](https://www.sfdayschool.org/home/hsptri) will be sent to each SF Day family, who must sign the form electronically in advance of their student(s) returning to campus.

Cleaning and Disinfection: To ensure a clean and sanitary campus environment for students and staff, the School is following the [CDC cleaning and disinfection guidelines](https://www.sfdayschool.org/home/hsptri). The full cleaning and disinfection protocol is available in the [SF Day Health and Safety Plan](https://www.sfdayschool.org/home/hsptri).

Cohorting: To minimize the number of individuals students and instructional faculty come into contact with while on campus, the School has created small, stable cohorts with fixed membership that stay together for all on-campus activities (e.g., instruction, lunch, recess). Cohorts will avoid contact with other groups or individuals who are not part of the cohort. The full details are available in the [SF Day Health and Safety Plan](https://www.sfdayschool.org/home/hsptri).

Outdoor instruction: Outdoor activities, both on and off campus, will be encouraged to the extent possible as weather conditions permit. Full details are available in the [SF Day Health and Safety Plan](https://www.sfdayschool.org/home/hsptri).

Entrance, Egress, and Movement Within the School: To ensure safe entrance, egress, and movement within the school, the School has reconfigured the campus and implemented a number of measures that will mitigate risk and promote safety precautions. Full details are available in the [SF Day Health and Safety Plan](https://www.sfdayschool.org/home/hsptri).

Face Coverings and Other Essential Protective Gear: To mitigate the risk of exposure to COVID-19 on campus, all students and staff will be required to wear face coverings. The complete policies and procedures around face coverings and essential protective gear are available in the [SF Day Health and Safety Plan](https://www.sfdayschool.org/home/hsptri).

Health Screenings for Students and Staff: Everyone entering the building or campus will be screened for COVID-19 symptoms. The complete policies and procedures are available in the [SF Day Health and Safety Plan](https://www.sfdayschool.org/home/hsptri).

Healthy Hygiene Practices: To prevent the spread of infection through physical contact, many actions are being taken with regard to handwashing and hand sanitization. Full details are available in the [*SF Day Health and Safety Plan*](#).

Identification and Tracing of Contacts: The School will follow the guidance from the document [*“What to do when someone has suspected or confirmed COVID 19: Quick Guide for Schools, Childcares, and Programs for Children and Youth”*](#) and support SFDPH in the process of contact tracing. Full details are available in the [*SF Day Health and Safety Plan*](#).

Physical Distancing: The School has developed a comprehensive social distancing policy aligned with the SFDPH [*Social Distancing Protocol Checklist*](#). Full details of the policy for students and staff are available in the [*SF Day Health and Safety Plan*](#).

Ventilation and Windows: To limit and dilute the presence of any infectious respiratory virus, the School has increased the intake of fresh air and minimized recirculated air on campus, in line with Harvard’s “Schools for Health” guides. Full details are available in the [*SF Day Health and Safety Plan*](#).

Community Health Pledge: Actively protecting and caring for one another’s health and well-being is a commitment shared throughout the community. The responsible actions of all adults and students, both on and off campus, are vital to our collective success in maintaining a safe and healthy community. The Community Health Pledge is available in the [*SF Day Health and Safety Plan*](#).

Staff Training and Family Education: To ensure community awareness and engagement, numerous actions are being taken to educate and train students, staff, and families about the School’s plans and procedures. Full details are available in the [*SF Day Health and Safety Plan*](#).

Testing of Students and Staff: Because testing guidance for schools may change, the School will continue to monitor the SFCDP website for guidance. Up-to-date practices are detailed in the [*SF Day Health and Safety Plan*](#).

Data and Evaluation: The School’s Health Coordinator will track COVID-19 cases to ensure all protocols are followed. In the interest of public health, the School will also follow procedures as detailed in the [*SF Day Health and Safety Plan*](#).

Plans for Simultaneous Distance Learning: To ensure all students remain engaged in a consistent curriculum, actions are being taken to provide simultaneous distance learning for any students who are required to, or elect to, stay home, as detailed in the [*SF Day Health and Safety Plan*](#).

Triggers for Switching to Distance Learning: The School will follow guidelines from SFDPH about school closure, and will take into consideration a variety of factors when making a determination about school closure. Full details are available in the [*SF Day Health and Safety Plan*](#).

Communication Plans: In collaboration with the SFDPH, the School will determine appropriate communications that comply with privacy requirements such as FERPA and HIPAA. Full details are available in the [*SF Day Health and Safety Plan*](#).

Equity: The School is committed to creating a diverse, equitable, and inclusive environment as expressed in our [*DEI statement*](#), regardless of the situation. Details of how SF Day's will promote equity with respect to COVID-19 prevention and mitigation are available in the [*SF Day Health and Safety Plan*](#).