



## Gateway High School

School Reopening Application

March 16, 2021

Gateway Public Schools 1430 Scott Street, San Francisco, CA 94115

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Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district, please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

SFDPH will review applications first from schools serving low-income communities, and schools with a demonstrated commitment to supporting the priority of equity in San Francisco.

## **Background Information**

**1. Name of Applicant (Local Educational Agency or Equivalent):**

Gateway High School

**2. School Type:**

SFUSD Public School

Charter School

Archdiocese School

Private Independent or Other Religious School

**3. Number of schools: 1**

**4. Name and Address of each school covered by the waiver:**

Gateway High School

1430 Scott Street

San Francisco, CA 94115

**5. Please complete below for each school covered by the waiver:**

**Gateway High School**

- 1. Grade Levels (only TK-6 can be considered):** 9th-12th
- 2. Enrollment numbers for the Grade Levels Indicated Above:** 485
- 3. Number of STAFF Estimated to Return for In-Person Instruction Pursuant to this Application:** 30
- 4. Number of STUDENTS Estimated to Return for In-Person Instruction Pursuant to this Application:** 50 for consistent in-person instruction; 350 for limited in-person activities
- 5. Maximum Number of Cohorts per School:** 6

## 6. Description of Students:

Please check the appropriate box in the below table as much as possible. For each group below, please indicate approximately what percent of your study body falls into the group by placing a check mark in one of the columns for that group.

Category	0-20%	21-40%	41-60%	61-80%	81-100%
<b>General Education:</b>					GHS
<b>Students with disabilities:</b>	GHS				
<b>Children of essential workers:</b>					
<b>Race/Ethnicity:</b>					
• White:		GHS			
• Latinx:		GHS			
• Black:	GHS				
• Asian:		GHS			
• Other:	GHS				
<b>Students on FRPM*:</b>			GHS		
<b>Students on Financial Aid:</b>	NA	NA	NA	NA	NA
<b>Other:</b>					

\*FRPM=Free and Reduced Price Meals

## Phased Approach

We strongly encourage schools to start re-opening with a staggered approach, starting with lower grades such as TK-2.

### **Gateway High School:**

We will be taking a phased approach to re-opening for in-person learning, focusing initially on cohorts in our earliest grades (e.g. 9th Grade) and our most vulnerable students (e.g. cohorts of vulnerable students who've been least engaged in distance learning).

We have developed our phased approach with the following priorities:

- Maintain continuity of academic program and sense of personal safety and choice.

- Balance the needs of our community, recognizing that we are in many different places.
- Prioritize the needs of students from historically marginalized groups, especially Black and Latinx students and students with learning disabilities.
- Focus on the urgency and importance of social-emotional support and connection.
- Move us in a direction that begins to prepare us for next year.

**1. Proposed Schedule for In-Person Instruction (hours of day, days of week, etc). If applicable, please list multiple schedules for different grades:**

**GHS Proposed Schedule**

Since we are maintaining the continuity of our core academic program through distance learning, we have proposed schedules for several types of in-person activities at Gateway High:

- 1. Regular, Targeted Support for vulnerable students:** these are frequent or daily in-person activities focused on serving the needs of our most vulnerable students. Most significantly, we plan to have multiple in-person cohorts of students on campus who will participate in their core classes through distance learning while on-site and receive in-person support from Gateway staff. For this program, we intend to mirror the in-person schedule with our distance learning schedules, with staggered or separate arrivals and departures and lunch/transition times based on the cohorts on campus each day. Students will be on campus four days per week as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
Remote	Period 1 9:30-10:30*	Period 1 9:30-10:30*	Period 1 9:30-10:30*	Period 1 9:30-10:30*
Advisory (remote)	Period 2 10:40-11:40*	Period 2 10:40-11:40*	Period 2 10:40-11:40*	Period 2 10:40-11:40*
Remote	Lunch (with cohort) 11:40-12:20*	Lunch (with cohort) 11:40-12:20*	Lunch (with cohort) 11:40-12:20*	Lunch (with cohort) 11:40-12:20*
Remote	Period 3 12:20-1:20	Period 3 12:20-1:20	Period 3 12:20-1:20	Period 3 12:20-1:20
Remote	Period 4 1:30-2:30	Period 4 1:30-2:30	Period 4 1:30-2:30	Period 4 1:30-2:30

*\*cohort groups will not interact while on campus due to their locations; however, if we are not able to keep cohorts separate by physical distance, we will stagger all times slightly by cohort.*

- 2. Social-Emotional Connection Programs and Activities (less regular):** GHS is also planning for as many students as possible to have the opportunity to engage in in-person activities, outside of the daily distance learning schedule. For example, such activities could include outdoor Advisory group meetings, sports practices or fitness groups, club meetings, and outdoor celebrations for 8th and 12th graders, based upon DPH guidance. These activities would augment the core academic program and would occur in the afternoons or during asynchronous learning times (e.g. Mondays). Students would

come to campus within a cohort group and we will avoid mixing of cohort groups during 3 week periods.

**Date of Proposed Reopening. If applicable, please list multiple dates for different grades:** April 12th

## **Consultation**

*Please confirm consultation with the following groups:*

### **1) Labor Organization(s) including required Letter of Support**

#### **a) Name of Organization(s) and Date(s) Consulted:**

N/A, Gateway does not have organized labor force

#### **b) If no labor organization represents staff at the school, please describe the process for consultation with school staff.**

Our staff have played an integral role in planning for in-person learning at Gateway, and have provided authentic feedback on what they believe is needed for a safe and effective return to school. This has looked like:

- Surveys: Multiple surveys of staff throughout 2020-2021. This included quarterly surveys in July, October and December. Our most recent survey went to all Gateway Public Schools staff on Friday, March 7, 2021.
- Staff meetings: We have had multiple Gateway Public School all-staff meetings via Zoom to solicit feedback on our plan, most recently on February 26, 2021. Staff provided feedback on proposed plans via Padlets and Jamboards.
- Other input to leadership: School and teacher leaders have collected feedback from their teams and have shared the concerns and questions with our COVID Re-Opening Leadership Team which has met weekly or bi-weekly since we transitioned to distance learning in March 2020.

### **2) Parent and Community Organizations**

#### **Name of Organization(s) and Date(s) Consulted:**

Gateway has provided multiple opportunities for our diverse community of families to provide feedback on plans for a safe and effective return to school. This has looked like:

- Surveys: We have sent multiple surveys to our families throughout 2020-2021. Our most recent survey focused on our plans for Spring 2021 and went to all Gateway families the week of March 8, 2021.
- Targeted outreach: We know that surveys are not always the best way to get feedback from all families, so we are engaging in targeted outreach via phone to follow up on survey questions and ensure that we have responses that represent all groups within our Gateway community, with a particular focus on outreach to African American/Black and Latinx families.

- Parent Town Halls for Q&A: Gateway has scheduled multiple Zoom “town hall meetings” in which parents/guardians will have the opportunity to ask questions and give feedback on in-person learning and activities.
  - Gateway Middle School Town Hall - March 17 at 5pm
  - Gateway High School Town Hall - March 17 at 6:30pm
  - Gateway Schools Spanish speaking Town Hall - March at 6pm
- We are also seeking feedback through parent affinity groups at each school.

**Primary and Secondary Contact Information**

*Please identify two individuals for each site, (if applying for multiple schools, please list at least one contact at each individual school location.) for Individuals to Liaise with San Francisco Department of Public Health in the event of COVID-19 exposure or confirmed case:*

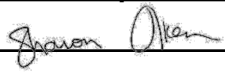
**First Person**

1. **Name of School:** Gateway High School
2. **Name of Individual:** John Eames
3. **Title:** Facilities Director
4. **Office Phone:** 415-749-3600
5. **Cell Phone:** 650-400-5884
6. **Email Address:** eames@gatewaypublicschools.org

**Second Person**

1. **Name of School:** Gateway High School
2. **Name of Individual:** Aaron Watson
3. **Title:** Director of Schools and Partnerships
4. **Office Phone:** 415-749-3600
5. **Cell Phone:** 510-495-5144
6. **Email Address:** awatson@gatewaypublicschools.org

**Signature and Contact Information for School District Superintendent**  
**(or equivalent for charter or private schools) submitting this application:**

1. **Signature:** 
2. **Date submitted:** 03/16/21
3. **Name of School:** Gateway High School
4. **Name of Individual:** Sharon Olken
5. **Title:** Executive Director
6. **Office Phone:** 415 749-3600 ext. 4450
7. **Cell Phone:** 415 637-1799



8. **Email Address:** solken@gatewaypublicschools.org
9. **Website in which school re-opening plan is posted, including COVID-19**
- a. prevention/mitigation plans www.gatewaypublicschools.org

The following plan has been prepared with guidance from California and San Francisco Departments of Public Health and is posted on our school's website.

**1) Appendix A: Social Distancing Protocol**

*How Gateway will complete, display and follow required Social Distancing Protocols. [Appendix A: Social Distancing Protocol](#)*

We have developed and tested a health and safety plan informed by SFDPH's Social Distancing Protocol as well as applicable state and federal guidance. All staff and students involved in in-person, on-site learning will be provided age appropriate training before re-entry and expected to follow all procedures and protocols. All families will have access to the protocols and be on-boarded to support students through our regular family education series and town halls. A copy of this protocol ([Appendix A: Social Distancing Protocol](#)), as well as the other signage indicated within it, is posted at each public entrance of our school.

**Summary of Risk Mitigation Strategies**

The risk of COVID-19 spread in schools increases with in-person learning. Below are mitigation strategies the school is employing to moderate:

- Hybrid learning model to limit size of cohorts and number of students on campus: Some students participate in virtual learning and other students participate in in-person learning.
- Small, in-person classes, activities, and events.
- Cohorting, alternating schedules, and staggered schedules applied rigorously.
- No mixing of groups of students and teachers throughout/across school days. Minimization of support staff contact with cohorts.
- Modified layouts with space seating/desks at least 6 feet apart wherever feasible.
- Students and teachers do not share objects.
- Students, teachers, and staff follow all steps to protect themselves and others at all times including proper use of face masks, social distancing, hand hygiene.
- Regularly scheduled (i.e., at least twice daily or between uses) cleaning and disinfection of frequently touched areas implemented with fidelity.

## 2) **Risk Acknowledgement Form**

*How Gateway will identify the process by which they will require parents/caregivers to sign Risk Acknowledgement Form and keep on file. Risk Acknowledgement Form can be found at <http://sfcdcp.org/CovidSchoolsChildcare>.*

Prior to returning to campus, all families are required to sign a Gateway form that includes the SFDPH [Risk Acknowledgement Form](#).

- Forms will be distributed online and in hard copy to ensure 100% participation.
- Notifications will be sent through the school's bi-weekly Family Newsletters, Parent Square (text and email in multiple languages) and in hard copy. As with other required registration documents, we will use online events (Town Halls, Coffee Chats) to explain the form and support families in completing it.
- Families can electronically sign the form through Gateway's ParentSquare, which allows for secure, online signatures for each family. We will also support families to complete the form via ParentSquare and if needed, make paper forms available for in-person signature prior to the start of in-person school (e.g. at a registration day).

## 3) **Cleaning and Disinfection**

*How Gateway will ensure that shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.*

### **Daily Cleaning & Disinfecting**

At least twice per day (e.g. noon and after school), a custodian, or other staff member will disinfect all "high touch" areas using an electrostatic sprayer (ideal), or with disinfectant spray and paper towels. Crews will use new paper towels between disinfecting items to avoid spreading germs from surface to surface. High touch areas include the following:

- All door handles (interior and exterior)
- All touched parts of bathrooms (faucets, soap dispensers, toilet flushers, etc.)
- All touched parts of the staff room and offices (copy machine buttons, refrigerator handle, coffee maker buttons, water dispenser buttons, sink fixtures, etc.)
- All railings
- All light switches
- All countertops
- Door frames and other key areas at student height
- Tables, student desks, and chairs

### **Collective Responsibility**

Our custodial staff will need the support of students and other staff to keep the facility safe. While it is the custodial staff's responsibility to "disinfect" surfaces on a regular basis, there is a lot that students

and staff can do to keep their space “clean” and “sanitized.” Examples include:

- Each time a teacher takes their class to the bathroom to wash hands, the teacher or another staff member can wipe down the bathroom fixtures afterward with a sanitizer and paper towel.
- The school can keep sanitizing wipes (or disinfectant and paper towels) near any shared staff equipment so that staff members wipe the touchpad and any other part they come in contact with after they use it.
- Classrooms can have wipes so that students and teachers can wipe down their desks periodically and at the end of the day.
- All desks should be clear of supplies at the end of each day so that custodians can efficiently and effectively disinfect them.

### **Daily Cleaning**

Frequently touched surfaces at each school will be disinfected throughout the day. This includes most areas identified in the list in the “Daily Cleaning & Disinfecting” section above.

### **Nightly Cleaning**

Frequently touched surfaces at each school will be disinfected every weeknight. This includes all areas identified in the list in the “Daily Cleaning & Disinfecting” section above.

### **One-Off Disinfecting**

Additional disinfecting will be needed in any situation where an individual exhibiting COVID-19 symptoms was present. The quarantine room is an obvious example (it should be disinfected after each use), but care should be taken to address any other spaces (e.g., lactation rooms, etc.) that have an elevated risk of COVID-19 exposure.

\*No additional “deep cleanings” are needed, as we are disinfecting the entire school thoroughly every night, and the weekend time will also allow for significant decrease in any possible virus remaining after Friday’s disinfecting.

## **4) Cohorting**

*How Gateway will keep students 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*

### **Gateway High School**

Students and staff will remain in “cohorts” whenever they are on campus. In this context we define a “cohort” to be a group of individuals (students and staff) who remain together for instructional purposes and do not come into sustained contact with other individuals throughout the day. Students and teachers will be grouped in stable cohorts of no more than 14 students. Students will remain with the same cohort, each day, throughout the day, unless a change is required for a student’s overall safety or wellness and we will work to ensure six feet of distance.

Each cohort group will stay in the same classroom for the duration of their school day and will be

taught by multiple teachers who will come into their room for instruction.. For example, a cohort may be taught by a Math teacher, a Science teacher, and a Humanities teacher. Each of the teachers will remain 6' apart from the students during the entire time of their instruction, will wear masks at all times, and will sanitize hands on the way in and out. Teachers and staff will be assigned to as few cohorts as possible (e.g. within a smaller grade level group) to minimize interaction across cohorts. Each cohort will be assigned one classroom space and will have limited contact with other cohorts. In order to limit the mixing of students in our shared spaces, we will:

- Stagger drop-off and pick up times for cohorts to enter and exit the building;
- Ensure clear space designations on the yard for lunch, PE and other activities to limit interaction between cohorts;
- Define clear use pathways in the building (i.e. one staircase is for going up, the other is for going down) to ensure limited interactions between cohorts when they are transitioning from the yard;
- Keep cohorts separate for activities such as lunch and recess
- Ensure all students have designated classroom materials that are not shared.

## 5) **Outdoor instruction**

*How Gateway's instructional activities will be conducted outdoors to maximize use of outdoor campus space.*

### **Gateway High School**

We are planning to designate several outdoor spaces on the GHS/KIPP yard for use by groups throughout the day. Each "zone" can be used for physical education, outdoor lunch/recess and outdoor classroom instruction. In terms of "zones," we will have a) two tented areas on the yard for outdoor eating or instruction; b) a large garden seating area for outdoor eating or instruction; c) multiple zones on the play yard, splitting up space on the two basketball courts and the remaining yard; and d) remaining area for parking for GHS, GMS and KIPP staff. We will also be negotiating timing and shared use of these spaces with KIPP SF Bay Academy (5-8) since we share the campus.

Given the school's relatively limited outdoor space for the number of students in GHS and KIPP, we will prioritize outdoor space for lunch/recess in the middle of the day and instruction for cohort groups the remaining parts of the day.

## 6) **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.*

In order to maintain physical distancing, we will utilize additional entry and exit points to our building. All students will enter and exit through their cohort's designated gate and will follow a specific path to their respective classrooms.

Sanitizing stations will be available at entryways to the building, throughout school hallways, and at the entrance to all classrooms. We will use markers outside entry/exit points designating six feet of distance should a line form to enter. We are fortunate to have multiple staircases within the building and wide hallways. We will designate staircases and hallways as one-way only, and we will use our schedule to limit the movement of multiple cohorts at any given time.

## **Arrival**

Each school will develop an arrival procedure that adheres to the following Gateway guidelines:

- Gateway will need to adhere to all physical distancing guidelines set by local officials in our areas.
- Gateway staff will greet students as they arrive, but only while maintaining appropriate physical distancing. Staff should not touch students as they normally might with a hand shake, hug, high-five, etc.
- If students/families arrive on foot, they will line up in a designated area(s) to participate in the health screening process.
- If a student does not pass the screening, they can leave immediately with their parent/guardian.
- If a student arrives without an adult and does not pass the health screening they will be escorted to the quarantine room and their family will be contacted. If the parent can not pick up or can't be contacted the school will continue calling emergency contacts until the student is picked up.
- All students and staff will sanitize their hands as they enter the building.
- At the end of the scheduled arrival time, all campus doors/gates will be closed. All late students (regardless of grade) should come to the main entrance to campus for screening and admittance. They should follow social distancing guidelines based on decals/signage at that entrance.

Each school site will determine the window of time their staff arrival and health screening will occur so as to minimize the disruption with student arrival times. Staff will not be able to enter the building without wearing their mask and passing the health screening procedure outlined above. Arrival for students will be extremely congested in all but the "Distance Learning" mode, so it will be difficult to overlap the Staff Health Screening Process with the Student Health Screening Process. Example: Staff Arrival: 7:30AM - 8:10AM and then student arrival kicks off at 8:15AM, providing a 5 minute grace period in between.

## **Dismissal**

- Students will be dismissed from indoors in classrooms. Students should be dismissed from their desks.
- Students will exit through designated exits specific to their cohort.
- We will encourage the use of car line pick-up whenever possible unless there are extenuating circumstances.
- The dismissal process will mirror a valet service as follows:
  - i) Vehicles will pull into the pick-up lane at their designated pickup time..
  - ii) Students will exit through their designated exit and wait six feet apart to get into their

car.

- iii) Students who will be walking home will exit on foot.
  - iv) Staff will be at designated exits to ensure students exit safely.
- Late Pick-ups: Parents will not enter the school. This should be a location near the front of the school.
  - After school programs must follow all Gateway's dismissal protocols (*we do not plan to have any After School programs during the first phases or re-opening for in-person learning*)

## 7) **Face Coverings and Other Essential Protective Gear**

*How SFDPH's face covering requirements will be satisfied and enforced.*

Masks, Gloves and Other PPE

### A. **Face Masks and Shields**

Face coverings are one of the most effective ways of preventing virus spread, but only if they are used very carefully. Gateway will require all students and staff to follow mask requirements communicated by public health officials at all times.

Specific mask requirements that are in place at this time include the following:

- Gateway will require the use of a mask, face coverings, and/or face shield in accordance with CDPH and Cal/OSHA guidance unless a person is exempt as explained in the guidance. Specific requirements are as follows:
  - A suitable face covering is one that is made of cloth material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels. It should fit snugly without impairing the wearers breathing. Gators and valved masks are not permitted.
- **Students:**
  - Students are required to wear a face covering at all times while on campus unless they are exempt under the CDPH guidelines.
  - Students with sensory issues, developmental issues, etc. that would limit their ability to wear a mask should work with their School Leader to come up with an alternate plan BEFORE their first day on campus. (Principal must approve and school leaders and teachers must be looped in to the decision).
  - If families express a personal preference for their student not to wear a mask, but are not otherwise exempt under the guidelines, schools should explain to them the importance of this and try to change their minds. If they still refuse, they should be excluded from campus and may only participate in Distance Learning activities.
  - Any student may opt to wear a face shield in addition to their mask, though shields are not required and we are not providing them in the vast majority of cases.

- **Staff:**
  - Unless they are otherwise exempt under the CDPH or Cal/OSHA guidance, staff are generally required to wear a cloth mask at all times except when they are eating. In situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.
- **Visitors:**
  - Visitors will be required to wear a cloth mask at all times.
- **The following individuals are exempt from wearing a face covering under the CDPH guidance:**
  - Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
  - Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
  - Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
  - Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
  - Persons who are seated at a restaurant or other establishment that offers food or beverage service, while they are eating or drinking, provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence. (This applies to Gateway staff and students while they are eating meals as detailed below, provided that they maintain the required distancing while eating.)
  - Persons who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least twelve feet from others. (This applies to Gateway staff and students engaged in outdoor P.E. activities provided that they maintain the required distancing.)

Individuals who are exempt from wearing a face covering and elect not to do so will be encouraged to wear a face shield instead.

- A cloth face covering or face shield should be removed for meals, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a bag (marked with the student's name) until it needs to be put on again.

- Any staff or student who refuses to wear appropriate face coverings and is not exempt from wearing one under CDPH guidelines will be refused admission to campus.
- Gateway will have disposable face masks available. Staff will be allowed to use their own cloth masks, as long as the masks are made of multiple layers, cover the nose and mouth without gaping at the sides, and stay on the user's face well without adjusting.
- Students will be asked to provide their own reusable masks that are made of multiple layers, cover the nose and mouth without gaping at the sides, and stay on the user's face well without adjusting. Gateway will provide a disposable mask for any student who does not have their own on a given day.
- All cloth masks should be laundered with detergent and hot water and dried on a hot cycle after each day they are used. If someone must re-wear a cloth face covering before washing, they should wash their hands immediately after putting it back on and avoid touching their face.
- Gateway will provide disposable masks for any student, staff, or visitor who needs one. A disposable mask should be provided in any of the following situations
  - Someone forgot to bring a mask
  - Someone's mask was touched by another person
  - Someone's mask fell on the floor/ground
  - Someone's mask is visibly dirty
  - There is any other reason to believe that someone's mask is dirty

## **B. Gloves**

Gateway is not currently recommending the use of gloves for most adults or children on campus.

Exceptions include:

- Anyone doing significant cleaning (more than a quick spray of classroom desks) should wear gloves while handling cleaning materials. Anyone using chemical disinfectants should wear gloves.
- Anyone serving food should wear gloves while serving and should change gloves if they accidentally touch their face or anything else likely to harbor germs.
- Gateway staff who are carrying out screening activities upon arrival should wear gloves while doing so.
- Gateway staff supervising students who have been identified as exhibiting COVID-19 symptoms (e.g., in the quarantine room) should wear gloves while doing so.
- If an unusual situation occurs wherein a staff member needs to touch something that could be contaminated, they should wear gloves while doing so and dispose of them afterward. (Students should not touch anything that could reasonably be expected to be contaminated.)

## **C. Front Office Sneeze Guard**

Each school will have plexiglass "sneeze guards" provided for their front office for the front office team



to sit behind.

## 8) **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.*

### **Daily Health Screenings**

In order to minimize the potential for COVID-19 exposure on campus, it will be critical to screen every person EACH DAY, BEFORE they are admitted to campus. The screening process will include a series of questions and a temperature check.

The Gateway team has developed a screening questionnaire that incorporates CDC, CDPH, and other public health agencies' guidance regarding what symptoms to check for and how to respond in cases where individuals present any of the symptoms associated with COVID-19. The list of screening questions will be made available online and it will be encouraged that it is filled out prior to arriving on campus. Each school site will use the questionnaire to screen individuals.

- **Pre-screening:**

Gateway will be asking all staff and students to pre-screen themselves EACH DAY, BEFORE leaving home to come to campus. Gateway will share the screening questionnaire with families and staff and provide training on how to identify the symptoms included in advance of coming to campus each day. This will help to keep staff and students with potential symptoms of illness isolated from the school community. Information shared with Gateway through the pre-screening process will be kept confidential.

- **On-site Screening Procedure**

Each Gateway campus will have limited entry/exit points, with entrances only in use when a staff member is there to screen every person who enters. Nobody (student or staff) will be allowed to enter the building without first being screened by a trained staff member. If they do not pass the health screening they will be immediately sent to the quarantine room while a staff member calls home to have the student picked up by a parent or guardian.

The screening for each individual (student or staff) will include the following:

1. Upon arrival at school a staff member will do a visual inspection to ensure the person is following our mask protocols and not exhibiting any obvious signs of sickness. If a student is not wearing a mask (or their mask looks visibly dirty), a disposable mask will be given to them.
2. Individuals will be asked a series of questions and have their temperature taken.
  - a. Gateway's list of screening questions will be made available online and will be kept updated in conjunction with CDPH updates. It includes the following types of questions:
    - i. Question: "Have you (has your child) experienced any of the following symptoms in the past two weeks: ?" (will be updated from time to time based on the list of COVID-19 symptoms identified by the CDC and CDPH)

- ii. Question: "Have you (has your child) been in contact with anyone who has been tested positive for the COVID-19 virus?"
    - iii. Question: "Have you returned from international travel in the past 14 days?"
  - b. If the individual answers "Yes" to any screening question, they will be asked to return home and will not be admitted to campus.
  - c. If the individual answers "No" to all screening questions, they will have their temperature taken by a Gateway staff member using a no-touch thermometer:
    - i. If the temperature is below 100.0 degrees Fahrenheit, they will be admitted to campus.
    - ii. If the temperature is between 100.0 and 100.3 degrees Fahrenheit, their temperature will be taken a second time. If it reads 100.3 or below, they will be admitted to campus.
    - iii. If the temperature is 100.4 degrees Fahrenheit or higher, they will be asked to return home and will not be admitted to campus.
- 3. See the "Response to Possible or Confirmed Exposure" section below for details regarding when & how individuals who are excluded from campus will become eligible to return.

Each school will keep a confidential electronic log recording anyone not permitted to enter based on fever, other symptoms, or exposure, noting the reason and the date.

## 9) **Healthy Hygiene Practices**

*The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.*

### **Hand Washing**

In order to minimize the spread of COVID-19 or other germs, students and staff need to clean their hands regularly throughout the day. Gateway has replaced many hallway drinking fountains with hand washing stations and foot operated bottle filling stations. In an ideal world, students and staff would thoroughly wash their hands at the following times:

- Upon entering school, before touching their desk for the first time
- Before and after eating snacks or lunch
- After using the restroom
- After putting on, removing, or touching their face mask
- Before re-entering the classroom following outdoor activities

Students will be trained on proper handwashing techniques including the following:

- Wet your hands with clean running water (warm or cold) and apply soap.
- Lather your hands by rubbing them together with the soap.
  - Scrub all surfaces of your hands, including the palms, backs, fingers, between your

fingers, and under your nails.

- Keep scrubbing for 20 seconds. Need a timer?
- Hum the “Happy Birthday” song twice.
- Rinse your hands under clean, running water.
- Dry your hands using a clean towel or air dry them.

Because it may not be practical for students and staff to wash with soap and water at all of these times on all days, Gateway will provide and encourage the use of hand sanitizer at any time that hand washing is not practical. Because hand sanitizer is not fully as effective as hand washing, the following high risk situations should not rely on hand sanitizing alone:

- After contact with an individual who exhibits COVID-19 symptoms
- After coughing or sneezing
- Anytime soil is visible on the hands (any visible soil needs to be removed with soap and water prior to hand sanitizing)

In these situations, hand washing is required.

### **Hand Sanitizer Use**

Though washing with soap and water is the best way to remove the COVID-19 from hands, we will also use hand sanitizer regularly throughout the day as an additional opportunity to disinfect hands. Every office, classroom, bathroom entrance and main entrance at Gateway will have an alcohol based hand sanitizer dispenser or pump bottles of alcohol based hand sanitizer. Hand sanitizer will be ethyl alcohol-based and contain at least 60% alcohol.

Students and staff will be required to sanitize their hands at the following times unless they have already washed their hands immediately preceding the activity:

- On their way into the building
- Any time they enter a classroom or other room
- Any time they exit a classroom or other room
- Before eating
- After eating
- When putting on, removing, or touching their face mask
- After any extended period when they haven’t had a chance to wash hands

Health Advocates and staff will be trained in emergency protocols related to the inadvertent ingestion of alcohol-based hand sanitizers.

## 10) 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 SFPDH and notification of exposed persons. Each school must designate a person for SFPDH to contact about COVID-19 and receive training on contact tracing.*

### Response to Possible or Confirmed COVID-19 Exposures

The California Department of Public Health (CDPH) has developed a list of measures that should be taken when a student, teacher or staff member has COVID-19 symptoms, is a contact of someone infected by COVID-19, or is diagnosed with COVID-19. Gateway has adopted and refined this protocol in handling such cases on our campus based on the CDPH guidance as detailed on the following pages:

	Student or Staff with:	Action	Communication
1.	COVID-19  Symptoms <sup>1</sup> (e.g., fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none"> <li>● Send home               <ul style="list-style-type: none"> <li>○ Until they can leave, they should be separated into an area away from others, but supervised by a staff member.</li> <li>○ They should continue wearing their mask and follow all distancing requirements.</li> <li>○ We should be sensitive not to treat a sick child in a way that could feel confining, scary, or “othering.”</li> </ul> </li> <li>● In the case of severe COVID-19 symptoms, such as persistent pain/pressure in the chest, confusion, or bluish lips or face, call 9-1-1 immediately</li> <li>● They will be eligible to return to the school after 10 days from symptom onset and at least 3 days have passed since recovery<sup>2</sup> from symptoms</li> <li>● Recommend testing (If positive, see #3, if negative, see #4)</li> <li>● School/classroom remain open</li> </ul>	<p>Per CDPH: No action needed.</p> <p>Gateway would not likely send out a communication in this case unless other extenuating circumstances were present as well.</p>
2.	Close contact <sup>3</sup> with a confirmed COVI-19 case	<ul style="list-style-type: none"> <li>● Send home</li> <li>● Quarantine for 14 days from last exposure</li> <li>● Recommend testing (but will not shorten 14-day quarantine)</li> <li>● School/classroom remain open</li> </ul>	<p>Per CDPH: Consider school community notification of a known contact.</p> <p>Gateway would evaluate whether to send out a communication on a case-by-case basis.</p>

3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>• Notify the local public health department</li> <li>• Isolate case and exclude from school for at least 10 days from symptom onset or test date and at least 3 days have passed since recovery from</li> </ul>	Per CDPH: School community notification of a known case.
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<sup>1</sup>Symptoms could be identified during the arrival screening process or at any other time of the day if noticed by a Gateway staff member.

<sup>2</sup>“Recovery” is defined as the resolution of any fever, without the use of fever-reducing medications, and improvement in respiratory symptoms (e.g., cough, shortness of breath).

<sup>3</sup>A “contact” is defined by the CDPH as a person who is < 6 feet from a case for > 15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time indoors.

		<p>symptoms</p> <ul style="list-style-type: none"> <li>○ See row 1 above for details on isolation</li> <li>• Work with Public Health officials to identify contacts<sup>4</sup></li> <li>• Quarantine &amp; exclude exposed “contacts” for 14 days after the last date the affected individual was present at school while infectious <ul style="list-style-type: none"> <li>○ If the affected individual is a student, this is likely their entire cohort<sup>5</sup></li> <li>○ If the affected individual is a teacher, it will likely apply to all cohorts they oversee</li> <li>○ If the affected individual is another staff member or visitor, it would apply to the smaller group of people with whom they spent significant time in close proximity.</li> <li>○ It does not apply to anyone who has only interacted with the affected individual in passing, such as someone who has passed them in the hall, opened their car door at arrival, or used the same bathroom as them.</li> </ul> </li> <li>• Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)</li> <li>• Close off and disinfect the classroom and any other spaces where the affected individual spent significant time. To reduce the risk of exposure, wait a minimum of 2 hours, and preferably 24 hours before cleaning and disinfecting.</li> <li>• Determine whether any work-related factors could have contributed to the infection and update this plan as needed to prevent further cases. See “Responding to COVID-19 in the Workplace” for more details.</li> <li>• School remains open</li> </ul>	Gateway would notify the school in this case.
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4.	Tests negative after symptoms	<ul style="list-style-type: none"> <li>• May return to school 3 days after recovery from symptoms</li> <li>• School/classroom remain open</li> </ul>	Per CDPH: Consider school community notification if prior awareness of testing
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See ["COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year"](#) - July 17, 2020 - from the CDPH for their original table of responses.

Please note that these protocols only apply to someone who directly has symptoms themselves, or to someone who has been directly exposed to a confirmed case. They do not apply to people who are simply exposed to someone with symptoms, or exposed to someone else who has been exposed. In other words, a staff member or student can and should keep coming to school even if:

- Someone else (other than themselves) in their household has been exposed to a confirmed case, but has not tested positive themselves
- Someone else (other than themselves) in their household has a fever or other symptoms, but has not tested positive
- Someone they are in contact with at school (other than themselves) has been exposed to a confirmed case, but has not tested positive themselves
- Someone they are in contact with at school (other than themselves) has a fever or other symptoms, but has not tested positive

Each school will keep a confidential electronic log recording anyone not permitted to enter based on fever, other symptoms, or exposure, noting the reason and the date.

The CDPH has also given guidance related to if/when schools should close as a result of COVID-19 exposure in their community. It includes the following:

- School closure is recommended (following consultation with the Local Health Officer and depending on the size and layout of the school) when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period.
- The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- If a school is initially closed for in-person learning, it may typically reopen after 14 days and the following have occurred:
  - Cleaning and disinfection
  - Public health investigation
  - Consultation with the local public health department

In order to facilitate testing of students, staff, or visitors for whom testing is indicated based on the procedure above, Gateway will compile a list of COVID-19 testing sites/resources in their community,

along with details about each, such as cost (often free at government sites) and requirements (e.g. some need a prescription). This list will be given to anyone that is excluded from campus and for whom we are recommending testing.

It is important for everyone to note that the majority of students or staff members who exhibit COVID-19 symptoms (fever, cough, etc) likely do not have COVID, but rather just a normal cold or flu. That said, if you are helping a student or staff member exhibiting symptoms, wear your mask, a face shield, and gloves, and follow all other protocols around social distancing, hand washing, etc.

## 11) **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.*

Students and adults should maintain 6' physical distancing at all times.

Student and staff desks in classrooms should be spaced six feet apart as measured from the middle of each desk to the middle of any adjacent desks. All student desks should face in the same direction in order to help prevent droplets from one person's breathing from carrying virus to someone else.

Any space that could hold multiple adults (front office, other offices, etc.) will be arranged to accommodate social distancing of 6 feet between people. Desks and chairs will be arranged and floors marked with tape to show where to sit to allow for the 6-foot distance.

Staff Lounges will be closed or repurposed as dedicated offices with 6' separation between assigned desks for staff. They will not be used as shared "hang-out" space.

### • **Queuing**

In any areas where people are reasonably anticipated to line up and wait, we will place decals on the floor to show what a safe (6-foot) distance looks like. We will include signage indicating that people should stand on each decal, with one person per decal. These should be placed anywhere people queue (line up), such as:

- Outside the main entrance for screening
- Outside the door to the front office
- Outside each restroom (student and staff)

### • **Movement Through the School**

We have designed a student schedule with many fewer student transitions than usual. However, sometimes classes will need to "move together", and other times individual students or adults will be moving through the school alone. To make this as safe as possible, we will take measures such as:

- Separate into "up" and "down" stairwells wherever possible, with clear signage
- Floor stickers in classrooms, hallways and stairwells should be placed to show adults and students where to stand to maintain 6 feet of distance.
- Develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally

appropriate.

- Take any other measures we can think of to ensure social distancing is maintained.

- **Bathroom System**

- Bathrooms will have a maximum capacity for each one to ensure social distancing.
- For students who need to use the restroom outside of the bathroom breaks, the campus will develop a plan to either (a) escort individual students to the bathroom and wait outside, or (b) monitor bathrooms from outside to ensure occupancy limit for social distancing in the bathrooms
- Students should not use the bathroom on their own without a monitor, as it will be impossible to ensure social distancing
- Each bathroom must have a sanitizing bin (gloves, sanitizing spray & paper towels) for adult use only

## 12) **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. Please use Harvard's "Schools for Health" guides at <https://schools.forhealth.org/>. The guides contain information on measurement and mitigation.*

All classrooms on our campus have operable windows allowing for maximum passive natural ventilation of outside air. While inside the building, doors and windows will be open whenever feasible to maximize the natural ventilation. Each classroom has its own independent HVAC system that draws outside air directly to the classroom and does not recirculate air between spaces. In spaces with limited natural ventilation, access to the HVAC system, or during inclement weather we have implemented HEPA-13 filtration air purifiers, which include a significant level of particle capture.

## 13) **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)*

At Gateway, we are a community that takes care of each other and re-opening our schools requires that we are responsible for both our own safety and each other's health and safety. Reopening campus safely will depend on a partnership between students, staff and families, both on and off campus. Although the risk of transmitting COVID-19 cannot be completely eliminated, it can be reduced significantly if our community commits to health and safety practices.

[Gateway's Community Health Pledge](#) lays out our collective commitment to these practices - and the health of all members of our community. All community members must adhere to our Community Health Pledge prior to returning to campus and throughout in-person learning. This expectation will be



communicated to all staff and families prior to the start of in-person learning, and the Community Agreement will be sent to all families via ParentSquare and/or mail. Families will be required to sign and return this form along with their Acknowledgement of Health Risks form, prior to their student returning to campus for in-person learning.

#### **14) Staff Training and Family Education**

*How staff will be trained and families will be educated on the application and enforcement of the plan.*

##### **Pre-opening Communications and Training**

As schools prepare for the back-to-school period, and in advance of any major shift in our mode of operations (e.g., moving from a Distance Learning mode to a Hybrid mode), it is imperative that staff, students, and families be informed of the policies, procedures, roles, and responsibilities that will preserve and protect the health of our community in the face of COVID-19.

Gateway will implement training for staff, students, and families in the following areas:

- How to identify potential symptoms of COVID-19 infections, and the importance of self-reporting any issues and staying at home if they have any symptoms
- The school's health screening policies, including how to conduct a thorough health screen at home prior to coming to campus
- The school's policies and procedures for handling potential and actual cases of COVID-19 in our community, including any policies related to the possible exclusion of individuals from campus in certain scenarios
- The proper use of masks or other face coverings, including the proper use, removal, and washing of face coverings, not to touch the face covering, and how people who are exempted from wearing a face covering will be addressed.
- Proper hand hygiene, including the modeling of proper hand washing and sanitization
- What distancing means and looks like (e.g., 6' physical separation)
- What do do when you cough or sneeze (e.g., cover coughs & sneezes with a tissue or their elbow; wash immediately after coughing or sneezing)
- Strongly recommending that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions
- Any other operating procedures (e.g., arrival, dismissal, meals, tech, etc.) identified in this plan not addressed above

Training will be offered in a variety of formats to ensure they are accessible by all Gateway staff, students, and families. For example, our training plans include:

- Staff training:
  - Initial staff training via Zoom or video
  - In-person training on campus for staff on health and safety protocols

- Student training:
  - staff to complete multiple Zoom sessions with students via Zoom during class prior to their return to campus
  - in-person training on campus
- Family and community member training:
  - virtual meeting(s) to go through safety procedures (will also be recorded and posted)
  - frequent communication regarding health and safety procedures and COVID screening at home

In addition, each school will be expected to review existing student health plans and identify students who may need special accommodations before coming back to campus. Gateway will also engage families and ask about any potentially unknown concerns that may need to be accommodated. Any such student accommodations will be addressed prior to those students returning to campus.

## **Signage**

Gateway will post signage at the entrances to and throughout the campus that continuously remind staff and students of the health precautions herein. Examples include, but are not limited to the following:

- Stand on the dots to stay six feet apart
- Please stay 6' apart!
- Face mask or face shield required
- Gateway Staff and students only beyond this point
- These stairs are for traveling up
- These stairs are for traveling down
- Maximum room capacity
- Remember to wash your hands for 20 seconds!
- Remember! Sanitize your hands when ENTERING and EXITING
- Visitor procedures/instructions (ie early pickup)

## **On-going Communications and Training**

Communications and training should not stop when school begins. It will continue on an on-going basis to reinforce the key messages above and to address any identified weaknesses in the community's adherence to the requirements herein. Particular attention will be paid to re-training staff, students, and families in advance of any major shift in our mode of operations (e.g., moving from a Distance Learning mode to a Split Schedule mode) or the operating procedures at the school.

**15) 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.*

*Describe how all teachers and staff will be universally tested prior to start of school and then periodically thereafter to detect asymptomatic infections. Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.*

*Describe how staff will be encouraged to use health coverage for testing requirements. If application is from a school that collects tuition, provide documentation of school's commitment to cover costs of all testing, either by contract with private testing lab and/or use of primary health care providers. If application is from school that does not charge tuition, provide documentation of school's commitment to cover costs of testing for staff, either by contract with private testing lab and/or use of primary health care providers.*

*If contracting with private testing lab, all schools should use a COVID-19 testing vendor that offers testing results within 72 hours. Describe how data from testing results will be shared with SFDPH.*

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. Per the school's Social Contract, 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.

Staff will be tested 14 days prior to returning to campus and must communicate their test results to the school. The school will test all staff working on campus throughout the year. We will exceed the recommended testing frequency by requiring 100% of our staff who are engaged in in-person activities to receive a test every month. We are committed to making testing as easy as possible for our staff, including reimbursement of costs.

We will also be working with Agile Force to bring testing resources to our campus monthly or every other week depending on the demand for the on-site testing. This testing will be offered to staff, their families, students, and anyone in our community who wishes to have a test. The tests will be run through the individual's insurance, or covered by Agile Force if they do not have insurance. The tests will be processed within 72 hours and the results will be provided to all necessary government agencies and the school. To further promote health and safety in our community, we will also make the Agile Force testing available to our students and their families.

If a student, staff member, or household/close contact tests positive for COVID-19, we will also notify

## 16) **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.*

Student sickness absences:

- parent calls or emails school office
- Office Manager / Attendance Coordinator asks COVID questions and fills out COVID case tracker if any symptom or fever or close contact
- COVID Coordinator follows up with family at each site

We will document confirmed cases and assess transmission within the cohort and larger community. If additional positive cases surface, we will re-evaluate our mitigation strategies and make any necessary adjustments. Based on our mitigation strategies, we expect to see low to no transmissions among other members of the cohort and larger community.

We will summarize the number of new cases identified within the school community on a bi-weekly basis to identify and document infection and transmissions. This report will detail:

- the number of new cases.
- the number of individuals per cohort who may have been exposed.
- the number per cohort who have completed testing, and the number who tested positive.

The report will be available to anyone in the school community upon request. Our operations team will be responsible for documenting staff and student illnesses and absences, and any required follow-up. 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 appropriate. The school will follow up with that staff/family to determine if the illness is COVID-19. The operations team will implement any follow-up guidance/recommendations from the SFDPH protocol for when someone has suspected or confirmed COVID-19. The school 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.

Gateway will designate staff to manage data collection efforts, monitor COVID-19 transmission, and assess the effectiveness of infection prevention measures. John Eames (Director of Facilities) will be tracking and monitoring staff data and serve as the primary contact to SFDPH. Additionally, each school will have a designee to track and monitor student COVID data.

## 17) **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.*

In order to support our students who must stay home while Gateway is open for in-person instruction, we will continue to offer lessons via our Distance Learning schedule. We will assign educators to continue to plan for and teach students learning at home. This will include continuing the practices of our current distance learning program, including: 1:1 devices provided by Gateway; internet support as needed (e.g. providing hotspots); synchronous lessons via Zoom; use of Google Classroom and other technology tools. In addition, we may also utilize cameras in the classroom to support at-home learning and to maintain a strong home-school connection until we can all return to in-person teaching and learning.

## 18) **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.*

School closure will be based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with SFDPH. School closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period. SFDPH may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If closed for in-person learning, the school may typically reopen after 14 days and the following have occurred: cleaning and disinfection; public health investigation; consultation with the local public health department.

## 19) **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**

Gateway is committed to communicating with our community in a timely and frequent fashion during this uncertain time of COVID-19. We understand that our families carry the burden of these irregular and changing school models and schedules. Our goal will be to provide updates as we have them related to school protocols and opening, and to provide advance notice of when we will transition to a new school model; for example, we will seek to provide at least 14 days notice to our families and staff for when planning for changes to in-person learning.

If there are cases and exposures at school, we plan to communicate with students, staff and parents as

follows:

- In accordance with the Americans with Disabilities Act (ADA) and the Family Education Rights and Privacy Act (FERPA), the identity of the person with COVID-19 will not be shared.
- The school will follow SFDPH guidance, [Quick Guide for Schools, Childcares, and Programs for Children and Youth](#), when someone has suspected or confirmed COVID-19.
- The school will use the [GPS Quick Guide for Suspected or Confirmed COVID-19 Cases](#) to follow up on suspected or confirmed COVID-19 cases. This guide includes communication guides for various scenarios and links to template letters for communication.
- The School will notify the community if there is confirmed exposure or a positive case on campus through multiple mediums, including ParentSquare alert. This in-house communication tool allows us to text, email, and use voicemail, across multiple languages, instantaneously for all community members. Depending on the circumstances, we will also make phone calls to ensure communications reach all community members.
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- Through SFDPH, SFUSD and charter school networks, Gateway has access to a bank of resources for COVID-19 specific guidance and communications for virus exposure, positive cases, instructional model changes, quarantine, and health and safety protocol reinforcement.

## 20) **Equity**

### *How schools plan to promote equity with respect to COVID-19 prevention and mitigation*

Equity is a core value and design principle in every decision we make at Gateway; we are also a community committed to anti-racist practices. There are many strategies we are implementing to mitigate learning loss and ensure our most vulnerable students have the resources needed to thrive:

- First and foremost, we ensure all students have access to the learning, which entails: a) getting devices and wifi hotspots to all students who need them; b) providing all students with learning materials which we have done through materials distributions; and c) ensuring that all students are accessing learning, by targeting additional support (e.g. phone calls, small group support, etc.) to our most vulnerable students.
- We also ensure all families have access to important information both about their child's learning and school-wide updates. We do this through school-wide communications (e.g. weekly updates and communications in multiple languages, town hall meetings) as well as targeted communications (e.g. phone calls, texts, Zoom calls) to follow up and ensure we reach all families.
- We are a racially and socio-economically diverse school and we know that our students and families are impacted differently by the pandemic. We are prioritizing student and family voice from diverse stakeholders as we make decisions about returning to in-person learning. For example, we are seeking feedback from both the broader community and affinity groups of

Black/African American and Latinx students and families.

- We use wellness and learning data to inform how to plan resources for additional support (e.g. counseling supports; small group instruction)
- We have a robust team of service providers (learning specialists, counselors, and instructional aides) who provide additional support to students eligible for Special Education services, English learners and students in need of additional support or accommodations.
- Our in-person model will similarly prioritize that students with the greatest needs have access to in-person learning, if they are able and choose to participate.