



## Saint Brigid School Logistics and Planning Reopening Documents Fall 2020

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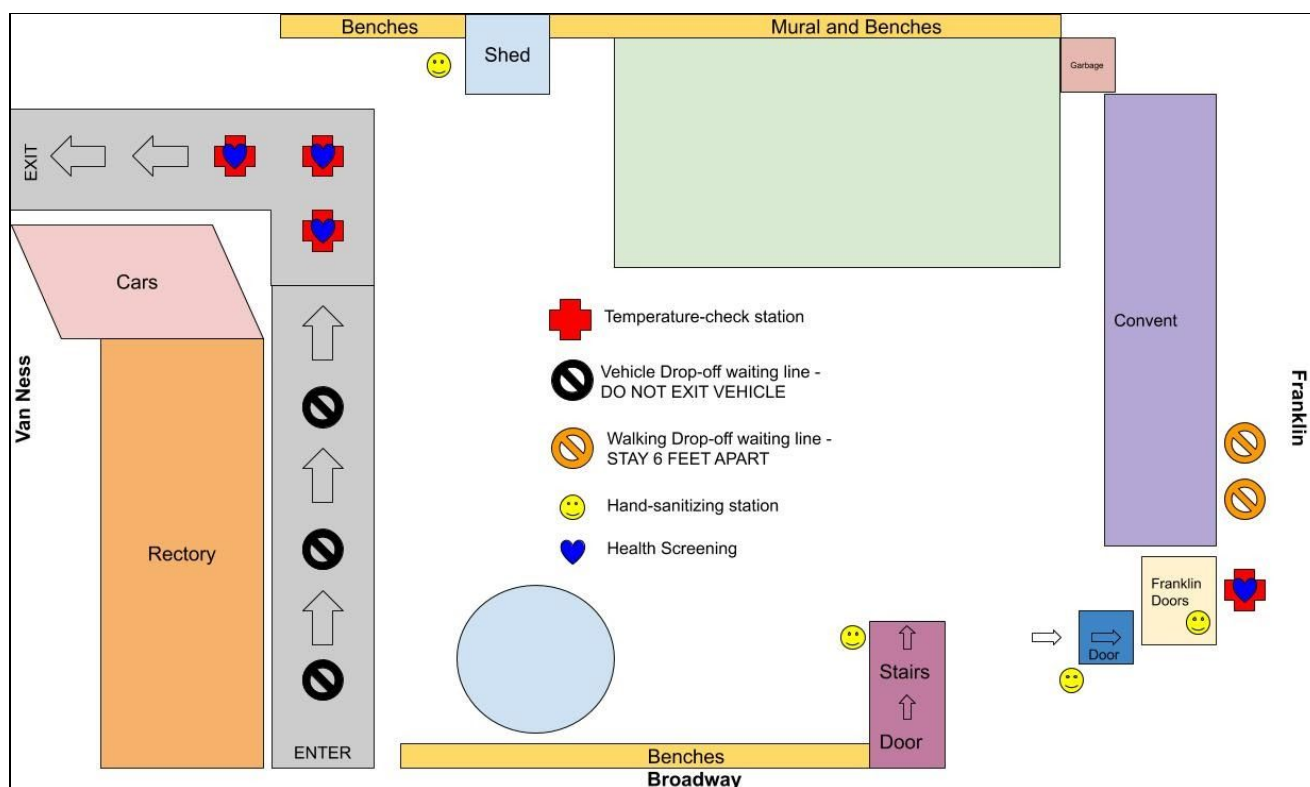


## Morning Drop-off Requirement

### ***Dropoff map reflecting distancing guidelines (10 ft.)***

See map below

### ***Map of temperature checks and hand washing/sanitizing stations (county dependent)***



### **Vehicle**

- Cars enter from Broadway and exit on Van Ness
- Students must wait inside car until they reach designated temperature-check stations
- Students' temperatures are checked and students are given a health screening at designated station, where driver must wait until cleared
- Students with a fever over 100.4°F or who answer "Yes" to any of the health screening questions are taken home immediately
- Students who are cleared walk directly to their classroom, using the courtyard door closest to the office
- Students on 2nd and 3rd floors use the Franklin stairs to walk up to their classrooms

### **Walking**

- Students go directly to Franklin door temperature-check station
- Students with a fever over 100.4°F or who answer "Yes" to any of the health screening questions are directed to call guardian while outside for immediate pick-up, or leave immediately with guardian
- Students who are cleared walk directly to their classroom



- Students on 2nd and 3rd floors use the Franklin stairs to walk up to their classrooms

***Drop off hours published***

Time	Grade-levels
7:45 - 8:00	3 - 5
8:00 - 8:15	6 - 8
8:15 - 8:30	TK - 2

***Record keeping of refusal of admission (per county guidelines)***

See Appendix, p. 28

## Health Screening Requirement

***Develop routines, daily health checks***

- Homeroom teachers must be in classroom by 7:30 AM for supervision of early-arrivals
- Siblings can be dropped off early if their sibling has an earlier arrival time
- All students, staff, and faculty who enter the building must pass a health screening and temperature check
- Students with a temperature of 100.4°F or above or who answer “Yes” to any of the health screening questions must be sent home immediately before entering the building
- Refusal of admission is recorded daily via document
- The office is closed to drop-ins
- Non-staff/Non-students are not allowed in the school building during drop-off/pick-up or without an appointment
- Hand sanitizing stations are at school entryways
- Anyone entering the building must use hand sanitizer
- Students cannot linger in hallways--a staff member may be assigned to monitor the hallway between 7:30 and 8:30.
- Teachers will take the temperature of any student feeling ill and send them to the health room if they have a temperature and notify the office who will call the parents to pick them up

***Create Health Screening***

1. Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, flu-like symptoms or been diagnosed with COVID-19 within the last 14 days?
2. Do you or your child live with anyone or do you or your child have a fever, cough, and/or shortness of breath? For children and adults, fever is 100.4 degrees or above using a forehead thermometer.



3. Do you or your child live with anyone or do you or your child have any other signs of communicable illness such as a cold, flu, rash or inflammation?
4. Do you or your child live with anyone or have you or your child experienced diarrhea or vomiting (within the past 24 hours)?

***Purchase Health Check Equipment (county dependent)***

See Appendix, p.29

***Purchase Essential Protective Equipment (EPE)***

See Appendix, p.29

## **Classroom Physical Design Requirement**

***Create a map of classroom space and placement of desks, including orientation to instructional space(s)***

See Appendix, p.30-40

***Post signage and install barriers to direct traffic around classroom space***

See Appendix, p.30-40

***Arrows and guidance on the floors so students have an understanding of spacing between one another***

See Appendix, p.30-43

***Physical barriers in classrooms (as needed)***

See Appendix, p.30-40

***Cleaning and disinfecting procedures for after use of instructional areas and following snacks/lunch***

Sanitation Policy:

In order to ensure classrooms stay clean and in compliance with SFDPH COVID-19 sanitation guidelines, teachers will be expected to wipe down the classroom at the following times during the day:

- After students eat snack
- After students eat lunch
- Before and after specialty teachers come in and use the classroom space for teaching
- At the end of each day

Classrooms will be wiped down with proper cleaning materials (i.e. Clorox wipes, bleach solution). If students do not eat snack or lunch inside the classroom, student desks will not be required to be wiped down. However, teachers/staff will be required to clean/sanitize the classrooms at the end of each school day and after specialty teachers use the space.





***Individual supplies required for each student so there is not sharing (including safe storage of supplies)***

- Students are in grade-level cohorts (ranging from 7-19 students each)
- 8th grade (30 students) is split into two cohorts
- Speciality teachers (i.e. music, science, Spanish) rotate into classrooms
  - The science lab is used as the second 8th grade classroom
  - The music room is closed to students
- Individual student desks are spaced 6 ft apart
  - If desks are not able to be 6 ft. apart, they may be placed a minimum of 3 ft. apart
- Classrooms with tables have clear partitions separating the students
  - There is no more than 4 students per table
- Classroom and hallway windows remain open during the day to increase ventilation and air circulation
- Sanitation stations are set up at classroom doors and everyone is directed to use sanitizer when entering and exiting the classroom
- **Class materials are not shared--students have their own set of materials to use in class**
- **Student supplies such as electronic devices, art supplies, manipulatives, books, etc. are individually assigned and frequently disinfected**
  - **Students either bring their own supplies or purchased by the classroom teacher (as designated by classroom teacher's supply list)**
- Students are assigned a desk to sit at for the duration of the day
  - Desks are wiped down daily after students leave for the day
  - Desks are wiped down before and after indoor snack or lunch
- Students bring their own water bottles to drink from during the day to decrease use of water fountains
  - If a water fountain is used to refill a water bottle, it must be wiped down directly after use

***Maintain distancing guidelines, staggered dismissal times and designated hallways/stairwells***

Staggered Dismissal Times

Time	Grade-levels
2:15 - 2:30	TK - 2
2:30 - 2:45	3 - 5
2:45 - 3:00	6 - 7
3:00 - 3:15	8a, 8b



“Franklin” stairwell is designated “UP” stairwell. Broadway stairwell is designated “DOWN” stairwell. Stairwells have been marked with 6ft spacers, directional arrows, and one-way/wrong-way signs.



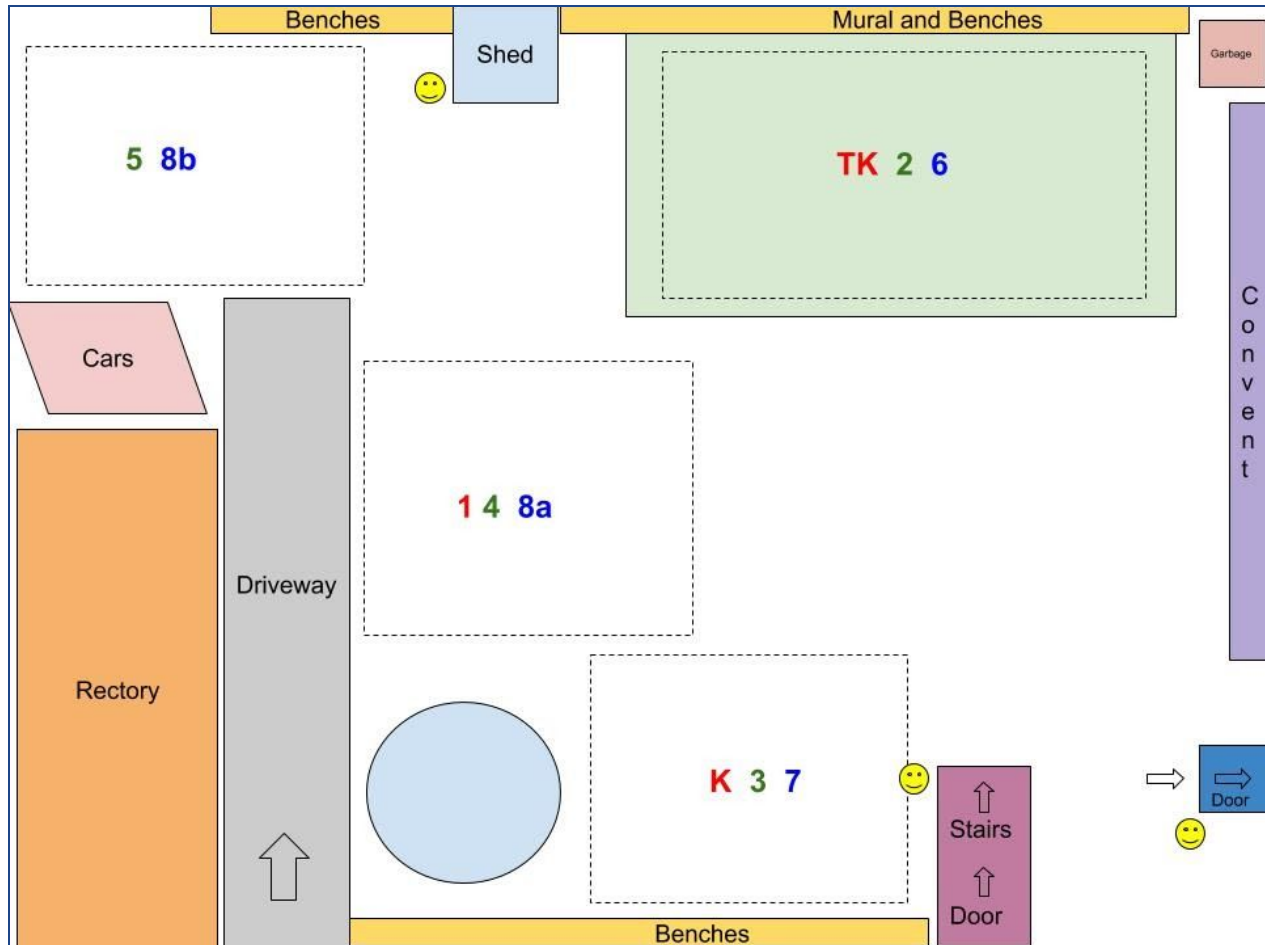
### ***Staggered recess, lunch, and restroom times***

Recess Schedule

TIME	GRADE	NUMBER OF STUDENTS	SUPERVISORS
9:40 - 10:00	TK, K, 1, 2	41	TK - 2 rotation
10:05 - 10:25	3, 4, 5	40	3 - 5 rotation
10:30 - 10:50	6, 7, 8	58	6 - 8- rotation
1:20 - 1:40	TK, K, 1, 2	41	TK - 2 rotation

### Lunch Schedule

TIME	GRADE	NUMBER OF STUDENTS	SUPERVISORS
11:30 - 11:55	TK, K, 1, 2	41	TK - 2 rotation
12:00 - 12:40	3, 4, 5	40	3 - 5 rotation
12:45 - 1:15	6, 7, 8	58	6 - 8- rotation



### BATHROOM POLICY

- Students use the inside lower-level bathrooms
- Students use the Broadway stairs to walk down to the bathrooms and use the Franklin stairs to walk up from the bathrooms
- No more than 1 student from a classroom may use the bathroom at a time
  - Teachers must keep a bathroom sheet documenting student, date, and time
  - In the event of a "bathroom emergency," more than 1 student from a classroom may be allowed to go to the restroom



- Only 3 students allowed in the bathroom at a time
  - If 3 students are in the bathroom, there will be a line outside the bathroom
  - Floor decals mark where to stand for the bathroom 6 ft apart
- During recess or lunch, only one student is allowed to go to the bathroom at a time
  - The staff member at recess/lunch must permit students to go to the bathroom
  - The staff member must also make note of bathroom uses
- Students are not be allowed to linger in the halls after using the bathroom; students go directly back to classroom or playground space

***Verification of window safety for ventilation***

All classroom and hallway windows have been checked by staff. Upper and lower windows open in all classrooms and hallways.



***Water bottle policy to reduce/eliminate the use of water faucets***

**Water Bottle Policy**

- Water fountains are closed

- Students and staff members should bring personal water bottles to school
- Students and staff members may not share water bottles
- The school will have single-use water bottles available for students who forget or misplace their water bottles

## Classroom Instruction-Social Distancing Requirement

### ***Protocols developed to teach social distancing to all grade levels***

We will sequence our Covid-19 education with our weekly Social Emotional Learning period in each grade (Second Step Program). In addition to educating and reminding students about daily procedures, coupling infection mitigation conversations with our SEL program creates a dedicated period each week where students can reflect upon how taking action (e.g. wearing a mask, proper sanitation, observing cohort boundaries) is a form of cultivating and maintaining awareness of how we impact others through our actions, and contribute to our own health and the health of our communities. Every grade level administers an SEL period in their class once per week. Please see the forthcoming section, *Maintain training for staff to recognize signs and symptoms of student illness*, for additional details on how our faculty Emergency Management and Preventive Action Committee (EMPAC) will provide support and resources for our faculty.

### ***Signs to remind students how to stop the spread of germs, how to wash hands, why face coverings should be worn***

See Appendix, p.42-46

### ***Policy and instruction on face coverings, including proper use and cleaning (please refer to county guidelines)***

All adults and children must wear face masks or cloth face coverings over both their nose and mouth at all times. This includes family members and caregivers dropping-off or picking-up children.

Staff, students and visitors may not enter the building or campus unless they are wearing a face covering. A supply of face coverings is available in the office for individuals who have forgotten to bring one.

### ***Handwashing General Hygiene policies and procedures***

Staff and students will wash their hands with soap and water prior to lunch every day, with a staggered entry into the bathrooms by cohort, no more than 3 students in a restroom at a time. Upon entering/re-entering the building, all staff, students, and visitors must use hand sanitizer, as provided via hand sanitizing stations located at entryways.

Every classroom/instructional space and common area (staff work rooms, eating areas) will have no fewer than two hand sanitizer bottles per student.

Bathrooms and hand sanitizing stations will be checked by sanitation staff twice a day to ensure sinks and handwashing stations do not run out of soap or paper towels, and that hand sanitizer



does not run out. Please see the *Policy of shared use of electronic and instructional devices* for additional hygienic requirements pertaining to faculty/staff.

***Sneeze and Cough protocols for students (including no touching of eyes and face)***

Protocols to be taught to all students are as follows:

1. Cover your mouth and nose with a tissue when you cough or sneeze
2. Throw used tissues in the trash
3. If you don't have a tissue, cough or sneeze into your elbow, not your hands
4. Remember to immediately wash hands after blowing your nose, coughing or sneezing.

***Discipline policy for misuse of protective equipment and violation of social distancing protocols***

Discipline Policy

The staff and faculty of Saint Brigid understand verbal reminders will need to be given to students throughout the day to remind them to wear their masks correctly. However, if a student deliberately chooses to wear PPE incorrectly\* or intentionally chooses not to follow social distancing guidelines\*\*, the following consequences will be given:

- Grades TK - 2
  - 1st offence: Student will be given a verbal warning
  - 2nd offence: Student will be given a verbal warning AND an email will be sent to the student's guardians to inform them about the student's choice to wear their mask incorrectly
  - 3rd offence: Guardians will be called and the student will be sent home for the day
- Grades 3 - 5
  - 1st offence: Student will be given a verbal warning AND an email will be sent to the student's guardians to inform them about the student's choice to wear their mask incorrectly
  - 2nd offence: Guardians will be called and the student will be sent home for the day
- Grads 6 - 8
  - 1st offence: Student will be given a verbal warning AND an email will be sent to the student's guardians to inform them about the student's choice to wear their mask incorrectly
  - 2nd offence: Guardians will be called and the student will be sent home for the day

\*Misuse of PPE includes: wearing face covering/mask anywhere that does not cover nose and mouth at the same time.





**\*\*Not following social distancing includes intentionally coming into 6ft of another student or a staff member while inside, touching another student or a staff member, or coming into contact with a member of a different cohort**

## **Classroom Maintenance Requirement**

### ***Create and maintain rosters identifying student composition of all cohorts***

See Appendix, pp. 53-59

### ***Limit staff rotation between cohorts and reflect all assigned staff in every cohort list***

See Appendix, pp. 53-59.

### ***Policy on mixing of cohorts and record keeping for track and trace efforts***

See Appendix, p.59

### ***Maintain training for staff to recognize signs and symptoms of student illness***

In addition to requiring our Faculty/Staff members to maintain current First Aid/CPR training (many are AED certified as well), we have provided our staff with supplementary information regarding recommended First Aid/CPR protocols during Covid-19. Information from the Red Cross can be found at

<https://www.redcross.org/take-a-class/coronavirus-information/first-aid-cpr-aed-care-during-covid-19> and information from the American Heart Association is found at <https://www.heart.org/en/coronavirus>.

All faculty and staff members must review the symptoms of Covid-19 as provided by the Center for Disease Control and they must complete the CDC's assessment module entitled *Self-Checker: A guide to help you make decisions on when to seek testing and appropriate medical care*, available at

[https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html).

This module must be completed prior to September 8th, our earliest possible on-campus return date. We will continually review these resources, new guidance from the Department of Catholic Schools, and the San Francisco Department of Health during a dedicated portion of our weekly faculty/staff meeting.

Using the CDC's resources on *Talking with Children about Coronavirus Disease 2019*

[[https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschoools-childcare%2Ftalking-with-children.html](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschoools-childcare%2Ftalking-with-children.html)] we will ensure that our staff is mindful of the psychological symptoms of the pandemic, in addition to the medical symptoms. While not



required, some of our faculty/staff members have completed the American Red Cross' *Psychological First Aid: Supporting Yourself and Others During Covid-19* certificate course. Our faculty *Emergency Management and Preventive Action Committee* (EMPAC), which includes members of the 2020-2021 Planning Task Force, along with the principal and other designated faculty/staff, will be responsible for facilitating the Covid-19 segment of each faculty meeting and maintaining regular faculty/staff training.

Following standard protocol, in the event of a serious medical emergency (the CDC details a list specific to *emergency* medical symptoms of Covid-19, including: "trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face [and more]" at

[https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html))

, we will call 911 (as recommended) and trigger an emergency medical event in our Devine Protection notification system, which will alert all faculty/staff and the school district simultaneously.

### ***Policy of shared use of electronic and instructional devices***

Students will not share devices and materials. Each student (where applicable) will have either an ipad or a chromebook assigned to them for use during the year. In the event that two or more faculty members must use the same computer terminal (smartboard, etc.), the station will be sanitized by each faculty member at the end of each use. Faculty members will also be required to wash their hands and/or use hand sanitizer prior to using shared classroom equipment and they are asked to follow the same personal sanitation routine after they have sanitized their workstation for use by another faculty member.

#### **Policy**

- This policy includes chromebooks, computers, and iPads
- Students will be assigned one technology device (iPad for grades TK-1, Chromebook and/or iPad for grades 2-8) to be labeled for and used by that student only
  - Devices will be cleaned (wiped with a Clorox wipe and dried) at the end of each day before being returned to the charging station
  - Devices will be returned to the same charging port within the charging station
- Homeroom teachers will use their classroom computers
  - Prior to a special, such as Music, the homeroom teacher must clean (wipe down with a disinfecting wipe and dry) the keyboard, mouse, and surrounding area of the desk prior to the special teacher's use
- Specials teachers will use the classroom computers in each classroom they teach
  - Special teachers must clean (wipe down with a disinfecting wipe and dry) the keyboard, mouse, and surrounding area of the desk upon completion of their time in the classroom



***Creation of DL Plans that are in place whether students are exclusively in class or in hybrid versions of class***

Please see below for Distance Learning Schedules for every grade level. All instruction will be supported with Google Classroom, Seesaw, and other components to ensure that all students have access to our full complement of learning experiences. Teachers will maintain a full-school day, relative to the developmental levels of their students; all students will continue to receive a synchronous complement of special subjects.

Distance learning schedule:

<https://drive.google.com/file/d/1Gm7mtkqyAQN0fZVjffPiJv6vahUAPcQk/view?usp=sharing>

***Classrooms outfitted with protective equipment and cleaning supplies for use and distribution as needed (both planned and unplanned)***

Classrooms will begin the school year outfitted with the following:

1. 2 bottles of hand sanitizer per student (via classroom supply list)
2. 2 containers of EPA approved disinfecting wipes, such as Clorox or Lysol brand, per student (via classroom supply list)
3. 2 rolls of paper towels per student (via classroom supply list)
4. 2 boxes of 100 pairs gloves per classroom (See Appendix, p. 48. )
5. Disposable face masks in child and adult sizes
6. 2-reusable face masks per teacher and 2-face shields per teacher
7. 1-digital no touch infrared thermometer
8. Protective barriers when recommended by social distancing guidelines

*\*Supplies will be replenished frequently throughout the school year.*

## Campus Social Distancing Requirement

***Develop scheduling that facilitates reduced mixing of student cohorts at school***

See Cohort Appendix p. 53 -60 and the following maps and schedules.

***Develop schedules and maps for entering and exiting the building***

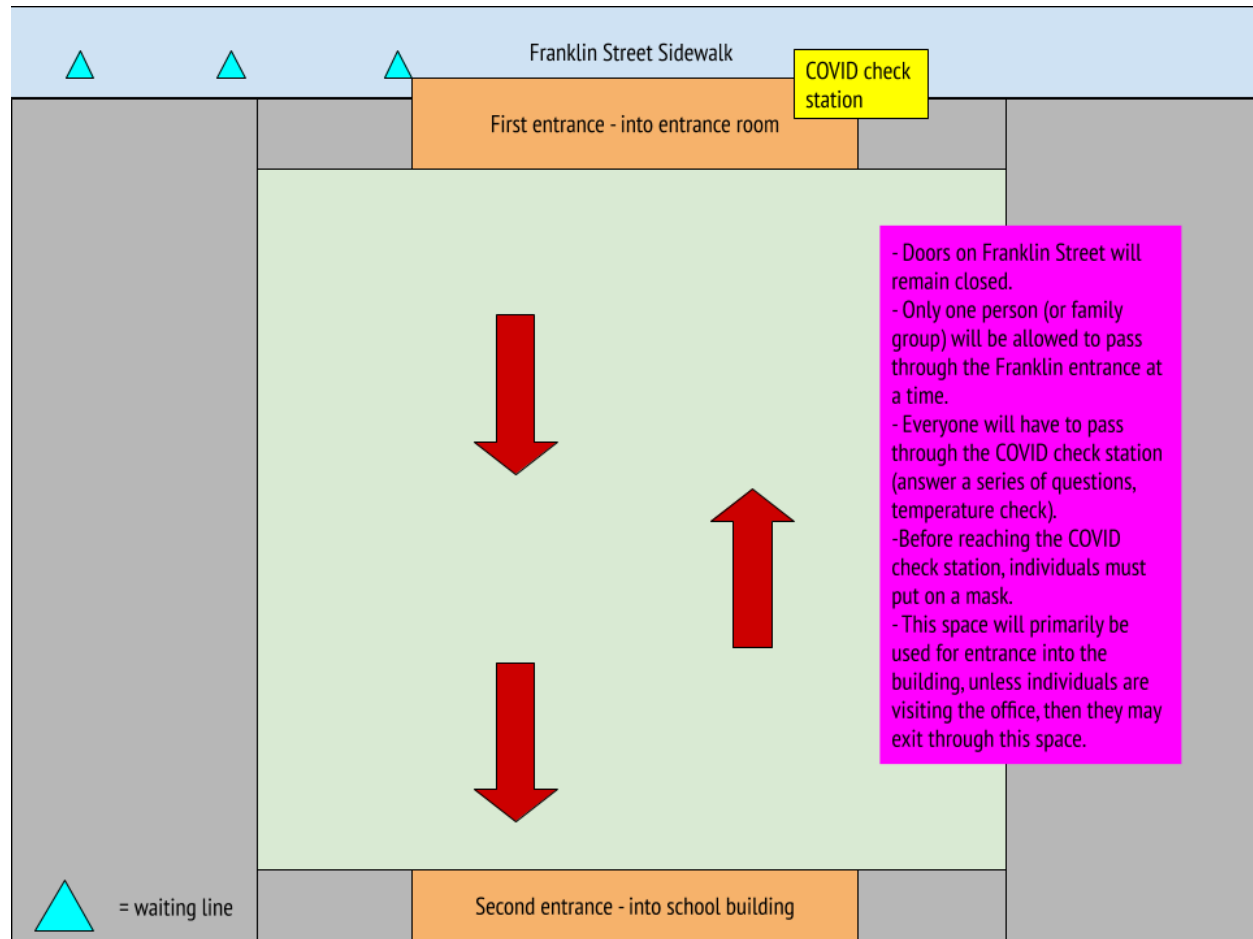
School entrance on Franklin street: Nonessential personnel, parent community members, and other visitors who enter the building for office visits will be allowed on campus by appointment only. This entrance will also be used for drop off. Only one student will be allowed in at a time and each grade level will have designated times for coming to campus.

Staggered Arrival Times Schedule

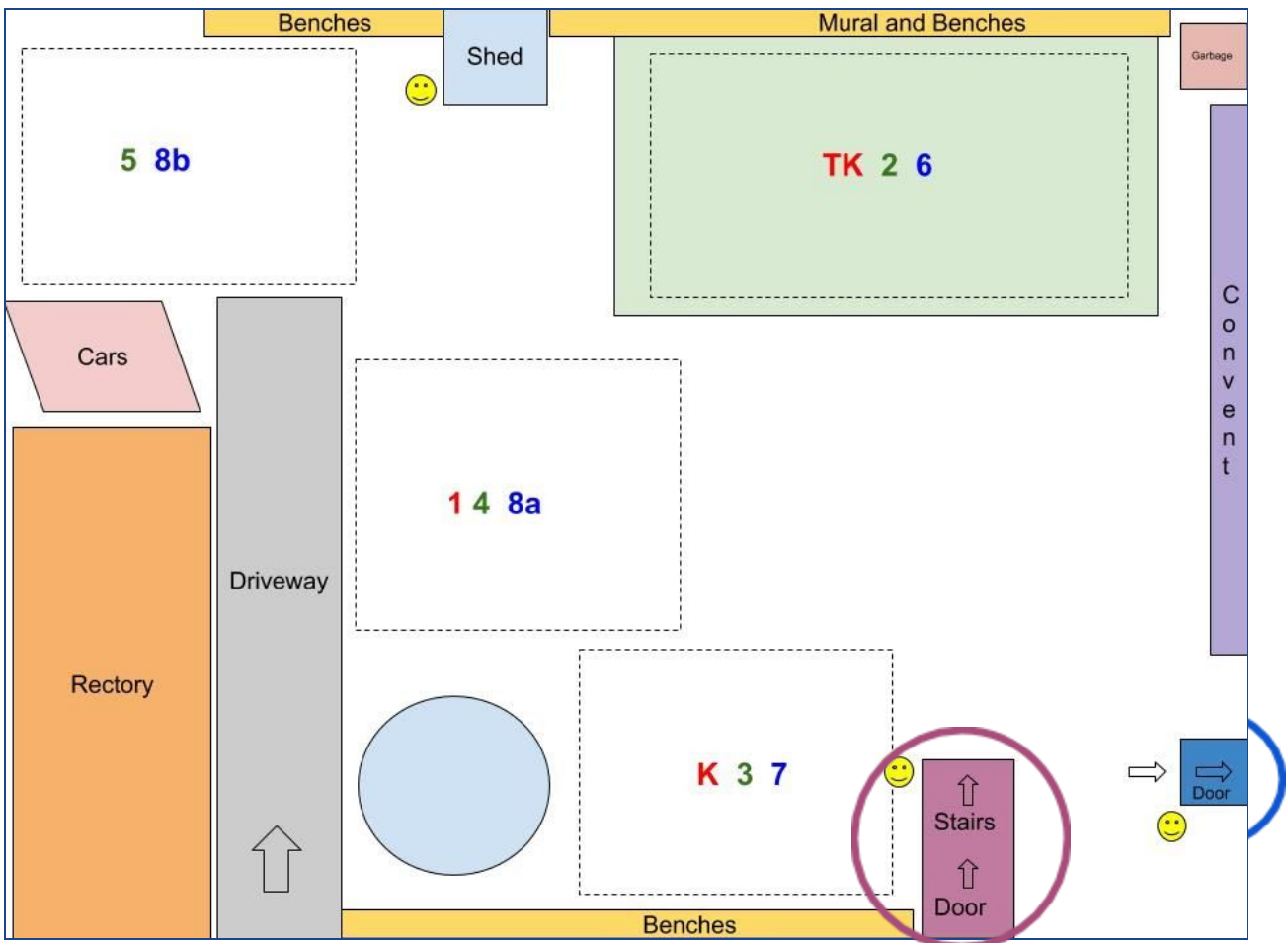
Time	Grade-levels
7:45 - 8:00	3 - 5
8:00 - 8:15	6 - 8



8:15 - 8:30	TK - 2
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Entrance and exit inside the school courtyard will be used ONLY by faculty, staff, and students. The doorway circled in pink will be an exit only, the door circled in blue will be entrance only. There will be staggered use of these entrances based on our drop off schedule and staggered recess/lunch times.



***Develop schedules and maps for all outdoor spaces where heavy foot traffic is possible***

Recess/lunch area map/ schedules:

Recess Schedule

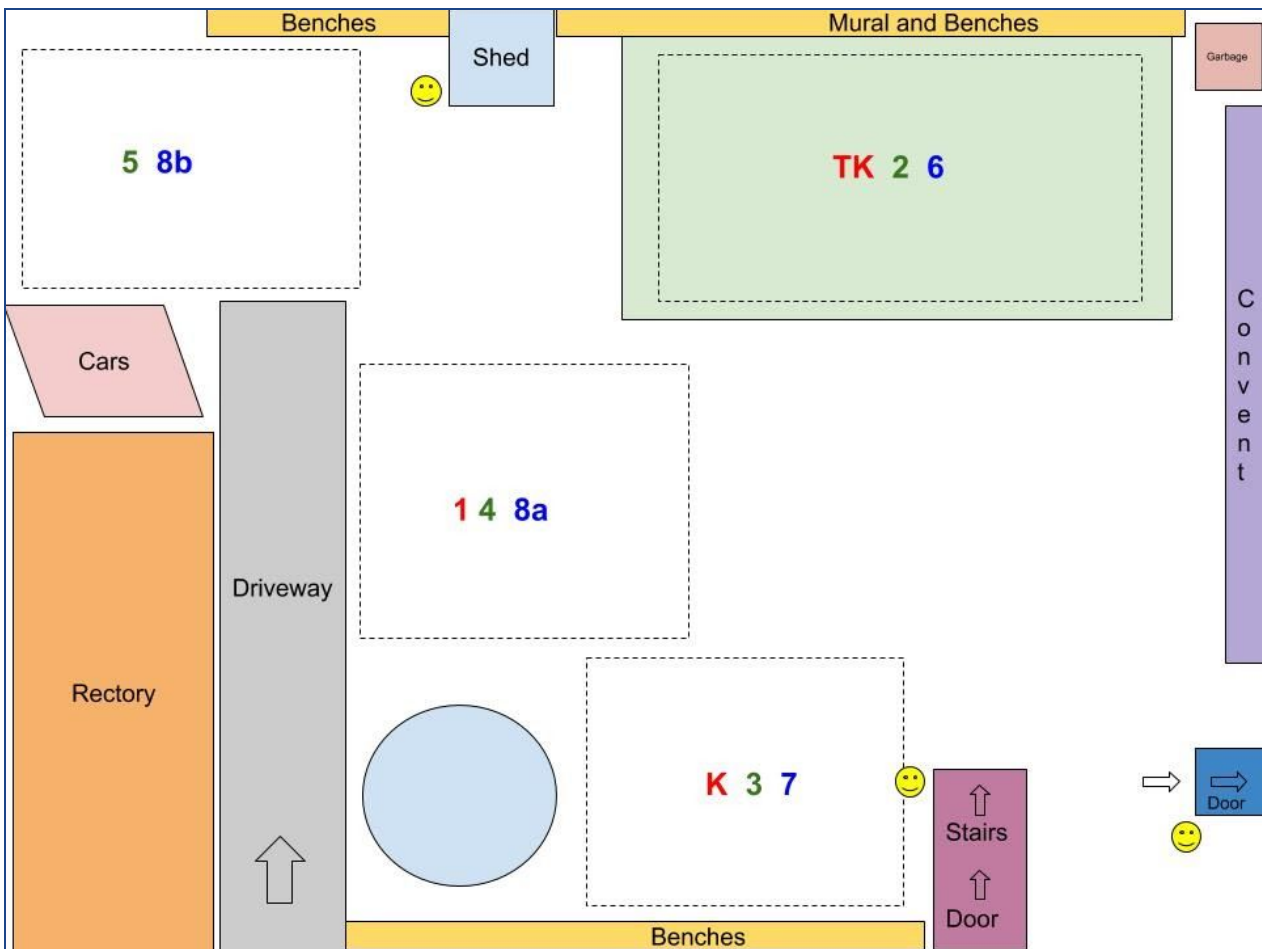
TIME	GRADE	NUMBER OF STUDENTS	SUPERVISORS
9:40 - 10:00	TK, K, 1, 2	41	TK - 2 rotation
10:05 - 10:25	3, 4, 5	40	3 - 5 rotation
10:30 - 10:50	6, 7, 8	58	6 - 8- rotation



1:20 - 1:40	TK, K, 1, 2	41	TK - 2 rotation
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#### Lunch Schedule

TIME	GRADE	NUMBER OF STUDENTS	SUPERVISORS
11:30 - 11:55	TK, K, 1, 2	41	TK - 2 rotation
12:00 - 12:40	3, 4, 5	40	3 - 5 rotation
12:45 - 1:15	6, 7, 8	58	6 - 8- rotation

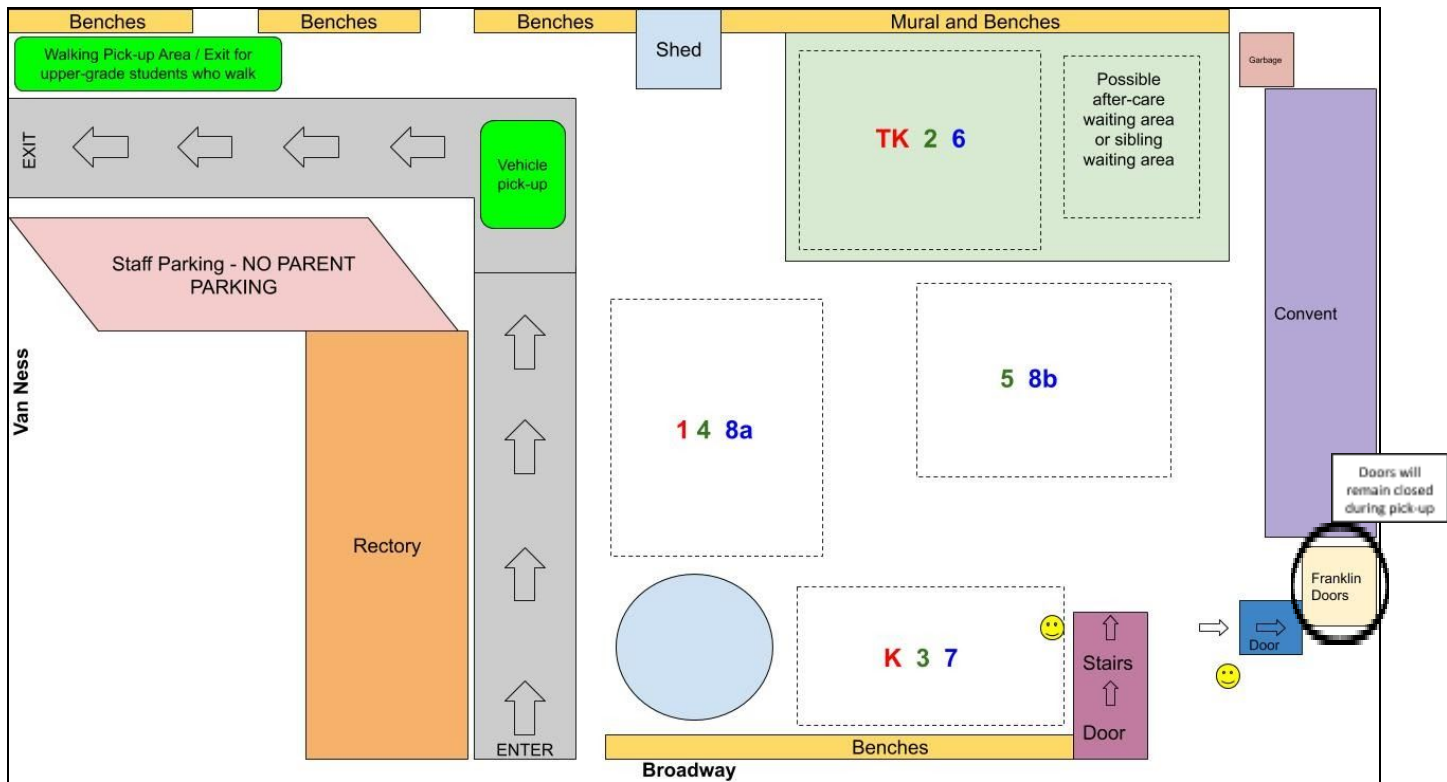


#### Courtyard Schedule Staggered Dismissal Times





Time	Grade-levels
2:15 - 2:30	TK - 1
2:30 - 2:45	2 - 4
2:45 - 3:00	5 - 7
3:00 - 3:15	8a, 8b



**Create and post signs, lines and arrows that facilitate traffic and enforce distancing guidelines in all populated areas of campus**

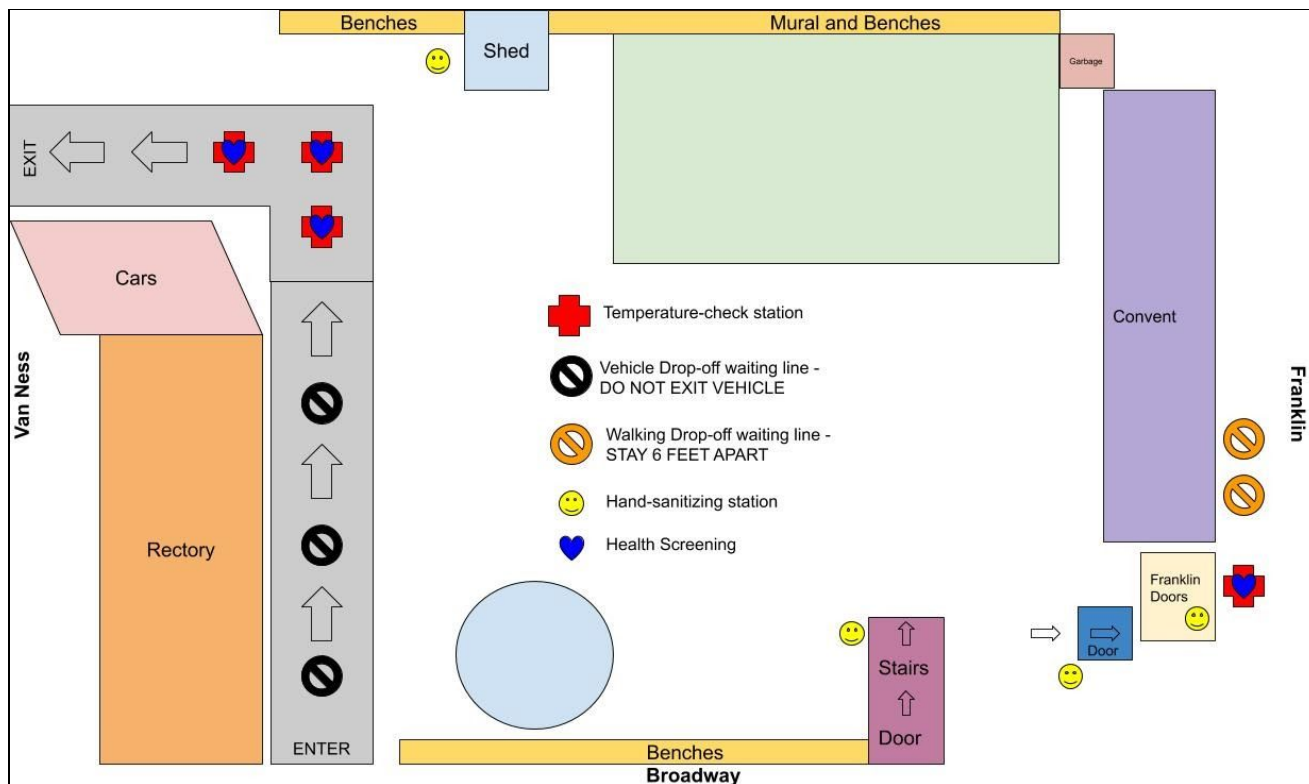
See Appendix, p.42-46

**Install sanitation stations in all populated areas**

See Appendix, p.43 and 47; and campus map on p.18 below

**Create and enforce maps and guidelines directing students into buildings without congregating in outdoor spaces (including holding areas and passing areas)**





### Staggered Dropoff Procedures

#### Vehicle

- Cars enter from Broadway and exit on Van Ness
- **Students must wait inside car until they reach designated temperature-check stations**
- Students' temperatures are checked and students are given a health screening at designated station, where driver must wait until cleared
- Students with a fever over 100.4°F or who answer "Yes" to any of the health screening questions are taken home immediately
- **Students who are cleared walk directly to their classroom, using the courtyard door closest to the office**
- Students on 2nd and 3rd floors use the Franklin stairs to walk up to their classrooms

#### Walking

- Students go directly to Franklin door temperature-check station
- Students with a fever over 100.4°F or who answer "Yes" to any of the health screening questions are directed to call guardian while outside for immediate pick-up, or leave immediately with guardian
- **Students who are cleared walk directly to their classroom**

### **Create and post policies that limit visitors on campus, including procedures for parents**

#### VISITOR POLICY

In compliance with San Francisco's Department of Public Health, St. Brigid School will limit nonessential personnel, members of the parent community or other visitors on campus.



Nonessential personnel includes any individual who is not a part of the St. Brigid School faculty, staff, and student body. However, if nonessential personnel, members of the parent community or other visitors, must come to campus, they will need to comply with the following requirements.

- Personnel who are not faculty, staff, or students, as well as members of the parent community or other visitors, must request an appointment in order to be on campus and have it approved by St. Brigid office staff.
- If an individual has traveled outside of the San Francisco Bay Area within the last 14 days, St. Brigid asks them to stay home for 14 days before requesting an appointment to enter onto campus.
  - Individuals who commute from outside of San Francisco may be exempt.
- To enter into the building each individual MUST:
  - Have an scheduled appointment
  - Have their temperature checked (it needs to be below 100.4 degrees)
  - Wear a facemask/covering (this covering MUST cover both mouth and nose)
  - Respond “no” to each of the following questions:
    1. Do you or your child live with anyone or have you or your child had close contact with anyone with prolonged cough, fever, flu-like symptoms, or been diagnosed with COVID-19 within the last 14 days?
    2. Do you or your child live with anyone or have you or your child have a fever, cough, and/or shortness of breath? For children and adults, fever is 100.4 degrees or above using a forehead thermometer.
    3. Do you or your child live with anyone or do you or your child have any other signs of communicable illness such as a cold, flu, rash, or inflammation?
    4. Do you or your child live with anyone or have you or your child experienced diarrhea or vomiting (within the past 24 hours)?
- If an individual answers any of the above questions with “yes”, their temperature is above 100.4 degrees, and/or they do not have a face covering, they will not be permitted to enter campus and asked to return home.
- If an individual is planning to enter campus and is showing any symptoms of COVID-19, they will not be permitted to enter campus and asked to return home.
- If an individual answers any of the above questions with “no” and does not have a temperature, they will be permitted to enter onto campus. They MUST be wearing a face mask or covering to enter onto campus.
- St. Brigid will keep a written record of every individual who enters the building. This will include the date and times of entering and exiting the building.



- St. Brigid will also keep record of individuals who are denied entrance into the school building.

***Develop policies for all required school gatherings. All other large gatherings should be avoided. (refer to county health guidelines)***

Gatherings of more than one cohort are currently prohibited (i.e., school assemblies, performances, morning circle).

***Publish communal spaces on campus that will remain closed***

Communal spaces adapted for limited use:

- Auditorium: Closed during the school day. Aftercare will utilize space with partitions for specific cohorts
- Cafeteria: Closed during the school day. Aftercare will utilize space with partitions for specific cohorts
- Library: Closed

***Update Extended Care policies to reflect all school policies for social distancing.***

*From pages 1, 5 & 6 of the Saint Brigid Extension Care Contract 2020-2021*

2020-2021 Hourly Participation Rates

\*\*\*\*Please Note Essential Changes\*\*\*\*

Until Further Notice, due to COVID-19 Restrictions, Drop-In Care Is Only Available in the Case of a Family or other Personal Emergency, such as illness, accident, natural disaster or weather related delay. *We thank you for understanding.*

Hourly Drop-In Rate: \$25.00 per hour charged in 30 minute increments thereof

COVID-19 Extension Care Policies

- All extension care students will be screened prior to extension care check-in. This will include a symptoms, exposure and temperature check which will be completed before students, faculty and staff, and visitors will be allowed on campus. Anyone who has a temperature above 100.4°F, is showing symptoms, or has been exposed to COVID-19 will not be allowed to enter extension care and will be sent home.
- If a student becomes ill, their Extension Care space will be closed and the entire cohort will use an alternative location while the classroom is being cleaned and disinfected. The sick child will be moved to a designated isolation space. The designated isolation space has windows to maximize outdoor air circulation and a private bathroom attached. The student will be asked to keep face coverings on if possible. Students will wait in this space until a parent or guardian can pick them up. When the student



departs that area will be closed off to others as soon as feasible, and quickly cleaned and disinfected. When the parent or guardian arrives to pick up the sick student they must wait outside. A Saint Brigid staff member will walk the sick student outside to meet the parent or guardian. Students who become sick will not be allowed to return to campus until they have met the San Francisco Department of Disease Prevention and Control criteria available here: [COVID-19 Health Checks at Programs for Children and Youth](#)

- Every person, students of all ages, Saint Brigid faculty and staff members, as well as any visitor on campus, is expected to wear a face covering over both their nose and mouth while onsite at Saint Brigid School. Your help is essential in ensuring that your student arrives at school daily with their own personal face covering. The only exception is a student, Saint Brigid staff and faculty member, or visitor with a documented medical exemption. If your child falls into this category, please contact your child's medical provider and provide medical exemption documentation to our front office at the earliest possible date.
- In order to lower exposure risk, students will be grouped in cohorts and cross-over between these cohorts not be permitted. Generally cohorts will be by grade-level.
- Parents will only be allowed into the building to pick up their student if they are wearing a face covering. Please sanitize your hands before entering the school and maintain social distancing while you are on campus. You will not be allowed to conduct any other school business, such as visiting the classroom or office during the aftercare hours, unless you have a previously approved and confirmed appointment. Your child must remain in their aftercare cohort while you attend the appointment.
- Saint Brigid Extension Program will use outdoor space for meals and snacks as much as possible. Classroom and hallway windows and doors will be open to promote the circulation of indoor air.
- It is essential that students who are sick stay at home. We encourage any student, family member or a student, our faculty and staff and their families, showing any symptoms of COVID-19 to seek testing immediately.

***Refer to local sports authorities and DPH and CDC guidelines for all extra-curricular and athletic programs and requirements.***

San Francisco DPH:

"Avoid group singing. Suspend choir and wind instruments (band). These activities are higher risk for COVID-19 transmission due to the larger numbers of respiratory droplets produced. Percussion and string instruments are allowed.

Exercising is an area of higher risk for transmission due to the potential for close contact and increased breathing. Youth sports will require special consideration. Please see the state's guidance regarding Youth Sports at

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Youth-Sports-FAQ.aspx>.



Field trips are currently not allowed due to the potential for increased transmission. Please stay updated with state and local guidance.”

## Confidentiality Requirement

### ***Non-identifiable COVID-19 exposure notification form (provided by DCS)***

### ***Site policy statement regarding limited notification of Covid-19 exposure on campus (Provided by DCS)***

### ***Notification plan for applicable internal community regarding exposure(s)***

#### COVID-19 Response Protocol: Policy for School Members

We will follow the response protocols as communicated on July 17, and any subsequent updates, by the California Department of Public Health regarding measures to be taken when a community member has symptoms, is diagnosed with COVID-19, or has been in contact with someone who has been diagnosed. Per the protocols, “contact” is defined by a person who is less than 6 feet from a case for greater than 15 minutes. Specifically:

- If a student or staff member has COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing), he or she will be sent home and testing will be required. The school must be notified of the test results.
- If a student or staff member tests positive for COVID-19, the individual and all of their contacts at school (cohort and affiliated faculty and staff) will be notified and must isolate and quarantine for 10 days from the test date. Testing for the cohort will be required. Space will be sanitized and the school community as well as the local health department will be notified.
- If a student or staff member tests negative after experiencing symptoms, he or she may return to school at least 24 hours since last fever without the use of fever reducing medications. Test results must be presented to the school
- If a student or staff member has close contact with a confirmed COVID-19 case, the individual will be sent home and testing will be required. If the confirmed case is not a household member and the student or staff member in close contact’s test is negative, he or she will remain home for 10 days. If the confirmed case is a household member, the student or staff member will stay home for 10 days after the COVID-19 positive household member completes their isolation. Test results must be presented to the school.

The below illustrates scenarios regarding exposure, symptoms, testing and notifications:

#### Scenario I

A student or staff member either exhibits COVID-19 symptoms, answers “yes” to a health screening question, or has a temperature of 100.00 or above





#### Immediate Actions

- Student/staff sent home
- Student/staff instructed to get tested

#### Communication

- No action is needed

#### Scenario II

A family member or someone in close contact with a student or staff member (outside the school community) tests positive for COVID- 19

#### Immediate Actions

- Student/staff sent home
- Student/staff instructed to get tested
- Student/staff instructed to quarantine, even if they test negative, for a full 14 days after date of last exposure to COVID-19 positive non-household contact or COVID-19 positive household member completes their isolation
- If student/staff test positive, see Scenario III below
- School administration notified

#### Communication

- Notify those involve student family or staff member

#### Scenario III

A student or staff member tests positive for COVID-19.

#### Immediate Actions

- Student/staff sent home if not already quarantined
- Student/staff instructed to isolate for 10 days after symptom onset OR at least until 24 hours have passed since the last fever without fever reducing medications. (If never symptomatic, isolate for 10 days after the positive test.)
- Contact the SFDPH Schools and Childcare Hub as soon as possible.
  - Call (415) 554-2830 Press 1 for COVID-19, then press 6 for Schools, or email [Schools-childcaresites@sfdph.org](mailto:Schools-childcaresites@sfdph.org)
  - SFDPH will help the school determine if the classroom, cohort, or school needs to be closed.
  - Schools with smaller and more contained cohorts are less likely to require school-wide closure.
- Work with SFDPH to identify individuals who had close contact with the person with COVID-19. Exposed individuals or their families should be notified, know how to get tested, and understand when they or their child can return to school, usually 10 days after the exposure.
- Open windows in areas used by the sick person to maximize outdoor air circulation. Close off those areas as soon as feasible, until they can be cleaned and disinfected

#### Communication



- Notify student family/staff regarding COVID-19.
- Notify student families and staff members identified as close contacts.
- Notify all school staff, families, and students that an individual in the school has had confirmed COVID-19.
- Do not disclose the identity of the person as required by the Americans with Disabilities Act, and the Family Education Rights and Privacy Act.

#### Scenario IV

A student or staff member tests negative for COVID-19 after Scenario I (symptomatic)

##### Immediate Actions

- Student/staff may return to school 24 hours after resolution of fever without the use of fever reducing medications.

##### Communication

- Student family/staff to bring evidence of negative COVID-19 test or medical note if testing is not performed.

#### Scenario V

A student or staff member tests negative after Scenario II (close contact)

##### Immediate Actions

- Student/staff must remain in quarantine for a full 10 days after date of last exposure to COVID-19 positive non-household contact or date that COVID-19 positive household members complete their isolation.

##### Communication

- No action is needed

#### Scenario VI

A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)

##### Immediate Actions

- Can return to school/work immediately

##### Communication

- No action is needed

#### ***Clear non-disclosure with external sources training with all employees***

Faculty/Staff meetings take place on a weekly basis in addition to grade level division meetings. Each faculty/staff meeting will dedicate at least 15 minutes to Covid-19, including reviewing the most recent guidance from the San Francisco Department of Health and the Department of Catholic Schools. During this dedicated time, faculty and staff will discuss the differences between HIPAA and FERPA as a team and identify best practices regarding the sharing/storage of student records. Teachers will be required to enroll in (and complete) *FERPA 101: For Local Education Agencies*



[<https://studentprivacy.ed.gov/training/ferpa-101-local-education-agencies>], a 30-40 minute course provided by the US Department of Education, by September 8th, 2020.

Example from *FERPA 101*:

“At the elementary or secondary level, any records that a school nurse or health center maintains that are directly related to a student are considered "education records" subject to FERPA — not the HIPAA Privacy Rule. A school nurse may share information on students with other school officials if these school officials have a "legitimate educational interest" in the records in accordance with school policy.”

While Catholic Schools generally are not subject to FERPA, we believe that completing a FERPA training module will anchor our discussion regarding non-disclosure and develop our staff/faculty’s sensitivity to confidential information, in accordance with national standards. It will also foster an understanding that generally, under law, health information held by a school is considered a part of a student’s confidential school records and should be treated as such. As stated on the US Department of Education website: “FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records.” We understand that we will be collecting personal health information, including the sensitive moment in which we may have to log a refusal of entry. Similar to our plan for integrating Covid-19 awareness during student SEL time, our faculty and staff will utilize a portion of our established group discussion time to process the implications of this pandemic. In the past, we have completed scenario-based conversational exercises on the subject of emergency management with Devine Protection on a weekly basis. We shall approach Covid-19 similarly.

***Contact information for local health department officials***

San Francisco Department of Public Health:

101 Grove Street

San Francisco, CA 94102

General telephone number: (415) 554-2500

General web page: [www.sfdph.org](http://www.sfdph.org)

SFDPH Schools and Childcare Hub for COVID-19 consultation and guidance:

(415) 554-2830. Press 1 for COVID-19, then press 6 for Schools

email:

**Managing Finances Requirement**

***Tuition***

***Conservatively estimate a potential shortfall in collections***



Conservative Estimate in Shortfall of Tuition: \$69,750 (or 5% of \$1,395,000 - budgeted tuition income for 2020-2021)

***Communicate clearly tuition collection expectations and deferrals of obligation with a set due date***

Statement on Tuition Commitment Expectations and Collections Given to All Saint Brigid Families in the Annual Tuition Commitment Form (signed and kept on file in the Saint Brigid front office)

Tuition payments get processed through SmartTuition/Blackbaud Tuition Management Services. Families may opt to pay full tuition in August, two equal payments in August and January, or eleven equal payments from August to June. Adjustments from grants and scholarships, if applicable, are made to the account in Smart Tuition/Blackbaud. There are charges for return checks (\$30) and late payments (\$40, made after the 5th of each month), also collected through the Smart Tuition/Blackbaud service. All fees and accounts in deferral are collected by May 15th of the current school year.

***Budgeting***

***Conservatively budget for the 2020-2021 school year considering: staffing, resources, supplies, technology, facilities, PPE***

See Appendix pp. 46-49

***Scholarship***

***Maximize financial aid for families***

*Annually (2020-2021 Granted Amounts shown below)*

St. Brigid Tuition Assistance Fund	\$ 36,750
Basic Fund	\$ 28,000
TADS	\$ 6,000
Guardsmen	\$ 6,000
Choir Scholarship	\$ 19,100
<b>Total</b>	<b>\$ 70,650</b>

***Explore venues to financial support students***

*Tuition Assistance Grants -*

Application submitted to Gellert Foundation 8/13/2020

McMicking Foundation due 9/2020



Odell Foundation due 9/2020

Trust Funds Inc. due 11/2020

Wilsey Fund due 10/2020

O'Shea Foundation - rolling

**Total \$\$ of Grant Applications for Tuition Assistance in Progress \$80,000**

***Fundraising***

***Explore other avenues for raising funds outside of events (large gatherings)***

Virtual All-School Fundraiser to be held on or before March 31, 2021 - \$45,000

Season of Giving - November to December 2020 - \$25,000

Individual Donors - \$7,500

Halloween Virtual Festival - \$2000

Sports Basement \$600

Good Eggs Grocery \$200

Amazon Smile \$200

**Total \$\$ of Current Anticipated Fundraising Efforts \$80,500**



# APPENDIX: Building, Classrooms, & Supplies Invoices

## Morning Drop-Off Requirement

### Record Keeping of Refusal of Admission, Daily Screening

Refusal of Admission to School Template - COVID-19

DATE	STUDENT NAME	GRADE	REASON FOR REFUSAL OF ADMISSION (CIRCLE ALL THAT APPLY)	PARENT SIGNATURE	SCREENER NAME
			A) TEMPERATURE OVER 100.4		
			B) ANSWERED YES TO SCREENING QUESTIONS		
			C) CLOSE CONTACT WITH A PERSON DIAGNOSED WITH COVID-19		
			D) OTHER:		
			A) TEMPERATURE OVER 100.4		
			B) ANSWERED YES TO SCREENING QUESTIONS		
			C) CLOSE CONTACT WITH A PERSON DIAGNOSED WITH COVID-19		
			D) OTHER:		
			A) TEMPERATURE OVER 100.4		
			B) ANSWERED YES TO SCREENING QUESTIONS		
			C) CLOSE CONTACT WITH A PERSON DIAGNOSED WITH COVID-19		
			D) OTHER:		
			A) TEMPERATURE OVER 100.4		
			B) ANSWERED YES TO SCREENING QUESTIONS		
			C) CLOSE CONTACT WITH A PERSON DIAGNOSED WITH COVID-19		
			D) OTHER:		
			A) TEMPERATURE OVER 100.4		
			B) ANSWERED YES TO SCREENING QUESTIONS		
			C) CLOSE CONTACT WITH A PERSON DIAGNOSED WITH COVID-19		
			D) OTHER:		
			A) TEMPERATURE OVER 100.4		
			B) ANSWERED YES TO SCREENING QUESTIONS		
			C) CLOSE CONTACT WITH A PERSON DIAGNOSED WITH COVID-19		
			D) OTHER:		





# Health Screening Requirement

## Purchase Health Check Equipment and PPE

James A. Doherty, Inc.

P.O Box 182  
1416 Penn Ave.  
Scranton, PA 18509

### Invoice

Date	Invoice #
7/23/2020	8941

Bill To
ST. BRIGID SCHOOL Sister Angeles 2250 Franklin St. San Francisco, CA 94109

Ship To
ST. BRIGID SCHOOL Sister Angeles 2250 Franklin St. San Francisco, CA 94109

P.O. No.	Terms
	Net 10

Description	Qty	Cost	Amount
Disposable Face Masks	200	1.19	238.00
Youth Disposable Face Masks	200	0.89	178.00
No Touch Infrared Thermometer	18	59.00	1,062.00
16.9 oz. Pump Hand Sanitizer	48	10.90	523.20
Reusable Safety Shields	20	5.80	116.00
Alcohol Sterilized Wipes	40	6.95	278.00
Nitrile Disposable Gloves Large	4	18.95	75.80
Nitrile Gloves- Medium	20	18.95	379.00
Next Generation Face Shield - The Halo	12	4.45	53.40
<b>Total</b>			\$2,903.40
<b>Payments/Credits</b>			\$0.00
<b>Balance Due</b>			\$2,903.40

Phone #	Fax #
800-243-5305	570-346-2851



# Classroom Physical Design Requirement

## *Maps and Set-Up of Classroom Spaces*

Transitional Kindergarten



## Kindergarten





Sister Angeles <principal@saintbrigidsf.org>

## New Order # 4573

1 message

sales@ccpdisplays.com <sales@ccpdisplays.com>  
Reply-To: sales@ccpdisplays.com  
To: principal@saintbrigidsf.org

Fri, Jul 31, 2020 at 11:14 AM

### Order Confirmation

## Sister Angeles Marin,

This email confirms that your order was received at Custom Creative Plastics. You will receive an additional email once your order is shipped. Contact us if you have any questions about your order.

Thanks for using Custom Creative Plastics.

### Order Information

Order number: 4573  
Order Date: 7/31/2020

### Additional Information

Comments:  
How long will the delivery take?

### Billing Address

Sister Angeles Marin  
St. Brigid School  
principal@saintbrigidsf.org  
(415) 673-4523  
2250 Franklin St.  
San Francisco, CA 94109 US

### Payment Information

Payment Method  
Online Credit Card

### Order Summary

Table	SP282430 Table Divider (1) 24" H x 30" W & (1) \$189.00 x 6	\$1,134.00
Divider (1) 24" H x 30" W & (1) 24" H x 30" Side Divider		

Shipping To  
Sister Angeles Marin St. Brigid School  
2250 Franklin St. San Francisco, CA 94109 US

Shipping Method  
UPS Ground

Subtotal: \$1,134.00  
Discount: \$0.00  
Shipping: \$225.00  
Sales Tax: \$0.00  
Total: \$1,359.00

Custom Creative Plastics  
12100 SW 129th Court





## First Grade



All "no sitting" desks (5 total)  
will have a bright vinyl decal -  
see picture below and invoice



## Second Grade



## Third Grade



## Fourth Grade



All "no sitting" desks (13 ttl) will have a bright vinyl decal - see picture below and invoice

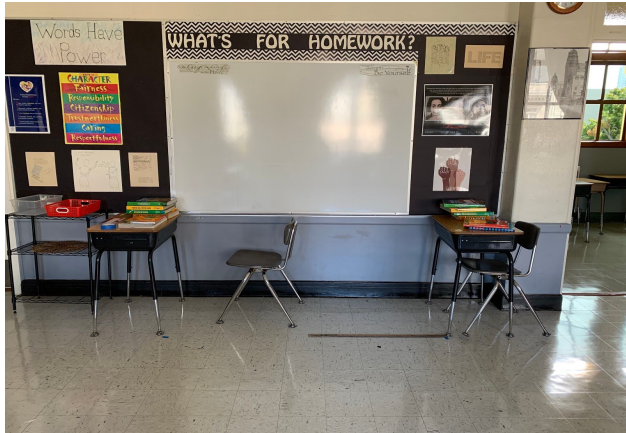




## Fifth Grade



## Sixth Grade



## Seventh Grade



All "no sitting" desks (13 ttl) will have a bright vinyl decal - see picture below and invoice



All "no sitting" desks (13 ttl) will have a bright vinyl decal - see picture below and invoice

## Eighth Grade

*\*2 classrooms of 16 students each\**



Each table seating 2 students  
will have a protective  
shield/barrier set up across  
the center divide see invoice  
below)



Each table seating 2 students  
will have a protective  
shield/barrier set up across  
the center divide see invoice  
below)







All "no sitting" desks (16 ttl) will have a bright vinyl decal - see picture below and invoice



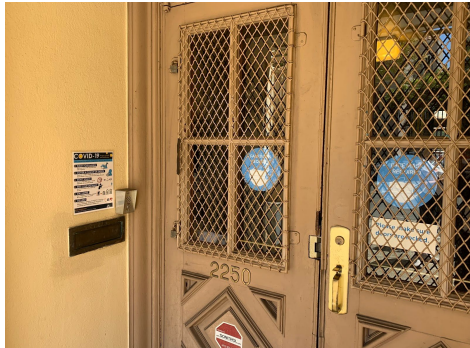
## Window Examples





## Campus Social Distancing Requirement

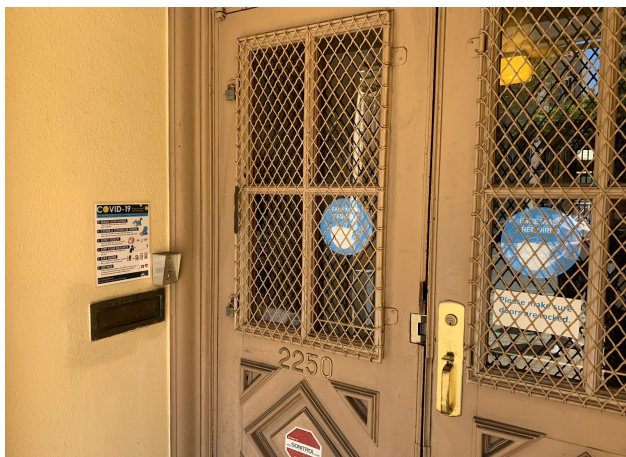
*Create and Post Signs, Etc. to Facilitate Traffic and Social Distancing Examples*







**Signage and hand sanitizer station examples (\*hand sanitizer stations also marked on maps\*)**



**\*\*Invoices for signage and installed hand sanitizer dispensers below\*\***



Helen Prusiner <hprusiner@saintbrigidsf.org>

---

## Order Confirmation from City and County of San Francisco for Covid-19 Informational Materials

3 messages

---

311.prodmail@sfgov.org <311.prodmail@sfgov.org>  
To: hprusiner@saintbrigidsf.org

Thu, Aug 6, 2020 at 2:39 PM

Thank you for your order. Your reference number is 12742559.

You have ordered the following:

Everyone must wear a face covering Letter  
-English/Spanish 25

I got you covered Letter  
-English/Spanish 25

I got you covered Tabloid  
-English 5

Stay 6 Feet Apart Letter  
-All 25

Fighting Covid in the Workplace Tabloid  
-English 5

Health Screening Questions Tabloid  
-English 10

You will receive a follow-up email when your order has been prepared and is ready for pick-up or delivery.

For any further questions, please call (628) 652-2749, Monday through Friday, 9am - 4pm.

Sincerely,

City and County of San Francisco

---





## Final Details for Order #111-5930922-8573062

[Print this page for your records.](#)

**Order Placed:** August 11, 2020  
**Amazon.com order number:** 111-5930922-8573062  
**Order Total: \$47.82**  
**Supporting:** Saint Brigid School

### Shipped on August 13, 2020

#### Items Ordered

3 of: *Do Not Sit Here Chair Sticker. Covid-19 Social Distancing Decal (Size 4") Bilingual English/Spanish No Se Siente Aqui. Yellow Black (5 Pack)* **Price** \$14.94  
Sold by: SB Printing and Design ([seller profile](#))

Condition: New

#### Shipping Address:

Helen Prusiner  
2615 DIVISADERO ST  
SAN FRANCISCO, CA 94123-4620  
United States

#### Shipping Speed:

One-Day Shipping

### Payment information

#### Payment Method:

Visa | Last digits: 5287

#### Billing address

Helen Prusiner  
2615 DIVISADERO ST  
SAN FRANCISCO, CA 94123-4620  
United States

Item(s) Subtotal: \$44.82  
Shipping & Handling: \$0.00  
Your Coupon Savings: -\$0.75  
-----

Total before tax: \$44.07  
Estimated tax to be collected: \$3.75  
-----

**Grand Total: \$47.82**

#### Credit Card transactions

Visa ending in 5287: August 13, 2020: \$47.82

To view the status of your order, return to [Order Summary](#).

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## Details for Order #111-9338520-6609822

[Print this page for your records.](#)

**Order Placed:** August 13, 2020  
**Amazon.com order number:** 111-9338520-6609822  
**Order Total: \$96.45**  
**Supporting:** Saint Brigid School

### Preparing for Shipment

#### Items Ordered

6 of: *Do Not Sit Here Chair Sticker. Covid-19 Social Distancing Decal (Size 4") Bilingual English/Spanish No Se Siente Aqui. Yellow Black (5 Pack)* **Price** \$14.94

Sold by: SB Printing and Design ([seller profile](#))

Condition: New

#### Shipping Address:

Helen Prusiner  
2615 DIVISADERO ST  
SAN FRANCISCO, CA 94123-4620  
United States

#### Shipping Speed:

One-Day Shipping

### Payment information

#### Payment Method:

Visa | Last digits: 5287

#### Billing address

Helen Prusiner  
2615 DIVISADERO ST  
SAN FRANCISCO, CA 94123-4620  
United States

Item(s) Subtotal: \$89.64  
Shipping & Handling: \$0.00  
Your Coupon Savings: -\$0.75  
-----

Total before tax: \$88.89  
Estimated tax to be collected: \$7.56  
-----

**Grand Total: \$96.45**

To view the status of your order, return to [Order Summary](#).

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## Final Details for Order #114-3320947-2699444

[Print this page for your records.](#)

**Order Placed:** July 29, 2020

**Amazon.com order number:** 114-3320947-2699444

**Order Total:** \$325.40

**Shipped on July 31, 2020**

### Items Ordered

	Price
10 of: ANVASK Automatic Hand Sanitizer Dispenser Wall Mounted, Simple Human Touchless Foam Soap Dispenser for Kids 700ml Liquid, Refillable Sensor Pump Hand Gel Dispensador for Bathroom and Kitchen, White	\$29.99

Sold by: MKX \_ US ([seller profile](#))

Condition: New

### Shipping Address:

Cinderella Rivera  
2250 FRANKLIN ST  
SAN FRANCISCO, CA 94109-2428  
United States

### Shipping Speed:

Two-Day Shipping

### Payment information

#### Payment Method:

Visa | Last digits: 2726

Item(s) Subtotal: \$299.90  
Shipping & Handling: \$0.00

#### Billing address

Cinderella Rivera  
100 SAN BRUNO AVE APT 4  
BRISBANE, CA 94005-1503  
United States

Total before tax: \$299.90  
Estimated tax to be collected: \$25.50

**Grand Total:\$325.40**

#### Credit Card transactions

Visa ending in 2726: July 31, 2020: \$325.40

To view the status of your order, return to [Order Summary](#).

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James A. Doherty, Inc.

P.O Box 182  
1416 Penn Ave.  
Scranton, PA 18509

## Invoice

Date	Invoice #
7/23/2020	8941

Bill To
ST. BRIGID SCHOOL Sister Angeles 2250 Franklin St. San Francisco, CA 94109

Ship To
ST. BRIGID SCHOOL Sister Angeles 2250 Franklin St. San Francisco, CA 94109

P.O. No.	Terms
	Net 10

Description	Qty	Cost	Amount
Disposable Face Masks	200	1.19	238.00
Youth Disposable Face Masks	200	0.89	178.00
No Touch Infrared Thermometer	18	59.00	1,062.00
16.9 oz. Pump Hand Sanitizer	48	10.90	523.20
Reusable Safety Shields	20	5.80	116.00
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Nitrile Gloves- Medium	20	18.95	379.00
Next Generation Face Shield - The Halo	12	4.45	53.40
<b>Total</b>			\$2,903.40
<b>Payments/Credits</b>			\$0.00
<b>Balance Due</b>			\$2,903.40

Phone #	Fax #
800-243-5305	570-346-2851



***Saint Brigid School Preliminary Budget Dated June 26, 2020 (final budget pending)***

**St. Brigid School  
Budget FY 2020-2021**

June 26/2020

26-Jun  
Version 3  
150 students

**2020-2021 Proposed  
Budget**

**Income**

**43xx Development/Fundraisers - Total**

**432x Other Fund Raisers**

**4370 School Organizations**

**4371 PTG fundraisers**

\$ 50,000.00

**Total 4370 School Organizations**

\$ 50,000.00

**4373 Student Council**

\$ -

**4385 Matching Grant Income**

\$ 1,000.00

**4390 Other Activities and Events Inc**

\$ -

**4392 Other Activities & Events-Expen**

\$ -

**Total 432x Other Fund Raisers**

\$ 51,000.00

**Total 43xx Development/Fundraisers - Total**

\$ 51,000.00

**45xx Gifts, Donations & Grants**

\$ -

**4501 Unrestricted Parish/School Gift**

\$ 150,000.00

**Total 45xx Gifts, Donations & Grants**

\$ 150,000.00

**47xx Non Operating Income**

**4710 Investment Income Earned**

\$ 500.00

**4711 Increase Beneficial Int CASC**

\$ 2,085.00

**4712.01 Distribution Benefical Int CASC**

\$ 12,000.00

**4713 Change in Beneficial Int CASC**

\$ -

**Total 47xx Non Operating Income**

\$ 14,585.00

**48xx School Tuition**

**4810 Tuition**

\$ 1,395,000.00

**482x Tuition Assistance - Income**

**4821 AD Scholarship**

**4822 Basic Fund**

**4824 St. Mary's Cathedral**

**4825 Guardsman**

**4826 St Brigid Scholarship awarded**

**4829 Tuition Assistance - Misc**

**Total 482x Tuition Assistance - Income**

\$ -

**485x Fees**

**4851 Registration**

\$ 105,000.00

**4852 Extended Care**

\$ 88,240.00

**4853 Student Activities**

\$ 3,000.00

**4854 Outdoor Activities**

\$ 10,000.00

**4855 Graduation**

\$ 2,500.00





4856 After School Activities	\$ 7,500.00
4857 Bday/Library Bk Sales	\$ 600.00
4858 Hmwk Bk +Misc Sales	\$ 7,000.00
4860 Application Fee	\$ 2,500.00
4862 Late Fees	
4863 Year Book	\$ 500.00
4864 Class Fees	
<b>Total 485x Fees</b>	<b>\$ 226,840.00</b>
<b>Total 48xx School Tuition</b>	<b>\$ 1,621,840.00</b>
<b>49xx Donor Restricted Donations</b>	
4911 Donor Restricted Gifts/Bequest	\$ 5,000.00
<b>Total 49xx Donor Restricted Donations</b>	<b>\$ 5,000.00</b>
<b>Total Income</b>	<b>\$ 1,842,425.00</b>
<b>Gross Profit</b>	<b>\$ 1,842,425.00</b>
<b>Expenses</b>	
<b>615x Personnel Cost - School</b>	
6152 Salaries-Certified Staff	\$ 841,407.00
6153 Salaries-Substitute Teachers	
6154 Salaries-Teachers's Aides	\$ -
6155 Salaries-Prof Staff-NonTeachers	\$ 46,830.58
6156 Salaries-Support Staff	\$ 87,029.00
6158 Salaries-After School Activity	
6160 Salaries-Extended Care	\$ 60,931.08
<b>Total 615x Personnel Cost - School</b>	<b>\$ 1,036,197.66</b>
<b>62xx Payroll Taxes Employer</b>	
6201 Payroll Taxes - FICA	\$ 71,704.00
6202 Payroll Taxes - SUI	\$ 1,995.00
6203 Worker's Compensation Expense	\$ 15,000.00
<b>Total 62xx Payroll Taxes Employer</b>	<b>\$ 88,699.00</b>
<b>63xx Employee Benefits</b>	
6302 Contng Educ/Training-NonClergy	\$ 2,000.00
6303 Retreat Fee/Continuing Educatn	\$ 500.00
6304 Health & Medical Insurance	\$ 196,766.00
6305 Life Insurance	\$ 525.00
6306 Long Term Disability	\$ 1,818.00
6308 Employee Pension Expense	\$ 81,445.00
6309 Housing, Room & Board	\$ 15,000.00
6311 Parking Permits	\$ 300.00
<b>Total 63xx Employee Benefits</b>	<b>\$ 298,354.00</b>
<b>64xx Transportation &amp; Travel</b>	
6440 Conferences & Conventions	\$ -
6460 Other Travel Related Costs	\$ -
<b>Total 64xx Transportation &amp; Travel</b>	<b>\$ -</b>
<b>70xx School Instructional Expenses</b>	
7010 Textbooks	\$ 50,000.00
7020 Instructional Materials	\$ 20,000.00
7030 Equipment Expense	\$ 2,000.00
7031 Hardware (Technology)	\$ 30,000.00



Total 7030 Equipment Expense	
7040 Multimedia & Library Books/Exp	\$ 1,000.00
7050 Testing Fees	\$ 3,000.00
7051 CTN Fees	\$ 2,650.00
7060 Archdiocesan Fees	\$ 10,050.00
7070 Training Expense	\$ 2,000.00
7080 Other Educational Expenses	
7081 Outdoor Activities/Field Trip	\$ 15,000.00
7082 Physical Education	\$ 37,096.80
7084 Miscellaneous	
7085 Software (Technology)	\$ 2,000.00
7086 Science Program	\$ -
Total 7080 Other Educational Expenses	\$ 54,096.80
Total 70xx School Instructional Expenses	<b>\$ 174,796.80</b>
71xx Student Activities and Services	
7120 Extended Care	
7121 EC-Supplies & Food	\$ 5,000.00
7122 EC-Telephone	\$ 2,000.00
7123 EC-Administrative	\$ 200.00
Total 7120 Extended Care	\$ 7,200.00
7130 Student Activities	\$ 12,000.00
7140 Student Services	\$ 1,000.00
7141 Counselor	\$ 12,000.00
Total 71xx Student Activities and Services	<b>\$ 32,200.00</b>
72xx Property Cost	
7210 Janitorial	\$ 60,000.00
7211 Janitorial Supplies	\$ 9,500.00
Total 7210 Janitorial	\$ 69,500.00
7215 Landscape	\$ 6,500.00
7230 Maintenance & Repairs	\$ -
7230.01 General Repairs	\$ 25,000.00
Total 7230 Maintenance & Repairs	\$ 31,500.00
7235 Property Taxes	\$ 2,000.00
7240 Security	\$ 3,500.00
7290 Other Property Costs	\$ -
Total 72xx Property Cost	<b>\$ 106,500.00</b>
73xx Utilities	
7310 Refuse	\$ 10,500.00
7320 Light & Power	\$ 30,000.00
7340 Water & Sewer	\$ 10,000.00
7350 Telephone	\$ 8,000.00
7351 Internet Charges and Fees	\$ 3,000.00
7360 Other	\$ 400.00
Total 73xx Utilities	<b>\$ 61,900.00</b>
74xx Furniture, Fixtures & Equipment	
7410 Furniture, Fixtures & Equipment	\$ 6,000.00
7420 Depreciation - F, F, & E	\$ 30,645.00
7430 Maintenance Contracts-F.F.&E.	\$ 2,500.00



7431 Repairs-Furn, Fixtures & Equipt	\$ 1,500.00
<b>Total 74xx Furniture, Fixtures &amp; Equipment</b>	<b>\$ 40,645.00</b>
<b>75xx General and Administrative</b>	
7510 Postage	\$ 1,250.00
752x Printing and Duplicating	
7525 Duplicating	\$ 2,500.00
<b>Total 752x Printing and Duplicating</b>	
7530 Outside Accounting Purch Servc	\$ 7,000.00
7550 Payroll Processing Services	\$ 5,000.00
7560 Outside Prof Purch Servc	
7561 Tech Support	\$ 27,000.00
7580 Supplies	\$ 1,000.00
7585 Office Supplies	\$ 8,500.00
7586 Other Supplies (Health)	\$ 5,500.00
7596 Bank Charges	\$ 500.00
7597 Smart Fees	\$ 7,650.00
7599 Other G & A Expenses	\$ 5,000.00
7599.02 WCEA/WASC Assessment	\$ 1,000.00
<b>Total 7599 Other G &amp; A Expenses</b>	
<b>Total 75xx General and Administrative</b>	<b>\$ 71,900.00</b>
<b>76xx Other Operating Expenses</b>	
7605 Public Relations	\$ 5,000.00
7610 Dues	\$ 1,000.00
7614 Ins Premium-Gen Liab/Property	\$ 51,450.00
7617 Ins-Student Accident	\$ 937.50
7650 Entertainment/Appreciation	\$ 6,500.00
<b>Total 76xx Other Operating Expenses</b>	<b>\$ 64,887.50</b>
<b>Total Expenses</b>	<b>\$ 1,976,079.96</b>
<b>Net Operating Income</b>	<b>\$ (133,654.96)</b>
<b>Other Expenses</b>	
90xx Subsidies	
9001 St Brigid Scholarships	\$ 20,000.00
<b>Total 90xx Subsidies</b>	<b>\$ 20,000.00</b>
<b>Total Other Expenses</b>	<b>\$ 20,000.00</b>
<b>Net Other Income</b>	
<b>Net Income</b>	<b>\$ (153,654.96)</b>



## Appendix: Student/Faculty/Staff Cohort Lists

Available as a live link at:

[https://docs.google.com/spreadsheets/d/1G4avNRADSpNxK-vARXpGdY8jM7O8dvuMEkL2\\_k5bQyM/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1G4avNRADSpNxK-vARXpGdY8jM7O8dvuMEkL2_k5bQyM/edit?usp=sharing)

	<b>Cohort 8A</b>		
Faculty/Staff/Student	Designation	Last Name	First Name
Faculty	Homeroom	Feliz	Debbie
Faculty	Math	Jantzen	Zoe
Faculty	Science	Grasmugg	Marc
Faculty	Music	DeShazo-Couchot	Benjamin
Faculty	Spanish	Poncela	Jesus
Faculty	PE	Alaba	Dennis
Student		1 Ahearne	Stephen
Student		2 Bauschka	Audrey
Student		3 Chan	Margaret
Student		4 Chen	Aurora
Student		5 Duong	Andy
Student		6 Fang	Jason
Student		7 Gaime	Simona
Student		8 Garcia	Eder
Student		9 Glapion	Mirabella
Student		10 Ho	Odin
Student		11 Jang	Muriel
Student		12 Kumar	Arin
Student		13 Pirofalo	Phoenix
Student		14 Pratt	Thea
Student		15 Rosenthal	Martin
Student		16 Saeger-Takakjian	Ella

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	<b>Cohort 8B</b>		
Faculty/Staff/Student	Designation	Last Name	First Name
Faculty	Homeroom	Feliz	Debbie
Faculty	Math	Jantzen	Zoe
Faculty	Science	Grasmugg	Marc
Faculty	Music	DeShazo-Couchot	Benjamin
Faculty	Spanish	Poncela	Jesus
Faculty	PE	Alaba	Dennis
Student	17	Severaid	Suri
Student	18	Silver	Kendyle
Student	19	Situ	Ethan
Student	20	Stavrakis	Michella
Student	21	Stenmark	Isabel
Student	22	Sunderland	James
Student	23	Sweet	Allison
Student	24	Tang	Yawen Joyce
Student	25	Telfer	Amanda
Student	26	Truong	Anthony
Student	27	Wintor	Skylar
Student	28	Wong	Curtis
Student	29	Woo	Kevin
Student	30	Wynne	Aidan
Student	31	Xiao	Vanessa
Student	32	Yeung	Kelvin

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	<b>Cohort 7</b>		
Faculty/Staff/Student	Designation	Last Name	First Name
Faculty	Homeroom	Jantzen	Zoe
Faculty	Social Studies	Feliz	Debbie
Faculty	Science	Grasmugg	Marc
Faculty	Music	DeShazo-Couchot	Benjamin
Faculty	Spanish	Poncela	Jesus
Faculty	PE	Alaba	Dennis
Faculty	Literature	Pietrzyk	David
Faculty	Religion	Marin	Angeles, Sr.



Student	1	Binyam	Leyou
Student	2	Bolls	Ishmael
Student	3	Chacon Lara	Abigail
Student	4	Delgado	Gianna
Student	5	Gracia Caceres	Pablo
Student	6	Hailu	Ezana
Student	7	Healey	Timothy
Student	8	Hurley	Alder
Student	9	Jones	Colin
Student	10	Nguyen	Matthew
Student	11	Ponce de Leon	Sofia
Student	12	Varko	Isaiah
Student	13	Williamson	Marshall

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	<b>Cohort 6</b>		
Faculty/Staff/Student	Designation	Last Name	First Name
Faculty	Homeroom	Pietrzyk	David
Faculty	Math	Jantzen	Zoe
Faculty	Science	Grasmugg	Marc
Faculty	Music	DeShazo-Couchot	Benjamin
Faculty	Spanish	Poncela	Jesus
Faculty	PE	Alaba	Dennis
Faculty	Religion	Martinez	Monica, Sr.
Student	1	Garay Medina	Alicia
Student	2	Kassa	Maraki
Student	3	Liu	Ethan
Student	4	Mao	Aimee
Student	5	Matera	Isabella
Student	6	Nguyen	Mikayla
Student	7	Nigusse	Noah
Student	8	Pearsall-Weber	Milo
Student	9	Sawicki	Leila
Student	10	Shimizu	Arria
Student	11	Tang	Bernice
Student	12	Truong	Annika
Student	13	Wong	Stephanie
Student	14	Xie	Hayden



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	<b>Cohort 5</b>		
Faculty/Staff/Student	Designation	Last Name	First Name
Faculty	Homeroom	Stralen	Carmel
Faculty	Science	Grasmugg	Marc
Faculty	Music	DeShazo-Couchot	Benjamin
Faculty	Spanish	Poncela	Jesus
Faculty	PE	Alaba	Dennis
Student	1	Baka-Tang	Isabella
Student	2	Cizmic	Yvan
Student	3	Gaime	Senai
Student	4	Healey	Sean
Student	5	Hurley	Holden
Student	6	Malus	Adrian
Student	7	Nigusse	Luna
Student	8	O'Connell	Gabriel
Student	9	Posada Guirola	Victoria
Student	10	Razzaq	Yasmin
Student	11	Tovar Alvarado	Chelsea
Student	12	Washington	Elijah
Student	13	Yao	Christopher

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	<b>Cohort 4</b>		
Faculty/Staff/Student	Designation	Last Name	First Name
Faculty	Homeroom	Martinez	Monica, Sr.
Faculty	Science	Grasmugg	Marc
Faculty	Music	DeShazo-Couchot	Benjamin
Faculty	Spanish	Poncela	Jesus
Faculty	PE	Alaba	Dennis
Student	1	Allen	Elizabeth
Student	2	Armstrong	Lauren Taylor
Student	3	Bella	Olivia
Student	4	Capalla	Alyssandra
Student	5	Dougherty	Pamela
Student	6	Hailu	Arkadeus





Student	7	Iurev	Egor
Student	8	Javid	Leo
Student	9	Klein	Hanna
Student	10	Klein	Iris
Student	11	Kwan	Lorraine
Student	12	Liang	Samantha
Student	13	Prungleq	Aden
Student	14	Yang	Ramona
Student	15	Yonas	Assenna
Student	16	Zhang	Jingxi Serena

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	<b>Cohort 3</b>		
Faculty/Staff/Student	Designation	Last Name	First Name
Faculty	Homeroom	Hiles	Olivia
Faculty	Science	Grasmugg	Marc
Faculty	Music	DeShazo-Couchot	Benjamin
Faculty	Spanish	Poncela	Jesus
Faculty	PE	Alaba	Dennis
Student	1	Alfonsi-Byrne	Emma
Student	2	Cannon	Dylan
Student	3	Chang	Katherine
Student	4	Devlin	Chloe (Clover)
Student	5	Kirchhoff	Julia
Student	6	Necholy	Juhi
Student	7	Nigusse	Nathan
Student	8	Ponce de Leon	Tomas
Student	9	Shimizu	Nolan
Student	10	Siu	Hart
Student	11	Tam	Madison
Student	12	Vatunen	Villem

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	<b>Cohort 2</b>		
Faculty/Staff/Student	Designation	Last Name	First Name
Faculty	Homeroom	Krail	Courtney
Faculty	Music	DeShazo-Couchot	Benjamin



Faculty	PE	Alaba	Dennis
Student	1	Bassig	Zia Estelle
Student	2	Brown	Nash
Student	3	Cizmic	Adrian
Student	4	Einhorn	Keilani
Student	5	Landeros	Mia
Student	6	Lissmanov	Emil David
Student	7	McInerney	George
Student	8	Prungleq	Kaylan
Student	9	Sawicki	Zane
Student	10	Snider	Jaxen
Student	11	Wong	Calista
Student	12	Xu	Noreen

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	Cohort 1		
Faculty/Staff/Student	Designation	Last Name	First Name
Faculty	Homeroom	Feigenbaum	Claire
Faculty	Music	DeShazo-Couchot	Benjamin
Faculty	PE	Alaba	Dennis
Student	1	Cannon	Sloan
Student	2	Choi	Avery
Student	3	Dunivant	Elizabeth
Student	4	Kwan	Livia
Student	5	Obana	Michael
Student	6	Obana	Natalie
Student	7	Ottaway	Kristen
Student	8	Pallas	Samuel
Student	9	Pang	Sophie
Student	10	Sunderland	Honor
Student	11	Vatunen	Matilde
Student	12	Yonas	Miriam

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	Cohort K		
Faculty/Staff/Student	Designation	Last Name	First Name
Faculty	Homeroom	Elefante	Brita



Faculty	Music	DeShazo-Couchot	Benjamin
Faculty	PE	Alaba	Dennis
	1	Allen	Alexandra
	2	Beridze	Nicholas
	3	Hassan	Amias
	4	Johnson	Kyle
	5	Kim	Ines
	6	Miu	Dylan Kennedy
	7	Nguyen	Miles
	8	Siu	Hope
	9	Soriano	Xochilt Anne
	10	Tirbeni	Sophia
	11	Vasay	Parker
	12	Wu	Alva

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	<b>Cohort TK</b>		
Faculty/Staff/Student	Designation	Last Name	First Name
Faculty	Homeroom	Little	Carol
Faculty	Music	DeShazo-Couchot	Benjamin
Faculty	PE	Alaba	Dennis
	1	Charoensuk	Lapats
	2	Glow	Jasper
	3	Janis	Athena
	4	Lacy	Tahji

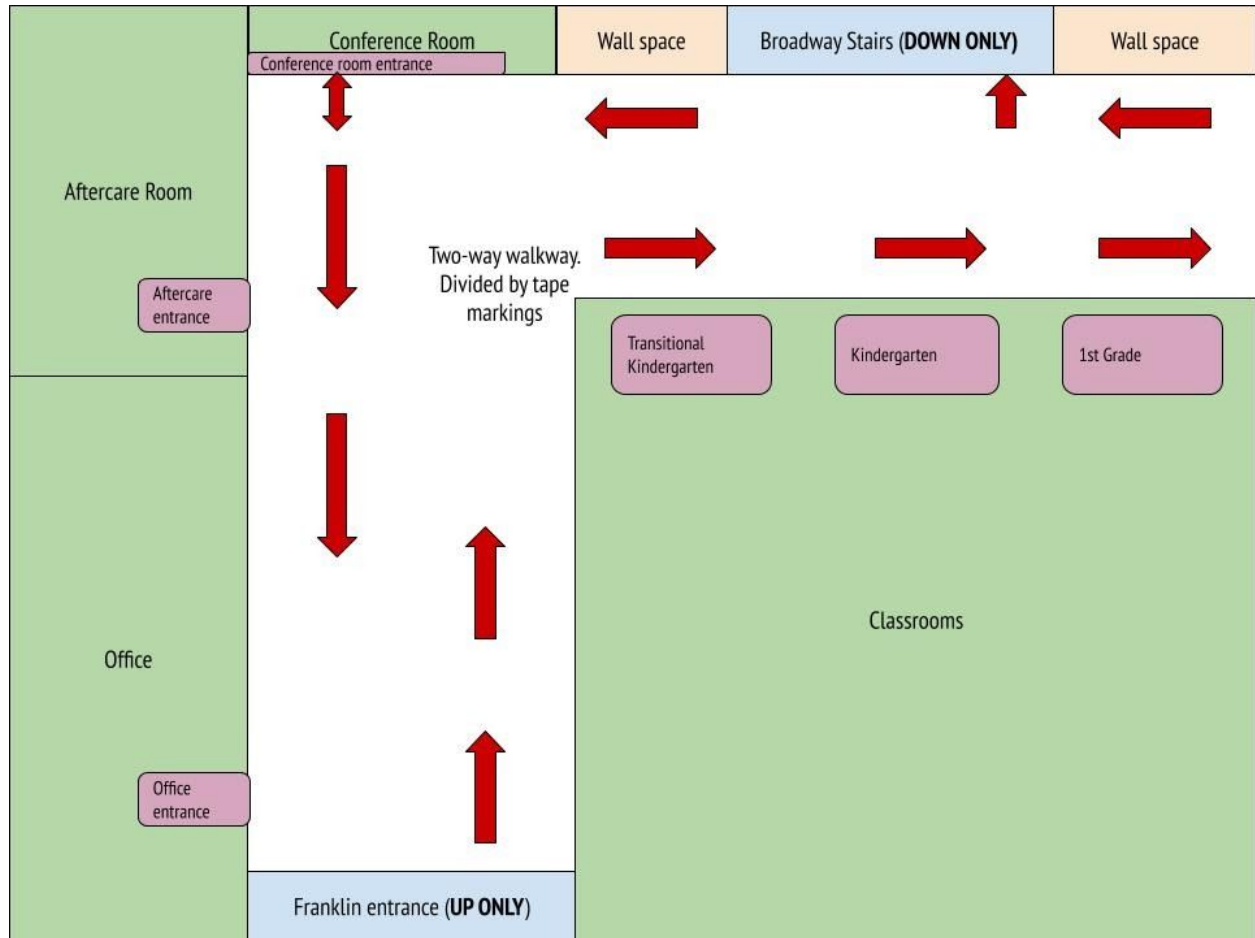
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#### Cohort Mixing Policies

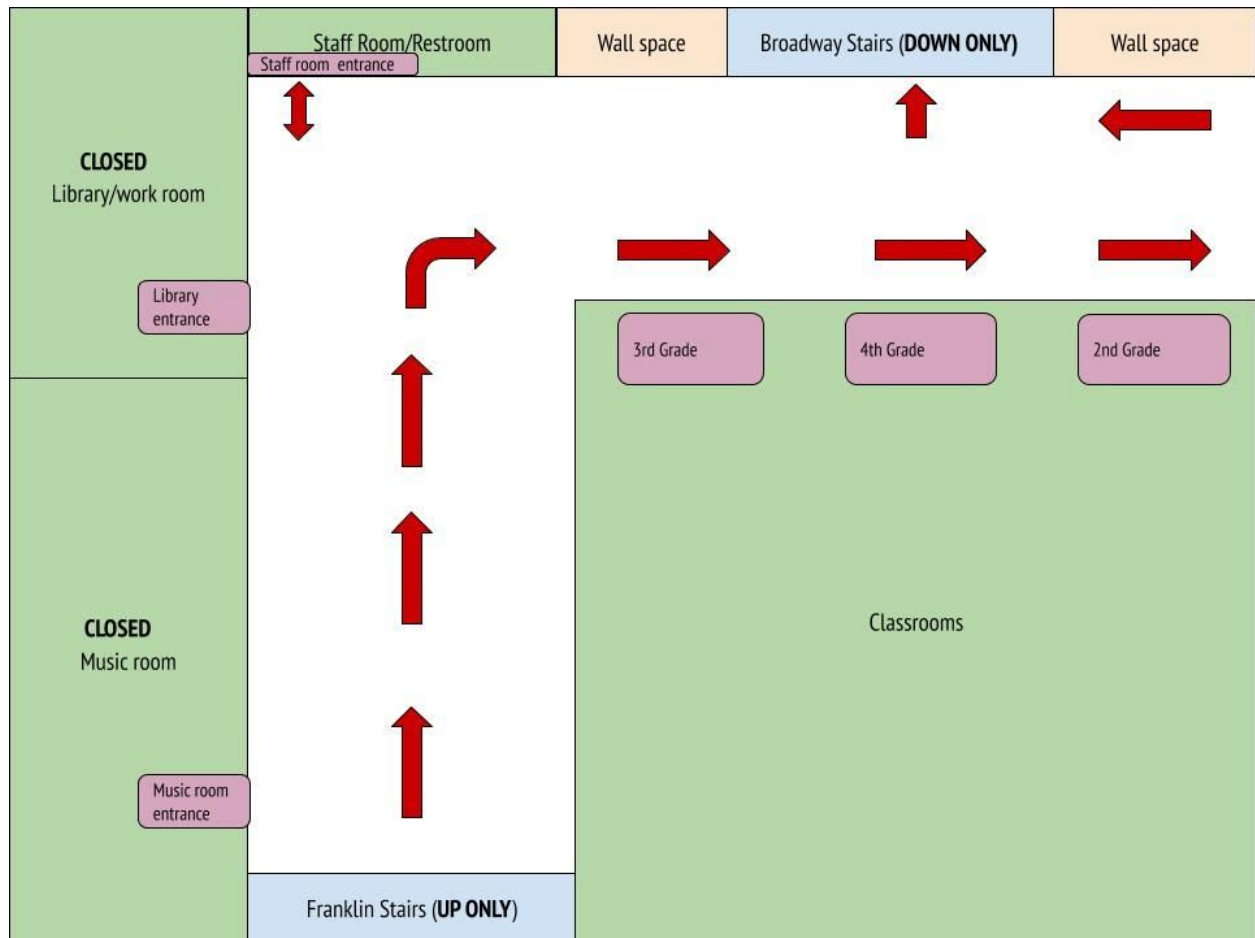
- Schedules have been staggered for arrival/dismissal, recess and lunch to prevent mixing of cohorts.
- Specific routes for entry and exit to the campus and classroom for each cohort have been established (see maps below)
- Teachers rotate into classrooms for different subjects (middle school) while students remain in the classroom.
- 2nd and 3rd floor are one-way hallways to minimize congestion.
- Physical guides, such as tape, on floors and sidewalks have been placed to mark direction.
- Large gatherings (of more than one cohort or greater) are currently prohibited.



# Floor 1



## Floor 2





## Floor 3

