

Returning to Campus

FAQ on Safety, New Policies & Procedures
During COVID-19

Saint Brigid School 2020-2021



Saint Brigid School Uniforms

- **Students will *not* be required to wear full uniforms until November 3.**
- **Students may come to school in [uniform](#), polo shirt day dress, or in free dress.**
 - **School polo shirts** can be worn with neat blue jeans. The jeans must fit well. No baggy, sagging or very tight styles. No rips, tears, decorative embellishments, paint splatters or other stylized jeans are allowed.
 - School Polos are available for purchase in Navy or Gray at [Dennis Uniforms](#) or through the uniform exchange at school (call the front office at 415-673-4523 for details)
 - If your student attends school in **free dress**, remember to follow these guidelines
 - Free dress choices must be appropriate for an elementary school environment.
 - Students may wear slacks or jeans of colors other than denim blue. Tights or leggings should be worn under a dress or skirt. Shoes must be close toed with a strap or shoelaces. No flip flops, sandals, mules or other open toe/open back shoes. No leggings, sweat or track pants, cropped or low cut tops. No bicycle shorts or tank tops. Hoods of sweatshirts must be pulled off the head while on campus. Please make sure that any logos are of small size, that clothing is free of offensive or inflammatory language, logos or graphics.
 - If you have questions about the dress code please contact your [homeroom teacher](#) or the [front office](#)
 - Students who do not comply with the dress code may lose free dress privileges

More School Supplies

Packed lunch - Please pack a healthy lunch and snacks. Make sure that your child can open containers and unwrap products on their own. Teachers will be unable to help as much as in years past. ChoiceLunch service will resume at a later date (TBD)

Water Bottle(s) - Every student should arrive each school day with a full personal water bottle as our water fountains are closed following SFDPH regulations. Please label the water bottle with the student's name. Some students may need two water bottles as these cannot be refilled.

Face Coverings - Face coverings must cover both the student's nose and mouth and fit well to the face. Permitted face coverings include cloth face masks, disposable surgical face masks, niosh kn95 masks, multiple layered neck gaiter, and other coverings as recommended by [the San Francisco Department of Public Health](#)

- The masks may not have valve ventilators or be made solely of mesh or lace material
- Please make sure that the face coverings are appropriate for an elementary school environment and do not have offensive or inflammatory logos or graphics

Mask Lanyard - All students will be wearing face coverings. A [mask lanyard](#) or eye glasses chain may help your student better keep track of their face covering during the school day.

Face Shield or Clear, Protective Eye Coverings - While not required, face shields or clear, protective eye coverings (such as safety glasses) are certainly allowed for students. Our teachers and staff will be wearing face shields or protective eye coverings.

Saint Brigid School Fleece Jacket - Classroom windows and doors will be open. Our classrooms may get chilly. Please consider purchasing a [Saint Brigid School Fleece Jacket](#) for your student to wear on cold days. There may also be fleeces available through the school uniform exchange - please contact the front office for information.

Morning Drop Off and Getting to Class

Mornings will look different at Saint Brigid:

Student arrival is staggered and all students are screened with a symptoms check. Students must go straight to the classroom to avoid mingling of cohorts in the yard.



Arrival Times (AM)

6 - 8: 7:45 - 8:00

3 - 5: 8:00 - 8:15

TK - 2: 8:15 - 8:30

Please arrive on the early side of your drop off window.
Siblings can be dropped off together during the earlier of the two times.



If arriving **by car**, please turn into the Broadway gate and drive into the school yard. Students should wait to exit the car until requested. The guardian should not leave the schoolyard until their student has cleared screening.

If arriving **on foot**, please bring your student to the screening station through the Broadway Street gate and up into the schoolyard. The guardian should not leave until their student has cleared screening. Please exit onto Van Ness.

Please wear a face covering. **Parents will not be allowed to enter the building at this time** (additional information in "New Rules for Parents").

We appreciate your help and patience in the first weeks as we navigate these new, required procedures!

Screening Questions -

You will be asked the same screening questions every day before a temperature check is taken and your student is given a sticker to place on their top (sweater, blouse, polo, fleece, etc.) to show they have been screened.

If you, your child, or anyone in your immediate household can answer YES to any of these questions in the morning please have your student stay home from school.

Your cooperation and transparency are essential to keeping our community healthy and our school open for on campus learning.

Daily COVID-19 Screening Questions

- 1) Have you or anyone close to you been diagnosed with, or cared for someone with, or told to isolate because of COVID-19 in the last 14 days?
- 2) Have you traveled or been in close contact with someone who has traveled outside the US in the Last 14 days?
- 3) Have you experienced any of these symptoms in the last 14 days - sore throat, fever, coughing or shortness of breath, loss of smell or taste, runny nose?

If you answer YES to any of these questions, please return home & contact the school office at 415-673-4523

Morning Drop Off and Getting to Class (continued)

- Please do your best to arrive in your cohort window - it helps immensely with keeping our hallways clear, good social distancing practices and with traffic on Franklin & Broadway - thank you for understanding!
- Every screened student will get a sticker
- Students will go directly to their homeroom***
 - This is to prevent the mingling of cohorts in the schoolyard and hallways
- There will be several Saint Brigid team members inside the school building to help direct students to their classrooms
- Our hallways and stairways are now 1-way only. There are many signs to guide everyone.
- Upon arriving at the classroom students will be asked to sanitize their hands at the front door sanitizer station and then to enter the room and go directly to their desk
- Your homeroom teacher may ask for you to provide a journal or book for your student during the morning arrival period

****Please note that during our first weeks back to school our TK-2nd teachers may meet their students in the schoolyard and gather there before heading to the classroom****



You are also welcome to watch a short video by the teachers by clicking [HERE](#)



In the classroom

Saint Brigid Classrooms Look Different Too...

- The desks have been spaced 6 feet apart
- There are 1-way arrows to follow and designated entry and exit doors
- Teachers have a designated teaching area
- Windows and doors will be open to maximize air circulation
- Most classrooms also have protective barriers
- Music and Science will be taught by Mr. D-C & Mr. G this year, but in the home classroom and not in specialty classrooms
- Face coverings that cover nose and mouth are required at all times on campus except while eating
- Every classroom will have extra face masks, hand sanitizer, disinfecting wipes, gloves, single use water bottles, and other items to support a healthy classroom and do our part to mitigate the spread of COVID-19



Lunch, Recess & PE

Lunch/Recess

- Lunch and Recess continue to be staggered by grade-level groups (TK-2, 3-5, 6-8)
- Students will play and be supervised in demarcated grade-level areas in the schoolyard and must remain in their cohort. No mingling between cohorts is permitted.
- Face coverings must be worn in the schoolyard unless students are eating.
- Students will do their best to maintain a 6 ft. distance from their peers while playing and eating. Cohort supervisors and visual guides such as boundary lines and signage will help to provide gentle reminders.
- Please do not send students with packaging they are not able to open on their own.
 - Teachers are unable to help open containers during eating times.
- Choicelunch service will begin at a date to be determined.
 - Plan to pack lunch, snacks & water for your student.

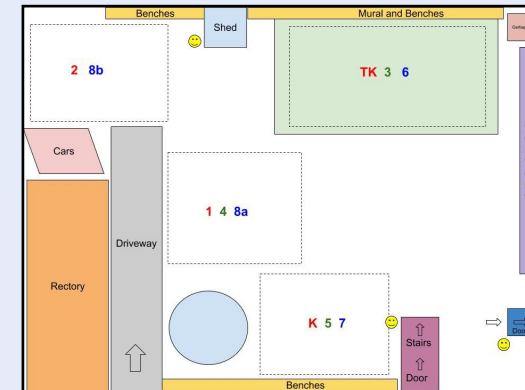
PE

- Face coverings must remain on unless students are eating.
- PE will take place outside on school playground
- When raining, PE activities will be modified & held indoors with increased ventilation

Rainy Days

- Students will remain indoors and in their classrooms on rainy days. This includes eating/recess times inside the classroom and modifications to hold PE classes indoors

Example yard area assignment by cohort



What does distancing look like in the yard?



1st grade lunch above & TK below



Walking in from recess above & K snacks below



Pick Up and Afterschool



Pick-up procedures remain mostly the same

One exception is the staggered dismissal times to prevent mingling in the schoolyard

Tuesday-Friday

TK - 1: 2:15 - 2:30

2 - 5: 2:30 - 2:45

6 - 7: 2:45 - 3:00

8a, 8b: 3:00 - 3:15

Mondays

TK - 1: 1:00 - 1:15

2 - 5: 1:15 - 1:30

6 - 7: 1:30 - 1:45

8a, 8b: 1:45 - 2:00

Minimum Days

TK - 1: 11:45 - 12:00

2 - 5: 12:00 - 12:15

6 - 7: 12:15 - 12:30

8a, 8b: 12:30 - 12:45

If arriving **by car**, please turn into the Broadway gate and drive into the school yard. A Saint Brigid staff member will accompany your child to the car and provide help getting in as needed.

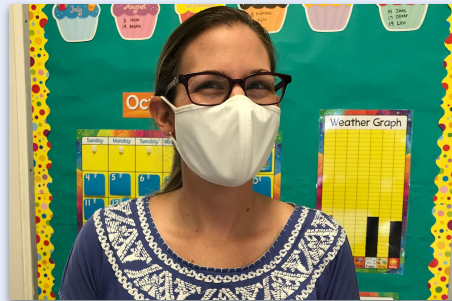
If arriving **on foot**, please arrive via the Broadway gate & exit through the Van Ness gate. Wait next to the benches along the blue wall. There are several blue and white hearts painted on the ground to note the 6 foot distancing requirement. A Saint Brigid staff member will bring your child to the pick up zone when you arrive at the head of the pick up line.

Please wear a face covering. **No parking will be allowed. Parents are not allowed to enter the building at this time** (additional information in "New Rules for Parents").

As Saint Brigid returns to campus the **Extension Care program will remain closed**. We are hopeful to have an update on afterschool and extension care from the Department of Catholic Schools & SFDPH soon. *We appreciate your support & patience as we navigate a safe reopening.*

Teachers and Staff

- All teachers and staff are required to present a negative COVID test result before returning to in-person teaching. The negative results must have been from a test in the 14 days prior to the start of in-person teaching and through a rapid-result test (no longer than 72 hour reporting time)
- All teachers and staff are required to continue to test throughout the school year; current SFDPH requirements state that at least 25% of the teachers and staff be tested every two weeks. All testing records are kept on campus. Any positive test is reported both the SFDPH and to the school community.
- Teachers and staff are required to undergo a daily COVID screening and temperature check before entering work in the morning
- Teachers and staff are required to wear a face covering on campus
- Our faculty breakroom and bathrooms are limited occupancy to abide by social distancing requirements



Distance Learning

We will see changes to distance learning -

TK - 2nd Grade:

Teachers will...

- Provide a weekly schedule and offline assignments
- Provide hard copies of work that a guardian can pick up from the office, as needed and determined by the teacher
- Provide a weekly check-in on Zoom between teacher and at-home students

Teachers may...

- Establish a scheduled time or times for at-home students to Zoom into the class for live learning and/or social times

3rd - 5th Grades:

Teachers will...

- Provide weekly agendas of daily work schedules
- Provide work packets for students (as PDF documents to print), OR adults can come to pick up physical packets from the office as needed
- Provide a weekly 1:1 time for distance learning students to connect with teachers over Zoom
- Provide a communal homework board for students and parents to access with regular updates

Teachers may...

- Create scheduled Zoom times for students to join the class for live instructional or social time

Distance Learning (Continued)

6th - 8th Grade

Teachers will...

- Provide a weekly class schedule
- Continue to use Virtual Homework Board
- Provide daily assignments to complete on Google Classroom by individual subject teachers
- Provide all required materials outside of textbooks digitally to students via Google Classroom or email
- Provide a time during office hours for at-home students to check-in via Zoom using a sign-up sheet

Teachers may...

- Establish a scheduled time or times for at-home students to Zoom into the class for live learning and/or social times

At-Home Students will...

- Be expected to attend all synchronous Zoom sessions that are available
- Be expected to complete online daily assignments

Important - More information to come before your return to school date; please reach out to your child's homeroom teacher and/or Sister Angeles with questions or concerns

Distance Learning (Continued)

Saint Brigid School will return to distance learning...

- If the local air quality prohibits Saint Brigid from opening campus windows for the proper ventilation of classrooms
- If the school community experiences an outbreak of COVID-19 equal to more than 5% of the total school population
- If directed by the San Francisco Department of Public Health and/or the Department of Catholic Schools

A cohort will return to distance learning...

- If directed to quarantine*
- If directed by the San Francisco Department of Public Health and/or the Department of Catholic Schools

Classes may be cancelled in the unlikely circumstance...

- That a teacher is directed to isolate* due to a positive COVID-19 test and no substitute teacher can be retained
- That a full cohort or cohorts or the school community is directed to isolate under the orders of the San Francisco Department of Public Health

*Quarantine is a 14 day long separation of people who were exposed (or potentially exposed) to a contagious disease to see if they become sick. It can take up to 14 days after exposure to the COVID-19 virus for a person to develop COVID-19 symptoms. A negative result before end of the 14-day quarantine period does not rule out possible infection.

*Isolation is a 10 day long separation of sick people with a contagious disease such as COVID-19 from people who are not sick. A negative test result by rapid results test is required before returning to campus

Facilities

Closures -

(Per SFDPH requirements certain common areas remain closed until further notice)

- Cafeteria
- Auditorium
- Library
- Music Room
- Aftercare Room
- Water Fountains
- Play Structure

Outdoor Space -

- Lunch, Recess and PE will be held in the schoolyard
- Teachers may use the schoolyard for classes on Mondays, Wednesdays and Fridays when there is no PE

Bathrooms -

- Restrooms are limited occupancy
- Every other stall is closed to use; urinals in the boys' bathroom are out of service

Isolation Room -

- An isolation room has been set up on the first floor for sick students



Facilities (Continued)

Enhanced Cleaning -

(with EPA approved disinfectants per SFDPH regulations)

- Classrooms will be cleaned at the following times during the day:
 - After students eat snack or lunch (when indoors)
 - Chairs between uses
 - Before and after specialty teachers use the classroom space
 - At the beginning and end of each day
- Bathrooms and bathroom surfaces will be cleaned once per hour
- High Touch Surfaces will be cleaned once per hour including all door handles, touch plates, switches, railings, office counter, etc.
- Student supplies such as electronic devices, art supplies, manipulatives, books, etc. are individually assigned and frequently disinfected between uses
- Teacher areas are cleaned hourly and shared devices such as the copier are cleaned between uses

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

- Sanitation stations are set up at classroom doors and everyone is directed to use sanitizer when entering and exiting the classroom; individual bottles of hand sanitizer and disinfecting wipes to keep at the student desk are encouraged
- Class materials are not shared--students must have their own set of materials to use in class
- Students either bring their own supplies or purchased by the classroom teacher (as designated by classroom teacher's supply list)
- Students bring their own water bottles to drink from during the day as water fountains are closed



New Rules for Students

- While at school face coverings are required as is frequent hand washing and hand sanitizing
- Students must remain in their cohort and maintain social distancing
- There are a lot of things students cannot share - no sharing school supplies, playground equipment, water bottles, food, high fives
- Follow the one-way arrows; Franklin Stairs are up and Broadway Stairs are down
- When sick stay home; if a student gets sick at school, a teacher must be notified
 - The teacher or front office will call the parent/guardian so that the student can be picked up
- Students must follow social distancing rules, good hand hygiene, and wear our face masks **outside** of school too. This is our “Community Pledge” (as required by SFDPH & included in your return to school forms).
- Students bring their own water bottles to school labeled with their name and keep track of the water bottle while at school
- Students may be sent home if they cannot follow the rules or intentionally violate safety guidelines (see grade level discipline policies)

New Rules for Parents - *Review Carefully Please*

- **Before your child returns to school we must have all three signed documents on file**
 - Risk Acceptance Form
 - Community Pledge Agreement
 - Department of Catholic Schools Campus Expectations Agreement
- **No dropping in for on-campus learning**
 - Cohorts must remain closed for a two week period
 - Missing a start date means waiting two weeks until the next starting point to join in-person learning
 - The front office and the homeroom teacher need at least one week notice before your student returns to campus; all forms must be completed
 - You may return to distance learning at any time and for any reason
- **If a student reports being ill on campus, the student must be picked up immediately**
 - You will not be allowed on campus; a staff member will accompany your student to meet you at the Franklin Street entrance
- **Visitors, including parents, are no longer allowed on campus without an appointment**
 - Appointments will be available between the hours of 9 am & 11:30 am and 1 pm & 2 pm
 - You may no longer drop off lunches, homework, water bottles, jackets, Wednesday folders, checks, or other items to the school unless pre-arranged
- **Parents must wear face coverings while on campus; please sanitize your hands before entering the building and classrooms**



New Rules for Parents (Continued) - *Review Carefully Please*

- Any exposure of a student to a COVID-19 Positive Person *must* be reported to Saint Brigid School immediately for contact tracing purposes and the student must quarantine* for 14 days. These students attend distance learning.
- If a student tests positive for COVID-19, they must isolate* for 10 days from the onset of symptoms; the student may not return to their cohort unless able to provide the negative results of a recent, rapid-results COVID-19 test. It is essential that a positive COVID-19 test be reported to Saint Brigid School immediately for contact tracing purposes. The school and/or homeroom teacher may provide make up work and/or other supportive learning materials as well as the option for distance learning as possible during this time and/or the student may be considered absent due to illness dependent on personal circumstance.
- When travelling out of state or out of country, students will quarantine for 14-days upon their return before coming back to the classroom. A student will be sent home immediately if found to be out of compliance with quarantine guidelines after school holidays and vacation times. These students attend distance learning.
- Families will abide by the Community Pledge for the continued effort of mitigating the effects of COVID-19 infections as well as for the safety and protection of our Saint Brigid School and San Francisco Bay Area communities.

*Quarantine is a 14 day long separation of people who were exposed (or potentially exposed) to a contagious disease to see if they become sick. It can take up to 14 days after exposure to the COVID-19 virus for a person to develop COVID-19 symptoms. A negative result before end of the 14-day quarantine period does not rule out possible infection.

*Isolation is a 10 day long separation of sick people with a contagious disease such as COVID-19 from people who are not sick. A negative test result by rapid results test is required before returning to campus

Discipline Policy

The staff and faculty of Saint Brigid understand that guidance and reminders will need to be given to students throughout the day and are here to support a safe transition to our school environment during COVID-19. However, a student may be sent home if they cannot follow rules designed for community safety or if a student willfully or intentionally puts other people's safety at risk.

Examples include, but are not limited to, the misuse of PPE such as wearing face covering/mask in a way that does not cover the nose and mouth at the same time or not following social distancing guidelines such as 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

- **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 actions
 - 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 actions
 - 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 actions
 - 2nd offence: Guardians will be called and the student will be sent home for the day
- **If you have questions about the disciplinary policy please contact your [homeroom teacher](#) or [Sister Angeles](#)**

COVID-19 Reporting & Tracking On-Campus Health

At Saint Brigid we work together with SB families to raise healthy individuals who take care of themselves and their surrounding community; As we return to school Saint Brigid

- Will be guided by FERPA for the privacy of all student health records and data pertaining to COVID-19 cases in our community
- We will notify families when
 - There is a suspected or confirmed COVID-19 case in their cohort
 - There is a suspected or confirmed COVID-19 case in a faculty or staff member with whom their student has come in contact
 - There is a suspected or confirmed outbreak of COVID-19 in the Saint Brigid community ($\geq 5\%$ of the community or as instructed by SFPDH and the Department of Catholic Schools)
 - There is a need to return to distance learning for the health and safety of our community
 - Any and all relevant updates from the San Francisco Department of Public Health regarding the results of health & safety inspections

For more information

The reopening team has created [an informational video](#) outlining the some of the changes at our school.

You can access the full Saint Brigid ***Infection Mitigation and Social Distancing Logistics and Planning*** as submitted to SFDPH on our website: saintbrigidsof.org/apps/pages/FallPlanning


Click on these links
to open the full PDF



FALL PLANNING 2020

Infection Mitigation and Social Distancing Logistics and Planning

Logistics and Planning Reopening Plan Documents



Distance Learning

Fall Planning 2020

Contact us:

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