

Leadership High School

Reopening of School Plan

Last Updated: April 16, 2021

Reopening Plan for Leadership High School

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Introduction to Reopening

Leadership High School (LHS) recognizes that it is a critical community institution. As such, we continue to be guided by our obligation to the safety and well-being of our students, teachers, and staff. This plan outlines Leadership's strategy in preparing for, responding to, and recovering from a highly infectious disease outbreak such as COVID-19 (coronavirus) by established guidelines to mitigate potential situations.

The health and wellness of all of our community members relies on our individual and collective behaviors. We ask each of us to enter into a shared compact, or agreement, around the tasks and behaviors that are most likely to reduce exposure to contaminating levels of the coronavirus. We know that mutual respect, trust, and a deep sense of our reciprocal obligations to one another will be essential to navigating the current unprecedented public health challenge. We need all members to accept new responsibilities and to act with self-awareness and sensitivity to others.

In preparation for the return to campus, Leadership High School is implementing a robust set of safety protocols and practices. It is important to note that these preventative measures can only mitigate, not eliminate risk. We believe, however, that in combination with the behavioral expectations outlined below, this path represents our best collective effort to reduce harm. Consistent with the recommendations of the The American Association of Pediatrics, our Community Health Compact requires four essential activities: daily screening, wearing of masks, physical distancing, and appropriate personal hygiene measures.

We continue to remain in close contact with local, state, and federal public health experts including via these resources:

[San Francisco Department of Public Health](#)

[Blueprint for a Safer Economy](#)

Leadership High School will comply with San Francisco Department of Public Health procedures and requirements to safely reopen including:

- Submitting documents associated with School Re-Opening Process to San Francisco Department of Public Health
- Adhering to Appendix A: Social Distancing Protocol
- Posting all required signage as outlined in Appendix A: Social Distancing Protocol

Guiding Principles

High quality and safe opportunities for learning in-person and at a distance

In adherence to state and local public health guidance, all students and staff are supported with policies, expectations, and tools to minimize the risk of contracting or spreading COVID-19. This adherence does not change our commitment to learning, which must be able to take place anytime and anywhere. We must plan for both Distance Learning and Hybrid models. Within the Hybrid model, it will mean that some students will have access to facilities on a given day while others will not. To ensure students are able to learn no matter where they are, planning should

be done so that most experiences are workable at distance, and then tailor them to in-person contexts where it makes sense.

Data and humility

A learner's stance is required from all of us at this time. For many, this is a paradigm shift in how we think about education. Whether it be how we construct units, lead restorative communities, build authentic performance assessments, or lead for justice, it will take humility and reflection to serve our families and students. In our reflections, we must center data, both qualitative and quantitative, to continuously meet the needs of our students. Data coupled with clear success criteria are needed for us to move collectively and collaboratively. With that said, our students are not static data points. Part of our anti-racist and Pro-Black work is seeing the full humanity of our students and families.

Differentiated, with high expectations for all

It has always been true that different students have varied levels of skills and knowledge, as well as different learning styles, backgrounds, assets/strengths, and needs. It has also always been true that every student is capable of growth with effort and support, and that all students deserve high expectations and the support to fulfill them (high expectations without the support to fulfill them are dehumanizing as are low expectations). In the midst of the COVID-19 crisis and increased attention on racial injustice, many areas of variation in students' skills, knowledge, assets, and needs have been exacerbated and brought further into the light. Our response and support must be as different as each student's needs warrant. We cannot confuse equity with equality as we build a model to best meet the needs of all of our students. As a result, we will center students who have the greatest needs and/or have been historically marginalized, while maintaining an assets-based mindset. We will not conflate greater needs with deficiencies as all of our students are brilliant in their own ways.

Wellness-centered and Trauma-informed

Exposure to trauma or chronic stress has a physiological impact on the brain and can interfere with a child's ability to learn. Schools can be designed in ways that not only mitigate the impact of chronic stress on the brain, but also increase the protective factors that build children's resilience to future stressors. This is always true, and is more important than ever in the current crisis. Trauma-informed schools prioritize strategies that create safety for students and adults, promote collaborative and trusting relationships with adults and peers, help to build the SEL skills students need to cope with stressors while offering choice, and offer individualized support for students with intensive needs that cultivate empowerment and agency. Trauma-informed practices center predictability, consistency, and caring relationships. We cannot expect deliberate and purposeful programming to come from a few spaces or a few people. As a network, we believe this is a systems, structural, and collective issue that requires network-wide and site-wide structural routines.

Strategies for Prevention

How Germs Spread: Illnesses such as the flu (influenza) and colds are caused by viruses that infect the nose, throat, and lungs, and gastrointestinal tract. The flu and cold usually spread from person to person when an infected person coughs or sneezes and the virus is inhaled by another person. Other viruses are spread by infected persons passing germs through food or ineffective hand washing. Germs are also spread by droplets when a person touches something that is contaminated with a virus and then touches their eyes, nose, or mouth. The length of time germs can live on certain surfaces depends on the actual virus, as does how long the virus remains airborne.

Prevention & Education: To help prevent the spread of any infectious disease, schools have an opportunity to educate students, staff, and the community on social etiquette, good health and hygiene habits, and disease prevention. Leadership High School will provide hand washing, coughing, and sneezing educational resources and at any time there is a suspected outbreak and during the school year as requested by staff. Envision Education will have illness/disease prevention information current and up to date.

Our basic educational message is:

- Cover Your Cough and Sneeze
- Wash Your Hands Often
- Stay Home If You're Sick
- Wear appropriate PPE (Personal Protective Equipment)
- Practice Physical Distancing

Cover Your Cough and Sneeze: Students, teachers, and staff will learn coughing and sneezing etiquette:

- Do not remove face mask while coughing or sneezing
- In addition, cover your mouth and nose with a tissue when you cough or sneeze, OR cough or sneeze into your upper sleeve, not your hands.
- Clean your hands after you cough or sneeze.

There will be an ample supply of tissues available in each classroom, and other school locations. Students will have time to wash their hands throughout the school day.

Resources:

- [CDC Coughing & Sneezing](#)

Wash Your Hands Often: Diligent hygiene, when practiced by the entire community, helps prevent virus transmission. Regular handwashing is critical. The best option is using soap and water for at least 20 seconds. Additionally, the frequent use of alcohol-based hand rub with formulations containing 60% ethanol or 70% isopropanol is an effective way to prevent the spread of pathogens and infections. To support this, Leadership High School has installed hand sanitizing stations in classrooms and throughout the school. It is strongly suggested that students, teachers, and staff sanitize hands upon entering or exiting a space.

Resources:

- [CDC guidance:](#) When and How to wash your hands

- [WHO Hand Hygiene: Why, How, When?](#)
- CDC What You Need to Know About Handwashing [video](#)

Stay Home if You're Sick: The first line of defense against the spread of illness is for sick or exposed people to stay home from school, including students, teachers, and staff. All community members are required to complete daily screening prior to coming to school, including completion of symptom and exposure questions via an online survey. Students, teachers, and staff who are suspected to be ill, or who become ill at school, will be isolated from others while on campus and will return home as soon as possible. Sick policies, including appropriate clearance for return to school, will be clearly communicated and consistently enforced.

Cleaning, Disinfection, and Ventilation

Enhanced cleaning will be conducted daily. Following new state guidelines, disinfecting will only occur in areas occupied by a person with a confirmed case immediately after confirmation of viral infection of said person/s. All disinfection products and accompanying Safety Data Sheets have been reviewed and are EPA List-N disinfectants proven effective against SARS-CoV-2. Use of shared items will be minimized. Leadership High School will provide basic necessary supplies and implement systems to minimize sharing. Wall-mounted hand sanitizer dispensers have been installed in each classroom and main office spaces.

Below are pertinent resources:

- Cleaning and Disinfection
 - Custodial staff will clean daily, Monday - Thursday, per scope of services in MOU including but not limited to:
 - Clean bathrooms and restock supplies daily
 - Wipe down high touch surfaces daily
 - Empty all trash cans daily
 - Clean floors daily
 - Clean horizontal surfaces daily

To the extent possible, classroom windows are to be kept open to take advantage of natural ventilation. A good supply of outside air to dilute indoor contaminants is our first line of defense against aerosol transmission of COVID-19.

We will bring fresh air into buildings through multiple engineering and administrative practices to meet San Francisco Department of Public Health ventilation guidelines. We will keep windows and doors open as much as practical (even during the cold weather season).

We will supplement passive ventilation as necessary for spaces determined using a combination of square footage, ceiling height, capacity, and required air turnover of five.

In addition, our maintenance team will flush the water system at least five days prior to the scheduled reopening date in order to remove potential contaminants in that system.

Cohorting

We will return to face-to-face instruction in a phased way, starting with stable cohorts of students in Stage 2. Participating students are assigned to a stable cohort of no more than 14 students with one or two adult chaperones who will be with the cohort for the duration of the program. This reintroduction to on-campus learning will allow our students and adults to acclimate themselves to safety protocols.

This grouping method allows for students within each cohort to intermingle, but everyone must make decisions that reflect the fact that their actions play a critical role in the risk of infectious disease transmission within our school community, and beyond. There will be an orientation to the cohort system before the first day on campus to discuss this protocol. Each cohort may decide to supplement this protocol with a refined protocol for their own group, but all cohort-specific decisions will need to be more stringent than the school-wide protocol to reduce risk of infection; they cannot increase risk by being more lenient.

As we shift back to predominantly in-person instruction, we will not keep students in stable cohorts because our academic structure does not support it when we are fully operating with in-person instruction. We will follow state guidance to maintain student groups that are as stable and small as possible, while fulfilling our instructional goals and model. Group size will be determined by ability to remain physically distanced within the classroom. All students, staff, and teachers will be using face masks and distancing 3-6 feet from each other as applicable to state guidance. However, we will use cohorting as part of our phased reopening plan.

Instruction will not occur outside as a strategy to minimize the spread of COVID-19. Outside spaces will be used for lunch and non-instructional activities if applicable.

Simultaneous Distance Learning

Simultaneous in-person and remote learning: With this approach, students are in a classroom together both virtually and remotely. Teachers teach lessons and differentiate checks for understanding and individualized and small group support. In this model, teachers and students can continue with our current schedule with minor modifications to support in-person learners. Unit planning is affected because differentiation will need to be embedded in the planning to accommodate a remote learning group and an in-person learning group together. The amount of time with the class of students will remain relatively the same as now. Teachers at home would not be affected by a schedule change in this model.

Student Access to Technology

All Envision students require access to computer devices and the Internet to access the online curriculum. Students have been surveyed and those students who requested devices have been provided Chromebooks or laptops, and Internet hotspots. Administrative staff will continue to ensure that all students have adequate technology access.

Staff Access to Technology

To ensure that staff members have sufficient access to technology tools and support hybrid instruction with delivery of curriculum to multiple cohorts, all teachers will be provided with the following:

- iPad and mobile iPad stand: May be used for live streaming of the classroom instruction to students at home. All Envision teachers will be provided with an iPad to avoid sharing. The mobile iPad stand may be used to ensure that iPad can move around the classroom or be pointed to different areas of the classroom. Training and support on utilizing the iPad will be provided the week prior to beginning the pilot.
- Staff computer with video capabilities

Visitor Policy

We are restricting access to our campuses to students, employees, and essential visitors, such as janitorial staff, maintenance staff, mail and delivery, and counselors. Parents and other nonessential visitors are asked to remain off site, except for the car line during pickup and drop off, and by arranged appointment. Permitted visitors must fill out a questionnaire assessing their exposure risk and symptoms before being allowed on campus. All deliveries are routed to the main office.

Physical Distancing

To the extent that it is practical, students and staff are asked to avoid proximity to each other, particularly when stationary. In order to support this, classroom desks and other furniture are spaced to allow for three feet of distance between students and six feet of distance between adults, and offices and other indoor spaces are rated for total occupancy. We ask that students and staff maintain their distance while walking between classrooms, following the indicated walking routes designed to direct the flow of traffic.

Classrooms and offices have been evaluated to support physical distancing, with desks and furniture spaced accordingly. Occupancy levels have been determined for each interior space; signs indicate the maximum number of people allowed in that location.

In order to increase the potential for physical distancing during the travel to and from locations, each campus has designated pedestrian traffic routes that are marked with signage to guide students, teachers, and staff. Throughout campus, protocols for the rest rooms, as well as other procedures in service of physical distancing, are clearly indicated.

Entrance, Egress, and Movement Within the School

Movement of students, staff, and essential visitors will be managed to avoid close contact.

Entering Campus

Students will know their assigned entrance and routes of movement to access their assigned classrooms. There will be designated hallways and stairways for one way directional flow of movement. If a student has not completed the screening within the past 24 hours, they are to

remain outside until it is completed.

Exiting Campus

During pickup, the same entry/exit points will be used. Students are to leave campus immediately after dismissal and refrain from gathering outside of cohort groups. Instead, they are to spread out on campus, maintaining 3 feet of distance at all times to await their ride. Traffic will flow the same direction and signage will be provided to assist drivers and pedestrians.

Face Coverings and Other Essential Protective Gear

All teachers, staff, and students must use appropriate face masks at all times while on campus, both indoors and outdoors, unless they are eating, drinking, or in medical distress. Face shields may be worn in addition to a face mask, but are not required. We encourage community members to use masks that are fitted to the face, that cover both the nose and mouth, leaving minimal gaps between the mask and face.

Bandanas, scarves, gaiters, and valved masks are not acceptable. While community members are asked to provide their own masks, Leadership High School maintains a supply of disposable masks should they be needed.

COVID-19 Symptom & Exposure Screening

All teachers, staff, and students are required to complete pre-screening tasks prior to coming to school each day. This involves completion of COVID-19 symptom and exposure screening questions to determine whether an individual should come to campus.

Those who have not completed the screening prior to arrival must wait outside until it is completed. The screening form is available online. QR codes and URLs for digital access are posted on all entrance doors.

- Message on questionnaire:
 - In order to support the continued health and safety of our community, please fill out and submit the following Symptom & Exposure Screening Form. Individuals will not be allowed on campus without a completed form.
 - If you answer YES to any of the following questions DO NOT come to the school. Please use your best judgement when answering these questions.
- Questions being asked on questionnaire:
 - In the past 10 days, were you or the student sent home sick or absent due to illness?
 - In the past 10 days, were you or the student diagnosed with COVID-19 or tested positive for COVID-19?
 - In the past 14 days, have you or the student had close contact with anyone **in the household** who was diagnosed with COVID-19 or tested positive for COVID-19? Close contact means within **6 feet of a COVID-19 positive person for 15 minutes or longer** (including multiple shorter periods in the same day that add up

to 15 minutes or longer) **EVEN IF** both were wearing masks. Close contact can also mean that the student had a major exposure to the COVID-19 positive person's respiratory droplets.

- In the past 14 days, have you or the student had close contact with anyone **outside the household** who was diagnosed with COVID-19 or tested positive for COVID-19? Close contact means within **6 feet of a COVID-19 positive person for 15 minutes or longer** (including multiple shorter periods in the same day that add up to 15 minutes or longer) **EVEN IF** both were wearing masks. Close contact can also mean that the student had a major exposure to the COVID-19 positive person's respiratory droplets.
- If you or the student are **unvaccinated**, have you traveled more than 120 miles outside of your county of residence within the last 10 days?
- In the last 24 hours, has the student had any of these symptoms, new or different from what they usually have or not explained by another reason (i.e. pre-existing diagnosis)?
 - Fever (100°F/37.8°C or higher)
 - Cough
 - Shortness of breath or difficulty breathing
 - Severe headache
 - New loss of taste or smell
 - Sore throat
 - Vomiting or diarrhea

Qualified visitors will complete the prescreening questionnaire before being granted access to campus.

Healthy Hygiene Practices

Diligent hygiene, when practiced by the entire community, helps prevent virus transmission. Regular hand-washing with soap and water is critical. Additionally, the frequent use of alcohol-based hand rub with formulations containing 60% ethanol or 70% isopropanol is an effective way to prevent the spread of pathogens and infections. To support this, Leadership High School has installed hand sanitizing devices and additional hand washing stations.

For community health, it is imperative that students and staff never share personal items such as utensils, water bottles, or electronic devices. Disinfectant is available in classrooms and common spaces to clean personal items as needed. Each student and staff member will clean their own desk and/or workstation before any desk or workstation is used by someone else.

Lunch

During lunch, students are required to be especially vigilant about their distancing. Students are strongly encouraged to eat lunch outside. School-provided lunches will be distributed to students. Students will eat in classrooms as cohorts, or designated areas outside maintaining physical distance. Talking and socializing while eating is discouraged. Adults will supervise appropriate behavior.

Health Concerns

In the Event of Illness

Students, teachers, and staff who feel unwell for any reason are required to stay home. Any student, teacher, or staff member with a fever of 100 degrees or higher, or any of the other symptoms of possible COVID-19 virus infection, cannot come to campus.

If a student, teachers, or staff member develops illness, fever, or other COVID-19 symptoms while at school, there will be a rapid response. Students should remain in the designated isolation room until they leave campus. Teachers and staff members who are ill must leave campus right away.

Returning to Campus

We ask that students and staff members who are absent because of COVID-19 symptoms contact their health care provider to discuss testing and medical care. If a student, teacher, or staff member tests positive with or without symptoms, they cannot return to campus until they meet the San Francisco County Public Health Department criteria.

Identification and Tracing of Contacts

If a member of our community tests positive for COVID-19, becomes symptomatic, or has had a known exposure, we ask that they contact Phillip Chardon, the school site COVID Liaison, as soon as possible to inform the School. While protecting privacy, the COVID liaison will report the case to public health officials and follow their guidance around contact tracing and community notification. They will contact trace for any contacts within the School and, while respecting privacy regulations, notify individuals and groups that have had close contact with people who have tested positive and share recommended next steps with affected individuals. The school site COVID liaison will also work with our facilities team to guide appropriate quarantine, cleaning and disinfection of affected areas.

Community members who have had close contact with an infected individual (within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period with or without a mask on) will be notified. Simply working or being in the same building/classroom with someone who has symptoms, or who recently had an exposure or tested positive does not trigger a higher risk for getting the virus.

Individuals will not be able to return to campus until the appropriate quarantine or isolation period has passed. This includes improved symptoms, at least 24 hours with no temperature over 100F degrees without the use of fever-reducing medications, and at least 10 days since symptoms first appeared or an alternate diagnosis for the symptoms is provided by their health care provider.

The school site COVID liaison will provide information and resources regarding the isolation/quarantine instructions. The COVID liaison will also communicate and report confirmed

COVID-19 cases to the county public health departments.

Staff Training and Family Education

Teachers will receive remote training about safety procedures, protocols, and expectations prior to accessing campus. Training will include campus circulation, health and safety, cleaning and disinfection protocols, and the use of new technology to enhance hybrid learning. The school will provide a series of instructional materials for students and parents to view prior to coming on campus that cover safety procedures and expectations. Once on campus, all students will be trained on safety protocols.

Families will be provided the [Risk Acknowledgment Form](#) digitally and affirm receipt and acknowledgement through an online form.

Testing

In the event of a confirmed COVID-19 case among students, teachers, or staff that occurs during in-person learning, Leadership High School will provide access to no cost testing for impacted students, teachers, and staff. We follow county public health department guidelines to initiate group or cohort closure, and quarantine instructions in response to a confirmed case on campus.

Triggers for Switching to Distance Learning

As conditions continue to evolve, we will operate based on these principles, as well as California and county ordinances, the status of our preparation, and the practicalities of delivering our program:

- What is **permitted** by California and San Francisco County and the surrounding counties where students, teachers, and staff reside;
- How we are **prepared** to ensure the safety and well-being of the school community based on emerging regulations and standards;
- What is **practical** given the specifics of our instructional model, school programs, student needs, and the timing of the school year.

Leadership High School reserves the right to suspend in-person learning at any time deemed necessary to support the health of the community. Should 5% of the community test positive in a 14 day period, Leadership High School will switch to distance learning mode in accordance with guidelines from San Francisco Department of Public Health. If AQI is forecasted to exceed 100, Leadership High School will move to distance learning mode as our current systems would not allow us to be indoors without the doors and windows open.

Communication Plans

The Envision network COVID liaison will notify local health officials immediately of any positive case of COVID-19, and of exposed staff and families as relevant, while protecting privacy as

required by state and federal laws. Communication plans to notify close contacts, the school community, and applicable students, teachers, and staff will follow all state and local requirements.

Additional Information

School Type: Public Charter

Proposed date of reopening: April 26, 2021

Estimated Number of Teachers and Staff returning: 10

Estimated Number of Students Returning: 40

Grade Levels Served: 9-12

Grade Levels Proposed to Reopen: 10th grade