



HSArts Health and Safety Plan

Updated: 8/13/21

In accordance with city and state guidelines and regulations in conjunction with the guidance and recommendations from DPH and CDC, the following is the HSArts Health and Safety Plan. Please direct all questions and reports of violations to the COVID Response Representative, Mr. Brian Nieh. His phone number is 415.535.6916; his email is brian.nieh@hsarts.org.

“Due to the low number of COVID-19 cases and high level of COVID-19 vaccination in San Francisco, some COVID-19 precautions are no longer needed at programs for children and youth. COVID-19 cases in San Francisco are at the lowest level since the start of the epidemic. As of June 9, about 70% of eligible San Franciscans are fully vaccinated. As a result, programs are less likely to have someone test positive for COVID-19. Even if someone does have COVID-19, it is less likely to spread when most people are vaccinated.” (SFDPH 6/11/2021)

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Summary of Plan

1. The school will screen everyone entering the campus and limit non-essential visits. All non-essential visits would need approval from Mr. Brian Nieh and/or head of school Dr. Sherry Zhang.
2. Social distancing will not be required in school in accordance with guidance regarding community transmission rates as determined by DPH.
3. HSArts expects up to 100 students on-campus at any particular time. However, DPH has determined that cohorts are not necessary.
4. HSArts has several options for outdoor spaces for different classes and activities, and as part of the newly introduced Outdoor Education curriculum, HSArts will utilize these spaces to the maximum extent possible. HSArts is located steps away from Golden Gate Park, and several activities are set in an outdoor setting throughout the day.
5. HSArts will implement new procedures for pick up and drop off to increase efficiency and decrease traffic congestion.
6. All classrooms and studios have H13 air purifiers. Teachers are encouraged to open windows whenever possible throughout the day.
7. The school will train staff about the safety plan and procedures.
8. The school plans to educate students on the health and safety plan, with reminders of procedures throughout the school year.

Detailed COVID Response Guidelines and Procedures

I. Overarching rules

- A. If you are diagnosed with COVID-19, **do not come in**.
 1. If you are sick, display any of the symptoms of COVID-19, or have come into contact with anyone diagnosed with COVID-19, also **do not come in**.
 2. Students and staff displaying symptoms of COVID-19 during the day will be asked to leave.
 3. If you are sick or diagnosed, follow city and county guidelines on how to quarantine and get tested.
- B. Be educated on COVID-19, health and safety procedures and best practices.
- C. Wash your hands frequently, with soap and a minimum duration of 20 seconds.
- D. When outdoors, face masks are not required. When indoors, all adults and children 24 months and older must wear face masks over both their nose and mouth, except when eating or sleeping. This includes people who have been fully

vaccinated for COVID-19.

II. General Safety Response

- A. HSArts will limit the risk of COVID-19 entering the campus.
 - 1. Staff, volunteers, and families of children will know the symptoms of COVID-19.
 - 2. The school will screen each student and staff member entering, and will limit visitors and parents entering the building.
- B. Physical distancing and cohorts are not required at this time.
- C. Students and staff will be asked to keep face masks on while indoors, covering both nose and mouth. When outdoors, face masks are not required.
- D. For ventilation, indoor spaces will be equipped with HEPA air filters and windows will be open during the day. The HVAC system is working from when the school was running. Outdoor spaces will be used as much as possible.
- E. Drinking fountains will be available for students. The school will have some individually bottled water in case students do not have refillable bottles.
- F. Routine cleaning is scheduled during the school year.
- G. New drop-off and pickup procedures will be implemented to minimize traffic and increase efficiency.

III. Symptom Checking

- A. Do you / does your child have any of the following symptoms? Please complete the Daily Home Screening for Students Checklist each morning before your child leaves for school.
 - 1. Fevers or chills OR a temperature of 100.4°F or higher
 - 2. Sore throat
 - 3. New uncontrolled cough that causes difficulty breathing
 - a) for those with chronic allergic/asthmatic cough, a change in their cough from baseline
 - 4. Diarrhea, vomiting, nausea, or abdominal pain
 - 5. New onset of severe headache, especially with fever
 - 6. Muscle or body aches, or fatigue
 - 7. New loss of taste or smell
- B. The school will accept doctor or clinic notes regarding symptoms from a different diagnosis, such as strep throat or hand-foot-and-mouth disease, on a case-by-case basis.

IV. Testing

- A. SFDPH requires testing of on-site school personnel who are not fully vaccinated for COVID-19, including essential volunteers, interns, and student teachers.

1. Testing must be weekly with a PCR test, or twice-weekly with an antigen test.
2. Unvaccinated personnel must either sign a release of information for test results to be shared with the school, or commit to notifying the school within 1 hour of a positive or inconclusive results, and within 24 hours of a negative test result.
3. The school will keep a log of all test results.
4. The school will inform SFPHD of positive test results within 1 hour.

V. Identification, Tracing and Communicating Confirmed Cases and Possible Exposure

- A. Parents/guardians of students with confirmed cases of COVID-19 will contact the designated COVID Response Representative: Brian Nieh (brian.nieh@hsarts.org)
- B. Employees with confirmed cases of COVID-19 will contact Human Resources (lona.lou@hsarts.org) and/or their supervisor. Human Resources or their supervisor will notify Brian Nieh.
- C. Brian Nieh will add cases to the positive case tracking spreadsheet.
- D. Brian Nieh will contact the SFDPH Schools and Childcare Hub within 1 hour of a positive case.
- E. SFDPH will help the school determine if the classroom, cohort, or school needs to be closed. SFDPH will provide consultation and guidance to help HSArts take initial steps to identify individuals who had close contact with the person with COVID-19. Brian Nieh and Dr. Sherry Zhang are the designated staff persons to do contact tracing. They will create and submit lists of exposed students and staff to SFDPH. Exposed individuals or their families will be notified, will be told how to get tested, and will clearly understand when they or their child can return to school.
- F. All school staff, families and students will be notified that an individual in the school has had a confirmed COVID-19 diagnosis. HSArts will not disclose the identity of the person, as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act. Although it may be possible to determine the identity of the individual based on necessary communication regarding close contact the individual has had, HSArts asks that employees, families, and students refrain from unnecessary conversation about the identity of the individual.

VI. Response to COVID-19 Symptoms in Students and Employees

HSArts has the following protocols in place for students or employees who develop COVID-19 symptoms to ensure that we follow the SFDPH guidance closely and do not allow anyone to return to campus until they have met the required standards. Note that a negative test may shorten a community member's need to stay at home depending on their exposure to a confirmed case of COVID-19.

A. Protocols For Students Who Develop COVID-19 Symptoms On Campus

1. Students who exhibit symptoms or learn of possible exposure while at school will report immediately to the Front Office where they will be met by the Covid Response Representative or the closest administrator.
2. The Covid Response Representative or administrator will wear appropriate personal protective equipment and take the student's temperature with a touchless thermometer if necessary.
3. The classroom that the student was in will be closed off and the cleaning protocol after a suspected or known case of COVID-19 will be followed. Any scheduled classes will be relocated as needed to the backup classrooms in the library or dance studios.
4. The Covid Response Representative or the closest administrator will immediately escort the student to the designated isolation room, located in the basement.
5. The Covid Response Representative or the closest administrator will contact the parents/guardians and will request that the student be picked up as soon as possible.
6. The student will stay in the isolation room until the parent/guardian arrives. The parent/guardian will wait in their car outside of the Page Street entrance for the student to be escorted out.
7. The Covid Response Representative will send the student's parents/guardians an email recommending testing and outlining next steps for students with COVID-19 symptoms and cc Dr. Sherry Zhang, the Head of School. The Covid Response Representative will add the information to the attendance tracking spreadsheet.
8. Following SFDPH guidelines, the student will be allowed to return to in-person activities after meeting all of the following criteria: providing proof of a negative COVID-19 test, after their symptoms have improved, and after 24 hours with no fever (without taking medicines to lower a fever). If the student has confirmed COVID-19 or if proof of a negative

COVID-19 test is not provided, they will only be allowed to return to in-person activities after meeting all of the following criteria: 10 days have passed since their symptoms first appeared, their symptoms have improved, and 24 hours have passed with no fever (without taking medicines to lower a fever).

9. The Covid Response Representative will give the family approval for the student to return to HSArts once criteria outlined by SFDPH have been met.

B. Protocols For Students Who Develop COVID-19 Symptoms At Home

1. Parents/Guardians should keep the student at home and notify the Front Desk that their child is home with COVID-19 symptoms.
2. The Front Desk will notify the Covid Response Representative via email regarding the situation, forwarding the email from the parent/guardian if applicable.
3. The Covid Response Representative will send the student's parents/guardians an email recommending testing and outlining next steps for students with COVID-19 symptoms and cc Dr. Sherry Zhang, Head of School.
4. Following SFDPH guidelines, the student will be allowed to return to in-person activities after meeting all of the following criteria: providing proof of a negative COVID-19 test, after their symptoms have improved, and after 24 hours with no fever (without taking medicines to lower a fever). If the student has confirmed COVID-19 or if proof of a negative COVID-19 test is not provided, they will only be allowed to return to in-person activities after meeting all of the following criteria: 10 days have passed since their symptoms first appeared, their symptoms have improved, and 24 hours have passed with no fever (without taking medicines to lower a fever).
5. The Covid Response Representative will give the family approval for the student to return to HSArts once criteria have been met.

C. Protocols For Employees Who Develop COVID-19 Symptoms On Campus

1. Employees should email their supervisor, the Covid Response Representative, or the Head of School and leave work immediately. The person notified will immediately send an email to all three of these people. The Covid Response Representative will add the information to the attendance tracking spreadsheet.

2. Faculty who are teaching should call or email the Front Desk for immediate support. The Front Desk will notify Lona Lou, Academic Director or Brian Nieh, Arts Coordinator.
3. The classroom or office that the employee was in will be closed off and the cleaning protocol after a suspected or known case of COVID-19 will be followed. Any scheduled classes will be relocated as needed to the backup classrooms in the library or dance studios.
4. The Covid Response Representative will send an email to the employee recommending testing and outlining next steps for employees with COVID-19 Symptoms and cc Human Resources.
5. Following SFDPH guidelines, the employee will be allowed to return to in-person activities after meeting all of the following criteria: providing proof of a negative COVID-19 test, after their symptoms have improved, and after 24 hours with no fever (without taking medicines to lower a fever). If the employee has confirmed COVID-19 or if proof of a negative COVID-19 test is not provided, they will only be allowed to return to in-person activities after meeting all of the following criteria: 10 days have passed since their symptoms first appeared, their symptoms have improved, and 24 hours have passed with no fever (without taking medicines to lower a fever).
6. The employee may return to work once the criteria have been met and they received the go-ahead from the Human Resources Administrator or the Covid Response Representative.

D. Protocols For Employees Who Develop COVID-19 Symptoms At Home

1. Employees will not come into work. Employees should email their supervisor and faculty should implement substitute procedures.
2. The Covid Response Representative will send an email to the employee recommending testing and outlining next steps for employees with COVID-19 Symptoms and cc Human Resources.
3. Following SFDPH guidelines, the employee will be allowed to return to in-person activities after meeting all of the following criteria: providing proof of a negative COVID-19 test, after their symptoms have improved, and after 24 hours with no fever (without taking medicines to lower a fever). If the employee has confirmed COVID-19 or if proof of a negative COVID-19 test is not provided, they will only be allowed to return to in-person activities after meeting all of the following criteria: 10 days have passed since their symptoms first appeared, their symptoms have improved, and 24 hours have passed with no fever (without taking medicines to lower a fever).

4. The employee may return to work once the criteria have been met and they received the go-ahead from Human Resources or the Covid Response Representative.

VII. Equity Considerations

How HSArts promotes equity with respect to COVID-19 prevention and mitigation

- A. HSArts is committed to providing every student an equal opportunity to participate and thrive in the academic and co-curricular programs.
- B. Equitable Access to School's Programs and Practices: We implement programs and practices that provide equal access and enable all students to thrive academically, athletically, socially, and emotionally. We are committed to equitable access in all aspects of our program and pledge to uphold this commitment with respect to COVID-19 prevention and mitigation.
- C. HSArts has a laptop computer loaner program to students in need. All students and families who need technical support can contact our helpdesk. Starting in March 2020, HSArts provided virtual learning successfully to all students. The school board put aside an emergency fund for financial aid in case families were negatively impacted by the economic recession and needed more support.
- D. As we move to in-person instructions, families will be able to choose whether distance or in-person learning best supports their situation. Synchronous instruction is fully available for all students who must stay in virtual learning. Counseling support is available to all students through our Counseling office.

VIII. Appendices

A. Appendix A - HSArts Community/Student Health Pledge

For All HSArts Students Returning to Campus And Their Parents/Guardians:

As a member of the HSArts community, it is my responsibility to take precautions to reduce the spread of COVID-19 and protect myself and those around me, including those who may be more vulnerable. I agree to abide by all behaviors, policies, procedures and orders related to COVID-19 prevention required by the school, or by the state, county or federal government, and to do my part by acting in a responsible manner both on campus and away from school.

Preparing for HSArts Reopening:

1. Pursuant to SFDPH directives, in the event the test is positive or inconclusive:
 - a. I will inform HSArts within 1 hour of learning the results (and send documentation of the results to HSArts within 48 hours) and/or sign a release of information (ROI) authorizing the testing lab or ordering provider to share the COVID-19 test result directly with the School.
 - b. I will not return to campus and will avoid all contact with members of the HSArts community outside of my household until I have met SFDPH's Criteria for Return to School.
 - c. I understand SFDPH requires HSArts to immediately report any positive or inconclusive results, and I consent to this reporting.
 - d. I will cooperate with contact tracing as requested and share complete information with contact tracers about others who may be exposed.
2. I will review and agree to abide by HSArts Health and Safety Plan and relevant sections of the Addendum to the Family/Student Handbook.
3. I will ensure that my student's health forms are current at all times, including with information about chronic or seasonal conditions that may mimic COVID-19 symptoms, such as allergies, migraines, asthma, etc.
4. I will seriously consider getting a seasonal flu vaccination this fall, unless I have a medical condition that would cause a medical professional to advise against it.

Daily practice and behavior norms:

1. I will wear an approved mask that covers my nose and mouth while indoors, unless during accepted times.
2. I will practice good personal hygiene that is consistent with public health protocols, such as frequent hand washing for 20 seconds, appropriately covering coughs and sneezes,
3. and frequent use of hand sanitizers.
4. I will not eat in the classroom or drink without permission, especially in the dance studios.
5. I will respond cooperatively and respectfully to reminders that I follow these protocols.

6. I will exercise the same care outside of school when I am around people from outside my household.
7. I understand that parents/guardians and other family members may require special permission from a school administrator to enter school. If granted permission to come to campus, I understand that all visitors to campus will be required to complete a wellness check and follow all safety protocols.

If I or someone I know gets sick or tests positive for COVID-19:

1. If I or anyone with whom I've had close recent contact (closer than 6 feet and more than 15 minutes) has tested positive for COVID-19, or if I have any of the symptoms of COVID-19, I will notify HSArts immediately, as required by the SFDPH.
2. At school, I will immediately notify the Front Desk if I develop any COVID-19 symptoms or if I learn that someone in my household or with whom I've been in close, recent contact (closer than 6 feet and more than 15 minutes) has symptoms of or has tested positive for COVID-19. I understand that I must remain in a designated safe space until arrangements are made for my departure.
3. In either of the above events, I agree to be tested for COVID-19 as soon as possible and to remain at home until permitted to return to school under SFDPH Guidelines.

As an HSArts student, I will adhere to this Community/Student Health Pledge and support my peers in doing the same. In addition, I understand that HSArts will maintain the confidentiality of information concerning health, attendance, contacts, etc., except to the extent that the school is required to report such information to SFDPH or any other governmental body.

As an HSArts parent/guardian, I have reviewed the above with my student and will support them in adhering to this Community/Student Health Pledge, including through administration of daily wellness checks, facilitating COVID-19 testing when necessary, and reporting any positive or inconclusive test results to the school within 1 hour of learning of them and providing documentation within 48 hours. In addition, I understand that HSArts will maintain the confidentiality of information concerning health, attendance, contacts, etc., except to the extent the school is required to report such information to SFDPH or any other government body.

We understand that failure to honor this Agreement may put members of our school community at considerable risk. We further understand that, if our family does not honor these commitments, the HSArts student will be required to work remotely at the school's discretion.

By entering your name, email and the date below, you are confirming that you understand and agree to this Community/Student Health Pledge.

Yes, I have read and understood the Community/Student Health Pledge.

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Email: _____

Student Name: _____

Student Email: _____