March 10, 2020

Dear parents,

I am writing to you today regarding an Archdiocese of San Francisco update on COVID-19. As you will understand from the attached letter from the Department of Catholic Schools, the Archdiocese of San Francisco has determined that proactive measures to ensure the health and safety of our school community members are necessary. As such, St. Philip’s School, and all other schools in the Archdiocese of San Francisco, will be closing all school buildings **March 12-March 25, 2020**.

It is important that our students continue to receive quality academic content during this time. We will be implementing the Archdiocese of San Francisco Distance Learning Protocol in order to maintain academic progress for students. This protocol has been distributed to all Archdiocesan Catholic elementary schools.

We are asking that all students make arrangements to bring **all school books and necessary resources home from school on Wednesday, March 11**. We appreciate your support making sure that children have the necessary materials at home to continue the learning progression. Each student should **bring 1-2 bags to school tomorrow**, in order to accommodate the materials for home use.

Please know that the health and safety of our schools is paramount to the Archdiocese of San Francisco. Please be assured that regular contact will be maintained, so that you receive updates and all necessary communication. During this time we recommend practicing social distancing, with the goal of reducing the occasions where numbers of people come together and potentially are exposed to the virus that is circulating in the community.

Many thanks in advance for your understanding and support as we work through this challenging time together. We continue to keep all those affected by this crisis in our thoughts and prayers.

Sincerely,

Mary McKeever
Principal
March 10, 2020

Dear Archdiocese of San Francisco families,

The public’s health and safety are paramount to the Archdiocese of San Francisco and all of our community and educational partners. Sunday evening, the San Francisco Public Health Department confirmed that an ASF student has tested positive for COVID-19. Additional diagnoses of COVID-19 across our schools are likely.

After careful consideration and in light of the new information, the Archdiocese will close its school buildings and cancel classes and student-related activities from March 12 - March 25, 2020. This closure includes any planned school events such as fundraisers, community events as well as field trips. This closure means that school buildings will not be open to children, parents, or community members during this time. Course content will be delivered utilizing the Archdiocesan distance learning protocol which has been distributed to all schools.

I understand this is an evolving health concern, and guidance is changing daily. This complex decision involved close collaboration and coordination with the CDC, local county health departments, and other members of executive leadership across our CA Catholic dioceses. I also ask that you please inform your school leadership if your child receives a confirmed diagnoses of COVID-19.

I understand the hardship this may cause for families. We made this decision out of maximum consideration for the health and safety of our children and school community members.

As we proceed, we are aware that there continue to be many concerns around COVID-19 and want to ensure families that we are working closely with SFPH for updates and guidance. For the latest information on COVID-19, families are encouraged to visit our ASF webpage, the SFPH webpage dedicated to COVID-19 (2019 Novel Coronavirus), and the CDC homepage.

As a community of faith, I ask that you pray especially for the sick, health care providers, public health officials, and all community leaders during the weeks to come.

For updates regarding this closure, please visit the Catholic Schools section of the Archdiocese of San Francisco website at https://schools.sfarch.org/.

Yours in Christ,

[Signature]

Pamela Lyons
Superintendent of Schools
Easing the Transition to Distance Learning
A Guide Sheet for Parents

In the event that the school needs to close for an extended period in a flu pandemic or other disaster, the Archdiocese of San Francisco has a Distance Learning Protocol. For parents and caregivers, the transition from traditional day school to distance learning can be challenging. This guide is designed to provide recommendations to ease the transition to distance learning.

Preparing the Learning Environment

- Dedicate a space in the house as a “learning space”. This can be any space with room to work and store materials that won’t be disrupted for the duration of the distance learning.
- Organize books and distance learning materials in the learning space. Because the school materials will be at home, there will be many items for students to keep track of. Having a shelf, bin, or other organizational system will help students stay organized.
- Students should still be monitored when online, even in distance learning. Consider having a dedicated time daily for online work where a parent or other adult can be present to supervise and ensure safe and on task decision making.

Managing Independent Learning

- Create a daily checklist for work that includes estimates for the amount of time for each assignment. This will help students monitor the completion of assignments and stay organized.
- Determine the order of assignments for the day and create a plan for working on assignments, breaks, snacks and meals. Assign amounts of time for each block.
- Have a timer available for students to set for each block of time to help manage daily learning. Discuss acceptable options if a student needs a break before the timer goes off such as getting a glass of water or completing 25 jumping jacks.
- Consider including in the daily plan time for exercise, social opportunities and brain breaks.
- Work will be submitted daily via email. Make sure student is clear on when you expect all daily work to be completed in order for a parent to scan and email to the teacher.

Seeking Help

Teachers in the Archdiocese of San Francisco are expected to offer daily office hours. Parents are invited to take advantage of this opportunity to connect with teachers, receive help and seek clarification. Parents should also expect to hear from classroom teachers weekly with updates and to offer additional support and guidance.
Q: Where can I get resources about the Coronavirus?
   - Department of Public Health: https://www.sfdph.org/dph/alerts/coronavirus.asp

Q: Where can I find school updates for the Archdiocese of San Francisco?
   - Current information will be posted on the Archdiocese website: https://sfallarchdiocese.org/health-alerts
   - The Department of Catholic Schools will also push communications to school presidents and principals with any necessary updates.

Q: What can schools do to keep their campuses clean?
   - The Public Health Department and CDC have posted cleaning recommendations for public spaces. While the virus has a relatively short lifespan on surface areas, schools should perform regular cleaning with products containing labels stating they have "demonstrated effectiveness against viruses similar to COVID-19." https://www.sfdph.org/dph/alerts/files/COVID19-Cleaning-Environmental-Businesses-Agencies-24Feb2020.pdf

Q: My school has international students, what can be done for this population of students?
   - The Department of Homeland Security has provided guidance for schools serving international students. DHS understands that schools will need to make accommodations for international students and is requesting any adjustments to instruction or prolonged closures be communicated to DHS within ten days. Further guidance can be found on the SEVIS website: https://www.ice.gov/sevis.

Q: Will education continue during a prolonged school closure?
   - Yes. Schools will do their best to ensure that learning continues during this closure. Learning expectations will remain as schools utilize a variety of methods to deliver instruction remotely. Schools with distance learning capabilities and robust learning management systems will utilize existing technology to deliver content and communicate expectations with students remotely. Schools may also utilize other methods, such as a packet pickup and return routine, daily and/or weekly assignments delivered through SchoolSpeak or other school communication methods. A Distance Learning Guideline has been shared with all schools and will be used to help schools determine a methodology that works best for their community.

Q: Will families receive a tuition break during the closure?
   - No. Schools are ensuring the continuation of learning and all expectations of students remain. Schools will ensure that students meet all learning and graduation outcomes during this closure.

Q: Will schools be closed beyond the scheduled closure dates?
   - This is an evolving health concern and guidance is changing daily. As of the date of this FAQ, we do not anticipate the need to keep schools closed longer than what has been determined. Schools will be notified should circumstances change.