

DIOCESE *of* SACRAMENTO
CATHOLIC SCHOOLS



SAINT JOSEPH CATHOLIC SCHOOL
RETURN-TO-SCHOOL PLAN
AND WAIVER APPLICATION:
COVID-19 PROTOCOLS AND WAIVER COMPONENTS
FOR SCHOOLS REQUIRING WAIVER

v2

23 August 2020

INTRODUCTION

We have created this plan to support our safe return to school amid the current pandemic. Our needs and responses are different from public schools. Our site populations are relatively small, and we do not face certain complications like bussing, large special needs populations, collective bargaining, and ADA funding mechanisms. The guidelines in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and other applicable federal, state, and local agencies.

Our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID in the context of returning to our ministry. Understanding that there is an inherent risk to being in session on campus while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need to maintain a semblance of normalcy for our children and their development.
 - a. Cohorts: In the spirit of “reducing the denominator,” Students are organized into discrete cohorts to minimize the spread of COVID-19 between groups.
 - b. Hygiene: Within cohorts, we will emphasize strong, hygienic practice.
 - c. Distance options: If a student or their family member is in a higher-risk group, we will provide the option of continuing independent, remote learning.
2. **Presence:** Keeping school open daily. We do not want to burden parents with challenging schedules that prevent them from working a full workday - we want our students at school in their cohort for the full day.
3. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level in their faith and all core academic standards.

We have tailored this document specifically for our school environments and populations and will continue updating it with the best data and practices in mind. The school principal will share any updated documents on the school website and through the school information system.

TABLE OF CONTENTS

INTRODUCTION	1
GENERAL PROTOCOLS	4
Social Distancing	4
Student Cohorts	4
Shared Spaces	4
Screening	5
Use of Outdoor Spaces for Instruction and Activities	5
Personal Protective Equipment (PPE)	5
Face Coverings	6
Gloves	6
Delivering Instruction	6
Cleaning & Disinfection Routine	7
Healthy Hygiene Practices	7
Visitor & Volunteer Protocols	7
Food & Package Delivery	8
Travel Restrictions	8
COVID SYMPTOMS & CASE RESPONSE	9
Symptoms	9
Response to Confirmed/Suspected COVID-19 Cases and Close Contacts (TABLE 1)	9
Steps to Take in Response to Negative COVID-19 Test Result (TABLE 2)	12
SAFE ENVIRONMENT	14
Product Guides	14
General Disinfection Measures	14
Safe Water	15
HVAC Considerations	15
School Procured Additional Supplies	15
FACILITY ADJUSTMENTS	16
SCHOOL SCHEDULE & ROUTINES	16
Morning Drop-Off	17
Lunch Food Service	17
Recesses and Physical Education	18
Masses	18
After School Pick-Up	19
Extended Care	19
APPENDIX A: FAQ	20
APPENDIX B: PROTOCOLS & SIGNAGE	21

Surface Cleaning	21
Restroom Use	22
Teacher Cleaning Expectations	23
Screening	24
Student Checklists	27
Additional Facility Signage	28
APPENDIX C: AGENCY UPDATES & RESOURCES	29
APPENDIX D: DISTANCE LEARNING	31
Distance Learning Outline	31
Independent, Remote Learning for At-Risk Students	31
Overview	31
Roles and Responsibilities	32
Daily Schedule	32
Next Steps & Additional Information	32
APPENDIX E: APPLICATION FOR WAIVER	33
Background Information	33
Components per CDPH Waiver Requirements	34
Community Consultation	34

GENERAL PROTOCOLS

Social Distancing

- All persons on campus will practice social distancing of six feet whenever possible, and a minimum of three feet where impossible
- Close contact interactions (for the purposes of determining contact tracing) is considered < 6ft and > 15 minutes. Cohorts are considered close contacts even with distancing given prolonged indoor exposure.
- Signage will be used throughout campus to support social distancing and proper hygiene norms ([Examples in Appendix B](#))
- Ad-hoc interactions by adults should be avoided
- Mass gatherings, such as in-person assemblies, are prohibited
- Students will be mindful of the social distancing and health practices as instructed, or they will not be allowed on campus
- No more students will be admitted into a restroom at a time than there are sinks

Student Cohorts

- Students will operate in cohorts at all times (courses, recess, lunches, etc.)
- Cohorts are not to share instructional spaces unless thorough cleaning occurs between uses
- Students will have a designated space solely for their use in their classrooms and the extended care space
- Students and staff will not share workspaces or supplies

Shared Spaces

Employees are encouraged to disinfect their workspace multiple times throughout the day, paying special attention to commonly touched surfaces. Sites have hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces.

There will be limited access to certain workspaces to reduce exposure and ensure safety. Workspace usage is as follows:

Office Capacity – Site will restrict the number of persons in the offices to maintain social distancing

Conference Rooms– Conference rooms will be closed until further notice. All staff meetings will provide virtual options, even for employees in the office or school

Breakrooms or Teacher Lounge/Multipurpose Room – These spaces are closed for eating. Shared appliances such as coffee machines, refrigerators, and microwaves can be used with a limited number of people practicing social distancing and wearing masks. Appliances must be disinfected after each use, and employees must be careful not to congregate in the space.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted

Screening

- Students and staff must conduct a daily self-check ([See Appendix B Student Checklists](#)) before they come to campus
- **Designated screeners:** School employees may all function as designated screeners for students and non-employees. The principal, school secretary/receptionist, and other designated supervisors (such as a vice principal or lead teacher) may serve as screeners for faculty and staff if a third-party screener is required.
- All screeners will wear masks and gloves, no exceptions.
- A temperature check will be conducted for all persons entering campus, and staff will complete an additional screening document ([See Appendix B](#)). **Unless otherwise so directed by the county health officer, the maximum temperature for someone to be admitted to campus is 100.4 degrees Fahrenheit.** Screeners will wear masks and gloves.
- During the day, any person experiencing or showing symptoms (list on page 10) will report to the office designated isolation space for screening
- The principal will retain a record of employee temperatures in a locked cabinet for a minimum of 90 days
- If a staff member already at school shows symptoms as described above, a supervisor will allow them to go home without penalty for that day.

Use of Outdoor Spaces for Instruction and Activities

- Socially distant outdoor activities reduce the risk of transmission of viruses.
- Therefore, we encourage the use of our outdoor spaces for instruction and activities as weather and facilities permit. Please encourage teachers to be creative, and have students bring blankets for outdoor seating.
- Instruction and activities should take place in the given cohorts.
- Students must remain masked and distant while outside.

Personal Protective Equipment (PPE)

PPE is not a substitute for social distancing or proper handwashing. In addition to using PPE, please remember to:

- *Wash your hands often with soap and water for at least 30 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.*
- *Avoid touching your eyes, nose, and mouth.*

Face Coverings

Face coverings, personal hygiene, social distancing, and frequent cleaning efforts are critical parts of employee protection.

Studies continue to emphasize the importance of face coverings in slowing the progress of COVID. A [recent study by Duke University](#) found that, after N95 and surgical masks, a poly/cotton face mask is the most effective in reducing droplet counts.

Per [CDPH/CalOSHA Industry-Specific Guidance](#):

- Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in these guidelines.
- Teaching and reinforcing the use of face coverings, or in limited instances, face shields: The school will review the proper wear and care of face coverings with all staff, students, families, and anyone present on campus.
- The school shall frequently remind students and staff not to touch the face covering and to wash their hands frequently.
- Information for staff and families in the school community on the proper use, removal, and washing of cloth face coverings can be found here: <https://bit.ly/washingfacecoving>
- Training has been provided on policies on how people who are exempted from wearing a face covering will be addressed (see policies, below).
- STUDENTS Age Face Covering Requirement Under 2 years old No 2 years old – 2nd grade Strongly encouraged** 3rd grade – High School Yes, unless exempt **Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly.

FACE MASKS FOR STUDENTS

Students who refuse to wear face coverings will be excluded from campus and immediately sent home, with the following exceptions:

- TK - 2nd grade students while seated at desks with their teacher's permission;
- Persons younger than two years old and anyone who is unconscious or incapacitated;
- Students engaging in socially distanced (6' separation) outdoor physical activity
- Persons who have difficulty breathing or who are otherwise unable to remove the face covering without assistance may only be exempted from wearing a face mask with the express permission of the principal, and only after the principal has explored other options, like distance learning, to accommodate the individual.

Each school shall have extra masks on hand for people who come to campus without one. If the school cannot provide a mask (for example, if they have exhausted supplies of spare masks), individuals without them will not be allowed on campus and will be sent home until they are able to comply and in possession of the proper PPE. If a student does not comply throughout the day, the teacher will send the student to the isolation room and a parent will be called. The student will not be allowed to stay on campus without proper PPE.

A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced.

When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.

FACE MASKS FOR STAFF

All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.

- **In limited situations**, where face coverings cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs) **a face shield can be used by staff** in the classroom instead of a cloth face covering as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.”¹
- Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

¹ COVID-19 Industry Guidance: Schools and School-Based Program (CDPH 2020)

Gloves

All custodians and food service personnel must wear gloves. All screeners must wear gloves.

Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Delivering Instruction

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of protocols ([See Appendix E](#)).
- Teachers will provide initial and routine instruction in social distancing and health practices to their students
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets—such as singing, yelling, chanting, blowing wind instruments—are not permitted at this time.
- Implement procedures for turning in assignments to minimize contact
- Consider the use of non-classroom space for instruction, including regular use of outdoor space, weather permitting
- Avoid sharing things; where sharing occurs, clean, and disinfect between uses
- Lessons that involve food prep, or shared snacks are prohibited (bake sales, friendships salads, etc.)

Cleaning & Disinfection Routine

If the school has elected to use rags for student sanitation purposes:

- Students will have one ziplock bag with clean rags and another with dirty rags that they take home daily, like their lunch pail.
- Teachers will spray the area with disinfectant to ensure proper coverage and wait times.

If the school has elected to use disposable paper towels for student sanitation purposes:

- Students will be provided with clean paper towels at each interval that requires cleaning of their areas.
- Teacher will spray the area with disinfectant to ensure proper coverage and wait times.

Healthy Hygiene Practices

Reducing the risk of exposure to COVID-19 by proper personal hygiene practices and disinfection is a critical part of ensuring student and staff safety.

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of protocols ([See Appendix E](#)).
- Within cohorts, we will emphasize strong, hygienic practice.
- [Cleaning hands at key times](#) with soap and water for at least 20 seconds or an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not readily available.
 - Build time into daily routines for students and staff to wash hands

Visitor & Volunteer Protocols

The safety of our staff and students is our primary concern. Approved visitation by the principal will be conditional on the visitor passing the same screening process as staff.

No volunteers are allowed.

Food & Package Delivery

Food delivery, outside those provided through the school's official food service programs, and student sharing of food items is not permitted.

Personal package deliveries are not permitted.

Travel Restrictions

Diocesan schools will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Catholic Schools Department.

COVID SYMPTOMS & CASE RESPONSE

Definitions

A **contact** is defined as a person who is <6 feet from a case for >15 minutes. An entire cohort or group is considered a contact if they have shared time indoors, even with distancing.

A **cohort** is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts. Note: Each school has a designated contact tracer whose name is on file with the Catholic School Department and County Health.

Contact Tracers

Contact tracers must be employees. **The School's Contact Tracer is: Kristen Mendonsa**

Contact tracers must be trained either by the county within which the school resides, or take one of the following courses on contact tracing:

- Webinar-Based as recommended by the CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/general-training-modules.html>

- Coursera Option: <https://www.coursera.org/learn/contact-tracing-for-covid-19>

Symptoms

Students: Fever of 100.4 degrees or higher; sore throat; any cough*; diarrhea, vomiting, abdominal pain; headache, chills, nasal congestion and runny nose, fatigue, muscle or body aches, nausea, and new loss of taste or smell (If a student is exhibiting symptoms refer to student health history form)

*any cough should prompt dismissal and testing unless it can be explained by a non-infectious process diagnosed by a medical professional. For students with chronic allergic/asthmatic cough, a change in their cough from baseline.

Adults: Fever of 100.4 degrees or higher; Chills; Cough; Shortness of breath/ difficulty breathing; Fatigue; Muscle or body aches; Headache; New loss of taste or smell; Sore throat; Congestion or runny nose; Nausea or vomiting; Diarrhea

Testing

Any student or staff person with symptoms not explained by another non-infectious condition diagnosed by a medical professional needs to be tested

for COVID-19. Per this directive, symptomatic individuals must be tested within 48 hours of symptom onset, and provide test results within 72 hours of receipt by a laboratory. If the medical provider for the individual with symptoms cannot guarantee a 72-hour turnaround in test results, the symptomatic individual must use the school's designated testing laboratory.

St. Joseph Catholic School is in contract with Alcala Testing & Analysis Services

Our contact is:

David Hogan

760-705-0803

davidhogan@alcalalabs.cpm

Parents and students are responsible for the cost of their own testing.

Response to Confirmed/Suspected COVID-19 Cases and Close Contacts (TABLE 1)

SCENARIO 1: ANSWERING “YES” ON SCREENING <u>OR</u> EXHIBITING A COVID <u>SYMPTOM</u>	
IMMEDIATE ACTIONS	COMMUNICATION
<ul style="list-style-type: none"> Student/staff are isolated at the site in the designated Isolation Room <u>located in the nurses station in the front office</u> until they can be sent home or to a healthcare facility per CDPH guidance <p>To return to school: All symptomatic persons should be tested for COVID-19. If they test positive, they can return to campus 10 days after symptoms started, 24 hours without fever, <u>and</u> improving symptoms. (There is no requirement for 24 hours of improving symptoms). If they test negative, they can return 72 hours after symptoms resolve. All persons in the COVID-positive person’s cohort and any other close contacts must be tested for COVID per the testing guidelines, above.</p> <ul style="list-style-type: none"> If student/staff tests positive, see Scenario 3. If student/staff tests negative, see Table 2 below. In addition, the individual may have a medical note by a physician that provides an alternative explanation for symptoms and reason for not having a COVID-19 test (e.g., seasonal allergies) <p><u>School site will remain open</u></p>	<p>COVID-19 symptoms letter provided to the individual or individual’s guardian</p>
SCENARIO 2 FAMILY MEMBER OR CLOSE CONTACT (OUTSIDE COMMUNITY) TESTS POSITIVE	

- Student/staff sent home
- RD & COVID-19 School Liaison notified
- Student/staff instructed to quarantine/monitor for symptoms, even if they test negative, **for a full 14 days after last exposure to the person testing positive for COVID.**

Household contacts can end quarantine 14 days after their last exposure to the positive household member. If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation.

- **School site will remain open.**

Student (Guardian) or Staff: Immediately notify the COVID-19 School Liaison if they are defined as a close contact of a confirmed case

SCENARIO 3 STUDENT OR STAFF MEMBER TESTS POSITIVE

- Student/staff sent home, if not already at home
- School administration, RD and county COVID-19 School Liaison notified
- Public Health – School Unit (PHSU) notified
- Close off and clean any areas used by the person who tested positive, per [CDPH](#) and [CDC](#) guidance
- **Student/staff that tested positive:** Positive persons must isolate for 10 days from symptom onset and go 24 hours without fever and demonstrate improving symptoms.
- **School-based close contacts:** identified and instructed to self-quarantine and monitor symptoms for 14 days. Close contacts include the entire cohort, and any non-cohort members who have been within 6 feet for 15 minutes or more. Even if a cohort maintains 6 feet of distance, the prolonged duration of indoor exposure warrants quarantine.

*Close contacts should be tested, whether they have symptoms or not. Testing does **not** shorten the quarantine requirement.

COVID-19 positive

Individual: Notify school administration and/or COVID-19 School Liaison immediately

School Site:

- Contact County Public Health
- Close Contact letter and Self-Quarantine Instructions sent to school close contacts within 48 hours.
- Confirmed COVID-19 case notification sent to school community

- School site will remain open.

Steps to Take in Response to Negative COVID-19 Test Result (TABLE 2)

A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	
IMMEDIATE ACTIONS	COMMUNICATION
<ul style="list-style-type: none"> • If a symptomatic school member testing negative had a known close-contact exposure to a COVID-positive person, they must complete a 14-day quarantine, even with a negative test. • If the symptomatic person testing negative did not have a known exposure, they can return to school 72 hours after their symptoms resolve. 	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
A student or staff member tests negative after Scenario 2 (close contact)	
<ul style="list-style-type: none"> • Student/staff must remain in quarantine for a full 14 days after the date of last exposure to COVID-19 positive non-household contact. Household contacts can end quarantine 14 days after their last exposure to the positive household member. If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation. 	No action is needed
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	
<ul style="list-style-type: none"> • Can return to school/work immediately 	No action is needed

Chart adapted from **COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year** July 17, 2020

Additional Details

Distance Learning

Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study ([See Appendix D](#))

School Closure and Subsequent Reopening: The Catholic School Department in consultation with Public Health, will determine if a partial or full school closure is needed based on [guidance](#) and [recommendations](#) from CDPH. Please refer to the most current guidance, currently as follows:

State Criteria for Allowing In-Person Instruction: ([as of July 17, 2020](#))

- a) Closure: A school must close in-person instruction if the County is placed on the County Monitoring List (CML). If the County is added to the CML before school resumes, schools must conduct distance learning until the county is off the CML for 14 days. If the County is added to the CML, superintendents (in consultation with labor, parent, and community organizations) may request a waiver for elementary schools for in-person instruction. The county department of public health publishes, reviews, and approves all waiver applications.
- b) Reopening: The school can reopen in-person instruction after the County has been removed from the CML for at least 14 days.

Local Criteria for Closure and Re-opening in response to COVID-19 Cases:

- c) Individual School Closure: Closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the County Health Officer. For example, school closure may be appropriate in any of the following scenarios:
 - i) Multiple cases in multiple cohorts at a school
 - ii) There are at least 5 percent of the total number of teachers/student/staff cases within a 14-day period, depending on the size and physical layout of the school.
 - iii) Public health investigation or other local epidemiological data results in the County Health Officer recommending school closure.
- d) Reopening: Public Health and the school will be in communication throughout this process. School and school districts can typically reopen after 14 days and the following:
 - i) Cleaning and disinfection have occurred;
 - ii) Public health investigation is complete
 - iii) Local public health is consulted and has no concerns with re-opening.

SAFE ENVIRONMENT

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. Sites have considered the CDC guidelines for reopening buildings after an extended closure (see <https://bit.ly/cdcwater>). In addition, the process outlined below will routinely serve to protect everyone and reduce the risk of spread of infection.

Product Guides

Hand Sanitizer

Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children.

- Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
- Do not use hand sanitizers that may [contain methanol](#), which can be hazardous when ingested or absorbed.

Cleaner

When choosing disinfecting products, **use** those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)- approved list “N,”](#) and **avoid** products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks,	After each recess

	restrooms	
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Additional cleaning guidance available at <https://bit.ly/covidcdcclean>

Safe Water

- Use of drinking fountains is suspended; water bottle filling stations are provided.
- Flushing our water system and additional measures as needed have been taken per CDC guidelines to minimize the risk of Legionnaires' disease and other diseases associated with water.

HVAC Considerations

- Fresh outdoor air is introduced as much as possible - when using air conditioning, the setting that brings in outside air is used
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, we have considered alternatives such as installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.

St. Joseph Modifications:

- St. Joseph has replaced and upgraded air filters and filtration systems to ensure optimal air quality
- St. Joseph has arranged for monthly HVAC services through HiTech
- Ensure proper ventilation during cleaning and disinfecting
- When cleaning, air out space before children arrive; plan to do a thorough cleaning when children are not present

School Procured Additional Supplies

Item	Quantity	Notes
<u>Hand Pump Sprayer</u>	1/classroom	For teachers to spray desks for students to wipe down.
Staff Gloves	500 count/class	Nitrile gloves
Bulk Hand Sanitizer	55 gal.	Bulk packaging for refill stations

Individual Pumps	1/person	8oz
Cleaning Solution		Alcohol-based
Student Towels/ Ziplock Bags		For cleaning personal work surface and storing clean and soiled towels
Restroom Soap Dispensers		Automated
Pencil box/supply bin	1/student	
IR Therm	2/school	Housed in the school office
Acrylic/Plexiglass		Office counter & isolation space

FACILITY ADJUSTMENTS

Note: This section will be specific to the individual school site.

- Office has installed an autosense hand sanitizer dispenser and paper towel dispenser in the nurse's station
- Office has installed plexiglass shield across front counter
- Mobile auto-sense hand sanitizer stations have been installed at each entry to the campus
- Autosense faucets have been installed in all restrooms
- Cafeteria has been converted to a space to ensure social distancing in extended care
- Classroom rugs, group tables, and extra furniture has been removed and individual desks or tables installed with six-foot gapping between student stations
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer
- Spots outside classrooms and restroom are designated six feet apart for parent pick-up
- Social distancing and best practices signage posted around campus and distributed to families
- Hand sanitizer stations installed at every point of egress in every room on campus
- EcoLab sanitation stations installed at all custodial utility sinks
- Each class has its own set of equipment for recess, lunch and PE activities
- We have purchased touchless thermometers
- All parish activities have been cancelled on the school grounds including Faith Formation (CCD)



SCHOOL SCHEDULE & ROUTINES

Note: This section will be specific to the individual school site.

Morning Drop-Off

Drop-Off Hours: 7:55 AM - 8:15 AM

Protocol: Students will exit their cars and be directed to one of the 5 gates by staff to head directly to their classroom.

- Parents will not be admitted on campus.
- Teachers will be at their doors to do a screening and admit students.
- Students will enter and go directly to their assigned seats.
- Students must remain physically distanced (6 feet or more) while heading to class and waiting to enter class.
- Each school has markings on walkways indicating 6 feet distance. The school has 5 entrance points used to avoid bottlenecks (each cohort has a designated entrance).

Lunch Food Service

During lunch, students must remain in their cohort, and the cohorts must remain socially distant from other cohorts.

Regular Day Schedule

Time	Activity	Grade Level (Teacher or Aid Staffing)			
10:30-11	Recess	TK (Aid)	K (Aid)		
11 - 11:30	Lunch	TK (T)	K (T)		
11:30 - 12	Lunch/ Recess	1 (T) Lunch	2 (T) Lunch	3 (A) Recess	4 (A) Recess
12 - 12:30	Recess/ Lunch	1 (A) Recess	2 (A) Recess	3 (T) Lunch	4 (T) Lunch
12:30 - 1:00	Lunch	5 (A)	6 (A)		
1:00 - 1:30	Recess	5 (T)	6 (T)		

Protocol: Students will eat lunch at their assigned seats in their classrooms. The hot lunch program, staffed internally by an aid, will deliver to classrooms masked and gloved. Students will put their trash in their classrooms' hallway trash can. Students will recess in separate areas of the campus (upper playground, lower playground, field.) Play structures will not be in use.

Minimum Day Schedule

Time	Activity	Grade Level (Teacher or Aid Staffing)			
10:30-11	Recess	TK (Aid)	K (Aid)		
11 - 11:30	Lunch	TK (T)	K (T)		
11:30 - 12	Lunch/ Recess	1 (T) Lunch	2 (T) Lunch	3 (T) Lunch	4 (T) Lunch
12 - 12:30	Recess/ Lunch	5 (T)	6 (T)		

Recesses and Physical Education

Staffing: Teachers and Aides

Protocol: Recesses and Physical education will be similarly structured, limiting free play to ensure distancing. Activities such as jump rope, calisthenics, etc. will be the standards. Teachers will clean doorknobs after each recess/PE.

Time	Recess by Cohort/Grade Level		
8:30 - 8:50	TK	1	C1
8:50 - 9:10	K	2	C2
9:10 - 9:30		3	C3
9:30 - 9:50		4	
9:50 - 10:10		1	
10:10 - 10:30		2	
1:30 - 1:50	TK	1	
1:50 - 2:10	K	2	
2:10 - 2:30		3	
2:30 - 2:50		4	

Masses

Mass, prayer services, and other faith events must be held in accordance with Diocesan guidelines for Mass. This includes holding such events outdoors, with 6 feet distance between students, all participants in masks, no singing, and no commingling of cohorts. If the school is operating under a waiver, such events during the school day are limited to the grades which have received a waiver. During the school day, not all grades will attend at the same time and not all will enter the Mass area at the same time. We will have rotating shifts to ensure no commingling and proper distance.

After School Pick-Up

Time: 3:15PM - 3:30PM

Staffing: Teachers and Aides

Protocol: The campus gates will be opened at 3:00. Students will exit via their designated gate and maintain 6 feet distance. Before that time, parents will not be admitted into the school office or on campus. It is preferable for parents to remain in their cars at pickup. If parents must get out of their car, they must be in face coverings. If a parent must go onto campus to retrieve a child, he or she shall line up outside the classroom on the designated marks (at least 6 feet distant from the door and students) to pick up students one at a time. Parents will not enter the classroom.

Extended Care

Hours of Operation: Morning Shift 7 AM - 8 AM; Afternoon Shift 3:30 PM - 5:30 PM

Staffing: School employees

Student to Staff Ratio: <18:1

Protocol: Extension will be held in a designated space with distanced and assigned student desks. Each student will have their own supplies, and the space has its own designated restrooms. They will be the only population to use the space during the course of the day. The facility will be cleaned between shifts. Parents will pick-up and drop-off at the designated entrance. It is preferable for parents to remain in their cars at pickup. If parents must get out of their car, they must be in face coverings. If a parent must go onto campus to retrieve a child, he or she shall line up outside the designated space on the designated marks (at least 6 feet distant from the door and students) to pick up students one at a time. Parents will not enter the extended care room and are directed to not mix during pickup by staying on the designated marks, which are at least 6 feet apart.

APPENDIX A: FAQ

What if a student arrives late?

Students will enter the main office to be admitted, as the gate will be locked.

What about the traditional before school starts recess?

Grades will have a newly assigned structured recess time slot with their teacher scheduled near the start of the school day instead of recess before school from 8:00-8:15 AM.

What if a student needs to use the restroom?

Restroom time is scheduled for cohorts on an hourly basis to support social distancing, use outside the allotted time will still entail social distancing, and follow restroom sanitation protocols. If a student must use the restroom outside the allotted time, they shall go to the restroom, wait on the designated marks (6 feet apart) until the restroom is available, and then return directly to class, maintaining social distance and wearing a face mask at all times.

What is the plan for inclement weather recess and physical education?

The gymnasium will serve as the space designated for when it rains, is too hot, or the air quality prohibits being outside; however, just like recess, it will be used by one class at a time.

What if students are outside doing calisthenics during extension when a parent comes to pick up a child?

The extension employee at the entrance/cafeteria will radio the employee with the students on the playground to send up the student. The parent will not be admitted on campus to gather their child.

APPENDIX B: PROTOCOLS & SIGNAGE

Surface Cleaning



Additional Details

- Students will have one ziplock bag with clean rags and another with dirty rags that they take home daily like their lunch pail
- Teacher will spray the area to ensure wait time and proper coverage

Restroom Use



Additional Details

- No more students in a restroom than sinks
- X Marks the Spot (spaced line up spots outside restroom)
- Students will disinfect hands at their desk space on returning to class

Teacher Cleaning Expectations

ROMAN CATHOLIC
DIOCESE OF SACRAMENTO



COVID 19
RESPONSE PROTOCOLS

KEEPING CLASSROOM CLEAN

ROUTINELY CLEAN



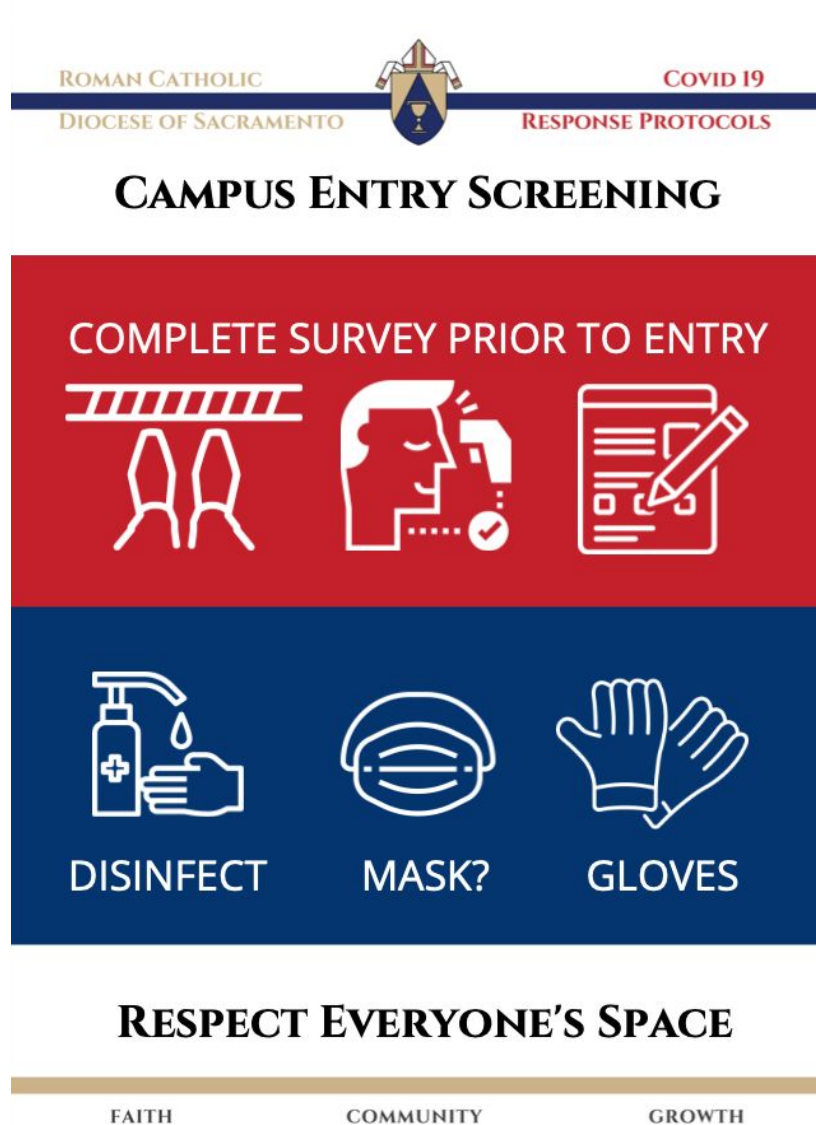


TEACHERS CLEAN HANDS; WEAR GLOVES

RESPECT EVERYONE'S SPACE

Screening

Campus Entry Point (Adults)



Daily Health Screening (Adults)

Name: _____

Position: _____

Supervisor's Name: _____

Q1: Since your last time on campus, have you had a cough, shortness of breath, difficulty breathing, or been in close contact with a person lab confirmed to have COVID-19?

If yes, circle what applies above and see your supervisor immediately.

Q2: Since your last time on campus, have you had any of these symptoms?

Fever	Muscle pain	Sore throat
Chills	Headache	New loss of taste or smell
Diarrhea	Nausea	Vomiting
Repeated shaking with chills	Congestion	Runny Nose

If yes, circle symptoms and see your supervisor immediately.

Running Record

Date	Temp	Symptoms (Y/N)	Screened by	Signature

< OFFICE USE ONLY >

If a person is exhibiting symptoms or exceeds the body temperature allowable by the resident county HHS (unless otherwise noted, 100.4 degrees fahrenheit) they will be instructed to go home or to the nearest health center.

Then, complete the following section of this form:

Date the employee was sent home: _____ Recorded temperature: _____

Are visible signs of respiratory illness present? ____ Yes ____ No

Date the employee returned to work: _____

Student Checklists

Home Checklist for the Front Door



GOOD MORNING!

SMILE	CHECK TEMPERATURE	WASH
-------	-------------------	------









DO YOU HAVE YOUR SUPPLIES?

HAVE A GREAT DAY!

FAITH
COMMUNITY
GROWTH

End of School Day Reminders



END OF DAY!

SMILE	CHECK LIST	CLEAN
-------	------------	-------





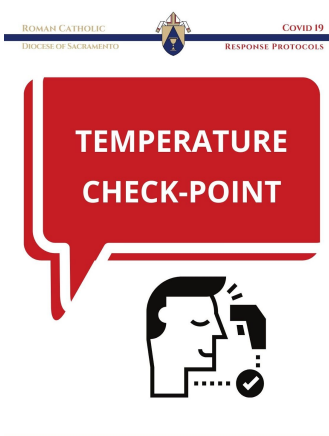
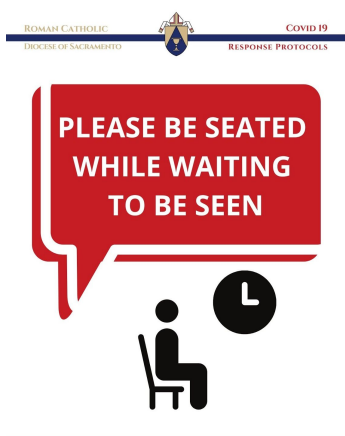



DONT FORGET TO WASH TOWELS & RETURN

HAVE A GREAT AFTERNOON!

FAITH
COMMUNITY
GROWTH

Additional Facility Signage



APPENDIX C: AGENCY UPDATES & RESOURCES

Links to pertinent agency documents are below. This list will be updated regularly.

- [CDC Portal Page for K-12 Education](#)
- [CDC School Decision Tree](#)
- [CDC Guidance for Cleaning and Disinfecting](#)
- [California Department of Public Health COVID-19 Update Portal](#)
- [CDPH Guidance for Use of Face Coverings](#)
- [County Data Monitoring](#)

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

Links to general documents about COVID:

American Academy of Pediatrics' statement on returning to school:

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Links to CDPH information on the waiver process from August 3, 2020:

CDPH FAQs re. School waivers and reopening:

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

CDPH Waiver process:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/In-Person-Elementary-Waiver-Process.aspx>

APPENDIX D: DISTANCE LEARNING

The Distance Learning opportunities provided by our school are intended to keep us safely in community.

Distance Learning Outline

- A. Campus open - Our primary goal is to provide a quality education while in community. Independent, remote learning will be available for students in at-risk scenarios through their regular classroom teacher, in addition to a support/liaison teacher to ensure connectivity. Modes of instruction provided will include live stream lessons, recorded sessions, and scheduled check-in times. This program will provide seamless reentry to an on-site experience for the child when the time comes to return.
- B. Cohort Distance Learning - If the health department sends a cohort to distance learning, the entire cohort will be provided with a daily program that will include live stream lessons and a regular period by period schedule.
- C. Campus closed - The entire school will move to distance learning if the campus is closed by the health department, similar to the cohort scenario, but with additional whole school content such as streamed announcements, masses, assemblies, and music. Students on independent, remote learning will be folded into the entire site distance learning program.

Independent, Remote Learning for At-Risk Students

Overview

Program Intent

Our school emphasizes local, personal interaction through an in-person community. A homeschool program is limited and is not our mission. Still, when health considerations necessitate learning from a distance, we will serve our families and keep them connected to their community with an independent, remote learning program.

Content

Instruction in math, language arts, science, religion, and social studies will be provided to all students. Additional content in computer science, from coding to typing, will also be integrated into the curriculum on-site and off. Remote learning students will also have music enrichment.

Roles and Responsibilities

Classroom Teacher

Generates core content and provides feedback to all students (on and off-site) in the regular grading cycle and is available to all parents in a regular fashion (phone, email, appointment). Posts content for review by Teacher Liaison a week in advance for collaborative and clarification purposes.

Teacher Liaison

Provides additional community connectivity content such as checking in daily with students, monitoring work completion, and providing on-demand support. Will serve as the first point of contact for parents during the course of the day for assistance (through Google classroom, email, or phone).

Student

Keeps to their schedule by starting each day on Google classroom with the morning announcements, attends their remote lessons, and progresses through the content at their pace during the day content is assigned.

Daily Schedule

8:15 AM	Whole School Streamed Morning Announcements
8:30 AM	Remote Learning Group Check-In & Enrichment with Teacher Liaison
TBD by Grade	Live Streamed Lesson 1 - Math
TBD by Schedule	Teacher Liaison Office Hour
TBD by Grade	Streamed Lesson 2 - Different by Grade Level
1:00 PM	Remote Learning Group Close & Enrichment with Teacher Liaison
TU/TH	Classroom Teacher Check-In (3:30-4 PM)

Next Steps & Additional Information

Space in this program is limited to ensure quality implementation. Should your child's cohort or the school move to distance learning, this remote learning schedule would change to a full distance learning schedule (more streamed course content, etc.)

For additional questions or to sign-up for this program, please call or email the school office.

APPENDIX E: APPLICATION FOR WAIVER

In counties on the monitoring list, CDPH guidance allows elementary schools to request a waiver from the local health officer to open for in-person instruction. To receive a waiver, the superintendent (or equivalent for charter or private schools) must consult with labor, parent, and community organizations prior to submitting a waiver application. The local health officer then reviews the application, along with local community epidemiological data, and consults with CDPH about the request.

Each county will provide its own waiver form. The form below is a sample of some of the information they will be requesting.

Background Information

School Name:

School District:

Superintendent Name: Lincoln Snyder

Address:

Grades to be Reopened: Tk-6th

Total Number of Students by Grade:

TK: 3:

K: 4:

1: 5:

2: 6:

Date of Reopening:

Name of Person Completing Application:

Phone Number:

Email:

Signature:

Date:

Components per CDPH Waiver Requirements

From [cdph.ca.gov](https://www.cdph.ca.gov): As described in the *CDPH/CalOSHA Guidance for Schools and School-Based Programs* (PDF), elementary school reopening plans must address several topics related to health and safety, in a manner consistent with guidance from CDPH and the local health department. Those topics include:

- a. Cleaning and disinfection [SEE SECTION “Shared Spaces”](#)
- b. Small, stable, cohorting [SEE SECTION “Student Cohorts”](#)
- c. Entrance, egress, and movement within the school: [SEE SECTION “School Schedule and Routine”](#)
- d. Face coverings and other essential protective gear [SEE SECTION “Personal Protective Equipment\(PPE\)”](#)
- e. Health screenings for students and staff [SEE SECTION “Screening”](#)
- f. Healthy hygiene practices [SEE SECTION “Safe Environment”](#)
- g. Identification and tracing of contacts [SEE SECTION “COVID Symptoms & Case Response”](#)
- h. Physical distancing [SEE SECTION “Social Distancing”](#)
- i. Staff training and family education [SEE SECTION “Delivering Instruction”](#)
- j. Testing of students and staff [SEE SECTION “COVID Symptoms & Case Response”](#)
- k. Triggers for switching to distance learning [SEE SECTION “COVID Symptoms & Case Response: Additional Details”](#)
- l. Communication plans [SEE SECTION “COVID Symptoms & Case Response: Additional Details”](#)

Community Consultation

From [cdph.ca.gov](https://www.cdph.ca.gov): Prior to applying for the waiver, the applicant (or his/her staff) must (1) consult with labor, parent, and community organizations, and (2) publish elementary school reopening plans on the website of the local educational agency (or equivalent). Examples of community organizations include school-based non-profit organizations and local organizations that support student enrichment, recreation, after-school programs, health services, early childhood services or provide family support.

1. Our plan for consultation:
 - a. Faculty and staff: By August 14, 2020, each principal will hold an online meeting with his or her faculty. During that meeting, he or she will:
 - i. Present an introductory message from Lincoln Snyder and a public service announcement from Dr. Daniel McCrimons.
 - ii. Provide an electronic copy of his or her school’s Return-to-School plan to each employee.
 - iii. Review his or her school’s Return-to-School plan in detail.

- iv. Hold an open forum in which he or she records and answers any questions or concerns.
 - v. Makes himself or herself available at a scheduled time for follow-up conversation and questions.
 - b. Parent organizations: By August 14, 2020, each principal will hold an online meeting with his or her Catholic School Advisory Committee. During that meeting, he or she will:
 - i. Present an introductory message from Lincoln Snyder and a public service announcement for parents from Dr. Daniel McCrimons.
 - ii. Provide an electronic copy of his or her school's Return-to-School plan to each CSAC member.
 - iii. Review his or her school's Return-to-School plan in detail.
 - iv. Hold a question-and-answer session in which he or she records and answers any questions or concerns.
 - v. Make himself or herself available at a scheduled time for follow-up conversation and questions.
 - vi. Following the meeting, the principal will share a copy of the Return-to-School Plan with the parent population and post the plan prominently on the school website.
 - c. Community Organizations:
 - i. Following the same agenda as above, during the month of August the principal will meet with the Parish Pastoral Council and other significant community entities that operate in or on the parish grounds (as determined by the principal and pastor) to present the Return-to-School plan.
 - ii. On August 5, the Catholic School Department held an informational meeting with the Parochial Athletic League athletic directors to present on the Return-to-School Plan and discuss the most recent state guidelines for sports and outdoor activities.
 - d. Principals will document the dates of all meetings on their website.
2. All reopening plans for schools of the Diocese of Sacramento are available on the diocesan website (www.scd.org/schools).

Communication Plan - COVID Symptoms and Response

- Scenario 1: COVID-19 symptoms letter provided to individual or individual's guardian
- Scenario 2: **Student (Guardian) or Staff:** Immediately notify the COVID-19 School Liaison if they are defined as a close contact of a confirmed case
- Scenario 3:
 - **COVID-19 positive Individual:** Notify school administration and/or COVID-19 School Liaison immediately
 - **School Site:**
 - Contact PHSU
 - Close Contact letter and Self-Quarantine Instructions sent to school close contacts within 48 hours.
 - Confirmed COVID-19 case notification sent to school community

Draft Letters: