

DIOCESE *of* SACRAMENTO
CATHOLIC SCHOOLS

**RETURN-TO-SCHOOL PLAN:
COVID-19 PROTOCOLS AND WAIVER COMPONENTS**

***St. James School
1215 B Street
Davis, CA 95616***

v4.1

5 August 2020

PRINCIPAL'S MESSAGE

Dear St. James School Families:

Since March 16, 2020, we have experienced, and continue to experience, challenging times and uncharted territory. Everything—from school instruction, summer plans, the way we organize our daily life, etc.—has changed drastically. Through all of this, we have been working to plan our return to school and enhance distance learning program. Our main focus is the health, safety, and well-being of our entire St. James community.

The following plan has been developed with State and County guidelines to help mitigate, not eliminate, the COVID-19 pandemic. No single action can eliminate the risk of virus transmission, but collectively, with implementation of coordinated efforts, we can reduce risk.

Our Return-to-School document outlines how the St. James School community will practice virus mitigation when on campus. It is critical for all members of our community to take precautions when away from campus. We are asking more of our teachers and staff in order for our plan to work safely. We are also asking more of our students and families. What happens away from our school building does have a major impact on the risk of bringing the virus to our community. ***One of the most important expressions of being a community right now is doing your part to keep the virus away from school.*** We are asking our teachers, staff, students, and families to continue to observe social distancing, wear masks, and practice all other virus mitigation practices. While data points to the virus being less risky for our youth, the staff and other adults deserve the consideration to ensure their health and safety.

We are in the midst of celebrating our 55th anniversary. For 55 years, St. James has withstood many historical events, and this is another moment in our history. One of the many opportunities presented to all of us lately has been an acknowledgement of our shared humanity, and as the St. James School schoolwide expectations state, we are FALCONS who are “faith-filled disciples, academic thinkers, loving friends, creative artists, Olympian teammates, and environmental stewards.” While this upcoming school year will look different, our mission and values of our St. James community remain the same.

Live Jesus in Our Hearts, Forever!

God bless,

Heather Church, Principal

2020-2021 Return-to-School Plan is a living document. This document will be reviewed and updated regularly to best navigate the COVID-19 pandemic. 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 2020-2021 Plan will be shared and updated to our community via SchoolSpeak.

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 school and the Catholic Schools in the Diocese of Sacramento are relatively small, and we do not face certain complications like bussing, collective bargaining, and other 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. **Mission:** St. James School, in partnership with its parents, respects individual differences while striving to develop a Christian community. We dedicate ourselves to provide: academic excellence, opportunities for success, role models of Gospel values, and an environment that nurtures self-worth.
2. **Together:** Protecting our most vulnerable populations is a moral and ethical obligation in caring for others as a community.
3. **Safety:** Mitigating and slowing the growth of COVID in the context of returning to our community. 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 or families are feeling anxious or uncomfortable, we will give them the option of remaining part of the community and classroom by continuing remote learning once we have returned to campus for instruction.
4. **Social and Emotional Well-being:** St. James is committed to the social and emotional well-being of our students and staff. We must do our best to ensure a smooth transition back to school for our students and staff in any capacity they may need. We must work together to check-in with how they are feeling, assess individual needs, and provide the necessary support during these challenging times.
5. **Presence:** We are committed to 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.
6. **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.

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GENERAL PROTOCOLS

Social Distancing

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying the Health and Human Services (HHS) recommended distance of 6 feet from others and eliminating contact with others whenever possible.

- 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
- Signage will be used throughout campus to support social distancing and proper hygiene norms. (Examples in Appendix B).
- Ad-hoc interactions/gatherings—Non-essential/informal meetings and visiting should be avoided. Any essential meetings will take place via Zoom or through other virtual meeting applications.
- Students will be mindful of the social distancing and health practices as instructed or they will not be allowed on campus.
- Mass gatherings, such as in-person assemblies, are prohibited.

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 will not share workspaces, supplies, or work in groups (social distancing will be in effect).
- Students will use restroom at designated times, and no more students will be admitted into a restroom at a time than there are sinks in the restroom.
- Any student showing signs of illness will have his/her temperature taken in the office, and a student with a temperature above 100.4 degrees or showing any respiratory symptoms will be isolated and sent home.
- All teachers and students are not to visit another classroom outside of their team or grade level. This does not include teachers who work at multiple grade levels. Teachers will travel throughout campus in masks.

Family Choice

We understand that some students will need to learn from home throughout this pandemic, or families may choose to keep their child(ren) at home. All classes will be designed to support students from home via remote learning. We will not require families to give reasons for their choices, but ask that families stay in communication with us. We are a community and are here to serve our community's needs to the best of our ability.

Shared Spaces

Employees are encouraged to disinfect their workspace multiple times throughout the day, paying special attention to commonly touched surfaces. St. James has alcohol-based hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces. Our site custodial team will clean all workspaces at their designated cleaning time and all rooms will be disinfected each evening with electrostatic misters.

**Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces.*

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

Office Capacity – Site will be monitoring and restricting the number of persons in the offices to maintain social distancing.

Conference Rooms– Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. 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, including the use of shared appliances such as coffee machines, refrigerators, and microwaves.

Copy Room – There will be limited access to the copy room.

Screening

Student Screening

Families must conduct daily self-check of students' temperatures and other symptoms (See Appendix B Student Checklists) before they leave home for school. The school will take student temperatures daily when they report to campus.

Staff and Volunteer Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will require employees to conduct a self-screening of COVID-19 symptoms before coming to work, including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than 100.4 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19

The school principal or principal's designee will take employee temperatures when they report to campus to begin a shift. The principal will retain a record of employee temperatures in a locked file cabinet in their office for a minimum of 90 days.

Staff with notable symptoms will be expected to report them to their supervisor and remain home.

If a staff member already at school shows symptoms as described above, a supervisor will offer to take their temperature and give them the opportunity to go home without penalty.

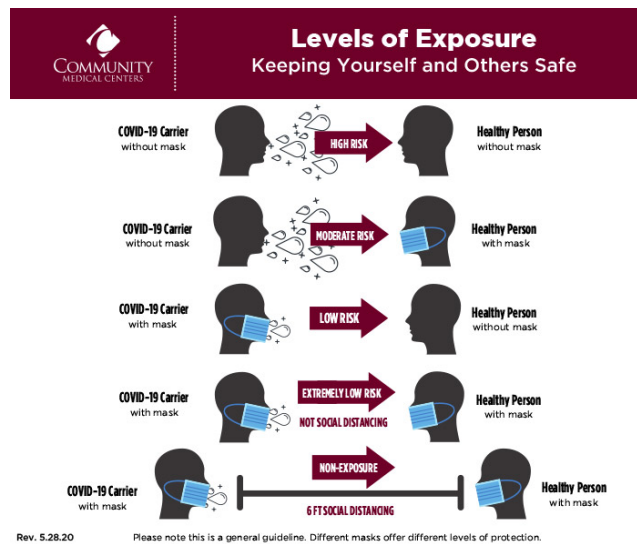
Personal Protective Equipment (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE includes:

Face Coverings/Masks: Face coverings/masks are an essential part of community protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. *Those not adhering to mask protocols will not be allowed on school premises.*

Everyone on campus must wear a mask, with the following exceptions:

- Students engaging in socially distanced (6' separation) outdoor physical activity
- **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
- Proper wear and care of face coverings found here: <https://bit.ly/washingfacecoving>



Gloves

All custodians and food services personnel must wear gloves. Other staff are required to wear gloves when cleaning or in direct contact with a student who is ill or adjusting mask. Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.

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

Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

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 70% alcohol if soap and water are not available.*
- *Avoid touching your eyes, nose, and mouth.*

Delivering Instruction

- Staff will be trained in sanitation and hygiene instruction
- Teachers will provide initial and routine instruction in social distancing and health practices to their students
- Activities where there is an increased likelihood for transmission from exhaled droplets, such as band and choir are not permitted unless outdoors
- Activities that involve singing must only take place outdoors
- 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 items; where sharing occurs, clean and disinfect between uses
- Substitute teaching will be handled by the principal, vice principal, instructional aides, or other school staff.
- To allow for social distancing, the 5th grade will be temporarily relocated to the larger space in the Science lab.
- Lessons that involve food preparation or shared snacks are prohibited.
- Classroom instruction will be delivered respecting social distancing, 1:1 with student devices, whole group, etc.

Educational Achievement Specialist (EAS) Support

Students who receive EAS services will be supported in the following ways:

- Students will be scheduled at various times in Mrs. Banister's room, the St. Ignatius room, and/or outdoors to allow for social distancing and disinfecting of area.
- Virtual sessions will be utilized for students not at school due to remote learning.

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.

We will not allow normal visitation to our campus until our reopen date. Only diocesan scheduled workers are allowed on campus during preparation for reopen. Once school is back in session on campus, visitations will still be limited while the COVID-19 risk persists as determined by county HHS.

Once school reopens:

- Schools will limit volunteers on campus to those performing essential tasks
- Parent volunteers can only be permitted in their own child's classroom if deemed essential by the principal
- Volunteers supervising outdoor activities (such as yard duty) are permitted so long as they follow staff protocols

Food & Package Delivery

Bringing in food items, other than personal lunches and snacks brought from home or those provided through the school's official food service programs, or sharing refreshments is prohibited. Personal food or 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

Note: Each school has a designated contact tracer whose name is on file with the Catholic School Department and County Health.

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

SCENARIO	IMMEDIATE ACTIONS	COMM.
<p>Scenario 1: A student or staff member either answers “yes” to a health screening question</p> <p>-OR-</p> <p>Exhibits the following COVID-19 symptoms</p>	<ul style="list-style-type: none"> Student/staff are isolated at the site until they can be sent home or to a healthcare facility per CDPH guidance <p>To return to school: Wait at least 10 days after symptom onset AND 24-hours after symptoms begin to improve AND at least 24 hours without a fever (without the use of fever reducing medications).</p> <p>-OR-</p> <p>If medical attention is needed, the individual should contact their healthcare provider. The healthcare provider will determine if the individual needs a COVID-19 test.</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 individual or individual’s guardian</p>

<p>Scenario 2: A family member or someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> • 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: <p>The date of last exposure to a COVID-19 positive non-household contact</p> <p>-OR-</p> <p>The date COVID-19 positive household member completes their isolation</p> <ul style="list-style-type: none"> • If student/staff begin to show COVID-19 like symptoms, it is recommended to be tested. • If student/staff test positive, see Scenario 3 <ul style="list-style-type: none"> • <u>School site will remain open.</u> 	<p>Student (Guardian) or Staff:</p> <p>Immediately notify the COVID-19 School Liaison if they are defined as a close contact of a confirmed case</p>
<p>Scenario 3: A student or staff member tests positive for COVID-19</p>	<ul style="list-style-type: none"> • 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 • <u>Student/staff that tested positive:</u> will isolate for 10 days after symptom onset or test date • <u>School-based close contacts:</u> identified and instructed to self-quarantine and monitor symptoms for 14 days. <p>*If close contacts begin to show COVID-19 like symptoms, it is recommended to be tested. Testing does not shorten 14-day quarantine</p> <ul style="list-style-type: none"> • <u>School site will remain open.</u> 	<p>COVID-19 positive</p> <p>Individual: Notify school administration and/or COVID-19 School Liaison immediately</p> <p>School Site:</p> <ul style="list-style-type: none"> • 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

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

SCENARIO	IMMEDIATE ACTIONS	COMMUNICATION
A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	Student/staff may return to school after 24 hours with no fever (without fever reducing medicine) and improvement in other symptoms.	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: <ol style="list-style-type: none"> The date of last exposure to COVID-19 positive non-household contact -OR- <ol style="list-style-type: none"> The date that COVID-19 positive household member completes their 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

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some situations, it may be difficult to determine whether individuals have met this criterion, and an entire cohort or group may need to be considered exposed, particularly if they have shared time indoors.

(††) 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.

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. State guidance on waivers is forthcoming.
- 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 10 cases or 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) **School diocese closure:** Closure by the superintendent is recommended when 25% or more of schools in a diocese have closed due to COVID-19 within 14 days, and in consultation with the local public health department.
- e) **Reopening:** Public Health and the school will be in communication throughout this process. School and diocese 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 students and employees 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 to the deep cleaning of the office and school before employees and students return, 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, we **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, restrooms	After each recess
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 station is 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

- Introduce fresh outdoor air as much as possible.
- Open windows as much as possible.
- Check and clean air filters to ensure proper air quality and circulation.
- Ensure proper ventilation during cleaning and disinfecting.
- When cleaning, allow sufficient air ventilation of student space before children arrive
- Plan a thorough cleaning when children are not present.

School Procured Additional Supplies

Item	Quantity	Notes
Hand Pump Sprayer	1/classroom	For teachers to spray desks for students to wipe down.
Staff Gloves	500 count/class	Nitrile gloves
Cleaning Solution		Alcohol-based
Electrostatic Mister	2/school	Used daily to disinfect entire school
Student wipes		For cleaning personal work surface in classroom
Restroom Soap Dispensers	12/school	Automated
Hand Sanitizer Dispensers	12/school	Automated
IR Therm	12/school	Housed in the school office, individual classrooms, and Extended Care
Acrylic/Plexiglass		Office counter & isolation space

Facility Adjustments

- Office to be installed with an autosense hand sanitizer dispenser and soap dispenser in the nurse's station.
- Cafeteria has been converted to a space to ensure social distancing in Extended Care.
- Science lab converted to 5th grade classroom to allow for social distancing.
- Autosense soap to be installed in all restrooms.
- Autosense hand sanitizers to be installed throughout campus.
- Classroom rugs, group tables, and extra furniture have 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 restrooms are designated six feet apart for parent pick-up.
- Social distancing and best practices signage will be posted around campus and distributed to families.
- Electrostatic disinfecting machines have been purchased for daily disinfecting of entire campus.

SCHOOL SCHEDULE & ROUTINES

Morning Drop-Off

Drop-Off Hours: 8:05 AM - 8:25 AM

Protocol: Students will exit their cars and be directed at the gate by staff to head directly to their classroom. Teachers will be at their doors to admit students. Students will enter and go directly to their assigned seats.

Lunch Food Service

Schedule:

Time	Activity	Grade Level (Teacher or Aid Staffing)			
11:30-11:50	Lunch	3 (Aide)	4 (Aide)	5 (Aide)	
11:50-12:10	Recess	3 (Aide)	4 (Aide)	5 (Aide)	
12:00-12:20	Lunch	TK (Aide)	K (Aide)	1 (Aide)	2 (Aide)
12:20-12:40	Recess	TK (Aide)	K (Aide)	1 (Aide)	2 (Aide)
12:30 – 12:50	Lunch	6 (Aide)	7 (Aide)	8 (Aide)	
12:50-1:15	Recess	6 (Aide)	7 (Aide)	8 (Aide)	

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

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.

Masses

Mass schedules will be provided by our pastor, Father Rey Bersabal.

After School Pick-Up

Time: 2:55 PM - 3:15 PM (2:55 PM TK and K dismissal; 3:00 PM 1st-8th grade dismissal)

Staffing: Teachers and Aides

Protocol: Our pick-up loop will be relocated to utilize the 14th Street parking lot along with the blacktop playground area. Cars will enter the loop through the 14th Street parking lot and exit using the Staff parking lot on B Street. Students will remain with their classroom cohorts and report to designated class pick-up area. School staff will direct student pick-up and the traffic in the loop. The 14th Street parking lots gates will be opened by 2:30 PM. Parents will not be admitted prior to pick-up into the school office.

Extended Care

Hours of Operation: Morning Shift 7 AM – 8:05 AM; Afternoon Shift 3:00 PM – 6:00 PM

Staffing: School employees

Protocol: Extension will be held in the converted cafeteria space (Asmundson Room) with distanced and assigned student desks. Each student will have their own supplies, and the space has its own set of 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 cafeteria entrance; they will not be admitted into the space.

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 8:00-8:25 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.

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

The gymnasium will serve as the designated space for rainy weather, when it's too hot, or if 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/Asmundson Room will radio the employee with the students on the playground to send the student to the Asmundson Room. The parent will not be admitted on campus to gather their child.

APPENDIX B: PROTOCOLS & SIGNAGE

Surface Cleaning



Additional Details:

- Teacher will spray the area to ensure wait time and proper coverage.

Restroom Use

ROMAN CATHOLIC
DIOCESE OF SACRAMENTO



COVID 19
RESPONSE PROTOCOLS

RESTROOM USE

LOOK, ENTER IF OPEN SINK



1



PER







USE STALL PREP TOWEL WASH

RESPECT EVERYONE'S SPACE

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)




ROMAN CATHOLIC
DIOCESE OF SACRAMENTO






COVID 19
RESPONSE PROTOCOLS

CAMPUS ENTRY SCREENING

COMPLETE SURVEY PRIOR TO ENTRY

DISINFECT

MASK?

GLOVES

RESPECT EVERYONE'S SPACE

FAITH

COMMUNITY

GROWTH

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 two of these symptoms

Fever

Muscle pain

Sore throat

Chills

Headache

New loss of taste or smell

Repeated shaking with chills

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 he/she 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



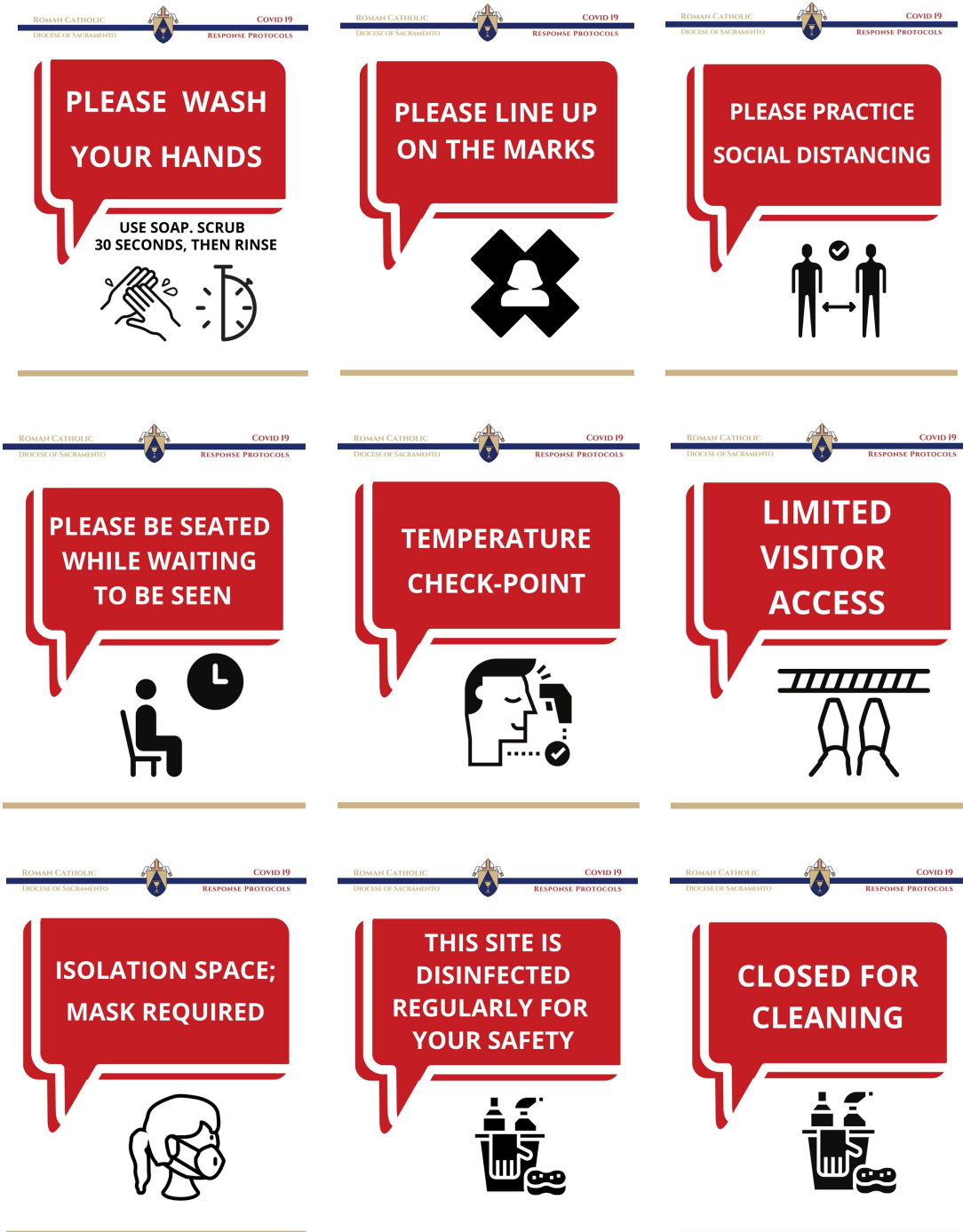
END OF DAY!

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. 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, physical education, and music. Students on independent, remote learning will be folded into the entire site distance learning program.

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](http://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).