

DIOCESE *of* SACRAMENTO  
CATHOLIC SCHOOLS

# RETURN-TO-SCHOOL PLAN: COVID-19 PROTOCOLS



**Mt. St. Mary Academy**  
**400 South Church Street**  
**Grass Valley, CA 95945**

v4.1

5 August 2020

## INTRODUCTION

We have created this plan to support our safe return to school in August 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.

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## 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
- 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, including the use of shared appliances such as coffee machines, refrigerators, and microwaves

**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
- A temperature check will be conducted for all persons entering campus, and staff will complete an additional screening document (see Appendix B)
- During the day, any person experiencing or showing symptoms 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

## 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 70% 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.*

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

- TK - 2nd grade students while seated at desks
- 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.”<sup>1</sup>

- Proper wear and care of face coverings found here: <https://bit.ly/washingfacecoving>

## Gloves

### **All custodians and food services personnel 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 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 things; where sharing occurs, clean, and disinfect between uses
- Lessons that involve food prep, or shared snacks are prohibited (bake sales, friendships salads, etc.)

## 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 campuses until our reopen date. Only diocesan scheduled workers are allowed on campus during preparation for reopen.

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

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

## Food & Package Delivery

Bringing in food items, outside those provided through the school's official food service programs, or sharing refreshments is prohibited. Personal food or package deliveries is 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><b>Scenario 1:</b> A student or staff member either answers “yes” to a health screening question</p> <p><b>-OR-</b></p> <p>Exhibits the following COVID-19 <a href="#">symptoms</a></p>	<ul style="list-style-type: none"> <li>Student/staff are isolated at the site until they can be sent home or to a healthcare facility per <a href="#">CDPH</a> guidance</li> </ul> <p><b>To return to school:</b> 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><b>-OR-</b></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"> <li>If student/staff tests positive, see Scenario 3.</li> <li>If student/staff tests negative, see Table 2 below.</li> <li>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)</li> </ul> <p><b><u>School site will remain open</u></b></p>	<p>COVID-19 symptoms letter provided to individual or individual’s guardian</p>

<p><b>Scenario 2:</b> A family member or someone in close contact with a student or staff member (<b>outside the school community</b>) tests positive for COVID-19</p>	<ul style="list-style-type: none"> <li>• Student/staff sent home</li> <li>• RD &amp; COVID-19 School Liaison notified</li> <li>• Student/staff instructed to quarantine/monitor for symptoms, even if they test negative, <b>for a full 14 days after:</b></li> </ul> <p>The date of last exposure to a COVID-19 positive non-household contact</p> <p><b>-OR-</b></p> <p>The date COVID-19 positive household member completes their isolation</p> <ul style="list-style-type: none"> <li>• If student/staff begin to show COVID-19 like symptoms, it is recommended to be tested.</li> <li>• If student/staff test positive, see Scenario 3</li> </ul> <ul style="list-style-type: none"> <li>• <b><u>School site will remain open.</u></b></li> </ul>	<p><b>Student (Guardian) or Staff:</b> Immediately notify the COVID-19 School Liaison if they are defined as a close contact of a confirmed case</p>
<p><b>Scenario 3:</b> A student or staff member tests positive for COVID-19</p>	<ul style="list-style-type: none"> <li>• Student/staff sent home, if not already at home</li> <li>• School administration, RD and county COVID-19 School Liaison notified</li> <li>• Public Health – School Unit (PHSU) notified</li> <li>• Close off and clean any areas used by the person who tested positive, per <a href="#">CDPH</a> and <a href="#">CDC</a> guidance</li> <li>• <b><u>Student/staff that tested positive:</u></b> will isolate for 10 days after symptom onset or test date</li> <li>• <b><u>School-based close contacts:</u></b> identified and instructed to self-quarantine and monitor symptoms for 14 days.</li> </ul> <p>*If close contacts begin to show COVID-19 like symptoms, it is</p>	<p><b>COVID-19 positive</b></p> <p><b>Individual:</b> Notify school administration and/or COVID-19 School Liaison immediately</p> <p><b>School Site:</b></p> <ul style="list-style-type: none"> <li>• Contact PHSU</li> <li>• Close Contact letter and Self-Quarantine Instructions sent to school close contacts within 48 hours.</li> <li>• Confirmed COVID-19 case notification sent to school community</li> </ul>

	recommended to be tested. Testing does <b>not</b> shorten 14-day quarantine	
	• <b><u>School site will remain open.</u></b>	

### 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"> <li>Student/staff must remain in quarantine <b>for a full 14 days after:</b> <ol style="list-style-type: none"> <li>The date of last exposure to COVID-19 positive non-household contact</li> </ol> </li> <li><b>-OR-</b></li> <li>The date that COVID-19 positive household member completes their isolation</li> </ul>	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"> <li>Can return to school/work immediately</li> </ul>	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.

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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 district closure: Closure by the superintendent is recommended when 25% or more of schools in a district 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 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
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks,	After each recess

	restrooms	
<b>Common Areas</b>	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.
- Replace and check air filters and filtration systems to ensure optimal air quality on a schedule
- 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

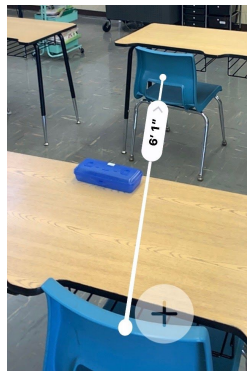
Item	Quantity	Notes
<b><u>Hand Pump Sprayer</u></b>	1/classroom	For teachers to spray desks for students to wipe down.
<b>Staff Gloves</b>	500 count/class	Nitrile gloves
<b>Bulk Hand Sanitizer</b>	On site	1 gallon drums for refill stations
<b>Individual Pumps</b>	1/person	8oz

<b>Cleaning Solution</b>		Alcohol-based/Peroxide Based
<b>Student Towels/ Ziplock Bags</b>		For cleaning personal work surface and storing clean and soiled towels
<b>Restroom Soap Dispensers</b>		Automated
<a href="#">Pencil box/supply bin</a>	1/student	
IR Therm	3/school	Housed in the school office
Hand Sanitizer Dispensers	All Rooms on Campus	Automated
Hand Sanitizer Dispenser and Stand	3 (1 for each hallway)	Automated
Water Bottle Filling Station	1 for Junior High (third floor)	
Acrylic/Plexiglass		Office counter

## FACILITY ADJUSTMENTS

- The office and all classrooms including the library have an automated hand sanitizer
- Water bottle filling stations
- Office has installed plexiglass at the counter
- Classroom rugs, group tables, and extra furniture has been removed
- individual desks or tables installed with spacing between student stations
- Students have their own designated space (desk/table) with their own supplies, water bottle, hand sanitizer and extra PPE
- Spots outside classrooms and restroom are designated six feet apart
- 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 products





## SCHOOL SCHEDULE & ROUTINES

### Morning Drop-Off

**Drop-Off Hours:** 7:45 AM - 8:05 AM

**Protocol:** Students will exit their cars, temperature will be taken, and then they will head directly to their classroom. Teachers will be at their classroom door to welcome students. Students will enter and go directly to their desks.

### Recess and Lunch Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45am - 8am					
8am - 8:15am	Assembly-Held in each classroom	Assembly-Held in each classroom	Assembly-Held in each classroom	Assembly-Held in each classroom	Assembly-Held in each classroom
9:15am - 9:45am TK & K	Wendy (Grass) Megan (Play Area 1)	Wendy (Play Area 1) Megan (Grass)	Wendy (Grass) Megan (Play Area 1)	Wendy (Play Area 1) Megan (Grass)	Wendy (Grass) Megan (Play Area 1)
9:30am - 9:45am 1 & 2 <b>Assigned Play Areas</b> -Play Area 2 -Play Area 3	Carol Kent Carol Keane-Stein	Carol Kent Carol- Keane-Stein	Carol Kent Carol Keane-Stein	Carol Kent Carol Keane-Stein	Carol Kent Carol Keane-Stein
9:45am - 10am 3, 4, 5 <b>Assigned Play Areas</b> -Grass -Play Area1 -Play Area 2	Dina Tania Courtney	Dina Tania Courtney	Dina Tania Courtney	Dina Tania Courtney	Dina Tania Courtney

10:00am - 10:15am <b>Assigned Play Areas</b> -Grass -Play Area1 -Play Area 2	Dave Makenzie Karen	Dave Makenzie Karen	Dave Makenzie Karen	Dave Makenzie Karen	Dave Makenzie Karen
11:30am - 12:15pm <b>Assigned Play Areas</b> -Grass -Play Area1 -Play Area 2 -Play Area 3	YD TK - 2 YD TK - 2 Edee TK - 2	YD TK - 2 YD TK - 2 Edee TK - 2	YD TK - 2 YD TK - 2 Edee TK - 2	YD TK - 2 YD TK - 2 Edee TK - 2	YD TK - 2 YD TK - 2 YD TK - 2 Edee TK - 2
12:00-12:45 <b>Assigned Play Areas</b> -Grass -Play Area1 -Play Area 2	YD 3, 4, 5 Edee 3, 4, 5	YD 3, 4, 5 Edee 3, 4, 5	YD 3, 4, 5 Edee 3, 4, 5	YD 3, 4, 5 Edee 3, 4, 5	YD 3, 4, 5 Edee 3, 4, 5
12:30pm - 1:15pm <b>Assigned Play Areas</b> -Grass -Play Area 1 -Play Area 2	YD 6 - 8 Edee 6 - 8	YD 6 - 8 Edee 6 - 8	YD 6 - 8 Edee 6 - 8	YD 6 - 8 Edee 6 - 8	YD 6 - 8 Edee 6 - 8

2:30pm TK & K Afternoon recess	Wendy (PA) Megan (G)	Wendy (G) Megan (PA)	Wendy (PA) Megan (G)	Wendy (G) Megan (PA)	Wendy (PA) Megan (G)
2:00-2:15 1 - 3 Afternoon Recess	Carol K (Grass) Carol K.S (PA1) Dina (PA2)	Carol K (PA1) Carol K.S (PA2) Dina (Grass)	Carol K (PA2) Carol K.S (Grass) Dina (PA1)	Carol K (Grass) Carol K.S (PA1) Dina (PA2)	Carol K (PA2) Carol K.S (PA1) Dina (Grass)

2.50pm - 3:15pm <b>Students stay in designated area with teacher until loaded into their car</b>	Gate Open- Traffic / Safety Wendy Edee Carol K Carol K.S Dina Megan Karen Makenzie Courtney Tania	Gate Open Traffic / Safety Wendy Edee Carol K Carol K.S Dina Megan Karen Makenzie Courtney Tania	Gate Open Traffic / Safety Wendy Edee Carol K Carol K.S Dina Megan Karen Makenzie Courtney Tania	Gate Open Traffic / Safety Wendy Edee Carol K Carol K.S Dina Megan Karen Makenzie Courtney Tania	Gate Open Traffic / Safety Wendy Edee Carol K Carol K.S Dina Megan Karen Makenzie Courtney Tania
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## Lunch Food Service-MSM is suspending Hot Lunch until further notice.

**Protocol:** Students will eat lunch at their assigned area outside in the eating area. Students will eat lunch outside with their class cohorts. When it is raining, students will eat in their classrooms with their cohort. Lunch Duty Staff will sanitize the eating area between lunches. Students will have recess in separate areas of the campus (uppergrass area and lower playground). Play structures will not be in use until further notice.

## Recesses and Physical Education

**Staffing:** Teachers and Principal

**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.

## After School Pick-Up

**Time:** 3:00 PM - 3:15 PM

**Staffing:** Teachers and Principal

**Protocol:** The campus gate will be opened at 2:45 PM. Before that time parents will not be admitted into the school office. Parents will drive up through the pickup area. Students will leave their designated area and enter their cars from the pick up line.

## Extended Care

**Hours of Operation:** 3:00 - 6:00

**Staffing:** Mt. St. Mary School employees  
Student to Staff Ratio: <18:1

**Protocol:** Extension will be held outside on the playground and in the covered area when applicable. Students will eat their own snack and then complete homework in their own cohort. Once in the extension classroom, each student will have their own supplies, stay in cohorts, 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. Masks will need to be worn for all students while inside the Extension Classroom. The facility will be cleaned after use. Parents will pick-up and drop-off at the regular side entrance; they will not be admitted into the space.

## APPENDIX A: FAQ

### **What if a student arrives late?**

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

### **What about recess?**

*Grades will have a newly assigned recess time slot with their teacher. Student is TK-3rd grade will also have an afternoon recess built into the school day.*

### **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 or classrooms 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 during extension when a parent comes to pick up a child?**

Parents picking up students will keep a social distance of 6' and wear a mask. The extension teacher will sign out the student and release them to their parent.

## APPENDIX B: PROTOCOLS & SIGNAGE

### Surface Cleaning



#### Additional Details

- Teacher will spray the area to ensure wait time and proper coverage.
- Students will use a paper towel to wipe down disinfected surfaces.



## 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





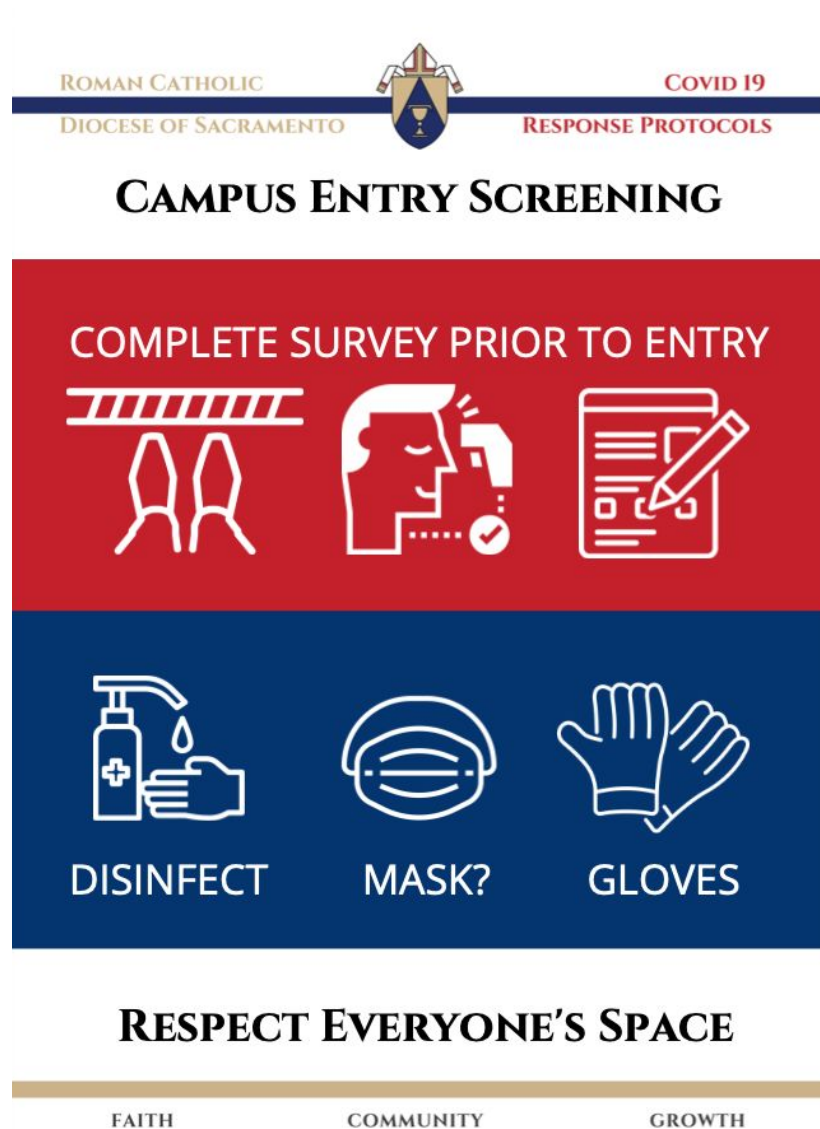
TEACHERS CLEAN HANDS; WEAR GLOVES

### RESPECT EVERYONE'S SPACE

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## 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 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

## &lt; OFFICE USE ONLY &gt;

**If a person is exhibiting symptoms or exceeds the body temperature allowable by the resident county HHS 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
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### End of School Day Reminders



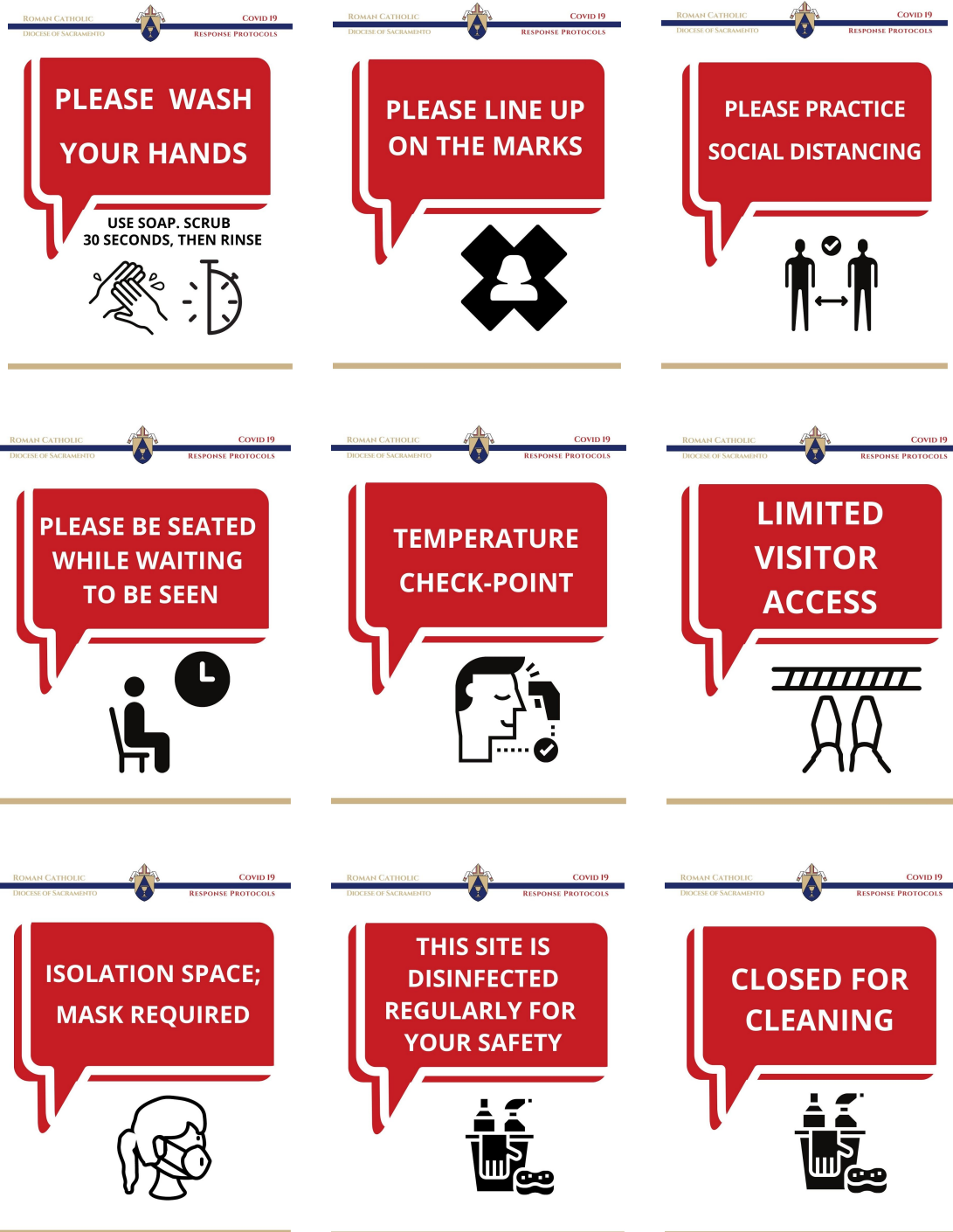
**END OF DAY!**

SMILE	CHECK LIST	CLEAN
		
		
DONT FORGET TO WASH TOWELS & RETURN		

**HAVE A GREAT AFTERNOON!**

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## 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 Mt. St. Mary Academy is 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 (3:30-4:00)

## 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 (530) 273-4694 or email Mrs. Wood at [ewood@mtstmarys.org](mailto:ewood@mtstmarys.org).

