

DIOCESE *of* SACRAMENTO
CATHOLIC SCHOOLS

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

Saint Joseph School

v4.0

20 July 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 give them 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
Personal Protective Equipment (PPE)	5
Face Coverings	5
Gloves	6
Delivering Instruction	6
Visitor & Volunteer Protocols	6
Food & Package Delivery	7
Travel Restrictions	7
COVID SYMPTOMS & CASE RESPONSE	8
Additional Details	9
SAFE ENVIRONMENT	10
Product Guides	10
General Disinfection Measures	10
Safe Water	11
HVAC Considerations	11
School Procured Additional Supplies	11
FACILITY ADJUSTMENTS	12
SCHOOL SCHEDULE & ROUTINES	13
Morning Drop-Off	13
Lunch Food Service	13
Recesses and Physical Education	14
Masses	14
After School Pick-Up	15
Extended Care	15
APPENDIX A: FAQ	16
APPENDIX B: PROTOCOLS & SIGNAGE	17
Surface Cleaning	17
Restroom Use	18
Teacher Cleaning Expectations	19
Screening	20
Student Checklists	23
Additional Facility Signage	24

APPENDIX C: AGENCY UPDATES & RESOURCES	25
APPENDIX D: DISTANCE LEARNING	26
Distance Learning Outline	26
Independent, Remote Learning for At-Risk Students	26
Overview	26
Roles and Responsibilities	27
Daily Schedule	27
Next Steps & Additional Information	27
APPENDIX E: NOTICE OF SCHOOL START	28
SCHOOL IS IN SESSION!	28
START OF SCHOOL PULL-THROUGH BLESSING	28
FIRST TIME ON CAMPUS FOR 2020! (3rd - 8th Grade)	28
Soft Start "Drop-off" & "Pick-Up!"	29
Outline	29
Schedule for 1st - 8th Grade*	29
Schedule for TK and Kindergarten - We know that dropping off at the gate is not ideal for our little ones and their parents, so we will have a slightly different practice for them. They will come with you to the cafeteria and we will guide you from there:)	30
AUGUST 11th All Classes	30
Background Information	31
Appendix G: Waiver Letters	34
Staff Letter of Support	34
Parent Letter of Support	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
- 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 are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

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.”¹

- 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 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 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

¹ 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

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 (and no 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 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: 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</p>	<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

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

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- 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 other 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 Shasta County is placed on the County Monitoring List (CML). If Shasta 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 Shasta 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 Shasta 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 result 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
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.
- 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 the 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	1/site	55-gallon drums 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

- Office has installed an autosense hand sanitizer dispenser and paper towel dispenser in the nurse's station
- Cafeteria has been converted to a space to ensure social distancing in extended care
- Autosense faucets have been installed in all restrooms
- 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



SCHOOL SCHEDULE & ROUTINES

Morning Drop-Off

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

Protocol: Students will exit their cars and be directed at the gate 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.

Lunch Food Service

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)	7/8 (T)	
1:00 - 1:30	Recess	5 (T)	6 (T)	7/8 (A)	

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 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.

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)	7/8 (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

Students 1st-8th will attend weekly mass by cohort in the gymnasium.

Wednesdays	9:30AM	1st & 2nd grade
Thursdays	9:30AM	3rd & 4th grade
Fridays	9:30AM	Junior High

After School Pick-Up

Time: 3:15PM - 3: 30PM

Staffing: Teachers and Aides

Protocol: The campus gate will be opened at 3:00. Before that time parents will not be admitted into the school office or on campus. Parents will line up outside the classroom door 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: Saint Joseph School employees

Student to Staff Ratio: <18:1

Protocol: Extension will be held in a converted cafeteria space 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 8:00-8:15 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.

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

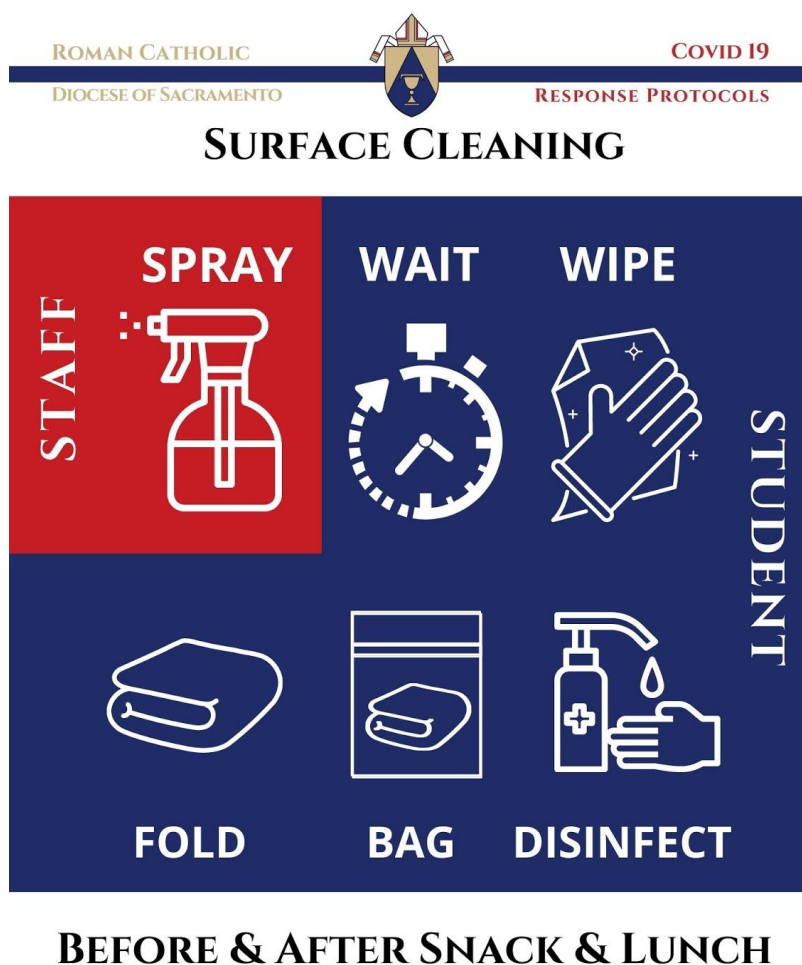
The gymnasium will serve as the space designated for when it rains, is too hot, or the air quality prohibits being outside; however, just like recess, it will be used by one class at a time.

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)




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 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



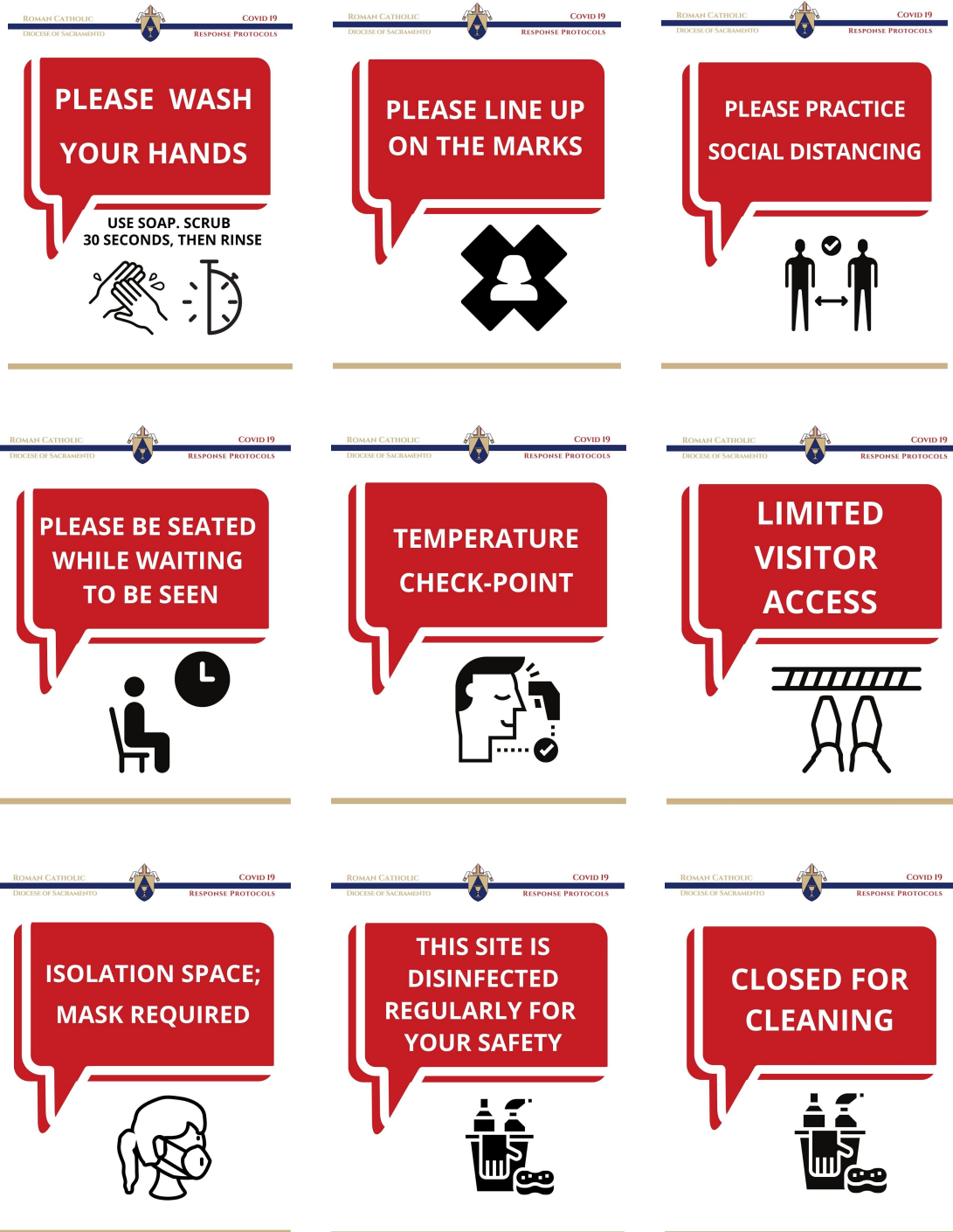
END OF DAY!

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>

APPENDIX D: DISTANCE LEARNING

The Distance Learning opportunities provided by Saint Joseph 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 that 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 whole 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 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. Is available to all parents in a regular fashion (phone, email, appointment). Posts content for Teacher Liaison review 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. Serves as student and parent first point of contact 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
8:30AM	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
1:00PM	Remote Learning Group Close & Enrichment with Teacher Liaison
TU/TH	Classroom Teacher Check-In (3:30-4PM)

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 email contact@sjsr.org or call the office: (530) 243 - 2302

APPENDIX E: NOTICE OF SCHOOL START

SCHOOL IS IN SESSION!

Good Afternoon Saint Joseph families,

It was a surreal morning as I pruned the school bushes with my eldest son. Normally this is the day when we come together to beautify the school, have a BBQ lunch together, and receive a blessing from Father for the start of our school year. We understand coming together at this time looks different. Father and I would like to offer our community an opportunity to receive a blessing to start our year together. With our Return-to-School Version 3.0 protocol complete, we can offer a schedule of events providing nurturing transition opportunities to our families to kick-off the start of our school year.

START OF SCHOOL PULL-THROUGH BLESSING

Sunday, 7/26 (all are welcome TK-8th grade)

- From 12:00 - 1 PM
- Please line up in the school pull through and Father will provide a “hello” and a special blessing for families as they drive through.

FIRST TIME ON CAMPUS FOR 2020! (3rd - 8th Grade)

Please drop off your child on time and pick them up at the end of the session. I will talk to students about what school is going to look like and get some of their online accounts squared away. If students are not able to attend their session, that is okay. This is just an added layer to support our students.

Location: Cafeteria

Masks required (we are following our Return-to-School Plan)

Schedule

7/27	10AM-11:45	3rd Grade
	12 PM-1:45	4th Grade
	2 PM-3:45	5th Grade
7/28	10 AM-11:30	6th Grade
	12 PM-1:30	7th Grade
	2 PM-3:30	8th Grade

Soft Start “Drop-off” & “Pick-Up!”

To give everyone a sense of the adjusted morning drop-off and afternoon pick-up routine we are providing an opportunity for a trial run. This is optional but recommended for peace of mind.

Outline

“Drop-Off” at gate

*Parents “drop-off” students at the front gate, we will greet and send them to their classrooms where their teacher will then practice morning routine with them. **Parents will be directed to the cafeteria to meet with the principal for Q&A time.***

“Pick-Up”

After the teacher checks-in with students and the parents have their Q&A time with the principal, the parents will be sent to “pick-up” their children. They will then go through the front gate to be admitted to campus to “line-up” at the classroom door to check-out their children.

*PLEASE NOTE: Students who attend their session IN UNIFORM will **earn a free dress pass!***

Schedule for 1st - 8th Grade*

8/5	10 AM-11:45	Families with Last Names Starting with A - Casas
	12 PM-1:45	Families with Last Names Chitwood-Heywood
	2 PM-3:45	Families with Last Names Ilboudo-Kuljis
8/6	10 AM-11:45	Families with Last Names Labarbera-Mangas
	12 PM-1:45	Families with Last Names Mansfield - Nielen
	2 PM-3:45	Families with Last Names Nyugen-Renard
8/7	10 AM-11:45	Families with Last Names Richards-Sinclair
	12 PM-1:45	Families with Last Names Souphavong - Z

Schedule for TK and Kindergarten - *We know that dropping off at the gate is not ideal for our little ones and their parents, so we will have a slightly different practice for them. They will come with you to the cafeteria and we will guide you from there:)*

8/6 8:30 AM-10:00 AM Families with Last Names Starting with A - Halley

8/7 8:30 AM-10:00 AM Families with Last Names Kelly - Z

*If a family is unable to attend their session please communicate with the office to schedule another session.

AUGUST 11th All Classes

This first day for all classes will be a minimum day without extended care in the afternoon to allow for a whole staff meeting to make any needed adjustments.

Regular Day Pick-Up Window (AUGUST 12th Forward)

We are extending the daily pick-up window to assist traffic flow.

Pick-Up #1 3:00 - 3:15 PM Families with Last Names A - Mangas

Pick-Up #2 3:15 - 3:30 PM Families with Last Names families Mangas - Z

As always, if your child is picked up after 3:30 PM, they will be escorted by their teacher to extended care for you to pick up before 5:30 PM.

APPENDIX F: APPLICATION FOR WAIVER

On July 5, 2020, the California Department of Public Health (CDPH) placed Colusa County on its monitoring list due to increased hospitalizations and limited hospital capacity. On July 17, Governor Gavin Newsom announced that if a county has been on the monitoring list within the last 14 days, a school must conduct distance learning only, until the county has been off the monitoring list for at least 14 days.

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.

Background Information

School Name:

School District:

Superintendent Name: Lincoln Snyder

Address:

Grades to be Reopened: Tk-8th

Total Number of Students by Grade:

TK:

4:

K:

5:

1:

6:

2:

7:

3:

8:

Date of Reopening:

Name of Person Completing Application:

Phone Number:

Email:

Signature:

Date:

Components per County Waiver Requirements

1. Staff Training and Family Education. Describe how staff will be trained and families will be educated on sanitation, physical distancing, face coverings, health screenings, identifying COVID-19 symptoms, to promote health hygiene practices among students, ... [SEE SECTION "Delivering Instruction"](#)
2. Healthy Hygiene Practices. Describe the availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines. [SEE SECTION "Safe Environment"](#)
3. Health Screenings for Students and Staff. Describe how students and staff will be screened every day before school for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately. Describe how students or staff will be cleared to return to school after illness. [SEE SECTION "Screening"](#)
4. Physical Distancing. Describe how students and staff will remain at least 6 feet apart at all times while on campus. [SEE SECTION "Social Distancing"](#)
5. Cleaning and Disinfection. Describe how shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized. [SEE SECTION "Shared Spaces"](#)
6. Face Coverings and other Essential Protective Gear. Describe how CDPH's face covering requirements will be met and enforced. [SEE SECTION "Personal Protective Equipment\(PPE\)"](#)
7. Cohorting. Describe how students will be kept in stable groups with fixed membership that stay together for all activities (such as lunch, recess, etc.) and avoid contact with other groups or individuals who are not part of the cohort. [SEE SECTION "Student Cohorts"](#)
8. Entrance, Egress, and Movement within the School. Describe how students, staff, and parents will be dropped off, picked up, and move about the school grounds to avoid close contact and/or mixing of cohorts. [SEE SECTION "School Schedule and Routine"](#)
9. Identification and Tracing of Contacts. Describe what action you will take when there is a confirmed case in the school. Each school must designate a staff person to support contact tracing, such as creation and submission of lists of exposed students and staff to Public Health, and notification of exposed persons. Each school must designate a person for Colusa County Public Health to contact about COVID-19. **Our designee is:** _____ [SEE SECTION "COVID Symptoms & Case Response"](#)
10. Testing of Students and Staff. Describe how you will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how you will test staff periodically to detect asymptomatic infections. [SEE SECTION "COVID Symptoms & Case Response"](#)
11. Communication Plan. Describe how you will communicate with students, staff, and parents about cases and exposures at the school. [SEE SECTION "COVID Symptoms & Case Response: Additional Details"](#)
12. Triggers for Switching to Distance Learning. List the criteria you will use to determine when to close the school for in-person instruction. [SEE SECTION "COVID Symptoms & Case Response: Additional Details"](#)

Letters of Support Required

- All labor unions with workers at the school. If no labor union exists, such as for a private school, a letter of support must be provided by whichever organization(s) represents

teachers and other staff at the school. If there is no representative organization, a letter of support must be signed by the majority of teachers and other staff at the school.

- Letter of support from parent organization(s).

Staff Letter of Support

We, the staff of X school, hereby affirm our support of this application for a waiver to reopen the school per the guidelines detailed in this document.

Sincerely,

(NAME, POSITION, SIGNATURE LINE)

Parent Letter of Support

The Catholic School Advisory Committee of school X, hereby affirms our support of this application for a waiver to reopen the school per the guidelines detailed in this document.

Sincerely,

(NAME, CHAIR, SIGNATURE LINE)