

DIOCESE *of* SACRAMENTO
CATHOLIC SCHOOLS

RETURN-TO-SCHOOL PLAN: COVID-19 PROTOCOLS



St. Catherine of Siena School
3460 Tennessee Street
Vallejo, CA 94591
Solano County

v4.1
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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-19 in the context of returning to our ministry. Understanding that there is inherent risk to being in session on campus while there is 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 in 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 less than 6 feet for 15 minutes or more
- 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 office 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:

- K-2nd grade students while seated at a desk
- 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 wear a face covering outside of the classroom.

- Proper wear and care of face coverings found here:

<https://bit.ly/washingfacecovering>

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 for in-person instruction in the physical classrooms:

- Schools will limit volunteers on campus to those performing essential tasks
- Parent volunteers will be restricted by the school principal

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.

Families will not bring treats or goody bags for student birthdays, instead students will enjoy special privileges such as being first in line, receiving a free homework pass, and an extra free dress pass to be used during the month. Parents will sign their child out if delivering a late lunch or fast food so that healthy students are not in the office at the time of a potential student with a fever awaiting pick-up. Before Halloween, Christmas, and Valentine's Day, there will be discussion and analysis with PTC on what may possibly constitute an appropriate celebration/party for the students in each class that does not involve any food or goody bags but possibly a craft, game from their desks, art project, or G rated movie. It may be decided that a celebration/party is not at the best interest of student safety. It may be decided that room parents will not be allowed in the classrooms and that teachers will organize fun activities for their grade level. Parties will again be discussed and analyzed with PTC before each holiday.

Travel Restrictions

Diocesan schools will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Catholic Schools Department. There will not be any field trips for St. Catherine of Siena students this entire school year (day or overnight).

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: 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 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 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. No usage at this time
Electronic Equipment	Copier machines, Shared computer monitors, TV's, 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

Safe Water

- Use of drinking fountains is suspended, children are to bring their own container of water from home
- 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
Hand Pump Sprayer with Disinfectant	1/per classroom	For teacher use, to spray desks for students to wipe down.
Staff Gloves	100 count/class	Nitrile gloves
Bulk Hand Sanitizer	From the	For refilling classroom entrance containers

	diocese	
Hand Sanitizer Pumps	1/per classroom	8oz to be used whenever a student enters and has their temperature checked. Refilled when necessary from the bulk hand sanitizer container.
Cleaning Solution		Alcohol-based
Air Purifiers	1 per classroom	In all classrooms
Restroom Soap Dispensers	1/per sink	In all bathrooms
Restroom Touchless water faucets at all sinks	1/per sink	In all bathrooms (waiting for installment date)
IR Therm No contact thermometer	1 per classroom	Housed in each classroom and school office
Acrylic/Plexiglass	Front Office Counter	Office counter

Supplies Provided by Families/Students

***Families are to replenish disinfectant/sanitary supplies whenever needed.**

Seat sack to hang on chair to keep personal supplies in	1 per K-8 student	smaller size for kindergarten chairs
Tissue box	1 per K-8 Student	kept in seat sack
Hand sanitizer	1 per K-8 Student	kept in seat sack
Baby wipe package	1 per K-8 Student	kept in seat sack (used after eating)
Disinfecting Clorox wipes	1 per K-8 Student	kept in seat sack for cleaning personal work surface area

Each student will have their own markers, scissors, pencils, glue sticks, crayons, etc.	1 as directed by grade level per K-8 Student	Kept in desk or seat sack
Hydro-flask or similar container filled at home with water each day for school	1 per K-8 Student	No usage of shared water fountains at school
Box of ziploc sandwich bags	1 per K-8 Student	kept in seat sack (to be used to remove personal items from the classroom for disposal and replacement as needed)
Band aids	1 box per K-8 Student	kept in seat sack (each student will have their own box of personal bandaids to put on as needed limiting personal contact)
Pencil box/supply bin	1 per K-8 student	Kept in desk or seat sack

FACILITY ADJUSTMENTS

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

- The office has installed an auto sense hand sanitizer dispenser.
- Auto sense faucets have been installed in all restrooms.
- New brighter lighting has been installed in all student restrooms.
- Classroom rugs, group tables, and superfluous furniture have been removed and new individual desks have been placed with six-foot gapping between student stations.
- Students have their own designated desk and seat sack with their own supplies, water bottle/hydroflask from home, cleaning materials, and hand sanitizer.
- Music class will take place in each classroom, there will be no music club.
- Teachers will rotate to classrooms so that students may remain at their desks for individual instruction. The junior high math room will be sanitized in between classes that will be divided further into smaller groups following social distancing.
- Air purifiers will be placed in each classroom and run throughout the school day.
- The gym will be used for extended care only and have an air purifier.
- Spots outside of classrooms and restrooms are designated six feet apart for students to line-up, and for parents to wait when picking up children.

- Classrooms will be kept at a cooler temperature to offer more comfort while wearing face shields during the school day, please ensure that a SCS uniform sweatshirt is brought each day to wear inside the classroom.
- Social distancing and best practices signage posted around the campus and distributed to families.



SCHOOL SCHEDULE & ROUTINES

Morning Drop-Off

Drop-Off Hours: 7:45 AM - 8:10 AM

Protocol: There will not be student volunteers for Safety Patrol. Mr. Miller will direct traffic at the crosswalk. Mr. Horder will assist in directing families down the staircase in one direction only. Families will park, and students will exit their cars along with parents and be directed by SCS Faculty/Staff to go down the stairs and head directly into their classroom. Teachers will be at their classroom doors to admit students after a temperature check screening. Students without fever present will enter and go to their assigned seats after putting hand sanitizer on their hands. At this time, faculty, staff, and 3-8th grade students are required to wear masks at all times during school hours. Masks may be removed to eat. Students are to treat masks as part of their required school uniform. Parents are not to enter classrooms to limit additional potential contamination. Parents and students will follow the one way walking traffic flow down the stairs, to classrooms, around the junior high building, and up the PLC stairs back to the upper parking lot. Masks are to be worn by everyone; parents, grandparents, caregivers, faculty, staff, students, and visitors, when entering and exiting our school community during morning drop-off and afternoon pick-up. All students are to be brought directly to the classrooms for drop off each morning - **Rainy Day Drop Off Every Day.**

Lunch Food Service

Schedule: Students will eat lunch in their classrooms at their desks during the designated times. Choice lunch orders will be delivered by a staff member wearing a face mask and gloves directly to the classrooms.

Schedule for Physical Classrooms

Rainy Day Drop Off and Pick-Up Each Day (directly to and from the classrooms for morning drop off and afternoon pick-up).

	Monday	Tuesday	Wednesday	Thursday	
Friday					
7:45am - 8:10am	Miller - crosswalk Horder - stairs Viernes - morning care in the gym until 7:45 Raymundo gate by the Church.	Miller - crosswalk Horder - stairs Viernes - morning care in the gym until 7:45 Raymundo gate by the Church.	Miller - crosswalk Horder - stairs Viernes - morning care in the gym until 7:45 Raymundo gate by the Church.	Miller - crosswalk Horder - stairs Viernes - morning care in the gym until 7:45 Raymundo gate by the Church.	Miller - crosswalk Horder - stairs Viernes - morning care in the gym until 7:45 Raymundo gate

					by the Church.
8:10am	Walsh - Morning Assembly Thru Intercom	Walsh - Morning Assembly Thru Intercom	Walsh - Morning Assembly Thru Intercom	Walsh - Morning Assembly Thru Intercom	Walsh - Morning Assembly Thru Intercom
8:15am - 9:05am					Mass will be live-streamed until determined appropriate for students to physically attend in/or our outside our Church.
9:30am - 9:45am Grade 4	Raymundo Upper parking lot	Raymundo Upper parking lot	Raymundo Upper parking lot	Raymundo Upper parking lot	Raymundo Upper parking lot
9:30am - 9:45am K	Mendoza Inner parking lot	Mendoza Inner parking lot	Mendoza Inner parking lot	Mendoza Inner parking lot	Mendoza Inner parking lot
9:45am - 10am Grade 3	Viernes Upper parking lot	Viernes Upper parking lot	Viernes Upper parking lot	Viernes Upper parking lot	Viernes Upper parking lot
9:45am - 10am Grade 1 & 2	Stonebarger Inner parking lot Coned off	Stonebarger Inner parking lot Coned off	Stonebarger Inner parking lot Coned off	Stonebarger Inner parking lot Coned off	Stonebarger Inner parking lot Coned off
10:00am - 10:15am Grade 5 Grade 6	Viernes, Raymundo, Reay Upper parking lot Coned off	Viernes, Raymundo, Reay Upper parking lot Coned off	Viernes, Raymundo, Reay Upper parking lot Coned off	Viernes, Raymundo, Reay Upper parking lot Coned off	Viernes, Raymundo, Reay Upper parking lot Coned off
Grade 7 Grade 8	Stonebarger, Hunter Inner parking lot Coned off	Stonebarger, Hunter Inner parking lot Coned off	Stonebarger, Hunter Inner parking lot Coned off	Stonebarger, Hunter Inner parking lot Coned off	Stonebarger, Hunter Inner parking lot Coned off
11:40am - 12:20pm Lunch Group 1 Grade K & 4	Play-Mendoza K Inner parking lot Eat-classroom Play- Raymundo	Play-Mendoza K Inner parking lot Eat-classroom Play-Raymundo 4	Play-Mendoza K Inner parking lot Eat-classroom Play-Raymundo 4	Play-Mendoza K Inner parking lot Eat-classroom Play-Raymundo 4	Play-Mendoza K Inner parking lot Eat-classroom Play-Raymundo

Play 20mins Eat 20mins	4 Upper parking lot Eat-classroom	Upper parking lot Eat-classroom	Upper parking lot Eat-classroom	Upper parking lot Eat-classroom	4 Upper parking lot Eat-classroom
12:00pm - 12:40pm Lunch Group 2 Grade1, 2, 3 Eat 20mins Play 20mins	Eat-classroom Play-Viernes 3 Upper parking lot Eat-classroom Play-Stonebarger 1 & 2 Inner parking lot Coned off	Eat-classroom Play-Viernes 3 Upper parking lot Eat-classroom Play-Stonebarger 1 & 2 Inner parking lot Coned off	Eat-classroom Play-Viernes 3 Upper parking lot Eat-classroom Play-Stonebarger 1 & 2 Inner parking lot Coned off	Eat-classroom Play-Viernes 3 Upper parking lot Eat-classroom Play-Stonebarger 1 & 2 Inner parking lot Coned off	Eat-classroom Play-Viernes 3 Upper parking lot Eat-classroom Play-Stonebarger 1 & 2 Inner parking lot Coned off
12:00pm - 12:40pm Lunch Group 3 Grade 5,6,7,8 Play 20mins Eat 20mins	Play-Viernes, Raymundo, Reay 5 & 6 Inner parking lot Coned off Eat-classrooms Stonebarger and Hunter 7 & 8 Upper parking lot Coned off Eat - classrooms	Play- Viernes, Raymundo, Reay 5 & 6 Inner parking lot Coned off Eat-classrooms Stonebarger and Hunter 7 & 8 Upper parking lot Coned off Eat - classrooms	Play- Viernes, Raymundo, Reay 5 & 6 Inner parking lot Coned off Eat-classrooms Stonebarger and Hunter 7 & 8 Upper parking lot Coned off Eat - classrooms	Play-Viernes, Raymundo, Reay 5 & 6 Inner parking lot Coned off Eat-classrooms Stonebarger and Hunter 7 & 8 Upper parking lot Coned off Eat - classrooms	Play-Viernes, Raymundo, Reay 5 & 6 Inner parking lot Coned off Eat-classrooms Stonebarger and Hunter 7 & 8 Upper parking lot Coned off Eat - classrooms

1:30pm - 1:45pm Afternoon recess Kindergarten	Mendoza Inner parking lot	Mendoza Inner parking lot	Mendoza Inner parking lot	Mendoza Inner parking lot	Mendoza Inner parking lot
1:45pm - 2:00pm Afternoon recess 1st grade	Stonebarger Inner parking lot	Nuria Inner parking lot	Nuria Inner parking lot	Nuria Inner parking lot	Nuria Inner parking lot
2:30pm Upper parking Lot gate opened	Hunter To open and unlock each afternoon	Hunter To open and unlock each afternoon	Hunter To open and unlock each afternoon	Hunter To open and unlock each afternoon	Hunter To open and unlock each afternoon
2:45pm - 3:15pm	The chain blocking the	The chain blocking the	The chain blocking the	The chain blocking the	The chain blocking the

Student pick up directly from classrooms	downward staircase will be removed by a staff member each day	downward staircase will be removed by a staff member each day allowing parents, grandparents, and care-givers to come down the stairs to pick up students at their classrooms. The teachers will track student pick-up from the classrooms.	downward staircase will be removed by a staff member each day allowing parents, grandparents, and care-givers to come down the stairs to pick up students at their classrooms. The teachers will track student pick-up from the classrooms.	downward staircase will be removed by a staff member each day allowing parents, grandparents, and care-givers to come down the stairs to pick up students at their classrooms. The teachers will track student pick-up from the classrooms.	downward staircase will be removed by a staff member each day allowing parents, grandparents, and care-givers to come down the stairs to pick up students at their classrooms. The teachers will track student pick-up from the classrooms.
12:15pm - 12:45pm Student pick up directly from classrooms on minimum days	allowing parents, grandparents, and care-givers to come down the stairs to pick up students at their classrooms. The teachers will track student pick-up from the classrooms.	allowing parents, grandparents, and care-givers to come down the stairs to pick up students at their classrooms. The teachers will track student pick-up from the classrooms.	allowing parents, grandparents, and care-givers to come down the stairs to pick up students at their classrooms. The teachers will track student pick-up from the classrooms.	allowing parents, grandparents, and care-givers to come down the stairs to pick up students at their classrooms. The teachers will track student pick-up from the classrooms.	allowing parents, grandparents, and care-givers to come down the stairs to pick up students at their classrooms. The teachers will track student pick-up from the classrooms.

Protocol: Students will eat lunch at their assigned seats in their classrooms at their desks.

The hot lunch program, staffed internally by an aide, will be delivered to classrooms by a staff member wearing gloves and a face shield. Students will put their trash in their classes' outside trash can. Students will have recess in separate areas of the campus (upper parking lot, middle parking lot).

Rainy Day Drop Off and Pick-Up Each Day (directly to and from the classrooms for morning drop off and afternoon pick-up).

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. PE will be outside and not in the gym, or will take place inside the classroom when the temperature is rainy, below 45 degrees, or there is poor air quality.

After School Pick-Up

Time: 2:45 PM - 3:15 PM (12:15 - 12:45 on minimum days)

Staffing: Teachers and Aides in the classrooms

Protocol: The campus upper parking lot gate will be opened at 2:30 PM. Parents will not be admitted down the stairs towards the classrooms until 2:45 when the yellow chain is removed by a staff member. The upper gym double doors will remain closed and locked. Parents will wait in the upper parking lot until 2:45 and line up outside classrooms when the chain is removed to pick up students one at a time at the classroom door. Parents will not enter the classroom to limit additional potential contamination. Parents and students will follow the one way walking traffic flow markers down the stairs, to classrooms, around the junior high building, and up the PLC stairs back to the upper parking lot. Masks are to be worn by everyone; parents, grandparents, caregivers, faculty, staff, students, and visitors, when entering and exiting our school community during morning drop-off and afternoon pick-up.

All students are to remain in the classrooms for pick up - **Rainy Day Pick Up Every Day.**

Extended Care

Hours of Operation: Morning Shift 7 AM - 7:45 AM; Afternoon Shift 3PM - 6PM in the gym with designated grade level tables for social distancing.

Staffing: School staff member employees

Protocol: Extended Care will be held in the gym with distanced and assigned tables. Each student will have their own supplies. Extended Care will be the only population to use the gym during the course of the day. The gym will be cleaned at the end of each day. Parents will pick-up students at the double door entrance; and will not be admitted into the gym. Extended care snacks provided will be individually packaged items only.

APPENDIX A: FAQ

What if a student arrives late?

Students will enter the school through the front gate by the main office to be admitted late to school. Parents and students are to wait outside the main office practicing social distancing.

What if a student needs to use the restroom?

Restroom time is scheduled for a class/cohort during their allotted recess times, and available always thru social distancing. Students will wait in line to enter the restrooms 6 feet apart. Restroom capacity is based upon the number of sinks in each restroom.

What about recess?

Grades will have a newly assigned structured recess time slot.

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

The gymnasium will serve as the space for Extended Care before and after school. PE will take place outside (or in the classroom during cold weather below 45 degrees or rain or during poor air quality).

What if students are in the restroom during extended care when a parent comes to pick up a child?

Extended care will take place each day in the gym. Parents are not to enter the gym. Parents will wait outside the gym while students retrieve personal items from their grade level table in the gym.

APPENDIX B: PROTOCOLS & SIGNAGE

Surface Cleaning



BEFORE & AFTER SNACK & LUNCH

Additional Details

- Students will have one ziploc bag to be used daily to remove personal items from the classroom for disposal and replacement as needed. They will take the bag home daily like their personal lunch box.
- Teacher will spray the area to ensure wait time and proper coverage.

Restroom Use



Additional Details

- No more students in a restroom than there are sinks.
- There are spaced line up spots outside all restrooms.
- Students will also disinfect hands at their desk space upon 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 (Faculty and Staff)




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 Self Check (Faculty and Staff)

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 Samples



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. Optional independent, remote learning will be available for students in at-risk scenarios through their regular classroom 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 through Zoom with a distance learning mode 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 morning announcements, Masses, and extracurricular subjects. Students on independent, optional remote learning will be folded into the entire site distance learning program.

Independent, Optional 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, optional remote learning program.

Content

Instruction in math, language arts, science, religion, and social studies will be provided to all students. Additional content for extra-curricular subjects will also be integrated into the curriculum.

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).

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.

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, the optional remote learning schedule would change to a full distance learning mode schedule.

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

APPENDIX E: APPLICATION FOR WAIVER

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

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

Background Information

School Name:

School District:

Superintendent Name: Lincoln Snyder Address:

Grades to be Reopened: Tk-6th

Total Number of Students by Grade:

TK:	3:
K:	4:
1:	5:
2:	6:

Date of Reopening:

Name of Person Completing Application:

Phone Number: Email:

Signature: Date:

Components per CDPH Waiver Requirements

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

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

Community Consultation

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

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

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

Additional Facility Signage - these have been placed already in all SCS bathrooms.




Confirmed Case of COVID-19 Protocol - St. Catherine of Siena School

3460 Tennessee St., Vallejo, CA 94591

Ph: (707) 643-6691 Fax: (707) 647-4441

www.scstars.net

July 9, 2020

SCS Families,

Thank you so much for your patience as we address health and safety matters daily in our school community. At this time in the Diocese of Sacramento, schools are to physically re-open. In the event that one of our grade levels has a confirmed case of COVID-19 with a student, faculty, or staff member testing positive, the families of that specific grade level will be notified and that specific grade level will go into distance learning mode during the designated 14 day quarantine time period.

At this time the following decision has been made, if an SCS student, faculty, or staff member is living with a family member that has been exposed to a confirmed case of the virus, they need to remain at home for the 14 day quarantine period and be tested if symptomatic for the coronavirus along with their family member. To re-enter our SCS school community the student, faculty, or staff member must have a note of clearance from their doctor stating that they have tested negative for the coronavirus.

We as the faculty and staff of St. Catherine of Siena School are prepared to provide online assignments daily through Schoolspeak to students that need to stay at home. Any children living with family members that have been exposed to someone that has tested positive for coronavirus need to stay home, even with school open, until they have been quarantined for 14 days, tested negative, and received documentation that they are clear of coronavirus.

Thank you for your prayers and patience as each matter is addressed on our uncharted waters daily.

Blessings,

Mrs. Walsh



Distance Learning Online Policy - St. Catherine of Siena School

3460 Tennessee St., Vallejo, CA 94591

Ph: (707) 643-6691 Fax: (707) 647-4441

www.scstars.net

July 9, 2020

SCS Families,

We are so blessed to be working together with you each day to educate your child. St. Catherine of Siena School's faculty, staff, and families share a common goal - the building of a Christian faith community. The model that administrators, teachers, staff, parents, and students should be imitating is that of Christ. We should be living in a manner that encourages one another and our Christian attitude should be evident in all our school activities, even online.

Though we are learning and completing assignments online, our school rules and policies continue to be in place. We are enabling Google Chat for 6-8th grade during distance learning so students may seek additional, real-time support from teachers. In our group learning online classrooms our teachers will continue to watch for appropriate language usage like always, and monitor all communication features such as google chat. I will also be present in all group "Chat Rooms". 6-8th grade students will receive an email from their teacher to join a group "Chat Room" where they can ask teachers questions during scheduled office hours. Any inappropriate usage in "Chat Rooms" will result in a 0 for the online assignment as well as a 0 in conduct for the week.

In addition, we will be using Zoom in our grade level classrooms. Zoom is an easy to use video conferencing program that allows for multiple participants, audio and video sharing, screen sharing, working on a whiteboard, and recording. It is the perfect tool for enhancing direct interaction between teachers and students during distance learning! When using Zoom, participants, except for the teacher, should have their camera on their face, but device on mute, unless directed by the teacher to turn on the sound microphone. Younger students should always use Zoom with a family member, and 6-8th grade students are to use Zoom in the front room at home where family is present. Please note that Zoom can be downloaded as an app on a cell phone, but will not have all the capabilities and features present like on a computer.

Electronic Communication is to always be positive and encouraging. All electronic devices and online resources are to be used in ways that are appropriate, educational, and meet all expectations as outlined in our Parent/Student Handbook. Students are never to create "mean-spirited", discourteous, or abusive content to spread rumors, gossip, or engage in any other activity that is harmful to others persons. Students are never to engage with adults outside of those necessary for distance learning (the Faculty and Staff of St. Catherine of Siena School).

Our students are always St. Catherine of Siena School students, both on and off campus, and are to be reminded that ALL electronic content is both public and permanent. They are expected to follow all policies as stated in the Parent/Student handbook, which includes the Technology Use Policy, the Diocesan Online Social Media and Networking Policy, and the Harassment and Bullying Policy. Our Parent/Student handbook may be found on Schoolspeak under files for any questions you may have.

We look forward to our continued partnership in educating your child.

Blessings always,

Mrs. Walsh

