

DIOCESE of SACRAMENTO
CATHOLIC SCHOOLS

2020-2021
RETURN-TO-SCHOOL PLAN &
WAIVER APPLICATION:
COVID-19 PROTOCOLS & WAIVER COMPONENTS
FOR SCHOOLS REQUIRING WAIVERS



ST. FRANCIS OF ASSISI
ELEMENTARY SCHOOL • EST. 1895

INSPIRING • LOVING • THRIVING
Together

V2.22

12 September 2020

ESTABLISHED 1

Faith + Community + Growth

Principal's Message

"Start by doing what's necessary; then do what's possible; and suddenly you are doing the impossible."
-St. Francis of Assisi

Since March 16, 2020, we have been moving through uncharted waters. Everything that we have known about schools, the way we operate in our daily lives, work, Summer, etc., has changed dramatically. The duration of this moment in time is unclear and ever evolving. But through this all, we have been working to plan our return to school and enhance distance learning, all while recognizing multiple health directives, state and county guidelines, the needs of our students, obstacles of our building environment, effective academic instruction, and the vast number of other considerations. Our main focus is the health, safety and well-being of our entire St. Francis community. The following plan has been developed to help mitigate, not eliminate, the pandemic that we are in. No single action can eliminate the risk of virus transmission, but collectively, with implementation of coordinated efforts, can reduce risk.

Our return-to-school document outlines how the St. Francis of Assisi Elementary School community will practice virus mitigation when on campus. It is also critical that we ask all members of our community to take precautions when away from campus. We are asking more of our staff to allow our plan to work safely. We also ask more of our students and families. What happens away from our building has a big impact on the risk of bringing the virus to our community. Risky behavior away from school elevates the risk for everyone. ***One of the most important expressions of being a Franciscan community right now is to do your part to keep the virus away from school.*** We are asking that our staff, students, and families continue to observe social distancing, wear masks, and all other virus mitigation practices. While data points to the virus being less risky for our youth, the staff and other adults deserve the consideration to ensure their health and safety.

We are in the midst of celebrating our 125th anniversary. This is no small feat. For 125 years, St. Francis has withstood many historical events, and this is another moment in our history. We must meet this moment head-on, to the best of our ability, creatively usher in the next version of what our excellent school will look like, and continue to be leaders in our community, regardless of what any final mode of learning we put in place for the year will be. While school may look different, our mission and values of being a Franciscan community remains the same, 125 years later.

Ivan M Hrga
Principal

2020-2021 Return-to-School Plan is a living document. This document will be reviewed and updated regularly to best navigate the COVID-19 pandemic. The goal of this document is to facilitate the most effective path forward in this ever-changing health landscape. The 2020-2021 Plan will be shared on the school website and updated versions distributed to the community via SchoolSpeak.



INTRODUCTION

Background

We have created this plan to aid in navigating the return to campus so that employees, students, and families feel safe and to reduce the impact COVID-19 conditions upon returning to school. Our needs are different than those of public schools. Our school population is relatively small and we do not face certain complications such as bussing, large special needs populations, collective bargaining, and other funding mechanisms. The guidelines in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO), and other applicable federal, state, and local agencies.

Priorities

1. **Mission:** Strive to uphold our Franciscan mission, values, and traditions.
2. **Together:** Protecting our most vulnerable populations (medically compromised, students of color, underinsured, elderly, at-risk students, staff, etc.) is a moral and ethical obligation in caring for others as a community.
3. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to our community. Understanding that there is inherent risk in to being on campus while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need to maintain a semblance of normalcy for our children and their development.
 - a. **Cohorts:** In the spirit of “reducing the denominator,” students are organized into discrete cohorts to minimize the spread of COVID-19 between groups.
 - b. **Hygiene:** Within cohorts, we will emphasize strong hygienic practice.
 - c. **Distance options:** If a student or their family member is in a higher-risk group or families are feeling anxious or uncomfortable, we will give them the option of remaining part of the community and classroom by continuing distance learning.
4. **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.
5. **Growth:** Despite limitations, we want our children to continue their academic progress at or beyond grade level in their faith and in all IB academic standards.

Social & Emotional Well-Being

St. Francis is committed to the social and emotional well-being of our students and staff. We must do our best to ensure a smooth transition back to school for our students and staff in whatever capacity they may need. We must work together to check-in with how they are feeling, assess individual needs, and provide the necessary support during these challenging times

(Resources in Appendix C).



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GENERAL PROTOCOLS

Family Choice

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

Social Distancing

Social distancing is an effective way to prevent potential infection. All persons on campus will practice social distancing of six feet or more as much as it is practicable.

- Close contact interactions (*for the purposes of determining contact tracing*) is considered:
 - < (less than) 6 feet / Time > (greater than) 15 minutes
- Signage will be used throughout the building to support proper distancing and hygiene (*Appendix B*)
- Students and staff will be mindful of the social distancing and health practices in which they are instructed or they will not be allowed on campus.
- Ad-hoc Interactions/Gatherings should be avoided. Any essential meetings will take place via Zoom or through other virtual meeting applications.
- Mass, assemblies, or any other in-person gatherings as such are prohibited.
- No more students will be admitted into a restroom at a time than there are sinks.

Student Cohorts

St. Francis of Assisi Elementary School has one class per grade-level. Each class will be its own cohort. These cohorts are stable and will have minimal contact with other groups or individuals who are not part of their cohort. When physical space and classroom size do not allow for sufficient space, grade-level cohorts (class) will be divided into two sub-cohorts (A & B) for instruction and activities except for outdoors such as recess, PE, and lunch when served outside. Facilities will be adjusted to create additional instructional spaces to allow for the sub-cohort model (*see Shared Spaces*)

- Cohorts are not to share instructional spaces unless through 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 work spaces or supplies
- No more students will be admitted into a restroom at a time than there are sinks.



Shared Spaces

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

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

Classrooms & Instructional Spaces – When deemed necessary, classrooms will be divided into two sub-cohorts (A&B). The school building will be divided into designated areas for each grade-level subgroup. Space will be determined by class size.

Grade-Level	Sub-cohort A	Sub-cohort B
Transitional Kindergarten	TK Classroom	Extension – Nap Room
Kindergarten	Kindergarten Classroom	Extension Room
First Grade	1 st Grade Classroom	Assisi (Resource) Room
Second Grade	2 nd Grade Classroom	Music Room
Third Grade	3 rd Grade Classroom	Library
Fourth Grade	4 th Grade Classroom	Computer Lab
Fifth Grade	5 th Grade Classroom	Science Lab
Sixth Grade	6 th Grade Classroom	½ Gym
Seventh Grade	7 th Grade Classroom	½ Gym
Eighth Grade	8 th Grade Classroom	Brunsmen (Parish) Hall

- Student desks will be designated for each person with desks spread for maximum space.
- Windows (exterior and transept) will be opened for proper ventilation.
- Rugs, group tables, and superfluous furniture will be removed.
- Students will have own supplies, water bottle, materials, and hand sanitizer.
- Outdoor space utilized as much as possible.
- Teachers will travel between sub-cohorts.



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

Other Facility Adjustments:

- Extension, Library, Labs, and gym will be safely divided to accommodate sub-cohorts.
- Drinking fountains removed and replaced with touchless water bottle filling stations.

Office Capacity:

- Site will be monitoring the number of persons in the offices.

Teacher/Staff Lounge:

- Space will be used for restroom and scheduled copy machine use.
- Area will be closed for eating. Shared appliances such as coffee machine, refrigerator, and microwave can be used one employee at a time. Appliances disinfected after each use.

Parish Hall (Brunsman):

- Space will be used for additional instructional space (if necessary) and Extension.

Gym:

- Gym will be converted for additional instructional space (if necessary) and for Extension use by same sub-cohorts.



Screening

- Students must conduct a daily self-check (See Appendix B Student Checklists) before coming to campus.
- Designated screeners: School employees may function as designated screeners for students and non-employees. Administration and Office Manager will serve as screeners for faculty and staff.
- A temperature check and symptom check will be conducted for all persons entering campus, and staff will complete an additional screening document (See Appendix B) via Google Forms.
- Unless otherwise so directed by the county health officer, the maximum temperature for someone to be admitted to campus is 100.4 degrees Fahrenheit.
- During the day, any person experiencing or showing symptoms will report to the office designated isolation space for screening.
- The principal will retain electronic record of employee temperatures for a minimum of 90 days.
- If a staff member already at school shows symptoms described above, a supervisor will allow them to go home without penalty for that day.
- The Diocese is working with the County of Sacramento to provide testing for faculty and staff at regular intervals. The Diocese will notify principals of the testing schedule once established in collaboration with the County.

Personal Protective Equipment (PPE)

PPE is not a substitute for social distancing or proper hygiene. Please remember to:

- Wash hand often with soap and water for at least 20 seconds.
- Use hand sanitizer with at least 60% alcohol when soap and water are not available.
- Avoid touching eyes, nose, and mouth.

Face Coverings: Face coverings, personal hygiene, social distancing, and frequent cleaning efforts are essential parts of community protection. The school will have extra masks for persons who need to enter campus without one. If the school cannot provide a mask, individuals without a mask will not be allowed on campus. ***Those not adhering to face covering protocols will not be allowed on school premises.*** Studies continue to emphasize the importance of face coverings in slowing the progress of COVID-19. A recent Duke University study found that after N95 and surgical masks, a poly/cotton face mask is the most effective in reducing droplet counts.

Per CDPH/CalOSHA Industry-Specific Guidance:

- Face coverings must be used in accordance with CDPH guidelines unless a person is exempt, as explained in these guidelines.
- Teach and reinforce the use of face coverings, or in limited instances, face shields: School will review the proper wear and care of face coverings with staff, students, families, and anyone present on campus.
- The school shall frequently remind students and staff not to touch the face covering and to wash their hands frequently.
- Information for staff and families in the school community on the proper use, removal, and washing of cloth face coverings can be found here: <https://bit.ly/washingfacecoving>
- Training will be provided on policies on how people who are exempted from wearing a face covering will be addressed (see policies below).



Face Masks for Students:

The CDPH guidelines strongly encourage masks for children 2 years through 2nd grade, and mandate them for older students; therefore, the Diocese of Sacramento requires all students wear face masks at school.

Students who refuse to wear face masks will be excluded from campus, with the following exceptions:

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

A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) or put on a lanyard until it needs to be put on again.

Face Masks for Staff:

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

- **In limited situations**, where face coverings cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs) **a face shield can be used by staff** in the classroom instead of a cloth face covering as long as the wearer maintains physical distance from others. Staff must return to wearing a face-covering outside of the classroom."

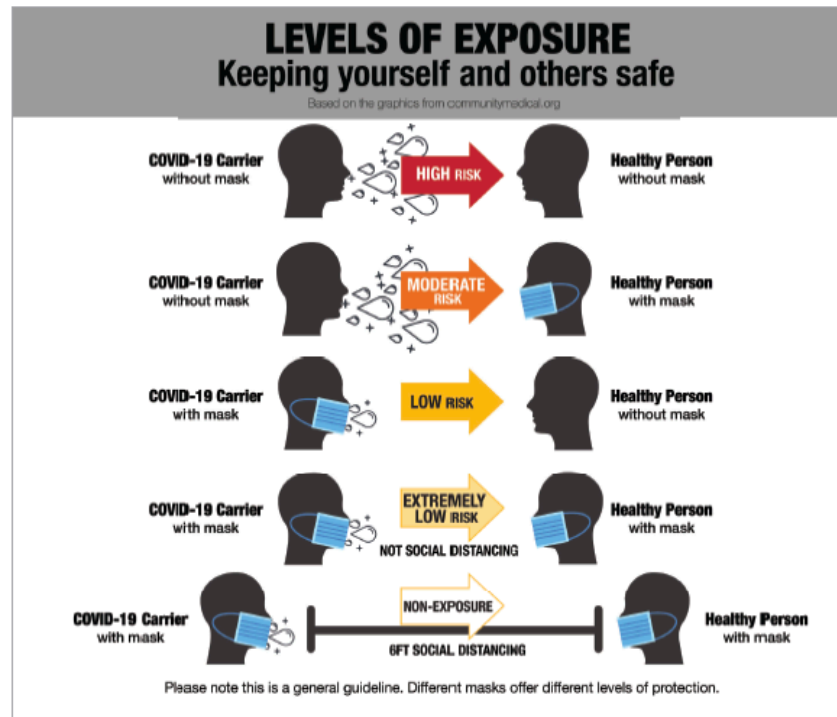
Face coverings are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

To reiterate, **EVERYONE ON CAMPUS MUST WEAR A MASK**, with the following exceptions:

- Students engaging in structured, 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.
- Proper wear and care of face coverings found here: <https://bit.ly/washingfacecoving>



WHY WEAR A MASK?



This illustration is based on recommendations from the Centers for Disease Control and California Department of Public Health.

Do's and Don'ts with Masks:

DO

- ✓ Cover mouth and nose fully
- ✓ Have mask fit snugly against the sides of the face
- ✓ Secure to prevent slipping
- ✓ Avoid Touching your face as much as possible
- ✓ Always store mask in a clean place
- ✓ Keep mask clean
- ✓ Clean hands with soap and water or hand sanitizer immediately, before putting on, adjust or touching, or after taking mask off

DON'T

- ✗ Don't share your mask with anyone else. You should be the only one using your mask
- ✗ Don't pull your mask below your nose or chin while wearing it
- ✗ Don't forget your mask!

Gloves:

- ***All custodians and food services personnel must wear gloves.***
- Employers should consider where/when disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.
- 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.

**** Please note that social distancing will still be practiced even with the use of gloves and masks.***

STAFF TRAINING & FAMILY EDUCATION

Delivering Instruction

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of this protocol, posters, and routines (See Appendix E).
- The principal will review the full Return-to-School plan with faculty and staff prior to students returning to campus.
- Parents must review and acknowledge the plan prior to their students returning to campus.
- Principal will present the plan to their communities by webinar and make themselves available for questioning.
 - The school will distribute all diocesan communication and public service announcements pertaining to the plan.
 - The school will draw particular attention to at-home and at-school screening, PPE, and hygienic procedures and materials (See Appendix B).
- Teachers will provide initial and routine instruction in social distancing and health practices to their students in keeping with all provisions of this protocol.
- Schools will highlight any changes to this Plan via their information system, and post the updated Plan on the school website.
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets—such as singing, yelling, chanting, blowing wind instruments—are not permitted at this time.
- Implement procedures for turning in assignments to minimize contact.
- Consider the use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.
- Avoid sharing things; where sharing occurs, clean, and disinfect between uses.
- Lessons that involve food prep, or shared snacks are prohibited (bake sales, friendships, etc.)
- Substitute teaching will be handled by aides or other school staff. No substitutes will be utilized from outside the school unless long-term situation is needed

EAS Support

Students who receive EAS (Education Achievement Specialist – *Resource*) services will be supported in the following ways:

- Provide 1-on-1 support outside student individual classrooms in a socially distant manner.
- Students will be scheduled at various times in the Assisi Room to allow for social distancing and disinfecting of area.
- Virtual sessions will be utilized for students not at school and in independent learning.



Cleaning & Disinfection Routine

- Teachers will spray the area with disinfectant to ensure proper coverage and wait times.
- Students and staff will use disinfectant wipes or wipe disinfectant spray with paper towels.
- All spaces will be disinfected with sprayers by custodial staff every evening.

Healthy Hygiene Practices

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

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

Visitor & Volunteer Protocols

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

- We will not allow normal visitation to our campus until school reopens.
- 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 protocol.

Food & Package Delivery

Sharing food is prohibited at all times. Personal food and/or personal package deliveries are not allowed. Students must bring their own food to school or purchase meals through the school lunch program.

Travel Restrictions

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



COVID SYMPTOMS & CASE RESPONSE

Definitions

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

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.

Contact Tracers

- The school has a designated employee who is a contact tracer whose name is on file with the Catholic School Department and County Health.
- The School's Contact Tracer is: *Ezekiel Valenga*
- Contact tracers must be trained either by the county within which the school resides, or take one of the following courses on contact tracing:
 - Webinar-Based as recommended by the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/general-training-modules.html>
 - Coursera Option: <https://www.coursera.org/learn/contact-tracing-for-covid-19>

Symptoms

Students

- Fever of 100.4 degrees or higher;
- Sore throat;
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain;
- New onset of severe headache, especially with a fever.
- (If a student is exhibiting symptoms refer to student health history form)

Adults

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



Testing

- Any student or staff person with symptoms not explained by another non-infectious condition diagnosed by a medical professional needs to be tested for COVID-19.
- Per this directive, symptomatic individuals must be tested within 48 hours of symptom onset, and provide test results within 72 hours.
- If the medical provider for the individual with symptoms cannot guarantee a 72-hour turnaround in test results, the symptomatic individual must use the school's designated testing laboratory:

*Alcala Testing & Analysis Services
David Hogan
760-705-0803
davidhogan@alcalalabs.com*

- A designated licensed nurse must collect upper respiratory specimens with mail-in testing.

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



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

SCENARIO	IMMEDIATE ACTIONS	COMMUNICATION
<p>SCENARIO 1: A student/staff member answers “yes” to a health screening question</p> <p>-OR-</p> <p>Exhibits COVID-19 symptoms</p>	<p>Student/staff are isolated at the site until they can be sent home or to a healthcare facility per CDPH guidance</p> <p>To return to school: All symptomatic persons should be tested for COVID-19.</p> <ul style="list-style-type: none"> If they test positive, they can return to campus 10 days after symptoms started, 24 hours without fever, and improving symptoms. (There is no requirement for 24 hours of improving symptoms). If they test negative, they can return 72 hours after symptoms resolve. <p>All persons in the COVID-positive person’s cohort and any other close contacts must be tested for COVID per the testing guidelines, above.</p> <ul style="list-style-type: none"> If student/staff tests positive, see Scenario 3. If student/staff tests negative, see Table 2 below. <p>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> <p><u>School site will remain open</u></p>	<p>COVID-19 symptoms letter provided to individual or individual’s guardian (see <i>Appendix E</i>)</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>	<p>Student/staff sent home RD & COVID-19 School Liaison notified</p> <p>Student/staff instructed to quarantine/monitor for symptoms, even if they test negative, for a full 14 days after last exposure to the person testing positive for COVID.</p> <p>Household contacts can end quarantine 14 days after their last exposure to the positive household member.</p> <p>If the infected household member isolates in their own bedroom with their own bathroom, the exposed person’s quarantine can be concurrent with the infected person’s isolation.</p> <p><u>School site will remain open</u></p>	<p>Student (Guardian) or Staff: Immediately notify the COVID-19 School Liaison if they are defined as a close contact of a confirmed case (see <i>Appendix E</i>)</p>
<p>SCENARIO 3: A student or staff member tests positive for COVID-19</p>	<p>Student/staff sent home, if not already at home. School administration, RD, and county COVID-19 School Liaison notified. Public Health – School Unit (Name of County) notified; Close off and clean any areas used by the person who tested positive, per CDPH and CDC guidance</p> <p>Student/staff that tested positive:</p> <ul style="list-style-type: none"> Positive persons must isolate for 10 days from symptom onset go 24 hours without fever (without fever-reducing medication) and demonstrate improving symptoms. <p>School-based close contacts:</p> <ul style="list-style-type: none"> identified and instructed to self-quarantine and monitor symptoms for 14 days. Close contacts include the entire cohort and any non-cohort members who have been within 6 feet for 15 minutes or more. Even if a cohort maintains 6 feet of distance, the prolonged duration of indoor exposure warrants quarantine. <p>*Close contacts should be tested, whether they have symptoms or not. Testing does not shorten the quarantine requirement.</p> <p><u>School site will remain open</u></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 County Public Health Close Contact letter and Self-Quarantine Instructions sent to school close contacts within 48 hours. <p>(see <i>Appendix E</i>)</p>



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

SCENARIO	IMMEDIATE ACTIONS	COMMUNICATION
SCENARIO 1: A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	<ul style="list-style-type: none"> • If a symptomatic school member testing negative had a known close-contact exposure to a COVID-positive person, they must complete a 14-day quarantine, even with a negative test. • If the symptomatic person testing negative did not have a known exposure, they can return to school 72 hours after their symptoms resolve. 	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
SCENARIO 2: A student or staff member tests negative after Scenario 2 (close contact)	<ul style="list-style-type: none"> • Student/staff must remain in quarantine for a full 14 days after the date of last exposure to COVID-19 positive non-household contact. • Household contacts can end quarantine 14 days after their last exposure to the positive household member. • If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation. 	No action is needed
SCENARIO 3: A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	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 sourced from **COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year** July 17, 2020

**If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to school until the criteria listed above under the scenarios have been met.*

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



Additional Information

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](#)):

- **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.
- **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:

- **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:
 - Multiple cases in multiple cohorts at a school
 - 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.
 - Public health investigation or other local epidemiological data results in the County Health Officer recommending school closure.
- **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:
 - Cleaning and disinfection have occurred;
 - Public health investigation is complete
 - Local public health is consulted and has no concerns with re-opening.
- Principal, in consultation with the Diocese, will notify the school community about return.



SAFE ENVIRONMENT

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. Sites have considered the CDC guidelines for reopening buildings after an extended closure (see <https://bit.ly/cdcwater>). In addition to the deep clean of the office and school before employees and students return, the steps outlined below will routinely serve to protect everyone and reduce the risk of spread of infection. Detailed cleaning and disinfecting schedules will be placed in the office, staff workroom, and Extension.

Product Guidelines

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

- Isopropyl hand sanitizers are more toxic when absorbed by skin
- Do not use hand sanitizer that may contain methanol

Cleaner: When choosing disinfecting products, use the approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list (“N”).

- The school’s preferred disinfectant is Clorox Total 360
- The school will use bleach/water solutions to clean hard surfaces

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
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, Restrooms	After each recess
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Safe Water

- Drinking fountains use prohibited. Touchless water bottle fillers installed and to be used
- Additional measures have been taken per CDC guidelines to minimize the risk of Legionnaires’ disease and other diseases associated with water.



HVAC & Air Circulation Considerations

- Introduce fresh outdoor air as much as possible
- Open windows as much as possible
- Check and clean air filters to ensure proper air quality and circulation
- Ensure proper ventilation during cleaning and disinfecting
- Allow sufficient air ventilation of student spaces when cleaning prior to student arrival
- Plan as much cleaning when students are not present

School Procured Supplies

Item	Quantity	Notes
Hand Pump Sprayer	1/classroom	For teacher use, to spray desks for students to wipe down.
Staff Gloves	500 count/class	Nitrile gloves
Bulk Hand Sanitizer	11	5-gallon drums for refill stations
Individual Pumps	1/person	8oz
Cleaning Solution		Bleach/Water solution
Electrostatic Mister	2 / school	Used daily to disinfect entire school
Student Wipes		For cleaning personal work surface in classroom
Restroom Soap Dispensers	9	Automated
Restroom Faucets	9	Automated
Restroom Paper Towel Dispenser	9	Automated
Touchless Water Bottle Filler	3	One filler on each floor
IR Thermometer	2/school	Housed in school office
Smartcare Touchless Kiosk	2/school	Touchless, app-based system, for check-in/check-out of Extension and during the school day



Supplies Provided by Families/Students

Many student supplies for younger grades will be purchased in bulk by the school in order to make sure all students have the same supplies and will not share them.

Item	Quantity	Notes
Water Bottle	1	With touchless water bottle fillers only on campus, students will be encouraged to fill bottles at home. They will have access to one of the touchless water bottle filling stations if they need to refill their water.
Backpack	1	Students will be assigned individual spaces for their backpacks. The backpacks will be at a distance as much as physically possible. Students will have access to their backpacks in staggered groups.
Face Mask	1	

Facility Adjustments

- The cafeteria has been converted to a space to ensure social distancing in extended care.
- Plated lunches will be provided for hot lunch
- Touchless faucets, soap dispensers, and paper towel dispensers have been installed in all restrooms.
- Classroom rugs, group tables, and superfluous furniture have been removed and individual desks or tables installed with maximum gapping between student stations.
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Spots outside classrooms and restrooms are designated six feet apart for student lineup and for parent pick-up.
- Social distancing and best practices signage posted around campus and distributed to families.
- Electrostatic disinfecting machines have been purchased for daily disinfecting of entire school.
- Touchless, app-based system has been purchased for contactless and efficient check-in/check-out of students during the school day and from Extension.



SCHOOL SCHEDULE & ROUTINES

Morning Drop-Off

Drop-Off Hours: 7:40 AM - 8:00 AM (*if not in Extension*)

Staffing: Administration, Teachers, and Extension Staff

Protocol: Students will exit their cars and be directed to enter the yard through the walking gate on 25th Street. Students will go to their designated classroom areas in the school yard. Those students enrolled in Extension or TK (all morning) may enter through the front door on 25th Street if arriving prior to 7:40 AM. During inclement weather, students will go into Brunsmann or the Gym to their designated classroom area. Staff will be present to assist students.

- Both points of access will be supervised to prevent gathering of any sort.
- Student temperatures will be taken at both points of entry.
- Teachers will follow student screening and entry protocol at the classroom doors.

Recess & Lunch

Schedule:

Time	Activity	Grade Level	
9:05 - 9:25	Recess	TK	K
9:25 - 9:45	Recess	1	2
9:45 - 10:05	Recess	3	4
10:05 - 10:25	Recess	5	6
10:25 - 10:45	Recess	7	8
1:30 – 2:00	Recess	TK	K
11:00 - 11:45	Lunch	TK	K
11:30 - 12:15	Lunch	1	2
12:00 - 12:45	Lunch	3	4
12:30 - 1:15	Lunch	5	6
12:45 - 1:30	Lunch	7	8



Grade-Level Cohorts

Classrooms & Instructional Spaces – When deemed necessary, grade levels will be divided into two sub-cohorts (A&B). The school building will be divided into designated areas for each grade-level subgroup. Space will be determined by class size.

Grade-Level	Sub-cohort A	Sub-cohort B
Transitional Kindergarten	TK Classroom	Extension – Nap Room
Kindergarten	Kindergarten Classroom	Extension Room
First Grade	1 st Grade Classroom	Assisi (Resource) Room
Second Grade	2 nd Grade Classroom	Music Room
Third Grade	3 rd Grade Classroom	Library
Fourth Grade	4 th Grade Classroom	Computer Lab
Fifth Grade	5 th Grade Classroom	Science Lab
Sixth Grade	6 th Grade Classroom	½ Gym
Seventh Grade	7 th Grade Classroom	½ Gym
Eighth Grade	8 th Grade Classroom	Brunsmen (Parish) Hall
Protocol: <ul style="list-style-type: none"> • Sub-cohorts will spend school day between instruction and guided support with teacher and receiving support, guided practice, and completing assignments with classroom aide, other teacher, or staff member. • Students will receive equal instruction from teacher over the course of the week. Teacher and aide will travel between groups. • Auxiliary teachers will divide instruction time equally between sub-cohorts. • Students remaining in distance learning will be assigned to a sub-cohort and will participate live virtually with their classmates. Students will be independent during lunch and recess times. • Sub-cohorts will move between classroom and second instructional space, week-to-week. For example, during Week 1, sub-cohort A will be in their classroom for the week and sub-cohort B will be in second instructional space. Week 2, the sub-cohorts will switch spaces, allowing for further cleaning and disinfecting between sub-cohort uses. • Sub-cohorts will be a single grade-level cohort during lunch and recess periods, socially distanced. 		



Recesses and Physical Education

Staffing: Aides, Extension Staff, & PE Teacher

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 may be lessened during the week.

- School yard will be divided in half, Yard A & Yard B.
- Only two grade-levels at a time will be outdoors for recess.
- Grade-levels will switch day-to-day between Yard A & Yard B



Lunch

Staffing: Aides, Extension Staff, & PE Teacher

Protocol: Students will eat lunch in assigned areas (classroom, outdoors - weather permitting, or Brunsman Hall) . The hot lunch program will deliver to classrooms masked and gloved. Students will put their trash in their class trash can. Students will recess in separate areas of the campus (Yard A & Yard B). Play structures will not be in use.

After School Pick-Up

Time: 3:00 PM - TK

3:00 PM - Kindergarten

3:00 PM - Grades 1-5

3:15 PM - Grades 6-8

Staffing: Teachers, Aides, and Extension Staff

Protocol: The campus gate will be opened at 2:30 PM. Parents will not be admitted prior into the school office. Parents will remain outside in the car park area to pick up students. Students will be in pods outside awaiting parents. During inclement weather, students will be in pods in Brunsman or the Gym. We will bring children out one by one.

After School Library (*temporarily closed until Jr. High returns*)

Time: 3:15 - 4:00 PM

Staffing: Teachers & Aides

Protocol: After School Library will still continue from 3:15-4:00 PM, with the exception of 3rd Grade. For the After School Library, students will be placed in designated areas by cohort. These areas will remain consistent while protocols are in effect. Parents will pick-up their students inside the front door and check-out their student from there. Staff will radio upstairs when parents arrive to pick-up. At 4:00 PM, students not in Extension will be brought down in cohorts for pick-up.

Science Lab	8th Grade
Computer Lab	7th Grade
Library	6th Grade
5th Gr. Classroom	5th Grade
4th Gr. Classroom	4th Grade



Extended Care

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

Staffing: Extension Staff

Protocol: Extension will be held in multiple spaces throughout the campus (Extension rooms, Cafeteria, Brunsman Hall, Gym, Resource Room, and outside when during cohort time) with distanced and assigned student areas. They will be the only population to use the space during the course of Extension. The facility will be cleaned between shifts.

Check-In & Check-Out:

Parents will pick-up and drop-off and pick-up inside the front entrance and the designated table through our contactless kiosk system and students will be brought to them. Our touchless kiosk system, *Smartcare*, will allow parents to download an app on their phone, and upon check-in/check-out, will open the app, swipe their phone with the app QR code in front of the kiosk, and their child(ren) will be checked out.



APPENDIX A: FAQ

What if a student arrives late?

Students will enter the front doors and come to the front office to sign in as always. Younger students must be accompanied by an adult. Social distancing will be marked and enforced outside the office door.

What about the traditional Morning Walk?

Grades will be assigned to pod areas outside prior to the bell. When the bell rings, students will line-up in their areas. Teachers or aides will take students to classrooms. During inclement weather, the gym and Brunsman Hall will be used.

What if a student needs to use the restroom?

Restroom time is scheduled for a class during their allotted recess times, and at other class specific times during the day. Use outside of the schedule will be on a limited, case-by-case basis.

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

As we have done in the past, classrooms will be used during recess time during inclement weather and for some PE classes.

What if students are outside during Extension when a parent comes to pick up a child?

The extension employee at the entrance will radio the employee with the students on the playground to send the student to the front. Parents will not be admitted on campus to gather their child.

If there is a positive screening for COVID-19 by students, siblings, employees, or parents, who is to be notified?

In the unfortunate event of a positive screening, the front office should be notified immediately. From there, information will be communicated with administration and the appropriate cohorts and/or individuals will be notified, along with a general announcement of a positive occurrence.



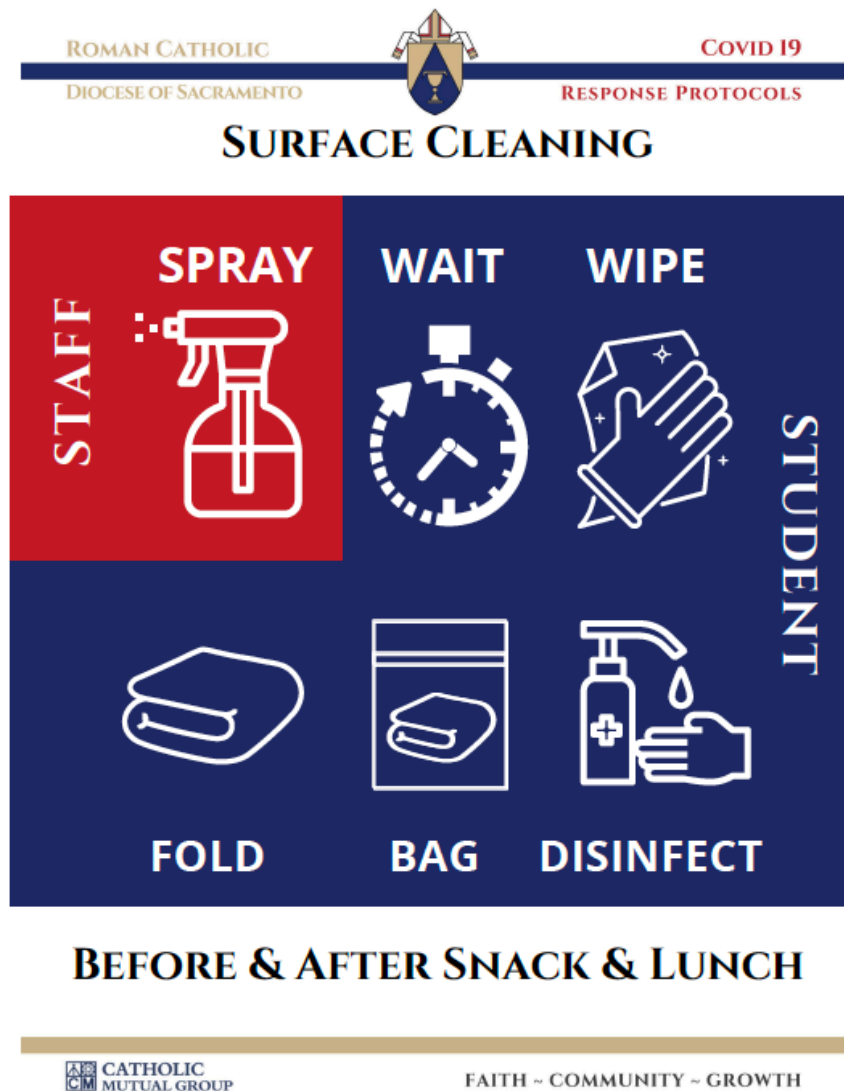
APPENDIX B: FACILITY ADJUSTMENTS

- The cafeteria has been converted to a space to ensure social distancing in extended care.
- Touchless faucets, soap dispensers, and paper towel dispensers have been installed in all restrooms.
- Classroom rugs, group tables, and superfluous furniture have been removed and individual desks or tables installed with maximum gapping between student stations.
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Spots outside classrooms and restrooms are designated six feet apart for student lineup and for parent pick-up.
- Social distancing and best practices signage posted around campus and distributed to families.
- Electrostatic disinfecting machines have been purchased for daily disinfecting of entire school.
- Touchless, app-based system has been purchased for contactless and efficient check-in/check-out of students during the school day and from Extension.



APPENDIX C: PROTOCOL SIGNAGE & FORMS

Surface Cleaning



Additional Details

- Students will clean their personal spaces with wipes or paper towels (after teacher has sprayed surface)
- Teacher will spray the area to ensure wait time and proper coverage.



Restroom Use

ROMAN CATHOLIC
DIOCESE OF SACRAMENTO



COVID 19
RESPONSE PROTOCOLS

RESTROOM USE

LOOK, ENTER IF OPEN SINK



STOP

1



PER









USE STALL PREP TOWEL WASH

RESPECT EVERYONE'S SPACE

 CATHOLIC
MUTUAL GROUP

FAITH ~ COMMUNITY ~ GROWTH

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

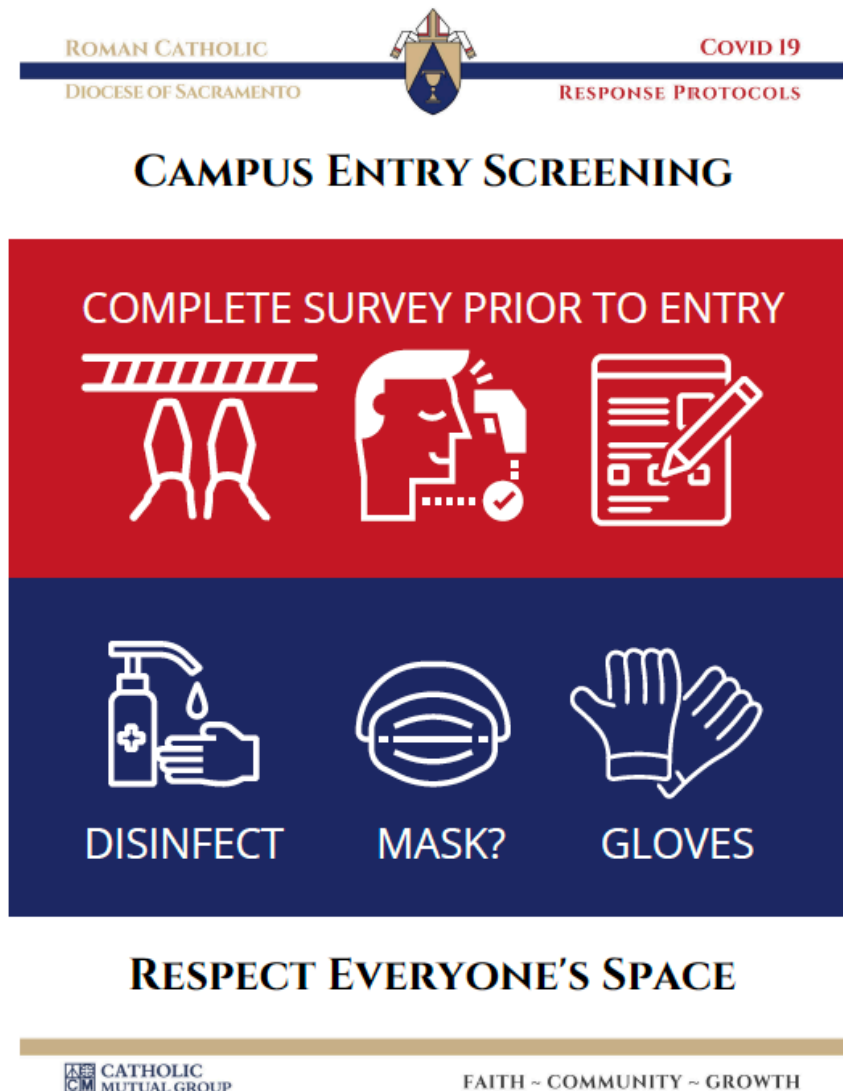


CATHOLIC
MUTUAL GROUP

FAITH ~ COMMUNITY ~ GROWTH

Screening

Campus Entry Point (Adults)




Additional Details

- Employees will be screened in the front office by the office manager upon arrival.

Daily Health Screening (Adults)

GOOGLE FORM



Daily Health Check-In

St. Francis Elementary Staff and Teachers

If you respond YES to any of the following, see Mike or Ivan

Your email address (lhrga@stfranciselem.org) will be recorded when you submit this form.
Not you? [Switch account](#)

* Required

Name *

Choose

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, then see Mike or Ivan. *

☐ Yes

☐ No

Since your last time on campus, have you had any TWO of these symptoms: *

- ☐ Fever
- ☐ Chills
- ☐ Repeated shaking with chills
- ☐ Muscle pain
- ☐ Headache
- ☐ Sore throat
- ☐ New loss of taste or smell
- ☐ Cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Fatigue
- ☐ Congestion or runny nose
- ☐ Nausea or vomiting
- ☐ Diarrhea
- ☐ Feeling feverish or a measured temperature greater than 100.4 degrees Fahrenheit
- ☐ Known close contact with a person who is lab-confirmed to have COVID-19
- ☐ NONE OF THE ABOVE

Temperature *

Your answer

Submit

< 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
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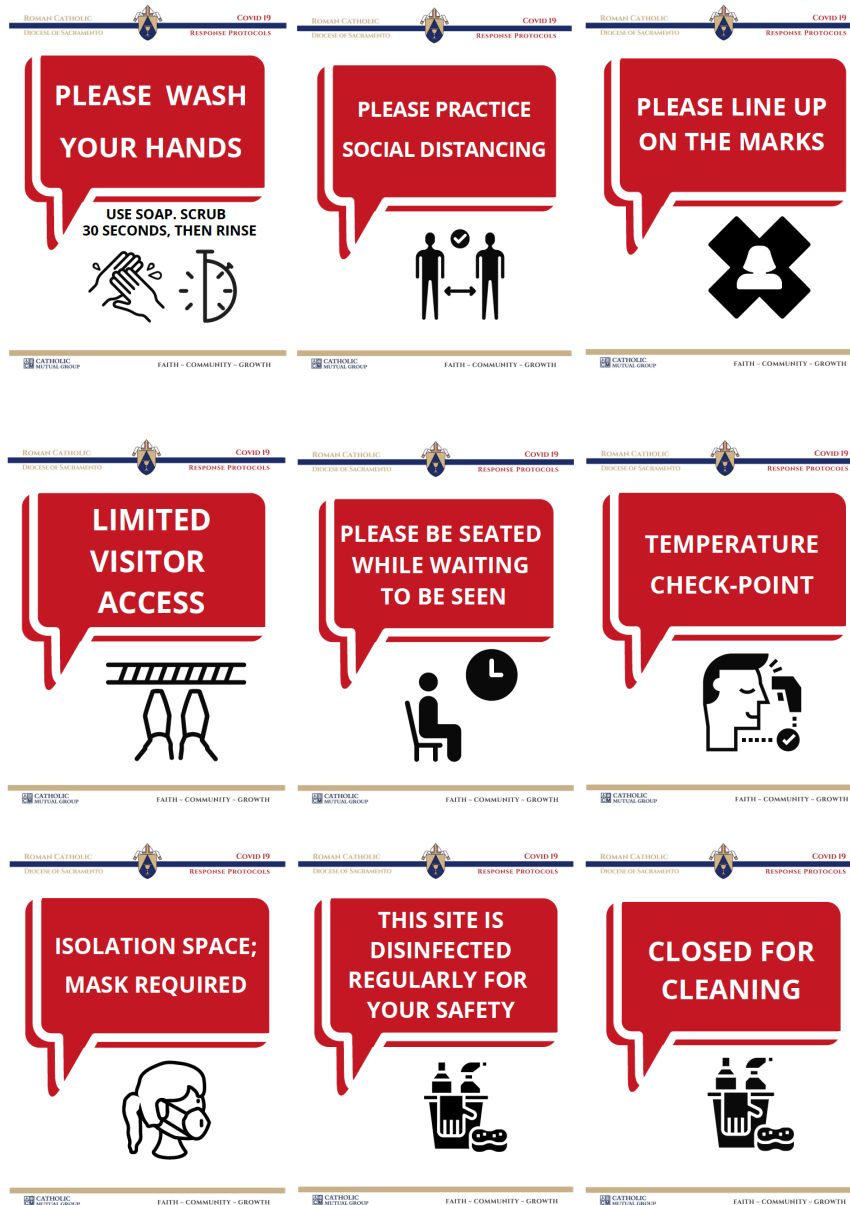

DONT FORGET TO WASH TOWELS & RETURN

HAVE A GREAT AFTERNOON!

FAITH
COMMUNITY
GROWTH

**Supplying and washing of towels required only in the event that paper and/or disinfectant/cleaning wipes are not available.*

Additional Facility Signage



Additional Details

- Ill students will be sent to the office for screening.
- If a student is ill and has a fever, they will be isolated behind the office manager work area.
- Parents will be notified and student will be sent home immediately, including siblings.

Symptom Flyer & Checklists

Symptoms of COVID-19 and Keys to Remaining Vigilant

What To Look For
Please pay close attention to if you or someone in your household begins to experience COVID-19-like symptoms:

<input type="checkbox"/> Body Temperature exceeding the individual's county HHS guidelines (unless otherwise noted, 100.4 degrees Fahrenheit)	<input type="checkbox"/> Muscle pain
<input type="checkbox"/> Chills or repeated shaking	<input type="checkbox"/> Headache
<input type="checkbox"/> Cough	<input type="checkbox"/> Fatigue
<input type="checkbox"/> Shortness of breath or difficulty breathing	<input type="checkbox"/> Nausea or vomiting
<input type="checkbox"/> Congestion or runny nose	<input type="checkbox"/> Diarrhea
	<input type="checkbox"/> Sore throat
	<input type="checkbox"/> New loss of taste or smell

How You Can Help
 Be proactive about reducing the number of interactions that students have with others by practicing physical (or social) distancing (staying at least 6 feet apart) to limit the coronavirus spread. In addition to physical distancing, another important tool to prevent the spread of coronavirus is to practice good hygiene. Critical public health prevention messages include:

- ☐ Stay home when you are sick. Anyone with symptoms consistent with COVID-19 should remain at home in isolation for a minimum of 10 days plus at least 3 days after the resolution of fever (without fever-reducing medication) and improvement in other symptoms.
- ☐ Wash your hands often with soap and water for at least 20 seconds. Sing the Happy Birthday song to help know when it has been 20 seconds. If soap and water are not available, use alcohol-based hand sanitizers that contain at least 60% alcohol.
- ☐ Cover your cough and sneeze with a tissue, then dispose of it and clean your hands immediately. If you do not have a tissue, use your sleeve, not your hands, to cover their coughs and sneezes.
- ☐ Limit close contact with people who are sick, and avoid sharing food, drinks, or utensils.
- ☐ Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.
- ☐ All students and staff must follow guidelines for wearing masks or face coverings while in the educational setting.

Additional Information
 CDPH: <https://cdph.ca.gov/covid19> CDC: <https://www.cdc.gov/coronavirus>

We greatly appreciate everyone's efforts in staying informed, calm, and thoughtful as we all do our part to help keep our communities and schools safe. If you have any questions or concerns, please contact your school directly.

Diocese of Sacramento Catholic Schools Symptoms of COVID-19
www.scsd.org/schools Revised 4/26/20 11

Adult Checklist for Symptoms of COVID-19

Name: _____
 Date: _____

☐ Fever of 100.4 degrees or higher: _____ °F

☐ Chills

☐ Cough

☐ Shortness of breath/ difficulty breathing

☐ Fatigue

☐ Muscle or body aches

☐ Headache

☐ New loss of taste or smell

☐ Sore throat

☐ Congestion or runny nose

☐ Nausea or vomiting

☐ Diarrhea

Notes: _____

Student Checklist for Symptoms of COVID-19

Name: _____
 Grade: _____ Date: _____

☐ Fever of 100.4 degrees or higher: _____ °F

☐ Sore throat

☐ New uncontrolled cough that causes difficulty breathing
(for students with chronic allergic/asthmatic cough, a change in their cough from baseline)

☐ Diarrhea, vomiting, or abdominal pain

☐ New onset of severe headache, especially with a fever.
(If a student is exhibiting symptoms refer to student health history form)

Notes: _____

APPENDIX D: AGENCY UPDATES & RESOURCES

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

Sacramento County COVID Community Testing

https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx

CA Department of Public Health Guidance

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

CDC Decision-Making Tree

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>

Campus Access

[CDC: What to Do If You Are Sick](#)

[CDC: People Who Are at Higher Risk for Severe Illness](#)

Hygiene and PPE

<https://www.cdc.gov/handwashing/index.html>

[CDC: Hygiene Practices](#) (PDF)

[CDC: Using Personal Protective Equipment \(PPE\)](#)

[CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)

Cleaning and Disinfecting

[EPA: 6 Steps for Safe and Effective Disinfectant Use](#) (PDF)

[EPA: List N - Disinfectants for Use Against SARS-CoV-2](#)

Information for Staff Training

[Healthy Schools Act](#) (PDF)

[CDC: Interim Infection Prevention and Control Recommendations for Patients with Suspected or Confirmed Coronavirus Disease 2019 \(COVID-19\) in Healthcare Settings](#)

Communication with School Community

[CDC: Criteria to Discontinue Home Isolation](#)

[CDC: Public Health Recommendations for Community-Related Exposure](#)

Food Services

[Student Meals Cal/OSHA Guidance for Restaurants](#)

MENTAL HEALTH RESOURCES:

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/for-parents.html>

<https://www.dhcs.ca.gov/services/Pages/MentalHealthPrograms-Svcs.aspx>

<https://dhs.saccounty.net/BHS/Pages/COVID-19-Resources.aspx>





COVID-19 Workplace Exposure Reporting

To ensure the health and safety of employers, employees, and community members, businesses and activities must immediately report any confirmed cases of COVID-19 to Yolo County Public Health.

Yolo County Public Health Requires ALL Businesses to take the following actions

1. FOLLOW



FOLLOW California COVID-19 Industry Guidance for clear recommendations and tasks to prepare your businesses <https://covid19.ca.gov/industry-guidance/>.

2. REPORT



REPORT confirmed COVID-19 cases to the Yolo County Public Health by calling the COVID Provider Line at: **(530) 666-8614**.

- Leave a message; staff review messages everyday.
- Include in the message your business name, city, point of contact, and a brief situational update (ex. 3 employees out with fever and cough, one employee reporting a positive COVID-19 lab test)

3. PREPARE



PREPARE for Public Health to call. You can prepare by:

- Completing the Yolo County Workplace COVID Toolkit (located at www.yolocounty.org/coronavirus-roadmap) to identify close contacts (those within 6 ft. for 10 min. or more) of an infected employee.
- Starting to take steps to isolate close contacts if they are still at work; or if this is not possible, send home to isolate.

For additional information on COVID-19, the "Roadmap to Recovery" plan, or face covering guidance visit www.yolocounty.org/coronavirus-roadmap.

Yolo County • www.yolocounty.org • Yolo 2-1-1

APPENDIX E: COMMUNICATIONS

Cases and Exposures Correspondence

Note: We provide these letters as models for correspondence. We may modify them in collaboration with County Health as appropriate.

Confirmed Case Letter:



September 2020

Dear St. Francis of Assisi Elementary School Parents/Guardians:

The health and safety of our students and staff are our top priority. This letter is to inform you that an individual at St. Francis of Assisi Elementary School has tested positive for COVID-19. The last date of known exposure at the school was [date].

While our investigation did not identify your child as having close contact with the individual during the infectious period, we want to maintain transparent communication with families. Due to the potential of exposure to COVID-19 that we all face in the community, please continue to monitor your student for symptoms and keep them home if they are experiencing COVID-19 symptoms: fever, chills, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, nasal congestion or runny nose, nausea or vomiting, or diarrhea (or found online [here](#)). If your child develops symptoms consistent with COVID-19, contact your healthcare provider. Your healthcare provider will determine if your child needs a COVID-19 test.

Sacramento County Public Health has been notified. St. Francis of Assisi Elementary School and Public Health are working closely together to take the necessary steps to protect our community and prevent the spread of COVID-19 in school. In accordance with Public Health guidance, school will continue to operate in-person instruction. Individuals that were determined to be close contacts to the individual who tested positive have been notified to stay home.

If you have any health-related questions, please contact your healthcare provider. If you have any school related questions, please contact your COVID-19 School Liaison, name. Additional resources can be found at the following website:

([Sacramento County COVID-19 Portal Page](#))

Thank you for your flexibility and ongoing support of safety measures that allow our students to continue to learn.

Sincerely,

Ivan M Hrga
Principal
ihrga@stfranciselem.org
916-442-5494



Close Contact Letter:

September 2020

Dear Parents/Guardian of (student name):

This letter is to inform you that your child has been identified as a close contact to an individual who has tested positive for COVID-19 during the infectious period. A close contact is defined as someone who was within 6 feet of an infected person for at least 15 minutes. The last date of known exposure was [date].

Sacramento County Public Health advises that your child immediately stay at home, except to get medical care, even if they do not have symptoms. Additional information is included in the Self-Quarantine document being issued to your child. During your child's self-quarantine, do not allow non-household members into your home, and if there are household members who are medically frail or elderly they should stay separated from your child.

Please follow the directions in the attached Self-Quarantine from Sacramento County Public Health. If your child develops symptoms consistent with COVID-19, contact your healthcare provider. Be sure to let the provider know that your child has had direct exposure to someone that has tested positive to COVID-19 through school. Your healthcare provider will determine if your child needs a test.

Although other household members are not on quarantine, everyone should continue practicing prevention measures when out in the community, including washing your hands with soap and water frequently, using a face mask, avoiding large gatherings, and practicing social distancing.

If you have health-related questions, please contact your healthcare provider. Additional resources can be found at:

- ([Sacramento County COVID-19 Portal Page](#))
- Centers for Disease Control and Prevention (latest information on symptoms, how to protect other household members, cleaning, and more): www.cdc.gov/coronavirus

The health and safety of our students and staff are our top priority. Thank you for your prompt attention to this matter.

Sincerely,

Ivan M Hrga
Principal
ihrga@stfranciselem.org
916-442-5494



Symptoms Letter:

September 2020

Dear Parent or Guardian:

This letter is to inform you that your student feels unwell and has shown symptoms that are similar to COVID-19 per county guidelines. In order to best care for all students and staff, your student is being sent home today.

To return to school, wait at least 10 days after symptom onset, 24 hours with no fever (and no fever reducing medication), and improvement in other symptoms. If medical attention is needed, households should contact their healthcare provider. Your healthcare provider will determine if your child needs a COVID-19 test. If your student tests positive, please notify school administration immediately. If your student tests negative for COVID-19, they should remain home at least 24 hours with no fever (without fever reducing medicine) and symptoms improvement. If testing was not done, 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 or, follow the 10 days after symptom onset, 24-hour fever-free rule outlined above.

Our Remote Learning Liaison will connect with you ASAP to discuss providing instruction during this hiatus.

If you have any health-related questions, please contact your healthcare provider. If you have any COVID-19-related questions, please contact name. Additional resources can be found at the following website:

- ([Sacramento County COVID-19 Portal Page](#))

The health and safety of our students and staff are our top priority. Thank you for your prompt attention to this matter.

Sincerely,

Ivan M Hrga
Principal
ihrga@stfranciselem.org
916-442-5494



Quarantine Letter:



August 2020

Dear St. Francis of Assisi Elementary School Parent or Guardian,

This letter serves as notification that a student or staff member of your cohort at St. Francis of Assisi Elementary School has tested positive for COVID-19. The date of possible on-campus contact was [date]. The following measures were taken, in keeping with Scenario 3 of our Return-to-School Plan Protocol:

- School Administration, the Regional Director, the school contact tracer, Sacramento County Public Health, and I were notified.
- The areas used by the person who tested positive were closed off and thoroughly cleaned per [CDPH](#) and [CDC](#) guidance.
- The Student or staff member that tested positive will isolate for 10 days after symptoms onset or test date. In order to return to campus, positive persons must isolate for 10 days from symptom onset and go 24 hours without fever (without medication) and demonstrate improving symptoms.

The members of your family who were on campus that day must quarantine and monitor for symptoms for a full 14 days after [date]. Testing does not shorten the 14-day quarantine.

Please note that all information, including the name(s) of reporting individuals, is confidential.

For additional information about COVID-19, please visit the [CDPH](#) and [CDC](#) guidance websites.

The health and safety of our community are our priority. We greatly appreciate everyone's efforts in staying informed, calm, and thoughtful as we all do our part to help keep our communities and schools stay safe.

If you have any questions or concerns, please contact principal [insert principal name and contact information here].

Sincerely,

Lincoln Snyder
Superintendent and Executive Director of Schools
The Diocese of Sacramento



APPENDIX F: DISTANCE LEARNING

Distance Learning Protocols are intended to keep the St. Francis of Assisi Elementary School community safe and healthy.

Distance Learning Outline

Below are the outlined circumstances for if/when Distance Learning Protocols will be enacted. Please refer to the ***ST. FRANCIS DISTANCE LEARNING PROTOCOLS*** for full details on the program.

1. **Campus Open** – Our primary goal is to provide a quality education while in our school building. Remote learning will be available, for those families that choose to remain home, through their regular classroom teacher. Modes of instruction will include livestream lessons, pre-recorded sessions, and scheduled check-in time. This will be a modified version of our full distance learning protocols. This option is meant to provide seamless reentry to a full, on-campus experience for students upon their return.
2. **Cohort Distance Learning** – If a cohort is forced to be off campus due to health concerns, the entire cohort will move into full, distance learning protocols as detailed in the ***ST. FRANCIS DISTANCE LEARNING PROTOCOLS***. These protocols will be in effect until the cohort can safely return to campus.
3. **Campus Closed** – In the event that the campus is forced to close, the entire school community will move to distance learning and our distance learning protocols will be in effect. Students that are currently at home in independent study, or a cohort is out, they will be folded into distance learning with the entire school.



APPENDIX G: 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.

Waiver Application Cover Form:

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district, please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

Background Information

Name of Applicant (Local Educational Agency or Equivalent):

School Type:

Traditional Public School Charter School Private, Independent, or Faith-Based School

Number of schools: Enrollment:

Superintendent (or equivalent) Name:

Address:

Grades/Number of Students Proposed to be Reopened:

TK K 1st 2nd 3rd 4th 5th 6th

Date of Proposed Reopening:

Name of Person Completing Application:

Phone Number: Email:



Community Consultation

[From cdph.ca.gov](http://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).



Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent): All reopening plans for schools of the Diocese of Sacramento are available on the diocesan website (www.scd.org/schools).

Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.
Go to: [Safe Environment](#) and [Shared Spaces](#)

Cohorting: How students will be kept in small, stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.
Go to: [Student Cohorts School](#) and [Schedules and Routines](#)

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.
Go to: [Schedules and Routines](#)

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced.
Go to: [Personal Protective Equipment \(PPE\)](#)

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
Go to: [Screening](#) and [COVID Symptoms and Case Response](#)

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer and how their use will be promoted and incorporated into routines.
Go to: [Safe Environment](#)

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
Go to: [COVID Symptoms and Case Response](#)

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students & staff.
Go to: [Social Distancing](#) & [Shared Spaces](#)

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.
Go to: [Staff Training and Family Education](#)

Testing of Students and Staff: How school officials 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 staff will be tested periodically to detect asymptomatic infections.
Go to: [COVID Symptoms and Case Response](#)

Triggers for Switching to Distance Learning: The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.
Go to: [COVID Symptoms and Case Response](#)

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA. Go to: [Appendix E: Communications](#)

Additional Resources:

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>





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