

DIOCESE *of* SACRAMENTO
CATHOLIC SCHOOLS

**RETURN-TO-SCHOOL PLAN
AND WAIVER APPLICATION:
COVID-19 PROTOCOLS AND WAIVER COMPONENTS
FOR SCHOOLS REQUIRING WAIVERS**

ST. MARY SCHOOL
Educating Leaders for Tomorrow

**St. Mary School
1351 58th Street
Sacramento, CA 95819**

V 2.22

September 12, 2020



INTRODUCTION

We have created this plan to mitigate the impact of COVID-19 and help our employees, students, and families feel safe upon returning to our school. Our needs and responses are different from public schools. Our site populations are relatively small, and we do not face certain complications like bussing, large special needs populations, collective bargaining, and ADA funding mechanisms. The guidelines in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and other applicable federal, state, and local agencies.

Our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID in the context of returning to our ministry. Understanding that there is an inherent risk to being in session on campus while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need to maintain a semblance of normalcy for our children and their development.
 - a. **Cohorts:** In the spirit of “reducing the denominator,” Students are organized into discrete cohorts (for St. Mary School, this means students will keep with their own class at all times while on campus) to minimize the spread of COVID-19 between groups.
 - b. **Hygiene:** Within cohorts, we will emphasize strong, hygienic practice.
 - c. **Distance options:** If a student or their family member is in a higher-risk group, we will give them the option of continuing independent, remote learning.
2. **Presence:** Keeping school open daily. We do not want to burden parents with challenging schedules that prevent them from working a full workday - we want our students at school in their cohort for the full day.
3. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level in their faith and all core academic standards.

We have tailored this document specifically for our school environments and populations and will continue updating it with the best data and practices in mind. The school principal will share any updated documents on the school website and through the school information system (SchoolSpeak).



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GENERAL PROTOCOLS

Social Distancing

- 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 < 6ft and > 15 minutes. Cohorts are considered close contacts even with distancing given prolonged indoor exposure.
- 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

St. Mary School has one class each for grades 1-8. Each class will be its own cohort. These cohorts will be stable and will have minimal contact with other groups or individuals who are not part of their cohort. TK and Kindergarten cohorts (or classes) will be divided into two sub cohorts (sub cohort AM and sub cohort PM) for instruction and activities except for outdoor activities when the cohorts will be together, such as: recess, P.E., and when lunch is able to be served outside. Facilities will be adjusted to create additional classroom areas ([see Shared Spaces](#)) to allow for the sub cohort model.

- Outdoor spaces will be utilized as much as possible
- 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 Extension 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.

Classrooms

- Student desks have been designated for each person and desks are spread out to maximize space.
- Windows will be opened for proper ventilation.
- Classroom rugs, group tables, and superfluous furniture have been removed and individual desks installed, except in the TK and Kindergarten room, where plexiglass dividers and designated workspaces are used at tables.
- Students have their own designated desk with their own supplies and water bottle.
- Teachers will utilize outdoor space as much as possible.
- Hand sanitizer at entrance/exit points, ceiling fans, classroom sinks for handwashing with instructional signage for proper hygiene.

Other Facility Adjustments

- Extension, Learning Center, and the gym will be safely divided to accommodate sub cohorts.
- Drinking fountains will be turned off, and an additional water bottle filling station will be added.
- Hooks have been installed to allow for room between student backpacks.
- Outdoor hand sanitizer stations and pump-operated handwashing stations placed throughout campus.
- Walkway markings and signage to indicate social distancing.
- Instructional signage for proper hygiene in bathrooms

Office Capacity

- Site will restrict the number of persons in the offices to maintain social distancing.



Staff Lounge

- Staff lounge has been set up for proper social distancing per health protocol.
- Shared appliances such as the coffee machine refrigerator and microwave can be used one employee at a time, and appliances must be disinfected after each use.
- Staff meetings will be virtual, even for employees in the same office or school.

Hall/Gym

The gym will be converted for use to ensure social distancing in the after school Extension program.

Screening

- Students and staff must conduct a daily self-check ([See Appendix B Student Checklists](#)) before they come to campus
- Designated screeners: School employees may all function as designated screeners for students and non-employees. The principal or school office staff may serve as screeners for faculty and staff if a third-party screener is required.
- 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](#)). A school may opt to use a Google Form or similar electronic document for employees as approved by the Catholic School Department. If a student registers a temperature of 100.4 degrees Fahrenheit, school will call the student's emergency contact to be picked up.
- During the day, any person experiencing or showing symptoms will report to the office and be placed in the designated isolation space for screening – for St. Mary School, this is the Cabrini Center chapel.
- 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 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 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 60% 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.

The school will have extra masks on hand for people who come to campus without one. If the school cannot provide a mask (for example, if they have exhausted supplies of spare masks), individuals without them will not be allowed on campus.

Studies continue to emphasize the importance of face coverings in slowing the progress of COVID. A [recent study by Duke University](#) 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.
- Teaching and reinforcing the use of face coverings, or in limited instances, face shields: The school will review the proper wear and care of face coverings with all 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 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) 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." ¹

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:

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



- Students engaging in socially distanced (6' separation) outdoor physical activity
- **In limited situations** where face coverings cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs) **a face shield can be used** by staff in the classroom instead of a cloth face covering as long as the wearer maintains physical distance from others. Staff must return to wearing a face-covering outside of the classroom.
- Proper wear and care of face coverings found here: <https://bit.ly/washingfacecoving>

Gloves

- **All custodians and food services personnel must wear gloves**
- Employers should consider where 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.

Staff Training and 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. Principals 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, salads, etc.)

Cleaning & Disinfection Routine

- Students will be responsible for cleaning their desk surface throughout the day. The school will provide the cleaning supplies and proper hygiene practice will be followed.
- Teachers will spray the area with disinfectant to ensure proper coverage and wait times. Our cleaning service will disinfect all school areas nightly with the electrostatic sprayer.

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.

- We will not allow normal visitation to our campus.
- Volunteers are not allowed at this time.
- Only diocesan scheduled workers are allowed on campus.

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 approved food service 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 and Case Response

Definitions

A **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.

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.

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 Tracers are: Mary DaRosa, Principal; Aprille Girardot, Advancement Director
- 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 refer to the following link for the appropriate testing laboratory:



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

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 1: ANSWERING “YES” ON SCREENING <u>OR</u> EXHIBITING A COVID <u>SYMPTOM</u>	
IMMEDIATE ACTIONS	COMMUNICATION
<p>Student/staff are isolated at the site in the designated office space 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 the individual or individual’s guardian (See Appendix E)</p>



SCENARIO 2: FAMILY MEMBER OR CLOSE CONTACT (OUTSIDE COMMUNITY) TESTS POSITIVE**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 last exposure to the person testing positive for COVID.

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.

School site will remain open

**Student (Guardian)
or Staff:**

Immediately notify the COVID-19 School Liaison if they are defined as a close contact of a confirmed case
[\(See Appendix E\)](#)

SCENARIO 3: STUDENT OR STAFF MEMBER TESTS POSITIVE

**Student/staff sent home, if not already at home.
School administration, RD, and county COVID-19 School Liaison notified.
Public Health – School Unit Sacramento County notified;
Close off and clean any areas used by the person who tested positive, per [CDPH](#) and [CDC](#) guidance**

Student/staff that tested positive:

- Positive persons must isolate for 10 days from symptom onset go 24 hours without fever (without fever-reducing medication) and demonstrate improving symptoms.

School-based close contacts:

- 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.

COVID-19 positive Individual: Notify school administration and/or COVID-19 School Liaison immediately

School Site:

- Contact County Public Health
- Close Contact letter and Self-Quarantine Instructions sent to school close contacts within 48 hours.
[\(See Appendix E\)](#)



*Close contacts should be tested, whether they have symptoms or not. Testing does not shorten the quarantine requirement.

School site will remain open

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

A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	
IMMEDIATE ACTIONS	COMMUNICATION
<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. 	<p>Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed</p>
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. 	<p>No action is needed</p>
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	
<p>Can return to school/work immediately</p>	<p>No action is needed</p>

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. Both the school and the county must meet current state guidance to reopen. The most current state guidance is:

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. The county department of public health publishes, reviews, and approves all waiver applications.
- b) Reopening: The school can reopen in-person instruction after the County has been removed from the CML for at least 14 days. The county department of public health publishes, reviews, and approves all waiver applications.

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 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) 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	Daily
Electronic Equipment	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	After each recess
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Additional cleaning guidance available at <https://bit.ly/covidcdcclean>

Safe Water

- Use of drinking fountains is suspended; water bottle filling stations are provided.
- Flushing our water system and additional measures as needed have been taken per CDC guidelines to minimize the risk of Legionnaires' disease and other diseases associated with water.

HVAC Considerations

- Fresh outdoor air is introduced as much as possible - when using air conditioning, the setting that brings in outside air is used.
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, we have considered alternatives such as installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.
- Replace and check air filters and filtration systems to ensure optimal air quality on a schedule.
- Ensure proper ventilation during cleaning and disinfecting.



- When cleaning, air out the space before children arrive; plan to do a thorough cleaning when children are not present.

School Procured Additional Supplies

Item	Quantity	Notes
Hand Pump Sprayer	1/classroom	For teachers to spray desks for students to wipe down.
Staff Gloves	500 count/class	Nitrile gloves
Bulk Hand Sanitizer	1/site	1 55 gal barrel or 11 5 gal. containers
Individual Pumps	1/person	1 per student/ 1 per teacher
Cleaning Solution	As needed	Alcohol-based
Pencil bag/pouch/boxes	1/student	
IR Therm	2/school	Housed in the school office
Acrylic/Plexiglass		Front office counter
Electrostatic Sprayers	4/school	Airborne disinfectant

Supplies Provided by Families/Students

Student supplies have been provided by a combination of parents and 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 drinking fountains turned off, students will be encouraged to fill bottles at home. They will have access to one of the touchless water bottle filling stations.
Backpack	1	Students will be assigned a hook where they will hang their backpack. The backpacks will be at a distance, as to not touch other backpacks. Students will have access to their backpacks in staggered groups.



Clean cloth face mask	1	
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FACILITY ADJUSTMENTS



- The office has installed an auto sense hand sanitizer dispenser and paper towel dispenser in the office area.
- Autosense faucets have been installed in all restrooms.
- Classroom rugs, group tables, and superfluous furniture have been removed and individual desks or tables installed with three- to six-foot gapping between student stations.
- Students TK-8 have their own designated space (desk/table) with their own supplies, plastic baggie for trash, water bottle and hand sanitizer. Students in preschool have distanced table seating space with own supplies.
- 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.
- Hand sanitizer stations installed at every point of egress in every room on campus.
- EcoLab sanitation stations installed at all custodial utility sinks.



- The Eighth Grade class was relocated to the Library due to class size for accommodation of social distancing guidelines.
- The portable, school gym, and the Learning Center will be converted into additional classrooms to be used for sub cohorts during the instructional day.
- Classroom rugs, group tables, and extra furniture has been removed, and individual desks or tables installed with six-foot gapping between student stations.
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Signage will be added to the campus for social distancing reminders.
- Social distancing and best practices signage posted around campus and distributed to families
- Hooks were installed for student personal supplies outside classrooms
- Public space (e.g. number of seats) has been minimized in the front office
- EcoLab sanitation stations installed at all custodial utility sinks



SCHOOL SCHEDULES AND ROUTINES

Morning Drop-Off

Drop-Off Hours: 7:30 AM - 7:55 AM

Staffing: Teachers and Staff



Protocol:

- Children remain in the vehicle until their temperature is taken by a staff member.
- Children exit the vehicle from the passenger side and have belongings with them and go directly to their classrooms. Drivers should not leave the vehicles. Only students and staff will be allowed on campus during drop-off.
- There are markings on walkways indicating 6 feet distance. The school has entrance points all along the walkway (as indicated by arrows to avoid bottlenecks). Teachers will be at their doors to admit students.
- Campus points of access will be supervised to prevent gathering of any sort.



Tardies:

- Additional mindfulness will be needed in order to assist our class communities in allowing teachers to remain in instruction, versus disrupting the class to administer the protocols in accepting the tardy student(s).

St. Mary School Morning Drop-Off

Duty	Monday	Tuesday	Wednesday	Thursday	Friday
7:40-8:00 (Before School)	Loop: Mary D. Nic Anne: 5-8 Simone: 1-2 Ellie 3-4	Loop: Mary D. Nic Danielle: 5-8 Simone : 1-2 Ellie: 3-4	Loop: Jamie Nic Anne: 5-8 Simone: 1-2 Ellie 3-4	Loop: Mary D. Nic Danielle: 5-8 Simone: 1-2 Michelle T. 3-4	Loop: Mary D. Nic Anne: 5-8 Simone: 1-2 Ellie: 3-4

****All Students must arrive in the Loop before school. No foot traffic is permitted through any other gate except the front gate for walkers/bicyclists with documentation in office****

UPDATED 9-15-2020

Grade Level Cohorts

Cohort Instructional Plan							
Transitional Kindergarten:			Monday	Tuesday	Wednesday	Thursday	Friday
Grade-Level Cohort	Sub A Cohort	Core Curriculum	AM	AM	AM	AM	AM
		Enrichment Classes	PM	PM	PM	PM	PM
	Sub B Cohort	Enrichment Classes	AM	AM	AM	AM	AM
		Core Curriculum	PM	PM	PM	PM	PM
Kindergarten:			Monday	Tuesday	Wednesday	Thursday	Friday



Grade-Level Cohort	Sub A Cohort	Core Curriculum	AM	AM	AM	AM	AM
		Enrichment Classes	PM	PM	PM	PM	PM
	Sub B Cohort	Enrichment Classes	AM	AM	AM	AM	AM
		Core Curriculum	PM	PM	PM	PM	PM

Select Area* Designated Stable Area: Learning Center, portable, gym, and 7th and 8th grade classrooms until these classes can return to school. Outdoors when weather allows.

Core Curriculum: When sub cohorts are in their classroom, they will participate mainly in instruction, and guided support lessons with their classroom teacher.

Enrichment Classes: When sub cohorts are not in their classroom, they will be in a designated space with their enrichment class teacher, or instructional aide/designated teacher learning, receiving support, participating in guided practice, and completing other assignments specific to the grade-level.

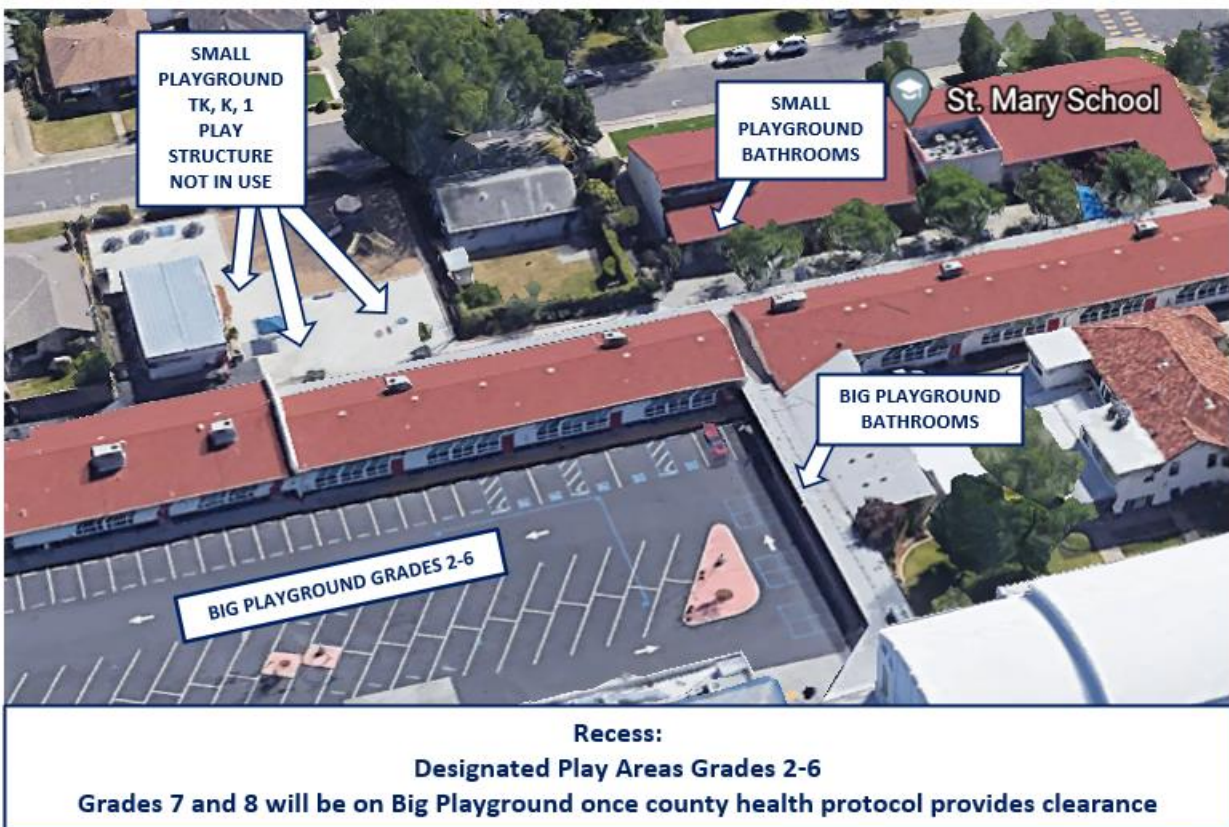
Protocol:

- Each classroom will be divided into two groups for instruction sub cohort A and cohort B. For example. For example: Kindergarten, a classroom cohort of 40 students will have 20 students in sub cohort A and 20 students in sub cohort B.
- Grade-level Cohort: For recess, P.E., and other activities such as lunch where students are outdoors or able to socially distance.
- Other Enrichment Classes will be held in sub cohorts on a daily rotation.



Recess and Physical Education

Staffing: Teachers and Staff



Protocol: Students will remain with their cohorts during all activities outside the classroom. Recesses/Break and Physical Education will be similarly structured, limiting free play to ensure distancing. Students will break in separate areas of the campus (big playground, little playground). Activities such as jump rope, calisthenics, and exercise where students can conduct independently will be the standards. Teachers will support students with hand-washing and sanitation following each break/recess and physical education. P.E. will be held outside when possible. Play structures will not be in use.



Morning Recess

St. Mary School Morning Recess

Duty	Monday	Tuesday	Wednesday	Thursday	Friday
10:00 a.m. -10:15 a.m. (5-8 Break) Big Yard	5-8 Break Mary D. Danielle	5-8 Break Michelle T. Suzie	5-8 Break Loretta Rachel	5-8 Break Tim Michelle T.	5-8 Break Marilyn Anne
10:00 a.m. – 10:30a.m. (TK Break) 10:15-10:30 9:45 a.m. – 10:15 a.m. (K Break) 10:00-10:15 10:00 a.m. – 10:15 a.m. (1 st Break) 10:15-10:30	TK-1 Break Pam/Leslie Sarah/Karen Simone/Marte	TK – 1 Break Pam/Leslie Sarah/Karen Simone/Marte	TK – 1 Break Pam/Leslie Sarah/Karen Simone/Marte	TK – 1 Break Pam/Leslie Sarah/Karen Simone/Marte	TK – 1 Break Pam/Leslie Sarah/Karen Kristen/Marte
10:30 a.m. -10:45 a.m. (2-4 Break)	2-4 Break Mary D. Ellie	2-4 Break Marte Molly	2-4 Break Ellie Marte	2-4 Break Marte LeeAnn	2-4 Break Ellie Charlotte

UPDATED 9-15-2020

Lunch and Food Service

St. Mary School Lunch and Afternoon Recess Schedule

Duty	Monday	Tuesday	Wednesday	Thursday	Friday
11:00 a.m. - 11:30 p.m. (TK& K lunch in classrooms) Break 11:30 a.m.-12:00 p.m.	K/TK Lunch Leslie (TK a.m.) Pam (T.K. p.m.) Sarah (K a.m.) Karen (K p.m.) Karen & Sarah (transport lunches to classes)	K/TK Lunch Leslie (TK a.m.) Pam (T.K. p.m.) Sarah (K a.m.) Andrea (K p.m.) Karen & Sarah (transport lunches to classes)	K/TK Lunch Leslie (TK a.m.) Pam (T.K. p.m.) Sarah (K a.m.) Karen (K p.m.) Karen & Sarah (transport lunches to classes)	K/TK Lunch Leslie (TK a.m.) Pam (TK p.m.) Sarah (K a.m.) Karen (K p.m.) Karen & Sarah (transport lunches to classes)	K/TK Lunch Leslie (TK a.m.) Karen (TK p.m.) Sarah (K a.m.) Karen (K p.m.) Karen & Sarah (transport lunches to classes)
11:45 a.m. - 12:05 p.m. (1-4 lunch in classrooms)	1-4 Lunch Karen & Simone transport lunches to 1 st grade	1-4 Lunch Karen & Simone transport lunches to 1 st grade	1-4 Lunch Karen & Simone transport lunches to 1 st grade	1-4 Lunch Karen & Simone transport lunches to 1 st grade	1-4 Lunch Karen & Simone transport lunches to 1 st grade



	2 nd Ellie walk students to cafeteria 3 rd Karen walk students to cafeteria 4 th Marte walk students to cafeteria	2 nd Ellie walk students to cafeteria 3 rd Karen walk students to cafeteria 4 th Marte walk students to cafeteria	2 nd Ellie walk students to cafeteria 3 rd Karen walk students to cafeteria 4 th Marte walk students to cafeteria	2 nd Ellie walk students to cafeteria 3 rd Karen walk students to cafeteria 4 th Marte walk students to cafeteria	2 nd Ellie walk students to cafeteria 3 rd Karen walk students to cafeteria 4 th Marte walk students to cafeteria
12:05 p.m. – 12:30 p.m. (1st Break)	1st Break Simone Ellie	1st Break Simone Ellie	1st Break Simone Ellie	1st Break Simone Ellie	1st Break Simone Ellie
12:05 p.m. - 12:30 p.m. (2-4 Break)	2-4 Break Marte Jamie	2-4 Break Mary Nic	2-4 Break Nic Marte	2-4 Break Jamie Nic	2-4 Break Mary Nic
12:15 p.m. - 12:35 p.m. (5-8 Lunch in classrooms)	5-8 Lunch Danielle	5-8 Lunch Michelle T.	5-8 Lunch Michelle T.	5-8 Lunch Mary D.	5-8 Lunch Danielle
12:35 p.m. - 1:00 p.m. (5-8 Break)	5-8 Break Nic Patti B.	5-8 Break Nic Patti B.	5-8 Break Nic Patti B.	5-8 Break Nic Patti B.	5-8 Break Nic Patti B.

UPDATED 9-15-2020

Protocol: Students will eat lunch at their assigned seats in their classrooms for both cold and hot lunch. For students in grades TK-1st who are signed up for the hot lunch program, the instructional assistant will retrieve the hot lunches and bring them to the classrooms. The instructional assistants will be masked and gloved for this procedure. Instructional assistants for grades 2-8 will escort students to the cafeteria to retrieve their hot lunch, adhering to the social distancing guidelines and mindful of the directional markings and signs posted along the path and in the hot lunch line. Students will put trash in their class hall trash can upon finishing their lunch.



Masses

Students in grades K-8 will attend weekly live streamed mass by cohort in their classrooms on Thursdays at 8:00 a.m. Transitional Kindergarten will attend monthly live streamed mass by cohort in their classrooms on the first Thursday of each month at 9:15 a.m.

After School Pick-Up

Time: 2:45pm TK/K, 2:55pm 1-5 and 3:00pm 6-8

Staffing: Teachers and Staff



Protocol:

- Loop Gate (M Street) will open beginning at 2:55pm.



- Students will be guided to their designated pick-up location in the Loop and wait with their teacher and grade-level cohort.
- Children should enter the vehicle from the passenger side.
- Drivers should not leave their vehicles.

Afternoon Pick-Up

Duty	Monday	Tuesday	Wednesday	Thursday	Friday
3:05 p.m. - 3:20 p.m. (After School)	Loop: Mary D. Loop Train: Leslie/Claudia (TK) Sarah/Ann (K) Simone (1 st) Ellie (2 nd) Jamie (3 rd) Marte (4 th) Rachel (5 th) Tim (6 th) Marilyn (7 th) Loretta (8 th)	Loop: Mary D. Loop Train: Leslie/Claudia (TK) Sarah/Ann (K) Simone (1 st) Ellie (2 nd) Jamie (3 rd) Marte (4 th) Rachel (5 th) Tim (6 th) Marilyn (7 th) Loretta (8 th)	Loop: Jane Loop Train: Leslie/Claudia (TK) Sarah/Ann (K) Simone (1 st) Ellie (2 nd) Jamie (3 rd) Marte (4 th) Rachel (5 th) Tim (6 th) Marilyn (7 th) Loretta (8 th)	Loop: Mary D. LoopTrain: Leslie/Claudia (TK) Sarah/Ann (K) Simone (1 st) Ellie (2 nd) Jamie (3 rd) Marte (4 th) Rachel (5 th) Tim (6 th) Marilyn (7 th) Loretta (8 th)	Loop: Jane Loop Train: Leslie/Claudia (TK) Sarah/Ann (K) Simone (1 st) Ellie (2 nd) Jamie (3 rd) Marte (4 th) Rachel (5 th) Tim (6 th) Marilyn (7 th) Loretta (8 th)

****All Students must exit out the Loop after school. No foot traffic is permitted through any other gate except the front gate for walkers/bicyclists with documentation in office****

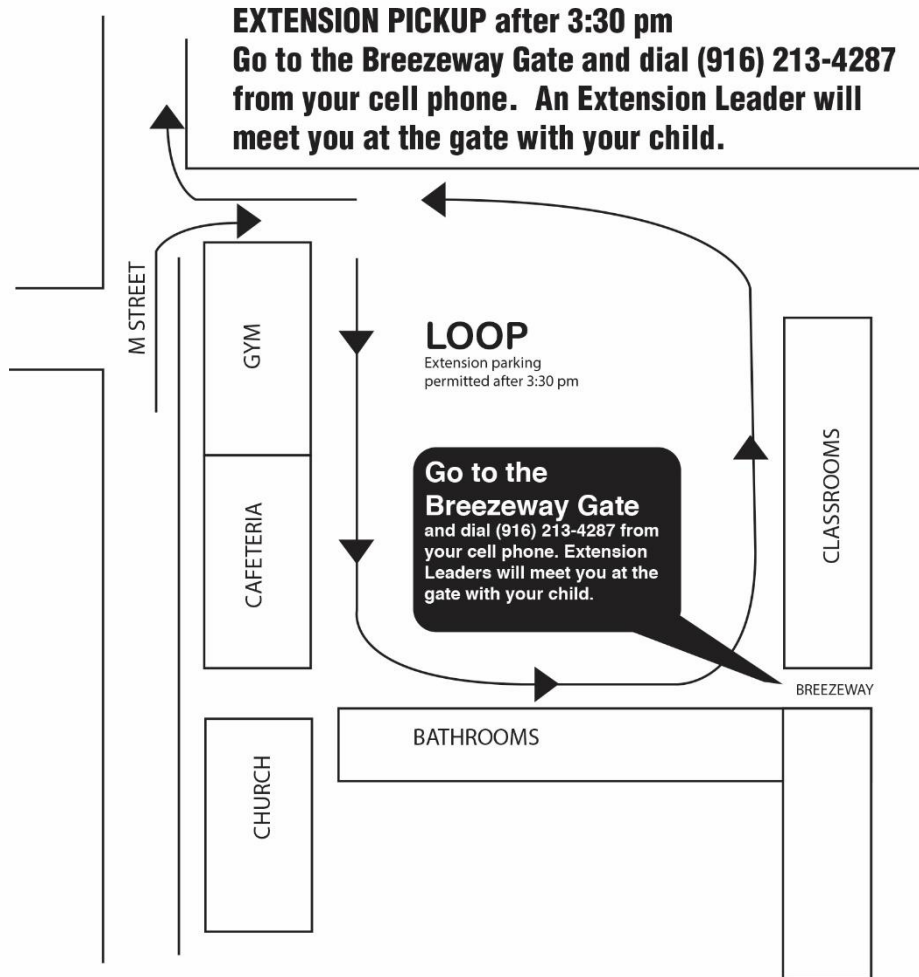
UPDATED 9-15-2020



Extension

Hours of Operation: Morning Shift 7:00 a.m. – 7:55 a.m.; Afternoon Shift 3:05 p.m. – 6:00 p.m.

Staffing: Extension Staff



Protocol: Extension will be held in each student’s homeroom with the cohort plan they are in during the school day with distanced and assigned student desks as their own. Each student will have their own supplies, and the cohorts will be assigned a restroom time. Reasonable



exceptions will be made. They will be the only population to use the classroom space during the course of the day. The facility will be cleaned between shifts. Parents will pick up by entering through the coded gate at the parking lot and will have to adhere to the masks on campus and social distancing procedures. One parent at a time can approach the homeroom door and request their student(s). All parents must remain at the classroom door; they will not be admitted into the classroom space. There will be a marked line indicating where to wait.

Afternoon Extension Schedule

Duty	Monday	Tuesday	Wednesday	Thursday	Friday
Extension (TK-8) 3:05 p.m. – 6:00 p.m.	Pam	Pam	Pam	Pam	Pam

UPDATED 9-15-2020

Extracurricular Activities

Adhering to the guidelines set forth for us, sports, choir and band are suspended until further notice. These are the only extracurricular activities we have information for at this time. We will provide updates on these and all other extracurricular activities as we receive them.



APPENDIX A: FAQ

What if a student arrives late?

Students will enter the main office to be admitted as the loop gate will be locked.

What if a student needs to use the restroom?

Restroom time is scheduled for a class during their allotted recess/break times, and at other class specific times during the day. Use outside of the schedule will be on a limited, case-by-case basis, and will still entail social distancing and follow restroom sanitation protocols.

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

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

What if students are outside doing calisthenics during extension when a parent comes to pick up a child?

The extension staffer at the entrance/breezeway gate will radio the employee with the students on the playground to send up the student. The parent will not be admitted on campus to gather their child.



APPENDIX B: FACILITY ADJUSTMENTS

Campus enhancements to ACCOMMODATE HEALTH PROTOCOL:

Are we ready for on-campus, in-person instruction?

Yes we are!

- **1:1 Chromebook-to-student ratio** enabling us to be prepared for any learning environment
- **Supply kits** for each student's desk on campus to avoid cross-contamination of common class materials
- **Distance Learning bins** labeled for each student, making Chromebooks, textbooks, printed materials, and workbooks ready to go in an organized manner – even at a moment's notice
- **Four industrial-grade electrostatic sprayers** to disinfect the air inside any room on campus after being occupied by students and/or staff
- **Touchless soap and water dispensers**
- **A well-stocked inventory of surface disinfectants, hand sanitizer, and paper products**
- **Outdoor touchless hand-washing stations**
- **Plexiglas dividers** in classrooms and other places on campus where needed
- **Proper signage** and markings throughout campus to accommodate health protocol
- **Hooks outside classrooms** for backpacks and personal belongings





APPENDIX C: PROTOCOLS & SIGNAGE

Surface Cleaning



Before & After Snack & Lunch

Additional Details

- Students will have one Ziploc-type bag for soiled cleaning materials
- Teacher will spray the area to ensure wait time and proper coverage





Restroom Use

LOOK, ENTER IF SINK IS OPEN

STOP

1
PER

USE STALL

PREP TOWEL

WASH

Respect Everyone's Space

Additional Details:

- No more students in a restroom than sinks
- X Marks the Spot (spaced line-up spots outside restroom)
- Students will disinfect hands at their desk space upon returning to class



ST. MARY SCHOOL

Educating Leaders for Tomorrow

Teacher Cleaning Expectations: Keeping Classroom Clean

ROUTINELY CLEAN



TEACHERS CLEAN HANDS & WEAR GLOVES



Respect Everyone's Space



ST. MARY SCHOOL

Educating Leaders for Tomorrow

Screening: Campus Entry Point (Adults)

COMPLETE SURVEY PRIOR TO ENTRY

DISINFECT MASK? GLOVES

Respect Everyone's Space



ST. MARY SCHOOL

Educating Leaders for Tomorrow

Daily Health Screening (Adults)

Name:

Position:

Supervisor's Name:

Q1: Since your last time on campus, have you had a cough, shortness of breath, difficulty breathing, or been in close contact with a person lab-confirmed to have COVID-19?

If yes, circle what applies above and see your supervisor immediately.

Q2: Since your last time on campus, have you had any two of these symptoms

- | | | |
|------------------------------|-------------|----------------------------|
| Fever | Muscle pain | Sore throat |
| Chills | Headache | New loss of taste or smell |
| Repeated shaking with chills | | |

If yes, circle symptoms and see your supervisor immediately.

Running Record

Date	Temp	Symptoms (Y/N)	Screened by	Signature



< OFFICE USE ONLY >

If a person is exhibiting symptoms or exceeds the body temperature allowable by the resident county HHS they will be instructed to go home or to the nearest health center.

Then, complete the following section of this form:

Date the employee was sent home: _____ Recorded temperature: _____

Are visible signs of respiratory illness present? Yes No

Date the employee returned to work: _____

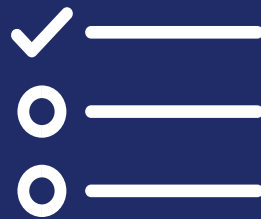


ST. MARY SCHOOL

Educating Leaders for Tomorrow

Student Checklist: Home Checklist for the Front Door Good Morning!

SMILE CHECK TEMPERATURE WASH



DO YOU HAVE YOUR SUPPLIES?

Have a Great Day!



ST. MARY SCHOOL

Educating Leaders for Tomorrow

Student Checklist: End of School Day Reminders End of Day!

SMILE	CHECK LIST	CLEAN
		  

DONT FORGET TO WASH TOWELS & RETURN

Have a Great Afternoon!



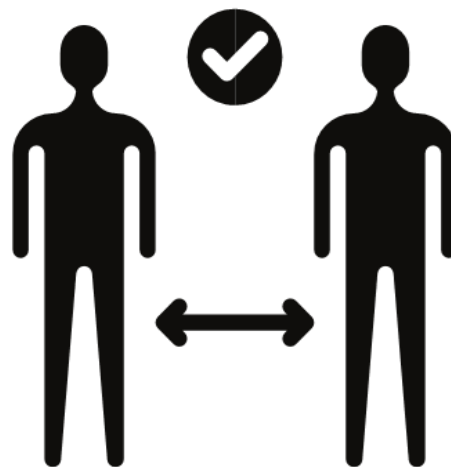


Additional Facility Signage



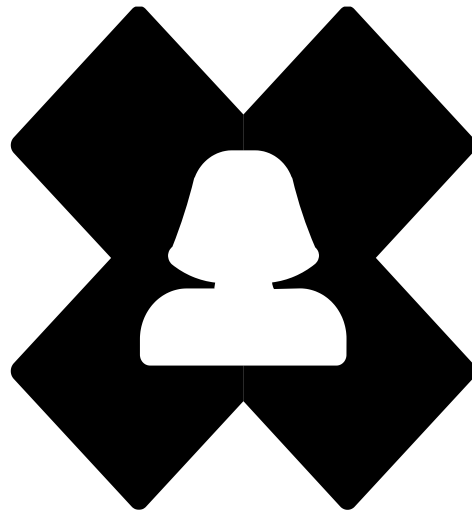


**PLEASE PRACTICE
SOCIAL DISTANCING**



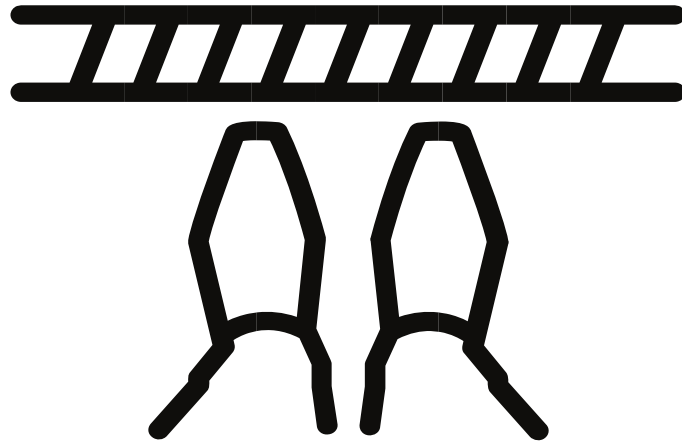


**PLEASE LINE UP
ON THE MARKS**



ST. MARY SCHOOL
Educating Leaders for Tomorrow

**LIMITED
VISITOR
ACCESS**





**PLEASE BE SEATED
WHILE WAITING
TO BE SEEN**



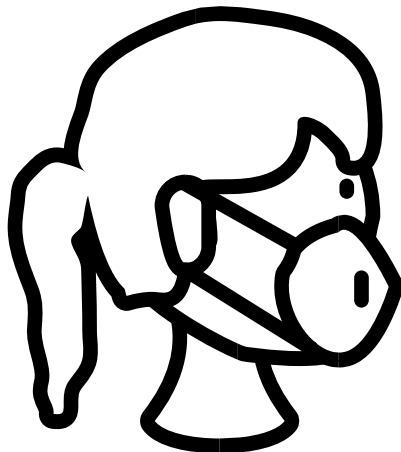


TEMPERATURE CHECK-POINT



ST. MARY SCHOOL
Educating Leaders for Tomorrow

**ISOLATION SPACE;
MASK REQUIRED**



ST. MARY SCHOOL
Educating Leaders for Tomorrow

**THIS SITE IS
DISINFECTED
REGULARLY FOR
YOUR SAFETY**




ST. MARY  SCHOOL
Educating Leaders for Tomorrow

**CLOSED FOR
CLEANING**



Symptom Flyer



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 begin to experience COVID-19-like symptoms:

<input type="checkbox"/> Body Temperature exceeding the resident 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 coughs and sneezes with a tissue, then dispose of it and clean your hands immediately. If you do not have a tissue, use their 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
www.scd.org/schools

Symptoms of COVID-19
Revised 8/20/20 22



 **Adult Checklist**
for Symptoms of COVID-19

 **Adult Checklist**
for Symptoms of COVID-19

Name: _____

Name: _____

Date: _____

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

- 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:

Notes:

Confirmed with Sacramento County 9-11-20





Name: _____

Name: _____

Grade: _____ Date: _____

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)

- 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:

Notes:

Confirmed with Sacramento County 9-11-20



Restroom Daily Checklist

Date:		Restroom Area (circle): boys girls Loop Cabrini						
Area/ Time	Before School	After 1st Recess			After Lunch			End of Day cleaned by cleaners
Floors								
Sinks								
Toilets								
Toilet Paper								
Soap								
Urinals								
Towels								
Trash								
<i>Initial next to each item after inspection</i>								



APPENDIX D: AGENCY UPDATES

Sacramento County COVID Community Testing

Information for students and families:

<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](#)





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



[Date]

Dear St. Mary 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. Mary 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. Mary 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, Mrs. DaRosa. Additional resources can be found at the following website:

Sacramento County COVID-19 Portal Access
<https://www.saccounty.net/Pages/default.aspx>

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

Respectfully,

Mrs. DaRosa
 Principal
 St. Mary School
 916-452-1100 ext.110

"With God all things are possible." ~ Matthew 19:26

Close Contact Letter



[Date]

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 Access
<https://www.saccounty.net/Pages/default.aspx>
- Centers for Disease Control and Prevention (latest information on symptoms, how to protect other household members, cleaning, and more): www.cdc.gov/coronavirus
- Communication from the principal

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

Respectfully,

Mrs. DaRosa
Principal
St. Mary School
916-452-1100 ext.110

"With God all things are possible." ~ Matthew 19:26



Symptoms Letter



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.

I, Mrs. DaRosa, 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 Access
<https://www.saccounty.net/Pages/default.aspx>

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



Respectfully,

Mrs. DaRosa
Principal
St. Mary School
916-452-1100 ext.110

"With God all things are possible." ~ Matthew 19:26

Scenario 3 - Quarantine Letter



DIOCESE of SACRAMENTO
CATHOLIC SCHOOLS

August ZZ, 2020

Dear St. Mary School Parent or Guardian,

This letter serves as notification that a student or staff member of your cohort at St. Mary School has tested positive for COVID-19. The date of possible on-campus contact was August ZZ, 2020. 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 August ZZ. 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 your principal, Mrs. Mary DaRosa, at mdarosa@saintmaryschool.com or (916) 452-1100, ext. 110.

Sincerely,



Lincoln Snyder

Superintendent and Executive Director of Schools

The Diocese of Sacramento



APPENDIX F: DISTANCE LEARNING

The Distance Learning opportunities provided by St. Mary School are intended to keep us safely in community.

Distance Learning Outline

- A. Campus open - Our primary goal is to provide a quality education while in community. Independent, remote learning will be available for students in at-risk scenarios through their regular classroom teacher, in addition to a support/liaison teacher to ensure connectivity. Modes of instruction provided will include live stream lessons, recorded sessions, and scheduled check-in times. This program will provide seamless reentry to an on-site experience for that child when the time comes to return.
- B. Cohort Distance Learning - If the health department sends a cohort to distance learning, the entire cohort will be provided with a daily program that will include live stream lessons and a regular period-by-period schedule.
- C. Campus closed - The entire school will move to distance learning if the campus is closed by the health department, similar to the cohort scenario. Students on independent, remote learning will be folded into the whole site distance learning program.

Distance Learning

Communication

- Staff will review the survey in preparation for the DL program.
- Teachers will meet and articulate with previous teachers and the EAS teacher to determine the success of individual students during the previous distance learning period and any standards gaps that may need to be addressed.
- Orientations will be scheduled with families.
- Teachers will post daily lesson plans.



- Classroom teachers and aides will be available throughout the school day to respond to student questions, concerns, and needs.
- Teachers and the principal will post and email a weekly announcement on SchoolSpeak.
- Teachers will focus on building individual relationships with students.
- Teachers will schedule weekly check-ins, and grade appropriate office hours.
- It is important for students to learn to communicate their needs with their teachers. We recognize that lessons are not one size fits all, and a distance learning format needs to be adjusted to accommodate all students.

Attendance

Teachers will take their daily attendance by 9:00am each day with a morning check-in assignment or by taking attendance at the first synchronous session of the day. Teachers will share their method with each class. Students must work and participate to be marked present for the day.

Daily Lesson Goals

Daily lesson goals will be posted each day on **SchoolSpeak** (TK-3rd grade) and **Google Classroom** (4th-8th grade) and or via email from the teacher.

School Day

The school day will begin between 8:00 and 8:30 am and end between 2:30 and 3:00pm and by 12:00pm on early release days. Lesson lengths will vary based on a grade-level's ability and needs. Though lessons will be laid out like a regular school day, flexibility can be built into the day. While a teacher may suggest doing independent reading after lunch or take a recess break following a math lesson, families may choose to bypass the break to finish an assignment and have their child read at bedtime. Families should communicate their needs with their child's teacher should they need to make additional accommodations.

Content

- Prayer** 5 days a week
- English Language Arts** 5 days a week
- Math** 5 days a week
- Religion and Virtue Education** 5 days a week
- Social Studies** 2 days a week



- Science** 2 days a week
- Enrichments** (Library/Spanish/PE/Music/ Art) 1-2 times weekly
- Check-Ins** with individual students or small groups once a week
- Office Hours** throughout the week
- Other** May include: Morning Meetings, Virtual Recess, Virtual Lunch, Study Time, Storytime, and other opportunities to build relationships, allow for social interaction, and support learning. These will vary depending on a student's age.

Delivery

- Lesson goals will be delivered with both Synchronous and Asynchronous technology.
- Synchronous may be used to deliver follow up lessons, support a direct instruction model, and to help the students build community, collaborate, and allow the teachers to check for understanding and give feedback. Lessons will be recorded and shared with students who were unable to attend a lesson.
- Asynchronous lessons will also be emphasized. These teacher-made videos will be beneficial to students who need reinforcement, repeated instruction, or require flexibility in the schedule.
- We understand the importance of limiting a child's screen time, so students will also have assignments to be completed off-line, independently.

School-Wide Technology

Technology Support

- Students who do not have a home device will have the option to check out a device from the school.
- Families will review and sign a technology agreement.
- Teachers will provide student and parent support in using the school communication platforms.
- Teachers send home websites and apps that will be used and include student log-in information.



Here are some of the applications and sites that St. Mary School will be commonly using during distance learning. Because these sites vary in complexity, all grades will not be using all materials. Teachers will be using additional tools as needed.

School Communication Platform

SchoolSpeak TK-3rd Grade
Google Classroom 4th-8th grade

Synchronous Instruction

Zoom
Google Meet
Edpuzzle

Asynchronous Instruction

Screencastify
Loom

ELA

Accelerated Reader
Freckle
Quill
Epic

Math

Freckle
Envision
Big Ideas Math

Religion

Blest Are We 1st-5th
Gospel Weeklies

Social Studies

Studies Weekly

Science

Mystery Science



Independent, Remote Learning for Students

Overview

Program Intent

Our school emphasizes local, personal interaction through an in-person community. A homeschool program is limited and is not our mission. Still, when health considerations necessitate learning from a distance, we will serve our families and keep them connected to their community with an independent, remote learning program.

Content

Instruction in math, language arts, science, religion, and social studies will be provided to all students. Additional content will also be integrated into the curriculum on-site and off.

Roles and Responsibilities

Classroom Teacher

Generates core content and provides feedback to all students (on and off-site) in the regular grading cycle. Is available to all parents in a regular fashion (phone, email, appointment). Posts content for Teacher Liaison review a week in advance for collaborative and clarification purposes.

Teacher Liaison – Instruction Aide

Provides additional community connectivity content such as checking in daily with students, monitoring work completion, and providing on-demand support. Serves as student and parent first point of contact during the course of the day for assistance.

Student

Keeps to their schedule by starting each day 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

Should your child's cohort or the school move to distance learning, this remote learning schedule would change to a full distance learning schedule (more streamed course content, etc.)



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. UYI

Waiver Application Cover Form

(for use by a Local Education Agency or equivalent)

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): Diocese of Sacramento – St. Mary School

School Type: Private, Catholic School

Number of schools: 1

Enrollment: 283

Superintendent (or equivalent) Name: Lincoln Snyder

Address: 1351 58th Street, Sacramento, CA 95819

Grades/Number of Students Proposed to be Reopened:

TK: 24 K: 37 1st: 28 2nd: 17 3rd: 18 4th: 27 5th: 37 6th: 31

Date of Proposed Reopening: Wednesday, September 16, 2020

Name of Person Completing Application: Mrs. Mary DaRosa

Phone Number: (916) 452-1100, ext. 110

Email: mdarosa@saintmaryschool.com

I. Consultation

1. Faculty and staff: Beginning August 11, 2020, St. Mary School Principal, Mrs. DaRosa, held meetings with faculty and staff. Within those meetings, the following tasks have taken place:
 - a. Presented an introductory message from Lincoln Snyder and a public service announcement from Dr. Daniel McCrimons.



- b. Provided an electronic copy of her school's Return-to-School plan and all subsequent, revised plans to each employee.
 - c. Reviewed her school's Return-to-School plan in detail as they were updated.
 - d. Held open forums within the Zoom meetings – both as a whole group and individually – in which she recorded and answered questions and concerns.
 - e. Made herself available for follow-up conversation and questions.
2. Parent organizations: Since August 21, 2020, St. Mary School Principal, Mrs. DaRosa, has held an online meeting with her Catholic School Advisory Committee. During that meeting, and going forward, the following has been or will be accomplished:
 - a. Present an introductory message from Lincoln Snyder and a public service announcement for parents from Dr. Daniel McCrimons.
 - b. Provide an electronic copy of her school's Return-to-School plan and all subsequent, revised plans to each CSAC member.
 - c. Review her school's Return-to-School plan in detail as they were updated.
 - d. Hold a question-and-answer session in which she records and answers any questions or concerns.
 - e. Make himself or herself available at a scheduled time for follow-up conversation and questions.
 - f. The principal shared a copy of each Return-to-School Plan as they were updated with the parent population and posted the plan prominently on the school website.
3. Community Organizations:
 - a. Following the same agenda as above, during the month of August, St. Mary School Principal, Mrs. DaRosa, met 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 as it was updated.
 - b. 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.
4. Principal Mrs. DaRosa has documented the dates of all meetings on their website.
 - a. Faculty and staff meetings held 8/10, 8/11, 8/13 and 8/14
 - b. CSAC meeting scheduled for 8/17
 - c. Parish Council meeting scheduled for 9/8



II. Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department, and 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 and 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>

