

DIOCESE *of* SACRAMENTO
CATHOLIC SCHOOLS



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

September 12, 2020

Version 2.22

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to our school. 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 referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO) and other applicable federal, state, and local agencies.

Our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to schools. Understanding that there is inherent risk in returning from social distancing while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need to maintain a semblance of normalcy for our children and their development.
 - a. **Cohorts:** In the spirit of “reducing the denominator,” students are organized into discrete cohorts to minimize the spread of COVID-19 between groups.
 - b. **Hygiene:** Within cohorts, we will emphasize strong hygienic practice. .
 - c. **Distance options:** If a student or their family member is in a higher-risk group, we will give them the option of continuing learning through our Independent Remote Learning. This will involve students joining their classes through either Zoom and Google Sites.
2. **Presence:** Keeping school open daily. We do not want to burden parents with challenging schedules that prevent them from working a full workday - we want our students at school in their cohort for the full day.
3. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level in their faith and in all core academic standards.

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

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GENERAL PROTOCOLS

Social Distancing

- All persons on campus will practice social distancing of six feet whenever possible, and a minimum of three feet where impossible
- Close contact interactions (for the purposes of determining contact tracing) is considered < 6ft and > 15 minutes
- Signage will be used throughout the campus to support social distancing and proper hygiene norms (Examples in Appendix C)
- 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

The school has one class per grade-level. 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.

- 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 extended care space.
- Students and staff will not share workspaces or supplies

Shared Spaces

Academy staff are encouraged to disinfect their workspace multiple times throughout the day, giving special attention to commonly touched surfaces. St. Patrick Academy has alcohol-based hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones and keyboards. The Academy custodial team will clean all workspaces at their designated cleaning time.

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

Office Capacity– Only one person will be allowed in the office at a time due to space limitations. All visitors will need to be approved by the principal. Entrance onto campus will be conditional on the visitor passing the same screening process

as staff. **All visitors entering the office for any reason MUST wear a face covering at all times.**

Conference Rooms– Certain conference rooms will be closed until further notice. All meetings will provide virtual options, even for employees in the office or school

Breakrooms or Teacher Lounge/Multipurpose Room–Spaces will be used with social distancing protocols in place. The use of shared appliances such as coffee machines, refrigerators, and microwaves will not be permitted until further notice.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted

Screening

- Students and staff must conduct a daily self-check (See Appendix C Student Checklist) 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 will be conducted for all persons entering campus, and staff will complete an additional screening document by designated screeners (See Appendix C). Unless otherwise so directed by the county health officer, temperatures must be below 100.4 degrees Fahrenheit.
- A school may opt to use a Google form or similar electronic device for employees as approved by the Catholic School Department
- During the day, any person experiencing or showing symptoms will report to the office designated isolation space for screening
- The principal will retain a record of employee temperatures in a locked cabinet for a minimum of 90 days
- If a staff member already at school shows symptoms as described above, a supervisor will allow them to go home without penalty for that day

Personal Protective Equipment (PPE)

PPE is not a substitute for social distancing or proper handwashing. In addition to using PPE, please remember to:

- *Wash your hands often with soap and water for at least 30 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available*
- *Avoid touching your eyes, nose, and mouth*

Face Coverings

Face coverings, personal hygiene, social distancing, and frequent cleaning efforts are critical parts of employee protection.

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:

- 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.

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

Delivering Instruction

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of protocols ([See Appendix E](#)).
- Teachers will provide initial and routine instruction in social distancing and health practices to their students
- Activities where there is an increased likelihood for transmission from exhaled droplets, such as band and choir, are not permitted unless outdoors
- Activities that involve singing must only take place outdoors
- Implement procedures for turning in assignments to minimize contact
- Consider the use of non-classroom space for instruction, including regular use of outdoor space, weather permitting
- Avoid sharing things; where sharing occurs, clean, and disinfect between uses
- Lessons that involve food prep, or shared snacks are prohibited (bake sales, friendships salads, etc.)

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

Once school reopens:

- Schools will limit volunteers on campus to those performing essential tasks
- Parent volunteers can only be permitted in their own child's classroom if deemed essential by the principal

- Volunteers supervising outdoor activities (such as yard duty) are permitted so long as they follow staff protocols

Food & Package Delivery

Bringing in food items, outside those provided through the school's official food service programs, or sharing refreshments is prohibited. Personal food or package deliveries is not permitted.

Travel Restrictions

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

COVID SYMPTOMS & CASE RESPONSE

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 Tracer is: Mrs. Kathleen Roberson-Juarez (EAS)
- 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.cpm

- 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 1: ANSWERING “YES” ON SCREENING OR EXHIBITING A COVID SYMPTOM

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 (Name of 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.

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

School site will remain open

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](#))

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. 	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
A student or staff member tests negative after Scenario 2 (close contact)	
<ul style="list-style-type: none"> • Student/staff must remain in quarantine for a full 14 days after 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
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

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 E](#))

School Closure and Subsequent Reopening: The Catholic School Department in consultation with Public Health, will determine if a partial or full school closure is needed based on [guidance](#) and [recommendations](#) from CDPH. Please refer to the most current guidance, currently as follows:

State Criteria for Allowing In-Person Instruction: ([as of July 17, 2020](#))

- a) Closure: A school must close in-person instruction if the County is placed on the County Monitoring List (CML). If the County is added to the CML before school resumes, schools must conduct distance learning until the county is off the CML for 14 days. If the County is added to the CML, superintendents (in consultation with labor, parent, and community organizations) may request a waiver for elementary schools for in-person instruction. State guidance on waivers is forthcoming.
- b) Reopening: The school can reopen in-person instruction after the County has been removed from the CML for at least 14 days. 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 10 cases or 5 percent of the total number of teachers/student/staff cases within a 14-day period, depending on the size and physical layout of the school.
 - iii) Public health investigation or other local epidemiological data results in the County Health Officer recommending school closure.
- d) School district closure: Closure by the superintendent is recommended when 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.
- e) Reopening: Public Health and the school will be in communication throughout this process. School and school districts can typically reopen after 14 days and the following:
 - i) Cleaning and disinfection have occurred;
 - ii) Public health investigation is complete
 - iii) Local public health is consulted and has no concerns with re-opening.

OFFICE PROTOCOLS

The safety of our staff and students is our primary concern. We will not allow visitation to our campuses until our reopen date. Once school is back in session on campus, visitation will continue to be limited while COVID-19 risk persists as determined by Sacramento County HHS. Approved visitation by the principal will be conditional on the visitor passing the same screening process as staff. Any visitor entering the office for any reason MUST wear a mask and gloves.

Food Delivery

Bringing or sharing refreshments is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks deliveries will not be allowed until further notice. Lunches may not be delivered for students, so please make sure your child has morning snacks and lunch everyday, as the office will not notify you. Teachers will keep food in their own classroom. Personal items (backpacks, homework, musical instruments, etc.) should not be delivered to the school.

Early Dismissal

Please notify the office by phone or email if your child is leaving early. Please note that anyone picking up your child MUST be listed on the emergency information on Schoolspeak and will be asked for identification. Early dismissal will not be allowed after 2:30 pm. Parents/emergency contacts must complete an Early Dismissal form, located to the left of the front entrance or on Schoolspeak, prior to releasing the child. Please allow extra time as students will not be sent to the office until you have arrived and have your form completed. Students will then be released through the front door and completed dismissal forms will be kept on file in the office.

Student Illness/Accidents

Students sent to the office by a teacher displaying symptoms of illness will be masked and isolated.

- Temperatures will be checked
- Students with temperatures above 100.4 will be sent home, along with their siblings
- Students showing any respiratory or digestive symptoms will be sent home
- Students with any head injuries will be sent home for concussion evaluation
- If a student has an "accident" parents will be called to take care of them. Younger grade families are encouraged to keep a change of clothes in their child's backpack in case of an emergency.

Student Illness Forms will be completed by office staff and signed by the adult picking up the child.

Office Hours & Appointments

The school office is open from 8:00 am to 12:30 pm and 1:45 pm to 3:30 pm Monday through Thursday on regular days and from 8:00 am to 1:00 pm on minimum days. **The office will be closed for lunch from 12:30 to 1:45 pm Monday through Thursday.** If you need to reach the office in the event of an emergency, please send a text or call 916-919-7106 and leave a voicemail.

If you would like to set up an appointment with office staff, please complete the Request Form on Schoolspeak and email it to cugarte@saintpatricksacademy.net Appointments will be made between 8:30 am to 2:30 pm.

Please remember if you are looking to make an appointment with the principal regarding your child, you must first have spoken with their teacher to discuss your concerns.

Payment Drop-off

With the required safety protocols in place, parents will no longer be able to bring payments into the office space until further notice. A drop off box has been installed in the entrance door at the location of the ramp. **Only cash payments will be accepted and processed.** Place all cash payments in an envelope with your child's name, grade and a detailed description of the purpose of the payment. Inform the office immediately you have placed a payment in the mail box along with the amount of the payment included. You will be asked to wait while the office staff verify the amount. Any discrepancies regarding the amount of money in the envelope are the responsibility of the parent. Once the amount is confirmed, it will be processed and receipts will be scanned and sent to the email on file in Schoolspeak.

The Diocese has mandated that checks can no longer be accepted at St. Patrick Academy for tuition payments and MUST be mailed directly to FACTS.

Their address is:

FACTS Management Company

P. O. Box 2597

Omaha, NE 68103-2597

Tardy Procedure

It is strongly recommended that all students arrive on campus on time for school every day. Students who are tardy after 7:50 am will enter through the North Loop gate (near Kavanagh Hall). The gate will be open until 8:00 am. Students entering campus after 7:50 am will be listed as tardy on Schoolspeak. Between 7:50 and 8:00 am staff on duty will check students in, along with the time they enter campus. After 8:00 am students can be dropped off at the main entrance of the office. Students must enter the office alone as parents cannot come onto campus.

SCHOOL SCHEDULE & ROUTINES

Classroom Routines

All COVID-19 protocols will be strictly enforced at all grade levels.

- Students who travel outside the United States will have to quarantine themselves for a period of 14 days
- Teachers will wear face coverings any time they are with students
- Protective dividers (for tables and/or desks) will be provided for the safety of students and staff
- Hands will be sanitized as teachers work with individual students
- Gloves will be used by teachers at recess and when sanitizing furniture, doors, and materials as needed
- Students will place backpacks and lunches in designated locations in the classroom
- Students will keep their own supplies and materials in their own space. Paperwork will be kept to a minimum to avoid contamination. Homework may be assigned and returned through Google Classroom to avoid paper coming back and forth from home to school. Worksheets started in the classroom and completed at home may be turned in electronically.
- Only 2 students at a time will be allowed in the bathrooms. Staff will communicate with each other any time a student is allowed out of the classroom to ensure safety.
- Teachers and students will use hand sanitizer each time they enter or exit the classroom
- Classes will not mix during recess. Each class will have a designated area (football field, blacktop, courtyard near portable, preschool playground) and time with supervision. Recess equipment will not be available at this time following HHS guidelines.
- A limited snack bar will be available during morning recesses. Students will eat snacks outside at their designated recess time and area.
- Lunches will be eaten in the classroom. Hot lunch will be served in closed containers and delivered to the classroom in Preschool-2nd grades. Grades 3-8 will pick-up their lunches in closed containers, keeping safe distance, and return to classrooms to eat.
- The following rooms will not be used during the school day - Art, Music, Technology, Science and Library. Art and Music teachers will deliver instruction in the individual classrooms. The following spaces will be used for Clubhouse use ONLY after school - Library, Science Lab, Technology Lab and Clubhouse.

Morning Drop-Off

Drop-Off Hours: 7:30 AM - 7:50 AM

Protocol: Parents are to remain in their cars as they are not permitted on campus until further notice due to COVID-10 protocols. **Students will have their temperatures taken prior to exiting their vehicle. If temperature readings are at/below 100.4 degrees Fahrenheit, students will exit their cars, enter through the gate one at a time (students, siblings, and car mates, if any) and be directed by staff to head immediately to their classrooms.** Teachers will be at the doors ready to admit their students. Students will enter and go directly to their assigned seats for morning activities. **There will not be a morning arrival recess time.**

Recess/Lunch Times

Staffing: Teachers and Aides

Schedule:

Time	Activity	Grade Level			
9:40 -10:00	Recess	Kinder	1st Grade	2nd Grade	3rd Grade
11:30-12:00	Lunch	Preschool	TK/Kinder	1st Grade	2nd Grade
12-12:20	Recess	Preschool	TK/Kinder	1st Grade	2nd Grade
10:05-10:25	Recess	3rd Grade	4th Grade	5th Grade	
12 - 12:30	Lunch	3rd Grade	4th Grade	5th Grade	
12:30 - 12:40	Recess	3rd Grade	4th Grade	5th Grade	
10:25-10:45	Recess	6th Grade	7th Grade	8th Grade	
12:30-1:00	Lunch	6th Grade	7th Grade	8th Grade	
1 - 1:10	Recess	6th Grade	7th Grade	8th Grade	

Protocol for Recesses: Recesses will be structured allowing free play while ensuring safe distancing between students. Students will recess in separate areas of the campus. Activities using recess equipment will not be allowed until further notice. Students will sanitize their hands before leaving and upon entering the classroom. Teachers will clean doorknobs after each recess.

Play structures will not be in use until further notice. All students are expected to wear masks and remain socially distanced from other students at all times while outside of the

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classroom. Once hot lunch begins, the snack bar (located at the Athletic snack bar) will be available. Students must walk while maintaining social distance to and from the snack bar from their designated recess location (i.e. field, blacktop, portable play area)

Protocol for Lunch: Students will eat lunch at their assigned seats in their classrooms. Beginning in October, hot lunch will be delivered to Preschool through 2nd grade classrooms, in closed containers. 3rd through 8th grade will pick up their lunches from Clubhouse and return to class to eat. Students will put their trash in their classes hall trash can. **Emergency lunches can be purchased in the morning before 9:00 am at a cost of \$5.00. Parents must place the money in the drop off mail slot in an envelope labeled with your child's name and grade. Please make sure monthly menus (with payments) are turned in on time. Lunch orders that are late, will take effect the following day.**

Cell Phones

In grades 3-8 students will have a designated space to store their cell phones. If a student has a cell phone a space in the pocket holder will be labeled with their name and be only used by them. They will place the phone in their pocket during homeroom and will retrieve their phone prior to leaving class at the end of the day.

Physical Education

Physical Education Protocol: Activities will continue to follow safe practices. Modifications will be added when appropriate to follow protocol practices for COVID-19. Students will be placed into squads for warm-ups and will be spaced to practice social distancing. Equipment will be sanitized following each class. Students will sanitize their hands while entering and exiting class.

After School Pick-Up

Time: 3:00 PM - 3:15 PM

Staffing: Teachers and Aides

Protocol: The pick-up point for the afternoon loop has shifted. Cars will come in as they have been, making two lines along the buildings. There will be no parking in the area near Boland Hall or on the field side. **Parents are not allowed to get out of their cars at any time during pick-up.** Students will be lined up inside the football field area and will be called out as cars pull up. Pick-up will take place past the Boland Hall and maintenance building on the curve. Teachers will be with their classes to ensure smooth transfers of students to their cars as well as proper distancing while waiting.

CLUBHOUSE - BEFORE & AFTER SCHOOL CARE

Times: Morning Shift 7 AM - 7:40 AM; Afternoon Shift 3:00 PM - 6:00 PM

To maintain the health and safety of our students, their families and our staff, we will maintain the following protocols.

Physical Distancing

- Children will remain in groups as small as possible, Kindergarten-2nd grade, 3rd grade-5th grade and 6th grade-8th grade. Protective dividers will be provided for safe distancing of students.
- Extend the indoor environment to outdoors, and bring the class outside for snack and homework time, weather permitting.
- Clubhouse will be utilizing spaces not used during the school day such as the library, cafeteria, technology room and science lab.
- Children will have assigned seating in their Clubhouse space.
- A variety of individual arts and crafts, games and activities will be offered and available to students to maintain distance.
- Each grade level will have designated supplies and activities.

Staffing

- Since students remain in their class cohort during the school day we will be dividing the Clubhouse attendees in a similar manner for homework time and outdoor activities. The students will be grouped Kindergarten-2nd grade, 3rd grade-5th grade and 6th grade-8th grade. Each group will have a designated staff member and space.

Health and Safety

- Staff will have their temperature screened daily. Students will be screened if they exhibit signs of illness.
- Parents and caregivers need to screen themselves and children daily, prior to coming to campus for early drop off.
- Staff must be notified if children have taken any fever reducing medications in the prior 24 hours.
- If there is a need to take the temperature of a child while on the premises a touchless thermometer will be used.

- If a child exhibits signs of illness we will follow procedures for isolation from the general room population and notify the parent/caregiver immediately to pick up the child and their siblings as stated in the St. Patrick Academy protocols.
- Implement and enforce strict handwashing guidelines for all staff and children.

Drop Off and Pick Up

- Students are not allowed to sign themselves in or out of Clubhouse. Parents or other authorized adults will need to park in the south lot (preschool lot) and walk with their students and sign them in daily. **Parents must wear masks/face coverings at all times while on Academy campus.**
- Parents or caregivers will sign the child in at the podium located outside of the Clubhouse/cafeteria door. The staff member in the Clubhouse/cafeteria space will notify the appropriate staff member/s to send the student/s to be picked up.
- Hand sanitizer will be available.
- We will be asking parents to bring their own pen to sign the child in/out, however school pens will be available for use. If you must use a school pen, please use a pen from the “Clean Pen” container and after use place it in the “Dirty Pen” container to be sanitized.
- Staff will conduct visual wellness checks of all children upon arrival and ask health questions when concerned.
- If a student has been sent home the previous day they cannot return to school until they meet the St. Patrick Academy guidelines.
- If parents have the desire to be social with other parents they will be asked to continue their conversations outside of the preschool gates to minimize traffic in the hallways and to maintain the flow of parents arriving on campus.
- Lengthy social discussions with staff members will be limited. We know and understand the importance of communication between staff and families. Please utilize the email system for items that are not of immediate concern.

Maintaining a Safe Environment

- Implemented procedures to frequently clean all touched surfaces.
- Children will have access to their own designated indoor supplies such as crayons, markers and scissors.
- Drinking fountains will no longer be available for use. Students are encouraged to bring a water bottle from home labeled clearly with their name. Drinking water and single use cups will be provided indoors and outdoors for children without water bottles
- Covered trash cans will be in the available and emptied throughout the day if needed. Trash cans will not be allowed to overflow.

Student Check In (after school)

- After school students will check in immediately at their designated after school space (Science Lab, Library, etc) with their designated staff member. After signing in students may use the restroom if needed. After school activities such as choir, athletics, student council will not be gathering

Meal and Snack Times

- We will continue to offer breakfast in the mornings. It will consist of single serving items such as cereal bars, granola bars, yogurt, whole pieces of fruit, etc. Students will eat at their designated space.
- After school snacks will be served to the students in their groups. Snack will consist of two food groups and will be individually portioned. Fresh fruit (whole pieces only), crackers, cheese sticks, yogurt, snacks (such as goldfish crackers, cheez-its, etc), and a beverage.
- Practice proper hand washing before and after eating.
- Immediately clean and disinfect tables after meals

Bathroom

- The number of children allowed in the restroom at any time will be limited to the number sinks available.
- Depending on their group they will use a designated restroom. The Science and Technology rooms will use the restrooms on the hallway, the Library will use the gym restroom and Cafeteria will use the TK restroom.
- Hand soap and paper towels will be constantly available.
- Wash hands for 20 seconds and use paper towels to dry hands thoroughly.
- Bathrooms will be disinfected during the day and their cleanliness maintained.

Cell Phones

- Each age group will have a space for students to store their cell phones. If a student has a cell phone a space in the pocket holder will be labeled with their name and be only used by them. They will place the phone in pocket upon arrival after school and will retrieve their phone when they are picked up.

PRESCHOOL/TK ROUTINES

To maintain the health and safety of our preschool students, their families and our staff we will maintain the following measures. Physical distancing is a practice to slow down the spread of disease. It requires the intentional creation of physical space between individuals who may spread contagious and infectious diseases. It additionally requires canceling or postponing of the celebration of the Mass, all school assemblies, prayer services, group activities, reducing all group sizes, and maintaining six feet of distance between every individual, as much as possible.

Specific to preschool and child care it is important to adhere to the following guidelines:

Physical Distancing

- Children will remain in groups as small as possible not to exceed ratio and capacity guidelines.
- Extend the indoor environment to outdoors, and bring the class outside, weather permitting.
- Open windows to ventilate facilities before and after children arrive.
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6-foot separation, when possible.
- Find creative ways to use yarn, masking tape, carpet squares, hula hoops or other materials for children to create their own space.
- Children will have assigned seating in the classroom. We will be using tables with clear plastic dividers as needed.

How to Talk to Young Children about Physical Distancing

- Implement strategies to model and reinforce physical distancing and movement.
 - Use carpet squares, mats, hula hoops, or other visuals for spacing.
 - Model social distancing when interacting with children, families, and staff.
 - Role-play what social distancing looks like by demonstrating the recommended distance.
 - Give frequent verbal reminders to children around social distancing, as well as handwashing, proper etiquette for sneezes, coughs, etc.
- Masks will be optional for children. They will need to be able to put on and remove the mask without assistance. Masks are required for any parents who come onto campus according to the Catholic School Department.

Teacher to Child Ratio & Group Size

- We will maintain a ratio of 1:10.
- Children will remain in their classroom for snacks and meals with their dedicated teacher.

Health and Safety

- Staff will have their temperature screened daily. Students will be screened if they exhibit signs of illness. Staff will ask parents and caregivers about any (primarily fever, cough, difficulty breathing or other signs of illness within the last 24 hours) – that they, or someone in their homes, might have.
- Parents and caregivers need to screen themselves and children daily, prior to coming to the facility.
- Staff must be notified if children have taken any fever reducing medications in the prior 24 hours.
- If anyone has a temperature of 100.4°F/ or higher they will be excluded from the facility. We will follow all guidelines set forth in the illness/wellness policy. Children must be fever free for 24 hours (without medication) to return to the center. The same with vomiting and diarrhea. Notes from the child's physician may be required to return.
- If there is a need to take the temperature of a child while on the premises a touchless thermometer will be used.
- Thermometers will be properly cleaned and disinfected after each use.
- Children will be monitored throughout the day for any signs of possible illness.
- If a child exhibits signs of illness we will follow procedures for isolation from the general room population and notify the parent/caregiver immediately to pick up the child.
- Implement and enforce strict handwashing guidelines for all staff and children.
- Post signs in restrooms and near sinks that convey proper handwashing techniques.

Healthy Hygiene

- Teach, model, and reinforce healthy habits and social skills.
 - Explain to children why it's not healthy to share drinks or food, particularly when sick.
 - Practice frequent handwashing by teaching a popular child-friendly song or counting to 20 (hand washing should last 20 seconds).
 - Teach children to use tissue to wipe their nose and to cough inside their elbow.
 - Model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.

Drop Off and Pick Up

- Conduct visual wellness checks of all children upon arrival and ask health questions when concerned.
- Parents or caregivers should enter and exit the room one person at a time to allow for social and physical distancing. There will be designated social distanced places marked inside and outside of the classroom. **Parents must wear masks/face coverings at all times while on Academy campus.**
- Hand sanitizers will be available for parents/caregivers out of the reach of children.
- We are currently looking into electronic sign in out methods. Until those are put in place we will be asking parents to bring their own pen to sign the child in/out.
- If parents have the desire to be social with other parents they will be asked to continue their conversations outside of the preschool gates to minimize traffic in the hallways and to maintain the flow of parents in and out of the classroom.
- Lengthy social discussions with staff members will be limited. We know and understand the importance of communication between staff and families, however to maintain the classroom flow and social distancing especially during busy drop off and pick up times unnecessary conversations will need to be kept to a minimum. Please utilize the email system for items that are not of immediate concern.

We will be limiting access to the classrooms. Parents will enter the room through the preschool door, go to the hallway, hang up their child's backpack on their assigned hook, take their child to the restroom and assist with handwashing, have the child place their lunchbox in their assigned cubby. We know and understand that especially at the beginning of the year that separation anxiety may be of concern. Please know that staff are trained to help children develop a goodbye routine to help minimize their concerns. The development of a routine will be extremely beneficial to aid in the process.

Maintaining a Safe Environment

- Implemented procedures to frequently clean all touched surfaces.
 - Have multiple toys and manipulatives accessible that are easy to clean and sanitize throughout the day.
 - Limit the amount of sharing.
 - Offer more opportunities for individual play and solo activities, such as fine motor activities (i.e., drawing, coloring, cutting, puzzles, and other manipulatives).
 - Plan activities that do not require close physical contact between multiple children.
 - Stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area.
 - Designate a tub for toys that need to be cleaned and wiped after use.
 - Used toys will be disinfected daily
 - Outdoor equipment (such as wagons and tricycles) will be disinfected between children.
 - Children will have access to their own designated indoor supplies such as crayons, markers and scissors. These will be stored in plastic pencil boxes labeled with their

name.

- Children will have designated outdoor supplies such as chalk, bubbles, shovel, magnifying glass, etc. These will be in buckets labeled with their name and stored on a designated cart.
- Children will place all of their work that has been completed into their backpack rather than their cubby. This will assist with limiting contact to the classroom.
- Drinking fountains will no longer be available for use. Children are encouraged to bring a water bottle from home labeled clearly with their name. Water bottles will be stored in the child's cubby with their lunchbox and supplies. Staff will assist children with refilling bottles if necessary. Drinking water and single use cups will be provided indoors and outdoors for children without water bottles
- Covered trash cans will be in the classrooms and emptied throughout the day if needed. Trash cans will not be allowed to overflow.

Meal Times

- Children will eat at their designated class seating (desk or table) space.
- It is the family's responsibility to provide lunch either from home or through the hot lunch program available. We will no longer be able to provide emergency meals. Emergency meals will be provided through the hot lunch program and charges will be applied.
- If utensils are needed they must be provided from home. Single use utensils are recommended.
- Practice proper hand washing before and after eating.
- Immediately clean and disinfect tables after meals
- Breakfast will continue to be served but cereal will no longer be an option. Single serve items such as granola bars or cereal bars, whole pieces of fruit, yogurts, etc will be offered.

Classroom Celebrations

- For the health and safety of our students and staff we will not be allowing treats from home to be brought to the classroom.
- Class parties (such as pizza lunches) will not be allowed.

Bathroom

- The number of children allowed in the restroom at any time will be limited to the number sinks available..
- Students will not wait in line in the restroom.
- Hand soap and paper towels will be constantly available.
- Use this time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Wash hands for 20 seconds and use paper towels to dry hands thoroughly.
- Bathrooms will be disinfected during the day and their cleanliness maintained.

Personal Items

- All personal items must be labeled with the child's name and kept in a separate bag to ensure personal items are separate from others. During this time, personal toys should be kept at home until further notice.
- Children must have a backpack, labeled with their name.
- Children must have a change of clothes at school. We will no longer be able to provide extra clothes. If your child needs to change and they do not have clothes from home, parents will be notified and will need to bring clothing to the school

Napping

- Space mats 6 feet apart from each other. Arrange the head of each bed alternately, in opposite directions, to lessen the possible spread of illness between children from coughing or sneezing.
- Bedding for nap must be brought from home. School bedding will no longer be provided.
- Nap mats will be disinfected daily.

APPENDIX A: SAFE ENVIRONMENT

FACILITIES CLEANING: 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. 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.

Product Guides

Hand Sanitizer

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

- Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
- Do not use hand sanitizers that may [contain methanol](#), which can be hazardous when ingested or absorbed.

Cleaner

When choosing disinfecting products, **use** those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)- approved list “N,”](#) and **avoid** products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily (not in use until further notice)
Electronic Equipment	Copier 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	Clubhouse, Conference rooms, Gym, Common Areas	At the end of each use/day; between groups; as needed

	(Bathrooms)	
--	-------------	--

School Procured Additional Supplies

Item	Quantity	Notes
<u>Hand Pump Sprayer</u>	1/classroom	For teacher use, to spray desks for students to wipe down.
Staff Gloves	1 box/class	Nitrile gloves
Protective Dividers (desks and tables)	Varies/classroom	For additional student safety where distancing is difficult to meet
Bulk Hand Sanitizer	1/school	Eleven 5-gallon drums for refill stations
Lanyards	1/child	For attaching to face masks
Cleaning Solution	1/classroom	Safe for use around food
Classroom Towels	Varies/classroom	For cleaning work surfaces
Restroom Soap Dispensers	1/bathroom sink	Automated
IR Thermometer	1/classroom	
Acrylic/Plexiglass		Office counter

Supplies Provided by Families/Students

See Grade Level Classroom Lists

APPENDIX B: FACILITY ADJUSTMENTS



- The office has installed an auto sense hand sanitizer dispenser and touchless paper towel dispenser.
- Clubhouse, Library, Science Lab and Technology Lab has been converted to a space to ensure social distancing in after school care.
- Auto sense soap and touchless paper towel dispensers have been installed in all restrooms and in classrooms where sinks are located.
- Classroom rugs and superfluous furniture have been removed and individual desks or tables installed with six-foot gapping between student stations.
- Protective dividers will be installed in classrooms for desks and tables where social distancing is difficult to meet (shared tables, grouped desks).
- Students have their own designated space (desk/table) with their own supplies, water bottle, and hand sanitizer.
- Tiger Paw markers outside classrooms, in hallways are designated six feet apart for student lineup and for teacher pick-up.
- Tiger Paw markers are also used to show the direction of travel in hallways.
- Water bottle filling stations have been installed where drinking fountains are located on campus.
- Social distancing and best practice signage is posted around campus.





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APPENDIX C: SIGNAGE & FORMS

Surface Cleaning Staff Protocols



Additional Details

- Teacher will spray the area to ensure wait time and proper coverage.

LIVE + LEARN + LIGHT

Restroom Use Student Protocols



Additional Details

- No more students in a restroom than sinks.
- Tiger Paw marks in hallways designate six-foot distancing and direction of travel in hallways.
- Students will disinfect hands upon returning to class.

Teacher Cleaning Protocols

ROMAN CATHOLIC
DIOCESE OF SACRAMENTO



COVID 19
RESPONSE PROTOCOLS

KEEPING CLASSROOM CLEAN

ROUTINELY CLEAN





TEACHERS CLEAN HANDS; WEAR GLOVES

RESPECT EVERYONE'S SPACE

FAITH

COMMUNITY

GROWTH



CAMPUS ENTRY SCREENING

COMPLETE SURVEY PRIOR TO ENTRY



DISINFECT



MASK?



GLOVES

RESPECT EVERYONE'S SPACE

FAITH

COMMUNITY

GROWTH

Student Checklists

Home Checklist for the Front Door



GOOD MORNING!

SMILE	CHECK TEMPERATURE	WASH
		
		
		
		
DO YOU HAVE YOUR SUPPLIES?		

HAVE A GREAT DAY!

FAITH COMMUNITY GROWTH

End of School Day Reminders



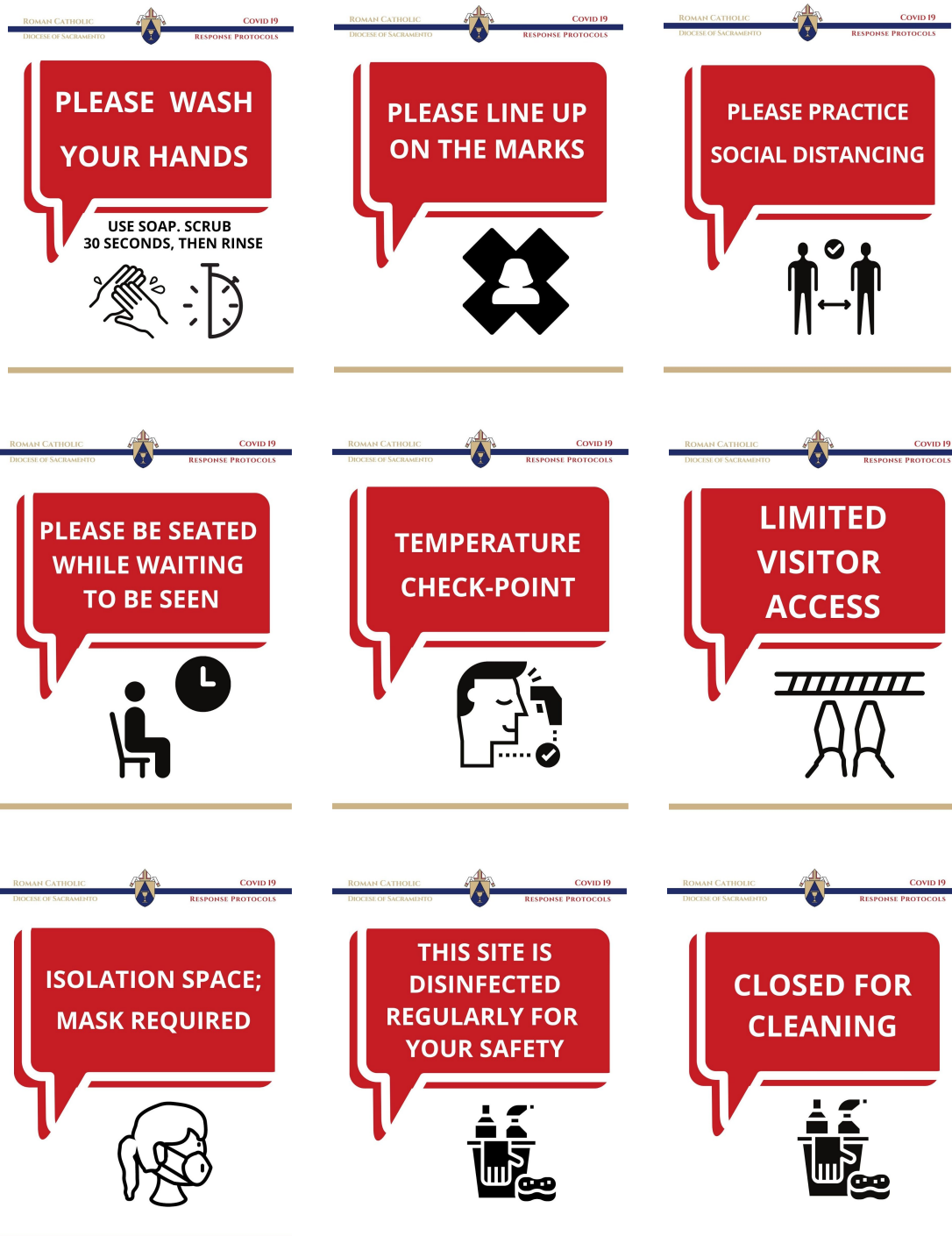
END OF DAY!

SMILE	CHECK LIST	CLEAN
		
		
		
		
		
DONT FORGET TO WASH TOWELS & RETURN		

HAVE A GREAT AFTERNOON!

FAITH COMMUNITY GROWTH

Additional Facility Signage



Health Screening (All Visitors)

Visitor's Name:

Student Name (if applicable):

Student Grade (if applicable):

In order to safely enter campus, the following questions will be asked upon your arrival:

Q1: Have you had a cough, shortness of breath, difficulty breathing, or been in close contact with a person confirmed to have COVID-19?

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


Q2: Have you had any of these symptoms

Fever higher than 100.4	Muscle pain	Sore throat
Cough	Headache	New loss of taste or smell
Repeated shaking with chills	Congestion or	Diarrhea
Shortness of breath	runny nose	
Fatigue	Nausea or	
	vomiting	

If yes, please contact your health provider right away.

If the answer to the above questions is "no" your temperature will be taken. If your body temperature is below 100.4 degrees, a Visitor's Pass will be provided to you. Visitors are expected to provide their own face coverings. Face coverings are required in order for you to walk onto campus and must be worn correctly at all times. Visitors Passes will be collected prior to your departure from campus.

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 8/29/20 02



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:



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:

Confirmed with Sacramento County 9-11-20



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:



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:

Confirmed with Sacramento County 9-11-20

Restroom Daily Checklist

Date:		Restroom Area (circle): boys girls outside gym						
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>								

Early Dismissal Form (Must be completed before you arrive on campus)

Student Name: _____

Student Grade: _____ Time Out _____ Time In _____
(if returning student)

Reason for Dismissal:

_____ Medical Appointment

_____ District Testing

_____ Family Emergency

_____ Personal

_____ Other: _____

Print Name: _____ Relationship: _____

Signature: _____ Date: _____

Student Illness Pick-up Form (Will be complete by staff prior to your arrival on campus)

Student Name: _____

Student Grade: _____ Time Out _____

Reason:

_____ Fever _____

_____ Coughing/Cold Symptoms

_____ Digestive Issues (vomiting, diarrhea, etc.) _____ Concussion Evaluation

_____ Difficulty breathing with uncontrolled cough

_____ Other: _____

Print Name: _____ Relationship: _____

Signature: _____ Date: _____

Appointment Request Form (Parents please complete and email to Mrs. Ugarte)

Parent Name: _____

Contact Information:

Phone: _____

Email: _____

Reason:

_____FACTS

_____Registration

_____Discipline/Concerns/Academics

(Before an appointment is made with the principal, you must first meet with your child(ren)'s teacher(s). This will be verified by teachers before scheduling moves forward)

_____Other: _____

Student: _____ Grade: _____

Student: _____ Grade: _____

Student: _____ Grade: _____

Appointments will be held between 8:30 am and 2:30 pm. Appointments will be conducted by phone or Virtual (Zoom). Only under special circumstances, determined by the principal, will appointments be held in person.

Please email the completed form to cugarte@saintpatricksacademy.net

APPENDIX D: AGENCY UPDATES & RESOURCES

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

[School Letterhead]

[Date]

Dear (Name of School) 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 (Name of School) 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.

(Name of County) County Public Health has been notified. (Name of School) 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:

(Insert County COVID-19 Portal Page Here)

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

Respectfully,

[Principal Name and Contact Information]

Close Contact Letter

[School Letterhead]

[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].

[Name of County] 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 [Name of County] 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:

- [Insert County COVID-19 portal page link here]

- Centers for Disease Control and Prevention (latest information on symptoms, how to protect other household members, cleaning, and more):
www.cdc.gov/coronavirus
- (Updates about our school's situation)

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

Respectfully,

[Name and contact information of principal]

Symptoms Letter

[School Letterhead]

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:

- [Insert county COVID-19 portal page link here]

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

Respectfully,

[Principal name and contact information]

Scenario 3 - Quarantine Letter



August ZZ, 2020

Dear X School Parent or Guardian,

This letter serves as notification that a student or staff member of your cohort at [Name of School] 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, [Name of County] 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 principal [insert principal name and contact information here].

Sincerely,

A handwritten signature in black ink that reads "LINCOLN SNYDER". The signature is written in a cursive, slightly stylized font.

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

APPENDIX F: DISTANCE LEARNING

The Distance Learning opportunities provided by our school are intended to keep us safely in community.

Distance Learning Outline

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

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 students 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

Parents (grades K-2) and students (grades 3-8) will complete and submit the daily Attendance Form found in Google Classroom.

Lesson Plans

Lesson plans will be posted each day on **Google Classroom** (K-8th grade)

School Day

The school day will begin between 8:00 and 8:30 am and end between 2:30 and 3:00pm and by 1:30 pm 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. 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** 3-4 days a week
- ☐ **Social Studies/** 1-3 days a week
- ☐ **Science** 1-3 days a week
- ☐ **Specials** (PE/Music/Performing Arts/Visual Arts) 1-2 times weekly
- ☐ **Office Hours/Check-Ins** with individual students or small groups throughout the week
- ☐ **Other** May include: Morning Meetings, opportunities to build relationships, allow for social interaction, and support learning. These will vary depending on a student's age.

Delivery

- Lessons 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, if devices are available
- Families will review and sign a technology agreement.
- Teachers will provide student and parent support in using the school communication platforms.

Here are some of the applications and sites that St. Patrick Academy will be 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

Google Classroom K-8th grade

Synchronous Instruction

Zoom
 Google Education Suite
 SuperKids
 Edpuzzle
 Edhelper
 Quizlet
 Pear Deck
 Nearpod

Asynchronous Instruction

Screencastify
 Loom
 Flipgrid
 Google Suite

ELA

Scholastic Reader
 Freckle

Vooks
Readworks
Reading Street
Lalilo

Math

Freckle
Happy Numbers
Envision Math
Engage NY
Prodigy
Guided Math
Quizizz
Kami
Kahoot
Boom cards

Religion

We Believe 1st-6th
Sofia Institute "Spirit of Truth"
Matthew Kelly
That Resource Site

Social Studies

Kahoot
Freckle
Constitution Center
Padlet
Kami
Screencastify
CK-12

Science

CK-12
Screencastify
Flocabulary
NGSS Curriculum
Freckle
Generation Genius
Brainpop
Mystery Science

PE

Google Suite
Kahoot
PE Central

Gopher.com

Music

Kahoot

Flipgrid

Smartmusic

Corridor Music

Musicca

Padlet

The singing school

Flat.io

Chrome music lab

Music theory

Music play

Art

Doodle art

Kahoot

Independent, Remote Learning for At-Risk Students

Overview

Program Intent

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

Content

Instruction in math, language arts, science, religion, and social studies will be provided to all students. Remote learning students will also have music art and music instruction

.

Roles and Responsibilities

Classroom Teacher

Generates core content and provides feedback to all students (on and off-site) in the regular grading cycle and is available to parents in a regular fashion (phone, email, Zoom).

Student

Keep to their schedule by starting each day on Google site with the morning announcements, attend their remote lessons, and progress through the content at their pace during the day content is assigned.

Teacher Liaison

Provides additional community connectivity content such as checking in daily with students, monitoring work completion, and providing on-demand support. Will serve as the first point of contact for parents during the course of the day for assistance (through Google classroom, email, or phone).

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.

Waiver Application Cover Form

(for use by a Local Educational 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):

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:

I. Consultation

1. Faculty and staff: By August 10, 2020, principal will:
 - a. Provide an electronic copy of his or her school's Return-to-School plan to each employee.
 - b. Review his or her school's Return-to-School plan in detail.
 - c. Makes himself or herself available at a scheduled time for follow-up conversation and questions.
2. Parent organizations: By August 13, 2020, principal will:
 - a. Provide an electronic copy of his or her school's Return-to-School plan to each CSAC member.
 - b. Make himself or herself available at a scheduled time for follow-up conversation and questions.

- c. Following the meeting, the principal will share a copy of the Return-to-School Plan with the parent population.
- 3. Community Organizations:
 - a. 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. Principals will share the Return-To-School Plan on their website.

II. 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 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>

2020-2021 COVID-19 School Protocol Acknowledgment

By signing below, I acknowledge that I have read and understand the current COVID-19 School Protocol which sets forth the procedures undertaken by the school to mitigate the spread of infection during the COVID-19 pandemic.

I acknowledge that, despite the best efforts of students, parents, and faculty, a risk of infection at school is a possibility.

I agree to follow all procedures which are family responsibilities. These include the following:

- Conduct a daily health check of all family members (temperature below 100.4°F, presence of COVID-19 symptoms, etc.) before coming to campus
- Keep student home if there is a fever or illness of any kind and report this to the school
- Report any contact a student has had with a person who has tested positive for COVID-19 or who is demonstrating COVID-19 symptoms
- Wear a mask and maintain social distancing on campus or at school/parish events
- Provide students with appropriate supplies including masks
- Pick up in a timely manner a student who becomes ill

I understand that the school administration may need to amend the Protocol as needed or required by authorities and that notification of such amendments will be made to parents and guardians in a timely manner.

I have read and understand the information contained in the COVID-19 Protocol:

Please *print* Family Last Name: _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date