

DIOCESE *of* SACRAMENTO  
CATHOLIC SCHOOLS

# RETURN-TO-SCHOOL PLAN: COVID-19 PROTOCOLS



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

***“Be Who God meant you to be and you will set the world on fire.”***  
***St. Catherine of Siena***

v 2.22  
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FAITH + COMMUNITY + GROWTH

## 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 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.



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## GENERAL PROTOCOLS

### Social Distancing

- All persons on campus will practice social distancing of six feet or more we much as it is practicable.
- Close contact interactions (for the purposes of determining contact tracing) is considered less than 6ft for 15 minutes or more. 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

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

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 will be designated for each person and desks will be spread out to maximize space.
- Windows will be opened for proper ventilation.
- Classroom rugs, group tables, and superfluous furniture will be removed and individual desks installed.
- Students have their own designated desk with their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Personal Space Desk Sneeze Guard Shields on all student desks.
- Teachers will utilize outdoor space as much as possible.
- Air purifiers have been placed in all classrooms, the office, and the gym for extended care.

## Other Facility Adjustments

- Extended Care is in the gym and each student will have their own socially distanced individual table.
- Drinking fountains have been turned off, faculty and staff and all students will bring their own pre-filled water containers from home.
- Hooks will be installed to allow for room between student backpacks.

## Office Capacity

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

## Staff Lounge

- Staff lounge will be closed and unavailable for eating. Faculty and staff may eat at their desks inside the classroom or outside socially distanced.
- Staff meetings will be virtual.

## Gym

The gym will be converted for use to ensure social distancing in the after school Extended Care 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. Unless otherwise so directed by the county health officer, the maximum temperature for someone to be admitted to campus is 100.4 degrees Fahrenheit.
- During the day, any person experiencing or showing symptoms will report to the office designated isolation space for screening.
- The principal will retain 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 masks: 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;
- 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 should be removed for meals, snacks, naptime, or when it needs to be replaced.

When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (recommended) or plastic 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.”<sup>1</sup>

*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:

- **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 service 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 virtually and make themselves available for questioning.

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



- 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 and music class will be online.
- 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 use ziplock bags to take home items daily that must be replaced.
- Teachers will spray desk areas with disinfectant to ensure proper coverage and wait times.

## 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 campuses.
- Volunteers are not allowed and will be restricted by the school principal.
- 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.

## 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 and drinks to school.

## 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: Mrs. Christine Walsh, Mrs. Clarice Salais, Mrs. Theresa Castillo, and Ms. Ferminia Docena.
- 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 <u>OR</u> EXHIBITING A COVID <u>SYMPTOM</u>	
IMMEDIATE ACTIONS	COMMUNICATION
<p><b>Student/staff are isolated at the site in the designated office space until they can be sent home or to a healthcare facility per <a href="#">CDPH</a> guidance</b></p> <p><b>To return to school:</b>                      All symptomatic persons should be tested for COVID-19.</p> <ul style="list-style-type: none"> <li>● 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).</li> <li>● If they test negative, they can return 72 hours after symptoms resolve.</li> </ul> <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"> <li>● If student/staff tests positive, see Scenario 3.</li> <li>● If student/staff tests negative, see Table 2 below.</li> </ul> <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><b><u>School site will remain open</u></b></p>	<p>COVID-19 symptoms letter provided to the individual or individual’s guardian (<a href="#">See Appendix E</a>)</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"> <li>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.</li> <li>If the symptomatic person testing negative did not have a known exposure, they can return to school 72 hours after their symptoms resolve.</li> </ul>	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"> <li>Student/staff must remain in quarantine for a full 14 days after the date of last exposure to COVID-19 positive non-household contact.</li> <li>Household contacts can end quarantine 14 days after their last exposure to the positive household member.</li> <li>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.</li> </ul>	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 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
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	No usage at this time
<b>Electronic Equipment</b>	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day and/or between use



<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	After each recess
<b>Common Areas</b>	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; children are to bring their own container of water from home.
- Flushing our water system and additional measures as needed have been taken per CDC guidelines to minimize the risk of Legionnaires' disease and other diseases associated with water.

## HVAC Considerations

- Fresh outdoor air is introduced as much as possible - when using air conditioning, the setting that brings in outside air is used.
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, we have considered alternatives such as installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.
- Replace and check air filters and filtration systems to ensure optimal air quality on a schedule.
- Ensure proper ventilation during cleaning and disinfecting.
- When cleaning, air out the space before children arrive; plan to do a thorough cleaning when children are not present.

## School Procured Additional Supplies

Item	Quantity	Notes
<b><u>Hand Pump Sprayer</u></b>	1/classroom	For teachers to spray desks for students to wipe down.
<b>Staff Gloves</b>	100 count/class	Nitrile gloves.
<b>Bulk Hand Sanitizer</b>	Per School	For refilling classroom entrance containers.



<b>Individual Pumps</b>	1 per person	1 per student and 1 per teacher.
<b>Cleaning Solution</b>	As needed	Alcohol-based.
<b>Air Purifiers</b>	1 per classroom	In all classrooms, the office, and the gym for extended care.
<b>Restroom Soap Dispensers Restroom Touchless Water Faucets at all sinks</b>	1 per sink	In all bathrooms.
<b>IR Therm No contact thermometer</b>	1 per classroom	Housed in each classroom and the school office.
<b>Acrylic/Plexiglass</b>	1 in the school office and 1 per teacher's instructional area.	Office counter.

## Supplies Provided by Families/Students

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

<b>Item</b>	<b>Quantity</b>	<b>Notes</b>
Water bottle or similar Hydro-flask container	1	With drinking fountains turned off, students will fill water containers at home each day for school.
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, tissue box, hand sanitizer, baby wipe package, disinfecting Clorox wipes, markers, scissors, pencils, glue sticks, crayons, band	1	Masks are to be worn at all times except when eating, personal supplies are to be stored in the desk or seat sack.



aids, pencil box/supply bin, etc.		
Box of ziploc sandwich bags	1	kept in seat sack (to be used to remove personal items from the classroom for disposal and replacement as needed)

## FACILITY ADJUSTMENTS

- Auto sense faucets have been installed in all restrooms.
- New brighter lighting has been installed in all student restrooms.
- The Extended Care room, school gym, and the Learning Lab 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 have been placed with six-foot gaps between student stations as practicable.
- Students have their own designated space desk and seat sack with their own supplies, water bottle/hydro flask from home, 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 shared with families.
- Hooks were installed outside all classrooms.
- Sneeze guards were added to student desks.
- Air purifiers were placed in each classroom and are run throughout the school day.
- The gym will be used for extended care only and have an air purifier.
- Spot markers outside of classrooms and restrooms are six feet apart for students to line up.



## School Schedules and Routines

### Morning Drop-Off

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

**Staffing:** Teachers and Aides

**Morning Drop-Off will be re-evaluated and possibly adjusted each trimester.**

**Protocol:**

- Principal or designee will check each child’s temperature before they exit the vehicle and before the vehicle enters the parking lot.
- Students without fever present will enter and go to their assigned seats after putting hand sanitizer on their hands.
- All K-8 students are required to wear a mask at all times except when eating.
- Children exit the vehicle from the passenger side and have belongings with them.
- Drivers should not leave the vehicles.
- Students will exit their cars and go directly to their classrooms.
- Teachers will follow student screening and entry protocol at the classroom doors.
- No student volunteers for Safety Patrol for the whole school year.

### Grade Level Cohorts - per grade level class schedule.

Cohort Instructional Plan							
			Monday	Tuesday	Wednesday	Thursday	Friday
<b>Grade-Level Cohort</b>							
			Monday	Tuesday	Wednesday	Thursday	Friday
<b>Grade-Level Cohort</b>							



**Protocol:**

- Grade-level Cohort: For recess, PE and other activities such as lunch where students are outdoors or able to socially distance.
- Spanish, Art, and Music will be online, PE will be in-person.

## Recess and Physical Education

**Staffing:** Teachers and Aides

**Protocol:** Recesses and Physical education will be similarly structured, limiting free play to ensure distancing. PE will be outside (and not in the gym) or will take place inside the classroom when rainy or below 45 degrees, or due to poor air quality.

**Protocol:** Recesses and Physical education will be similarly structured, limiting free play to ensure distancing. Activities such as jump rope, calisthenics, and exercise where students can conduct independently will be the standards. Teachers will clean doorknobs after each recess/PE. PE will be held outside when possible. Students will recess in separate areas of the campus (Zone 1 and Zone 2). Play structures will not be in use.

## Morning and Afternoon Recess

	Inner Parking Lot	Upper Parking Lot
9:30 - 9:45	Kindergarten	Upper Parking Lot
9:45 - 10:00	1st/2nd coned area	3rd grade
10:00 - 10:15	7th/8th coned area	5th/6th coned area
1:30 - 1:45	Kindergarten	
1:45 - 2:00	1st	





## Lunch

During lunch, students must remain in their cohort, and the cohorts must remain socially distant from other cohorts.

Time	Inner Parking Lot	Upper Parking Lot
11:40-12:00	Kindergarten Recess	4th Recess
12:00-12:20	Kindergarten, 1st, 2nd, 3rd, 4th eat in classrooms	
12:00-12:20	1st/2nd Recess coned off	3rd Recess
12:00-12:20	Kindergarten, 1st, 2nd, 3rd, 4th eat in classrooms	
12:00-12:20	5th/6th Recess coned off	7th/8th Recess coned off
12:20-12:40	5th, 6th, 7th, 8th eat in classrooms	

**Protocol:** Students will eat lunch at their assigned seats in their classrooms. Students will put their trash in their class' trash can located outside near the classroom exterior door.

## Masses

Daily Morning Mass will be available by livestream each Friday for the school. An in-person rotation to attend Mass in the Church will eventually be incorporated.



## After School Pick-Up

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

**Staffing:** Teachers and Aides

**After School Pick-Up will be re-evaluated and possibly adjusted each trimester.**

**Protocol:**

- Campus will open at 2:45pm.
- Students will be guided to their designated pick-up location and wait with their grade-level cohort.
- Children should enter the vehicle from the passenger side.
- Drivers should not leave their vehicles.

## Extended Care

**Hours of Operation:** 2:45 PM - 6:00 PM

**Staffing:** School employees

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



## APPENDIX A: FAQ

### **What if a student arrives late?**

Students who arrive at school late will enter the school through the front gate by the main office to be admitted. The office staff will sign students in and they will go directly to class.

### **What if a student needs to use the restroom?**

Restroom time is scheduled for a class during their recess time and available as needed throughout the day. Students will wait in line 6 feet apart to enter the restrooms. Restroom capacity is based upon the number of sinks in each restroom.

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

*Students will remain in their classroom if it rains, or the air quality prohibits being outside.*



## APPENDIX B: FACILITY ADJUSTMENTS



## APPENDIX C: PROTOCOL SIGNAGE

### Surface Cleaning



#### Additional Details

-Students will have one ziplock bag to be used daily to remove personal items from the classroom for disposal and replacement as needed. They will take the bag home daily like their personal lunch box, with clean rags and another with dirty rags that they take home daily, like their lunch bag.

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



## Restroom Use

ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO



COVID 19  
RESPONSE PROTOCOLS

### RESTROOM USE

**LOOK, ENTER IF OPEN SINK**

 **STOP**

 **1**  
**PER**



 **USE STALL**

 **PREP TOWEL**

 **WASH**

**RESPECT EVERYONE'S SPACE**

### Additional Details

- No more students in a restroom than sinks
- There are spaced line up spots outside all restroom
- Students will disinfect hands at their desk space upon returning to class



## Daily Bathroom CleanUp Checks:

Date: \_\_\_\_\_

*Please check off if completed:*

9:30 a.m.: \_\_\_\_\_

11:30 a.m.: \_\_\_\_\_

12:30 p.m.: \_\_\_\_\_

2:00 p.m.: \_\_\_\_\_



# Teacher Cleaning Expectations

ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO



COVID 19  
RESPONSE PROTOCOLS

## KEEPING CLASSROOM CLEAN

### ROUTINELY CLEAN



### TEACHERS CLEAN HANDS; WEAR GLOVES



### RESPECT EVERYONE'S SPACE

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# Screening

## Campus Entry Point (Adults)







ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO



COVID 19  
RESPONSE PROTOCOLS

### CAMPUS ENTRY SCREENING

COMPLETE SURVEY PRIOR TO ENTRY



DISINFECT      MASK?      GLOVES

### RESPECT EVERYONE'S SPACE

FAITH      COMMUNITY      GROWTH



## Daily Health Screening (Adults)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

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

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

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

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

**If yes, circle symptoms and see your supervisor immediately.**

Running Record

Date	Temp	Symptoms (Y/N)	Screened by	Signature

**< OFFICE USE ONLY >**

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

Then, complete the following section of this form:

Date the employee was sent home: \_\_\_\_\_ Recorded temperature: \_\_\_\_\_

Are visible signs of respiratory illness present? \_\_\_\_ Yes      \_\_\_\_ No

Date the employee returned to work: \_\_\_\_\_



# Student Checklists for Home


 <b>GOOD MORNING!</b>	 <b>END OF DAY!</b>
<p>SMILE    CHECK TEMPERATURE    WASH</p>   	<p>SMILE    CHECK LIST    CLEAN</p>   
   <p>DO YOU HAVE YOUR SUPPLIES?</p>	    <p>DONT FORGET TO WASH TOWELS &amp; RETURN</p>
<p>HAVE A GREAT DAY!</p>	<p>HAVE A GREAT AFTERNOON!</p>
<p>FAITH    COMMUNITY    GROWTH</p>	<p>FAITH    COMMUNITY    GROWTH</p>



## Additional Facility Signage



## 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.

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Diocese of Sacramento Catholic Schools      Symptoms of COVID-19  
[www.scd.org/schools](http://www.scd.org/schools)      Revised 8/20/20



## APPENDIX D: AGENCY UPDATES

### Solano County COVID-19 Community Testing

Fairfield - 1741 W. Texas St, Fairfield, CA (Alan Witt Sports Complex)

Vallejo - 545 Magazine St, Vallejo, CA (Norman King Community Center)

Resources and information: <https://www.solanocounty.com/depts/ph/coronavirus.asp>

### 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](#)



## 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.**



St. Catherine of Siena School  
3460 Tennessee St., Vallejo, CA 94591  
Ph: (707) 643-6691 Fax: (707) 647-4441  
www.scstars.net

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#### Confirmed Case Letter

(Date)

Dear St. Catherine of Siena 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. Catherine of Siena 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 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. 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.

Solano County Public Health has been notified. St. Catherine of Siena 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, our 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 Christine Walsh, principal. Additional resources can be found at:

- Centers for Disease Control and Prevention (latest information on symptoms, how to protect other household members, cleaning, and more): [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)

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

Respectfully,  
Mrs. Christine Walsh, Principal



**St. Catherine of Siena School**  
3460 Tennessee St., Vallejo, CA 94591  
Ph: (707) 643-6691 Fax: (707) 647-4441  
[www.scstars.net](http://www.scstars.net)

## Close Contact Letter

(Date)

Dear St. Catherine of Siena School Parents/Guardians:

The health and safety of our students and staff are our top priority. 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).

Solano 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 Solano 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. If you have any school related questions, please contact Christine Walsh, principal. Additional resources can be found at:

- Centers for Disease Control and Prevention (latest information on symptoms, how to protect other household members, cleaning, and more):  
[www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)

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

Respectfully,

Mrs. Christine Walsh, Principal



**St. Catherine of Siena School**  
3460 Tennessee St., Vallejo, CA 94591  
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[www.scstars.net](http://www.scstars.net)

---

## Symptoms Letter

(Date)

Dear St. Catherine of Siena School Parent/Guardian:

The health and safety of our students and staff are our top priority. 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 will still remain home at least 10 days after symptom onset, along with 24 hours of 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 and will still follow the 10 days after symptom onset, 24-hour fever-free rule outlined above.

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

- Centers for Disease Control and Prevention (latest information on symptoms, how to protect other household members, cleaning, and more): [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)

Thank you for your prompt attention to this matter.

Respectfully,

Mrs. Christine Walsh, Principal



**St. Catherine of Siena School**  
 3460 Tennessee St., Vallejo, CA 94591  
 Ph: (707) 643-6691 Fax: (707) 647-4441  
[www.scstars.net](http://www.scstars.net)

---

## Quarantine Letter

(Date)

Dear St. Catherine of Siena School Parents/Guardians:

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



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

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

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

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

- Centers for Disease Control and Prevention (latest information on symptoms, how to protect other household members, cleaning, and more): [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)

Thank you for your prompt attention to this matter.

Respectfully,

Mrs. Christine Walsh, Principal





DIOCESE *of* SACRAMENTO  
CATHOLIC SCHOOLS

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 style with a long horizontal stroke at the end.

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



## APPENDIX F: DISTANCE LEARNING

The Distance Learning opportunities provided by St. Catherine of Siena 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 through Zoom with a distance learning schedule.
- C. Campus closed - The entire school will move to distance learning if the campus is closed by the health department, similar to the cohort scenario, but with additional whole school content such as streamed announcements, masses, assemblies, and music. Students on independent, remote learning will be folded into the whole site distance learning program.

### Distance Learning

#### Communication

- Teachers will post daily links to interactive lessons through Zoom (except PE).
- Classroom teachers and aides will be available throughout the school day to respond to students questions, concerns, and needs.
- The principal will share daily morning assembly and a weekly announcement on SchoolSpeak for families.

#### Attendance

Teachers will take their daily attendance by 8:30am each day with a morning check-in assignment or by taking attendance at the first synchronous session of the day. Students must work and participate to be marked present for the day.



## Daily Lesson Plans

Lesson plans will be shared daily primarily on **Google Classroom**.

## School Day

Lesson lengths will vary based on a grade-level's ability and needs. Families should communicate their needs with their child's teacher should they need to make additional accommodations.

## Content

- ❑ **Prayer and Religion** 5 days a week
- ❑ **English Language Arts** 5 days a week
- ❑ **Math** 5 days a week
- ❑ **Social Studies**
- ❑ **Science**
- ❑ **Enrichments** (Spanish/PE/Music/Art)
- ❑ **Check-Ins** with individual students or small groups once a week
- ❑ **Office Hours** throughout the week
- ❑ **Other** May include: Morning Meetings, 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

- Lessons will be delivered virtually.
- 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

- Teachers will provide student and parent support in using the school communication platforms.
- Teachers should send home websites and apps that will be used the first three weeks of school and include student log-in information.



## 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.

#### 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.

### 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):

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 14, 2020, each principal will hold a meeting with his or her faculty. During that meeting, he or she will:
  - a. Present an introductory message from Lincoln Snyder and a public service announcement from Dr. Daniel McCrimons.
  - b. Provide an electronic copy of his or her school's Return-to-School plan to each employee.
  - c. Review his or her school's Return-to-School plan in detail.
  - d. Hold an open forum in which he or she records and answers any questions or concerns.
  - e. Makes himself or herself available at a scheduled time for follow-up conversation and questions.





2. Parent organizations: By August 14, 2020, each principal will hold an online meeting with his or her Catholic School Advisory Committee. During that meeting, he or she will:
  - 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 his or her school's Return-to-School plan to each CSAC member.
  - c. Review his or her school's Return-to-School plan in detail.
  - d. Hold a question-and-answer session in which he or 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. Following the meeting, the principal will share a copy of the Return-to-School Plan with the parent population and post the plan prominently on the school website.
3. Community Organizations:
  - a. Following the same agenda as above, during the month of August, the principal will meet with the Parish Pastoral Council and other significant community entities that operate in or on the parish grounds (as determined by the principal and pastor) to present the Return-to-School plan.
  - 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. Principals will document the dates of all meetings on their website.
  - a. Faculty and staff meetings held 8/5, 8/6 and 8/10
  - b. CSAC meeting scheduled for 8/11
  - c. Parish Council meeting scheduled for TBD

## 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](http://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>

