



# UPDATED RETURN-TO-SCHOOL PLAN

## COVID-19 PROTOCOLS FOR ELEMENTARY SCHOOLS

Version 7

November 10, 2020



## 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 schools. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state, and local agencies.

Our needs are different than those of public schools. Because we are not subject to the Williams Act and collective bargaining, we can more readily require things of students and staff regarding procedures and materials. Our populations are relatively small, and we do not face other complications like bussing, large special needs populations, and ADA funding mechanisms.

With resident county HHS declaring a move to Phase 2, we believe it is time to begin the conversation about our return to school in August. Our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to work and 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 for life to continue.
  - 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 distance learning.
2. **Presence:** Keeping school open daily. We do not want to burden parents with challenging schedules that require them to stay home and out of work - 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 campus to support social distancing and proper hygiene norms
- 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.



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

### **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 Dividers in classrooms with a high volume of students
- Teachers will utilize outdoor space as much as possible.

### **Other Facility Adjustments**

- Extended Care, the learning Lab, and the gym will be safely divided to accommodate sub cohorts.
- Drinking fountains will be turned off, and an additional water bottle filling station will be added.

### **Office Capacity**

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

### **Staff Lounge**

- Staff lounge will be closed except for a scheduled copy machine use time.
- Staff meetings will be virtual, even for employees in the same office or school.
- This area will be closed for eating.

### **Parish Meeting Room**

- The Parish Meeting Room will be closed for school use until further notice.
- Classes that were once held in this room will not be held in the grade-levels classroom.



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## Hall

The hall will be converted for use to ensure social distancing in the after school Extended Care program.

## Screening

- **Please see the updated symptom checklist on page 38. This protocol now distinguishes between higher-risk and lower-risk symptoms.**
- Students and staff must conduct a daily self-check ([See Appendix B](#)) 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.
- Student temperatures will be taken upon arrival at school in car loop (K-4 side and upon arrival onto campus on 5-8 side)
- 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 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 County Health Departments to provide testing for faculty and staff at regular intervals. Principals have received an HR memorandum to that effect.
- The school principal and/or contact tracers shall update the Catholic School Department Executive Assistant every Monday morning regarding confirmed COVID-19 cases amongst staff and students from the previous week.



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## 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



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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.”<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

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



covering as long as the wearer maintains physical distance from others. Staff must return to wearing a face-covering outside of the classroom.

- Proper wear and care of face coverings found here: <https://bit.ly/washingfacecoving>

## Gloves

- **All custodians and food services personnel must wear gloves**
- Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.
- Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

## Staff Training and Family Education

### Delivering Instruction

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of this protocol, posters, and routines ([See Appendix E](#)).
- The principal will review the full Return-to-School plan with faculty and staff prior to students returning to campus.
- Parents must review and acknowledge the plan prior to their students returning to campus. Principals will present the plan to their communities and make themselves available for questioning.
  - The school will distribute all diocesan communication and public service announcements pertaining to the plan.
  - The school will draw particular attention to at-home and at-school screening, PPE, and hygienic procedures and materials ([See Appendix B](#)).
- Teachers will provide initial and routine instruction in social distancing and health practices to their students in keeping with all provisions of this protocol.
- Schools will Highlight any changes to this Plan via their information system, and post the updated Plan on the school website.



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- Activities where there is increased likelihood for transmission from contaminated exhaled droplets—such as singing, yelling, chanting, blowing wind instruments —are not permitted at this time.
- Implement procedures for turning in assignments to minimize contact.
- Consider the use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.
- Avoid sharing things; where sharing occurs, clean, and disinfect between uses.
- Lessons that involve food prep, or shared snacks are prohibited (bake sales, friendships, salads, etc.)

## Cleaning & Disinfection Routine

- Students will have one ziplock bag labeled “Clean” with 5 clean rags and another labeled “dirty” with dirty rags that they take home daily, like their backpack.
- Teachers will spray the area 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. 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.



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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 Delivery

Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to the 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 & 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: Katie Perata (Principal)
- Contact tracers must be trained either by the county within which the school resides, or take one of the following courses on contact tracing:



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- 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:



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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.*

Steps to Take in Response to Confirmed/Suspected COVID-19 Cases and Close Contacts (TABLE 1) Next Page

## 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><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><br/>                     Please see the chart on Page 38 for direction on distinguishing between high-risk and low-risk symptoms. All symptomatic persons (eg, one high-risk or two low-risk symptoms) should be tested for COVID-19.<br/>                     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>COVID-19 symptoms letter provided to the individual or individual’s guardian (<a href="#">See Appendix E</a>)</p> |



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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)

**School site will remain open**

## 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**

## 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.



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- 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**

## 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>  | <p>Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed</p> |
| A student or staff member tests negative after Scenario 2 (close contact)  |  |
| <ul style="list-style-type: none"> <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> | <p>No action is needed</p>   |
| A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)  |  |
| <p>Can return to school/work immediately</p>   | <p>No action is needed</p>   |

Chart adapted from **COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year** July 17, 2020



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## 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.



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- d) **Reopening:** Public Health and the school will be in communication throughout this process. School and school districts can typically reopen after 14 days and the following:
- i) Cleaning and disinfection have occurred;
  - ii) Public health investigation is complete
  - iii) Local public health is consulted and has no concerns with re-opening.

## SAFE ENVIRONMENT

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. Sites have considered the CDC guidelines for reopening buildings after an extended closure (See <https://bit.ly/cdcwater>). In addition, the process outlined below will routinely serve to protect everyone and reduce the risk of spread of infection.

### Product Guides

#### Hand Sanitizer

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

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

#### Cleaner

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

#### General Disinfection Measures

| Category   | Area                | Frequency                  |
|------------|---------------------|----------------------------|
| Workspaces | Classrooms, Offices | At the end of each use/day |



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|                             |  |   |
|-----------------------------|--|---|
| <b>Appliances</b>           | Refrigerators, Microwaves, Coffee Machines                     | Daily   |
| <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; water bottle filling station is provided.

### 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   |
|--|-------------|---|
| <a href="#"><u>Hand Pump Sprayer</u></a> | 1/classroom | For teacher use, to spray desks for students to |



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|   |  |   |
|---|--|---|
|   |  | wipe down.  |
| <b>Staff Gloves</b>                     | 500 count/class                        | Nitrile gloves  |
| <b>Bulk Hand Sanitizer</b>              | 55lb drum                              | 55-gallon drums for refill stations                       |
| <b>Classroom Pumps</b>                  |  | At least 2 refillable pumps at all times                  |
| <b>Cleaning Solution</b>                | Refillable spray bottles in each class | Alcohol-based (2 bottles per classroom)                   |
| <b>Water bottle filler</b>              | 1                                      | Located in the Parish Hall                                |
| <b>Restroom Soap Dispensers</b>         | Refillable                             |   |
| <b>IR Therm</b>                         | 1 per classroom                        | Additional are found in office, extensions, and preschool |
| <b>Disinfectant Wipes per Classroom</b> |  | Refilled as needed  |
| <b>Fog Cleaner Machine</b>              | 1                                      | To be used to mass clean desks, large furniture, etc.     |
| <b>Hand Washing Stations</b>            | 2                                      | One on each side of the school (K-4 side and 5-8 side)    |

## Supplies Provided by Families/Students

| Item                       | Quantity | Notes  |
|----------------------------|----------|--|
| <b>Ziplock Bag</b>         | 2        | *If you prefer your student to use disinfectant wipes instead, that is allowed |
| <b>Desk Cleaning Cloth</b> | 5        | *If you prefer your student to use disinfectant wipes instead, that is allowed |
| <b>Pencil box/Pouch</b>    | 1        | Students will store and only utilize personal supplies                         |



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|                                |   |  |
|--------------------------------|---|--|
| <b>Refillable water bottle</b> | 1 | Water will be filled from touch less water filler during designated times          |
| <b>Small Backpack</b>          | 1 | Backpack should be small- goal is to keep all student personal items in their desk |
|                                |   |  |
|                                |   |  |
|                                |   |  |
|                                |   |  |
|                                |   |  |

**Supplies Provided by Families/Students**

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

| <b>Item</b>           | <b>Quantity</b> | <b>Notes</b>  |
|-----------------------|-----------------|---|
| Water bottle          | 1               | With drinking fountains turned off, students will be encouraged to fill bottles at home. They will have access to one of the touchless water bottle filling stations.   |
| Backpack              | 1               | Students will be assigned a hook where they will hang their backpack. The backpacks will be at a distance, as to not touch other backpacks. Students will have access to their backpacks in staggered groups. |
| Clean cloth face mask | 1               |   |
| Towel                 | 1               | Students will bring a towel (beach towel for intermediate and middle school students) for use to sit on during outdoor instruction, work, or lunch.   |



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## FACILITY ADJUSTMENTS

- 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 or tables installed with six-foot gaps between student stations as practicable.
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Signage will be added to the campus for social distancing reminders.
- Social distancing and best practices signage posted around campus and distributed to families

## SCHOOL SCHEDULE & ROUTINES

**Drop-Off Hours:** 7:45 AM - 8:00 AM

**Protocol:** Students will exit their cars, have their temperature taken, and will be directed by staff to head directly to their classroom. Teachers will be at their doors to admit students. Students will enter and go directly to their assigned seats. When the homeroom teacher has “loop duty” classroom assistants will be in charge of letting students in. On these days, classroom assistants will work 7:45 to 3:00 instead of 8:00-3:15.

### Lunch Food Service

**Protocol:** Students will eat lunch at their assigned seats in their classrooms or outside socially-distanced in their grade levels. The hot lunch program will be delivered to classrooms masked and gloved by Aides on campus. Students will put their trash in their class trash can. Students will have recess in separate areas of the campus. Play structure will not be in use until further notice. Each classroom has their own recess equipment and will be disinfected daily. Water fountains will not be used; students may refill personal water bottles at the water filler station in the Parish Hall.

### Lunch Schedule:

| Time | Grade | Activity | Location | Supervision |
|------|-------|----------|----------|-------------|
|------|-------|----------|----------|-------------|



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|             |         |        |                   |                            |
|-------------|---------|--------|-------------------|----------------------------|
| 11:10-11:30 | K/1st   | lunch  | classroom         | K/1st Aides                |
| 11:30-11:50 | K/1st   | recess | K / LY<br>1st /BB | K/1st Aides                |
| 11:30-11:50 | 2nd/3rd | lunch  | classroom         | 2nd/3rd Aides              |
| 11:50-12:10 | 2nd/3rd | recess | 2nd/LY<br>3rd/BB  | 2nd/3rd Aides              |
| 11:50-12:10 | 4th/5th | lunch  | classroom         | 4th/5th Aides              |
| 12:10-12:30 | 4th/5th | recess | 4th/LY<br>5th/BB  | 4th/5th Aides              |
| 12:35-12:55 | 6th/7th | lunch  | classroom         | Staff/8 <sup>th</sup> Aide |
| 12:35-12:55 | 8th     | recess | BB                | Mrs. Herlocker             |
| 12:55-1:15  | 6th/7th | recess | 6th/BB<br>7th/LY  | Mrs. Herlocker/Staff       |
| 12:55-1:15  | 8th     | lunch  | classroom         | 8th Aide                   |
|             |         |        |                   |                            |

## Recesses and Physical Education

**Staffing:** Teachers and Aides

**Protocol:** Recesses and Physical education will be similarly structured, limiting free play to ensure distancing. Activities such as jump rope, calisthenics, etc. will be the standards. Teachers will clean doorknobs after each recess/PE. Each classroom has their own recess equipment and will be disinfected daily. Water fountains will not be used; students may refill personal water bottles at the water filler station in the Parish Hall.

### Morning Recess Schedules

School Yard Designation/Description: Recesses will occur in either the (back) latter half of the Large Yard (LY) which is closest to “I” St. or the Basketball Yard (BB). Only one class will be



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allowed on a yard at any time and each class will have a designated recess time. Basketball pole pads will be sanitized daily.

Restrooms: Students must use the restrooms during their assigned recess time. In the event of an emergency, staff must escort the student to the restroom. Number of students using the restroom will be limited to the number of sinks available. (Staff will check for occupancy of restrooms prior to students entering)

- Stall doors, handles and faucets must be wiped after each use.

Class Transitioning Procedures: As each class will be its own cohort, students will not mingle with other students/classes as they move around campus. Therefore, at the beginning and end of each activity period, which includes morning and lunch recesses, students will be instructed to use the transit lanes in a single line as they return to their respective classrooms.

## Schedules

### Morning Recess K-4

| Time         | Grade      | Yard | Activity               | Yard Supervisor                     |                              |
|--------------|------------|------|------------------------|-------------------------------------|------------------------------|
| 9:15 - 9:30  | K          |      | LY                     | Snack/Recess*                       | K Aide/Teacher               |
| 9:30 - 9:45  | 1st        |      | Out front of Classroom | Snack/Restroom                      | 1st Teacher/Aide             |
| 9:45 - 10:00 | 1st<br>2nd |      | LY<br>BB               | Recess<br>Snack/Restroom/<br>Recess | 1st Aide/Roamer*<br>2nd Aide |
| 10:00-10:15  | 3rd        |      | Out front of Classroom | Snack/Restroom                      | 3rd Teacher/Aide             |
| 10:15-10:30  | 3rd<br>4th |      | LY<br>BB               | Recess<br>Snack/Restroom/<br>Recess | 3rd Aide/Roamer*<br>4th Aide |

\*K will only be allowed to use their classroom restrooms



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\*A “Roamer” teacher will consist of 1st-4th Teachers along with any available Enrichment Teachers.

### Snacks:

Plan A: All students will eat their snack inside their respective classrooms while small groups transit to the restroom during their designated time.

Plan B: Weather dependent, students will either eat snacks in the classroom during their allotted snack time and transition in small groups to the restrooms or carry their snacks to their designated yard, sit and eat while small groups go to the bathroom.

In the event of an indoor classroom snack or lunch, a yard supervisor must monitor the bathrooms and follow school safety protocols at all times.

### Morning Recess 5-8

| Time          | Grade | Yard | Yard Supervision       |
|---------------|-------|------|------------------------|
| 10:30 - 10:45 | 5     | BB   | 5th/6th Aide & Roamer* |
| 10:30 - 10:45 | 7     | LY   | 7th/8th Aide & Roamer* |
| 10:45 - 11:00 | 6     | BB   | 5th/6th Aide & Roamer* |
| 10:45 - 11:00 | 8     | LY   | 7th/8th Aide & Roamer* |

\*Roamer for each scheduled time will consist of any available Enrichment/Homeroom teacher whose schedule will fit.

Transition to yard: In order to secure safe passage by each class, when the 10:45 bell rings the class on the yard will line up in a single file and wait while the classes entering the yard arrive in a single file line. At this point the class returning to the classroom will be able to transit to the classroom. 7th & 8th grades will access the LY by walking in a line around the front of the school. This means that one staff person (teacher or aide) will be the lead and one will follow at the back of the line.

Snacks: Upper grade students will bring their snack with them to their designated yard, sit and eat while playing. In inclement weather, students will eat snacks inside the classroom.



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## After School Pick-Up

**Time:** 3:00 PM - 3:15 PM

**Staffing:** Teachers and Aides

**Protocol:** Students will wait inside their classrooms until called for car loop or escorted to extension. In order to minimize co-mingling, all students will be picked up in the loop with the exception of Kindergarten. Kindergarten may be dismissed to the loop or may be picked up from Mrs. Mavros at the front gate near the flagpole. Parents will not be allowed on campus to wait on benches until further notice.

## Extended Care

**Hours of Operation:** Morning Shift 6:30 AM - 8 AM; Afternoon Shift 3:00 PM – 6:00 PM

**Staffing:** School employees

**Protocol:** Extension will be held in the Parish Hall with distanced and assigned grade level areas/tables. Each student will have their own supplies, and the space has its own set of restrooms. They will be the only population to use the space during the course of the day. The facility will be cleaned between shifts. Parents will pick-up and drop-off at the Parish Hall entrance; they will not be admitted into the space.

## Monday Assembly and Mass

Monday morning assembly will occur virtually for the time being in each classroom each week. Classes will still attend daily Mass and whole school Mass virtually until allowed to gather in the church.

# APPENDIX A: COVID-19 Basics

## At-Home Illness Checks



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- Parents are expected to screen their children for [COVID-19 symptoms](#), including a temperature of 100.4 degrees Fahrenheit or higher.
- Staff are expected to screen themselves for the same symptoms and temperatures.
- Students and staff are not allowed to attend school if they have even one COVID-19 symptom.
- Reasonable exceptions allowed: (For example, an asthmatic student's shortness of breath improved by inhaler, or a diabetic's fatigue relieved by medication.)
- Do not bring your child to school until he or she has received an administrative clearance to attend classes.

### Medical Note Necessary

Any student or staff member that contracts COVID-19 cannot return to campus until his or her doctor provides medical clearance in a written note on their practice's letterhead.

### Confirmed Exposures

The Centers for Disease Control defines someone as having a confirmed exposure to COVID-19 as the following:

- Anyone who has had close contact (< 6 feet) for  $\geq 15$  minutes with a person with COVID-19.
- Contact was between two days before the latter's onset of COVID-19 symptoms to the time the latter meets criteria for ending home isolation.
- Exposure to people with confirmed COVID-19 who have not had any symptoms, as well.
- Community members with confirmed exposures are expected to self-isolate at home for 14 days from the last date of potential exposure.

### When Symptoms Emerge During the School Day

- Students and staff exhibiting [COVID-19 symptoms](#) will be checked for temperature, isolated and sent home, with reasonable exceptions.
- Students that begin to present symptoms during the school day will be isolated from the rest of the school community and supervised while waiting for their ride home or to a medical center.
- Staff that screen students and colleagues for COVID-19 symptoms will wear face shields, masks and gloves.

### When Sick But Not Diagnosed with COVID-19



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As with any school year, students and staff will become ill in 2020-21 for reasons other than COVID-19. For instance, local schools tend to have at least one wave of strep throat, head colds, and flu throughout the academic year.

Students and staff that become ill due to reasons other than COVID-19 must return to campus 10 days after symptoms began, once their symptoms have improved, and three days without a fever independent of fever reducing medications.

Reasonable exceptions can be allowed for some students and staff to return earlier. If you believe your child qualifies for an exception, please contact us. *Do not bring your child to school until he or she has received an administrative clearance to attend classes.*



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## APPENDIX C: SIGNAGE & FORMS

### Surface Cleaning

ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO



COVID 19  
RESPONSE PROTOCOLS

### SURFACE CLEANING

|       |  |   |  |         |            |
|-------|--|---|--|---------|------------|
| STAFF | <b>SPRAY</b><br> | <b>WAIT</b><br> | <b>WIPE</b><br> | STUDENT |            |
|       |                 | <b>FOLD</b>   |                 |         | <b>BAG</b> |

**BEFORE & AFTER SNACK & LUNCH**

---

Additional Details



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- Students will have one ziplock bag with clean rags and another with dirty rags that they take home daily like their lunch pail
- Teacher will spray the area to ensure wait time and proper coverage



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## Restroom Use

ROMAN CATHOLIC  COVID 19  
DIOCESE OF SACRAMENTO 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
- X Marks the Spot (spaced line up spots outside restroom)
- Students will disinfect hands at their desk space upon returning to class



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## Teacher Cleaning Expectations

ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO



COVID 19  
RESPONSE PROTOCOLS

### KEEPING CLASSROOM CLEAN

**ROUTINELY CLEAN**



**TEACHERS CLEAN HANDS; WEAR GLOVES**



**RESPECT EVERYONE'S SPACE**

---



## Screening

### Campus Entry Point (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



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**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 |
|------|------|----------------|-------------|-----------|
|      |      |                |             |           |
|      |      |                |             |           |
|      |      |                |             |           |
|      |      |                |             |           |
|      |      |                |             |           |
|      |      |                |             |           |
|      |      |                |             |           |
|      |      |                |             |           |
|      |      |                |             |           |
|      |      |                |             |           |



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**< OFFICE USE ONLY >**

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

Then, complete the following section of this form:

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

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

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



## Student Checklists

Home Checklist for the Front Door

The graphic features the school crest at the top. Below it, the text "GOOD MORNING!" is centered. A red horizontal band contains three items: "SMILE" with a smiley face icon, "CHECK TEMPERATURE" with a person and thermometer icon, and "WASH" with a hand-washing icon. A dark blue band below contains three items: a pencil cup icon, a hand-washing icon, and a checklist icon. The text "DO YOU HAVE YOUR SUPPLIES?" is centered below these icons. At the bottom, the text "HAVE A GREAT DAY!" is centered. A gold horizontal line separates this from the footer, which contains the words "FAITH", "COMMUNITY", and "GROWTH" spaced out.

End of School Day Reminders

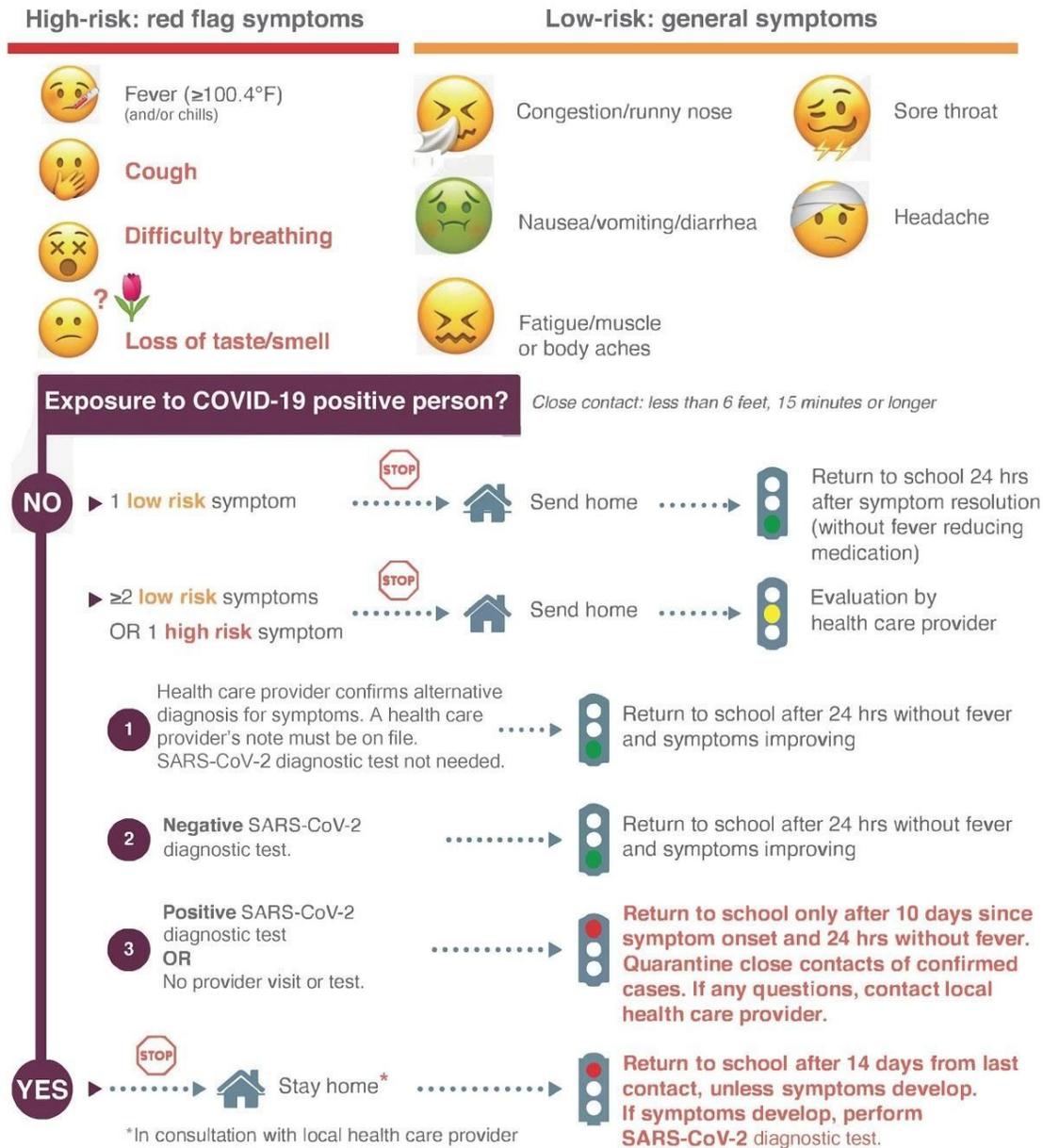
The graphic features the school crest at the top. Below it, the text "END OF DAY!" is centered. A red horizontal band contains three items: "SMILE" with a smiley face icon, "CHECK LIST" with a checklist icon, and "CLEAN" with a hand-washing icon. A dark blue band below contains three items: a folded towel icon, an arrow pointing to a washing machine icon, and a folded towel in a bag icon. The text "DONT FORGET TO WASH TOWELS & RETURN" is centered below these icons. At the bottom, the text "HAVE A GREAT AFTERNOON!" is centered. A gold horizontal line separates this from the footer, which contains the words "FAITH", "COMMUNITY", and "GROWTH" spaced out.



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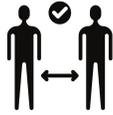
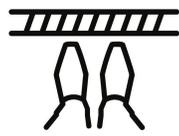
## Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure



*This care pathway was designed to assist school personnel and is not intended to replace the clinician's judgment or establish a protocol for all patients with a particular condition. Diagnosis and treatment should be under the close supervision of a qualified health care provider. Guidance might change; Revision date 10/2/2020*

## Additional Facility Signage

|   |   |  |
|---|---|--|
| <p>ROMAN CATHOLIC<br/>DIOCESE OF SACRAMENTO</p> <p>COVID 19<br/>RESPONSE PROTOCOLS</p> <p><b>PLEASE WASH YOUR HANDS</b></p> <p>USE SOAP. SCRUB 30 SECONDS, THEN RINSE</p>  | <p>ROMAN CATHOLIC<br/>DIOCESE OF SACRAMENTO</p> <p>COVID 19<br/>RESPONSE PROTOCOLS</p> <p><b>PLEASE LINE UP ON THE MARKS</b></p>                           | <p>ROMAN CATHOLIC<br/>DIOCESE OF SACRAMENTO</p> <p>COVID 19<br/>RESPONSE PROTOCOLS</p> <p><b>PLEASE PRACTICE SOCIAL DISTANCING</b></p>  |
| <p>ROMAN CATHOLIC<br/>DIOCESE OF SACRAMENTO</p> <p>COVID 19<br/>RESPONSE PROTOCOLS</p> <p><b>PLEASE BE SEATED WHILE WAITING TO BE SEEN</b></p>                           | <p>ROMAN CATHOLIC<br/>DIOCESE OF SACRAMENTO</p> <p>COVID 19<br/>RESPONSE PROTOCOLS</p> <p><b>TEMPERATURE CHECK-POINT</b></p>                             | <p>ROMAN CATHOLIC<br/>DIOCESE OF SACRAMENTO</p> <p>COVID 19<br/>RESPONSE PROTOCOLS</p> <p><b>LIMITED VISITOR ACCESS</b></p>           |
| <p>ROMAN CATHOLIC<br/>DIOCESE OF SACRAMENTO</p> <p>COVID 19<br/>RESPONSE PROTOCOLS</p> <p><b>ISOLATION SPACE; MASK REQUIRED</b></p>                                      | <p>ROMAN CATHOLIC<br/>DIOCESE OF SACRAMENTO</p> <p>COVID 19<br/>RESPONSE PROTOCOLS</p> <p><b>THIS SITE IS DISINFECTED REGULARLY FOR YOUR SAFETY</b></p>  | <p>ROMAN CATHOLIC<br/>DIOCESE OF SACRAMENTO</p> <p>COVID 19<br/>RESPONSE PROTOCOLS</p> <p><b>CLOSED FOR CLEANING</b></p>              |



## 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:

- Body Temperature exceeding the resident county HHS guidelines (unless otherwise noted, 100.4 degrees Fahrenheit)
- Chills or repeated shaking
- Cough
- Shortness of breath or difficulty breathing
- Congestion or runny nose
- Muscle pain
- Headache
- Fatigue
- Nausea or vomiting
- Diarrhea
- Sore throat
- 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](http://www.scd.org/schools)

Symptoms of COVID-19  
Revised 8/20/20 02



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### Adult Checklist for Symptoms of COVID-19

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

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

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

Notes:



### Adult Checklist for Symptoms of COVID-19

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

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

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

Notes:



### Student Checklist for Symptoms of COVID-19

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

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

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

Notes:



### Student Checklist for Symptoms of COVID-19

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

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

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

Notes:

## APPENDIX D: AGENCY UPDATES & RESOURCES

### Solano County COVID Community Testing

Information for students and families:

[https://www.solanocounty.com/depts/ph/coronavirus\\_links/faq\\_\\_community\\_testing\\_sites.asp](https://www.solanocounty.com/depts/ph/coronavirus_links/faq__community_testing_sites.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](#)



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### 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](#)



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## APPENDIX E: DISTANCE LEARNING

The Distance Learning opportunities provided by St. Dominic School are intended to keep us safe within a community-centered environment.

### 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 or for families choosing to keep their child/ren at home through the regular classroom teacher(s). Modes of instruction provided will include live stream lessons, recorded sessions, and scheduled check-in times. This program will provide seamless reentry to an on-site experience for that child when the time comes to return.
- B. Cohort Distance Learning - If the health department sends a cohort to distance learning, the entire cohort will be provided with a daily program that will include the above-mentioned modes of instruction.
- 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 activities. Students on independent, remote learning will be folded into the whole site distance learning program.

### Whole School Distance Learning

#### 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 a comprehensive distance learning program.

#### Content



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Instruction and assessment in math, language arts, science, religion, and social studies will be provided to all students. Additional content will be provided in Spanish, music, and physical education and will be graded as Pass/Fail.

## **Roles and Responsibilities**

### **Classroom Teacher(s)**

- 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).
- Will provide direct instruction virtually in all subject areas (pre-recorded videos may also be provided).

### **Student**

- Keeps to their schedule by starting each day checking in with their teacher virtually
- Attends their remote lessons, participates in remote community building exercises and activities
- Progresses through the content during the day content is assigned.

### **Attendance:**

Student attendance will be taken daily by homeroom teachers. Check in time each school day will occur between 8:00-8:15 AM. Teachers will provide dedicated time for students to check in throughout the school day and school week. Students in grades 4-8 will be required to utilize these check-ins to ensure success in all areas. We will follow our 2020-2021 school calendar for all minimum days and holidays unless otherwise announced. We will follow our typical absent/tardy policies which can be accessed in our 2020-2021 parents/student handbook via School Speak.

### **Dress Code:**

Appropriate dress is required every school day when interacting virtually.

1. Grades 4-8 need to wear a school shirt when interacting virtually (white/gray polo, school PE shirt, Spirit shirt, SDS sports team shirt, school sweatshirt, etc.), appropriate athletic wear should be worn for virtual PE. Please refer to the parent/student handbook for dress code violation policies.

### **Communication:**



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Teachers and administration will communicate with parents at least once/week concerning student learning and classroom/school updates. Teachers will communicate with students virtually on a daily basis. Grades will continue to be updated on School Speak every two weeks. Outside of normal teaching hours, teachers will be available during their allocated student support times. Communication sent after 3:30 on regular school days will be responded to within 24 hours.

### **Daily Schedule:**

Classroom teachers will communicate specific grade level schedules.

1. There will be a morning check-in each day between 8:00-8:15. Subject area instruction will begin at 8:15.
2. Recess and lunch breaks will be provided and vary by grade level.
3. Each week, time will be spent with small group instruction and office hours where students can check-in and receive support in all subject areas. This time allotment will be communicated by each classroom teacher according to their daily schedule.

### **Recommended daily guidelines for online instruction:**

(includes all synchronous and asynchronous work)

**Asynchronous:** Students learn at different times on their own schedule within the parameters set by individual teachers. Communication with the teacher and other students in class is not live. This method provides a convenient and flexible approach to student engagement throughout the week. It allows students to work at their own pace. Examples of asynchronous learning: email, screencasts, videos and discussion board posts/comments.

**Synchronous:** Students learn at the same time in a virtual class or consultation session with their teacher and peers. Communication happens in real time. This method engages all students at a specific date and time as organized by the distance learning schedule and determined by individual teachers. It allows for instant feedback and clarification. Examples of synchronous learning are video conferencing, live chat and live-streamed videos.

K-3rd Grade:

- ELA 60 minutes
- Math 30 minutes
- Religion 30 minutes
- Science/Social Studies 30 minutes

4<sup>th</sup>-8<sup>th</sup> Grade

- ELA 135 minutes



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- Math 60 minutes
- Social Studies 30 minutes
- Science 30 minutes
- Religion 30 minutes

\*Please note: Grades 6-8 follow a block schedule.

### **Homework:**

Homework will generally be limited to any unfinished classwork assignments. Any major projects or assignments for the first trimester will be outlined and presented in August in order to allow ample time for students and parents to plan and access the necessary support. Classroom time during the school day will be provided for students to work on any projects/long-term assignments. If additional at-home support is needed, please discuss with your child's teacher.

### **Devices:**

Students in grades 3-8 will check out their school device during their first week of school materials pick up. Grades 6-8 are required to use their school device for consistent access to platforms and applications as well as for technical support. If you have a student in K-2 who needs to check out a device, please let your homeroom teacher know so we can assist with this.

### **Grading Policy:**

School wide grading policies can be accessed in our parent/student handbook. Teachers will provide you with their specific classroom guidelines and expectations the first week of school. Enrichment classes (Spanish, music, and physical education will remain Pass/Fail).

## **Community Guidelines for Synchronous Videoconference**

Students are expected to follow these guidelines to ensure productive, respectful class meetings through virtual, distance learning platforms, including but not limited to Zoom and Google Meet.

1. **Show up on time.** If teachers choose to hold a videoconference for class, it will take place during the designated class period time. Students are expected to log into the platform at the mandatory time. They should be prepared with any needed materials and ready to learn. Teachers will take attendance.



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2. **Mute your microphone immediately.** As soon as you log on to the platform, mute your microphone. This will avoid any excess background noise. Release the mute button when it is your turn to speak in the virtual class.
3. **All students are visible in a video conference.** All participants should wear appropriate clothing. You should have your laptop in a common space of your home (e.g. kitchen, living room, etc.) Do not set a picture of yourself as a background. Do not place a looped video of yourself as a background.
4. **Appropriate backgrounds.** Students should maintain an appropriate background that is not distracting to student learning. Teachers may request students to change a background.
5. **Focus and engage.** You are responsible for the material presented in class. Please stay off of your cell phones. Keep your video conference platform open and do not navigate to other tabs or web pages unless directed by your teacher. Make sure that the teacher is your main screen. If needed, you can ask the teacher to be the main focal point on your screen to ensure that you do not get distracted by your peers.
6. **If you have questions.** Do not interrupt others when they speak. Type “question” in the chat feature. Follow your teacher’s directions about how to ensure that your voice is heard. Some teachers might alternatively prefer that you type in a question directly to the chat feature.
7. **Respect.** Seeing yourself on a screen can bring up our own perceived vulnerabilities. Do not take a screenshot or photograph of your teacher or fellow students. Do not make any audio or video recordings. Do not distribute any related screenshots, photographs or recordings. Teachers will inform the principal of students concerning any inappropriate behavior that violates any school policy. Disciplinary sanctions will be enforced if necessary, and can range from detention to expulsion.
8. **Support one another.** Students should not interfere with their teacher’s instruction and/or their classmates’ learning. Please do all you can to support this process. Remember that each student and the teacher are responsible for effective learning, just as you would be if we were together on campus.
9. **Technology problems.** Students who are having internet/technical issues should communicate immediately with the teacher.



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## APPENDIX F: APPLICATION FOR WAIVER

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

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

### Background Information

School Name:                      School District:

Superintendent Name: Lincoln Snyder                      Address:



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Grades to be Reopened: Tk-6th

Total Number of Students by Grade:

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

Date of Reopening:

Name of Person Completing Application:

Phone Number:

Email:

Signature:

Date:

### Components per CDPH Waiver Requirements

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

- a. Cleaning and disinfection [SEE SECTION “Shared Spaces”](#)
- b. Small, stable, cohorting [SEE SECTION “Student Cohorts”](#)
- c. Entrance, egress, and movement within the school: [SEE SECTION “School Schedule and Routine”](#)
- d. Face coverings and other essential protective gear [SEE SECTION “Personal Protective Equipment\(PPE\)”](#)
- e. Health screenings for students and staff [SEE SECTION “Screening”](#)
- f. Healthy hygiene practices [SEE SECTION “Safe Environment”](#)
- g. Identification and tracing of contacts [SEE SECTION “COVID Symptoms & Case Response”](#)



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- h. Physical distancing [SEE SECTION “Social Distancing”](#)
- i. Staff training and family education [SEE SECTION “Delivering Instruction”](#)
- j. Testing of students and staff [SEE SECTION “COVID Symptoms & Case Response”](#)
- k. Triggers for switching to distance learning [SEE SECTION “COVID Symptoms & Case Response: Additional Details”](#)
- l. Communication plans [SEE SECTION “COVID Symptoms & Case Response: Additional Details”](#)

## Community Consultation

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

1. Our plan for consultation:
  - a. Faculty and staff: By August 31, 2020, each principal will hold an online meeting with his or her faculty. During that meeting, he or she will:
    - i. Present an introductory message from Lincoln Snyder and a public service announcement from Dr. Daniel McCrimons.
    - ii. Provide an electronic copy of his or her school’s Return-to-School plan to each employee.
    - iii. Review his or her school’s Return-to-School plan in detail.
    - iv. Hold an open forum in which he or she records and answers any questions or concerns.
    - v. Makes himself or herself available at a scheduled time for follow-up conversation and questions.
  - b. Parent organizations: By August 31, 2020, each principal will hold an online meeting with his or her Catholic School Advisory Committee. During that meeting, he or she will:
    - i. Present an introductory message from Lincoln Snyder and a public service announcement for parents from Dr. Daniel McCrimons.
    - ii. Review his or her school’s Return-to-School plan in detail.



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- iii. Hold a question-and-answer session in which he or she records and answers any questions or concerns.
  - iv. Make himself or herself available at a scheduled time for follow-up conversation and questions.
  - v. Following the meeting, the principal will share a copy of the Return-to-School Plan with the parent population and post the plan prominently on the school website.
- c. Community Organizations:
- i. Following the same agenda as above, during the month of August the principal will meet with the Parish Pastoral Council and other significant community entities that operate in or on the parish grounds (as determined by the principal and pastor) to present the Return-to-School plan.
- d. Principals will document the dates of all meetings on their website.
2. All reopening plans for schools of the Diocese of Sacramento are available on the diocesan website ([www.scd.org/schools](http://www.scd.org/schools)).

## APPENDIX G: 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



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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].



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[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](http://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:



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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



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DIOCESE of SACRAMENTO  
CATHOLIC SCHOOLS

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].



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Sincerely,

A handwritten signature in black ink that reads "LINCOLN SNYDER". The letters are slightly slanted and connected in a cursive-like style.

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

## APPENDIX H: ACKNOWLEDGEMENT FORM

### 2020-2021 COVID-19 School Protocol Acknowledgement



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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**



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