

DIOCESE *of* SACRAMENTO
CATHOLIC SCHOOLS

UPDATED RETURN-TO-SCHOOL PLAN

COVID-19 PROTOCOLS
FOR ELEMENTARY SCHOOLS

Holy Trinity School Ministry

For God, For Love, For Life



V 7.0

November 9, 2020

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.
4. 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.



TABLE OF CONTENTS

INTRODUCTION	1
GENERAL PROTOCOLS	5
Social Distancing	5
Student Cohorts	5
Shared Spaces	5
Classrooms	5
Other Facility Adjustments	6
Office Capacity	6
Staff Lounge	6
Social Center	6
Hallway/Breezeway	6
Screening	6
Personal Protective Equipment (PPE)	7
Face Coverings	7
Gloves	9
Staff Training and Family Education	9
Delivering Instruction	9
Cleaning & Disinfection Routine	10
Healthy Hygiene Practices	10
Visitor & Volunteer Protocols	10
Food & Package Delivery	11
Travel Restrictions	11
COVID Symptoms and Case Response	11



Contact Tracers	12
Symptoms	12
Testing	13
Response to Confirmed/Suspected COVID-19 Cases	
and Close Contacts (TABLE 1)	14
Steps to Take in Response to Negative COVID-19 Test Result (TABLE 2)	16
SAFE ENVIRONMENT	17
Product Guides	18
General Disinfection Measures	18
Safe Water	18
HVAC Considerations	19
School Procured Additional Supplies	19
Supplies Provided by Families/Students	20
 FACILITY ADJUSTMENTS	 20
School Schedules and Routines	20
Morning Drop-Off	20
After School Pick-Up	21
Extended Care	21
Recess and Physical Education	21
Lunch	22
Mass	22
Grade Level Cohorts	23
APPENDIX A: FAQ	24
APPENDIX B: FACILITY ADJUSTMENTS	25
APPENDIX C: PROTOCOL SIGNAGE	26



Surface Cleaning	27
Restroom Use	28
Teacher Cleaning Expectations	29
Screening	30
Student Checklists	32
Additional Facility Signage	33
Student Symptom Decision Tree	34

APPENDIX D: AGENCY UPDATES 35

Sacramento County COVID Community Testing
CA Department of Public Health Guidance
https://covid19.ca.gov/pdf/guidance-schools.pdf
CDC Decision-Making Tree
Campus Access
Hygiene and PPE
Cleaning and Disinfecting
Information for Staff Training
Communication with School Community
Food Services

APPENDIX E: COMMUNICATIONS

Cases and Exposures Correspondence	36
Confirmed Case Letter	36
Close Contact Letter	37
Symptoms Letter	38
Scenario 3 - Quarantine Letter	39

APPENDIX F: DISTANCE LEARNING 41

Distance Learning Outline	41
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Distance Learning	41	Communication	41	
Attendance				42
Daily Lesson Plans				42
School Day	42	Content	42	
Delivery				43
School-Wide Technology	43	Technology Support	43	
School Communication Platform		Synchronous Instruction	43	
Asynchronous Instruction				43
Independent, Remote Learning for Students				44
Overview				44
Roles and Responsibilities				44
Next Steps & Additional Information				45

1

GENERAL PROTOCOLS

Social Distancing

- All persons on campus will practice social distancing of six feet or more, or as much as possible.
- Close contact interactions (for the purposes of determining contact tracing) is considered < 6 ft and > 15 minutes. Cohorts are considered close contacts even with distancing given prolonged indoor exposure.
- Signage will be used throughout campus to support social distancing and proper hygiene norms (Examples in Appendix B).
- Ad-hoc interactions by adults should be avoided.
- Large 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 open 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 and doors will be opened for proper ventilation with consideration for weather and temperature conditions.
- 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.
- Teachers will utilize outdoor space as much as possible.

Other Facility Adjustments

- Drinking fountains will be turned off. Water filling will take place at the classroom sink.

Office Capacity

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

Staff Meetings and Shared Space

- Staff meetings will be virtual, even for employees in the same office or school.
- Shared appliances such as the coffee machine refrigerator and microwave can be used one employee at a time, and appliances must be disinfected after each use.



Social Center

- The Social Center will be closed for student/class use until further notice.
- Classes that were once held in this room will be held in the grade-levels classroom or outside.

Hallway/Breezeway

Hallway/ Breezeway can serve alternate uses as needed, so long as the protocol is followed.

Screening

- **Please see the updated symptom checklist on page 34. This protocol now distinguishes between higher-risk and lower-risk symptoms.**
- 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 to include “on campus” essential volunteers. 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 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.



Personal Protective Equipment (PPE)

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

- Wash your hands often with soap and water for at least 30 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.

Face Coverings

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

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

Studies continue to emphasize the importance of face coverings in slowing the progress of COVID. A [recent study by Duke University](#) found that, after N95 and surgical masks, a poly/cotton face mask is the most effective in reducing droplet counts.

Per [CDPH/CalOSHA Industry-Specific Guidance](#):

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

FACE MASKS FOR STUDENTS

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



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

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

A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced.

When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.

FACE MASKS FOR STAFF

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

- **In limited situations**, where face coverings cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs) **a face shield can be used by staff** in the classroom instead of a cloth face covering as long as the wearer maintains physical distance from others. Staff must return to wearing a face-covering outside of the classroom.”¹

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

To reiterate, everyone on campus must wear a mask, with the following exceptions:

- Students engaging in socially distanced (6' separation) outdoor physical activity
- **In limited situations** where face coverings cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs) **a face shield can be used** by staff in the classroom instead of a

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



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.

- All essential volunteers and others on campus must wear a mask.
- Proper wear and care of face coverings found here: <https://bit.ly/washingfacecoving>

Gloves

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

Staff Training and Family Education

Delivering Instruction

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of this protocol, posters, and routines ([See Appendix E](#)).
- The principal will review the full Return-to-School plan with faculty and staff prior to students returning to campus.



- Parents must review and acknowledge the plan prior to their students returning to campus. Principals will present the plan to their communities by webinar and make themselves available for questioning.
 - The school will distribute all diocesan communication and public service announcements pertaining to the plan.
 - The school will draw particular attention to at-home and at-school screening, PPE, and hygienic procedures and materials ([See Appendix B](#)).
- Teachers will provide initial and routine instruction in social distancing and health practices to their students in keeping with all provisions of this protocol.
- Schools will highlight any changes to this plan via their information system, and post the updated Plan on the school website.
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets—such as singing, yelling, chanting, blowing wind instruments —are not permitted at this time.
- Implement procedures for turning in assignments to minimize contact.
- Consider the use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.
- Avoid sharing things; where sharing occurs, clean, and disinfect between uses.
- Lessons that involve food prep, or shared snacks are prohibited (bake sales, friendships, salads, etc.).

Cleaning & Disinfection Routine

- Students will have one ziplock bag labeled “Clean” with 5 clean rags and another labeled “dirty” with dirty rags that they take home daily.
- 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 30 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 encouraged 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.
- Visitors are not allowed.
- Only diocesan scheduled workers are allowed on campus.

Once school reopens:

- Schools will limit volunteers on campus to those performing essential tasks.
- Parent volunteers can only be permitted in their own child's classroom if deemed essential by the principal.
- Volunteers supervising outdoor activities (such as yard duty) are permitted so long as they follow staff protocols.

Food & Package Delivery (outside vendors)

Sharing food is prohibited at all times. Personal food and/or personal package deliveries are not allowed by outside vendors. Parents may deliver forgotten lunches, materials and supplies to the school office. Students must bring their own food to school.

Travel Restrictions

The following statement outlines our policy on travel by members of the community:

Prudence dictates that one should limit one's travel plans during a pandemic. If travel is necessary, the Catholic School Department highly recommends that everyone within our school communities abide by the travel restrictions and quarantine rules provided by the country or state to which they are visiting. We encourage all school families and employees to diligently continue to follow CDC guidelines with regards to social distancing, mask wearing, and proper hygiene. All members of the school community are reminded to continue practicing safety protocols whether they are home or traveling.

In addition, out of an abundance of caution, those traveling out of the area (state, country, areas considered to have widespread transmission, or high risk areas as identified by CDC, state or local public health) are asked to voluntarily self-isolate and receive remote instruction for two weeks upon the return from travel. Parents should contact their student's teacher to arrange for Remote Learning. As always, all school employees are encouraged to follow guidelines and protocols and are asked to self-isolate if applicable. All



employees are reminded that their conscientious demonstration of safe behaviors are a gift to their students.

COVID Symptoms and Case Response

Definitions

A **close contact** is defined as a person who is <6 feet from a case for >15 minutes. An entire cohort or group is considered a close 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 Principal is the school's contact tracer.
- 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

Our protocol now distinguishes between high-risk and low-risk symptoms. Please see the chart on page 34.

Students

- Fever of 100.4 degrees or higher;
- Chills;
- Sore throat;
- Congestion or runny nose;
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
- Muscle or body aches;
- Diarrhea, vomiting, nausea, 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 seek out a different lab.

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

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

SCENARIO 1: ANSWERING "YES" ON SCREENING OR EXHIBITING A COVID SYMPTOM



IMMEDIATE ACTIONS	COMMUNICATION
<p>Student/staff are isolated at the site in the designated office space until they can be sent home or to a healthcare facility per CDPH guidance</p> <p>To return to school: Please see the chart on Page 34 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.</p> <ul style="list-style-type: none"> • If they test positive, they can return to campus 10 days after symptoms started, 24 hours without fever, and improving symptoms. (There is no requirement for 24 hours of improving symptoms). • If they test negative, they can return 72 hours after symptoms resolve. <p>All persons in the COVID-positive person's cohort and any other close contacts must be tested for COVID per the testing guidelines, above.</p> <ul style="list-style-type: none"> • If student/staff tests positive, see Scenario 3. • If student/staff tests negative, see Table 2 below. <p>In addition, the individual may have a medical note by a physician that provides an alternative explanation for symptoms and reason for not having a COVID-19 test (e.g., seasonal allergies)</p> <p><u>School site will remain open</u></p>	<p>COVID-19 symptoms letter provided to the individual or individual's guardian (See Appendix E)</p>

SCENARIO 2: FAMILY MEMBER OR CLOSE CONTACT (OUTSIDE COMMUNITY) TESTS POSITIVE



**Student/staff sent home
RD & COVID-19 School Liaison notified**

Student/staff instructed to quarantine/monitor for symptoms, even if they test negative, for a full 14 days after last exposure to the person testing positive for COVID.

Household contacts can end quarantine 14 days after their last exposure to the positive household member.
If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation.

School site will remain open

**Student
(Guardian) or
Staff:** Immediately notify the COVID-19 School Liaison if they are defined as a close contact of a confirmed case
([See Appendix E](#))

SCENARIO 3: STUDENT OR STAFF MEMBER TESTS POSITIVE

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

Student/staff that tested positive:

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

School-based close contacts:

- identified and instructed to self-quarantine and monitor symptoms for 14 days.
- Close contacts include the entire cohort and any non-cohort members who have been within 6 feet for 15 minutes or more.
- Even if a cohort maintains 6 feet of distance, the prolonged duration of indoor exposure warrants quarantine.

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

School site will remain open

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

School Site:

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



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

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

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

Additional Details



Distance Learning

Distance Learning/Remote Learning is designed to 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:

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 all of the following:
 - i) Cleaning and disinfection have occurred;
 - ii) Public health investigation is complete;
 - and
 - iii) Local public health is consulted and has no concerns with re-opening.

SAFE ENVIRONMENT

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



Product Guides

Hand Sanitizer

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

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

Cleaner

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

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily and/or between use
Electronic Equipment	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	After each recess
Common Areas	Common Areas	At the end of each use/day; between groups

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



Safe Water

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

HVAC Considerations

- Fresh outdoor air is introduced as much as possible - when using air conditioning, the setting that brings in outside air is used.
- If opening windows poses a safety or health risk (e.g., poor air quality due to smoke or 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

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. However, families/students will need to provide individual supplies for their students as marked by *. Below find tables of supplies.

Item	Quantity	Notes
Hand Pump Sprayer	1/classroom	For teachers to spray desks for students to wipe down.
Staff Gloves	500 count/class	Nitrile gloves
Bulk Hand Sanitizer	1/site	1 55 gal barrel or 11 5 gal. containers



Cleaning Solution	As needed	Alcohol-based
IR Therm	1/class 2/school office	Housed in the classroom/school office
Acrylic/Plexiglass		Office counter

Supplies Provided by Families/Students

Item	Quantity	Notes
Water bottle	1	With drinking fountains turned off, students will be encouraged to fill bottles at home. They will have access to one of the touchless water bottle filling stations.
Backpack	1	Students will be assigned a hook where they will hang their backpack. The backpacks will be at a distance, as to not touch other backpacks. Students will have access to their backpacks in staggered groups.
Clean cloth face mask	2	Masks must fit properly to cover the nose and mouth at all times.
Towel	1	Students may bring a towel (beach towel for intermediate and middle school students) for use to sit on during outdoor instruction, work, or lunch.
Pencil bag/pouch/boxes	1/student	
Individual hand sanitizer pump	1/person	1 per student/ 1 per teacher
Student Towels/ Ziplock Bags	5 towels/student 2 bags/student	For cleaning personal work surface and storing clean and soiled towels



FACILITY ADJUSTMENTS

- Classroom rugs, group tables, and extra furniture has been removed, and individual desks or tables installed to maximize social distancing between student stations.
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Signage will be added to the campus for social distancing reminders.
- Social distancing and best practices signage posted around campus.

SCHOOL SCHEDULES AND ROUTINES

Morning Drop-Off

Drop-Off Hours: 7:40 AM - 8:00 AM

Staffing: Teachers and Aides

Protocol:

- Children exit the vehicle from the passenger side and have belongings with them.
- Children should have masks on before exiting cars.
- Drivers should not leave the vehicles.
- Points of access will be supervised to prevent gathering of any sort.
- Students will exit their cars and go directly to their classrooms.
- Teachers will follow student screening and entry protocol at the classroom doors. • There are markings on walkways indicating 6 feet distance.
- Students should never be dropped off or picked up at the flagpole/school office unless it is the designated area for the class, student is tardy, has early dismissal, or has a special circumstance approved by the office.

After School Pick-Up

Time: 2:55pm -3:05pm

Staffing: Teachers and Aides

Protocol:

- Drivers are asked not to arrive before 2:40pm for pick-up.
- Students will be guided to their designated pick-up location on the playground and wait with their teacher and grade-level cohort.



- Drivers should not leave their vehicles.
- Students should never be dropped off or picked up at the flagpole/school office unless it is the designated area for the class, student is tardy, has early dismissal, or has a special circumstance approved by the office.

Extended Care

Morning EDP and after school EDP from 3:00-6:00 pm has been suspended for the school year.

Recess and Physical Education

Staffing: Teachers and Aides

Protocol: Both morning and afternoon recesses and physical education will be similarly structured, limiting free play to ensure distancing. Activities such as jump rope, calisthenics, and exercise that 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. Play structures will not be in use.

Lunch

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

Time	Grade Level (<i>Staffing:</i> Teacher or Aide)	Activity
11:00-11:30	TK (A) K (A)	Lunch
11:30-12:00	TK (T) K (T)	Recess
12:00-12:30	1 (T) 2 (T) 3 (T) 4 (T)	Lunch



12:30-1:00	1 (A) 2 (A) 3 (A) 4(A)	Recess
12:00 - 12:30	5 (A) 6(A) 7 (A) 8 (A)	Recess
12:30 - 1:00	5 (T) 6 (T) 7(T) 8(T)	Lunch

Protocol: Students will eat lunch at their assigned seats in their classrooms or outdoors as much as possible when weather permits. Students will bring lunch from home. A hot lunch program will not be offered. Students will put their trash in their classes hall trash can.

Mass

Students will attend Mass virtually through a live YouTube feed each Tuesday morning. Communion will be arranged in conjunction with the parish. Communion will be administered to the classroom by a designated extraordinary minister in a sanitized pxy.



APPENDIX A: FAQ

What if a student arrives late?

Students who arrive at school late will check in at the school office. Parents should not enter the school office with tardy students.

What about the traditional before school starts recess?

Students may enter campus at 7:40 a.m.. Students must report directly to the classroom and socially distance themselves from others. Classrooms will open at 7:45 to begin health screening for student admittance.

What if a student needs to use the restroom?

Restroom time is scheduled for a class during their allotted recess times and at other class specific times during the day. Use outside of the schedule will be on a limited, case-by-case basis. If a student must use the restroom outside the allotted time, they shall go to the restroom, wait on the designated marks (6 feet apart) until the restroom is available, and then return directly to class, maintaining social distance and wearing a face mask at all times.

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

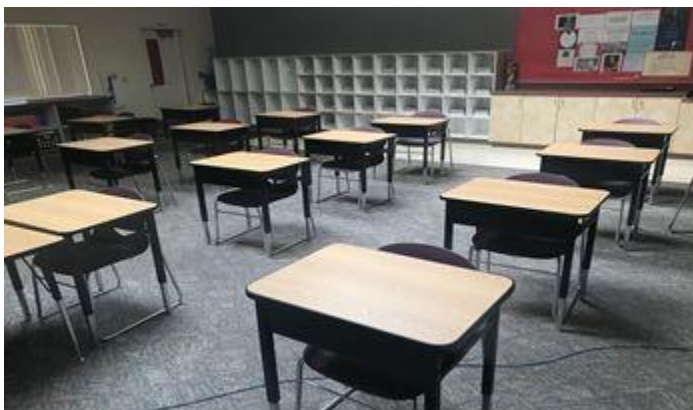
Students will remain in their classroom if it rains, the air quality prohibits being outside or if the temperature exceeds 100 degrees.

APPENDIX B: FACILITY ADJUSTMENTS

- Classroom rugs, group tables, and extra furniture has been removed and individual desks or tables installed with six-foot gapping between student stations
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer
- Spots outside classrooms and restroom are designated six feet apart
- Social distancing and best practices signage posted around campus and distributed to families



- Hand sanitizer stations installed at every point of egress in every room on campus



APPENDIX C: PROTOCOL SIGNAGE

Additional Details

-Social distancing decals are present outside classrooms and restrooms to indicate and act as reminders to maintain safe distances.





Surface Cleaning



Additional Details

- Students will have one ziplock bag 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





Additional Details

- The number of students in the restroom will be limited to the number of usable sinks.
- Students will be instructed to use hand sanitizer before entering the restroom, wash and sanitize hands after use of restroom.
- X Marks the Spot (spaced line up spots outside restroom)
- Students will disinfect hands at their desk space upon returning to class.



Teacher Cleaning Expectations




Screening

Campus Entry Point (Adults)






ROMAN CATHOLIC
DIOCESE OF SACRAMENTO






COVID 19
RESPONSE PROTOCOLS

CAMPUS ENTRY SCREENING

COMPLETE SURVEY PRIOR TO ENTRY





DISINFECTMASK?GLOVES

RESPECT EVERYONE'S SPACE

FAITHCOMMUNITYGROWTH

Daily Health Screening (Employees)



All employees are required to complete the daily on-campus health screening upon arrival by using the QR code provided. Prior to coming to campus, all employees are required to screen themselves at home prior to coming to campus and requesting a substitute if needed.

Daily Health Screening (Adults)

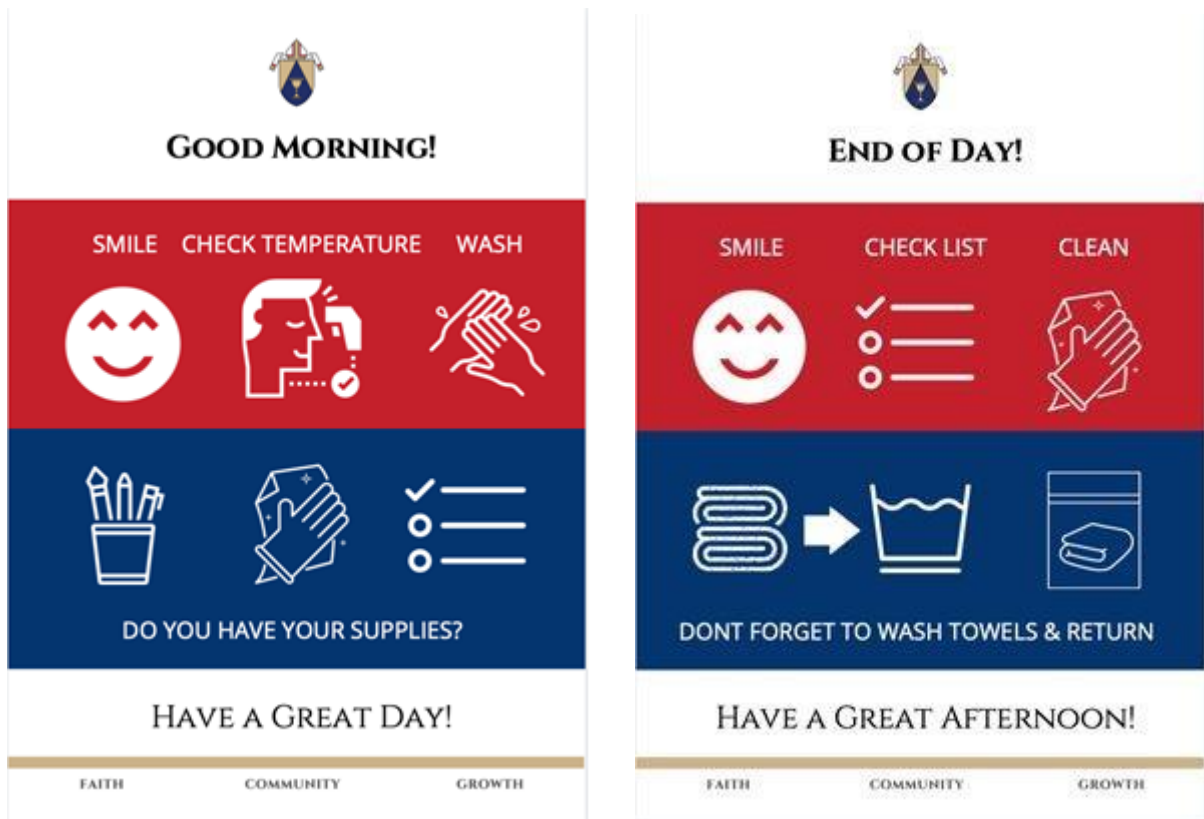
Essential volunteers must undergo the health screening check-in at the school office before entering campus. Essential volunteers are required to screen themselves prior to coming to campus and call if they will be unable to make it to school.

Student Checklists

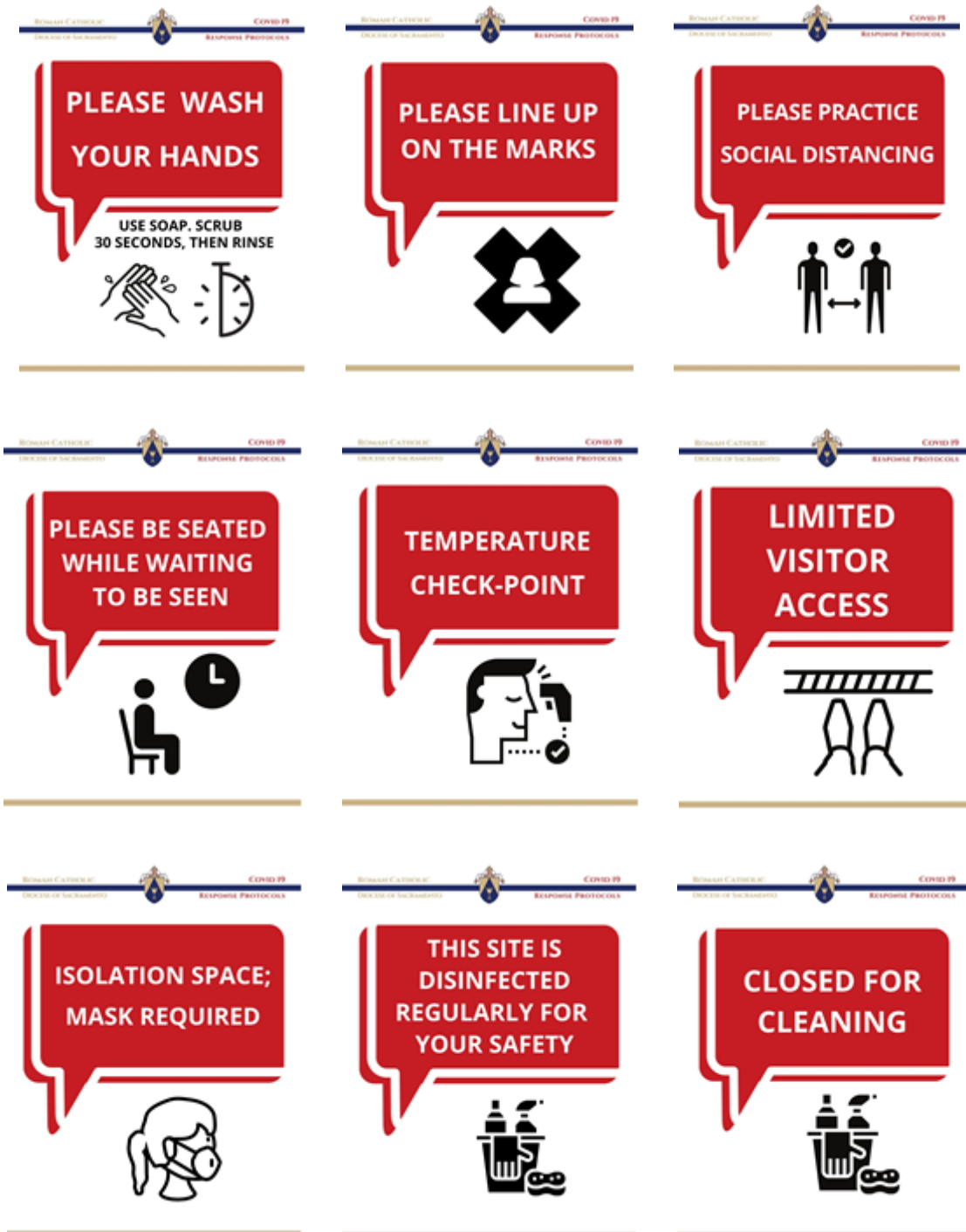
Home Checklist for the Front Door

End of School Day Reminders

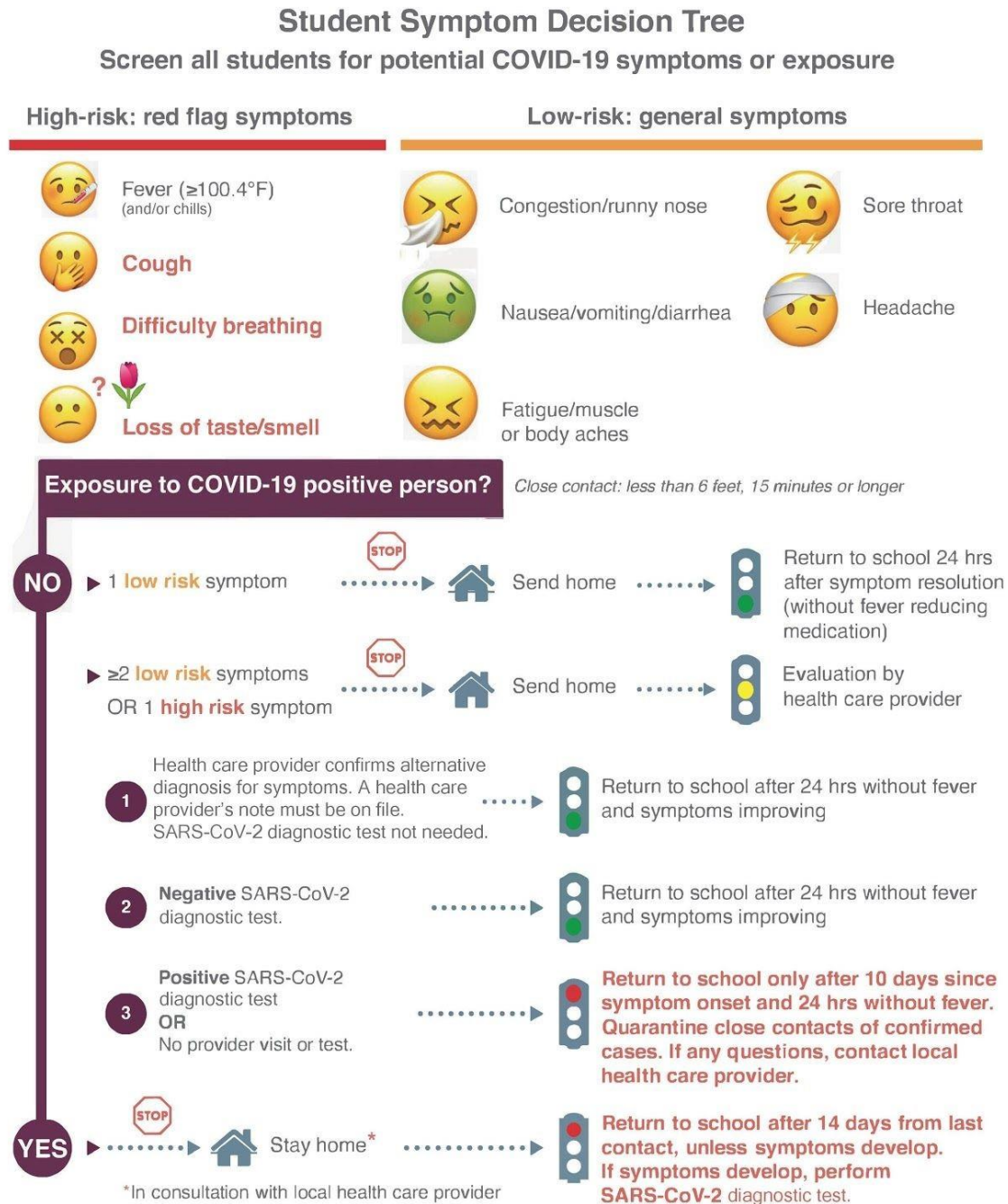




Additional Facility Signage



Student Symptom Decision Tree



*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*



APPENDIX D: AGENCY UPDATES

Sacramento County COVID Community Testing

Information for students and families: https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx

CA Department of Public Health Guidance <https://covid19.ca.gov/pdf/guidance-schools.pdf>

CDC Decision-Making Tree

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

Campus Access

- [CDC: What to Do If You Are Sick](#)
- [CDC: People Who Are at Higher Risk for Severe Illness](#)

Hygiene and PPE

- <https://www.cdc.gov/handwashing/index.html>
- [CDC: Hygiene Practices](#) (PDF)
- [CDC: Using Personal Protective Equipment \(PPE\)](#)
- [CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)

Cleaning and Disinfecting

- [EPA: 6 Steps for Safe and Effective Disinfectant Use](#) (PDF)
- [EPA: List N - Disinfectants for Use Against SARS-CoV-2](#)

Information for Staff Training

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

Communication with School Community

- [CDC: Criteria to Discontinue Home Isolation](#)
- [CDC: Public Health Recommendations for Community-Related Exposure](#)

Food Services

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



APPENDIX E: COMMUNICATIONS

Cases and Exposures Correspondence

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

Confirmed Case Letter

[School Letterhead]

November 13, 2020

Dear Holy Trinity School Ministry 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 Holy Trinity School Ministry School has tested positive for COVID-19. The last date of known exposure at the school was November 13, 2020.

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

El Dorado County County Public Health has been notified. Holy Trinity School Ministry 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]

November 13, 2020

Dear Parents/Guardian of _____ (student name):

This letter is to inform you that your child has been identified as a close contact to an individual who has tested positive for COVID-19 during the infectious period. A close contact is defined as someone who was within 6 feet of an infected person for at least 15 minutes. The last date of known exposure was _____ November 13, 2020.

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

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

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



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

- [Insert County COVID-19 portal page link here]
- Centers for Disease Control and Prevention (latest information on symptoms, how to protect other household members, cleaning, and more):
www.cdc.gov/coronavirus
- (Updates about our school's situation)

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

Respectfully,

[Name and contact information of principal]

Symptoms Letter

[School Letterhead]

Dear Parent or Guardian:

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

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

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



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

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

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

Respectfully,

[Principal name and contact information]

Scenario 3 - Quarantine Letter



August ZZ, 2020

Dear X School Parent or Guardian,

This letter serves as notification that a student or staff member of your cohort at [Name of School] School has tested positive for COVID-19. The date of possible on-campus contact was August ZZ, 2020. The following measures were taken, in keeping with Scenario 3 of our Return-to-School Plan Protocol:

- School Administration, the Regional Director, the school contact tracer, [Name of County] County Public Health, and I were notified.
- The areas used by the person who tested positive were closed off and thoroughly cleaned per [CDPH](#) and [CDC](#) guidance.
- The Student or staff member that tested positive will isolate for 10 days after symptoms onset or test date. In order to return to campus, positive persons must



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

The members of your family who were on campus that day must quarantine and monitor for symptoms for a full 14 days after August 22. Testing does not shorten the 14-day quarantine.

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

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

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

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

Sincerely,



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



APPENDIX F: DISTANCE LEARNING

The Distance Learning opportunities provided by Holy Trinity School Ministry are intended to keep the community safe and continue to provide a quality education and community experience.

Distance Learning Outline

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

Distance Learning

Communication

- Staff will review the survey in preparation for the DL program.



- Teachers will meet and articulate with previous teachers to determine the success of individual students during the previous distance learning period and any standards gaps that may need to be addressed.
- Orientations will be scheduled with families.
- Teachers will post daily lesson plans.
- Classroom teachers and aides will be available throughout the school day to respond to students questions, concerns, and needs.
- Teachers and the principal will post and email a weekly announcement on SchoolSpeak.
- Teachers will focus on building individual relationships with students.
- Teachers will schedule weekly check-ins, and grade appropriate office hours.
- It is important for students to learn to communicate their needs with their teachers. We recognize that lessons are not one size fits all, and a distance learning format needs to be adjusted to accommodate all students.

Attendance

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

Daily Lesson Plans

Lesson plans will be posted each day on **Seesaw** (TK-3rd grade) and **Google Classroom** (4th-8th grade)

School Day

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

Content

- ☐ **Prayer** 5 days a week



- ☐ **English Language Arts** 5 days a week
- ☐ **Math** 5 days a week
- ☐ **Religion and Virtue Education** 3-4 days a week
- ☐ **Social Studies** 2 days a week
- ☐ **Science** 2 days a week
- ☐ **Enrichments** (Spanish/PE/Music/Performing Arts/Visual Arts) 1-2 times weekly
- ☐ **Check-Ins** with individual students or small groups once a week
- ☐ **Office Hours** throughout the week
- ☒ **Other Content** may include: morning meetings, virtual recess, virtual lunch, study time, storytime, and other opportunities to build relationships, allow for social interaction, and support learning. These will vary depending on a student's age.



Delivery

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

School-Wide Technology

Technology Support

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

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

School Communication Platform

Seesaw TK-3rd Grade

Google Classroom 4th-8th grade

Synchronous Instruction

Zoom

Google Meet

Asynchronous Instruction (possible examples)

Screencastify



Loom

ELA

Accelerated Reader

Freckle

Quill

Epic

Math

Freckle

Go Math

Big Ideas Math

Religion

We Believe 1st-4th

Gospel Weeklies

Social Studies

Studies Weekly

Science

Mystery Science

Independent, Remote Learning for Students

Overview

Program Intent

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

Content



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

Roles and Responsibilities

Classroom Teacher

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

Teacher Liaison

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

Student

- keeps to their schedule by starting each day with the morning announcements;
- attends their remote lessons; and
- progresses through the content at their pace during the day content is assigned.

Next Steps & Additional Information

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



