

DIOCESE *of* SACRAMENTO  
CATHOLIC SCHOOLS

UPDATED  
RETURN-TO-SCHOOL PLAN:  
COVID-19 PROTOCOLS FOR ELEMENTARY SCHOOLS

# St. Mel School

*Integrating Faith With Academic Excellence*



V7

November 10, 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.

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



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## GENERAL PROTOCOLS

### Social Distancing

- All persons on campus will practice social distancing of six feet or more we much as it is practicable.
- Close contact interactions (for the purposes of determining contact tracing) is considered < 6ft and > 15 minutes. Cohorts are considered close contacts even with distancing given prolonged indoor exposure.
- Signage will be used throughout campus to support social distancing and proper hygiene norms (Examples in Appendix B).
- Ad-hoc interactions by adults should be avoided.
- Mass gatherings, such as in-person assemblies, are prohibited.
- Students will be mindful of the social distancing and health practices as instructed or they will not be allowed on campus.
- No more students will be admitted into a restroom at a time than there are sinks.

### Student Cohorts

St. Mel 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 when the Extension Program resumes
- Students and staff will not share workspaces or supplies

Each cohort (or class) will be divided into two sub cohorts (cohort A and cohort B) for instruction and activities except for outdoor activities such as: recess, PE and when lunch will be served outside when the cohort will be together. Facilities will be adjusted to create additional classroom areas ([see Shared Spaces](#)) to allow for the subcohort model.

### Shared Spaces

Employees are encouraged to disinfect their workspace multiple times throughout the day, paying special attention to commonly touched surfaces. Sites have hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces.

### Classrooms

- Student desks will be designated for each person and desks will be spread out to maximize space.
- Windows will be opened for proper ventilation.
- Classroom rugs, group tables, and superfluous furniture will be removed and individual desks installed.



- Students have their own designated desk with their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Teachers will utilize outdoor space as much as possible.

### Other Facility Adjustments

- 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.

### Hall/Gym

The gym will be converted for use to ensure social distancing in the after school Extended Care program once the Extension Program resumes.

## 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 Student Checklists](#)) before they come to campus
- Designated screeners: School employees may all function as designated screeners for students and non-employees. The principal or school office staff may serve as screeners for faculty and staff if a third-party screener is required.
- A temperature check and symptom check will be conducted for all persons entering campus, and staff will complete an additional screening document ([See Appendix B](#)). Unless otherwise so directed by the county health officer, the maximum temperature for someone to be admitted to campus is 100.4 degrees Fahrenheit.
- During the day, any person experiencing or showing symptoms will report to the office designated isolation space for screening



- The principal will retain a record of employee temperatures in a locked cabinet for a minimum of 90 days
- If a staff member already at school shows symptoms described above, a supervisor will allow them to go home without penalty for that day.
- The Diocese is working with the County 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

Per CDPH guidelines, masks are strongly encouraged for children 2 years to 2nd grade, and mandatory for older students; therefore, **we require 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:

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

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



- 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

- 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.

- We will not allow normal visitation to our campuses until our reopen date.
- Volunteers are not allowed.
- Only diocesan scheduled workers are allowed on campus during preparation for reopen.

Once school reopens:

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

## Food & Package Delivery

Students must bring their own food to school when arriving on campus at the beginning of the school day. Sharing food is prohibited at all times. Parents or a delivery service (GrubHub) and/or personal package deliveries are not allowed to deliver items/food during the school day.



## Travel Restrictions

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

## COVID Symptoms and Case Response

### Definitions

A **contact** is defined as a person who is <6 feet from a case for >15 minutes. An entire cohort or group is considered a contact if they have shared time indoors, even with distancing.

A **cohort** is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

### Contact Tracers

- The school has a designated employee who is a contact tracer whose name is on file with the Catholic School Department and County Health.
- The School's Contact Tracer is: **Esther Gamache**
- Contact tracers must be trained either by the county within which the school resides, or take one of the following courses on contact tracing:
- Webinar-Based as recommended by the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/general-training-modules.html>
- Coursera Option: <https://www.coursera.org/learn/contact-tracing-for-covid-19>

## Symptoms

### Students

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



**Adults**

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

**Testing**

- Any student or staff person with symptoms not explained by another non-infectious condition diagnosed by a medical professional needs to be tested for COVID-19.
- Per this directive, symptomatic individuals must be tested within 48 hours of symptom onset, and provide test results within 72 hours.
- If the medical provider for the individual with symptoms cannot guarantee a 72-hour turnaround in test results, the symptomatic individual must use the school's designated testing laboratory:

Alcala Testing & Analysis Services  
 David Hogan 760-705-0803  
 davidhogan@alcalalabs.cpm

- A designated licensed nurse must collect upper respiratory specimens with mail-in testing.

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



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

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

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



**SCENARIO 2: FAMILY MEMBER OR CLOSE CONTACT (OUTSIDE COMMUNITY) TESTS POSITIVE****Student/staff sent home  
RD & COVID-19 School Liaison notified**

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

Household contacts can end quarantine 14 days after their last exposure to the positive household member.

If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation.

**School site will remain open**

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

**SCENARIO 3: STUDENT OR STAFF MEMBER TESTS POSITIVE**

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

Student/staff that tested positive:

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

School-based close contacts:

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

\*Close contacts should be tested, whether they have symptoms or not. Testing does not shorten the quarantine requirement. **School site will remain open**

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

**School Site:**

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



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

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

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





## Additional Details

### Distance Learning

Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study ([See Appendix D](#))

**School Closure and Subsequent Reopening:** The Catholic School Department, in consultation with Public Health, will determine if a partial or full school closure is needed based on [guidance](#) and [recommendations](#) from CDPH. Both the school and the county must meet current state guidance to reopen. The most current state guidance is:

#### Local Criteria for Closure and Re-opening in response to COVID-19 Cases:

- a) Closure : A school must close in-person instruction if the County is placed on the County Monitoring List (CML). If the County is added to the CML before school resumes, schools must conduct distance learning until the county is off the CML for 14 days. If the County is added to the CML, superintendents (in consultation with labor, parent, and community organizations) may request a waiver for elementary schools for in-person instruction. The county department of public health publishes, reviews, and approves all waiver applications.
- b) Reopening : The school can reopen in-person instruction after the County has been removed from the CML for at least 14 days. The county department of public health publishes, reviews, and approves all waiver applications.

#### Local Criteria for Closure and Re-opening in response to COVID-19 Cases:

- c) Individual School Closure : Closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the County Health Officer. For example, school closure may be appropriate in any of the following scenarios:
  - i) Multiple cases in multiple cohorts at a school
  - ii) There are at least 5 percent of the total number of teachers/student/staff cases within a 14-day period, depending on the size and physical layout of the school.
  - iii) Public health investigation or other local epidemiological data results in the County Health Officer recommending school closure.
- d) Reopening : Public Health and the school will be in communication throughout this process. School and school districts can typically reopen after 14 days and the following:
  - i) Cleaning and disinfection have occurred;
  - ii) Public health investigation is complete
  - iii) Local public health is consulted and has no concerns with re-opening.



## SAFE ENVIRONMENT

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

### Product Guides

#### Hand Sanitizer

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

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

#### Cleaner

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

### General Disinfection Measures

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	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 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.
- 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
<u>Hand Pump Sprayer</u>	1/classroom	For teachers to spray desks for students to wipe down.
<b>Staff Gloves</b>	500 count/class	Nitrile gloves
<b>Bulk Hand Sanitizer</b>	1/site	1 55 gal barrel or 11 5 gal. containers
<b>Individual Pumps</b>	1/person	1 per student/ 1 per teacher
<b>Cleaning Solution</b>	As needed	Alcohol-based
<b>IR Therm</b>	1 per classroom	Housed in the school office, preschool, extension and classrooms
<b>Acrylic/Plexiglass</b>		Office counter & isolation space



## 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.

Item	Quantity	Notes
<b>Water bottle</b>	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.
<b>Backpack</b>	1	Students will have their backpack at their assigned desk.
<b>Clean cloth face mask</b>	1	
<b>Towel</b>	1	Students will bring a beach towel for use to sit on during outdoor instruction, work, or lunch. Towels will go home to be laundered daily and returned.

## FACILITY ADJUSTMENTS

- Classroom rugs, group tables, and extra furniture has been removed, and individual desks or tables installed with distance between student stations.
- Students have their own designated space (desk/table) with their own supplies, water bottle, 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
- Sneeze guards will be added to the office area
- Public space has been eliminated in the front office
- EcoLab sanitation stations installed all around the school



## School Schedules and Routines

### Morning Drop-Off

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

Staffing: Instructional Aides



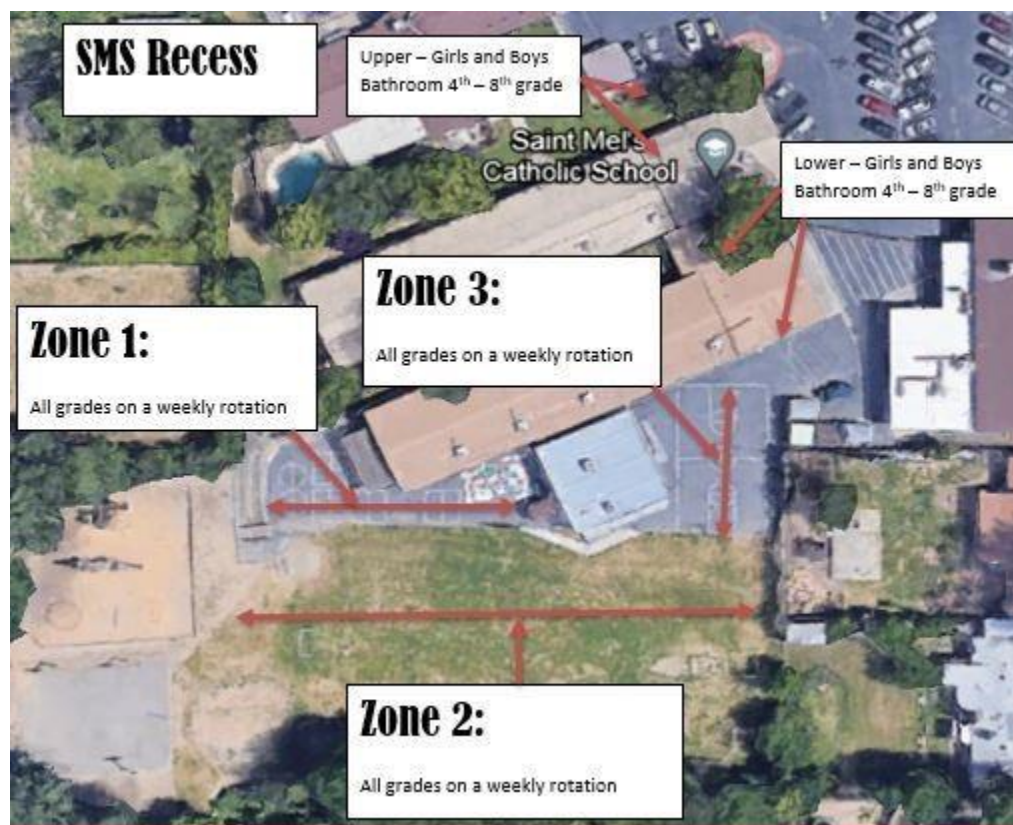
#### Protocol:

- Children exit the vehicle from the passenger side, have belongings with them and go directly to the classroom.
- Drivers should not leave the vehicles.
- Both pedestrian gates (upper & lower) will be supervised to prevent gathering of any sort.
- Teachers will follow student screening and entry protocol at the classroom doors.
- There are markings on walkways indicating 6 feet distance. The school has entrance points all along the walkway (as indicated by arrows to avoid bottlenecks).



## Recess 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, and exercise where students can conduct independently will be the standards. Teachers will clean doorknobs after each recess/PE. PE will be held outside when possible. Students will recess in separate areas of the campus (Zone 1, Zone 2, and Zone 3). Play structures will not be in use.





## Morning Recess

<b>Assigned Area: Weekly Zone Rotation</b>	<b>Zone 1 (East)</b> Lower outdoor bathrooms	<b>Zone 2 (Field)</b> Lower outdoor bathrooms	<b>Zone 3 (West)</b> Lower outdoor bathrooms
9:45 - 10:00	TK	K	
10:10 - 10:25	1st grade	2nd grade	3rd grade
	Upper outdoor bathrooms	Upper outdoor bathrooms	Upper outdoor bathrooms
10:30 - 10:50	4th grade	5th grade	
10:50 - 11:10	6th grade	*7th grade	*8th grade

\*not included in waiver



## Lunch

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

<b>Time and Assigned Area: Weekly Zone Rotation</b>	<b>Zone 1 (East)</b> Lower outdoor bathrooms	<b>Zone 2 (Field)</b> Lower outdoor bathrooms	<b>Zone 3 (West)</b> Lower outdoor bathrooms
11:30 - 11:50	TK-K lunch		
11:30 - 11:50	1st grade recess	2nd grade recess	
11:50 - 12:10	1st - 2nd grade lunch		
11:50 - 12:10	TK recess	K recess	
12:10 - 12:30	3rd - 4th - 5th grade lunch		
12:30 - 12:50	5th grade recess	4th grade recess	3rd grade recess
12:50 - 1:10	6th - *7th - *8th grade lunch		
1:10 - 1:30	6th grade recess	*7th recess	*8th recess

\*not included in waiver

**Protocol:** Students will eat lunch at their assigned seats in their classrooms or outdoors as much as possible when weather permits. Students will put their trash in their classes hall trash can. Temporarily, the Lunch Program has been discontinued. All students will come to school with their lunch at the time of arrival. Students will recess in separate areas of the campus (east of the Science Lab, west of the Science Lab, and field). Play structures and swings will not be in use.

## Masses

We will not be able to attend Mass as a school for the time being. Every Thursday, Mass will be livestreamed for our students at 8:30 a.m. and we will participate from our classrooms. Communion will not be distributed for now.





Confessions for grades 3-8 will take place in Advent and Lent. At those times, we will coordinate the best plan of action based on the directives from the CDC, Sacramento County health officials, and the Diocese of Sacramento.

Sacrament preparation will continue as planned. It is likely that Confirmation and First Holy Communion will be intimate events for students and their parents, without extended family and friends.



## After School Pick-Up

**Time: 3:00 - 3:20 p.m.**

**Staffing:** Teachers and Aides



### Protocol:

- The preferred method of pick up is via the carpool line.
- Staff will be outside assisting students in their cars.
- All school families will be issued a Family Name placard. Please place it in the upper right hand corner of your dashboard.
- Students will be guided to their designated pick-up location and wait with their teacher and grade-level cohort.
- An alternative option is for parents to park, walk and wait outside the Doheny Hall area. You will need your Family Name placard as well.
- Parents are not permitted on campus past the gates.
- Children should enter the vehicle from the passenger side.
- Drivers should not leave their vehicles.
- The exception to this is our preschool parents who MUST enter the campus through the Preschool parking lot gate.



## Extended Care

**Hours of Operation:** TBD

**Staffing:** St. Mel School employees

**Protocol:** Currently, the Extension Program has been suspended due to cohort protocols and COVID requirements. The Extension Program schedule and times will be reviewed and possibly changed to meet these requirements. SMS will keep parents informed accordingly.



## APPENDIX A: FAQ

**What if a student arrives late?**

After the 8:00 a.m. bell, all remaining students must go to the office to check in and have their temperature taken. Late students will not be permitted through the gates.

**What if a student is dropped off before 7:45 a.m. prior to the gates opening and teacher at the classroom doors?**

Since the Extension Program is not open at this time, a student cannot be dropped off in the parking lot prior to 7:45 a.m.

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

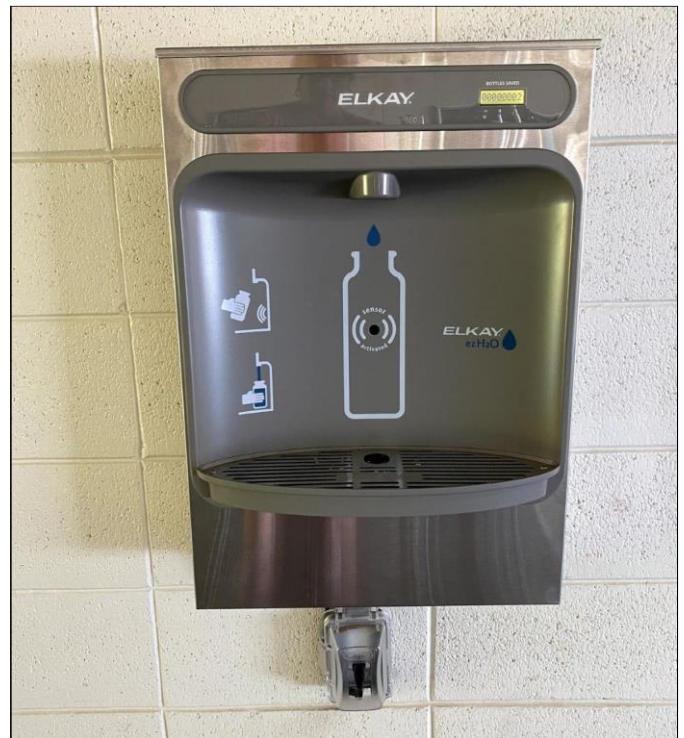
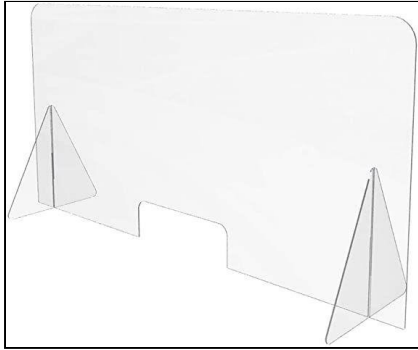
Restroom time is scheduled for cohorts on an hourly basis to support social distancing, use outside the allotted time will still entail social distancing, and follow restroom sanitation protocols.

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

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

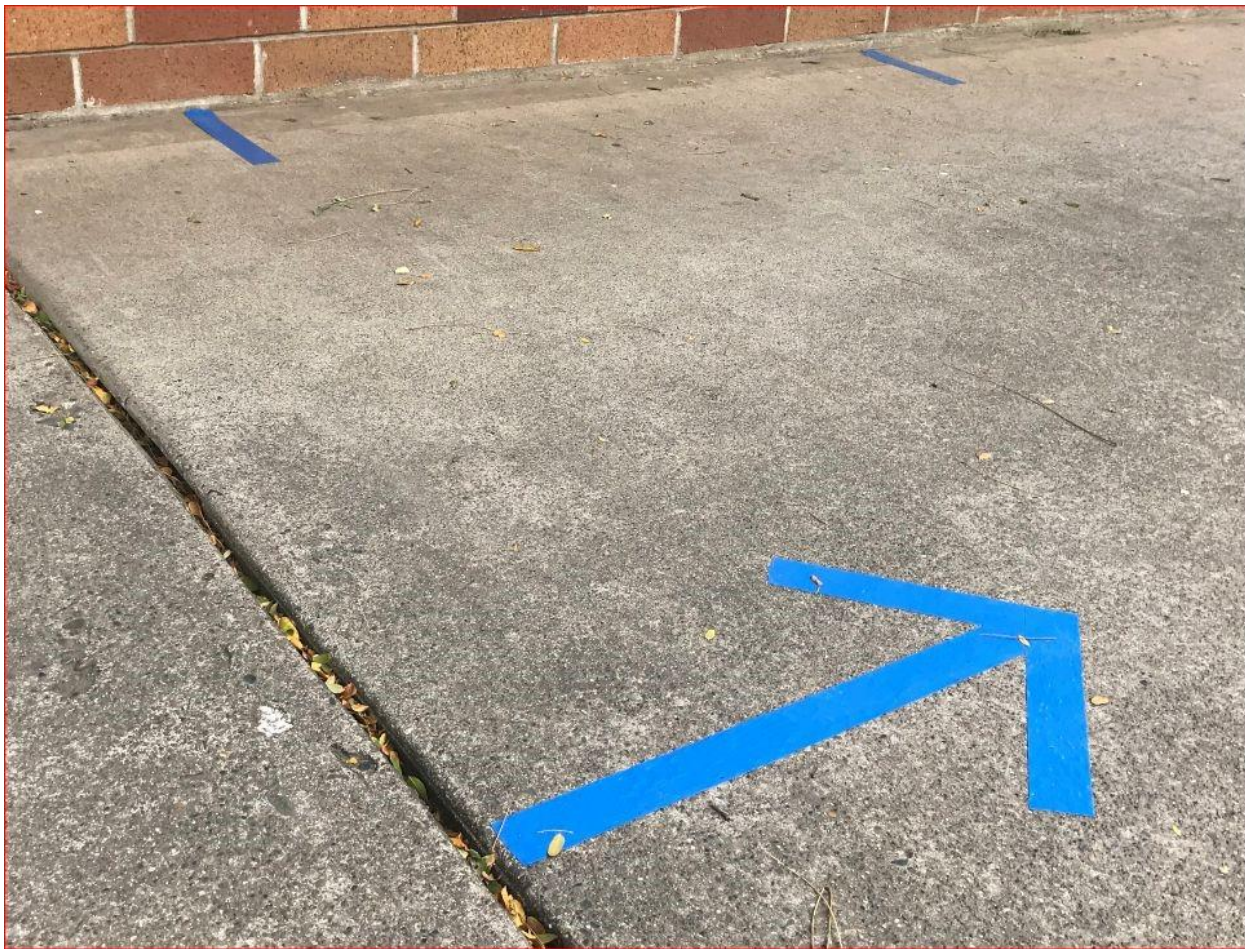


## APPENDIX B: FACILITY ADJUSTMENTS





## APPENDIX C: PROTOCOL SIGNAGE

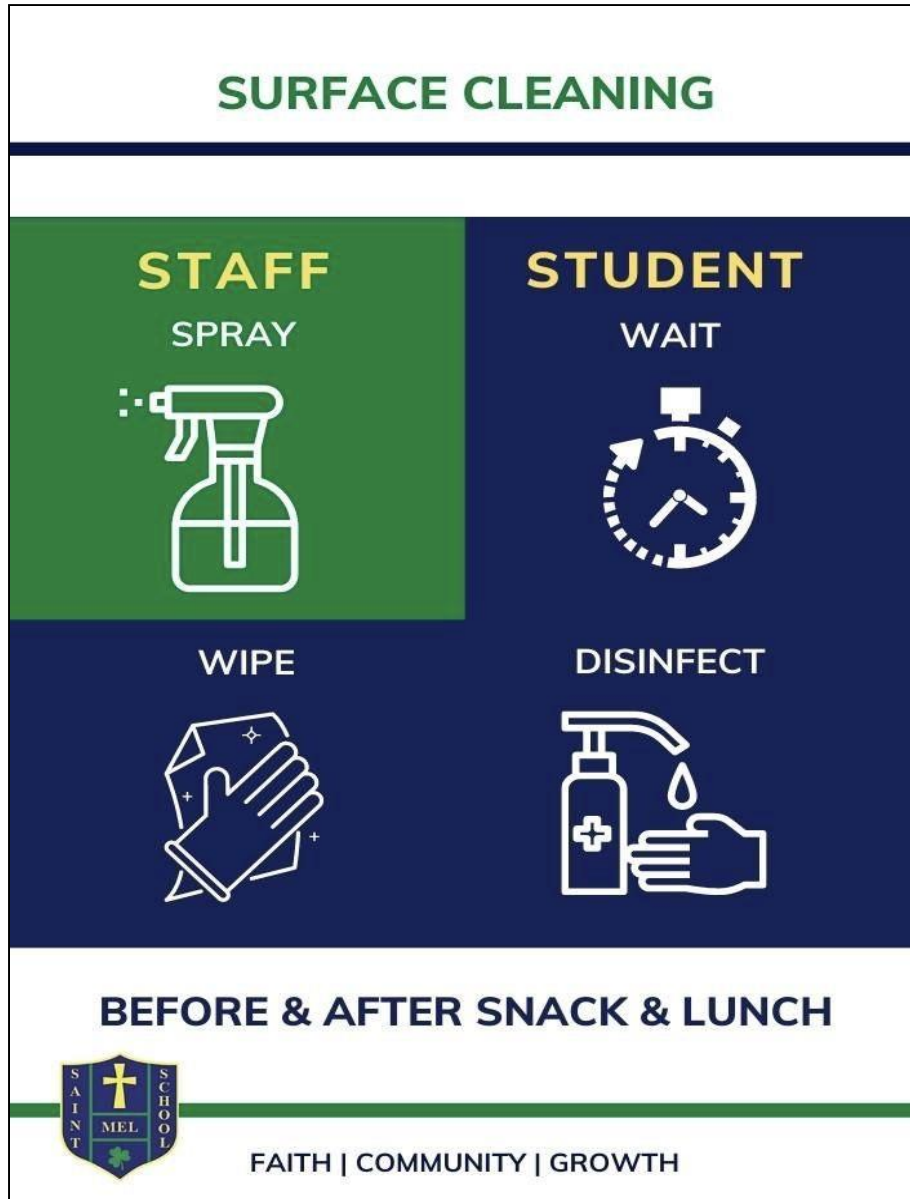


### Additional Details

- Blue lines will be used to mark 6 feet spots in the bathrooms.
- Blue arrows used to show the direction of travel in hallways.



## Surface Cleaning



### Additional Details

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



## Restroom Use

### RESTROOM USE

### LOOK, ENTER IF OPEN SINK



**STOP**

**1**



**PER**





**USE STALL**



**PREP TOWEL**



**WASH**

### PLEASE RESPECT EVERYONE'S SPACE



**FAITH | COMMUNITY | GROWTH**

### Additional Details

- No more students in a restroom than sinks
- Blue line marks the spot (spaced line up spots outside restroom)
- Students will disinfect hands at the hand sanitizer station outside the bathrooms.





## Teacher Cleaning Expectations

### KEEPING CLASSROOMS CLEAN

### ROUTINELY CLEAN





**TEACHERS    CLEAN HANDS    WEAR GLOVES**

### PLEASE RESPECT EVERYONE'S SPACE



**FAITH | COMMUNITY | GROWTH**









## Screening

### Campus Entry Point (Adults)

# CAMPUS ENTRY SCREENING


## COMPLETE SURVEY PRIOR TO ENTRY

DISINFECT
MASK
GLOVES

## PLEASE Respect Everyone's Space



FAITH | COMMUNITY | GROWTH










## Student Checklists

Home Checklist for the Front Door

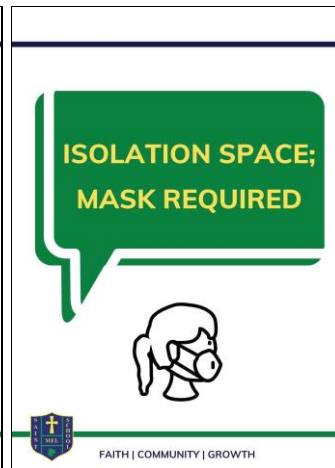
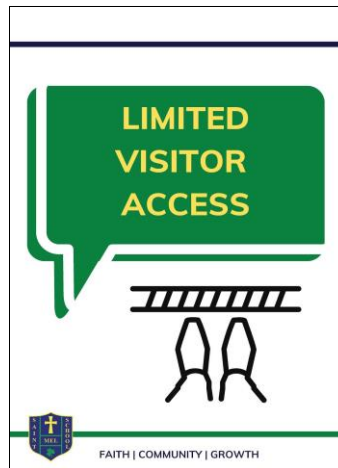
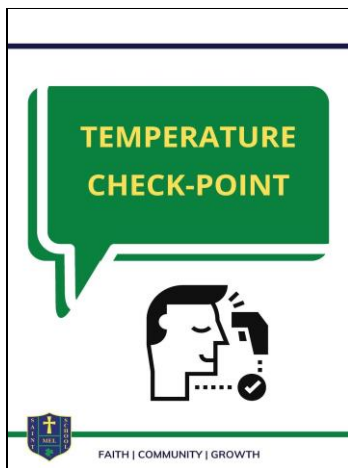
<b>GOOD MORNING!</b>		
<b>SMILE</b>	<b>CHECK TEMPERATURE</b>	<b>WASH</b>
		
		
<b>DO YOU HAVE YOUR SUPPLIES?</b>		
<b>Have a Great Day!</b>		
 <b>FAITH   COMMUNITY   GROWTH</b>		

End of School Day Reminders


<b>END OF DAY!</b>	
<b>SMILE</b>	<b>CHECK LIST</b>
	
<b>CLEAN</b>	<b>DISINFECT</b>
	
<b>Have a Great Afternoon!</b>	
 <b>FAITH   COMMUNITY   GROWTH</b>	



## Additional Facility Signage



## Symptom Flyer



# Symptoms of COVID-19

## and Keys to Remaining Vigilant

### What To Look For

*Please pay close attention to if you or someone in your household begin to experience COVID-19-like symptoms:*

<input type="checkbox"/> Body Temperature exceeding the resident county HHS guidelines (unless otherwise noted, 100.4 degrees Fahrenheit)	<input type="checkbox"/> Muscle pain
<input type="checkbox"/> Chills or repeated shaking	<input type="checkbox"/> Headache
<input type="checkbox"/> Cough	<input type="checkbox"/> Fatigue
<input type="checkbox"/> Shortness of breath or difficulty breathing	<input type="checkbox"/> Nausea or vomiting
<input type="checkbox"/> Congestion or runny nose	<input type="checkbox"/> Diarrhea
	<input type="checkbox"/> Sore throat
	<input type="checkbox"/> New loss of taste or smell

### How You Can Help

Be proactive about reducing the number of interactions that students have with others by practicing physical (or social) distancing (staying at least 6 feet apart) to limit the coronavirus spread. In addition to physical distancing, another important tool to prevent the spread of coronavirus is to practice good hygiene. Critical public health prevention messages include:

- ☐ Stay home when you are sick. Anyone with symptoms consistent with COVID-19 should remain at home in isolation for a minimum of 10 days plus at least 3 days after the resolution of fever (without fever-reducing medication) and improvement in other symptoms.
- ☐ Wash your hands often with soap and water for at least 20 seconds. Sing the Happy Birthday song to help know when it has been 20 seconds. If soap and water are not available, use alcohol-based hand sanitizers that contain at least 60% alcohol.
- ☐ Cover your coughs and sneezes with a tissue, then dispose of it and clean your hands immediately. If you do not have a tissue, use their sleeve, not your hands, to cover their coughs and sneezes.
- ☐ Limit close contact with people who are sick, and avoid sharing food, drinks, or utensils.
- ☐ Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.
- ☐ All students and staff must follow guidelines for wearing masks or face coverings while in the Educational Setting.

### Additional Information

CDPH: <https://cdph.ca.gov/covid19>      CDC: <https://www.cdc.gov/coronavirus>

We greatly appreciate everyone's efforts in staying informed, calm, and thoughtful as we all do our part to help keep our communities and schools safe. If you have any questions or concerns, please contact your school directly.

Diocese of Sacramento Catholic Schools  
[www.scd.org/schools](http://www.scd.org/schools)

Symptoms of COVID-19  
Revised 8/30/20 02





## Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

### High-risk: red flag symptoms

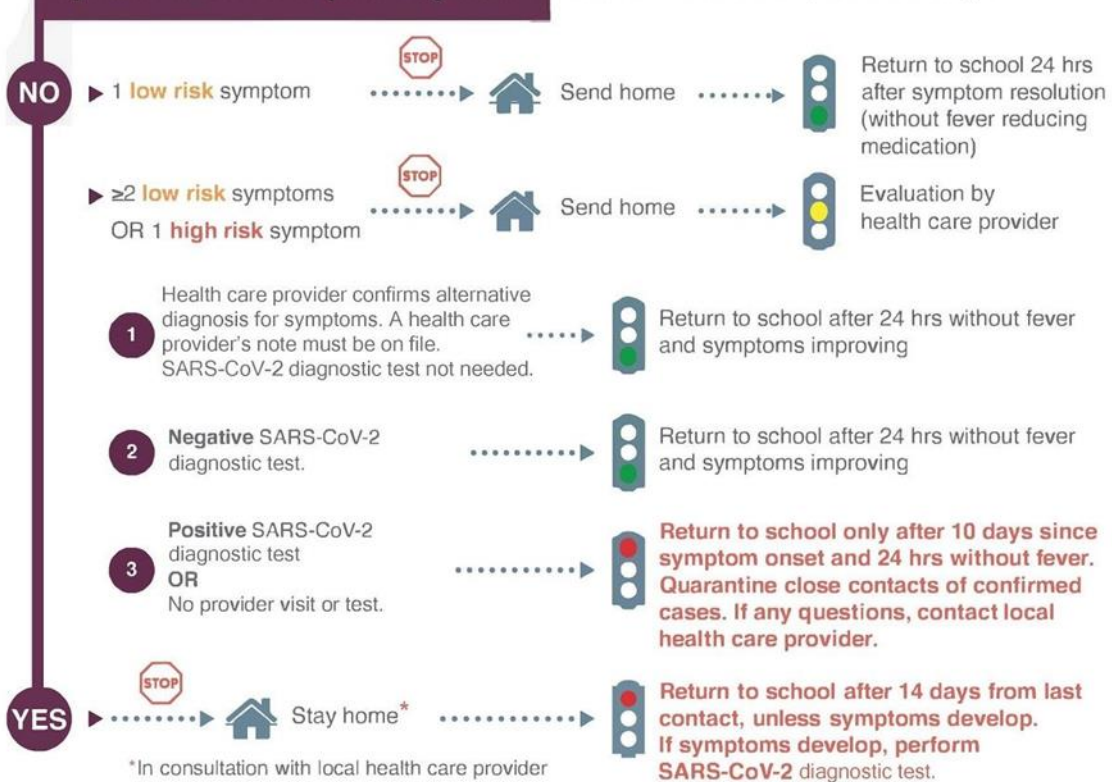
-  Fever ( $\geq 100.4^{\circ}\text{F}$ ) (and/or chills)
-  **Cough**
-  **Difficulty breathing**
-  **Loss of taste/smell**

### Low-risk: general symptoms

-  Congestion/runny nose
-  Nausea/vomiting/diarrhea
-  Fatigue/muscle or body aches
-  Sore throat
-  Headache

### Exposure to COVID-19 positive person?

Close contact: less than 6 feet, 15 minutes or longer



*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*







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

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

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

Notes:



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

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

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

Notes:





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

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

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

Notes:



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

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

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

Notes:



## Restroom Daily Checklist

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



## APPENDIX D: AGENCY UPDATES

### Sacramento County COVID Community Testing

Information for students and families: [https://www.sacounty.net/COVID-19/Pages/Symptom-Screening\\_MobileTestingSite.aspx](https://www.sacounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx)

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

#### CDC Decision-Making Tree

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

#### Campus Access

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

#### Hygiene and PPE

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

#### Cleaning and Disinfecting

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

#### Information for Staff Training

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

#### Communication with School Community

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

#### Food Services

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





## COVID-19 Workplace Exposure Reporting

To ensure the health and safety of employers, employees, and community members, businesses and activities must immediately report any confirmed cases of COVID-19 to Yolo County Public Health.

Yolo County Public Health Requires ALL Businesses to take the following actions

### 1. FOLLOW



**FOLLOW** California COVID-19 Industry Guidance for clear recommendations and tasks to prepare your businesses <https://covid19.ca.gov/industry-guidance/>.

### 2. REPORT



**REPORT** confirmed COVID-19 cases to the Yolo County Public Health by calling the COVID Provider Line at: **(530) 666-8614**.

- Leave a message; staff review messages everyday.
- Include in the message your business name, city, point of contact, and a brief situational update (ex. 3 employees out with fever and cough, one employee reporting a positive COVID-19 lab test)

### 3. PREPARE



**PREPARE** for Public Health to call. You can prepare by:

- Completing the Yolo County Workplace COVID Toolkit (located at [www.yolocounty.org/coronavirus-roadmap](http://www.yolocounty.org/coronavirus-roadmap)) to identify close contacts (those within 6 ft. for 10 min. or more) of an infected employee.
- Starting to take steps to isolate close contacts if they are still at work; or if this is not possible, send home to isolate.

For additional information on COVID-19, the "Roadmap to Recovery" plan, or face covering guidance visit [www.yolocounty.org/coronavirus-roadmap](http://www.yolocounty.org/coronavirus-roadmap).

Yolo County • [www.yolocounty.org](http://www.yolocounty.org) • Yolo 2-1-1



## APPENDIX E: COMMUNICATIONS

### Cases and Exposures Correspondence

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

#### Confirmed Case Letter

[School Letterhead]

[Date]

Dear (Name of School) School Parents/Guardians:

The health and safety of our students and staff are our top priority. This letter is to inform you that an individual at (Name of School) School has tested positive for COVID-19. The last date of known exposure at the school was [date].

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

(Name of County) County Public Health has been notified. (Name of School) School and Public Health are working closely together to take the necessary steps to protect our community and prevent the spread of COVID-19 in school. In accordance with Public Health guidance, school will continue to operate in-person instruction. Individuals that were determined to be close contacts to the individual who tested positive have been notified to stay home.

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

(Insert County COVID-19 Portal Page Here)

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



Respectfully,

[Principal Name and Contact Information]

## Close Contact Letter

[School Letterhead]

[Date]

Dear Parents/Guardian of \_\_\_\_\_ (student name):

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

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

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

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

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

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

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





Respectfully,

[Name and contact information of principal]

## Symptoms Letter

[School Letterhead]

Dear Parent or Guardian:

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

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

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

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

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

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

Respectfully,

[Principal name and contact information]



## Scenario 3 - Quarantine Letter



August ZZ, 2020

Dear X School Parent or Guardian,

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

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

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

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

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

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

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

Sincerely,

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



## APPENDIX F: DISTANCE LEARNING

# St. Mel School

## Distance Learning Guide

### Covid -19 protocols

### 2020-2021



UPDATED AUGUST 21, 2020

OUR PRIMARY FOCUS IS TO HELP CHILDREN BUILD A STRONG RELATIONSHIP WITH GOD THROUGH CATHOLIC EDUCATION. **EVEN WHILE DISTANCED**, WE ARE COMMITTED TO EDUCATING THE WHOLE CHILD: MENTALLY, PHYSICALLY, EMOTIONALLY, SOCIALLY AND MOST IMPORTANTLY, SPIRITUALLY. WE ARE A WELCOMING



COMMUNITY THAT PROVIDES AN EXCEPTIONAL EDUCATION IN A FAITH-FILLED ENVIRONMENT THROUGH  
**“INTEGRATING FAITH WITH ACADEMIC EXCELLENCE”.**

## INTRODUCTION & GOALS

TO CLARIFY LEARNING AND COMMUNICATION EXPECTATIONS FOR FACULTY, STAFF, PARENTS AND STUDENTS DURING DISTANCE LEARNING AS WE RETURN TO SCHOOL AMID THE CURRENT PANDEMIC.

### OUR PRIORITIES ARE:

1. **SAFETY: MITIGATING AND SLOWING THE GROWTH OF COVID-19 IN THE CONTEXT OF RETURNING TO SCHOOL.** UNDERSTANDING THAT THERE IS AN INHERENT RISK 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. AT SUCH A TIME AS OUR STUDENT POPULATION IS ALLOWED TO RETURN TO CAMPUS, THE SMS RETURN-TO-SCHOOL PLAN WILL BE ENACTED.
  - b. **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 VIA LIVE STREAM.
2. **PRESENCE: KEEPING SCHOOL OPEN DAILY, ALBEIT VIA DISTANCE LEARNING.** WE DO NOT WANT TO BURDEN PARENTS WITH CHALLENGING SCHEDULES PREVENTING THEM FROM WORKING A FULL WORKDAY – WE WANT OUR STUDENTS ENGAGED IN FAITH BUILDING AND ACADEMIC PURSUITS. DUE TO THE NEED FOR SCREEN TIME BY THE CHILDREN, THE ACADEMIC DAYS WILL BE DEVELOPED IN LINE WITH THE SOCIAL, EMOTIONAL, AND DEVELOPMENTAL NEEDS OF THE AGE GROUP.
3. **GROWTH: DESPITE LIMITATIONS, WE WANT OUR CHILDREN TO CONTINUE THEIR FAITH FORMATION AND ACADEMIC PROGRESS, AT GRADE LEVEL, IN ALL CORE ACADEMIC STANDARDS, INCLUDING ELA, MATH, RELIGION, SOCIAL STUDIES AND SCIENCE.**



### DISTANCE LEARNING MISSION STATEMENT

THE DISTANCE LEARNING PLAN FOR THE CATHOLIC SCHOOL DEPARTMENT IN THE DIOCESE OF SACRAMENTO IS DESIGNED WITH THE FOLLOWING KEY FEATURES:

(adapted from the Shanghai American School Distance Learning Plan)

- **ASYNCHRONOUS** LEARNING TO ENSURE THE OPPORTUNITY TO LEARN FOR ALL STUDENTS BASED ON SCHEDULE AND CONNECTIVITY
- **SYNCHRONOUS** VIDEO CONFERENCING TO SUPPORT LEARNING AND SOCIO-EMOTIONAL NEEDS OF STUDENTS THROUGH SOCIAL INTERACTION WITH PEERS AND TEACHERS
  - LIMITED AND/OR VARIABLE ONLINE ACCESS TO TECHNOLOGY AND INTERNET FOR SOME STUDENTS AND FAMILIES
- FLEXIBLE TIMELINE FOR DISTANCE LEARNING INSTRUCTION, ASSESSMENT, AND FEEDBACK
- A COMMITMENT TO MONITORING AND IMPROVING THIS PLAN DURING THE TIME OF ITS IMPLEMENTATION

WHILE DISTANCE LEARNING DOES NOT REPLICATE ONSITE LEARNING, TEACHERS CAN DELIVER POWERFUL INSTRUCTION BASED ON A ROBUST CURRICULUM THAT ALLOWS STUDENTS TO MEET EXPECTED STANDARDS IN AN ONLINE ENVIRONMENT ALIGNED WITH THE MISSION OF OUR CATHOLIC SCHOOLS.

ASYNCHRONOUS INSTRUCTION PROVIDES A LEARNING ENVIRONMENT THAT DOES NOT REQUIRE TEACHERS AND STUDENTS TO BE ONLINE AT THE SAME TIME. SINCE TEACHERS, STUDENTS, AND FAMILIES ARE ALL WORKING ON VARIOUS CHILDCARE AND WORK SCHEDULES, THIS IS AN ESSENTIAL PART OF THE DISTANCE LEARNING PLAN. SYNCHRONOUS, REAL-TIME INSTRUCTION PROVIDES OPPORTUNITIES FOR STUDENTS TO PARTICIPATE IN INTERACTIONS WITH THEIR TEACHERS AND CLASSMATES IN REAL TIME. TEACHERS IN THE DIOCESE OF SACRAMENTO WILL PROVIDE A HYBRID OF SYNCHRONOUS AND ASYNCHRONOUS LEARNING FOR STUDENTS.

CLASSROOM INTERACTIONS AND ENGAGEMENT OPPORTUNITIES CONTINUE FROM A DISTANCE THROUGH VIRTUAL MEETINGS, LIVE VIDEO CHATS WITH THE WHOLE CLASS, AND VIDEO TUTORIALS. DISTANCE LEARNING IS NOT AN OPPORTUNITY FOR BUSY WORK, BUT RATHER TIME FOR AUTHENTIC LEARNING TASKS THAT ARE PURPOSEFULLY



PLANNED AND ASSESSED. TEACHERS WILL DIGITALLY DELIVER UNITS BASED ON DIOCESAN STANDARDS THAT BREAK LEARNING INTO SMALLER PIECES AND PROVIDE CLEAR EXPECTATIONS FOR ONLINE PARTICIPATION. FEEDBACK WILL BE CONSISTENTLY PROVIDED THROUGH ONLINE CHECK-INS, COMMENTS ON COLLABORATIVE WORK, OR CLASS CHATS. THIS FEEDBACK IS A VALUABLE FORM OF ONGOING ASSESSMENT THAT INFORMS GRADING.

WE HAVE TAILORED THIS DOCUMENT SPECIFICALLY FOR THE ST. MEL SCHOOL ENVIRONMENT AND POPULATION 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.



### COMMUNICATION

- PARENT COMMUNICATION WILL BE DONE THROUGH ANNOUNCEMENTS OR EMAIL ON SCHOOL SPEAK
- STUDENT COMMUNICATION WILL BE DONE THROUGH EITHER SEE SAW OR GOOGLE CLASSROOM DEPENDING ON AGE OF STUDENT
- FACULTY TO FACULTY/STAFF COMMUNICATION WILL BE DONE USING EMAIL THROUGH SCHOOL SPEAK

### TECHNOLOGY

- STUDENTS WILL BE EXPECTED TO HAVE ACCESS TO EMAIL, SEESAW OR GOOGLE CLASSROOM, RENAISSANCE LEARNING, ROSETTA STONE, ZOOM AND ANY OTHER WEBSITES DEEMED NECESSARY BY THE TEACHER OR AIDE
- IF A STUDENT DOES NOT HAVE ACCESS TO A COMPUTER, A DEVICE CAN BE BORROWED FROM ST. MEL SCHOOL. THIS LOAN IS ON A FIRST COME FIRST SERVED BASIS.
- ANY LOANED DEVICE MUST HAVE A PRE-SIGNED EQUIPMENT CHECKOUT FORM ON FILE
- PASSWORDS AND LOGIN INFORMATION WILL BE PROVIDED TO STUDENTS AS NEEDED
- ANY SITE THAT NEEDS STUDENT TRAINING WILL BE PROVIDED BY THE HOMEROOM TEACHER OR TECHNOLOGY TEACHER





**TEACHERS / STAFF PREPARATION**

- COMMUNICATE APPROVED WEEKLY / DAILY SCHEDULE EXPECTATIONS TO PARENTS IN ADVANCE
- PROVIDE COPIES OF MATERIALS HOME PRIOR TO START OF DISTANCE LEARNING
- UPLOAD AND POST DOCUMENTS AND WORKSHEETS ON SEESAW OR GOOGLE CLASSROOM
- SET UP ALL ONLINE TOOLS ( WONDERS, PEARSON , EPIC, ETC.)
- BORROW SUPPLIES FROM CLASSROOM – IF UNABLE TO ARRANGE THIS IN ADVANCE, CONTACT PRINCIPAL TO ARRANGE OBTAINING SUPPLIES
- PROVIDE SUPPLY LIST TO PARENTS AT LEAST ONE DAY IN ADVANCE OF AT HOME ACTIVITIES
- PARTICIPATE IN PROFESSIONAL DEVELOPMENT WORKSHOPS TO STRENGTHEN TECHNOLOGY SKILLS



## LEARNING & TEACHING EXPECTATIONS FOR TK & KINDER

- THE SCHOOL WEEK WILL BE MONDAY THROUGH FRIDAY
  - TK 8 AM – 11:30 AM
  - KINDER 8 AM – 3 PM
  - SCHOOL HOLIDAYS AND MINIMUM DAYS OBSERVED
- EACH DAY CONTAINS 3 HOURS OF STUDENT LEARNING ACTIVITIES
  - LESSONS FOLLOW DIOCESAN LEARNING STANDARDS
  - DAILY MATH, ELA, RELIGION, AND SCIENCE/SOCIAL STUDIES
  - WEEKLY ART, P.E., SPANISH AND TECHNOLOGY
- A SPECIFIC DAILY LEARNING SCHEDULE WILL BE PROVIDED
- OFFICE HOURS ESTABLISHED FOR STUDENT/PARENT SUPPORT AND COMMUNICATION
- NO HOMEWORK
- ATTENDANCE TAKEN DAILY
  - RECORD ATTENDANCE ON SCHOOLSPEAK
- USE SEESAW FOR ALL STUDENT COMMUNICATION, TURNING IN STUDENT WORK, ETC
- USE ZOOM, YOUTUBE VIDEOS WEEKLY
  - ZOOM = DAILY ( SYNCHRONOUS LEARNING)
  - YOUTUBE/SEESAW – DAILY ( ASYNCHRONOUS LEARNING)
- OBSERVE ZOOM ETIQUETTE AT ALL TIMES ( SEE ATTACHMENT)
- EACH SYNCHRONOUS LESSON WILL BE NO LONGER THAN 30 MINUTES AT ONE TIME
- CREATE SMALL GROUPS ( CENTERS) FOR BETTER LEARNING
- HAVE ANY NEEDED SUPPLIES ON HAND AT TIME OF LESSON



## LEARNING & TEACHING EXPECTATIONS FOR 1ST, 2ND & 3RD

- THE SCHOOL WEEK WILL BE MONDAY THROUGH FRIDAY
  - SCHOOL HOLIDAYS AND MINIMUM DAYS OBSERVED
  - 8 AM – 3 PM
- EACH DAY CONTAINS 3.5 HOURS OF STUDENT LEARNING ACTIVITIES
  - LESSONS FOLLOW DIOCESAN LEARNING STANDARDS
  - DAILY MATH, ELA, RELIGION, AND SCIENCE/SOCIAL STUDIES
  - WEEKLY ART, P.E., SPANISH AND TECHNOLOGY
- INDEPENDENT LEARNING EXPECTED ( ASYNCHRONOUS LEARNING)
- PROVIDE A SPECIFIC DAILY LEARNING SCHEDULE
- ESTABLISH OFFICE HOURS FOR STUDENT/ PARENT SUPPORT AND COMMUNICATION
- NO HOMEWORK
- ATTENDANCE TAKEN DAILY
  - RECORD ATTENDANCE ON SCHOOLSPEAK
- USE SEESAW FOR ALL STUDENT COMMUNICATION, TURNING IN STUDENT WORK, ETC.
- WORK GRADED ON WEEKLY BASIS
  - RECORD GRADES ON SCHOOLSPEAK
- USE ZOOM AND SEESAW DAILY
  - ZOOM – DAILY ( SYNCHRONOUS LEARNING)
  - SEESAW – DAILY ( ASYNCHRONOUS LEARNING)
- OBSERVE ZOOM ETIQUETTE AT ALL TIMES ( SEE ATTACHMENT)
- SYNCHRONOUS LESSON TIME WILL BE NO LONGER THAN 45 MINUTES AT ONE TIME
- CREATE SMALL GROUPS ( CENTERS) FOR BETTER LEARNING
- HAVE ANY NEEDED SUPPLIES ON HAND AT TIME OF LESSON



## LEARNING & TEACHING EXPECTATIONS FOR 4TH & 5<sup>TH</sup>

- THE SCHOOL WEEK WILL BE MONDAY THROUGH FRIDAY
  - SCHOOL HOLIDAYS AND MINIMUM DAYS OBSERVED
  - 8 AM – 3 PM
- EACH DAY CONTAINS 4 HOURS OF STUDENT LEARNING ACTIVITIES
  - LESSONS FOLLOW DIOCESAN LEARNING STANDARDS
  - DAILY MATH, ELA, RELIGION, AND SCIENCE/SOCIAL STUDIES
  - WEEKLY ART, P.E., SPANISH AND TECHNOLOGY
- INDEPENDENT LEARNING EXPECTED ( ASYNCHRONOUS LEARNING)
- PROVIDE A SPECIFIC DAILY LEARNING SCHEDULE
- ESTABLISH OFFICE HOURS FOR STUDENT/ PARENT SUPPORT AND COMMUNICATION
- ATTENDANCE TAKEN DAILY, WILL AFFECT SUBJECT GRADE
  - RECORD ATTENDANCE ON SCHOOLSPEAK
- USE GOOGLE CLASSROOM FOR ALL STUDENT COMMUNICATION, TURNING IN STUDENT WORK, ETC.
- WORK GRADED ON WEEKLY BASIS
  - RECORD GRADES ON SCHOOLSPEAK
- USE ZOOM / GOOGLE MEET AT LEAST 2 TIMES DAILY ( SYNCHRONOUS LEARNING)
- OBSERVE ZOOM ETIQUETTE AT ALL TIMES ( SEE ATTACHMENT)
- SYNCHRONOUS LESSON TIME WILL BE NO LONGER THAN 45 MINUTES AT ONE TIME
- CREATE SMALL GROUPS ( CENTERS) FOR BETTER LEARNING
- HAVE ANY NEEDED SUPPLIES ON HAND AT TIME OF LESSON



## LEARNING & TEACHING EXPECTATIONS FOR MIDDLE SCHOOL ( 6TH – 8TH)

- THE SCHOOL WEEK WILL BE MONDAY THROUGH FRIDAY
  - SCHOOL HOLIDAYS AND MINIMUM DAYS OBSERVED
  - 8 AM – 3 PM
- EACH DAY CONTAINS 4 HOURS OF STUDENT LEARNING ACTIVITIES
  - LESSONS FOLLOW DIOCESAN LEARNING STANDARDS
  - DAILY MATH, ELA, RELIGION, AND SCIENCE/SOCIAL STUDIES
  - WEEKLY ART, P.E., SPANISH AND TECHNOLOGY
- INDEPENDENT LEARNING EXPECTED ( ASYNCHRONOUS LEARNING)
- PROVIDE A SPECIFIC DAILY LEARNING SCHEDULE
- ESTABLISH OFFICE HOURS FOR STUDENT/ PARENT SUPPORT AND COMMUNICATION ● ATTENDANCE TAKEN DAILY, UNEXCUSED ABSENCES WILL AFFECT SUBJECT GRADE
  - RECORD ATTENDANCE ON SCHOOLSPEAK
- USE GOOGLE CLASSROOM FOR ALL STUDENT COMMUNICATION, TURNING IN STUDENT WORK, ETC.
- WORK GRADED ON WEEKLY BASIS
  - RECORD GRADES ON SCHOOLSPEAK
- USE ZOOM /GOOGLE MULTIPLE TIMES DAILY ( SYNCHRONOUS LEARNING) – COORDINATED BETWEEN TEACHERS
- OBSERVE ZOOM ETIQUETTE AT ALL TIMES ( SEE ATTACHMENT)
- SYNCHRONOUS LESSON TIME WILL BE NO LONGER THAN 50 MINUTES AT ONE TIME
- CREATE SMALL GROUPS ( CENTERS) FOR BETTER LEARNING
- HAVE ANY NEEDED SUPPLIES ON HAND AT TIME OF LESSON



## **EAS TEACHER**

- CHECK IN WITH ALL ESTABLISHED EAS STUDENTS BI-WEEKLY VIA SEESAW OR GOOGLE CLASSROOM
- SEARCH FOR AND USE SUPPORTIVE ONLINE RESOURCES
- ESTABLISH OFFICE HOURS FOR STUDENT/PARENT SUPPORT AND COMMUNICATION
- CREATE TEACHING VISUALS AND OTHER MEDIA RESOURCES AS NEEDED
- RESEARCH AND USE ENHANCEMENT TOOLS SUCH AS VIRTUAL FIELD TRIPS, GUIDED READING BEACH BALLS, GROUP JENGA, ETC.

## **ADVANCED MATH TEACHER**

- THE SCHOOL WEEK WILL BE MONDAY THROUGH FRIDAY
  - SCHOOL HOLIDAYS AND MINIMUM DAYS OBSERVED
  - 8 AM – 3 PM • EACH DAY CONTAINS 1 HOUR OF MATH ( SYNCHRONOUS LEARNING)
  - LESSONS FOLLOW DIOCESAN LEARNING STANDARDS
- ASYNCHRONOUS LEARNING EXPECTED
- PROVIDE A SPECIFIC DAILY LEARNING SCHEDULE
- ESTABLISH OFFICE HOURS FOR STUDENT/PARENT SUPPORT AND COMMUNICATION
- ATTENDANCE TAKEN DAILY, UNEXCUSED ABSENCES WILL AFFECT SUBJECT GRADE
  - RECORD ATTENDANCE ON SCHOOLSPEAK
- USE GOOGLE CLASSROOM FOR ALL STUDENT COMMUNICATION, TURNING IN STUDENT WORK, ETC.
- WORK GRADED ON WEEKLY BASIS
  - RECORD GRADES ON SCHOOLSPEAK



- USE ZOOM / GOOGLE MEET DAILY ( SYNCHRONOUS LEARNING)
- OBSERVE ZOOM ETIQUETTE AT ALL TIMES ( SEE ATTACHMENT)
- HAVE ANY NEEDED SUPPLIES ON HAND AT TIME OF LESSON





## INDEPENDENT, REMOTE LEARNING FOR AT-RISK STUDENTS

### 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 IN COMPUTER SCIENCE FROM CODING TO TYPING WILL ALSO BE INTEGRATED INTO CURRICULUM ON-SITE AND OFF. REMOTE LEARNING STUDENTS WILL ALSO HAVE MUSIC, SPANISH AND ART ENRICHMENT.

### ROLES AND RESPONSIBILITIES

#### CLASSROOM TEACHER:

GENERATES CORE CONTENT AND PROVIDES FEEDBACK TO ALL STUDENTS ( ON AND OFF-SITE) IN THE REGULAR GRADING CYCLE. IS AVAILABLE TO ALL PARENTS IN A REGULAR FASHION ( PHONE, EMAIL, APPOINTMENT) . POSTS CONTENT FOR TEACHER LIAISON REVIEW A WEEK IN ADVANCE FOR COLLABORATIVE AND CLARIFICATION PURPOSES.

#### STUDENT:

KEEPS TO THEIR SCHEDULE BY STARTING EACH DAY ON GOOGLE CLASSROOM WITH THE MORNING ANNOUNCEMENTS, ATTENDS THEIR REMOTE LESSONS, AND PROGRESSES THROUGH THE CONTENT AT THEIR PACE DURING THE DAY CONTENT IS ASSIGNED.



**PARENT EXPECTATIONS**

- PROVIDE TECHNOLOGY NEEDS TO STUDENT
- COMMUNICATE ANY TECHNOLOGY SHORTFALLS TO SCHOOL IN ADVANCE OF DISTANCE LEARNING
- COMMUNICATE TO TEACHERS/STAFF AND PRINCIPAL VIA SCHOOL SPEAK AND EMAIL
- RESPECT SCHOOL HOURS AND TEACHER OFFICE HOURS
- ENCOURAGE 100% ATTENDANCE AND PARTICIPATION
  - UNEXCUSED ABSENCES WILL AFFECT SUBJECT GRADE
- SIGN AND SUBMIT ALL CONTRACTS AND POLICIES PRIOR TO DISTANCE LEARNING
- EDUCATED SELF AND STUDENT TO ZOOM ETIQUETTE RULES
- ENCOURAGE STUDENTS TO COMMUNICATE AND ADVOCATE FOR THEMSELVES WITH TEACHER
- REFER TO SEESAW, GOOGLE CLASSROOM AND SCHOOL SPEAK FOR ALL STUDENT LEARNING SITES
- EXPECT SYNCHRONOUS LEARNING THAT FOLLOWS SCHOOL LEVEL AND DIOCESAN STANDARDS
- EXPECT ASYNCHRONOUS LEARNING THAT FOLLOWS SCHOOL LEVEL AND DIOCESAN STANDARDS



## Acknowledgement and Consent

Dear Parents and Guardians:

Because of the school closures due to the coronavirus (COVID-19), SMS is providing distance learning opportunities in order to provide your student with ongoing access to learning. This form identifies the distance learning opportunities, or platforms, that SMS may use and asks for you to sign and return the attached form for your student to participate in these opportunities.

Distance learning is instruction in which the student and instructor are in different locations. Distance learning is being defined by the State of California to include video or audio instruction in which the primary mode of communication between the student and instructor is online interaction, instructional television, video, tele-courses or conferences, or other instruction that relies on computer, virtual or communications technologies. It may also include the use of print materials incorporating assignments that are the subject of written or oral feedback. The aim of distance learning is to allow educators, in collaboration with SMS, to provide ongoing instruction and high quality educational opportunities.

The use of technology for the provision of educational opportunities through distance learning may result in the creation of pupil records not in SMS's control as well as student-generated content, and may result in the unintended revelation of personally identifiable student information beyond SMS's control. We acknowledge that many technology platforms maintain data shared on their platforms and want to provide you notice of the same.

SMS will endeavor to work with the technology companies utilized in the provision of distance learning opportunities to ensure the privacy of our students is maintained consistent with all relevant federal and state laws, including the Federal Educational Rights and Privacy Act (FERPA). We expect these companies will act consistently with common standards of student privacy used when providing educational services. We will make our best efforts to ensure that the collection and use of any student data is limited to educational purposes only and seek to prevent the unauthorized release of student information or use of student data for marketing purposes.

### Confidentiality

I understand and acknowledge:

- ❖ My child has the right to confidentiality as it pertains to distance learning to the extent possible, and within SMS's control..
- ❖ I understand, by law, there are exceptions to confidentiality, including mandated reporting of child, elder, and dependent adult abuse as well as safety concerns related to danger to self and danger to others. I understand SMS may have to break confidentiality under these circumstances.



## Technology

I understand and acknowledge:

- ❖ I am responsible for providing and maintaining acceptable bandwidth for my child to actively participate in distance learning with SMS.
- ❖ It is my responsibility to ensure that I have a video and audio enabled device available for my child to participate in distance learning.
- ❖ If I borrow a device from SMS I am financially responsible for that item should it be damaged in any way while under my supervision.
- ❖ My teacher will conduct educationally-related instruction by way of distance learning in a confidential setting.
- ❖ I further understand it is illegal to record any instruction or educational session without the prior written consent of the principal and teacher.
- ❖ I understand that the lessons may be recorded for student use within the confines of the class.
- ❖ I have the right to discuss any of this information with the teacher and/or principal and to ask questions I may have.

## Attendance

I understand and acknowledge:

- ❖ It is my responsibility to ensure that my child participates daily in online instruction, reports to class, and engages in the learning opportunities offered to them through distance learning.
- ❖ Attendance is recorded by evidence of student active online engagement each day.
- ❖ My student is expected to participate in the school sessions throughout the entire school day.
- ❖ Work missed because of absence must be made up within the timeline set forth by the course teacher. Any work not completed within this period shall result in no credit for the missed assignment.
- ❖ In the case of an extended illness or other extenuating circumstances, the parent must contact SMS Administration.

I understand and acknowledge:

My signature below indicates I have read this consent form, understand, and agree to the guidelines outlined in SMS Distance Learning Acknowledgement and Consent, including the rules of confidentiality, use of technology, behavior policy, and attendance policy.

Parent Signature \_\_\_\_\_



Date \_\_\_\_\_

Student Name(s) and Date(s) of Birth: \_\_\_\_\_

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Please return as soon as possible by: 1) Submitting using Google Classroom to your homeroom teacher 2) scanning and emailing to your homeroom teacher using their school email address



### Zoom/Google Meet Etiquette

Zoom and Google Meet are web-based video conferencing tools that allow users to meet online, with or without video. Users can choose to record sessions, collaborate on projects, and share or annotate on one another's screens. SMS uses Zoom/Google Meet as a way to connect and teach students during times of social distancing. While using Zoom/Google Meet, the following rules will be expected of students:

- **Attendance** - Students will be on time to meetings and attendance will be taken, unexcused absences will affect subject grade
- **Camera on** - Must be able to see face - remember students are always on camera during a meeting
- **Screen Name** - Name must be the students given name
- **Listen actively** - Take notes, follow along and be ready to respond
- **Materials** - Have paper, pen/pencil and course materials on hand (books, worksheets, etc.)
- **Ask and Answer questions** - Participate, refer to notes, wait to be called upon, participation will affect subject grade
- **Sit up** - Practice good posture
- **School Space** - Work in a dedicated space, **NOT** on a bed
- **Stay focused** - No eating, no gum, no restroom breaks, no texting
- **Dressed** - Dress in appropriate attire for a school setting; no hoodies, pajamas, tank tops, headphones or hats
- **Quiet** - Background should be quiet (no music or TV), student muted when needed
- **Backgrounds** - No visual background will be used during a learning session unless approved in advance by the teacher
- **AUP** - Acceptable Use Policy is in place and the school has the right to monitor, regulate bullying, and set expectations for good behavior while using this platform
- **Parent-Student Handbook** - applies to both on campus and distance learning protocols

As a student of SMS, I acknowledge that I will follow the stated guidelines during any school related Zoom/Google Meet meeting.

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Student Signature

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Printed Name

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Parent Signature

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Printed Name





### St. Mel Equipment Check Out Contract 2020-2021

Serial Number(s): \_\_\_\_\_ Mfg/Description(s): \_\_\_\_\_

Estimated duration of usage \_\_\_\_\_

This agreement applies to any technology device owned by the school or the school system. All conditions of the Board policy for Acceptable Use apply regardless of where or by whom this device is used.

You may not take any technology device “off campus” that is not permanently assigned to you without first asking permission, and completing a checkout form for that technology.

You take sole responsibility for the device and its use during the checkout period, including when you transport it in a personal vehicle or use it during off hours at your home or any other non-school location. The following conditions must be followed when using the device off campus:

1. If you have Internet access at home and the laptop/device can access this service without any configuration changes, then you may use the laptop/device to connect to the Internet, provided that you use the device as if you were at school.
2. Regardless of whether you are at home, a hotel, a restaurant, or anywhere with Internet access, you should not browse sites that would be blocked at school.
3. Do not allow family members or others to use the device for Internet browsing.
4. Do not install any personally owned software onto the device.
5. Do not store any files on the device which could constitute a copyright or licensing violation, or could be deemed illegal or of an inappropriate nature.
6. If the device is lost, stolen, or damaged, you are responsible. If the device is stolen, file a police report immediately. You will still be financially responsible for the repair or replacement of the device.
7. You may not transport any data on the device that would compromise the identity of others, or put any other protected data, passwords, or information at risk.
8. You are expected to keep the antivirus and operating system updated and functioning properly.

I have read and understand the above restrictions and responsibilities.



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Signature of Individual Checking Out Device.

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Check Out Date

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Signature of Person Receiving Returned Device

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Return Date





## APPENDIX G: APPLICATION FOR WAIVER

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

### Waiver Application Cover Form

(for use by a Local Educational Agency or equivalent)

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district, please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

#### Background Information

Name of Applicant (Local Educational Agency or Equivalent): School Type:

Traditional Public School

Charter School Private, Independent, or Faith-Based School

Number of schools: Enrollment:

Superintendent (or equivalent) Name:

Address:

Grades/Number of Students Proposed to be Reopened:

TK      K      1st      2nd      3rd      4th      5th      6th

Date of Proposed Reopening:

Name of Person Completing Application:

Phone Number: Email:

#### I. Consultation

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



- b. Provide an electronic copy of his or her school's Return-to-School plan to each CSAC member.
  - c. Review his or her school's Return-to-School plan in detail.
  - d. Hold a question-and-answer session in which he or she records and answers any questions or concerns.
  - e. Make himself or herself available at a scheduled time for follow-up conversation and questions.
  - f. Following the meeting, the principal will share a copy of the Return-to-School Plan with the parent population and post the plan prominently on the school website.
3. Community Organizations:
- a. Following the same agenda as above, during the month of August, the principal will meet with the Parish Pastoral Council and other significant community entities that operate in or on the parish grounds (as determined by the principal and pastor) to present the Return-to-School plan.
  - b. On August 5, the Catholic School Department held an informational meeting with the Parochial Athletic League athletic directors to present on the Return-to-School Plan and discuss the most recent state guidelines for sports and outdoor activities.
4. Principals will document the dates of all meetings on their website.
- a. Faculty and staff meetings held 8/5, 8/6 and 8/10
  - b. CSAC meeting scheduled for 8/11
  - c. Parish Council meeting scheduled for TBD

## II. Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent): All reopening plans for schools of the Diocese of Sacramento are available on the diocesan website ([www.scd.org/schools](http://www.scd.org/schools)).

☐ **Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

Go to: [Safe Environment](#) and [Shared Spaces](#)

☐ **Cohorting:** How students will be kept in small, stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

Go to: [Student Cohorts School](#) and [Schedules and Routines](#)

☐ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts. Go to: [Schedules and Routines](#)



☐ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.

Go to: [Personal Protective Equipment \(PPE\)](#)

☐ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Go to: [Screening](#) and [COVID Symptoms and Case Response](#)

☐ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer and how their use will be promoted and incorporated into routines. Go to: [Safe Environment](#)

☐ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19. Go to: [COVID Symptoms and Case Response](#)

☐ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Go to: [Social Distancing](#) & [Shared Spaces](#)

☐ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

Go to: [Staff Training and Family Education](#)

☐ **Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results.

Describe how staff will be tested periodically to detect asymptomatic infections.

Go to: [COVID Symptoms and Case Response](#)

☐ **Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction. Go to: [COVID Symptoms and Case Response](#)

☐ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA. Go to: [Appendix E: Communications](#)



**Additional Resources:**

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

