

DIOCESE *of* SACRAMENTO  
**CATHOLIC SCHOOLS**

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



Holy Spirit Parish School

V 7.0

November 16, 2020

Opening Hearts, Inspiring Minds

## INTRODUCTION

We have created this plan to support our safe return to school in August amid the current pandemic. 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 as 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 C)
- Ad-hoc interactions by adults should be avoided
- Mass gatherings, such as in-person assemblies, are prohibited
- Students will be mindful of the social distancing and health practices as instructed or they will not be allowed on campus
- No more students will be admitted into a restroom at a time than there are sinks

### Student Cohorts

Holy Spirit Parish 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.

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

#### Classrooms

- Student desks will be designated for each person and desks will be spread out to maximize space.
- Windows will be opened for proper ventilation.
- Classroom rugs, group tables, and superfluous furniture will be removed and individual desks installed.
- Students have their own designated desk with their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Teachers will utilize outdoor space as much as possible.

**Other Facility Adjustments-** Drinking fountains will be turned off and water bottle filling stations will be added.

**Office Capacity** – Site will restrict the number of persons in the offices to maintain social distancing

**Conference Rooms**– There are no conference rooms on this site.

**Breakroom/ Teacher Lunch Room** – Use of this room will be strictly limited until further notice. One person at a time may use appliances and will clean surfaces of any appliance used. A daily cleaning schedule will also be established. The area is for eating.

**Staff Meetings:** Staff meetings will be virtual, even for employees in the same office or school.

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

**Cafeteria/ Library/ Science Room-** These spaces have been converted for use by the school's Extended Care Program to ensure social distancing once Extension resumes.

## Screening

- **Please see the updated symptom checklist on page 37. This protocol now distinguishes between higher-risk and lower-risk symptoms.**
- Students and staff must conduct a daily self-check (See Appendix C 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 will be conducted for all persons entering campus, and staff will complete an additional screening document (see Appendix C.) 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 to be admitted to campus is 100.4 degrees Fahrenheit.
- During the day, any person experiencing or showing symptoms (see information on p. 9) will report to the office designated isolation space for screening
- The principal will retain a record of employee temperatures in a locked cabinet for a minimum of 90 days
- If a staff member already at school shows symptoms as described below on p. 9, a supervisor will allow them to go home without penalty for that day
- The Diocese is working with the County of Sacramento to provide testing for faculty and staff at regular intervals. 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.”

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

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

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

## Gloves

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

## 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 protocols (See Appendix C).
- The principal will review the full Return-to-School plan with faculty and staff prior to students returning to campus.
- Parents will 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 C).
- Teachers will provide initial and routine instruction in social distancing and health practices to their students in keeping with the provisions of this protocol
- The school will highlight any changes to this Plan through School Speak and post the updated Plan on the at [www.hs-ps.com](http://www.hs-ps.com)



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

## Cleaning & Disinfection Routine

- Students will have one ziplock bag labeled “Clean” with 5 clean rags and another labeled “dirty” with dirty rags that they take home daily, like their backpack.
- When cleaning/disinfecting during the day in the classroom the teacher will spray the area being cleaned/disinfected (i.e. student desks) with the 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 training and review of protocols (See Appendix C)
- 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 available, is essential.  
Build time into daily routines for students and staff to wash hands.
- Families will be constantly reminded to maintain hygiene and distancing at home and in the community.

## Visitor & Volunteer Protocols

*The safety of our staff and students is our primary concern. Approved visitation by the principal will be conditional on the visitor passing the same screening process as staff.*

We will not allow normal visitation to our campuses until our reopen date. 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
- Volunteers supervising outdoor activities are permitted if approved by the principal as long as they follow staff protocols.

## Food & Package Delivery

Sharing food/refreshments is prohibited at all times. Bringing in food items except for personal consumption (i.e. student bag lunch, teacher lunch), outside those provided through the school's official food service programs is prohibited. Students must bring any food for their own use to school when arriving on campus at the beginning of the school day. Deliveries of personal food by parents or delivery services is not permitted. Deliveries of personal packages during the school day are not permitted.

## 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. It will be up to each principal to encourage all members of the school community to continue practicing safety protocols whether they are home or traveling. In addition, out of an abundance of caution, a principal will suggest and encourage parents to have their student receive remote instruction for two weeks upon the return from travel. As always, all school employees should be reminded that their conscientious demonstration of safe behaviors outside of school are a gift to their students.

## 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 Charles Smith
- 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 37.

### 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 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 <u>OR</u> EXHIBITING A COVID <u>SYMPTOM</u>	
IMMEDIATE ACTIONS	COMMUNICATION
<p><b>Student/staff are isolated at the site in the designated office space until they can be sent home or to a healthcare facility per <a href="#">CDPH</a> guidance</b></p> <p><b>To return to school:</b></p> <p>Please see the chart on page 37 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"> <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 F)

**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 guidance is:

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

- a) Individual School Closure: Closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the County Health Officer. For example, school closure may be appropriate in any of the following scenarios:
  - i. Multiple cases in multiple cohorts at a school
  - ii. There are at least 10 cases or 5 percent of the total number of teachers/student/staff cases within a 14-day period, depending on the size and physical layout of the school.
  - iii. Public health investigation or other local epidemiological data results in the County Health Officer recommending school closure.
- b) 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	2 – 3 times daily and deep disinfecting at the end of each day by janitorial service.
<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
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, we have considered alternatives such as installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces
- Replace and check air filters and filtration systems to ensure optimal air quality on a schedule
- Ensure proper ventilation during cleaning and disinfecting
- When cleaning, air out the space before children arrive; plan to do a thorough cleaning when children are not present

## School Procured Additional Supplies

Item	Quantity	Notes
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	55-gallon drums for refill stations
Individual Pumps	1/person	8oz
Cleaning Solution	As needed	Alcohol-based
Student Towels/ Ziplock Bags		For cleaning personal work surface and storing clean and soiled towels
Restroom Soap Dispensers		Automated
Pencil box/supply bin	1/student	
IR Therm	13	One in each classroom and 2 in the school office
Acrylic/Plexiglass		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
Water bottle	1	With drinking fountains turned off, students will be encouraged to fill bottles at home. They will have access to one of the touchless water bottle filling stations.
Backpack	1	Students will be assigned a hook where they will hang their backpack. The backpacks will be at a distance, as to not touch other backpacks. Students will have access to their backpacks in staggered groups.
Clean cloth face mask	1	
Towel	1	Students will bring a towel (beach towel for intermediate and middle school students) for use to sit on during outdoor instruction, work, or lunch.

## Facility Adjustments

- Office has installed an autosense hand sanitizer dispenser and plexiglass counter divider
- Cafeteria library and former science lab have been converted to spaces to ensure social distancing in extended care
- Classroom rugs, group tables, and extra furniture has been removed and individual desks or tables installed with six-foot gapping between student stations as far as practicable
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer
- Signage will be added to campus for social distance reminders
- 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
- EcoLab sanitation stations installed at all custodial utility sinks
- Public space has been eliminated in the front office

Photos reflective of these adjustments can be found in Appendix B.

# SCHOOL SCHEDULE & ACTIVITY PROTOCOLS

## Drop-Off & Pick-Up

### Hours:

Drop-Off: 7:45 - 8:00 am

### Pick-Up:

Regular Schedule:

Monday - Thursday

K/ TK: 1:00 pm - 1:15pm

Grades 1-8: 3:00 -3:15pm

Friday

K/ TK: 1:00 pm - 1:15 pm

Grades 1-8 2:00 - 2:15pm

Minimum Day:

K/TK: 11:30 - 11:45am

Grades 1-8 12:00 - 12:15 pm

### Drop-Off Protocol:

- Students will be dropped off at the cul-de-sac. Temperature checks will be done by school personnel before students leave the vehicle.
- Students exit the vehicle from the passenger side having their belongings with them.
- Drivers should not leave vehicles.
- Grades 1-4 and TK will enter by the Gym Gate (left of the double gates) and grades 5-8 and K will enter by the Convent Gate (right of the double gates).
- There are markings on walkways indicating 6 feet distance.
- Staff will assist at car doors and key walkways to direct students immediately to their classrooms.
- Classroom staff (teachers /aides) will follow the screening protocol as students arrive at the classroom door. Students with a temperature of 100.4 or above will be directed to the isolation area and sent home. Students who do not have an elevated temperature will go directly to their own desk/work area.

### Pick-Up Protocol:

- Pick up will take place in the cul-de-sac.
- Families have been provided with name placards to use on the dashboard or passenger front window to identify students to be called.
- Students will assemble at the front of the school in assigned class areas and with 6-foot spacing as marked on the pavement.
- Students will be called as vehicles arrive and will enter from the passenger side.

Staffing: Classroom staff will supervise dismissal.

## Lunch & Recess

**Staffing:** A staffing schedule will be developed.

**Schedule:**

Time	Activity	Grades	Notes
9:50	AM Bathroom Break	3rd and 4th	3rd: Zone 2, primary bathroom 4th: Zone 5, Jr. High bathroom
9:10	AM Bathroom Break	2 <sup>nd</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> and 8th	2nd: Zone 2, primary bathroom 6th: Zone 3, Jr. Hi bathroom 7 <sup>th</sup> : Zone 5, Cafeteria bathroom 8 <sup>th</sup> : Zone 6, Cafeteria bathroom
10:30	AM Bathroom Break	1st + 5th	1st: Zone 2, primary bathroom, 5 <sup>th</sup> : Zone 5, Jr. Hi bathroom
11:40	Lunch and Activity	3rd and 4th	15 min. lunch in Room / Activity: 3rd Zone 2, primary bathrooms, 4th: Zone 5, Jr. High bathrooms
11:55	Lunch and Activity	1st + 2nd	15 min. lunch in Room / Activity: 1st: Zone 2 primary bathrooms 2nd: Zone 5, Jr. High bathrooms
12:10	Lunch and Activity	5th	15 min. lunch in Room / Activity: Zone 5, Jr. High bathrooms
12: 25	Lunch and Activity	6 <sup>th</sup>	15 min. lunch in Room / Activity: 6 <sup>th</sup> : Zone 3, Jr. High bathrooms
12:40	Lunch and Activity	7 <sup>th</sup> and 8th	15 min lunch in Designated outdoor seating Activity: 7 <sup>th</sup> Zone 5 8 <sup>th</sup> Zone 6

**Protocol:**

Restrooms: The TK and Kindergarten have their own restroom areas. First - fourth grades will use the restrooms in the lower grade wing of the school. Fifth - eighth grades will use the restrooms near the fifth - grade classroom.

Lunch: Students will eat lunch at their assigned seat in the classrooms (or outdoors as much as possible when weather permits). Staff wearing masks and gloves will deliver lunches from the school lunch program to each classroom.

Students will put their trash in trash cans (in or near) each classroom.

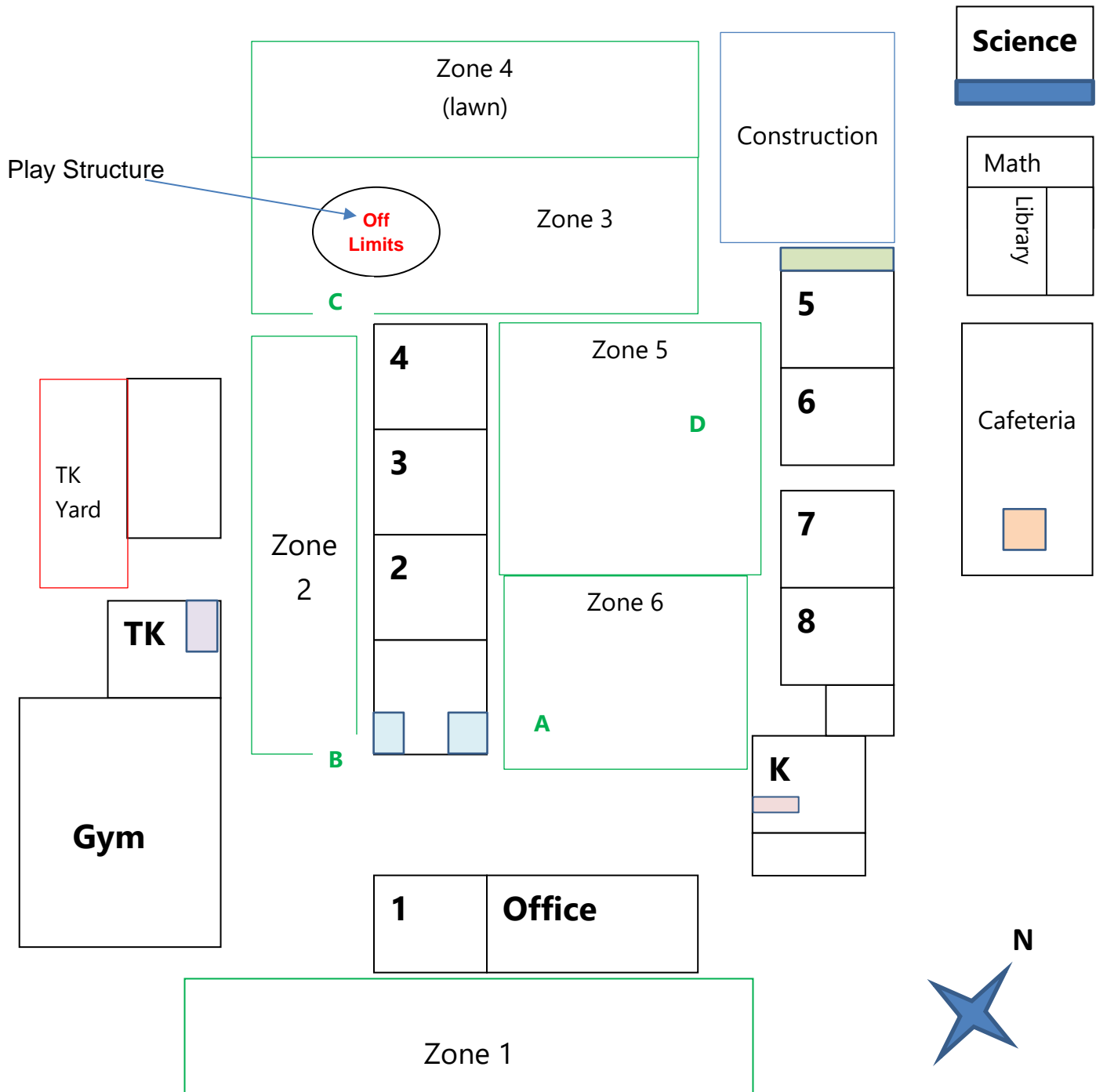
Recess/ Outdoor Activity: Play will consist of structured activity designed to ensure physical distance.







On days a class does not have PE an afternoon time for structured outdoor activities will also be scheduled.

Play Structure: The play structure will not be in use.

Door knobs will be cleaned by classroom staff after each recess.

# Holy Spirit Parish School



- TK Restrooms: 3 boys, 3 girls  TK, 1-4 entrance      K, 5-8 Entrance
- Primary Restrooms: 3 boys, 3 girls 
- Jr. High Restrooms: 3 boys, 3 girls 
- K Restrooms: 1 boys, 1 girls 
- Handwashing Stations (5): 
- Extension Restrooms: 2 boys, 2 girls 

## Masses

We will not be able to have school-wide Masses at this time. On Fridays Mass will be livestreamed to our students at 9:30 am (or another pre-scheduled time) and students/classroom staff will participate from the classroom (or home for those continuing in distance learning).

## Physical Education & Activity Protocol

Staffing: Teachers and Aides

Protocol: Recesses and Physical education will be similarly structured, limiting free play to ensure distancing. Activities such as jump rope, calisthenics, etc. will be the standards. Teachers will clean doorknobs after each recess/PE.

## Extended Care

**Hours of Operation:** ~~Morning Shift 7 AM – 8 AM~~; Afternoon Shift 1:00 PM - 5:30 PM

**Staffing:** School employees

**Protocol:**

- Extension will be held in a converted cafeteria, library and former science lab spaces with distanced and assigned student desks.
- Each student will have his/her own supplies and the space has its own restrooms.
- Extension will be the only program using the space during the course of the day (with the exception of the cafeteria staff in the kitchen for lunch preparation.)
- Parents/ authorized persons will call or text extension staff to have the child admitted to campus for extension.
- Parents/ authorized persons will call or text extension staff to have the child brought out for pick-up.
- The facility will be cleaned after the morning shift and each evening.

## APPENDIX A: FAQ

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

Students who arrive during the school day will ring the doorbell at the main entry gate (near the office) and will be checked in at the office.

### **What about the traditional before school starts recess?**

Classroom staff will oversee structured open time in the classroom from the time students enter campus until the beginning of classes at 8:00 am.

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

Restroom time is scheduled as a class during the allotted recess / restroom break times. 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?**

The gym is the designated activity area when it is not possible to be outdoors, however it will only be used by one class at a time

### **What if students are outside doing calisthenics during extension when a parent comes to pick up a child?**

The extension staff member receiving pick-up calls will contact the person supervising the outdoor activity to send the student to the cafeteria and the student will be checked out of the extension program in the same way as other students. Parents will not be entering campus for student check-out.



## APPENDIX B: FACILITY ADJUSTMENTS

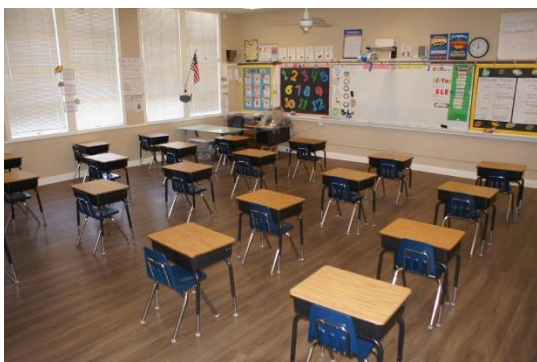
Student desks are arranged 5-6' apart. All carpets have been removed and fabric chairs are eliminated from classrooms. Library shelves are removed along the borders of the classroom to accommodate more desk space. Library shelves have been removed and are in storage.

Samples of department classroom arrangements follow:

Primary department classroom desk arrangements



Elementary department classroom desk arrangements





Junior high department desk arrangements



Restroom door signs



Extended day program room arrangements



Water Fountain not available



Play structure off limits



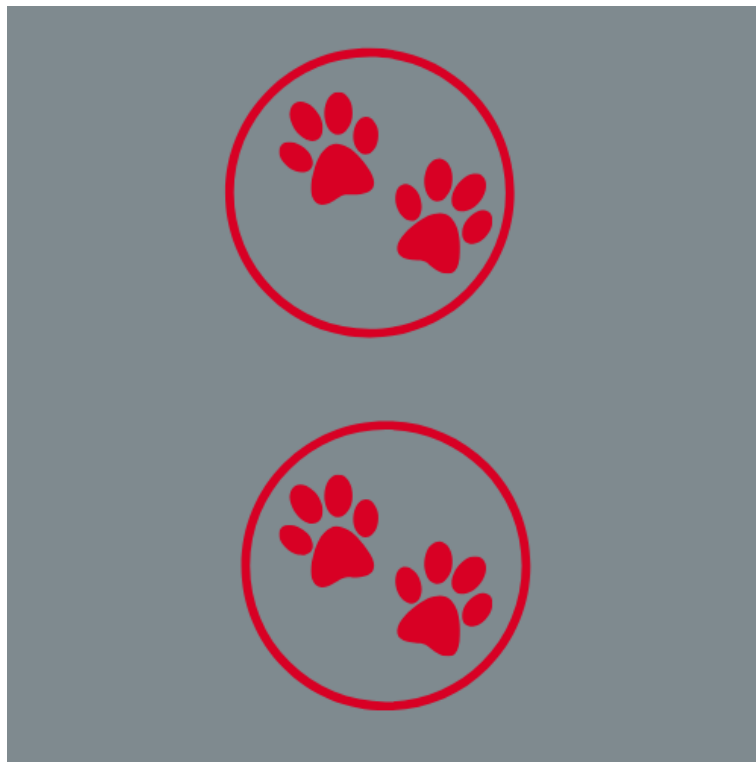


Walkways with directional arrows and distance markings



## APPENDIX C: PROTOCOLS & SIGNAGE

### Facility Specific Signage



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

## Restroom Use

ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO



COVID 19  
RESPONSE PROTOCOLS

### RESTROOM USE

**LOOK, ENTER IF OPEN SINK**





**USE STALL    PREP TOWEL    WASH**

### RESPECT EVERYONE'S SPACE

#### Additional Details

- No more students in a restroom than sinks
- X Marks the Spot (spaced line up spots outside restroom)
- Students will disinfect hands at their desk space on returning to class

## Teacher Cleaning Expectations

ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO



COVID 19  
RESPONSE PROTOCOLS

### KEEPING CLASSROOM CLEAN

#### ROUTINELY CLEAN





#### TEACHERS CLEAN HANDS; WEAR GLOVES


### RESPECT EVERYONE'S SPACE



## Screening

### Campus Entry Point (Adults)




ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO






COVID 19  
RESPONSE PROTOCOLS

## CAMPUS ENTRY SCREENING

COMPLETE SURVEY PRIOR TO ENTRY





DISINFECT      MASK?      GLOVES

## RESPECT EVERYONE'S SPACE

FAITH      COMMUNITY      GROWTH

**Daily Health Screening (Adults)**

Name:

Position:

Supervisor's Name:

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

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

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

Fever

Muscle pain

Sore throat

Chills

Headache

New loss of taste or smell

Repeated shaking with chills

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

Running Record

Date	Temp	Symptoms (Y/N)	Screened by	Signature

< OFFICE USE ONLY >

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

Then, complete the following section of this form:

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

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

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

## Student Checklists

### Home Checklist for the Front Door



**GOOD MORNING!**

SMILE	CHECK TEMPERATURE	WASH
		
		
DO YOU HAVE YOUR SUPPLIES?		

**HAVE A GREAT DAY!**

---

FAITH      COMMUNITY      GROWTH

### End of School Day Reminders



**END OF DAY!**

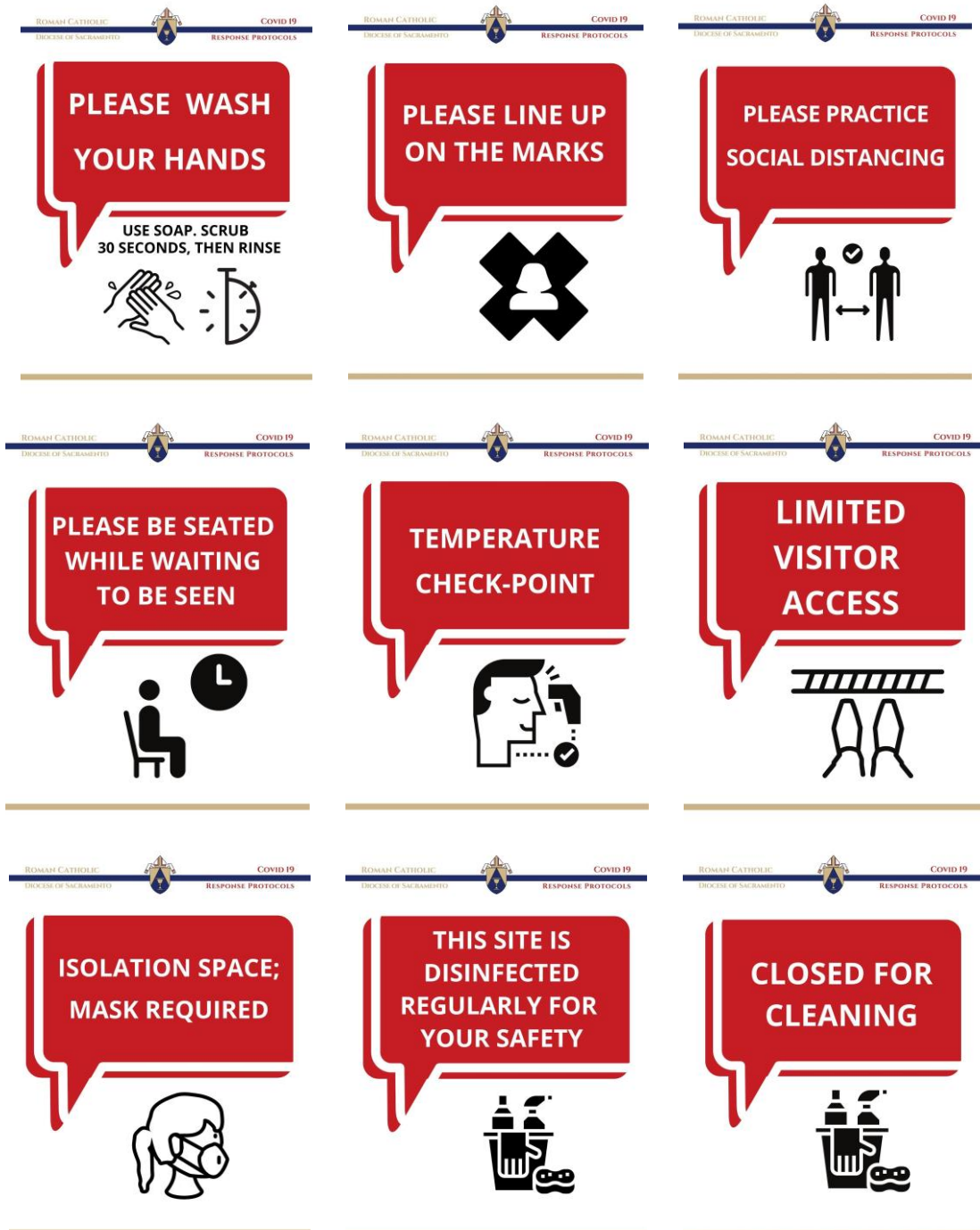
SMILE	CHECK LIST	CLEAN
		
		
DONT FORGET TO WASH TOWELS & RETURN		

**HAVE A GREAT AFTERNOON!**

---

FAITH      COMMUNITY      GROWTH


## Additional Facility Signage








# Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

## High-risk: red flag symptoms

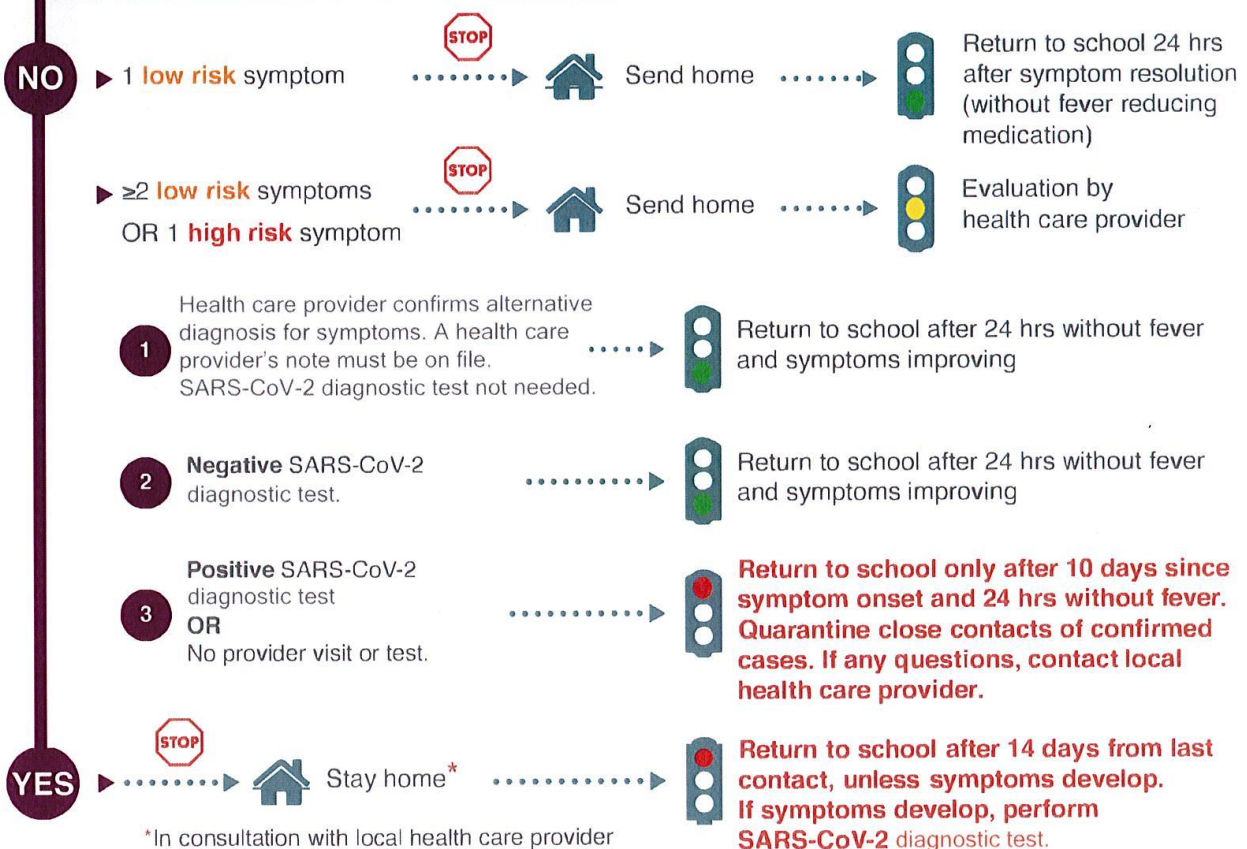
-  Fever ( $\geq 100.4^{\circ}\text{F}$ ) (and/or chills)
-  **Cough**
-  **Difficulty breathing**
-  **Loss of taste/smell**

## Low-risk: general symptoms

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

## 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





## 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 8/20/20 20



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):					
1-4 boys		1-4 girls		5-8 boys		5-8 girls	
TK/Gym boys		TK/ gym girls		K boys		K girls	
Area/ Time	Before School	After 1st Recess			After Lunch		End of Day
Floors							
Sinks							
Toilets							
Toilet Paper							
Soap							
Urinals							
Towels							
Trash							
<i>Initial next to each item after inspection</i> During the school day cleaning is done by school staff. The "End of Day" cleaning is done by contracted janitorial/ cleaning staff							

## 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](http://www.cdc.gov/coronavirus)
- (Updates about our school's situation)

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

Respectfully,

[Name and contact information of principal]

Symptoms Letter

[School Letterhead]

Dear Parent or Guardian:

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



DIOCESE of SACRAMENTO  
CATHOLIC SCHOOLS

August ZZ, 2020

Dear X School Parent or Guardian,

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

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

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

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

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

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

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

Sincerely,

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

## APPENDIX F: DISTANCE LEARNING

The Distance Learning opportunities provided by Holy Spirit Parish School are intended to keep us safely in community.

### Distance Learning Outline

- A. Campus open - Our primary goal is to provide a quality education while in community. Independent, remote learning will be available for students in at-risk scenarios through their regular classroom teacher, in addition to a support/liaison teacher to ensure connectivity. Modes of instruction provided will include live stream lessons, recorded sessions, and scheduled check-in times. This program will provide seamless reentry to an on-site experience for 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 such as streamed announcements, masses, assemblies, and music. Students on independent, remote learning will be folded into the whole site distance learning program.

### Communication

- Staff will review the survey in preparation for the DL program.
- Teachers will meet and articulate with previous teachers and the EAS teacher to determine the success of individual students during the previous distance learning period and any standards gaps that may need to be addressed.
- Orientations will be scheduled with families.
- Teachers will post daily lesson plans.
- Classroom teachers and aides will be available throughout the school day to respond to students questions, concerns, and needs.
- Teachers and the 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.
- Principal will post a weekly announcement on SchoolSpeak
- 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 **Google Classroom**

The school day will begin between 8:00 and 8:30 am and end between 2:30 and 3:15 pm and by 12:00 pm on early release (minimum) days. For TK and Kindergarten the school day will end at 1:00, or 11:30 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** 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 will be recorded and shared with students who were unable to attend a lesson.
- Asynchronous lessons will also be emphasized. These teacher-made videos will be beneficial to students who need reinforcement, repeated instruction, or require flexibility in the schedule.
- We understand the importance of limiting a child's screen time, so students will also have assignments to be completed off-line, independently.

## School-Wide Technology

### Technology Support

- Students who do not have a home device will have the option to check out a device from the school.
- 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 the first three weeks of school and include student log-in information.

Here are some of the applications and sites that Holy Spirit Parish School 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**

Google Suite / Google Classroom

**Synchronous Instruction**

Google Meet  
Google Slide  
Google Docs  
Google Forms

**Asynchronous Instruction**

Prerecorded Videos  
Loom  
You Tube  
Google Suite

**ELA**

Accelerated Reader  
Epic  
Online Journeys (Think Central  
Vocabulary  
Novel-study

**Math**

Savvas Realize  
Prodigy  
Go Math  
Kahn Academy

**Religion**

Sadlier  
Gospel Weeklies

**Social Studies**

Studies Weekly  
Houton Mifflin series

**Science**

Mystery Science  
Project Lead the Way (PLTW): STEM program

# 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 in computer science will also be integrated into the curriculum on-site and off. Spanish for 3<sup>rd</sup> – 8<sup>th</sup> grade is taught through Rosetta Stone

## 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/ Instructional Assistant

Provides additional community connectivity content such as checking in daily 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.)

## APPENDIX G: APPLICATION FOR WAIVER

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

### Waiver Application Cover Form

(for use by a Local Education Agency or equivalent)

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

### Background Information

School Name: Holy Spirit Parish School

School District: Diocese of Sacramento, Catholic Schools

Superintendent Name: Lincoln Snyder

Address: 3920 W. Land Park Drive, Sacramento, CA 95822

Grades to be Reopened: Tk-6<sup>th</sup>

Total Number of Students by Grade:

TK: 12	3: 29
K: 30	4: 33
1: 26	5: 29
2: 34	6: 29

Date of Reopening: September 14, 2020

Name of Person Completing Application: Ann Marie Faires

Phone Number: 916 448 566

Email: afaires@hs-ps.com

Signature:

Date:

## 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
  - c. CSAC meeting scheduled for 8/11
  - d. Parish Council meeting scheduled for TBD



## 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>