

DIOCESE *of* SACRAMENTO  
**CATHOLIC SCHOOLS**

# UPDATED RETURN-TO-SCHOOL PLAN

COVID-19 PROTOCOLS  
FOR ELEMENTARY SCHOOLS

## Holy Spirit Catholic School

1050 North Texas Street  
Fairfield, CA 94533



V 8.0

January 1, 2021

## 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

### Behavioral Assessments

- In response to the recent dramatic spike in Covid-19, and as a condition for a return to on-site learning, families must complete a behavioral assessment following the Christmas break; some activities will require families to remain in distance mode for a period of ten days. The questionnaire is available in Appendix H.
- Should families not wish to respond to the questionnaire, students will be required to remain in distance mode for the recommended quarantine period (10 days).

### Antigen Screening

- In response to the recent dramatic spike in Covid-19, and as a condition for a return to on-site learning, schools may require employees and students wishing to return to campus to undergo antigen screening by our medical partners Urgent Care Now, Inc. at a place and time as designated by the Catholic School Department. A sample test letter and waiver form are available in Appendix I.
- Should families not wish to test with Urgent Care Now, they may provide their own Covid-19 test result issued by a licensed medical provider. The time at which the test was taken must be less than 72 hours from the intended return to campus.
- We are currently providing for the testing of employees and middle school students in a number of locations and will update screening policy based on our analysis of results in collaboration with county health departments.
- Should families not wish to undergo antigen testing or provide their own test result, students will be required to remain in distance mode until such time that the school discontinues mandatory testing.

### Social Distancing

- All persons on campus will practice social distancing of six feet whenever 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.
- Large gatherings, such as in-person assemblies, are prohibited.
- Students will be mindful of the social distancing and health practices as instructed or they will not be allowed on campus.
- No more students will be admitted into a restroom at a time than there are sinks.

## Student Cohorts

The school has one class per grade-level. Each class will be its own cohort. These cohorts will be stable and will have minimal contact with other groups or individuals who are not part of their cohort.

- Students will operate in cohorts at all times (courses, recess, lunches, etc.)
- 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.
- Personal Space Desk Dividers
- Teachers will utilize outdoor space as much as possible.

## Office Capacity

- Site will restrict the number of persons in the offices to maintain social distancing. In addition to office staff, no more than 2 people at a time will be allowed in the office.

## Breakrooms or Teacher Lounge / Multipurpose Room

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

## Conference Rooms

- Conference rooms will be closed until further notice. All staff meetings will provide virtual options, even for employees in the office or school.

## Other Facility Adjustments

- Extended Care, the learning Lab, and the gym will be safely divided to accommodate sub cohorts.
- Drinking fountains will be turned off, and two water bottle filling stations have been added.
- A faucet for hand washing has been installed in place of the drinking fountain by the girl's bathroom. Another one is in the process of being installed by the boy's bathroom.





## Copy Room

- There will be limited access to the copy room. Signage indicating restrictions will be posted.

## Hall / Gym

- The gym was converted for use to ensure social distancing in the after school Extended Care program.

## Screening

- Screening now distinguishes between higher-risk and lower-risk symptoms. ([See Appendix C](#)).
- 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 and symptom 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 an electronic document for employees as approved by the Catholic School Department. Unless otherwise so directed by the county health officer, the maximum temperature for someone to be admitted to campus is 100.4 degrees Fahrenheit.
- During the day, any person experiencing or showing symptoms will report to the office designated isolation space for screening
- The principal will retain a record of employee temperatures in a locked cabinet for a minimum of 90 days.
- If a staff member already at school shows symptoms described above, a supervisor will allow them to go home without penalty for that day.
- Staff members will be tested at every other month.
- The Diocese is working with County Health Departments to provide testing for faculty and staff at regular intervals. Principals have received an HR memorandum to that effect.



- The school principal and/or contact tracers shall update the Catholic School Department Executive Assistant every Monday morning regarding confirmed COVID-19 cases amongst staff and students from the previous week.

## Personal Protective Equipment (PPE)

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

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

## Face Coverings

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

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

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

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

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



- Training will be provided on policies on how people who are exempted from wearing a face covering will be addressed (see policies below).

### FACE MASKS FOR STUDENTS

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

Mask Requirements:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Be able to be machine wash and dried without damage or change to shape

For more information on county mask guidelines please see the [Solano County Health Website](#).

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 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.
- 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.

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



## 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.



- Our custodians have a schedule for cleaning high touch surfaces and student bathrooms.

## Healthy Hygiene Practices

Reducing the risk of exposure to COVID-19 by proper personal hygiene practices and disinfection is a critical part of ensuring student and staff safety.

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of protocols ([See Appendix E](#)).
- Within cohorts, we will emphasize strong hygienic practice.
- [Cleaning hands at key times](#) with soap and water for at least 20 seconds, or an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not readily available, is essential.
  - Build time into daily routines for students and staff to wash hands.
- Families will be constantly reminded to maintain hygiene and distancing at home and in the community.

## Visitor & Volunteer Protocols

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

- We will not allow normal visitation to our campuses until our reopen date.
- 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 (such as yard duty) are permitted so long as they follow staff protocols.



## Food & Package Delivery

Sharing food is prohibited at all times. Personal food and/or personal package deliveries are not allowed. Students must bring their own food to school or purchase meals through the approved food service program.

## Travel Restrictions

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

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 Elise Lau
- 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 will need 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></p> <p>Please see the chart on Page 38 for direction on distinguishing between high-risk and low-risk symptoms. All symptomatic persons (eg, one high-risk or two low-risk symptoms) should be tested for COVID-19.</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 10 days after last exposure to the person testing positive for COVID.

Household contacts can end quarantine 10 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 (Solano 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 10 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.

**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](#))



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

**School site will remain open**

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

A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	
IMMEDIATE ACTIONS	COMMUNICATION
<ul style="list-style-type: none"> <li>• If a symptomatic school member testing negative had a known close-contact exposure to a COVID-positive person, they must complete a 10-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 10 days after the date of last exposure to COVID-19 positive non-household contact.</li> <li>• Household contacts can end quarantine 10 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**

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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

### In Person and Remote Learning

Students will not be able to access remote learning if the family has chosen the in-person learning option for the trimester. Conversely, if a family has chosen remote learning, they will not be able to attend community events including class parties. Families may not change back and forth between remote and in person learning during the trimester. Families can change from one learning mode to another in between trimester intervals.

### 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) 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.
- 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
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copy machines, shared computer	At the end of each use/day



	monitors, telephones, keyboards	and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	Throughout the day
<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, 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
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<b><u>Hand Pump Sprayer</u></b>	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, 2oz
<b>Cleaning Solution</b>	As needed	Alcohol-based
<b>IR Thermometers</b>	12 /school	Housed in the school office
<b>Acrylic / Plexiglass</b>		Office Counters

## 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.

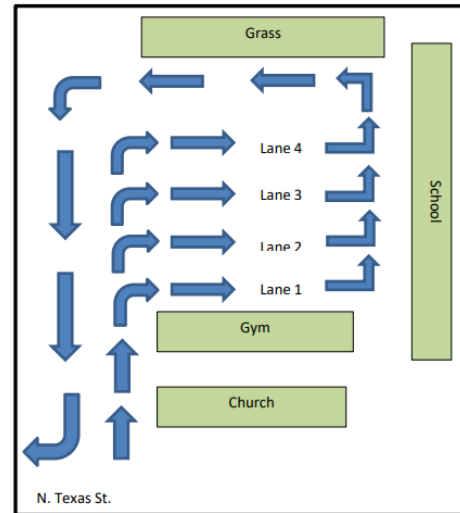


## School Schedules, Routines, and Grade Level Cohorts

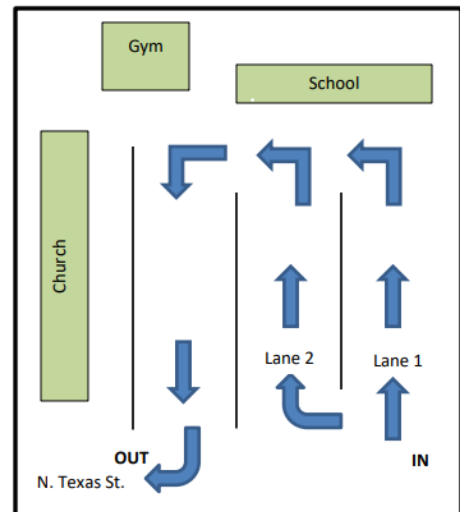
### Morning Drop-Off

**Drop-Off Hours:** 7:30 AM - 7:50 AM

**Staffing:** Teachers and Aides



Back Parking Lot Traffic Plan



Front Parking Lot Traffic Plan

**Protocol:**



- Children exit the vehicle from the passenger side and have belongings with them.
- Drivers should not leave the vehicles.
- Both points of access will be supervised to prevent gathering of any sort.
- Students will exit their cars and go directly to their classrooms.
- Students will exit their cars and be directed at the gate staff to head directly to their classroom. Teachers will be at their doors to admit students. Students will enter and go directly to their assigned seats.
- 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).

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

## Morning Recess

**Staffing:** Teachers and Aides

### 2020 - 2021 Morning Recess / Restroom Schedule

Time	Outside (each class in their own half of the yard)
9:30 - 9:45 AM	1st, 2nd
9:50 - 10:05 AM	3rd, 4th
10:10-10:25 AM	K
10:30-10:45 AM	5th, 6th
10:30-10:45 AM	7th, 8th *

Time	Restroom
9:20-9:30 AM	1st
9:35-9:45 AM	3rd
9:50-10:00 AM	2nd
10:05-10:15 AM	4th
10:20-10:30 AM	5th
10:30-10:40 AM	6th
10:45-10:55 AM	7th*
11:25-11:35 AM	8th*

\*not included in waiver



**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.

## Lunch

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

### 2020 2021 Lunch Recess Schedule

	Eating in the Classroom {Classroom Teacher (except K) supervises students during lunch}		Outside (Recess) - (Aides supervise students during recess outside)	Restroom (5 mins/ cohort)
12:00 - 12:30 PM	K, 1st, 2nd, 3rd, 4th	12:00-12:30 PM	5th, 6th, 7th, 8th	12:00-12:05 - 5th
12:30-1:00 PM	5th, 6th, 7th, 8th			12:05-12:10 - 7th
				12:15-12:20 - 6th
				12:25-12:30 - 8th
12:30-1:00 PM	1st, 2nd, 3rd, 4th	12:30-1:00 PM	1st, 2nd, 3rd, 4th	12:30-12:35 - 1st
				12:40-12:45 - 2nd
				12:50-12:55 - 3rd
				1:00-1:05 - 4th
1:00-1:20 PM	K			

\*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. The hot lunch program, staffed internally will have lunch delivered to classrooms by an aide masked and gloved. Students will put their trash in their classes hall trash can.

## Masses

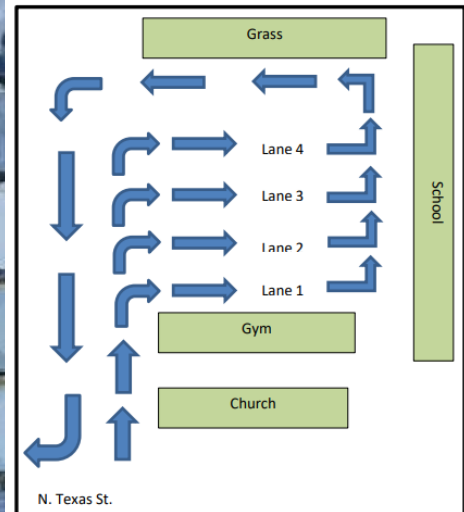
Students will attend in cohort during the existing morning Mass time.



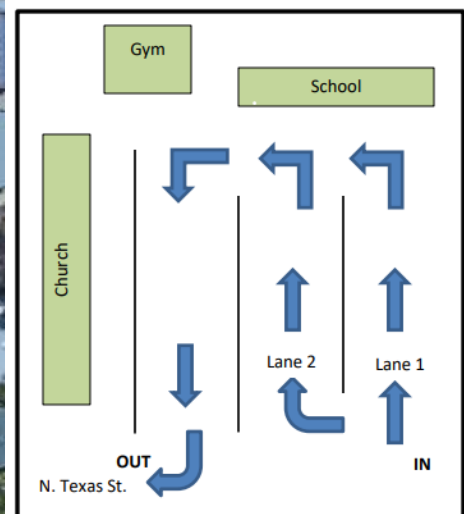
## After School Pick-Up

**Time:** 2:50pm - 3:05pm

**Staffing:** Teachers and Aides



Back Parking Lot Traffic Plan



Front Parking Lot Traffic Plan



**Protocol:**

- Campus will open beginning at 2:30 p.m.
- Students will line up in class lines in their normally designated area outside six feet apart. Students will wait with their teacher and grade-level cohort.
- Children should enter the vehicle from the passenger side.
- Drivers should not leave their vehicles.
- Parents will not enter the classroom.

## Extended Care

**Hours of Operation:** Afternoon Shift 7:00 AM-7:30 AM 3 PM - 6PM

**Staffing:** Holy Spirit School Extension Employees

**Student to Staff Ratio:** <18:1

**Protocol:** Extension will be held in the extended care room and a converted cafeteria space with distanced and assigned student desks and each student their own supplies and seating. The area has its own restrooms. They will be the only population to use the space during the course of the day. The facility will be cleaned between shifts. Parents will pick-up and drop-off at the cafeteria entrance, they will not be admitted into the space.





## APPENDIX A: FAQ

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

Students should make every effort to be on time for class. Tardiness will not be tolerated. However, if a student is late, parents must walk their child to the main office to be screened and admitted. Parents must wait until the child is screened. Office staff will take temperature, assess symptoms, and sign students in. Then students will go directly to class through the gate.

### **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. 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 gymnasium can serve as the space designated for when it rains, is too hot, or the air quality prohibits being outside; however, just like recess, it will 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 employee at the entrance/cafeteria will radio the employee with the students on the playground to send up the student. The parent will not be admitted on campus to gather their child.



## APPENDIX B: FACILITY ADJUSTMENTS

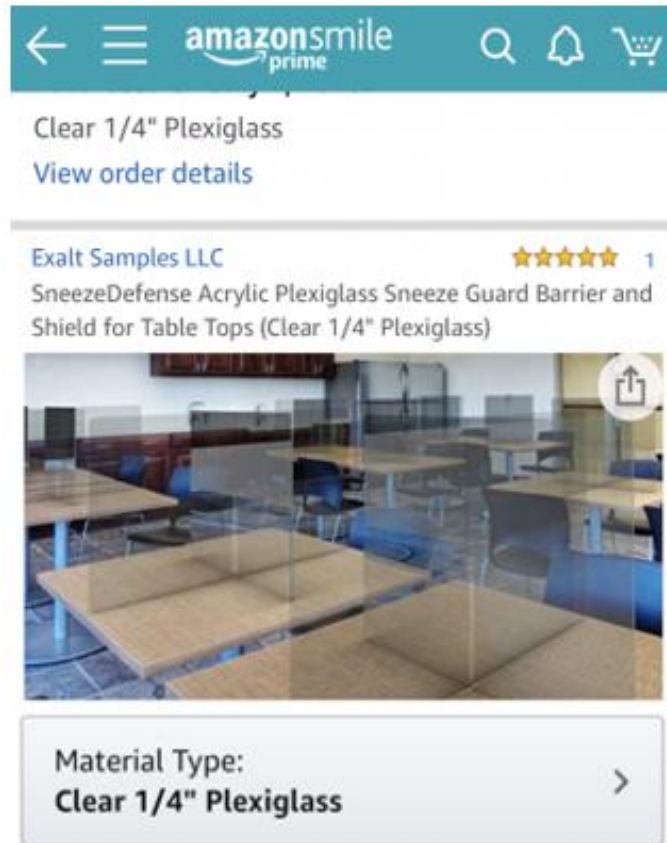
- Classroom rugs, group tables, and extra furniture has been removed, and individual desks or tables installed with six-foot gaps between student stations as practicable.
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Signage will be added to the campus for social distancing reminders.
- Social distancing and best practices signage posted around campus and distributed to families
- The office has two bottles of hand sanitizer placed near two plexiglass barriers
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer
- Spots outside classrooms and restroom are designated six feet apart for parent pick-up
- Social distancing and best practices signage posted around campus and distributed to families













## APPENDIX C: PROTOCOL 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 bag.
- Teacher will spray area to ensure wait time and proper coverage



## Restroom Use



### Additional Details

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




## Teacher Cleaning Expectations



## Screening

### Campus Entry Point (Adults)




ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO






COVID 19  
RESPONSE PROTOCOLS

## CAMPUS ENTRY SCREENING

COMPLETE SURVEY PRIOR TO ENTRY

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			

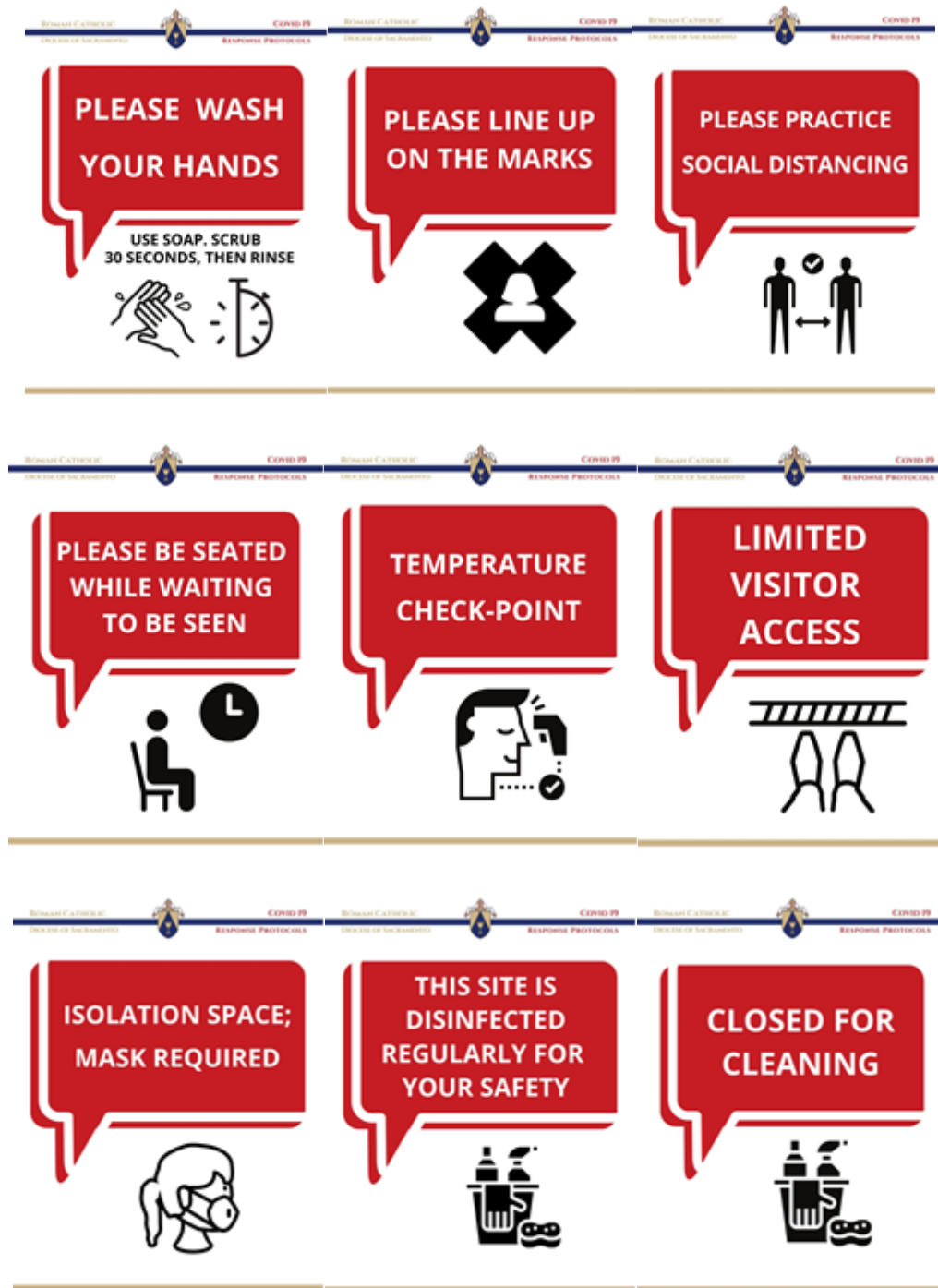
**HAVE A GREAT AFTERNOON!**

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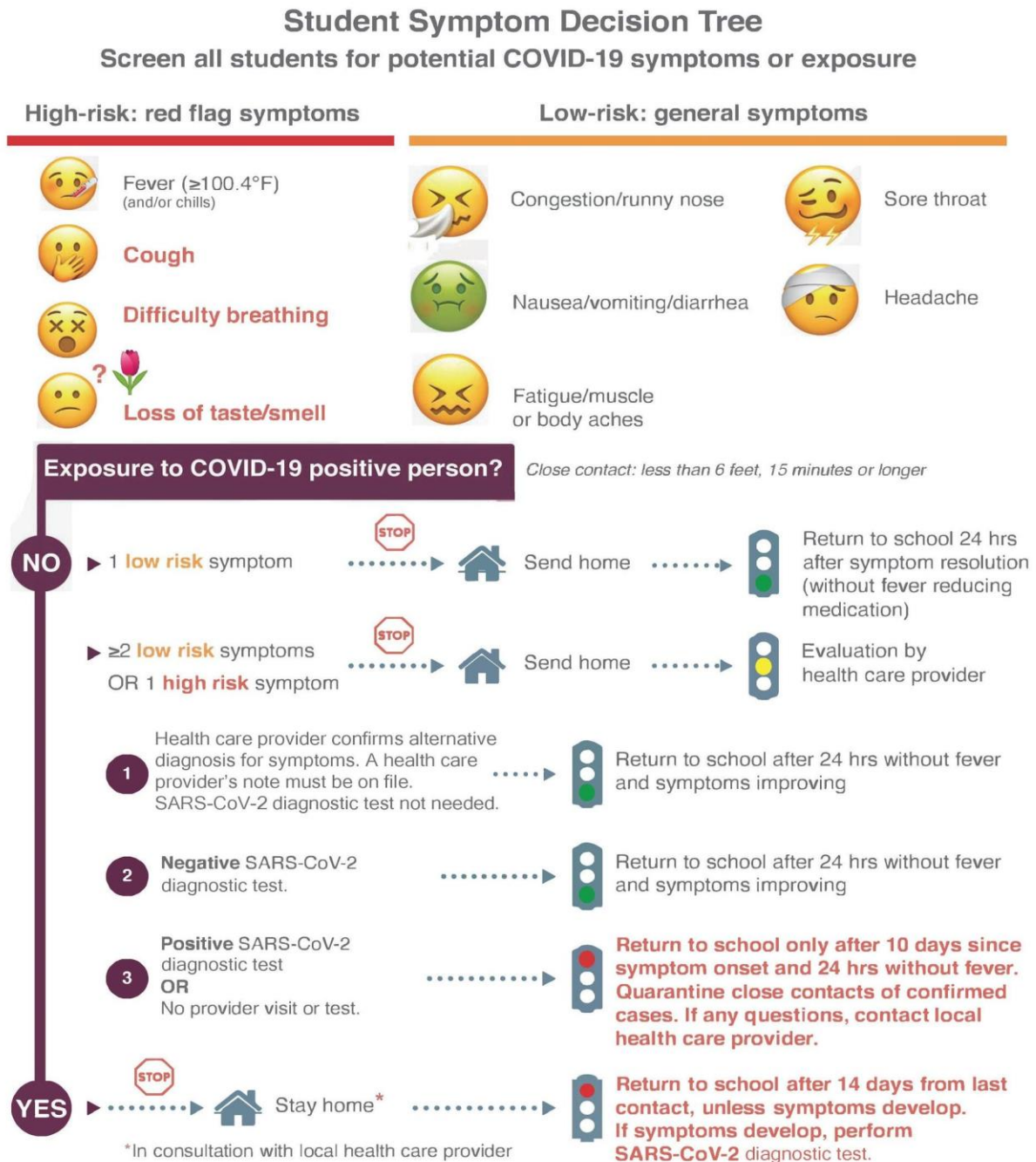
FAITH
COMMUNITY
GROWTH



## Additional Facility Signage




# Student Symptom Decision Tree



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



## Symptom Flyer



# Symptoms of COVID-19 and Keys to Remaining Vigilant

### What To Look For

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

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

### How You Can Help

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

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

### Additional Information

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



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



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

Symptoms of COVID-19  
Revised 8/29/20 02




 <b>Adult Checklist</b> for Symptoms of COVID-19	 <b>Adult Checklist</b> for Symptoms of COVID-19
<b>Name:</b> _____ <b>Date:</b> _____	<b>Name:</b> _____ <b>Date:</b> _____
<input type="checkbox"/> Fever of 100.4 degrees or higher: _____ °F <input type="checkbox"/> Chills <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath/ difficulty breathing <input type="checkbox"/> Fatigue <input type="checkbox"/> Muscle or body aches <input type="checkbox"/> Headache <input type="checkbox"/> New loss of taste or smell <input type="checkbox"/> Sore throat <input type="checkbox"/> Congestion or runny nose <input type="checkbox"/> Nausea or vomiting <input type="checkbox"/> Diarrhea	<input type="checkbox"/> Fever of 100.4 degrees or higher: _____ °F <input type="checkbox"/> Chills <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath/ difficulty breathing <input type="checkbox"/> Fatigue <input type="checkbox"/> Muscle or body aches <input type="checkbox"/> Headache <input type="checkbox"/> New loss of taste or smell <input type="checkbox"/> Sore throat <input type="checkbox"/> Congestion or runny nose <input type="checkbox"/> Nausea or vomiting <input type="checkbox"/> Diarrhea
Notes: _____	Notes: _____

 <b>Student Checklist</b> for Symptoms of COVID-19	 <b>Student Checklist</b> for Symptoms of COVID-19
<b>Name:</b> _____ <b>Grade:</b> _____ <b>Date:</b> _____	<b>Name:</b> _____ <b>Grade:</b> _____ <b>Date:</b> _____
<input type="checkbox"/> Fever of 100.4 degrees or higher: _____ °F <input type="checkbox"/> Sore throat <input type="checkbox"/> New uncontrolled cough that causes difficulty breathing <i>(for students with chronic allergic/asthmatic cough, a change in their cough from baseline)</i> <input type="checkbox"/> Diarrhea, vomiting, or abdominal pain <input type="checkbox"/> New onset of severe headache, especially with a fever. <i>(If a student is exhibiting symptoms refer to student health history form)</i>	<input type="checkbox"/> Fever of 100.4 degrees or higher: _____ °F <input type="checkbox"/> Sore throat <input type="checkbox"/> New uncontrolled cough that causes difficulty breathing <i>(for students with chronic allergic/asthmatic cough, a change in their cough from baseline)</i> <input type="checkbox"/> Diarrhea, vomiting, or abdominal pain <input type="checkbox"/> New onset of severe headache, especially with a fever. <i>(If a student is exhibiting symptoms refer to student health history form)</i>
Notes: _____	Notes: _____





# Restroom Daily Checklist



**Restroom Daily Checklist**

Lista de verificación diaria del baño

Initial next to each item after inspection

Ponga sus iniciales al lado de cada artículo después de la inspección

		MORNING										AFTERNOON									
		9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:45	12:00	12:10	12:20	12:25	12:30	12:35	12:40	12:45	12:50	1:00	
AREA	<b>Floors</b> <small>(pisos)</small>																				
	<b>Sinks</b> <small>(lavabos)</small>																				
	<b>Toilets</b> <small>(baños)</small>																				
	<b>Toilet Paper</b> <small>(papel higiénico)</small>																				
	<b>Soap</b> <small>(jabón)</small>																				
	<b>Urinals</b> <small>(urinarios)</small>																				
	<b>Towels</b> <small>(toallas)</small>																				
	<b>Trash</b> <small>(basura)</small>																				

*Actual form is in landscape format*



## APPENDIX D: AGENCY UPDATES

### Solano County COVID Community Testing

- Fairfield - 1741 W. Texas St, Fairfield, CA (Alan Witt Sports Complex)
- Vallejo - 545 Magazine St, Vallejo, CA (Norman King Community Center)
- CVS "Minute Clinic"- CVS is offering free testing to community members. ([CVS Minute Clinic](#))

### 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](#)<sup>[OBJ]</sup>
- [CDC: People Who Are at Higher Risk for Severe Illness](#)<sup>[OBJ]</sup>

### Hygiene and PPE

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

### Cleaning and Disinfecting

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

### Information for Staff Training

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

### Communication with School Community

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

### Food Services

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



## APPENDIX E: COMMUNICATIONS

### Cases and Exposures Correspondence

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





## Confirmed Case Letter



**Holy Spirit School**  
**1050 North Texas, Fairfield, CA 94533**  
**(707) 422-5016**  
**[www.hsschool.org](http://www.hsschool.org)**

---

[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



**Holy Spirit School**  
**1050 North Texas, Fairfield, CA 94533**  
**(707) 422-5016**  
**[www.hsschool.org](http://www.hsschool.org)**

[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



**Holy Spirit School**  
**1050 North Texas, Fairfield, CA 94533**  
**(707) 422-5016**  
**[www.hsschool.org](http://www.hsschool.org)**

<DATE>

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]

If you have any questions, please feel free to call us at (707) 422-5016.]



## 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 10-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,

A handwritten signature in black ink that reads "LINCOLN SNYDER". The signature is written in a cursive, slightly stylized font.

Lincoln Snyder

Superintendent and Executive Director of Schools

The Diocese of Sacramento



## APPENDIX F: DISTANCE LEARNING (whole school)

The Distance Learning opportunities provided by Holy Spirit 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.

### Distance Learning

#### Communication

- Orientations will be scheduled with families.
- Teachers and the principal will post and email a weekly announcement on SchoolSpeak.
- Teachers will focus on building individual relationships with students.
- Teachers will schedule weekly check-ins, and grade appropriate office hours.



- It is important for students to learn to communicate their needs with their teachers. We recognize that lessons are not one size fits all, and a distance learning format needs to be adjusted to accommodate all students.

## Attendance

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

## Daily Lesson Plans

Lesson plans will be posted each day on Microsoft Teams (K-8th grade).

## School Day

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

## Delivery

- Lessons will be delivered through the use of Synchronous 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.
- 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



- Tablets will be issued to students who are on in person learning to be used at school. In unique circumstances a tablet can be loaned for defined period of time.
- 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 HSS 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  
Microsoft Teams for Education, K-8

## Remote Learning for Students (while in person learning is taking place)

### 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 via Zoom. Zooms will not be recorded. Students who do not attend Zooms will be marked absent for the day.





## 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).

### **Student**

Keeps to their schedule by starting each day by attending their classroom Zooms.

## 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.



## APPENDIX G: APPLICATION FOR WAIVER

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

### Waiver Application Cover Form

(for use by a Local Education Agency or equivalent)

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

#### Background Information

Name of Applicant (Local Educational Agency or Equivalent):

School Type:

Traditional Public School, Charter School, Private, Independent, or Faith-Based School

Number of schools: Enrollment:

Superintendent (or equivalent) Name:

Address:

Grades/Number of Students Proposed to be Reopened:

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

Date of Proposed Reopening:

Name of Person Completing Application:

Phone Number: Email:

#### I. Consultation

1. Faculty and staff: By August 14, 2020, each principal will hold a meeting with his or her faculty. During that meeting, he or she will:
  - a. Present an introductory message from Lincoln Snyder and a public service announcement from Dr. Daniel McCrimons.
  - b. Provide an electronic copy of his or her school's Return-to-School plan to each employee.
  - c. Review his or her school's Return-to-School plan in detail.



- d. Hold an open forum in which he or she records and answers any questions or concerns.
  - e. Makes himself or herself available at a scheduled time for follow-up conversation and questions.
- 2. Parent organizations: By August 14, 2020, each principal will hold an online meeting with his or her Catholic School Advisory Committee. During that meeting, he or she will:
  - a. Present an introductory message from Lincoln Snyder and a public service announcement for parents from Dr. Daniel McCrimons.
  - b. Provide an electronic copy of his or her school's Return-to-School plan to each CSAC member.
  - c. Review his or her school's Return-to-School plan in detail.
  - d. Hold a question-and-answer session in which he or she records and answers any questions or concerns.
  - e. Make himself or herself available at a scheduled time for follow-up conversation and questions.
  - f. Following the meeting, the principal will share a copy of the Return-to-School Plan with the parent population and post the plan prominently on the school website.
- 3. Community Organizations:
  - a. Following the same agenda as above, during the month of August, the principal will meet with the Parish Pastoral Council and other significant community entities that operate in or on the parish grounds (as determined by the principal and pastor) to present the Return-to-School plan.
  - b. On August 5, the Catholic School Department held an informational meeting with the Parochial Athletic League athletic directors to present on the Return-to-School Plan and discuss the most recent state guidelines for sports and outdoor activities.
- 4. Principals will document the dates of all meetings on their website.
  - a. Faculty and staff meetings held 8/5, 8/6 and 8/10
  - b. CSAC meeting scheduled for 8/11
  - c. Parish Council meeting scheduled for TBD

## II. Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department,



have been published on the website of the local educational agency (or equivalent): All reopening plans for schools of the Diocese of Sacramento are available on the diocesan website ([www.scd.org/schools](http://www.scd.org/schools)).

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

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

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

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

☐ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Go to: [Schedules and Routines](#)

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

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

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

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

☐ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer and how their use will be promoted and incorporated into routines.

Go to: [Safe Environment](#)

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



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

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

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

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

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

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

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

☐ **Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.

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

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

### **Additional Resources:**

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

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

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

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

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

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



## APPENDIX H: POST-BREAK QUESTIONNAIRE

### Diocese of Sacramento Catholic Schools - Post-Christmas-Break Questionnaire:

January 5, 2021

In order for your child(ren) to return to on-campus learning, post-Christmas break, please answer the following questions:

1. In the last ten days, my child(ren) has (have) been in contact with someone who currently has tested positive for COVID-19.

\_\_\_\_ Yes (True) \_\_\_\_ No (False)

If you answered “yes,” your child will need to quarantine for ten days from last contact, unless symptoms develop. If symptoms develop, contact your healthcare provider/make arrangements for COVID-19 testing and follow diocesan protocol. Students participating in antigen testing may be able to return sooner pending county approval.

2. In the last ten days, did any members of your household travel out of state or country?

\_\_\_\_ Yes \_\_\_\_ No

If you answered “Yes” to question #2, your child(ren) will need to be remote learners for ten days from the day of return unless:

\*\*\*Your county has approved an earlier return for students testing negative for COVID-19.

3. In the last ten days has your family had visitors from out of state or country?

\_\_\_\_ Yes \_\_\_\_ No

3a. If you answered “yes” to #3, has it been **less** than ten days since your guests arrived?

\_\_\_\_ Yes \_\_\_\_ No

4. In the last ten days, did your household gather indoors at one time with more than two other households?

\_\_\_\_ Yes \_\_\_\_ No

If you answered “yes” to questions #3a or #4, your child will need to be a remote learner until it has been ten days from the date of initial exposure in either question.

If you have answered “No” to the above questions, please continue with this questionnaire and answer the following:

5. Does your student have **one** of the following symptoms?

Fever of 100.4 or greater and/or chills \_\_\_\_ Yes \_\_\_\_ No

Cough \_\_\_\_ Yes \_\_\_\_ No

Difficulty breathing \_\_\_\_ Yes \_\_\_\_ No

Loss of taste/smell \_\_\_\_ Yes \_\_\_\_ No



If you answered "Yes" to any of the above symptoms, your child(ren) will need to be remote learners and may return per diocesan protocol.

6. Does your student have any of the following symptoms?

Congestion/running nose	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea/vomiting/diarrhea	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue/muscle or body aches	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered "Yes" to any two of the above symptoms, your child(ren) will need to be remote learners and may return per diocesan protocol.

7. My child(ren) will temporarily be a remote learner

☐ yes ☐ no

7a. Date expected back on campus: \_\_\_\_\_

By completing this, I certify that the answers to the above questions are true to the best of my knowledge.



## APPENDIX I: SAMPLE TESTING LETTER AND WAIVER

Letter re. Covid-19 Testing for Catholic Schools at Notre Dame Vacaville

December 28, 2020

To the Families and Employees of:

- Chesterton Academy/Valley of the Sacred Heart, Dixon
- Holy Spirit School, Fairfield
- Notre Dame School, Vacaville

From: Lincoln Snyder, Superintendent of Schools

Dear Solano Catholic School Community:

We are pleased to announce that we are partnering with Solano County and Urgent Care Now, our partner for Covid-19 screening, to offer Covid-19 screening for our employees and all 6th, 7th, and 8th grade students returning to campus after Christmas break. Covid-19 has been on the rise, and social activities outside our normal cohorts - like celebrating holidays - leave us all more vulnerable. The county is offering us a number of testing kits at no cost to our schools, which gives us the opportunity to use antigen screening to establish a baseline for the safest possible return to campus.

Covid-19 antigen screening will take place on January 3, 2021 from 2:30am to 4:30pm for all school employees and all on-campus learners in 6th, 7th, and 8th grades. Please make every effort to arrive before 12.30, as a rush at the end may make it difficult for us to screen all tests in a timely manner.

Where:

In partnership with Urgent Care Now, Inc., we will conduct the screening at

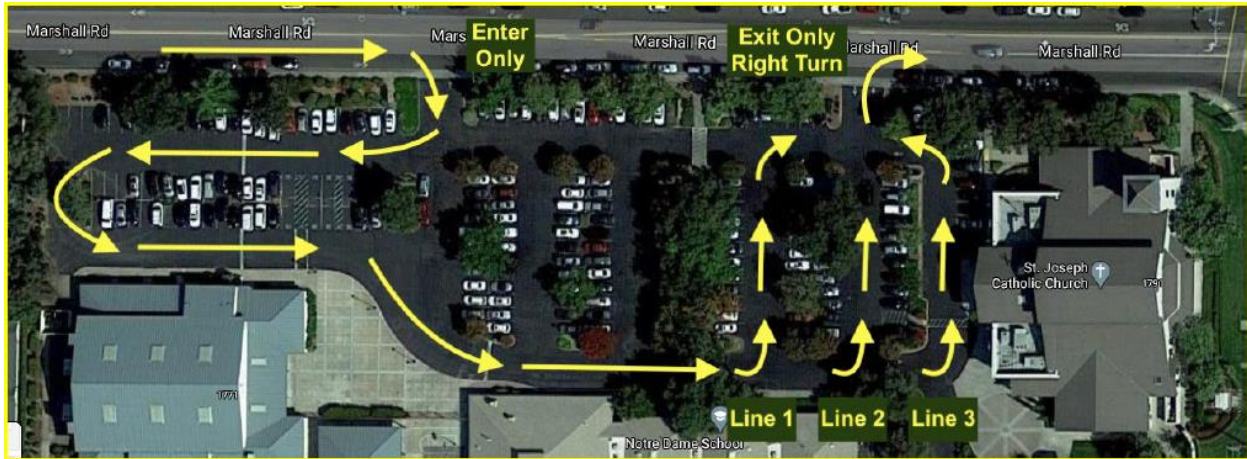
Notre Dame School, 1781 Marshall Rd, Vacaville, CA 95687.

You will enter the lower parking lot off Marshall Rd. on the West end of campus. Look for





signs that say "SCHOOL TESTING." The drawing below shows how you will proceed as you drive through campus:



### Flow through parking lot:

- To help our volunteers direct you, **please write your school name in black marker on a sheet of paper and place it on your car's dashboard.** We will direct you into the proper lane - look for signage.
- If you can, please print and bring the waiver and release of liability, which I attach to the end of this letter. If you don't have a copy of the waiver, a volunteer will provide you one.

### Testing:

- Please do not exit your vehicle.
- We will ask to see your ID and then collect the waiver and release.
- You will pass the paperwork to the tester.
- The test will be administered with a nasal swab and then collected.

### Exit:

- You will then follow the signs to the exit, **turning right onto Marshall Rd.**
- After taking the test, please await your test results, which should take about half an hour. The school will inform the parent of the result, and the student will then be able to come to school the next day.

### Make-Up Testing

If you cannot make the Sunday test, we will have a make-up testing window at Jesuit High School on Monday, January 4, 2021 at 7am. Please let your school know as soon as possible.



## FAQ

Q: Why are we doing this?

A: Covid-19 is spiking badly in general, and travel and social gatherings during the holidays is greatly contributing to the surge and increasing our risk of contagion on-campus. We want to stay open as a system, and in our conversations with county health, offering testing is one option for mitigating our risk. If we cannot control Covid-19 spread on campus, public health may require us to move to distance learning, and we know how important offering an on-campus presence is for our kids and our communities.

Q: How does this benefit me and my community?

A: Catching Covid-19 early can make a big difference in both treating the disease and preventing its further spread. Everyone is understandably nervous about the current surge in Covid-19, and though testing is not a solution in and of itself, an extra layer of protection will make us objectively safer and reduce anxieties. We've also noticed that testing makes our students more aware of their environments and encourages them to minimize risks.

Q: I recently recovered from Covid-19 and have a note from my doctor. Do I still need to take an antigen test?

No, you do not. You are excused for testing for the period of time as indicated by your doctor.

Q: Who is paying for this?

A: The schools are paying for these tests, and this is not a regularly budgeted expense; at an estimated **\$25 per test**, our schools are bearing a real cost. (Our cost of \$25 is only possible thanks to the support of Urgent Care Now and our county health officers.) **Please consider making a donation to the school to offset the cost of testing if you have the means.** We will be reaching out to the community for support as well.

Q: Are my test results confidential?

A: Yes, your test results will remain confidential. Urgent Care Now will inform the school if someone tests positive, but uses an alphanumeric code instead of names to communicate test results.



Q: Is there any risk of harm to my child?

A: No. The test consists of a swab (like a Q-Tip) of your child's lower nasal cavity, so it is minimally invasive.

Q: What about parent volunteers?

A: Our current protocol discourages volunteers, but effective testing does open the door to us allowing parent volunteers on campus.

Q: Why are you testing the middle school grades?

A: Middle-school-aged kids are at greater risk of contracting and transmitting Covid-19 than younger children, who are not efficient transmitters. Most of the cohorts we have had to move to distance learning have been middle school grades.

Thank you for your commitment to Catholic education.

Peace,



Lincoln Snyder

Superintendent and Executive Director of Schools

The Diocese of Sacramento



## SARS-CoV-2 (COVID-19) TESTING – WAIVER & RELEASE OF LIABILITY

The Roman Catholic Diocese of Sacramento has engaged Urgent Care Now, Inc., to perform SARS-CoV-2 (COVID-19) (hereinafter “COVID”) testing on those employees, adult volunteers, and 6th, 7th, and 8th grade students returning to all on-campus activities at **Holy Spirit School, Fairfield**. Testing results will be provided to the school. All students opting to return to on-campus activities shall be required to participate in the ongoing testing procedures in an effort to limit the spread of COVID and to quarantine any student that tests positive for COVID. Throughout this document, the term “I,” “You” or “Your” shall refer to the minor student by and through the Parent/Guardian signing on his or her behalf.

In consideration for Your participation in on-campus activities, You acknowledge the following:

1. COVID is a highly contagious disease, the spread of which cannot be completely eliminated, even with the exercise of reasonable and medically recommended precautions;
2. COVID testing is not 100% reliable and, although rare, false positives and false negatives do occur;
3. COVID testing, and all on-campus activities, require You to be in proximity to other people, who may unknowingly be carriers of the disease and may expose You to COVID; and
4. COVID testing does not diminish Your responsibility to adhere to social practices intended to reduce the likelihood of infection, such as frequent hand-washing, social distancing, wearing a face-covering and avoiding gatherings with other people.

You agree that participation in all on-campus activities is voluntary, and as a condition of returning to all on-campus activities, agree to waive any and all claims against the Roman Catholic Bishop of Sacramento, a corporation sole (the Diocese); Pastor of Holy Spirit Parish, Fairfield, a corporation sole; Immunify, Urgent Care Now, Inc., their officers, directors, members, shareholders, faculty, staff, employees, volunteers, agents, vendors and insurers (hereinafter “Releasees”) for any and all injury, accident, illness, hospitalization, or death occurring as a result of COVID exposure or infection and/or false-negative or false-positive testing. By attending on-campus activities and participating in the testing procedures, You knowingly assume the risk of exposure to COVID and any resulting illness. This waiver includes all claims except those arising from Releasees’ gross negligence.

In order to facilitate accurate and timely testing, contact tracing, and reporting, You waive certain privacy laws and regulations, including protections under HIPAA and FERPA. This waiver shall only extend to information concerning positive or negative test results gathered by Releasees. For the avoidance of doubt, You permit Releasees to freely share Your information and test results among the school You attend, the Diocese, and Urgent Care Now, Inc.

My signature on this form shall constitute an informed and knowing waiver as required by law. I agree that I have carefully read this agreement, waiver, and release and fully understand its contents. I am aware that this document is a contract between myself and Releasees.

### ***PARENT/GUARDIAN SIGNATURE REQUIRED IF THE STUDENT IS UNDER THE AGE OF 18***

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

Date of Birth: \_\_\_\_\_



If signing on behalf of a student under the age of 18:

Parent/Guardian Name : \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_

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

## **AUTHORIZATION FOR USE OR DISCLOSURE OF HEALTH AND EDUCATION RECORDS**

Completion of this document authorizes the disclosure and use of health information about You. Failure to provide all information requested may invalidate this authorization. Throughout this document, the term “I,” “You” or “Your” shall refer to the minor student by and through the Parent/Guardian signing on his or her behalf.

I hereby authorize Urgent Care Now, Inc., a California Professional Corporation, Praxis Testing Strategies inc, a California Professional Corporation and the Roman Catholic Diocese of Sacramento to share, and to release to county, state and federal health agencies (as required by law) the following information:

Any and all information related to SARS-CoV-2 (COVID-19) testing that I am submitted to and any and all negative or positive results from such testing as well as any information I voluntarily offer related to symptoms, temperature or self-monitoring.

I request this information be shared to facilitate my participation in on-campus activities at parish school at which I am enrolled.

This authorization shall expire on May 26, 2021.

I acknowledge that I may refuse to sign this authorization. I further acknowledge that such refusal will preclude me from attending all on-campus activities at the parish school at which I am enrolled.

I acknowledge that I may inspect or obtain a copy of the health information that I am being asked to disclose here.

I acknowledge that I may revoke this authorization at any time, but I must do so in writing and submit it to the following address: Urgent Care Now, Inc. 12417 Fair Oaks Blvd., Ste. 600, Fair Oaks, CA 95628. My revocation will take effect upon receipt, except to the extent that others have acted in reliance upon this authorization.

I have a right to receive a copy of this authorization. (45 C.F.R. § 164.508(c)(4)). Information disclosed pursuant to this authorization could be redisclosed by the recipient. Such redisclosure is in some cases not prohibited by California law and may no longer be protected by Federal confidentiality law (HIPAA). However, California law prohibits the person



receiving my health information from making further disclosure of it unless another authorization for such disclosure is obtained from me or unless such disclosure is specifically required or permitted by law.

To the extent that SARS-CoV-2 (COVID-19) testing, test results, and information regarding symptoms, temperature, and self-monitoring are considered "Education Records" under the Family Educational Rights and Privacy Act (FERPA), I hereby authorize the release of such information to Urgent Care Now, Inc., the Roman Catholic Diocese of Sacramento, and the parish school at which I am enrolled.

***PARENT/GUARDIAN SIGNATURE REQUIRED IF THE STUDENT IS UNDER THE AGE OF 18***

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

Date of Birth: \_\_\_\_\_

If signing on behalf of a student under the age of 18:

Parent/Guardian/Employee Name: \_\_\_\_\_

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

Parent/Guardian/Employee Signature: \_\_\_\_\_

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

