

DIOCESE *of* SACRAMENTO
CATHOLIC SCHOOLS

UPDATED RETURN-TO-SCHOOL PLAN

COVID-19 PROTOCOLS
FOR ELEMENTARY SCHOOLS



V 8.0

January 4, 2021

PRAY + STUDY + LOVE + SERVE

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), California Department of Public Health (CDPH), and county health departments.

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 any family so desires, we will give them the option of continuing independent, remote learning, with the understanding that we will work together to minimize change and disruption for students.
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 are proud of our success in offering on-campus instruction, but the renewed spread of Covid-19 in recent months reminds us of our need to be vigilant. Even after receiving waivers in multiple counties, **our policy remains that it is a privilege to access on-campus instruction; in going beyond distance learning, we must all work together to mitigate the risk of Covid-19.** We have tailored this document specifically for our school environments and populations and will continue updating it with the best data and practices in mind. The school principal will share any updated documents on the school website and through the school information system.



TABLE OF CONTENTS

INTRODUCTION	1
GENERAL PROTOCOLS	5
Behavioral Assessments	5
Antigen Screening	5
Social Distancing	5
Student Cohorts	6
Shared Spaces	6
Classrooms	6
Other Facility Adjustments	6
Office Capacity	6
Faculty Room Lounge	7
Hall/Gym	7
Screening	7
Personal Protective Equipment (PPE)	8
Face Coverings	8
Gloves	9
Staff Training and Family Education	10
Delivering Instruction	10
Cleaning & Disinfection Routine	10
Healthy Hygiene Practices	11
Visitor & Volunteer Protocols	11
Food & Package Delivery	11
Travel Restrictions	11
COVID Symptoms and Case Response	12
Contact Tracers	12
Symptoms	13
Testing	13
Response to Confirmed/Suspected COVID-19 Cases and Close Contacts (TABLE 1)	14
Steps to Take in Response to Negative COVID-19 Test Result (TABLE 2)	16
Additional Details	17
SAFE ENVIRONMENT	17
Product Guides	18
General Disinfection Measures	18
Safe Water	18
HVAC Considerations	19
School Procured Additional Supplies	19



Supplies Provided by Families/Students	20
FACILITY ADJUSTMENTS	20
SCHOOL SCHEDULES & ROUTINES	21
Morning Drop-Off	21
Recess and Physical Education	22
Morning Recess	23
Lunch	23
Masses	24
After School Pick-Up	25
Extended Care	26
APPENDIX A: FAQ	27
APPENDIX B: FACILITY ADJUSTMENTS	28
APPENDIX C: PROTOCOL SIGNAGE	30
Additional Facility Signage	37
Student Symptom Decision Tree	39
APPENDIX D: AGENCY UPDATES	44
Sacramento County COVID Community Testing	44
CA Department of Public Health Guidance https://covid19.ca.gov/pdf/guidance-schools.pdf	44
CDC Decision-Making Tree	44
Campus Access	44
Hygiene and PPE	44
Cleaning and Disinfecting	44
Information for Staff Training	44
Communication with School Community	44
Food Services	44
APPENDIX E: COMMUNICATIONS	45
Cases and Exposures Correspondence	45
Confirmed Case Letter	45
Close Contact Letter	46
Symptoms Letter	47
Scenario 3 - Quarantine Letter	48
APPENDIX F: DISTANCE LEARNING	49
Distance Learning Outline	49
Distance Learning	49



Communication	49
Attendance	50
School Day	50
Content	50
Delivery	50
School-Wide Technology	51
Technology Support	51
School Communication Platform	51
Synchronous Instruction	51
Asynchronous Instruction	51
Independent, Remote Learning for Students	51
Overview	51
Roles and Responsibilities	52
Next Steps & Additional Information	52
APPENDIX G: APPLICATION FOR WAIVER	53
Waiver Application Cover Form	53
Background Information	53
APPENDIX H: POST-BREAK QUESTIONNAIRE	57
APPENDIX I: SJV TESTING LETTER AND WAIVER	59



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 or more 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.
- 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 than two students will be admitted into a restroom at a time.

Student Cohorts

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

- Outdoor spaces will be utilized as much as possible.
- Cohorts are not to share instructional spaces unless thorough cleaning occurs between uses
- Students will have a designated space solely for their use in their classrooms and the extended care space
- Students and staff will not share workspaces or supplies

Shared Spaces

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

Classrooms

- Student desks will be designated for each person and desks will be spread out to maximize space.
- Windows 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.

Other Facility Adjustments

- Extended Care and the gym will be safely divided to accommodate sub cohorts.
- Drinking fountains will be turned off, and a water bottle filling station has been added.

Office Capacity

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



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

Faculty Room

- The Faculty Room will be closed.
- 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.

Hall/Gym

The gym will be converted for use to ensure social distancing in the after school Extension program.

Screening

- **Please see the Student Symptom Decision Tree on page 39. This protocol now distinguishes between higher-risk and lower-risk symptoms.**
- Students and staff must conduct a daily self-check ([See Appendix B Student Checklists](#)) before they come to campus.
- Designated screeners: School employees may all function as designated screeners for students and non-employees. The principal or school office staff may serve as screeners for faculty and staff if a third-party screener is required.
- A temperature check and symptom check will be conducted for all persons entering campus, and staff will complete an additional screening document ([See Appendix B](#)). A school may opt to use a Google Form or similar electronic document for employees as approved by the Catholic School Department. Unless otherwise so directed by the county health officer, the maximum temperature for someone to be admitted to campus is 100.4 degrees Fahrenheit.
- During the day, any person experiencing or showing symptoms will report to the office designated isolation space for screening.
- The principal will retain a record of employee temperatures in a locked cabinet for a minimum of 90 days.
- If a staff member already at school shows symptoms described above, a supervisor will allow them to go home without penalty for that day.
- The Diocese is working with County Health Departments to provide testing for faculty and staff at regular intervals. Principals have received an HR memorandum to that effect.
- The school principal and/or contact tracers shall update the Catholic School Department Executive Assistant every Monday morning regarding confirmed COVID-19 cases amongst staff and students from the previous week.



Personal Protective Equipment (PPE)

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

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

Face Coverings

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

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

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

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

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

FACE MASKS FOR STUDENTS

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



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

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

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

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

FACE MASKS FOR STAFF

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

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

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

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

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

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



workers who are screening others for symptoms or handling commonly touched items.

- Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Staff Training and Family Education

Delivering Instruction

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

Cleaning & Disinfection Routine

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



- Teachers will spray the area with disinfectant to ensure proper coverage and wait times.

Healthy Hygiene Practices

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

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

Visitor & Volunteer Protocols

The safety of our staff and students is our primary concern.

- 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

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 are: Sandra Canenguez, Amy Hale, Jackson Balantac
- 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 39.

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 OR EXHIBITING A COVID SYMPTOM

IMMEDIATE ACTIONS	COMMUNICATION
<p>Student/staff are isolated at the site in the designated office space until they can be sent home or to a healthcare facility per CDPH guidance</p> <p>To return to school: Please see the chart on Page 39 for direction on distinguishing between high-risk and low-risk symptoms. All symptomatic persons (eg, one high-risk or two low-risk symptoms) should be tested for COVID-19.</p> <ul style="list-style-type: none"> • If they test positive, they can return to campus 10 days after symptoms started, 24 hours without fever, and improving symptoms. (There is no requirement for 24 hours of improving symptoms). • If they test negative, they can return 72 hours after symptoms resolve. <p>All persons in the COVID-positive person's cohort and any other close contacts must be tested for COVID per the testing guidelines, above.</p> <ul style="list-style-type: none"> • If student/staff tests positive, see Scenario 3. • If student/staff tests negative, see Table 2 below. <p>In addition, the individual may have a medical note by a physician that provides an alternative explanation for symptoms and reason for not having a COVID-19 test (e.g., seasonal allergies)</p> <p><u>School site will remain open</u></p>	<p>COVID-19 symptoms letter provided to the individual or individual's guardian (See Appendix E)</p>



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

Student/staff of family member must quarantine and 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 (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 10 days.
- Close contacts include the entire cohort and any non-cohort members who have been within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period.
- Even if a cohort maintains 6 feet of distance, the prolonged duration of indoor exposure warrants quarantine.

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

School site will remain open

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

School Site:

- Contact County Public Health
- Close Contact letter and Self-Quarantine Instructions sent to school close contacts within 48 hours.

([See Appendix E](#))



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

A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	
IMMEDIATE ACTIONS	COMMUNICATION
<ul style="list-style-type: none"> If a symptomatic school member testing negative had a known close-contact exposure to a COVID-positive person, they must complete a 10-day quarantine, even with a negative test. If the symptomatic person testing negative did not have a known exposure, they can return to school 72 hours after their symptoms resolve. 	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
A student or staff member tests negative after Scenario 2 (close contact)	
<ul style="list-style-type: none"> Student/staff must remain in quarantine for a full 10 days after the date of last exposure to COVID-19 positive non-household contact. 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. 	No action is needed
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	
Can return to school/work immediately	No action is needed

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



Additional Details

Distance Learning

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

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

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

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

SAFE ENVIRONMENT

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



Product Guides

Hand Sanitizer

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

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

Cleaner

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

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	After each recess
Common Areas	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.
- Each of the classrooms at St. John Vianney School has its own HVAC unit - this falls in line perfectly with our cohorting philosophies.
- 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
Disinfectant Sprayer	1/classroom	For teachers to spray desks for students to wipe down.
Staff Gloves	500 count/class	For teacher use.
Spray Hand Sanitizer	1/classroom	For teachers to use to facilitate distribution of spray sanitizer. (Ethyl Alcohol)
Individual Spray Sanitizers	1/person	1oz (Ethyl Alcohol)
Breakaway Lanyards	1/person	For use to keep face masks clean & close when not in use.
Disinfectant	1/classroom	EPA - approved list "N"
1 Gallon Pump Sprayers	3	For use to disinfect large and/or outdoor surfaces
Microfiber Towels/ Ziplock Bags	5 towels 3 Ziploc Bags	For cleaning personal work surface and storing clean and soiled towels



IR Therm	22/school	6 for school office; 1 for each homeroom; 1 for each classroom; 2 for extension
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Supplies Provided by Families/Students

Students will not be sharing school supplies. It is imperative that families purchase everything that was included on their child's grade-level school supply list.

Item	Quantity	Notes
Refillable Water Bottle	1	With drinking fountains turned off, students will be encouraged to fill bottles at home. They will have access to a touchless water bottle filling station.
Backpack	1	Students will be a place to store their backpack. The backpacks will be stored so as to not touch other backpacks. Students will have access to their backpacks in staggered groups.
Clean Cloth Face Masks	1/day	Students will wear a clean, well fitted cloth face mask that is provided by their family each day.

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



SCHOOL SCHEDULE & ROUTINES

Morning Drop-Off

Drop-Off Hours: 7:30am – 7:55am

Staffing: Teachers and Aides



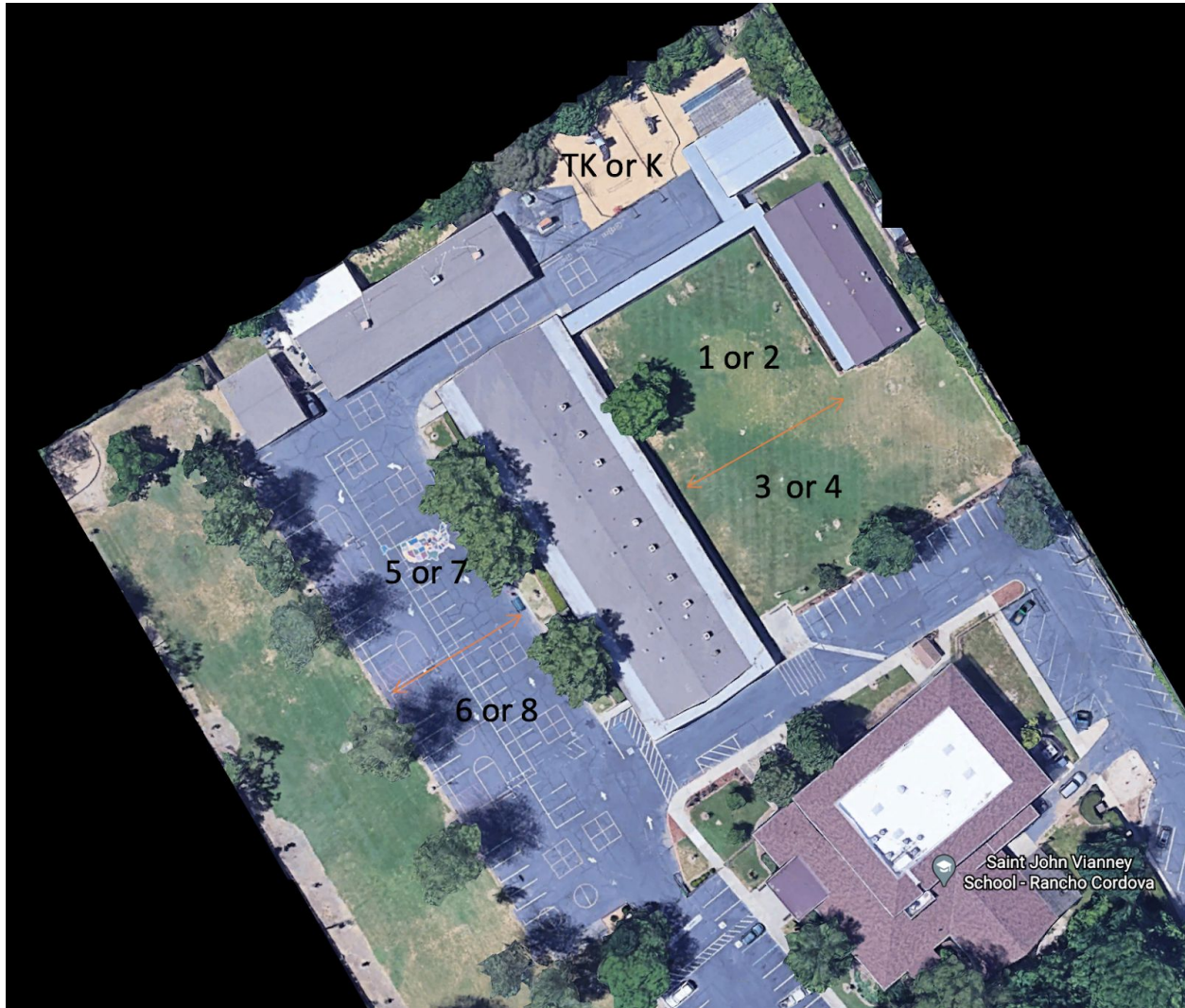
Protocol:

- Parents will utilize the one way carline only.
- Parents will remain in their vehicles.
- Students will exit their vehicles after masking up and clearing the temperature screening.
- Students will sanitize their hands before proceeding to their homeroom classrooms.
- Teachers will be at their doors to actively screen and admit students.
- Students will enter and go directly to their assigned seats.



Recess and Physical Education

Staffing: Teachers and Instructional 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. PE will be held outdoors whenever possible. Students will recess in separate areas of the campus as shown above.



Morning Recess Schedule

GRADE	BATHROOM	RECESS
TK	9:15am	9:35-9:45am
K	9:25am	9:45-9:55am
1	9:35am	9:55-10:05am
2	9:45am	10:05-10:10am
3	9:55am	9:45-9:55am
4	10:05am	9:45-9:55am
5	9:45am	10:05-10:15am
6	10:15am	10:35-10:45am
7	10:05am	9:55-10:05am
8	10:35am	10:25-10:35am

Lunch Food Service

Protocol: Students will eat lunch at their assigned seats in their classrooms or outdoors as much as possible when weather permits. Hot lunches ordered through Goodfellas4kids will be delivered to classrooms by an aide that is masked and gloved. Students will put their trash in their classes hall trash can.

Lunch Recess Schedule

GRADE	LUNCH	BATHROOM	RECESS
TK	11:40am	12:20pm	12:00pm
K	12:00pm	12:40pm	12:20pm
1	11:50am	12:30pm	12:10pm
2	11:15am	11:55am	11:35am



3	11:50am	12:10pm	12:20pm
4	11:15am	11:35am	11:45am
5	11:50am	12:10pm	12:20pm
6	12:25pm	12:45pm	12:55pm
7	11:50am	12:30pm	12:10pm
8	12:25pm	1:05pm	12:45pm

Masses

Frequency: once a week

Location: Hall/Gym

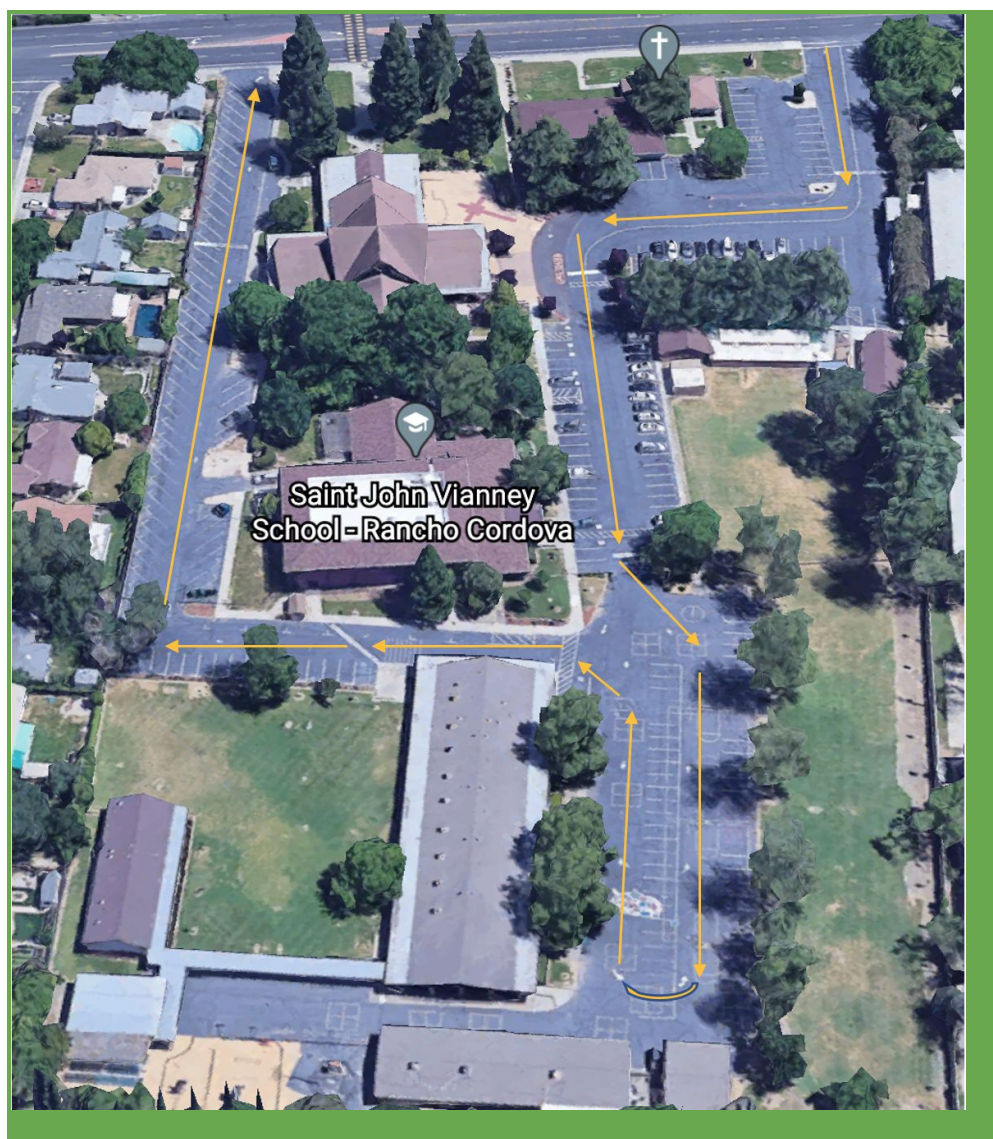
One cohort of students will gather once a week for Mass in the gym on Friday afternoons. The rest of the school will participate in the liturgy through Zoom. The teachers of students who are prepared to receive Eucharist will go to the gym to retrieve a ciborium with the Blessed Sacrament and return to their classrooms to dispense communion to students in their homeroom classes only.



After School Pick-Up

Time: 3:00pm to 3:15pm

Staffing: Teachers & Volunteers



Protocol: The campus gate will be opened at 2:50pm. Before that time parents will not be admitted on to the school campus. Parents will remain in their cars in the carline. Students will be called over the intercom to the carline queue once their ride is near the front of the carline. Students will report to one of the wait spots that are 6' from one another until it is their turn to safely get into their car.



Extended Care

Hours of Operation: Morning Care: 7:00AM – 7:30AM Afternoon Care: 3:15PM – 6:00PM

Staffing: St. John Vianney School employees

Protocol: Morning Extension will be held in our Extension Classroom with assigned student desks distanced and spaced accordingly by cohorts. Afternoon Extension will be held in the Gym. Students will be assigned their own places to sit and will have their own supplies. They will be the only population to use the space during the course of the day. The facility will be cleaned nightly. Parents will pick-up at the side entrance, opposite the Faculty Room; they will not be admitted into the space.



APPENDIX A: FAQ

What if a student arrives late?

Students will use the security buzzer at the main walking gate to gain access to campus before entering the main office to pick up their tardy slip.

What if a student needs to use the restroom?

Restroom time is scheduled as a class during their allotted morning and lunch recess times. Students are encouraged to try to use the facilities during these times, however, they are also permitted to visit the restroom as need to prevent them from having accidents.

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

The gymnasium will 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. Because we have two PE classes being held at the same time, one class will use the gym and the other class will use the covered walkways as the weather permits. The classes alternate between the walkways and the gym so students have equal access to the gym.

What if students are outside 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



- The office has been prepared to receive visitors by appointment only.
- A Sneeze guard has been installed at the reception desk.
- Principal's office has been converted into a conference room that will be used as an isolation space.
- Spots outside restrooms and near the carline are designated six feet apart for student lineup and for pick-up between 3:00pm and 3:15pm.
- Social distancing and best practices signage posted around campus and distributed to St. John Vianney School families.
- No-touch bottle filling station has been added to the campus.
- Rugs, group tables, and superfluous furniture have been removed to facilitate individual desks facing in the same direction with large gapping between student work stations.
- Students have their own designated space with their own supplies, water bottle, cleaning materials, and hand sanitizer.





- **From student position:** side to side spacing - 6'; front to back spacing - 5.5'



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



Restroom Use

RESTROOM USE



Stop



Look & Listen



2 Maximum



Use the Facilities



Prep Towel



Wash Your Hands
FOR AT LEAST 20 SECONDS

**DON'T THINK YOU
HAVE TO GO?**

TRY ANYWAY



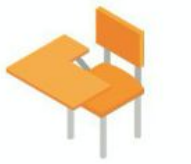
Additional Details

- 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

CLASSROOM CLEANLINESS



**ROUTINELY
CLEAN:
MINIMUM
OF
EVERY
4
HOURS**

**KEEP
HANDS
CLEAN:
SANITIZE
WASH
WEAR GLOVES**

**WE PRACTICE COURTESY & RESPECT
TO KEEP EVERYONE SAFE.**



Screening

Campus Entry Point (Adults)

CLASSROOM CLEANLINESS



**ROUTINELY
CLEAN:
MINIMUM
OF
EVERY
4
HOURS**

**KEEP
HANDS
CLEAN:
SANITIZE
WASH
WEAR GLOVES**

**WE PRACTICE COURTESY & RESPECT
TO KEEP EVERYONE SAFE.**





Screening

Campus Entry Point (Adults)

CAMPUS ENTRY SCREENING



COMPLETE SURVEY PRIOR TO ENTRY

WE PRACTICE COURTESY & RESPECT
TO KEEP EVERYONE SAFE.





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 Yolo 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 YOUR HANDS

DID YOU REMEMBER:



HW & SUPPLIES



FOOD & WATER



CHECKLIST

WE PRACTICE COURTESY & RESPECT
TO KEEP EVERYONE SAFE.



End of School Day Reminders

END OF DAY!



SMILE



PACK-UP CHECKLIST



CLEAN

DON'T FORGET TO:



WASH & RETURN
ON MONDAYS (5)



CLEAN & PREP
FOR TOMORROW



THANK GOD FOR
A GREAT DAY!

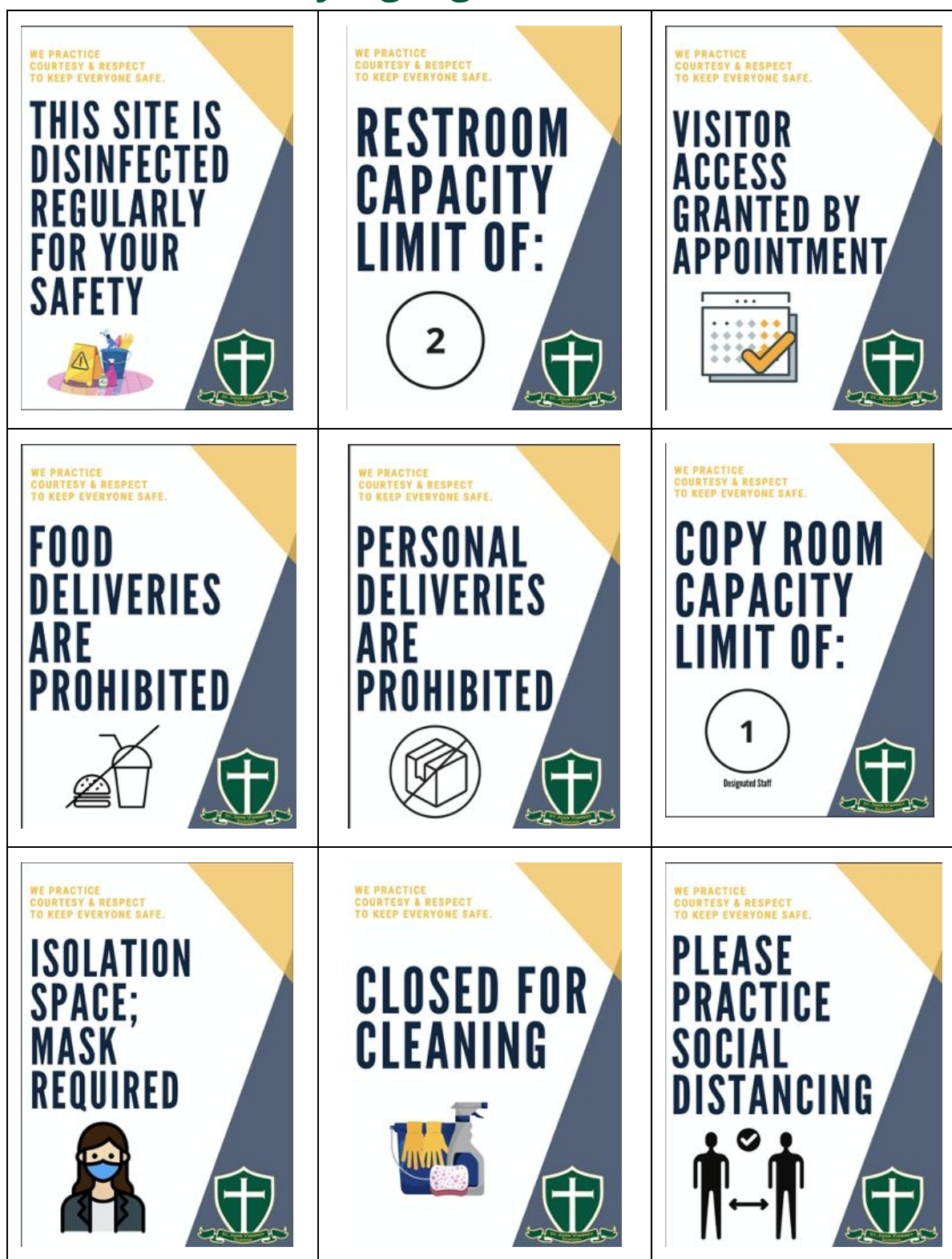
WE PRACTICE COURTESY & RESPECT
TO KEEP EVERYONE SAFE.



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Additional Facility Signage





Student Symptom Decision Tree

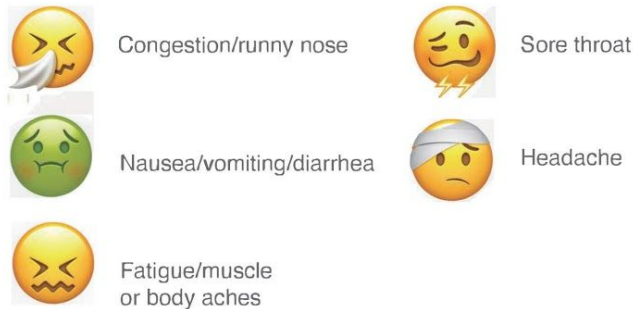
Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

High-risk: red flag symptoms

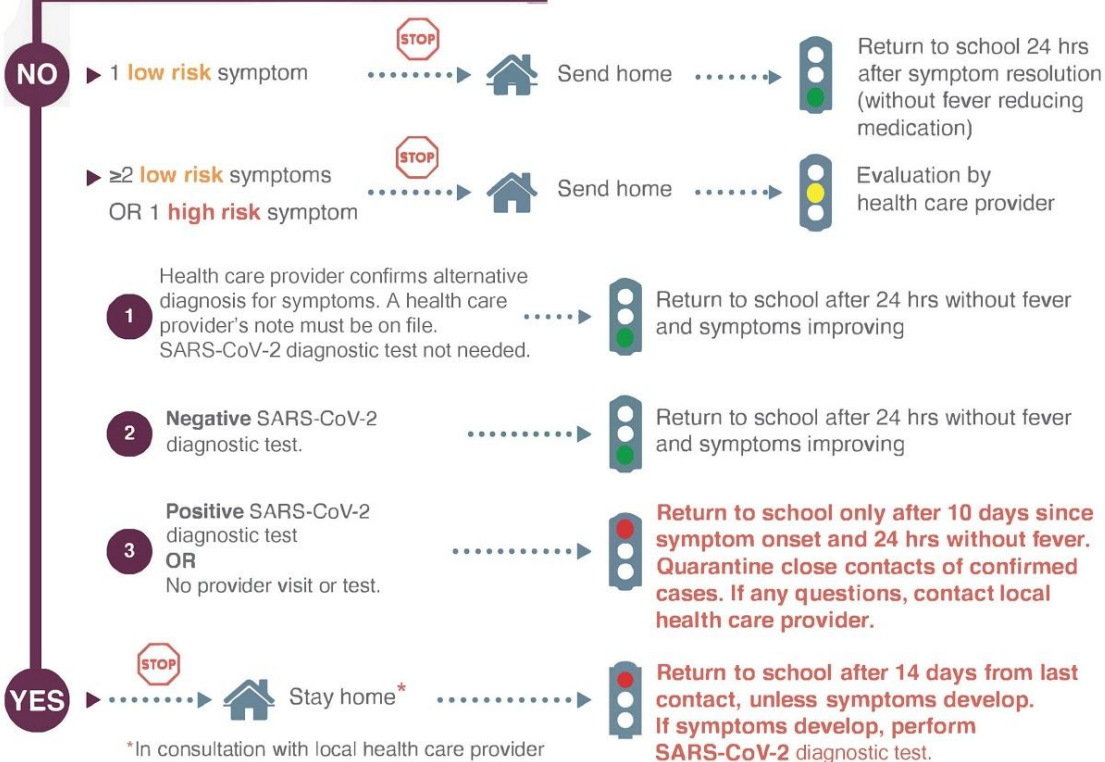


Low-risk: general symptoms



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



Symptom Flyer



Symptoms of COVID-19 and Keys to Remaining Vigilant

What To Look For

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

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

How You Can Help

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

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

Additional Information

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

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

Diocese of Sacramento Catholic Schools
www.scd.org/schools

Symptoms of COVID-19
Revised 8/29/20 v2





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:

Confirmed with Sacramento County 9-11-20



V8.0 01-04-2021

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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:

Confirmed with Sacramento County 9-11-20



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Restroom Daily Checklist

Date: _____ Restroom Area (circle): Primary Grades/ Upper Grades												
Area / Time	Before School	After Morning Recess TK/K	1/3	2/4	5/7	6/8	After Lunch Recesses TK/K	1/3	2/4	5/7	6/8	End of Day cleaned by cleaners
Floors												
Sinks												
Toilets												
Toilet Paper												
Soap												
Urinals												
Towels												
Trash												
<i>Initial next to each item after inspection</i>												



APPENDIX D: AGENCY UPDATES

Sacramento County COVID Community Testing

Information for students and families:

https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx

CA Department of Public Health Guidance

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

CDC Decision-Making Tree

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

Campus Access

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

Hygiene and PPE

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

Cleaning and Disinfecting

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

Information for Staff Training

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

Communication with School Community

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

Food Services

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



APPENDIX E: COMMUNICATIONS

Cases and Exposures Correspondence

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

Confirmed Case Letter

[School Letterhead]

[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
- (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 10 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,

Lincoln Snyder

Superintendent and Executive Director of Schools

The Diocese of Sacramento



V8.0 01-04-2021

PRAY + STUDY + LOVE + SERVE

The Distance Learning opportunities provided by St. John Vianney 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. Modes of instruction provided will include live stream lessons 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 and masses. Students on independent, remote learning will be folded into the whole site distance learning program.

Distance Learning

Communication

- Staff will review the survey in preparation for distance learning.
- Classroom and content specific teachers will be available throughout the school day to respond to students' questions, concerns, and needs.
- Instructional aides and extension personnel will be assigned to support specific grade-levels and/or small groups of students during distance learning.
- EAS will support students, parents, teachers, and administration during distance learning through the SST and IEP processes.
- Teachers and the principal will use SchoolSpeak to communicate with families.
- Middle school teachers will email students directly.
- TK - 5th grade teachers will post daily assignments to SeeSaw.
- Teachers will focus on building individual relationships with students.
- Teachers will schedule weekly check-ins, and daily 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 during the Schoolwide Zoom that starts at 8:00am daily. Attendance will be updated throughout the day. Students must be logged in and present for each Zoom meeting to be fully present for the day. Students must work and participate to be marked present for the day.

School Day

The school day will begin at 8:10am and end at 2:00pm. 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** 5 days a week
- ☐ **Social Studies and/or Science** 5 days a week
- ☐ **Office Hours** 5 days a 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 lessons will find students using apps like SeeSaw, IXL, RazKids, or SuperKids to reinforce what has already been taught or provide flexibility when students access the material.



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.

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

School Communication Platform

SeeSaw TK-5th Grade

Google Classroom & Gmail 6th-8th grade

Synchronous Instruction

Zoom

Asynchronous Instruction

IXL

SeeSaw

RazKids

SuperKids

Pflaum Weeklies

Mystery Science

Independent, Remote Learning for Students

Overview

Program Intent

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



Content

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

Roles and Responsibilities**Classroom Teacher**

Generates core content and provides feedback to all students (on and off-site) in the regular grading cycle. Is available to all parents in a regular fashion (phone, email, appointment).

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

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).

☐ **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: SJV TESTING LETTER AND WAIVER

December 30, 2020

Information re. Antigen Testing at St. John Vianney School

Dear St. John Vianney School Community:

I am writing to confirm that the Covid-19 antigen screening process will continue on **Monday, January 4, 2021 for all employees; 6th, 7th, and 8th grade students; and parent volunteers of SJV School.** We plan to test for a minimum of two weeks and will use the testing data to determine the need for any further testing beyond the initial two-week window.

When and Where:

Urgent Care Now, Inc. will conduct the screening at **SJV School**, 10499 Coloma Road, Rancho Cordova, CA 95670. **Please enter campus from Coloma Road, following the normal carline route and then watch for the signs directing you to divert from your normal route just beyond the drive through gates.** Drivers will pull to one of the designated spots on the far-right side of the lane between the office and the gym. After swab is obtained vehicles will exit using drive through gate behind the hall and park in one of the spaces located along the Georgetown Drive side of the property. When the results are posted, school staff will notify the parent of their student's results and if they can enter school. The goal is that middle school students would have their results prior the start of the day at 8:00am.

Testing times for Monday, January 4th are as follows:

- Faculty/Staff: 6:30am-6:45am
- Students by First Letter of their Last Name – **Please note that students will not be tested prior to 6:45am.**
 - A: 6:45-6:50am
 - B-C: 6:50-6:55am
 - D-E: 6:55-7:00am
 - F-H: 7:00-7:05am
 - I-L: 7:05-7:10am
 - M: 7:10-7:15am
 - N-Q: 7:15-7:20am
 - R-S: 7:20-7:25am
 - T-Z: 7:25-7:30am

Documents Needed:

In order to get screened, **the student needs to be accompanied by a parent/legal guardian, and bring the following items on your screening day/time:**

- Parent/Guardian's driver's license or valid ID;



- Waiver and release forms (which are attached to this letter) – **those already tested will not need to complete new forms.** Students and/or personnel who have not been tested in the past will need to complete the waiver and release forms.

Please have the forms completed before you arrive, as it will speed things up. We will provide the forms to anyone who does not have the ability to bring a hard copy.

Flow through parking lot:

- After turning off of Coloma Road, follow the normal carline route and watch for the signs directing you to divert from your normal route just beyond the drive through gates.
- Bring the waiver and release of liability, which was sent home in hard copy and is also attached to this memo. If you don't have a copy of the waiver, one will be provided.
- After testing, all vehicles will exit using drive through gate behind the hall and park in one of the spaces located along the Georgetown Drive side of the property. Please display your name plate in/on your back window to help make identifying your vehicle a quick and easy task. (Name plates will be reissued on Monday, January 4th.)
- The students must wait with their parents while the tests are being processed. Once test results have been received and your child is cleared to attend class, someone will approach your vehicle and hand you an admittance pass for your child to use the first day they attend class that week.
- Once the students test results are in, they will either be admitted to class or return home with their parents. At this time parents will exit the parking lot and make a right-hand turn onto Coloma Road.

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 an anterior nasal swab (not the deep uncomfortable nasopharyngeal (NP) swab) and then be processed in the gym.

Exit:

- After taking the test, please await your test results, which should take between forty-five to sixty minutes. The school will inform the parent of the result, and the student will then be able to attend in-person learning. Students will be temperature screened prior to be being admitted and all other aspects of the protocol will remain in place.

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: Preventing presymptomatic and asymptomatic Covid-19 transmission 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. Schools who have implemented testing also noticed that it makes their 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: St. John Vianney School is paying for the Monday morning tests, and this is not a regularly budgeted expense, and at an estimated \$25, our school is bearing a real cost. 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. This is a lower nasal swab. What I've shared with my own children is that wanting to know if you have something so you don't get it is the height of compassion, and imagining what others would want you to do if you were in their shoes is empathy. This really will help keep others safer. In my experience, our students are happy to go along with what we are asking of them when we appeal to their sense of helping out.

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.

Q: Are other members of our household able to be tested through this program?



A: At this time, we are only able to accommodate testing for our middle school students, employees, and parent volunteers.

Q: Will we have to complete the paperwork week after week?

A: No. Families who completed and submitted a waiver and consent form will not need to resubmit it in following weeks. Families taking part in the testing for the first time will need to submit the paperwork prior to testing.

Q: Why are the appointment times so early?

A: We worked with our testing partners to create the best scenario for as many families as possible. This included the desire to have as little of an impact on your work days as possible. Many of you have demonstrated a willingness to bring your children to school as early as 7am in the past for extra curricular activities. The test window is closely aligned to when students have arrived for student council meetings and ACADECA in practice in the past.



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 **St. John Vianney School, Rancho Cordova**. 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 St. John Vianney Parish, Rancho Cordova, a corporation sole; 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, JIJM2020 LLC, a Delaware Limited Liability Company, 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: _____

