



COVID-19 SAFETY PLAN (CSP)  
AND  
CAL/OSHA COVID-19 PREVENTION PROGRAM (CPP)

COVID-19 PROTOCOLS  
FOR ELEMENTARY SCHOOLS

**Version 9**

February 1, 2021



## INTRODUCTION

We have created this Covid-19 Safety Plan (hereinafter “CSP”) 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. **Stable Groups:** In the spirit of “reducing the denominator,” Students are organized into discrete Stable Groups to minimize the spread of COVID-19 between groups.
  - b. **Hygiene:** Within Stable Groups, 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 Stable Group 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.



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## CAL/OSHA COVID-19 PREVENTION PROGRAM

### Layers of Safety: Infection Mitigation Strategies

Over the course of this school year, we have offered a variety of mitigation strategies working in unison to reduce our risk of exposure and transmission of Covid-19 on campus. The new [CDPH guidelines of January 14, 2021](#), affirm this approach; to quote a passage on page 14,

“A helpful conceptual framing as schools plan for and implement safety measures for in-person instruction is the layering of mitigation strategies. Each strategy (face coverings, stable groups, distancing, etc.) decreases the risk of in-school transmission; but no one layer is 100% effective. It is the combination of layers that are most effective and have been shown to decrease transmissions.

We have ordered the list below such that the interventions known at this time to be more effective in reducing the risk of transmission appear before the ones that are helpful but may have a potentially smaller effect or have less evidence of efficacy. Of note, though comparative scientific assessments are limited, the top three items are likely of similar importance: 1. Face coverings 2. Stable groups 3. Physical distancing 4. Adequate ventilation 5. Hand hygiene 6. Symptom and close contact exposure screening, with exclusion from school for staff or students with symptoms or with confirmed close contact 7. Surveillance or screening testing.”

We have applied all these strategies at our schools this school year, and they have proven themselves effective. We have also applied additional strategies, including behavioral assessments on our return from extended breaks. This section details the steps we take in each of these areas.

### 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 Stable Group 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).



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## Antigen Screening

- 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., or other designee) at a place, time, and frequency 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 the school's designated provider, 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 with a negative test result.
- 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.
- As of February 1, 2021, we are screening middle school students and employees at schools that have had recent cases in Sacramento and Solano Counties; at schools without cases, we are currently screening employees twice per month. We reserve the right to increase the frequency of screening should Covid-19 surge; more counties make antigen test kits available to us; and/or we determine it is prudent to do so in collaboration with our county health offices and medical advisors.
- 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 as practicable.
- Close contact interactions (for the purposes of determining contact tracing) is considered less than 6ft and longer than a cumulative total of 15 minutes or more over a 24-hour period.
- Stable Groups are considered close contacts even with distancing given prolonged indoor exposure.
- Signage will be used throughout campus to support social distancing and proper hygiene norms ([Examples in Appendix C](#)).
- Ad-hoc interactions by adults should be avoided.



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

## Student Stable Groups

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

- Stable Groups 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.
- Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student and other staff desks. Distance student chairs at least 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made. Upon request by the local health department and/or State Safe Schools Team, the superintendent should be prepared to demonstrate that good-faith effort, including an effort to consider all outdoor/indoor space options and hybrid learning models. Under no circumstances should the distance between student chairs be less than 4 feet. If 6 feet of distance is not possible, it is recommended to optimize ventilation and consider using other separation techniques, or arranging desks in a way that minimizes face-to-face contact.
- Short-term exposures of less than 6 feet between students and staff are permitted (e.g., a teacher assisting a student one-on-one), but the duration should be minimized and masks must be worn.
- Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- Prioritize the use and maximization of outdoor space for activities where possible.
- Activities where there is increased likelihood for transmission from contaminated exhaled aerosols such as band and choir practice and performances are permitted outdoors only,



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provided that precautions such as physical distancing and use of face coverings are implemented to the maximum extent (see below in Non-classroom spaces).

- Consider using cleanable privacy boards or clear screens to increase and enforce separation between staff and students.

## 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 in classrooms with a high volume of students
- Teachers will utilize outdoor space as much as possible.

## 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 an additional water bottle filling station will be added.

## Office Capacity

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

## Staff Lounge

- Staff lounge will be closed except for a scheduled copy machine use time.
- Staff meetings will be virtual, even for employees in the same office or school.



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- This area will be closed for eating.

### Parish Meeting Room

- The Parish Meeting Room will be closed for school use until further notice.
- Classes that were once held in this room will not be held in the grade-levels classroom.

### Hall

The hall will be converted for use to ensure social distancing in the after school Extended Care program.

### Screening

- **Please see the updated symptom checklist. This protocol now distinguishes between higher-risk and lower-risk symptoms.**
- Students and staff must conduct a daily self-check ([See Student Symptom Decision Tree](#)) 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 ([Adult Checklist](#)). 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 students and employees at regular intervals. Principals have received an HR memorandum to that effect.



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- 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

### Introduction

The following section is quoted verbatim from the updated [CDPH Guidance of January 14, 2021, pp. 17-19](#).

“Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines.

- Information contained in the CDPH Guidance for the Use of Face Coverings should be provided to staff and families of students. The face covering guidance applies to all settings, including schools. The guidance discusses the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices that employers have adopted to ensure the use of face coverings.
- Teach and reinforce use of face coverings, or in limited instances, face shields with drapes. Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.
- Information should be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- Training should also include policies on how people who are exempted from wearing a face covering will be addressed.
- **Students in all grade levels K-12 are required to wear face coverings at all times, while at school, unless exempted.** [*Emphasis added - ed.*]
  - A cloth face covering or face shield should be removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is



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temporarily removed, it should be placed in a clean, safe area, clearly marked with the student's name and date, until it needs to be put on again.

- Participants in youth and adult sports should wear face coverings when participating in the activity, even with heavy exertion as tolerated, both indoors and outdoors.
- The face covering guidance recognizes that there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Those with communication disabilities or caregivers of those with communication disabilities can consider wearing a clear mask or cloth mask with a clear panel when appropriate.
- **Persons exempted from wearing a face covering due to a medical condition, as confirmed by school district health team and therapists, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.** *[Emphasis added - ed.]*
- Schools must develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.
- Schools should offer alternative educational opportunities for students who are excluded from campus because they will not wear a face covering. *[Note: all schools offer distance learning programs as an alternative. - ed.]*
- In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.
- Employers must provide and ensure staff use face coverings and all other required personal protective equipment in accordance with CDPH guidelines.
- The California Governor's Office of Emergency Services (CalOES) and CDPH will be working to support procurement and distribution of face coverings and needed personal protective equipment to schools. Additional information can be found here.
- Classrooms, school buses, and shared school office spaces used by persons who cannot tolerate face coverings are less safe for others who share that environment. Schools may want to consider notifying others who share spaces with unmasked or sub-optimally masked individuals about the environment. Also, consider employing several additional mitigation strategies (or fortifying existing mitigation strategies) to optimize safety. These may include increasing the frequency of asymptomatic tests offered to unmasked or sub-optimally masked individuals, employing longer social distances, installing clear



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physical barriers, reducing duration of time in shared environments, and opting for either outdoor or highly ventilated indoor educational spaces, as possible.

### Staff

- All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- For staff who come into routine contact with others, CDPH recommends the use of disposable 3-ply surgical masks, which are more effective than cloth face coverings.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.
- Workers or other persons handling or serving food must use gloves in addition to face coverings.
- 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. Face coverings, personal hygiene, social distancing, and frequent cleaning efforts are critical parts of employee protection.”

### **Further Information and Direction on Face Masks**

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.

### **FACE MASKS FOR STUDENTS**

The CDPH guidelines mandate masks for children 2 years old through 12th grade; therefore, the Diocese of Sacramento requires all students wear face masks at school.



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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;
- Persons exempted from wearing a face covering due to a medical condition, as confirmed by the principal, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

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.

- For staff who come into routine contact with others, CDPH recommends the use of disposable 3-ply surgical masks, which are more effective than cloth face coverings.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.

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

- Children younger than 2 years old, or persons who are unconscious or incapacitated;
- **In limited situations** where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom 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](#).

## Gloves

- **All custodians and food services personnel must wear gloves.**



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

## Staff Training and Family Education

### Delivering Instruction

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of this protocol, posters, and routines ([See Appendix E](#)).
- The principal will review the full Return-to-School plan with faculty and staff prior to students returning to campus.
- Parents must review and acknowledge the plan prior to their students returning to campus. Principals will present the plan to their communities by webinar and make themselves available for questioning.
  - The school will distribute all diocesan communication and public service announcements pertaining to the plan.
  - The school will draw particular attention to at-home and at-school screening, PPE, and hygienic procedures and materials ([See Personal Protective Equipment \(PPE\)](#)).
- 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 inform the community of changes to this Plan via their information system and post the updated Plan, or a link to the diocesan portal website ([www.scd.org/2021schools](http://www.scd.org/2021schools)), 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.



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- 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.



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## Food Delivery

Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to the school.

## Travel Restrictions

As follows is our policy on travel by employees, effective January 13, 2021:

All non-essential travel more than 120 miles from one's place of residence or other states or countries, will now require the same protocol as established for travel outside of California. An employee who intends to travel more than 120 miles from one's place of residence or other states or countries, will need to notify their supervisor and receive approval to take additional time off to quarantine or work remotely for two weeks upon returning home.

The employee may return to work earlier than the two-week quarantine period if the following has been fulfilled:

- a. The employee has taken a COVID test once back in California (or place of residence) and has written proof of a negative COVID test and
- b. The employee has been in California (or place of residence) for 72 hours and free of any symptoms.

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 state of California and the place 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 require 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 is a gift to their students.



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## COVID SYMPTOMS & CASE RESPONSE

### Definitions

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

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

### 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: Katie Perata (Principal)
- 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 [Student Symptom Decision Tree](#).

### 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)



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## 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.*

## Vaccination

CDPH strongly recommends that all persons eligible to receive COVID-19 vaccines receive them at the first opportunity. Currently, people under 16 are not eligible for the vaccine since trials for that group are still underway.

In addition to vaccines required for school entry, CDPH strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- Protect the school community.
- Reduce demands on health care facilities.
- Decrease illnesses that cannot be readily distinguished from COVID- 19 and would therefore trigger extensive measures from the school and public health authorities.



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Because vaccine implementation for schools is rapidly evolving, the CDPH has provided a separate vaccine guidance document that will be available on the Safe Schools for All Hub here:

<https://covid19.ca.gov/vaccines/>

The Diocese of Sacramento is working closely with local health departments to identify times and locations for the vaccination of employees, in keeping with state and local guidelines on vaccination. Teachers are currently in [Phase 1B, Tier One](#), which is the current default tier for the state; not all counties have vaccine supply to progress to that tier.

Steps to Take in Response to Confirmed/Suspected COVID-19 Cases and Close Contacts  
(TABLE 1) Next Page



## 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

**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**

#### **To return to school:**

Please see the chart on Page 35 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.

- 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.

All persons in the COVID-positive person's cohort and any other close contacts must be tested for COVID per the testing guidelines, above.

- If student/staff tests positive, see Scenario 3.
- If student/staff tests negative, see Table 2 below.

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).

**School site will remain open**



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**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](#))



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## 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

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



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## 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) Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
  - ii) Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
  - iii) TheCHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- 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.



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## 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.

### General Disinfection Measures

“Cleaning” involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks. “Disinfection” kills germs on surfaces using specific agents (see below for those approved for use). If a case has been identified, the spaces where the case spent a large proportion of their time (e.g., classroom, or administrator’s office if an administrator) should be disinfected. Frequent disinfection can pose a health risk to children and students due to the strong chemicals often used and so is not recommended in the school setting unless a case has been identified.

- Staff should clean frequently-touched surfaces at school and on school buses daily. Frequently touched surfaces in the school include, but are not limited to:
  - Sink handles;
  - Shared tables, desks, or chairs.
    - If a school has morning and afternoon stable groups, the desks and tables are considered shared and should be cleaned before the next group arrives.
    - Desks or chairs do not need daily cleaning if only used by one individual during the day.
  - Door handles.
  - Shared technology and supplies.
- If used, outdoor playgrounds/natural play areas only need routine maintenance. Make sure that children wash or sanitize their hands before and after using these spaces. When hand hygiene is emphasized, cleaning of outdoor structures play is not required between cohorts.
- Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the



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product instructions. All products must be kept out of the reach of children and stored in a space with restricted access.

- Establish a cleaning schedule in order to avoid both under- and over-use of cleaning products.
- Ensure safe and correct application of disinfectant and keep products away from students.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible for example by opening windows where practicable. When disinfecting, air out the space before students arrive; disinfection should be done when students are not present.

## Product Guides

### Hand Sanitizer

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

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

### Cleaner

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

### General Disinfection Measures

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copy machines, shared	At the end of each use/day



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	computer monitors, telephones, keyboards	and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	After each recess
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

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

### Safe Water

- Use of drinking fountains is suspended; water bottle filling station is provided.

### HVAC Considerations

- Fresh outdoor air is introduced as much as possible - when using air conditioning, the setting that brings in outside air is used.
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, we have considered alternatives such as installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.
- Replace and check air filters and filtration systems to ensure optimal air quality on a schedule.
- Ensure proper ventilation during cleaning and disinfecting.
- When cleaning, air out the space before children arrive; plan to do a thorough cleaning when children are not present.

## School Procured Additional Supplies

Item	Quantity	Notes
<b><u>Hand Pump Sprayer</u></b>	1/classroom	For teacher use, to spray desks for students to wipe down.
<b>Staff Gloves</b>	500 count/class	Nitrile gloves



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<b>Bulk Hand Sanitizer</b>	55lb drum	55-gallon drums for refill stations
<b>Classroom Pumps</b>		At least 2 refillable pumps at all times
<b>Cleaning Solution</b>	Refillable spray bottles in each class	Alcohol-based (2 bottles per classroom)
<b>Water bottle filler</b>	1	Located in the Parish Hall
<b>Restroom Soap Dispensers</b>	Refillable	
<b>IR Therm</b>	1 per classroom	Additional are found in office, extensions, and preschool
<b>Disinfectant Wipes per Classroom</b>		Refilled as needed
<b>Fog Cleaner Machine</b>	1	To be used to mass clean desks, large furniture, etc.
<b>Hand Washing Stations</b>	2	One on each side of the school (K-4 side and 5-8 side)

## Supplies Provided by Families/Students

Item	Quantity	Notes
<b>Ziplock Bag</b>	2	*If you prefer your student to use disinfectant wipes instead, that is allowed
<b>Desk Cleaning Cloth</b>	5	*If you prefer your student to use disinfectant wipes instead, that is allowed
<b>Pencil box/Pouch</b>	1	Students will store and only utilize personal supplies
<b>Refillable water bottle</b>	1	Water will be filled from touch less water filler during designated times
<b>Small Backpack</b>	1	Backpack should be small- goal is to keep all



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		student personal items in their desk

### Supplies Provided by Families/Students

Most student supplies will be purchased in bulk by the school in order to make sure all students have the same supplies and will not share them.

Item	Quantity	Notes
Water bottle	1	With drinking fountains turned off, students will be encouraged to fill bottles at home. They will have access to one of the touchless water bottle filling stations.
Backpack	1	Students will be assigned a hook where they will hang their backpack. The backpacks will be at a distance, as to not touch other backpacks. Students will have access to their backpacks in staggered groups.
Clean cloth face mask	1	
Towel	1	Students will bring a towel (beach towel for intermediate and middle school students) for use to sit on during outdoor instruction, work, or lunch.

### FACILITY ADJUSTMENTS

- The Extended Care room, school gym, and the Learning Lab will be converted into additional classrooms to be used for sub cohorts during the instructional day.



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- 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

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

**Protocol:** Students will exit their cars, have their temperature taken, and will be directed by 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. When the homeroom teacher has “loop duty” classroom assistants will be in charge of letting students in. On these days, classroom assistants will work 7:45 to 3:00 instead of 8:00-3:15.

## Lunch Food Service

**Protocol:** Students will eat lunch at their assigned seats in their classrooms or outside socially-distanced in their grade levels. The hot lunch program will be delivered to classrooms masked and gloved by Aides on campus. Students will put their trash in their class trash can. Students will have recess in separate areas of the campus. Play structure will not be in use until further notice. Each classroom has their own recess equipment and will be disinfected daily. Water fountains will not be used; students may refill personal water bottles at the water filler station in the Parish Hall.



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**Lunch Schedule:**

Time	Grade	Activity	Location	Supervision
11:10-11:30	K/1st	lunch	classroom	K/1st Aides
11:30-11:50	K/1st	recess	K / LY 1st /BB	K/1st Aides
11:30-11:50	2nd/3rd	lunch	classroom	2nd/3rd Aides
11:50-12:10	2nd/3rd	recess	2nd/LY 3rd/BB	2nd/3rd Aides
11:50-12:10	4th/5th	lunch	classroom	4th/5th Aides
12:10-12:30	4th/5th	recess	4th/LY 5th/BB	4th/5th Aides
12:35-12:55	6th/7th	lunch	classroom	Staff/8 <sup>th</sup> Aide
12:35-12:55	8th	recess	BB	Mrs. Herlocker
12:55-1:15	6th/7th	recess	6th/BB 7th/LY	Mrs. Herlocker/Staff
12:55-1:15	8th	lunch	classroom	8th Aide

**Recesses and Physical Education**

**Staffing:** Teachers and Aides

**Protocol:** Recesses and Physical education will be similarly structured, limiting free play to ensure distancing. Activities such as jump rope, calisthenics, etc. will be the standards. Teachers will clean doorknobs after each recess/PE. Each classroom has their own recess equipment and will be disinfected daily. Water fountains will not be used; students may refill personal water bottles at the water filler station in the Parish Hall.



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## Morning Recess Schedules

School Yard Designation/Description: Recesses will occur in either the (back) latter half of the Large Yard (LY) which is closest to “I” St. or the Basketball Yard (BB). Only one class will be allowed on a yard at any time and each class will have a designated recess time. Basketball pole pads will be sanitized daily.

Restrooms: Students must use the restrooms during their assigned recess time. In the event of an emergency, staff must escort the student to the restroom. Number of students using the restroom will be limited to the number of sinks available. (Staff will check for occupancy of restrooms prior to students entering)

- Stall doors, handles and faucets must be wiped after each use.

Class Transitioning Procedures: As each class will be its own cohort, students will not mingle with other students/classes as they move around campus. Therefore, at the beginning and end of each activity period, which includes morning and lunch recesses, students will be instructed to use the transit lanes in a single line as they return to their respective classrooms.

### Schedules

#### Morning Recess K-4

Time	Grade	Yard	Activity	Yard Supervisor
9:15 - 9:30	K	LY	Snack/Recess*	K Aide/Teacher
9:30 - 9:45	1st	Out front of Classroom	Snack/Restroom	1st Teacher/Aide
9:45 - 10:00	1st 2nd	LY BB	Recess Snack/Restroom/ Recess	1st Aide/Roamer* 2nd Aide
10:00-10:15	3rd	Out front of Classroom	Snack/Restroom	3rd Teacher/Aide
10:15-10:30	3rd 4th	LY BB	Recess	3rd Aide/Roamer*



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			Snack/Restroom/ Recess	4th Aide
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\*K will only be allowed to use their classroom restrooms

\*A “Roamer” teacher will consist of 1st-4th Teachers along with any available Enrichment Teachers.

### Snacks:

Plan A: All students will eat their snack inside their respective classrooms while small groups transit to the restroom during their designated time.

Plan B: Weather dependent, students will either eat snacks in the classroom during their allotted snack time and transition in small groups to the restrooms or carry their snacks to their designated yard, sit and eat while small groups go to the bathroom.

In the event of an indoor classroom snack or lunch, a yard supervisor must monitor the bathrooms and follow school safety protocols at all times.

### Morning Recess 5-8

Time	Grade	Yard	Yard Supervision
10:30 - 10:45	5	BB	5th/6th Aide & Roamer*
10:30 - 10:45	7	LY	7th/8th Aide & Roamer*
10:45 - 11:00	6	BB	5th/6th Aide & Roamer*
10:45 - 11:00	8	LY	7th/8th Aide & Roamer*

\*Roamer for each scheduled time will consist of any available Enrichment/Homeroom teacher whose schedule will fit.

Transition to yard: In order to secure safe passage by each class, when the 10:45 bell rings the class on the yard will line up in a single file and wait while the classes entering the yard arrive in a single file line. At this point the class returning to the classroom will be able to transit to the classroom. 7th & 8th grades will access the LY by walking in a line around the front of the



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school. This means that one staff person (teacher or aide) will be the lead and one will follow at the back of the line.

**Snacks:** Upper grade students will bring their snack with them to their designated yard, sit and eat while playing. In inclement weather, students will eat snacks inside the classroom.

## After School Pick-Up

**Time:** 3:00 PM - 3:15 PM

**Staffing:** Teachers and Aides

**Protocol:** Students will wait inside their classrooms until called for car loop or escorted to extension. In order to minimize co-mingling, all students will be picked up in the loop with the exception of Kindergarten. Kindergarten may be dismissed to the loop or may be picked up from Mrs. Mavros at the front gate near the flagpole. Parents will not be allowed on campus to wait on benches until further notice.

## Extended Care

**Hours of Operation:** Morning Shift 6:30 AM - 8 AM; Afternoon Shift 3:00 PM – 6:00 PM

**Staffing:** School employees

**Protocol:** Extension will be held in the Parish Hall with distanced and assigned grade level areas/tables. Each student will have their own supplies, and the space has its own set of 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 Parish Hall entrance; they will not be admitted into the space.

## Monday Assembly and Mass

Monday morning assembly will occur virtually for the time being in each classroom each week. Classes will still attend daily Mass and whole school Mass virtually until allowed to gather in the church.



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## APPENDIX A: COVID-19 Basics

### At-Home Illness Checks

- Parents are expected to screen their children for [COVID-19 symptoms](#), including a temperature of 100.4 degrees Fahrenheit or higher.
- Staff are expected to screen themselves for the same symptoms and temperatures.
- Students and staff are not allowed to attend school if they have even one COVID-19 symptom.
- Reasonable exceptions allowed: (For example, an asthmatic student's shortness of breath improved by inhaler, or a diabetic's fatigue relieved by medication.)
- Do not bring your child to school until he or she has received an administrative clearance to attend classes.

### Medical Note Necessary

Any student or staff member that contracts COVID-19 cannot return to campus until his or her doctor provides medical clearance in a written note on their practice's letterhead.

### Confirmed Exposures

The Centers for Disease Control defines someone as having a confirmed exposure to COVID-19 as the following:

- Anyone who has had close contact (< 6 feet) for  $\geq 15$  minutes with a person with COVID-19.
- Contact was between two days before the latter's onset of COVID-19 symptoms to the time the latter meets criteria for ending home isolation.
- Exposure to people with confirmed COVID-19 who have not had any symptoms, as well.
- Community members with confirmed exposures are expected to self-isolate at home for 14 days from the last date of potential exposure.

### When Symptoms Emerge During the School Day

- Students and staff exhibiting [COVID-19 symptoms](#) will be checked for temperature, isolated and sent home, with reasonable exceptions.
- Students that begin to present symptoms during the school day will be isolated from the rest of the school community and supervised while waiting for their ride home or to a medical center.



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- Staff that screen students and colleagues for COVID-19 symptoms will wear face shields, masks and gloves.

**When Sick But Not Diagnosed with COVID-19**

As with any school year, students and staff will become ill in 2020-21 for reasons other than COVID-19. For instance, local schools tend to have at least one wave of strep throat, head colds, and flu throughout the academic year.

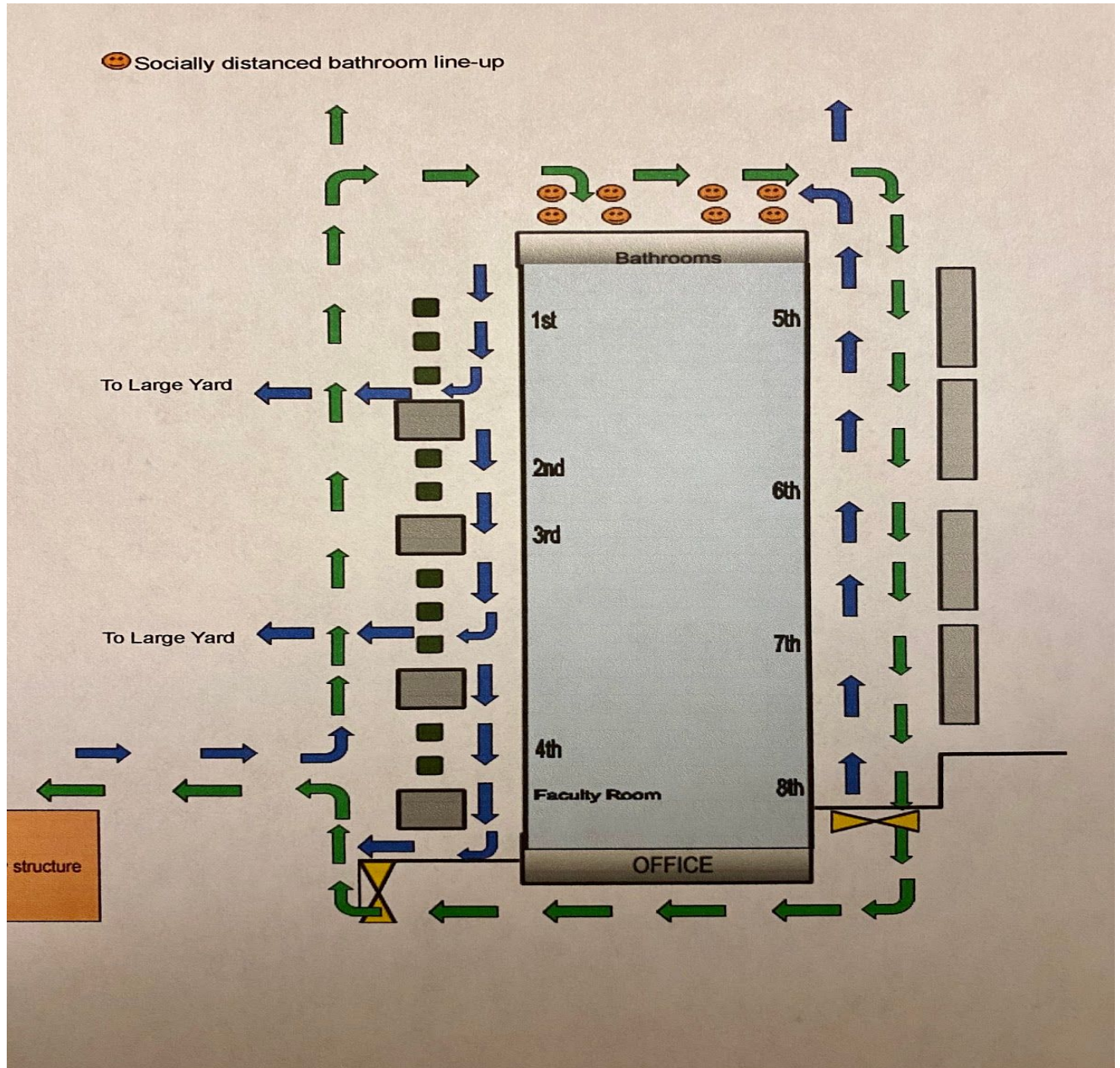
Students and staff that become ill due to reasons other than COVID-19 must return to campus 10 days after symptoms began, once their symptoms have improved, and three days without a fever independent of fever reducing medications.

Reasonable exceptions can be allowed for some students and staff to return earlier. If you believe your child qualifies for an exception, please contact us. *Do not bring your child to school until he or she has received an administrative clearance to attend classes.*



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## APPENDIX B: Campus Map



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## APPENDIX C: SIGNAGE & FORMS

### Surface Cleaning

ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO



COVID 19  
RESPONSE PROTOCOLS

### SURFACE CLEANING

STAFF	<b>SPRAY</b> 	<b>WAIT</b> 	<b>WIPE</b> 	STUDENT
				
	<b>FOLD</b>	<b>BAG</b>	<b>DISINFECT</b>	

BEFORE & AFTER SNACK & LUNCH

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## Restroom Use

ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO



COVID 19  
RESPONSE PROTOCOLS

### RESTROOM USE

**LOOK, ENTER IF OPEN SINK**



**1**



**PER**









**USE STALL   PREP TOWEL   WASH**

### RESPECT EVERYONE'S SPACE

---

#### Additional Details

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

## Teacher Cleaning Expectations

ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO



COVID 19  
RESPONSE PROTOCOLS

### KEEPING CLASSROOM CLEAN

#### ROUTINELY CLEAN





TEACHERS CLEAN HANDS; WEAR GLOVES


### RESPECT EVERYONE'S SPACE



## Screening

### Campus Entry Point (Adults)




ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO






COVID 19  
RESPONSE PROTOCOLS

## CAMPUS ENTRY SCREENING

COMPLETE SURVEY PRIOR TO ENTRY

DISINFECT

MASK?

GLOVES

## RESPECT EVERYONE'S SPACE

FAITH

COMMUNITY

GROWTH



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### 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



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## &lt; OFFICE USE ONLY &gt;

**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: \_\_\_\_\_




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## Student Checklists

### Home Checklist for the Front Door



**GOOD MORNING!**

SMILE	CHECK TEMPERATURE	WASH
		
		
DO YOU HAVE YOUR SUPPLIES?		

**HAVE A GREAT DAY!**

FAITH
COMMUNITY
GROWTH

### End of School Day Reminders



**END OF DAY!**

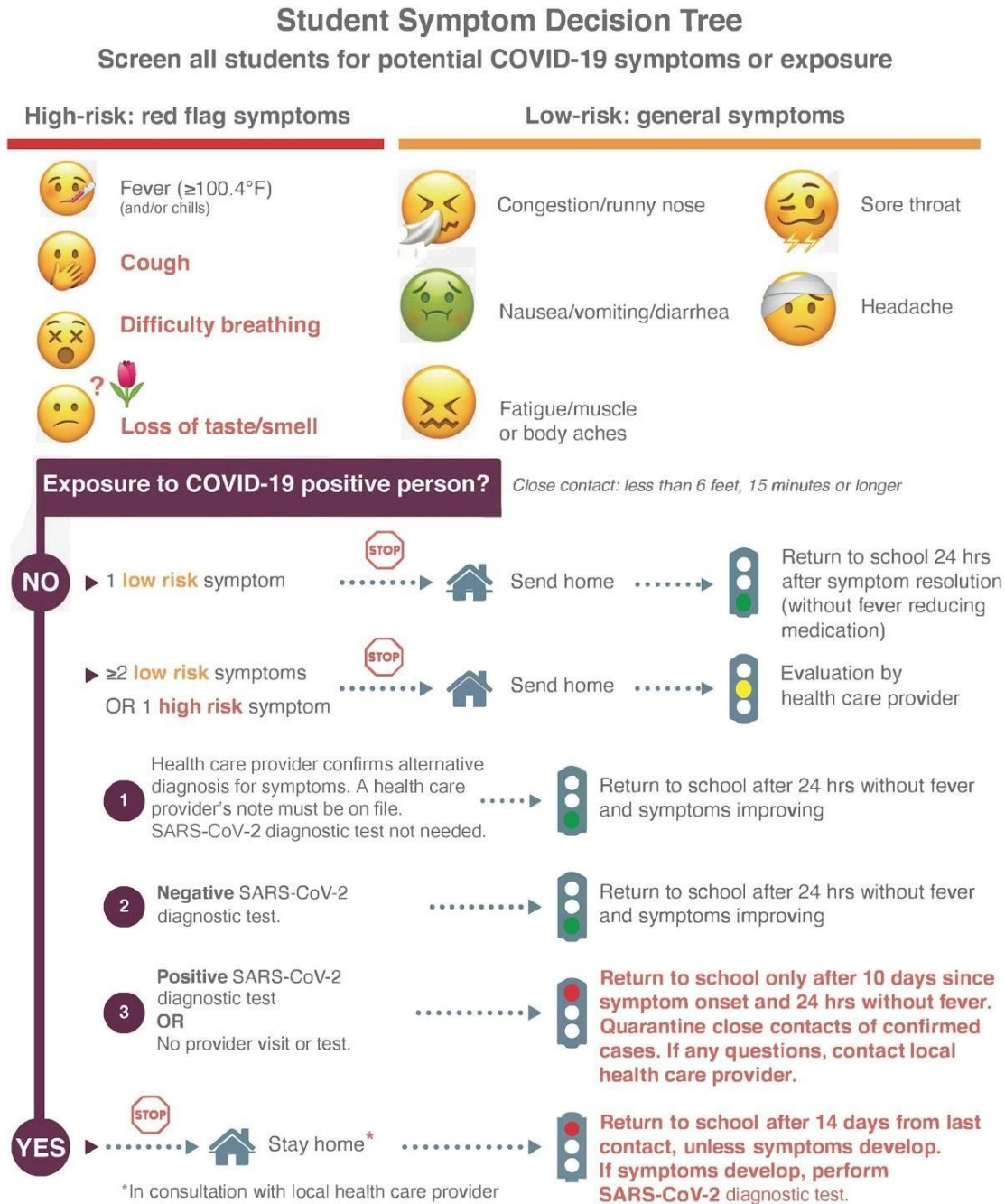
SMILE	CHECK LIST	CLEAN
		
		
DONT FORGET TO WASH TOWELS & RETURN		

**HAVE A GREAT AFTERNOON!**

FAITH
COMMUNITY
GROWTH



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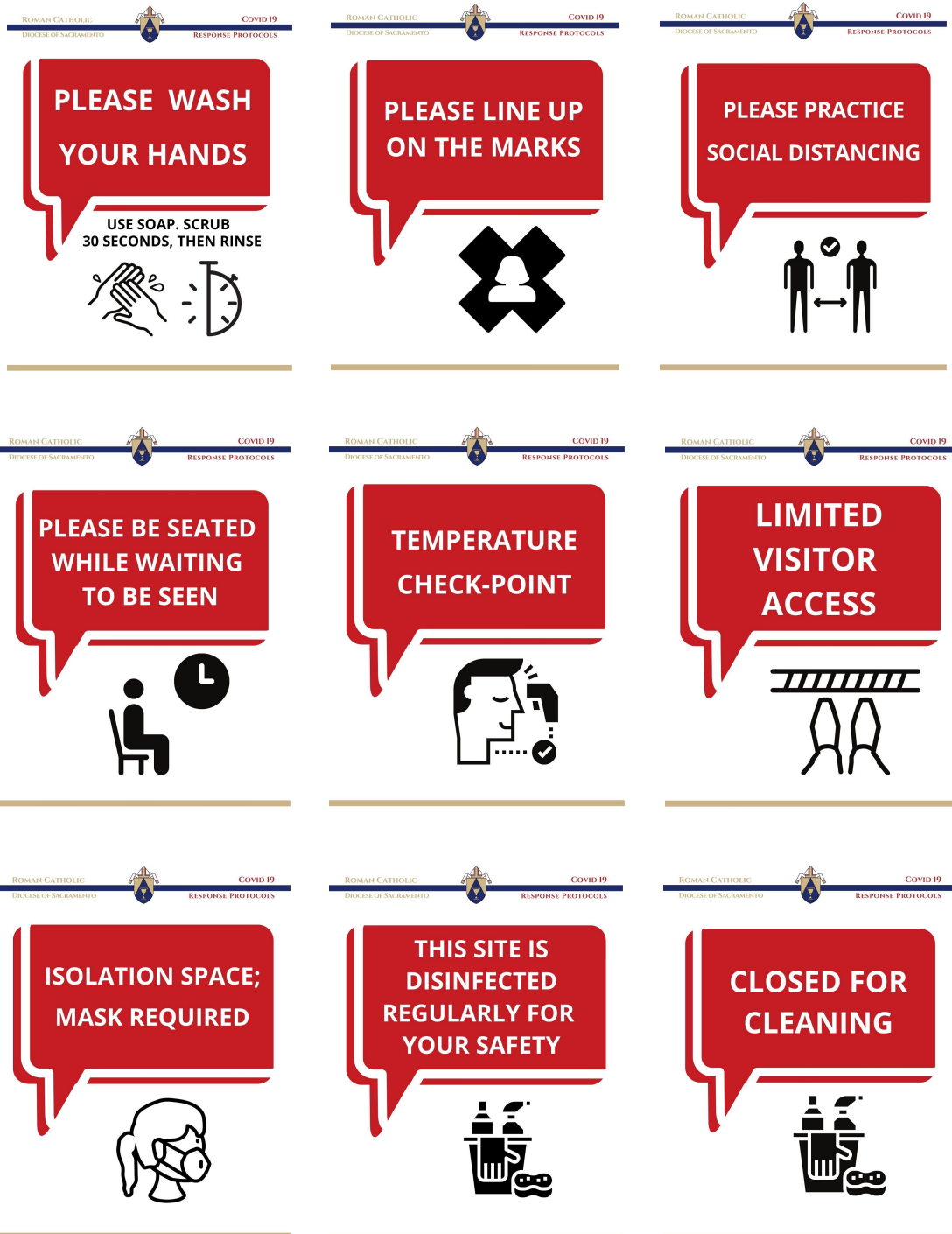


*This care pathway was designed to assist school personnel and is not intended to replace the clinician's judgment or establish a protocol for all patients with a particular condition. Diagnosis and treatment should be under the close supervision of a qualified health care provider. Guidance might change;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



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## Additional Facility Signage



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## Symptom Flyer



### Symptoms of COVID-19 and Keys to Remaining Vigilant

#### What To Look For

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

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

#### How You Can Help

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

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

#### Additional Information

CDPH: <https://cdph.ca.gov/covid19>

CDC: <https://www.cdc.gov/coronavirus>

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

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

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



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## Adult Checklist for Symptoms of COVID-19

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:



## Adult Checklist for Symptoms of COVID-19

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:



## Student Checklist for Symptoms of COVID-19

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:



## Student Checklist for Symptoms of COVID-19

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:



## APPENDIX D: AGENCY UPDATES & RESOURCES

[CDPH Consolidated Schools Guidance from January 14, 2021](#)

[CDPH School Reopening Status Reporting Letter of January 14, 2021](#)

[CDPH Case Reporting By Schools Letter of January 14, 2021](#)

[CDPH Quarantine Rules Updated December 14, 2020](#)

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

Solano County Information  
<https://www.solanocounty.com/depts/ph/ncov.asp>

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](#)





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### 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](#)



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## APPENDIX E: DISTANCE LEARNING

The Distance Learning opportunities provided by St. Dominic School are intended to keep us safe within a community-centered environment.

### 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 or for families choosing to keep their child/ren at home through the regular classroom teacher(s). 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 the above-mentioned modes of instruction.
- 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 activities. Students on independent, remote learning will be folded into the whole site distance learning program.

### Whole School Distance Learning

#### 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 a comprehensive distance learning program.

#### Content



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Instruction and assessment in math, language arts, science, religion, and social studies will be provided to all students. Additional content will be provided in Spanish, music, and physical education and will be graded as Pass/Fail.

## **Roles and Responsibilities**

### **Classroom Teacher(s)**

- 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).
- Will provide direct instruction virtually in all subject areas (pre-recorded videos may also be provided).

### **Student**

- Keeps to their schedule by starting each day checking in with their teacher virtually
- Attends their remote lessons, participates in remote community building exercises and activities
- Progresses through the content during the day content is assigned.

### **Attendance:**

Student attendance will be taken daily by homeroom teachers. Check in time each school day will occur between 8:00-8:15 AM. Teachers will provide dedicated time for students to check in throughout the school day and school week. Students in grades 4-8 will be required to utilize these check-ins to ensure success in all areas. We will follow our 2020-2021 school calendar for all minimum days and holidays unless otherwise announced. We will follow our typical absent/tardy policies which can be accessed in our 2020-2021 parents/student handbook via School Speak.

### **Dress Code:**

Appropriate dress is required every school day when interacting virtually.

1. Grades 4-8 need to wear a school shirt when interacting virtually (white/gray polo, school PE shirt, Spirit shirt, SDS sports team shirt, school sweatshirt, etc.), appropriate athletic wear should be worn for virtual PE. Please refer to the parent/student handbook for dress code violation policies.

### **Communication:**



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Teachers and administration will communicate with parents at least once/week concerning student learning and classroom/school updates. Teachers will communicate with students virtually on a daily basis. Grades will continue to be updated on School Speak every two weeks. Outside of normal teaching hours, teachers will be available during their allocated student support times. Communication sent after 3:30 on regular school days will be responded to within 24 hours.

### **Daily Schedule:**

Classroom teachers will communicate specific grade level schedules.

1. There will be a morning check-in each day between 8:00-8:15. Subject area instruction will begin at 8:15.
2. Recess and lunch breaks will be provided and vary by grade level.
3. Each week, time will be spent with small group instruction and office hours where students can check-in and receive support in all subject areas. This time allotment will be communicated by each classroom teacher according to their daily schedule.

### **Recommended daily guidelines for online instruction:**

(includes all synchronous and asynchronous work)

**Asynchronous:** Students learn at different times on their own schedule within the parameters set by individual teachers. Communication with the teacher and other students in class is not live. This method provides a convenient and flexible approach to student engagement throughout the week. It allows students to work at their own pace. Examples of asynchronous learning: email, screencasts, videos and discussion board posts/comments.

**Synchronous:** Students learn at the same time in a virtual class or consultation session with their teacher and peers. Communication happens in real time. This method engages all students at a specific date and time as organized by the distance learning schedule and determined by individual teachers. It allows for instant feedback and clarification. Examples of synchronous learning are video conferencing, live chat and live-streamed videos.

K-3rd Grade:

- ELA 60 minutes
- Math 30 minutes
- Religion 30 minutes
- Science/Social Studies 30 minutes

4<sup>th</sup>-8<sup>th</sup> Grade

- ELA 135 minutes



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- Math 60 minutes
- Social Studies 30 minutes
- Science 30 minutes
- Religion 30 minutes

\*Please note: Grades 6-8 follow a block schedule.

### **Homework:**

Homework will generally be limited to any unfinished classwork assignments. Any major projects or assignments for the first trimester will be outlined and presented in August in order to allow ample time for students and parents to plan and access the necessary support. Classroom time during the school day will be provided for students to work on any projects/long-term assignments. If additional at-home support is needed, please discuss with your child's teacher.

### **Devices:**

Students in grades 3-8 will check out their school device during their first week of school materials pick up. Grades 6-8 are required to use their school device for consistent access to platforms and applications as well as for technical support. If you have a student in K-2 who needs to check out a device, please let your homeroom teacher know so we can assist with this.

### **Grading Policy:**

School wide grading policies can be accessed in our parent/student handbook. Teachers will provide you with their specific classroom guidelines and expectations the first week of school. Enrichment classes (Spanish, music, and physical education will remain Pass/Fail).

## **Community Guidelines for Synchronous Videoconference**

Students are expected to follow these guidelines to ensure productive, respectful class meetings through virtual, distance learning platforms, including but not limited to Zoom and Google Meet.

1. **Show up on time.** If teachers choose to hold a videoconference for class, it will take place during the designated class period time. Students are expected to log into the platform at the mandatory time. They should be prepared with any needed materials and ready to learn. Teachers will take attendance.



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2. **Mute your microphone immediately.** As soon as you log on to the platform, mute your microphone. This will avoid any excess background noise. Release the mute button when it is your turn to speak in the virtual class.
3. **All students are visible in a video conference.** All participants should wear appropriate clothing. You should have your laptop in a common space of your home (e.g. kitchen, living room, etc.) Do not set a picture of yourself as a background. Do not place a looped video of yourself as a background.
4. **Appropriate backgrounds.** Students should maintain an appropriate background that is not distracting to student learning. Teachers may request students to change a background.
5. **Focus and engage.** You are responsible for the material presented in class. Please stay off of your cell phones. Keep your video conference platform open and do not navigate to other tabs or web pages unless directed by your teacher. Make sure that the teacher is your main screen. If needed, you can ask the teacher to be the main focal point on your screen to ensure that you do not get distracted by your peers.
6. **If you have questions.** Do not interrupt others when they speak. Type “question” in the chat feature. Follow your teacher’s directions about how to ensure that your voice is heard. Some teachers might alternatively prefer that you type in a question directly to the chat feature.
7. **Respect.** Seeing yourself on a screen can bring up our own perceived vulnerabilities. Do not take a screenshot or photograph of your teacher or fellow students. Do not make any audio or video recordings. Do not distribute any related screenshots, photographs or recordings. Teachers will inform the principal of students concerning any inappropriate behavior that violates any school policy. Disciplinary sanctions will be enforced if necessary, and can range from detention to expulsion.
8. **Support one another.** Students should not interfere with their teacher’s instruction and/or their classmates’ learning. Please do all you can to support this process. Remember that each student and the teacher are responsible for effective learning, just as you would be if we were together on campus.
9. **Technology problems.** Students who are having internet/technical issues should communicate immediately with the teacher.



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## APPENDIX F: 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.

Each county will provide its own waiver form. The form below is a sample of some of the information they will be requesting.

## Background Information

School Name: \_\_\_\_\_ School District: \_\_\_\_\_

Superintendent Name: Lincoln Snyder      Address:

Grades to be Reopened: Tk-6th

Total Number of Students by Grade:

TK: 3:

K: 4:

1: 5:

2: 6:

Date of Reopening:

Name of Person Completing Application:

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_





Signature:

Date:

## Components per CDPH Waiver Requirements

*From [cdph.ca.gov](https://www.cdph.ca.gov):* As described in the *CDPH/CalOSHA Guidance for Schools and School-Based Programs* (PDF), elementary school reopening plans must address several topics related to health and safety, in a manner consistent with guidance from CDPH and the local health department. Those topics include:

- a. Cleaning and disinfection [SEE SECTION “Shared Spaces”](#)
- b. Small, stable, cohorting [SEE SECTION “Student Cohorts”](#)
- c. Entrance, egress, and movement within the school: [SEE SECTION “School Schedule and Routine”](#)
- d. Face coverings and other essential protective gear [SEE SECTION “Personal Protective Equipment\(PPE\)”](#)
- e. Health screenings for students and staff [SEE SECTION “Screening”](#)
- f. Healthy hygiene practices [SEE SECTION “Safe Environment”](#)
- g. Identification and tracing of contacts [SEE SECTION “COVID Symptoms & Case Response”](#)
- h. Physical distancing [SEE SECTION “Social Distancing”](#)
- i. Staff training and family education [SEE SECTION “Delivering Instruction”](#)
- j. Testing of students and staff [SEE SECTION “COVID Symptoms & Case Response”](#)
- k. Triggers for switching to distance learning [SEE SECTION “COVID Symptoms & Case Response: Additional Details”](#)
- l. Communication plans [SEE SECTION “COVID Symptoms & Case Response: Additional Details”](#)

## Community Consultation

*From [cdph.ca.gov](https://www.cdph.ca.gov):* Prior to applying for the waiver, the applicant (or his/her staff) must (1) consult with labor, parent, and community organizations, and (2) publish elementary school reopening plans on the website of the local educational agency (or equivalent). Examples of community organizations include school-based non-profit organizations and local organizations that support student enrichment, recreation, after-school programs, health services, early childhood services or provide family support.



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1. Our plan for consultation:
  - a. Faculty and staff: By August 31, 2020, each principal will hold an online meeting with his or her faculty. During that meeting, he or she will:
    - i. Present an introductory message from Lincoln Snyder and a public service announcement from Dr. Daniel McCrimons.
    - ii. Provide an electronic copy of his or her school's Return-to-School plan to each employee.
    - iii. Review his or her school's Return-to-School plan in detail.
    - iv. Hold an open forum in which he or she records and answers any questions or concerns.
    - v. Makes himself or herself available at a scheduled time for follow-up conversation and questions.
  - b. Parent organizations: By August 31, 2020, each principal will hold an online meeting with his or her Catholic School Advisory Committee. During that meeting, he or she will:
    - i. Present an introductory message from Lincoln Snyder and a public service announcement for parents from Dr. Daniel McCrimons.
    - ii. Review his or her school's Return-to-School plan in detail.
    - iii. Hold a question-and-answer session in which he or she records and answers any questions or concerns.
    - iv. Make himself or herself available at a scheduled time for follow-up conversation and questions.
    - v. 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.
  - c. Community Organizations:
    - i. 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.
  - d. Principals will document the dates of all meetings on their website.
2. 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)).



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## APPENDIX G: 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.



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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



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with soap and water frequently, using a face mask, avoiding large gatherings, and practicing social distancing.

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

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

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

Respectfully,

[Name and contact information of principal]

## Symptoms Letter

[School Letterhead]

Dear Parent or Guardian:

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

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



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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.



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- The Student or staff member that tested positive will isolate for 10 days after symptoms onset or test date. In order to return to campus, positive persons must isolate for 10 days from symptom onset and go 24 hours without fever (without medication) and demonstrate improving symptoms.

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

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

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

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

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

Sincerely,



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



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## APPENDIX H: ACKNOWLEDGEMENT FORM

### 2020-2021 COVID-19 School Protocol Acknowledgement

By signing below, I acknowledge that I have read and understand the current COVID-19 School Protocol which sets forth the procedures undertaken by the school to mitigate the spread of infection during the COVID-19 pandemic.

I acknowledge that, despite the best efforts of students, parents, and faculty, a risk of infection at school is a possibility.

I agree to follow all procedures which are family responsibilities. These include the following:

- Conduct a daily health check of all family members (temperature below 100.4°F, presence of COVID-19 symptoms, etc.) before coming to campus
- Keep student home if there is a fever or illness of any kind and report this to the school
- Report any contact a student has had with a person who has tested positive for COVID-19 or who is demonstrating COVID-19 symptoms
- Wear a mask and maintain social distancing on campus or at school/parish events
- Provide students with appropriate supplies including masks
- Pick up in a timely manner a student who becomes ill

I understand that the school administration may need to amend the Protocol as needed or required by authorities and that notification of such amendments will be made to parents and guardians in a timely manner.

I have read and understand the information contained in the COVID-19 Protocol:

Please *print* Family Last Name: \_\_\_\_\_

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



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## APPENDIX I: 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



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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 ☐ Yes ☐ No

Nausea/vomiting/diarrhea ☐ Yes ☐ No

Sore throat ☐ Yes ☐ No

Headache ☐ Yes ☐ No

Fatigue/muscle or body aches ☐ Yes ☐ 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.



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## APPENDIX J: SAMPLE TESTING LETTER AND WAIVER

### Letter re. Covid-19 Testing for Catholic Schools at St. Francis High School

December 30, 2020

**To the Families and Employees of:**

- Holy Spirit School, Sacramento
- Our Lady of Grace School, West Sacramento
- Sacred Heart School, Sacramento
- St. Charles Borromeo School, Sacramento
- St. Elizabeth Ann Seton School, Elk Grove
- St. Francis Elementary School, Sacramento
- St. Mary School, Sacramento

**From:** Lincoln Snyder, Superintendent of Schools

Dear Sacramento and Placer Catholic Elementary School Community:

We are pleased to announce that we are partnering with Sacramento 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 8am to 2pm** 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

**St. Francis Catholic High School, 5900 Elvas Ave., Sacramento CA 95819.**



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If you are driving South on Elvas, you will make a right hand turn into the student parking lot; follow the signs. If you are driving north on Elvas, you will need to turn left; there is a left-hand turn lane with no signal into the parking lot. 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.



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- The test will be administered with a nasal swab and then collected.

**Exit:**

- You will then follow the signs to exit the St Francis HS parking lot onto Elvas Ave.
- 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?



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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



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## 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 **INSERT NAME OF YOUR SCHOOL HERE**. 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 **INSERT YOUR PARISH NAME HERE** Parish, **CITY**, 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 or 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**



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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



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(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: \_\_\_\_\_



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