

DIOCESE *of* SACRAMENTO
CATHOLIC SCHOOLS

COVID-19 SAFETY PLAN (CSP)
AND
CAL/OSHA COVID-19 PREVENTION
PROGRAM (CPP)
COVID-19 PROTOCOLS FOR ELEMENTARY SCHOOLS

St. Mel School

Integrating Faith With Academic Excellence



V9.0

February 1, 2021

Faith + Community + Growth

INTRODUCTION

We have created this **Covid-19 Safety Plan (hereafter “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 Groups** 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 scientific comparative 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).

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 and time as designated by the Catholic School Department. A sample test letter and waiver form are available in [Appendix I](#).



- Should families not wish to test with 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.
- 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 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 we much as it is practicable.
- Close contact interactions (for the purposes of determining contact tracing) is considered less than 6ft and less than 15 minutes.
- **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.
- 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

St. Mel 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, 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. Non-Classroom Spaces

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 Plans

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



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

Other Facility Adjustments

- Extended Care, the learning Lab, and the gym will be safely divided to accommodate **sub Stable Groups**.
- Drinking fountains will be turned off, and an additional water bottle filling station will be added.
- Hooks will be installed to allow for room between student backpacks.

Office Capacity

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

Staff Lounge

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

Parish Meeting Room

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

Hall/Gym

Halls and gyms can serve alternate uses as needed, so long as the protocol is followed.

Screening

- Please see the updated symptom checklist on page 44. 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 the County Health Departments to provide testing for faculty and staff at regular intervals. Principals have received an HR memorandum to that effect.
- The school principal and/or contact tracers shall update the Catholic School Department Executive Assistant every Monday morning regarding confirmed COVID-19 cases amongst staff and students from the previous week.

Personal Protective Equipment (PPE)

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

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

Face Coverings

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 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 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 are and 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 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.

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:
<https://bit.ly/washingfacecovering>

Gloves

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



Staff Training and Family Education

Delivering Instruction

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of this protocol, posters, and routines ([See Appendix C](#)).
- 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) on the school website.
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets—such as singing, yelling, chanting, blowing wind instruments—are not permitted at this time.
- Implement procedures for turning in assignments to minimize contact.
- Consider the use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.
- Avoid sharing things; where sharing occurs, clean, and disinfect between uses.
- Lessons that involve food prep, or shared snacks are prohibited (bake sales, friendships, salads, etc.)



Cleaning & Disinfection Routine

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

Healthy Hygiene Practices

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

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

Visitor & Volunteer Protocols

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

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

Once school reopens:

- Schools will limit volunteers on campus to those performing essential tasks.
- Parent volunteers can only be permitted in their own child's classroom if deemed essential by the principal.
- Volunteers supervising outdoor activities (such as yard duty) are permitted so long as they follow staff protocols.

Food & Package Delivery

Sharing food is prohibited at all times. Personal food and/or personal package deliveries are not allowed. Students must bring their own food to school.



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 to 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 to other states or countries, will be required to self-quarantine away from work for two weeks upon return 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.

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

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

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 country or state to which they are visiting. We encourage all school families and employees to diligently continue to follow CDC guidelines with regards to social distancing, mask wearing, and proper hygiene. It will be up to each principal to encourage all members of the school community to continue practicing safety protocols, whether they are home or traveling. In addition, out of an abundance of caution, a principal will suggest and encourage parents to have their student receive remote instruction for two weeks upon the return from travel. As always, all school employees should be reminded that their conscientious demonstration of safe behaviors outside of school is a gift to their students.



COVID Symptoms and Case Response

Definitions

A **contact** is defined as a person who is less 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 stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or 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: **Esther Gamache**
- Contact tracers must be trained either by the county within which the school resides, or take one of the following courses on contact tracing:
- Webinar-Based as recommended by the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/general-training-modules.html>
- Coursera Option: <https://www.coursera.org/learn/contact-tracing-for-covid-19>

Symptoms

Our protocol now distinguishes between high-risk and low-risk symptoms. Please see [Student Symptom Decision Tree](#) on **page 44**.

Students

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

Adults

- Fever of 100.4 degrees or higher;
- Chills;
- Cough;
- Shortness of breath/ difficulty breathing; Fatigue;
- Muscle or body aches;
- Headache;



- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting; Diarrhea

Testing

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

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.



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

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

IMMEDIATE ACTIONS	COMMUNICATION
<p>Student/staff are isolated at the site in the designated office space until they can be sent home or to a healthcare facility per CDPH guidance</p> <p>To return to school: Please see chart on page 44 for direction on distinguishing between high-risk and low-risk symptoms. All symptomatic persons (eg, one high-risk or two low-risk symptoms) should be tested for COVID-19.</p> <ul style="list-style-type: none"> • If they test positive, they can return to campus <u>10 days</u> after symptoms started, 24 hours without fever, and improving symptoms. (There is no requirement for 24 hours of improving symptoms). • If they test negative, they can return 72 hours after symptoms resolve. <p>All persons in the COVID-positive person’s cohort and any other close contacts must be tested for COVID per the testing guidelines, above.</p> <ul style="list-style-type: none"> • If student/staff tests positive, see Scenario 3. • If student/staff tests negative, see Table 2 below. <p>In addition, the individual may have a medical note by a physician that provides an alternative explanation for symptoms and reason for not having a COVID-19 test (e.g., seasonal allergies)</p> <p><u>School site will remain open</u></p>	<p>COVID-19 symptoms letter provided to the individual or individual’s guardian (See Appendix E)</p>



SCENARIO 2: FAMILY MEMBER OR CLOSE CONTACT (OUTSIDE COMMUNITY) TESTS POSITIVE

Student/staff sent home
RD & COVID-19 School Liaison notified

Student/staff of family member must quarantine and monitor for symptoms, even if they test negative, for a full 10 days after last exposure to the person testing positive for COVID.

Household contacts can end quarantine 10 days after their last exposure to the positive household member.

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

School site will remain open

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

SCENARIO 3: STUDENT OR STAFF MEMBER TESTS POSITIVE

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

Student/staff that tested positive:

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

School-based close contacts:

- Identified and instructed to self-quarantine and monitor symptoms for 10 days.
- **Close contacts include the entire Stable Group, their household, and any non-cohort members who have been within 6 feet for 15 minutes or more over a 24-hour period.**
- **Even if a Stable Group maintains 6 feet of distance, the prolonged duration of indoor exposure warrants quarantine.**

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

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

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



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

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

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



Additional Details

Distance Learning

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

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) The CHO 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.

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 Stable Groups.
- 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 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.
- To reduce the risk of asthma and other health effects related to disinfection, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
- Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	After each recess
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

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

Safe Water

- Use of drinking fountains is suspended; water bottle filling stations are provided.
- Flushing our water system and additional measures as needed have been taken per CDC guidelines to minimize the risk of Legionnaires’ disease and other diseases associated with water.



HVAC Considerations

- Fresh outdoor air is introduced as much as possible - 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.
- Specific practices to avoid:
- Classrooms with no ventilation.
 - Classrooms with increased airflow across occupants (e.g., air conditioners or fans blowing into the classroom or overhead fans creating air currents across occupants).

School Procured Additional Supplies

Item	Quantity	Notes
<u>Hand Pump Sprayer</u>	1/classroom	For teachers to spray desks for students to wipe down.
Staff Gloves	500 count/class	Nitrile gloves
Bulk Hand Sanitizer	1/site	1 55 gal barrel or 11 5 gal. containers
Individual Pumps	1/person	1 per student/ 1 per teacher
Cleaning Solution	As needed	Alcohol-based
IR Therm	1 per classroom	Housed in the school office, preschool, extension and classrooms
Acrylic/Plexiglass		Office counter & isolation space



Supplies Provided by Families/Students

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

Item	Quantity	Notes
Water bottle	1	With drinking fountains turned off, students will be encouraged to fill bottles at home. They will have access to one of the touchless water bottle filling stations.
Backpack	1	Students will have their backpack at their assigned desk.
Clean cloth face mask	1	
Towel	1	Students will bring a beach towel for use to sit on during outdoor instruction, work, or lunch. Towels will go home to be laundered daily and returned.

FACILITY ADJUSTMENTS

- The Extended Care room, school gym, and the Learning Lab will be converted into additional classrooms to be used for sub-Stable Groups during the instructional day.
- 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, and hand sanitizer.
- Signage will be added to the campus for social distancing reminders.
- Social distancing and best practices signage posted around campus and distributed to families
- Sneeze guards will be added to student tables
- Sneeze guards will be added to the office desks
- Public space (eg, number of seats) has been eliminated in the front office



School Schedules and Routines

Morning Drop-Off

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

Staffing: Instructional Aides



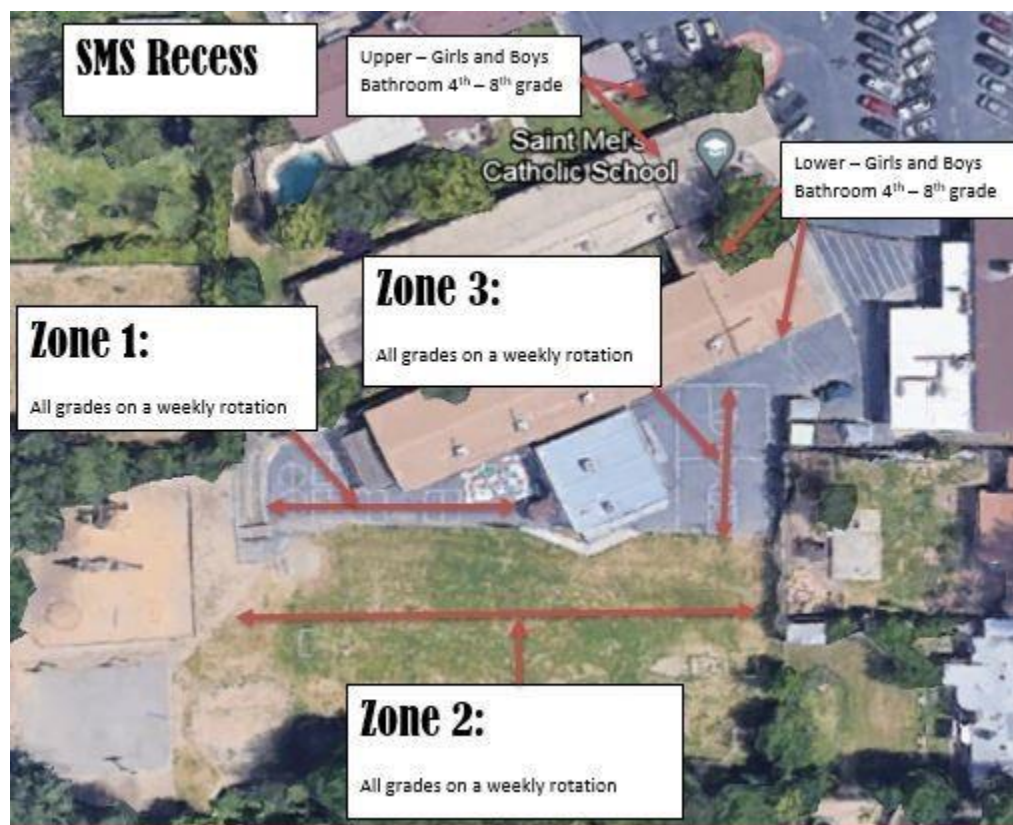
Protocol:

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



Recess and Physical Education

Staffing: Teachers and Aides



Protocol: Recesses and Physical education will be similarly structured, limiting free play to ensure distancing. Activities such as jump rope, calisthenics, and exercise where students can conduct independently will be the standards. Teachers will clean doorknobs after each recess/PE. PE will be held outside when possible. Students will recess in separate areas of the campus (Zone 1, Zone 2, and Zone 3). Play structures will not be in use.

Based on CDC research, we are allowing non-contact sports played outdoors (running, tennis, the game of Horse on a basketball court, non-tag baseball, etc). Students may play with any type of ball or shared equipment; there shall not be contact and they must wear masks on campus per state guidelines. Contact sports and events with spectators remain prohibited.

This is based on extremely limited documented outdoor transmission for anyone (1 outdoor transmission event of 7324 cases in this study among 2 adults:
https://onlinelibrary.wiley.com/doi/10.1111/ina.12766?fbclid=IwAR2sWjk820-jowVmtW2ICibC7_SszOqm3rLGTbeSEDb6HiK8Z7I7Uf0LzGY) and no documented child transmission to date in an outdoor setting.



Morning Recess

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

*not included in waiver



Lunch

During lunch, students must remain in their **Stable Group**, and the **Stable Groups** must remain socially distant from other **Stable Groups**.

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

*not included in waiver

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



Masses

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

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

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



After School Pick-Up

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

Staffing: Teachers and Aides



Protocol:

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



Extended Care

Hours of Operation: TBD

Staffing: St. Mel School employees

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



APPENDIX A: FAQ

What if a student arrives late?

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

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

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

What if a student needs to use the restroom?

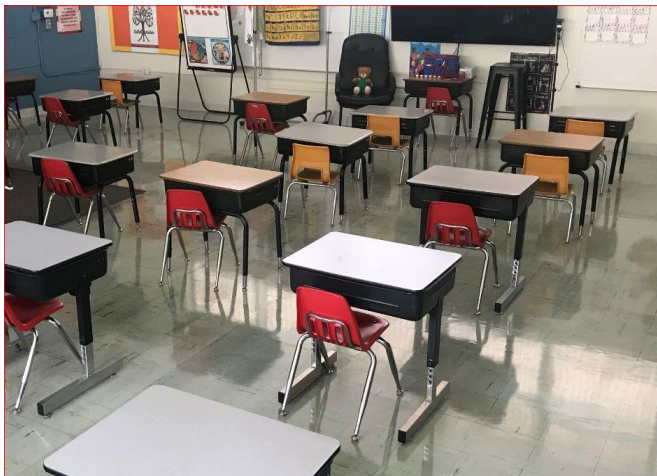
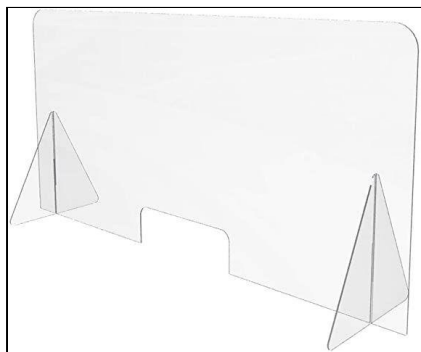
Restroom time is scheduled for cohorts on an hourly basis to support social distancing, use outside the allotted time will still entail social distancing, and follow restroom sanitation protocols.

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

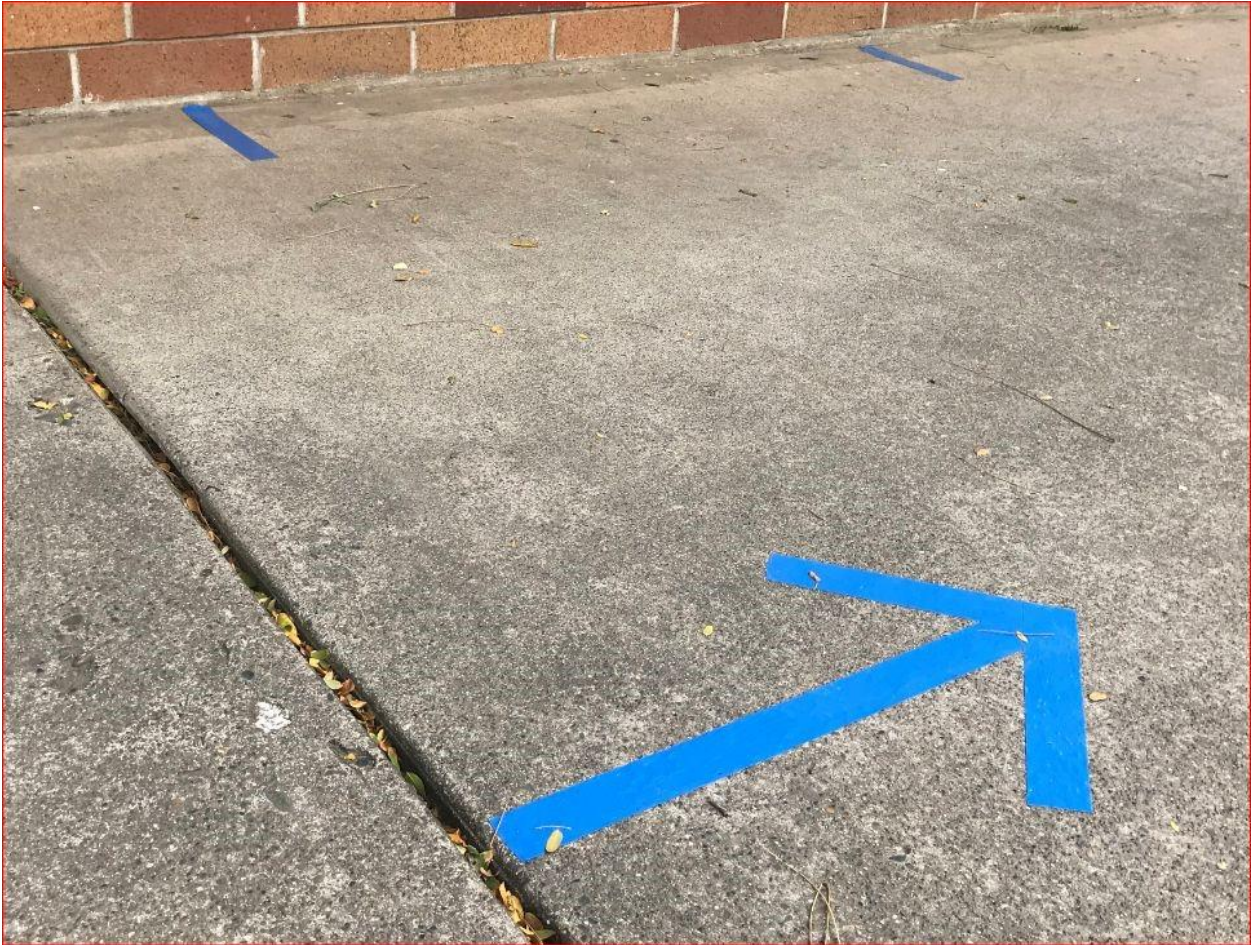
Students will remain in their classroom if it rains, or the air quality prohibits being outside.



APPENDIX B: FACILITY ADJUSTMENTS



APPENDIX C: PROTOCOL SIGNAGE

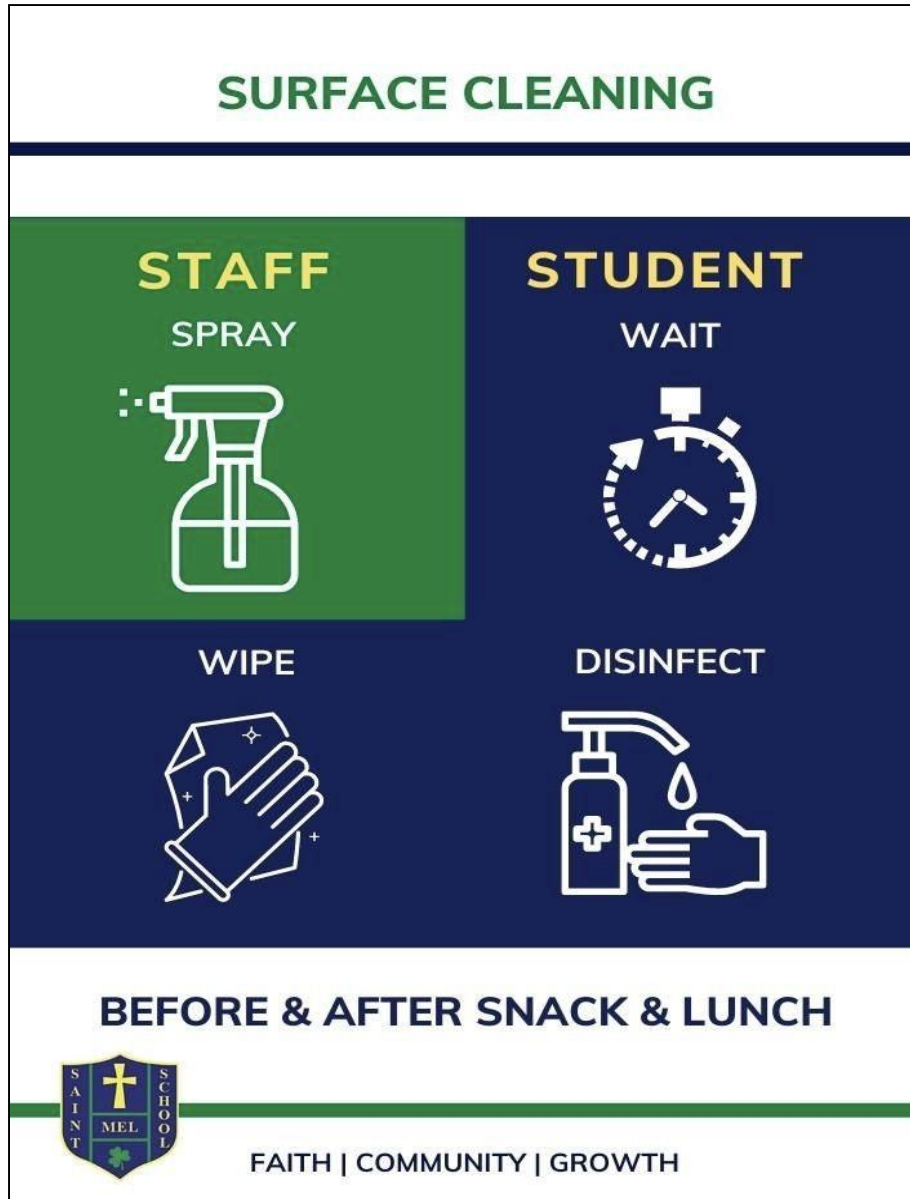


Additional Details

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



Surface Cleaning



Additional Details

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



Restroom Use

RESTROOM USE

LOOK, ENTER IF OPEN SINK



STOP

1



PER





USE STALL



PREP TOWEL



WASH

PLEASE RESPECT EVERYONE'S SPACE



FAITH | COMMUNITY | GROWTH

Additional Details

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



Teacher Cleaning Expectations

KEEPING CLASSROOMS CLEAN

ROUTINELY CLEAN









TEACHERS
CLEAN HANDS
WEAR GLOVES

PLEASE RESPECT EVERYONE'S SPACE

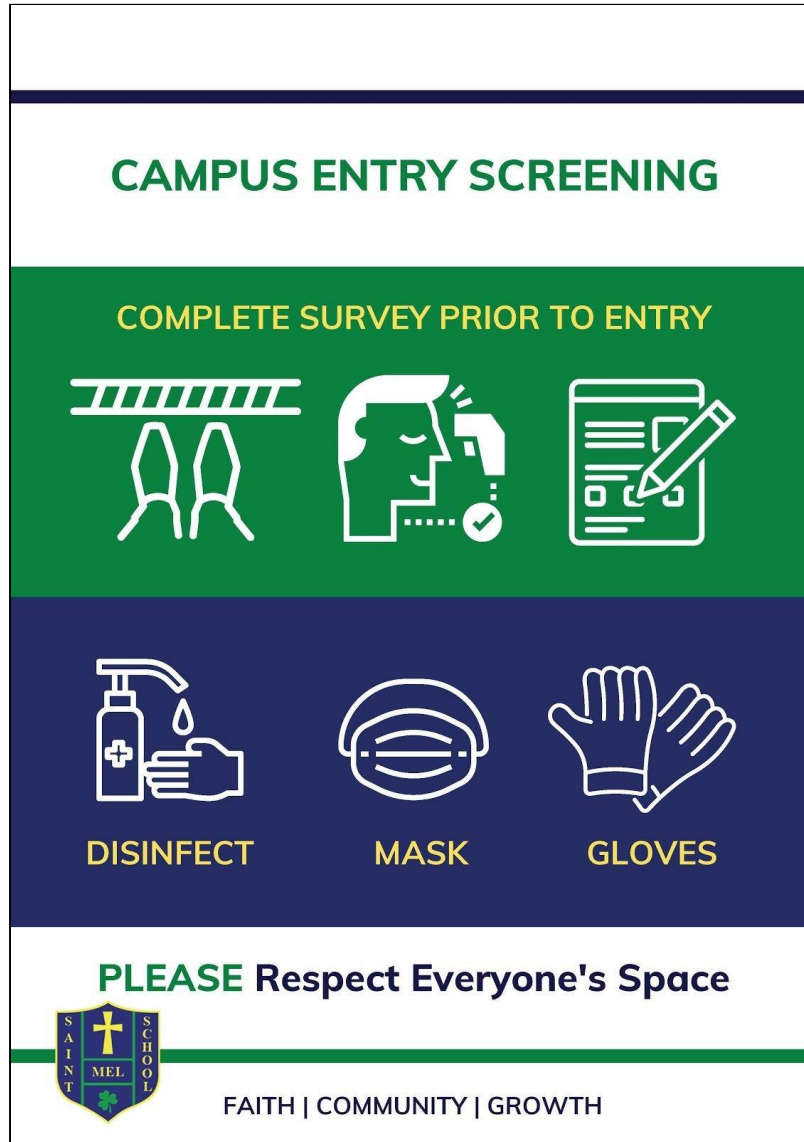


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Screening

Campus Entry Point (Adults)



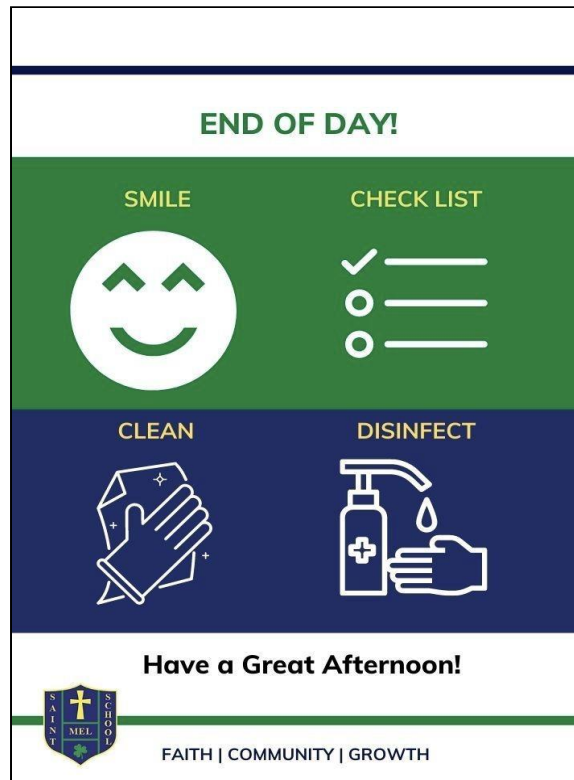
Daily Health Screening (Adults)



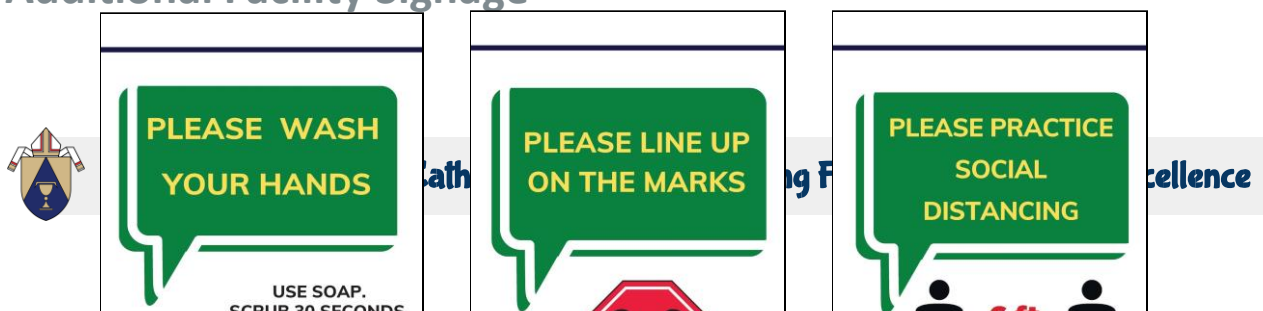
Home Checklist for the Front Door




End of School Day Reminders



Additional Facility Signage



Symptom Flyer



Symptoms of COVID-19 and Keys to Remaining Vigilant

What To Look For

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

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

How You Can Help

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

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

Additional Information

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

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

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

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




Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

High-risk: red flag symptoms

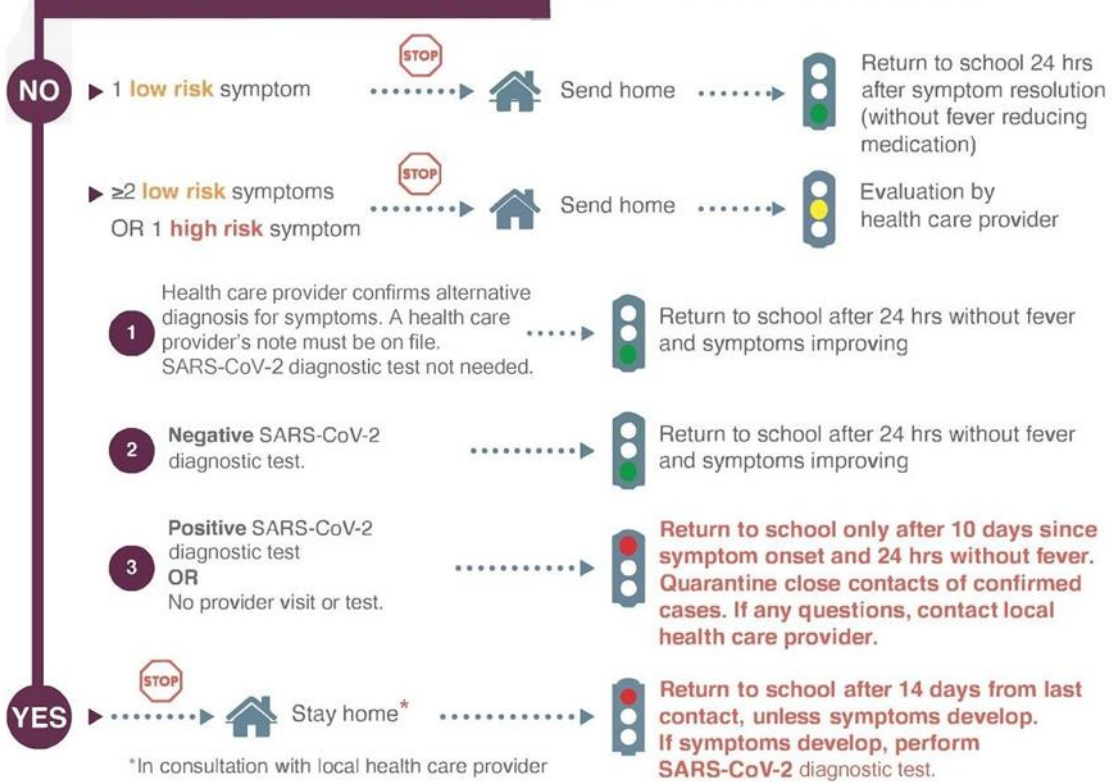
-  Fever ($\geq 100.4^{\circ}\text{F}$) (and/or chills)
-  **Cough**
-  **Difficulty breathing**
-  **Loss of taste/smell**

Low-risk: general symptoms

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

Exposure to COVID-19 positive person?

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



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



Adult Checklist



Name: _____

Date: _____

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

Notes:



Name: _____

Date: _____



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

Notes:

Confirmed with Sacramento County 9-11-20



Student Checklist

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

Confirmed with Sacramento County 9-11-20



Restroom Daily Checklist

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



APPENDIX D: AGENCY UPDATES

[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](#)

CDC Decision-Making Tree

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

Campus Access

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

Hygiene and PPE

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

Cleaning and Disinfecting

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

Information for Staff Training

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

Communication with School Community

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

Food Services

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





COVID-19 Workplace Exposure Reporting

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

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

1. FOLLOW



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

2. REPORT



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

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

3. PREPARE



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

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

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

Yolo County • www.yolocounty.org • Yolo 2-1-1



APPENDIX E: COMMUNICATIONS

Cases and Exposures Correspondence

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

Confirmed Case Letter

[School Letterhead]

[Date]

Dear (Name of School) School Parents/Guardians:

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

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

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

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

(Insert County COVID-19 Portal Page Here)



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

Respectfully,

[Principal Name and Contact Information]

Close Contact Letter

[School Letterhead]

[Date]

Dear Parents/Guardian of _____ (student name):

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

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

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

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

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

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



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

Respectfully,

[Name and contact information of principal]

Symptoms Letter

[School Letterhead]

Dear Parent or Guardian:

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

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

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

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

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

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

Respectfully,

[Principal name and contact information]



Scenario 3 - Quarantine Letter



August ZZ, 2020

Dear X School Parent or Guardian,

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

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

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

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

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

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

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

Sincerely,

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



APPENDIX F: DISTANCE LEARNING

ST. MEL SCHOOL

DISTANCE LEARNING GUIDE

COVID-19 PROTOCOLS

2020-2021



UPDATED AUGUST 21, 2020

OUR PRIMARY FOCUS IS TO HELP CHILDREN BUILD A STRONG RELATIONSHIP WITH GOD THROUGH CATHOLIC EDUCATION. **EVEN WHILE DISTANCED**, WE ARE COMMITTED TO EDUCATING THE WHOLE CHILD: MENTALLY,



PHYSICALLY, EMOTIONALLY, SOCIALLY AND MOST IMPORTANTLY, SPIRITUALLY. WE ARE A WELCOMING COMMUNITY THAT PROVIDES AN EXCEPTIONAL EDUCATION IN A FAITH-FILLED ENVIRONMENT THROUGH

"Integrating Faith with Academic Excellence".

INTRODUCTION & GOALS

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

OUR PRIORITIES ARE:

1. **SAFETY:** MITIGATING AND SLOWING THE GROWTH OF COVID-19 IN THE CONTEXT OF RETURNING TO SCHOOL. UNDERSTANDING THAT THERE IS AN INHERENT RISK BEING IN SESSION ON CAMPUS WHILE IN A PANDEMIC, WE ALSO UNDERSTAND THAT WE ARE PART OF A SOCIETAL DECISION THAT ACCEPTS BALANCING COVID-19 RISK AGAINST THE NEED TO MAINTAIN A SEMBLANCE OF NORMALCY FOR OUR CHILDREN AND THEIR DEVELOPMENT.
 - a. AT SUCH A TIME AS OUR STUDENT POPULATION IS ALLOWED TO RETURN TO CAMPUS, THE SMS RETURN-TO-SCHOOL PLAN WILL BE ENACTED.
 - b. **DISTANCE OPTIONS:** IF A STUDENT OR THEIR FAMILY MEMBER IS IN A HIGHER-RISK GROUP, WE WILL GIVE THEM THE OPTION OF CONTINUING INDEPENDENT, REMOTE LEARNING VIA LIVE STREAM.
2. **PRESENCE:** KEEPING SCHOOL OPEN DAILY, ALBEIT VIA DISTANCE LEARNING. WE DO NOT WANT TO BURDEN PARENTS WITH CHALLENGING SCHEDULES PREVENTING THEM FROM WORKING A FULL WORKDAY – WE WANT OUR STUDENTS ENGAGED IN FAITH BUILDING AND ACADEMIC PURSUITS. DUE TO THE NEED FOR SCREEN TIME BY THE CHILDREN, THE ACADEMIC DAYS WILL BE DEVELOPED IN LINE WITH THE SOCIAL, EMOTIONAL, AND DEVELOPMENTAL NEEDS OF THE AGE GROUP.
3. **GROWTH:** DESPITE LIMITATIONS, WE WANT OUR CHILDREN TO CONTINUE THEIR FAITH FORMATION AND ACADEMIC PROGRESS, AT GRADE LEVEL, IN ALL CORE ACADEMIC STANDARDS, INCLUDING ELA, MATH, RELIGION, SOCIAL STUDIES AND SCIENCE.



DISTANCE LEARNING MISSION STATEMENT

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

(adapted from the Shanghai American School Distance Learning Plan)

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

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

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

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



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

WE HAVE TAILORED THIS DOCUMENT SPECIFICALLY FOR THE ST. MEL SCHOOL ENVIRONMENT AND POPULATION AND WILL CONTINUE UPDATING IT WITH THE BEST DATA AND PRACTICES IN MIND. THE SCHOOL PRINCIPAL WILL SHARE ANY UPDATED DOCUMENTS ON THE SCHOOL WEBSITE AND THROUGH THE SCHOOL INFORMATION SYSTEM.



COMMUNICATION

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

TECHNOLOGY

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



TEACHERS/STAFF PREPARATION

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



LEARNING & TEACHING EXPECTATIONS FOR TK & KINDER

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



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

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



LEARNING & TEACHING EXPECTATIONS FOR 4TH & 5TH

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



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

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



EAS TEACHER

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

ADVANCED MATH TEACHER

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



INDEPENDENT, REMOTE LEARNING FOR AT-RISK STUDENTS

PROGRAM INTENT

OUR SCHOOL EMPHASIZES LOCAL, PERSONAL INTERACTION THROUGH AN IN-PERSON COMMUNITY. A HOMESCHOOL PROGRAM IS LIMITED AND IS NOT OUR MISSION. STILL, WHEN HEALTH CONSIDERATIONS NECESSITATE LEARNING FROM A DISTANCE, WE WILL SERVE OUR FAMILIES AND KEEP THEM CONNECTED TO THEIR COMMUNITY WITH AN INDEPENDENT, REMOTE LEARNING PROGRAM.

CONTENT

INSTRUCTION IN MATH, LANGUAGE ARTS, SCIENCE, RELIGION, AND SOCIAL STUDIES WILL BE PROVIDED TO ALL STUDENTS. ADDITIONAL CONTENT IN COMPUTER SCIENCE FROM CODING TO TYPING WILL ALSO BE INTEGRATED INTO CURRICULUM ON-SITE AND OFF. REMOTE LEARNING STUDENTS WILL ALSO HAVE MUSIC, SPANISH AND ART ENRICHMENT.

ROLES AND RESPONSIBILITIES

CLASSROOM TEACHER:

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

STUDENT:

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



PARENT EXPECTATIONS

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



Acknowledgement and Consent

Dear Parents and Guardians:

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

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

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

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

Confidentiality

I understand and acknowledge:

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



Technology

I understand and acknowledge:

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

Attendance

I understand and acknowledge:

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

I understand and acknowledge:

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

Parent Signature _____



Date _____

Student Name(s) and Date(s) of Birth: _____

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



Zoom/Google Meet Etiquette

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

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

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

Student Signature

Printed Name

Parent Signature

Printed Name





St. Mel Equipment Check Out Contract 2020-2021

Serial Number(s): _____ Mfg/Description(s): _____

Estimated duration of usage _____

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

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

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

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

I have read and understand the above restrictions and responsibilities.



Signature of Individual Checking Out Device.

Check Out Date

Signature of Person Receiving Returned Device

Return Date



APPENDIX G: APPLICATION FOR WAIVER

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

Waiver Application Cover Form

(for use by a Local Educational Agency or equivalent)

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

Background Information

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

Traditional Public School

Charter School Private, Independent, or Faith-Based School

Number of schools: Enrollment:

Superintendent (or equivalent) Name:

Address:

Grades/Number of Students Proposed to be Reopened:

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

Date of Proposed Reopening:

Name of Person Completing Application:

Phone Number: Email:

I. Consultation

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



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

II. Elementary School Reopening Plans

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Additional Resources:

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

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

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

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

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

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



APPENDIX H: POST-BREAK QUESTIONNAIRE

Diocese of Sacramento Catholic Schools - Post-Easter-Break Questionnaire:

February 1, 2021

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

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

____ Yes (True) ____ No (False)

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

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

____ Yes ____ No

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

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

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

____ Yes ____ No

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

____ Yes ____ No

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

____ Yes ____ No

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

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

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

Fever of 100.4 or greater and/or chills ____ Yes ____ No

Cough ____ Yes ____ No

Difficulty breathing ____ Yes ____ No



Loss of taste/smell ☐ Yes ☐ No

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

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

Congestion/running nose ☐ 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.



APPENDIX I: SAMPLE TESTING LETTER AND WAIVER



DIOCESE of SACRAMENTO
CATHOLIC SCHOOLS

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

December 30, 2020

To the Families and Employees of:

- St. Mel School
- St. Ignatius School
- St. John the Evangelist School
- Our Lady of the Assumption School
- St. Patrick Academy
- St. Robert School
- St. Rose School

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 Stable Groups - 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.

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.
- 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?

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 Stable Groups** we have had to move to distance learning have been middle school grades.

Thank you for your commitment to Catholic education.

Peace,



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



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

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

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

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

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

In order to facilitate accurate and timely testing, contact tracing, and reporting, You waive certain privacy laws and 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

Your Name: _____ Date of Birth: _____

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

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



AUTHORIZATION FOR USE OR DISCLOSURE OF HEALTH AND EDUCATION RECORDS

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

I hereby authorize Urgent Care Now, Inc., a California Professional Corporation, JIJM2020 LLC, a Delaware Limited Liability Company, and the Roman Catholic Diocese of Sacramento to share, and to release to county, state and federal health agencies (as required by law) the following information:

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

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

This authorization shall expire on May 26, 2021.

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

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

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

I have a right to receive a copy of this authorization. (45 C.F.R. § 164.508(c)(4)). Information disclosed pursuant to this authorization could be redisclosed by the recipient. Such redisclosure is in some cases not prohibited by California law and may no longer be protected by Federal confidentiality law (HIPAA). However, California law prohibits the person receiving my health information from making further disclosure of it unless another authorization for such disclosure is obtained from me or unless such disclosure is specifically required or permitted by law.

To the extent that SARS-CoV-2 (COVID-19) testing, test results, and information regarding symptoms, temperature, and self-monitoring are considered “Education Records” under the Family Educational Rights and Privacy Act (FERPA), I hereby authorize the release of such



information to Urgent Care Now, Inc., the Roman Catholic Diocese of Sacramento, and the parish school at which I am enrolled.

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

Your Name: _____ Date of Birth: _____

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

Parent/Guardian/Employee Name: _____ Date: _____

Parent/Guardian/Employee Signature: _____ Date: _____

