

DIOCESE of SACRAMENTO
CATHOLIC SCHOOLS

**2020-2021
COVID-19 SAFETY PLAN (CSP)
&
CAL/OSHA COVID-19 PREVENTION
PROGRAM (CPP)**

***COVID-19 PROTOCOLS
FOR ELEMENTARY SCHOOLS***



ST. FRANCIS OF ASSISI
ELEMENTARY SCHOOL • EST. 1895

*INSPIRING • LOVING • THRIVING
Together*

V9.0

1 February 2021

ESTABLISHED

Faith + Community + Growth

Principal's Message

"Start by doing what's necessary; then do what's possible; and suddenly you are doing the impossible."
 -St. Francis of Assisi

Since March 16, 2020, we have been moving through uncharted waters. Everything that we have known about schools, the way we operate in our daily lives, work, Summer, etc., has changed dramatically. The duration of this moment in time is unclear and ever evolving. But through this all, we have been working to plan our return to school and enhance distance learning, all while recognizing multiple health directives, state and county guidelines, the needs of our students, obstacles of our building environment, effective academic instruction, and the vast number of other considerations. Our main focus is the health, safety and well-being of our entire St. Francis community. The following plan has been developed to help mitigate, not eliminate, the pandemic that we are in. No single action can eliminate the risk of virus transmission, but collectively, with implementation of coordinated efforts, can reduce risk.

Our return-to-school document outlines how the St. Francis of Assisi Elementary School community will practice virus mitigation when on campus. It is also critical that we ask all members of our community to take precautions when away from campus. We are asking more of our staff to allow our plan to work safely. We also ask more of our students and families. What happens away from our building has a big impact on the risk of bringing the virus to our community. Risky behavior away from school elevates the risk for everyone. ***One of the most important expressions of being a Franciscan community right now is to do your part to keep the virus away from school.*** We are asking that our staff, students, and families continue to observe social distancing, wear masks, and all other virus mitigation practices. While data points to the virus being less risky for our youth, the staff and other adults deserve the consideration to ensure their health and safety.

We are in the midst of celebrating our 125th anniversary. This is no small feat. For 125 years, St. Francis has withstood many historical events, and this is another moment in our history. We must meet this moment head-on, to the best of our ability, creatively usher in the next version of what our excellent school will look like, and continue to be leaders in our community, regardless of what any final mode of learning we put in place for the year will be. While school may look different, our mission and values of being a Franciscan community remains the same, 125 years later.

Ivan M Hrga
 Principal

2020-2021 Return-to-School Plan is a living document. This document will be reviewed and updated regularly to best navigate the COVID-19 pandemic. The goal of this document is to facilitate the most effective path forward in this ever-changing health landscape. The 2020-2021 Plan will be shared on the school website and updated versions distributed to the community via SchoolSpeak.



INTRODUCTION

Background

We have created this Covid-19 Safety Plan (hereinafter “CSP”) to mitigate the impact of COVID-19 and help our employees, students, and families feel safe upon returning to our school.

Our needs are different than those of public schools. Our school population is relatively small and we do not face certain complications such as bussing, large special needs populations, collective bargaining, and other funding mechanisms. The guidelines in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO), and other applicable federal, state, and local agencies.

Priorities

1. **Mission:** Strive to uphold our Franciscan mission, values, and traditions.
2. **Together:** Protecting our most vulnerable populations (medically compromised, students of color, underinsured, elderly, at-risk students, staff, etc.) is a moral and ethical obligation in caring for others as a community.
3. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to our community. Understanding that there is inherent risk in to being on campus while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need to maintain a semblance of normalcy for our children and their development.
 - a. **Cohorts:** In the spirit of “reducing the denominator,” students are organized into discrete cohorts to minimize the spread of COVID-19 between groups.
 - b. **Hygiene:** Within cohorts, we will emphasize strong hygienic practice.
 - c. **Distance options:** If a student or their family member is in a higher-risk group or families are feeling anxious or uncomfortable, we will give them the option of remaining part of the community and classroom by continuing distance learning.
4. **Presence:** Keeping school open daily. We do not want to burden parents with challenging schedules that prevent them from working a full workday- we want our students at school in their cohort for the full day.
5. **Growth:** Despite limitations, we want our children to continue their academic progress at or beyond grade level in their faith and in all IB academic standards.

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



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CAL/OSHA COVID-19 PREVENTION PROGRAM

Layers of Safety: Infection Mitigation Strategies

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

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

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

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



GENERAL PROTOCOLS

Behavioral Assessments

- In response to the recent dramatic spike in Covid-19, and as a condition for a return to on-site learning, families must complete a behavioral assessment following the 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, time, and frequency as designated by the Catholic School Department. A sample test letter and waiver form are available in (Appendix I).
- Should families not wish to test with Urgent Care Now, they may provide their own Covid-19 test result issued by a licensed medical provider. The time at which the test was taken must be less than 72 hours from the intended return to campus.
- 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
- We are currently providing for the testing of employees and middle school students in a number of locations, and will update screening policy based on our analysis of results in collaboration with county health departments.
- As of February 1, 2021, we are screening middle school students and employees at schools that have had recent cases in Sacramento and Solano Counties; at schools without cases, we are currently screening employees twice per month. We reserve the right to increase the frequency of screening should Covid-19 surge; more counties make antigen test kits available to us; and/or we determine it is prudent to do so in collaboration with our county health offices and medical advisors

Family Choice

We understand that some students will need to learn from home throughout this pandemic, or families may choose to keep their child(ren) at home. All classes will be designed to support students from home. We will not require families to give reasons for their choices, but just ask that families stay in communication with us. We are a community and are here to serve our community's needs to the best of our ability.

Social & Emotional Well-Being

St. Francis is committed to the social and emotional well-being of our students and staff. We must do our best to ensure a smooth transition back to school for our students and staff in whatever capacity they may need. We must work together to check-in with how they are feeling, assess individual needs, and provide the necessary support during these challenging times (*Resources in Appendix C*).



Social Distancing

Social distancing is an effective way to prevent potential infection. All persons on campus will practice social distancing of six feet or more as much as it is practicable.

- Close contact interactions (*for the purposes of determining contact tracing*) is considered:
 - < (less than) 6 feet / Time > (greater than) 15 minutes over a 24-hour period
- Stable Groups are considered close contacts even with distancing given prolonged indoor exposure.
- Signage will be used throughout the building to support proper distancing and hygiene (*Appendix B*)
- Students and staff will be mindful of the social distancing and health practices in which they are instructed or they will not be allowed on campus.
- Ad-hoc Interactions/Gatherings should be avoided. Any essential meetings will take place via Zoom or through other virtual meeting applications.
- Mass, assemblies, or any other in-person gatherings as such are prohibited.
- No more students will be admitted into a restroom at a time than there are sinks.

Student Stable Cohorts

St. Francis of Assisi Elementary School has one class per grade-level. Each class will be its own stable cohort. These cohorts are stable and will have minimal contact with other groups or individuals who are not part of their cohort. When physical space and classroom size do not allow for sufficient space, grade-level cohorts (class) will be divided into two sub-cohorts (A & B) for instruction and activities except for outdoors such as recess, PE, and lunch when served outside. Facilities will be adjusted to create additional instructional spaces to allow for the sub-cohort model (*see Shared Spaces*)

- Stable Cohorts are not to share instructional spaces unless through 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 work spaces 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).



Shared Spaces

Employees are encouraged to disinfect their workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Our site has hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones and keyboards. The site custodial team will clean all workspaces at their designated cleaning time and all rooms will be disinfected each evening with electrostatic misters.

** Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces.*

Classrooms & Instructional Spaces – When deemed necessary, classrooms will be divided into two sub-cohorts (A&B). The school building will be divided into designated areas for each grade-level subgroup. Space will be determined by class size.

Grade-Level	Sub-cohort A	Sub-cohort B
Transitional Kindergarten	TK Classroom	Extension – Nap Room
Kindergarten	Kindergarten Classroom	Extension Room
First Grade	1 st Grade Classroom	Assisi (Resource) Room
Second Grade	2 nd Grade Classroom	Music Room
Third Grade	3 rd Grade Classroom	Computer Lab
Fourth Grade	4 th Grade Classroom	Library
Fifth Grade	5 th Grade Classroom	Science Lab
Sixth Grade	6 th Grade Classroom	7 th Grade Classroom
Seventh Grade	Gym	Gym
Eighth Grade	8 th Grade Classroom	Brunsmen (Parish) Hall

- Student desks will be designated for each person with desks spread for maximum space.
- Windows (exterior and transept) will be opened for proper ventilation.
- Rugs, group tables, and superfluous furniture will be removed.
- Students will have own supplies, water bottle, materials, and hand sanitizer.
- Outdoor space utilized as much as possible.



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

Other Facility Adjustments:

- Extension, Library, Labs, and gym will be safely divided to accommodate sub-cohorts.
- Drinking fountains removed and replaced with touchless water bottle filling stations.

Office Capacity:

- Site will be monitoring the number of persons in the offices.

Teacher/Staff Lounge:

- Space will be used for restroom and scheduled copy machine use.
- Area will be closed for eating. Shared appliances such as coffee machine, refrigerator, and microwave can be used one employee at a time. Appliances disinfected after each use.

Parish Hall (Brunsman):

- Space will be used for additional instructional space (if necessary) and Extension.

Gym:

- Gym will be converted for additional instructional space.

Screening

- Please see updated symptom checklist which distinguished between higher & lower rise (*page 35*).
- Students must conduct a daily self-check (See Appendix B Student Checklists) before coming to campus.
- Designated screeners: School employees may function as designated screeners for students and non-employees. Administration and Office Manager will serve as screeners for faculty and staff.
- A temperature check and symptom check will be conducted for all persons entering campus, and staff will complete an additional screening document (See Appendix B) via Google Forms.
- 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 electronic record of employee temperatures 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 of Sacramento to provide testing for faculty and staff at regular intervals. Principals have received an HR memorandum to that effect.
- The school principal and/or contact tracer shall update the CSD Executive Assistant every Monday regarding confirmed COVID-19 cases among staff and students from the previous week.



Personal Protective Equipment (PPE)

PPE is not a substitute for social distancing or proper hygiene. Please remember to:

- Wash hand often with soap and water for at least 20 seconds.
- Use hand sanitizer with at least 60% alcohol when soap and water are not available.
- Avoid touching eyes, nose, and mouth.

Face Coverings: Face coverings, personal hygiene, social distancing, and frequent cleaning efforts are essential parts of community protection. The school will have extra masks for persons who need to enter campus without one. If the school cannot provide a mask, individuals without a mask will not be allowed on campus. ***Those not adhering to face covering protocols will not be allowed on school premises.*** Studies continue to emphasize the importance of face coverings in slowing the progress of COVID-19.

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

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

- Information contained in the CDPH Guidance for the Use of Face Coverings should be provided to staff and families of students. The face covering guidance applies to all settings, including schools. The guidance discusses the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices that employers have adopted to ensure the use of face coverings.
- Teach and reinforce use of face coverings, or in limited instances, face shields with drapes. Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.
- Information should be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- Training should also include policies on how people who are exempted from wearing a face covering will be addressed.
- **Students in all grade levels K-12 are required to wear face coverings at all times, while at school, unless exempted.** [*Emphasis added - ed.*]
 - A cloth face covering or face shield should be removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean, safe area, clearly marked with the student’s name and date, until it needs to be put on again.
- Participants in youth and adult sports should wear face coverings when participating in the activity, even with heavy exertion as tolerated, both indoors and outdoors.
- The face covering guidance recognizes that there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Those with communication disabilities or caregivers of those with communication disabilities can consider wearing a clear mask or cloth mask with a clear panel when appropriate.
- **Persons exempted from wearing a face covering due to a medical condition, as confirmed by school district health team and therapists, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.** [*Emphasis added - ed.*]



- Schools must develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.
- Schools should offer alternative educational opportunities for students who are excluded from campus because they will not wear a face covering. *[Note: all schools offer distance learning programs as an alternative. - ed.]*
- In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.
- Employers must provide and ensure staff use face coverings and all other required personal protective equipment in accordance with CDPH guidelines.
- The California Governor's Office of Emergency Services (CalOES) and CDPH will be working to support procurement and distribution of face coverings and needed personal protective equipment to schools. Additional information can be found [here](#).
- Classrooms, school buses, and shared school office spaces used by persons who cannot tolerate face coverings are less safe for others who share that environment. Schools may want to consider notifying others who share spaces with unmasked or sub-optimally masked individuals about the environment. Also, consider employing several additional mitigation strategies (or fortifying existing mitigation strategies) to optimize safety. These may include increasing the frequency of asymptomatic tests offered to unmasked or sub-optimally masked individuals, employing longer social distances, installing clear physical barriers, reducing duration of time in shared environments, and opting for either outdoor or highly ventilated indoor educational spaces, as possible.

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 strongly encourage masks for children 2 years 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;
- Students engaging in structured, socially distanced (6' separation) outdoor physical activity
- Persons who have difficulty breathing or who are otherwise unable to remove the face covering without assistance may only be exempted from wearing a face mask with the express permission of the principal, and only after the principal has explored other options, like distance learning, to accommodate the individual.

A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) or put on a lanyard 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.

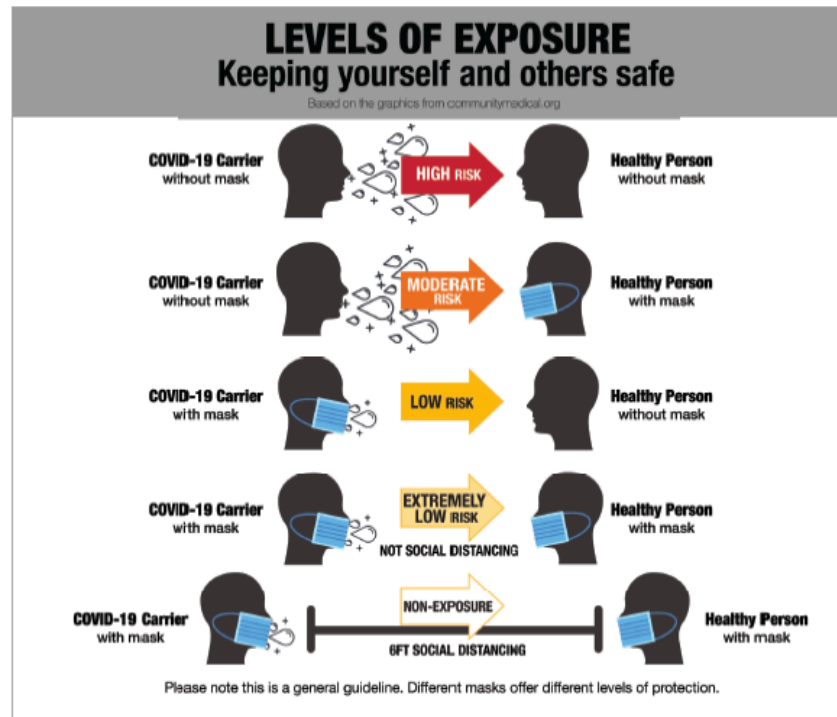
Face coverings are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

To reiterate, ***EVERYONE ON CAMPUS MUST WEAR A MASK***, with the following exceptions:

- Students engaging in structured, socially distanced (6' separation) outdoor physical activity
- **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/washingfacecoving>



WHY WEAR A MASK?



This illustration is based on recommendations from the Centers for Disease Control and California Department of Public Health.

Do's and Don'ts with Masks:

DO

- ✓ Cover mouth and nose fully
- ✓ Have mask fit snugly against the sides of the face
- ✓ Secure to prevent slipping
- ✓ Avoid Touching your face as much as possible
- ✓ Always store mask in a clean place
- ✓ Keep mask clean
- ✓ Clean hands with soap and water or hand sanitizer immediately, before putting on, adjust or touching, or after taking mask off

DON'T

- ✗ Don't share your mask with anyone else. You should be the only one using your mask
- ✗ Don't pull your mask below your nose or chin while wearing it
- ✗ Don't forget your mask!

Gloves:

- *All custodians and food services personnel must wear gloves.*
- Employers should consider where/when 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.

** Please note that social distancing will still be practiced even with the use of gloves and masks.*

STAFF TRAINING & FAMILY EDUCATION

Delivering Instruction

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of this protocol, posters, and routines (See Appendix E).
- The principal will review the full Return-to-School plan with faculty and staff prior to students returning to campus.
- Parents must review and acknowledge the plan prior to their students returning to campus.
- Principal will present the plan to their communities by webinar and make themselves available for questioning.
 - The school will distribute all diocesan communication and public service announcements pertaining to the plan.
 - The school will draw particular attention to at-home and at-school screening, PPE, and hygienic procedures and materials (See Appendix B).
- Teachers will provide initial and routine instruction in social distancing and health practices to their students in keeping with all provisions of this protocol.
- Schools will highlight any changes to this Plan via their information system, and post the updated Plan on the school website.
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets—such as singing, yelling, chanting, blowing wind instruments—are not permitted at this time.
- Implement procedures for turning in assignments to minimize contact.
- Consider the use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.
- Avoid sharing things; where sharing occurs, clean, and disinfect between uses.
- Lessons that involve food prep, or shared snacks are prohibited (bake sales, friendships, etc.)
- Substitute teaching will be handled by aides or other school staff. No substitutes will be utilized from outside the school unless long-term situation is needed

EAS Support

Students who receive EAS (Education Achievement Specialist – *Resource*) services will be supported in the following ways:

- Provide 1-on-1 support outside student individual classrooms in a socially distant manner.
- Students will be scheduled at various times in the Assisi Room to allow for social distancing and disinfecting of area.
- Virtual sessions will be utilized for students not at school and in independent learning.

Cleaning & Disinfection Routine

- Teachers will spray the area with disinfectant to ensure proper coverage and wait times.
- Students and staff will use disinfectant wipes or wipe disinfectant spray with paper towels.
- All spaces will be disinfected with sprayers by custodial staff every evening.



Healthy Hygiene Practices

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

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

Visitor & Volunteer Protocols

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

- We will not allow normal visitation to our campus until school reopens.
- 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 protocol.

Food & Package Delivery

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



Travel Restrictions

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

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

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

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

Prudence dictates that one should limit one's travel plans during a pandemic. If travel is necessary, the Catholic School Department highly recommends that everyone within our school communities abide by the travel restrictions and quarantine rules provided by the state of California and the place they are visiting. We encourage all school families and employees to diligently continue to follow CDC guidelines with regards to social distancing, mask wearing, and proper hygiene. It will be up to each principal to encourage all members of the school community to continue practicing safety protocols, whether they are home or traveling. In addition, out of an abundance of caution, a principal will require parents to have their student receive remote instruction for two weeks upon the return from travel. As always, all school employees should be reminded that their conscientious demonstration of safe behaviors outside of school is a gift to their students.



COVID SYMPTOMS & CASE RESPONSE

Definitions

Contact is defined as a person who is <6 feet from a case for >15 minutes. An entire Stable Cohort or group is considered a contact if they have shared time indoors, even with distancing.

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

Contact Tracers

- The school has a designated employee who is a contact tracer whose name is on file with the Catholic School Department and County Health.
- The School's Contact Tracer is: **Ezekiel Valenga**
- 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 (See Appendix C).

Students

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

Adults

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



Testing

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

**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	IMMEDIATE ACTIONS	COMMUNICATION
SCENARIO 1: A student/staff member answers “yes” to a health screening question -OR- Exhibits COVID-19 symptoms	<p>Student/staff are isolated at the site until they can be sent home or to a healthcare facility per CDPH guidance</p> <p>To return to school: All symptomatic persons should be tested for COVID-19 (<i>please see chart on page 35</i>).</p> <ul style="list-style-type: none"> • If they test positive, they can return to campus 10 days after symptoms started, 24 hours without fever, and improving symptoms. (There is no requirement for 24 hours of improving symptoms). • If they test negative, they can return 72 hours after symptoms resolve. <p>All persons in the COVID-positive person’s cohort and any other close contacts must be tested for COVID per the testing guidelines, above.</p> <ul style="list-style-type: none"> • If student/staff tests positive, see Scenario 3. • If student/staff tests negative, see Table 2 below. <p>In addition, the individual may have a medical note by a physician that provides an alternative explanation for symptoms and reason for not having a COVID-19 test (e.g., seasonal allergies)</p> <p><u>School site will remain open</u></p>	COVID-19 symptoms letter provided to individual or individual’s guardian (<i>see Appendix E</i>)
SCENARIO 2: A family member or someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19	<p>Student/staff sent home RD & COVID-19 School Liaison notified</p> <p>Student/staff instructed to quarantine/monitor for symptoms, even if they test negative, for a full 10 days after last exposure to the person testing positive for COVID.</p> <p>Household contacts can end quarantine 10 days after their last exposure to the positive household member.</p> <p>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.</p> <p><u>School site will remain open</u></p>	<p>Student (Guardian) or Staff: Immediately notify the COVID-19 School Liaison if they are defined as a close contact of a confirmed case (<i>see Appendix E</i>)</p>
SCENARIO 3: A student or staff member tests positive for COVID-19	<p>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</p> <p>Student/staff that tested positive:</p> <ul style="list-style-type: none"> • Positive persons must isolate for 10 days from symptom onset go 24 hours without fever (without fever-reducing medication) and demonstrate improving symptoms. <p>School-based close contacts:</p> <ul style="list-style-type: none"> • identified and instructed to self-quarantine and monitor symptoms for 14 days. • Close contacts include the entire cohort and any non-cohort members who have been within 6 feet for 15 minutes or more over a 24-hour period. • Even if a cohort maintains 6 feet of distance, the prolonged duration of indoor exposure warrants quarantine. <p>*Close contacts should be tested, whether they have symptoms or not. Testing does not shorten the quarantine requirement.</p> <p><u>School site will remain open</u></p>	<p>COVID-19 positive</p> <p>Individual: Notify school administration and/or COVID-19 School Liaison immediately</p> <p>School Site:</p> <ul style="list-style-type: none"> • Contact County Public Health • Close Contact letter and Self-Quarantine Instructions sent to school close contacts within 48 hours. <p>(<i>see Appendix E</i>)</p>



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

SCENARIO	IMMEDIATE ACTIONS	COMMUNICATION
SCENARIO 1: A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	<ul style="list-style-type: none"> • If a symptomatic school member testing negative had a known close-contact exposure to a COVID-positive person, they must complete a 10-day quarantine, even with a negative test. • If the symptomatic person testing negative did not have a known exposure, they can return to school 72 hours after their symptoms resolve. 	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
SCENARIO 2: A student or staff member tests negative after Scenario 2 (close contact)	<ul style="list-style-type: none"> • Student/staff must remain in quarantine for a full 10 days after the date of last exposure to COVID-19 positive non-household contact. • Household contacts can end quarantine 10 days after their last exposure to the positive household member. • If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation. 	No action is needed
SCENARIO 3: 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

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes over 24-hour period. In some situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort or other group may need to be considered exposed, particularly if they have shared time indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

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

**If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to school until the criteria listed above under the scenarios have been met.*

***Note:** Each school has a designated contact tracer whose name is on file with the Catholic School Department and County Health.



Additional Information

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

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

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

- **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:
 - Multiple cases in multiple cohorts at a school
 - There are at least 10 cases or 5 percent of the total number of teachers/student/staff cases within a 10-day period, depending on the size and physical layout of the school.
 - Public health investigation or other local epidemiological data results in the County Health Officer recommending school closure.
- **Reopening:** Public Health and the school will be in communication throughout this process. School and school districts can typically reopen after 10 days and the following:
 - Cleaning and disinfection have occurred;
 - Public health investigation is complete
 - Local public health is consulted and has no concerns with re-opening.
- Principal, in consultation with the Diocese, will notify the school community about return.



SAFE ENVIRONMENT

The safety of our employees and students are 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 to the deep clean of the office and school before employees and students return, the steps outlined below will routinely serve to protect everyone and reduce the risk of spread of infection. Detailed cleaning and disinfecting schedules will be placed in the office, staff workroom, and Extension.

General Disinfection Measures

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

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

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

- Isopropyl hand sanitizers are more toxic when absorbed by skin
- Do not use hand sanitizer that may contain methanol

Cleaner: When choosing disinfecting products, *use* the approved for use against COVID-19 on the *Environmental Protection Agency (EPA) approved list (“N”)*.

- The school’s preferred disinfectant is Clorox Total 360
- The school will use bleach/water solutions to clean hard surfaces
- 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	Copier machines, Shared computer monitors, TV’s, Telephones, Keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, Light switches, Sinks, Restrooms	Daily
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Safe Water

- Drinking fountains use prohibited. Touchless water bottle fillers installed and to be used
- Additional measures have been taken per CDC guidelines to minimize the risk of Legionnaires’ disease and other diseases associated with water.



HVAC & Air Circulation Considerations

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

School Procured Supplies

Item	Quantity	Notes
Hand Pump Sprayer	1/classroom	For teacher use, to spray desks for students to wipe down.
Staff Gloves	500 count/class	Nitrile gloves
Bulk Hand Sanitizer	11	5-gallon drums for refill stations
Individual Pumps	1/person	8oz
Cleaning Solution		Bleach/Water solution
Electrostatic Mister	4 / school	Used daily to disinfect entire school
Student Wipes		For cleaning personal work surface in classroom
Restroom Soap Dispensers	9	Automated
Restroom Faucets	9	Automated
Restroom Paper Towel Dispenser	9	Automated
Touchless Water Bottle Filler	3	One filler on each floor
IR Thermometer	2/school	Housed in school office
Smartcare Touchless Kiosk	2/school	Touchless, app-based system, for check-in/check-out of Extension and during the school day



Supplies Provided by Families/Students

Many student supplies for younger grades 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 touchless water bottle fillers only on campus, students will be encouraged to fill bottles at home. They will have access to one of the touchless water bottle filling stations if they need to refill their water.
Backpack	1	Students will be assigned individual spaces for their backpacks. The backpacks will be at a distance as much as physically possible. Students will have access to their backpacks in staggered groups.
Face Mask	1	

Facility Adjustments

- The cafeteria has been converted to a space to ensure social distancing in extended care.
- Plated lunches will be provided for hot lunch
- Touchless faucets, soap dispensers, and paper towel dispensers have been installed in all restrooms.
- Classroom rugs, group tables, and superfluous furniture have been removed and individual desks or tables installed with maximum gapping between student stations.
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Spots outside classrooms and restrooms are designated six feet apart for student lineup and for parent pick-up.
- Social distancing and best practices signage posted around campus and distributed to families.
- Electrostatic disinfecting machines have been purchased for daily disinfecting of entire school.
- Touchless, app-based system has been purchased for contactless and efficient check-in/check-out of students during the school day and from Extension.



SCHOOL SCHEDULE & ROUTINES

Morning Drop-Off

Drop-Off Hours: 7:40 AM - 8:00 AM (*if not in Extension*)

Staffing: Administration, Teachers, and Extension Staff

Protocol: Students will exit their cars and be directed to enter the yard through the walking gate on 25th Street. Students will go to their designated classroom areas in the school yard. Those students enrolled in Extension or TK (all morning) may enter through the front door on 25th Street if arriving prior to 7:40 AM. During inclement weather, students will go into Brunsmen or the Gym to their designated classroom area. Staff will be present to assist students.

- Both points of access will be supervised to prevent gathering of any sort.
- Student temperatures will be taken at both points of entry.
- Teachers will follow student screening and entry protocol at the classroom doors.

Recess & Lunch

Schedule:

Time	Activity	Grade Level	
9:05 - 9:25	Recess	TK	K
9:25 - 9:45	Recess	1	2
9:45 - 10:05	Recess	3	4
10:05 - 10:25	Recess	5	6
10:25 - 10:45	Recess	7	8
1:30 – 2:00	Recess	TK	K
11:00 - 11:45	Lunch	TK	K
11:30 - 12:15	Lunch	1	2
12:00 - 12:45	Lunch	3	4
12:30 - 1:15	Lunch	5	6
12:45 - 1:30	Lunch	7	8



Grade-Level Cohorts

Classrooms & Instructional Spaces – When deemed necessary, grade levels will be divided into two sub-cohorts (A&B). The school building will be divided into designated areas for each grade-level subgroup. Space will be determined by class size.

Grade-Level	Sub-cohort A	Sub-cohort B
Transitional Kindergarten	TK Classroom	Extension – Nap Room
Kindergarten	Kindergarten Classroom	Extension Room
First Grade	1 st Grade Classroom	Assisi (Resource) Room
Second Grade	2 nd Grade Classroom	Music Room
Third Grade	3 rd Grade Classroom	Library
Fourth Grade	4 th Grade Classroom	Computer Lab
Fifth Grade	5 th Grade Classroom	Science Lab
Sixth Grade	6 th Grade Classroom	½ Gym
Seventh Grade	7 th Grade Classroom	½ Gym
Eighth Grade	8 th Grade Classroom	Brunsmen (Parish) Hall
Protocol: <ul style="list-style-type: none"> • Sub-cohorts will spend school day between instruction and guided support with teacher and receiving support, guided practice, and completing assignments with classroom aide, other teacher, or staff member. • Students will receive equal instruction from teacher over the course of the week. Teacher and aide will travel between groups. • Auxiliary teachers will divide instruction time equally between sub-cohorts. • Students remaining in distance learning will be assigned to a sub-cohort and will participate live virtually with their classmates. Students will be independent during lunch and recess times. • Sub-cohorts will move between classroom and second instructional space, week-to-week. For example, during Week 1, sub-cohort A will be in their classroom for the week and sub-cohort B will be in second instructional space. Week 2, the sub-cohorts will switch spaces, allowing for further cleaning and disinfecting between sub-cohort uses. • Sub-cohorts will be a single grade-level cohort during lunch and recess periods, socially distanced. 		

Mass

Mass will take place outside with no more than two classes at a time. Mass will also be livestreamed into other classrooms when available.



Recesses and Physical Education

Staffing: Aides, Extension Staff, & PE Teacher

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

- School yard will be divided in half, Yard A & Yard B.
- Only two grade-levels at a time will be outdoors for recess.
- Grade-levels will switch day-to-day between Yard A & Yard B



Lunch

Staffing: Aides, Extension Staff, & PE Teacher

Protocol: Students will eat lunch in assigned areas (classroom, outdoors - weather permitting, or Brunsman Hall) . The hot lunch program will deliver to classrooms masked and gloved. Students will put their trash in their class trash can. Students will recess in separate areas of the campus (Yard A & Yard B). Play structures will not be in use.

After School Pick-Up

Time: 3:00 PM - TK
 3:00 PM - Kindergarten
 3:00 PM - Grades 1-5
 3:15 PM - Grades 6-8

Staffing: Teachers, Aides, and Extension Staff

Protocol: The campus gate will be opened at 2:30 PM. Parents will not be admitted prior into the school office. Parents will remain outside in the car park area to pick up students. Students will be in pods outside awaiting parents. During inclement weather, students will be in pods in Brunsman or the Gym. We will bring children out one by one.

After School Library (*temporarily closed until Jr. High returns*)

Time: 3:15 - 4:00 PM

Staffing: Teachers & Aides

Protocol: After School Library will still continue from 3:15-4:00 PM, with the exception of 3rd Grade. For the After School Library, students will be placed in designated areas by cohort. These areas will remain consistent while protocols are in effect. Parents will pick-up their students inside the front door and check-out their student from there. Staff will radio upstairs when parents arrive to pick-up. At 4:00 PM, students not in Extension will be brought down in cohorts for pick-up.

Science Lab	8th Grade
Computer Lab	7th Grade
Library	6th Grade
5th Gr. Classroom	5th Grade
4th Gr. Classroom	4th Grade



Extended Care

Hours of Operation: Morning 7:00 – 8:00AM; Afternoon Shift 3:00 – 6:00 PM

Staffing: Extension Staff

Protocol: Extension will be held in multiple spaces throughout the campus (Extension rooms, Cafeteria, Brunsman Hall, Gym, Resource Room, and outside when during cohort time) with distanced and assigned student areas. They will be the only population to use the space during the course of Extension. The facility will be cleaned between shifts.

Check-In & Check-Out:

Parents will pick-up and drop-off and pick-up inside the front entrance and the designated table through our contactless kiosk system and students will be brought to them. Our touchless kiosk system, *Smartcare*, will allow parents to download an app on their phone, and upon check-in/check-out, will open the app, swipe their phone with the app QR code in front of the kiosk, and their child(ren) will be checked out.



APPENDIX A: FAQ

What if a student arrives late?

Students will enter the front doors and come to the front office to sign in as always. Younger students must be accompanied by an adult. Social distancing will be marked and enforced outside the office door.

What about the traditional Morning Walk?

Grades will be assigned to pod areas outside prior to the bell. When the bell rings, students will line-up in their areas. Teachers or aides will take students to classrooms. During inclement weather, the gym and Brunsman Hall will be used.

What if a student needs to use the restroom?

Restroom time is scheduled for a class during their allotted recess times, and at other class specific times during the day. Use outside of the schedule will be on a limited, case-by-case basis.

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

As we have done in the past, classrooms will be used during recess time during inclement weather and for some PE classes.

What if students are outside during Extension when a parent comes to pick up a child?

The extension employee at the entrance will radio the employee with the students on the playground to send the student to the front. Parents will not be admitted on campus to gather their child.

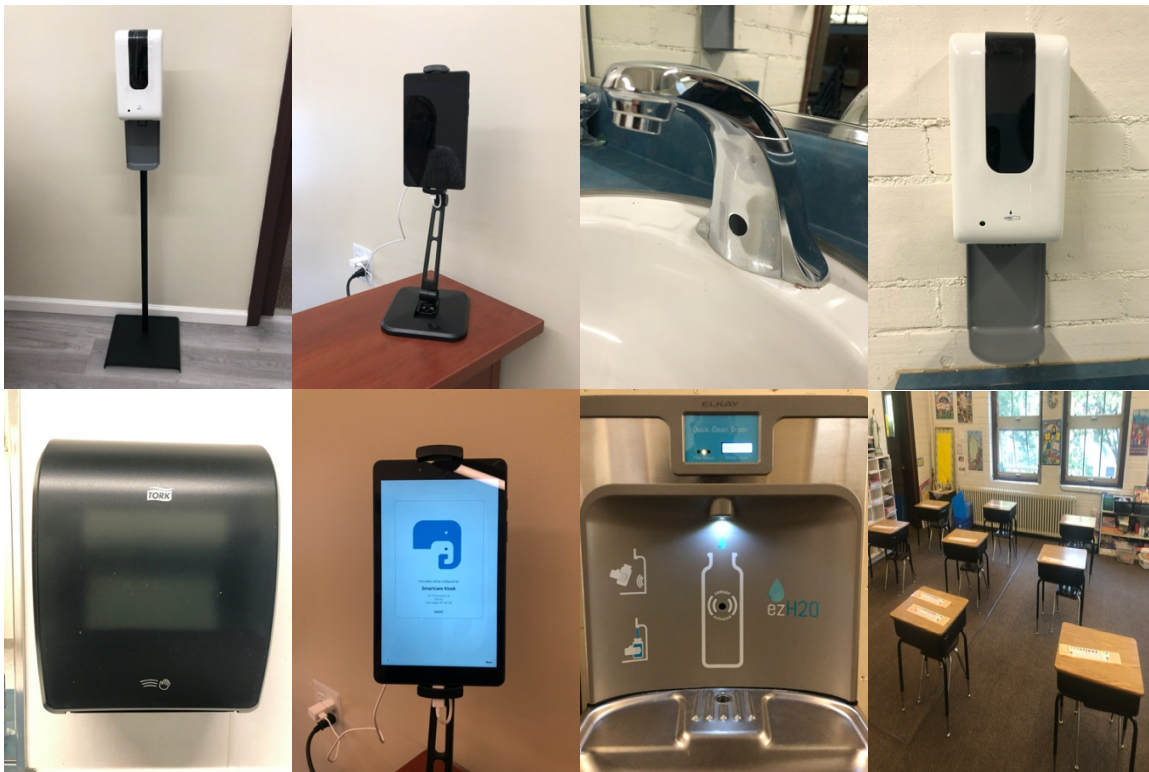
If there is a positive screening for COVID-19 by students, siblings, employees, or parents, who is to be notified?

In the unfortunate event of a positive screening, the front office should be notified immediately. From there, information will be communicated with administration and the appropriate cohorts and/or individuals will be notified, along with a general announcement of a positive occurrence.



APPENDIX B: FACILITY ADJUSTMENTS

- The cafeteria has been converted to a space to ensure social distancing in extended care.
- Touchless faucets, soap dispensers, and paper towel dispensers have been installed in all restrooms.
- Classroom rugs, group tables, and superfluous furniture have been removed and individual desks or tables installed with maximum gapping between student stations.
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Spots outside classrooms and restrooms are designated six feet apart for student lineup and for parent pick-up.
- Social distancing and best practices signage posted around campus and distributed to families.
- Electrostatic disinfecting machines have been purchased for daily disinfecting of entire school.
- Touchless, app-based system has been purchased for contactless and efficient check-in/check-out of students during the school day and from Extension.



APPENDIX C: PROTOCOL SIGNAGE & FORMS

Surface Cleaning



Additional Details

- Students will clean their personal spaces with wipes or paper towels (after teacher has sprayed surface)
- Teacher will spray the area to ensure wait time and proper coverage.

Restroom Use

ROMAN CATHOLIC
DIOCESE OF SACRAMENTO



COVID 19
RESPONSE PROTOCOLS

RESTROOM USE

LOOK, ENTER IF OPEN SINK



STOP

1



PER









USE STALL PREP TOWEL WASH

RESPECT EVERYONE'S SPACE

 CATHOLIC
MUTUAL GROUP

FAITH ~ COMMUNITY ~ GROWTH

Additional Details

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



Teacher Cleaning Expectations

ROMAN CATHOLIC
DIOCESE OF SACRAMENTO



COVID 19
RESPONSE PROTOCOLS

KEEPING CLASSROOM CLEAN

ROUTINELY CLEAN









TEACHERS CLEAN HANDS; WEAR GLOVES

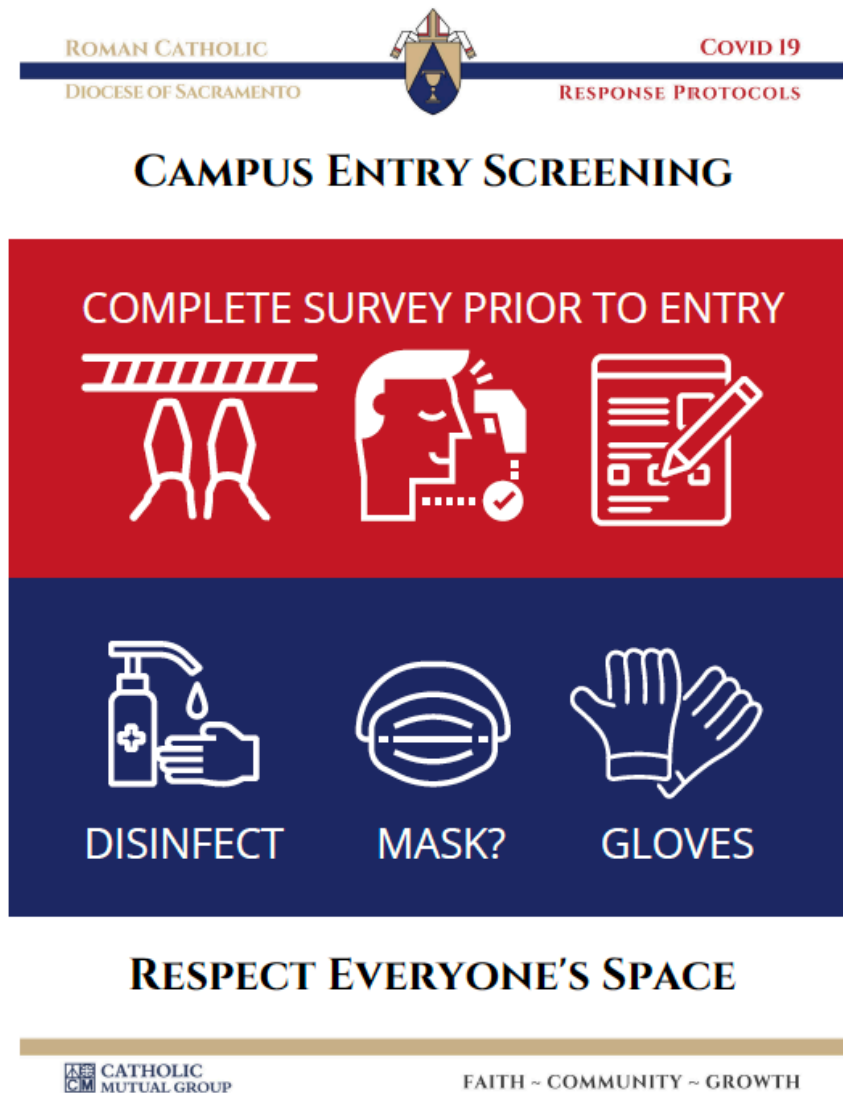
RESPECT EVERYONE'S SPACE



FAITH ~ COMMUNITY ~ GROWTH

Screening

Campus Entry Point (Adults)




Additional Details

- Employees will be screened in the front office by the office manager upon arrival.

Daily Health Screening (Adults)

GOOGLE FORM



Daily Health Check-In

St. Francis Elementary Staff and Teachers

If you respond YES to any of the following, see Mike or Ivan

Your email address (lhrga@stfranciselem.org) will be recorded when you submit this form.

Not you? [Switch account](#)

* Required

Name *

Choose

Since your last time on campus, have you had a cough, shortness of breath, difficulty breathing, or been in close contact with a person lab confirmed to have COVID-19? If YES, then see Mike or Ivan. *

☐ Yes

☐ No

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

☐ Fever

☐ Chills

☐ Repeated shaking with chills

☐ Muscle pain

☐ Headache

☐ Sore throat

☐ New loss of taste or smell

☐ Cough

☐ Shortness of breath or difficulty breathing

☐ Fatigue

☐ Congestion or runny nose

☐ Nausea or vomiting

☐ Diarrhea

☐ Feeling feverish or a measured temperature greater than 100.4 degrees Fahrenheit

☐ Known close contact with a person who is lab-confirmed to have COVID-19

☐ NONE OF THE ABOVE

Temperature *

Your answer

Submit

< OFFICE USE ONLY >

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

Then, complete the following section of this form:

Date the employee was sent home: _____ Recorded temperature: _____

Are visible signs of respiratory illness present? ____ Yes ____ No

Date the employee returned to work: _____



Student Checklists

Home Checklist for the Front Door



GOOD MORNING!

SMILE	CHECK TEMPERATURE	WASH
-------	-------------------	------









DO YOU HAVE YOUR SUPPLIES?

HAVE A GREAT DAY!

FAITH
COMMUNITY
GROWTH

End of School Day Reminders



END OF DAY!

SMILE	CHECK LIST	CLEAN
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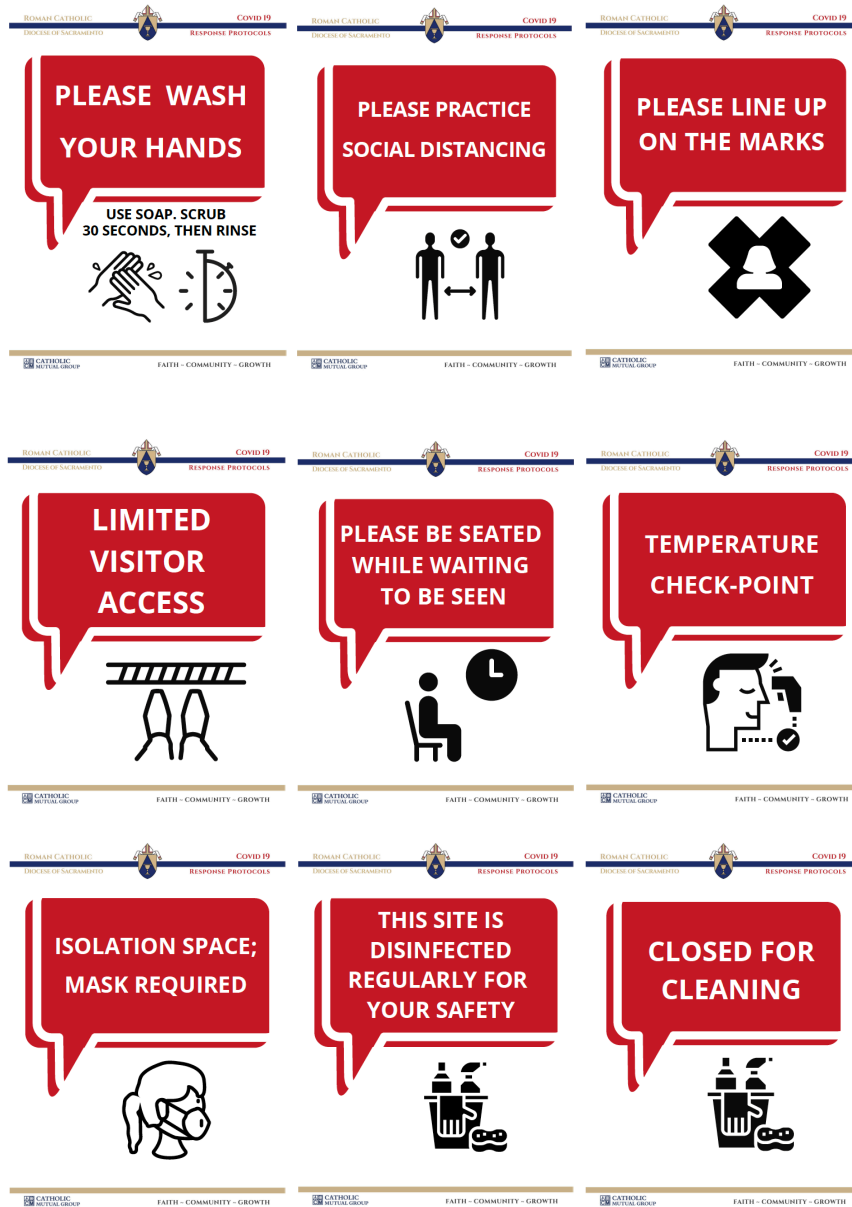

DONT FORGET TO WASH TOWELS & RETURN

HAVE A GREAT AFTERNOON!

FAITH
COMMUNITY
GROWTH

**Supplying and washing of towels required only in the event that paper and/or disinfectant/cleaning wipes are not available.*

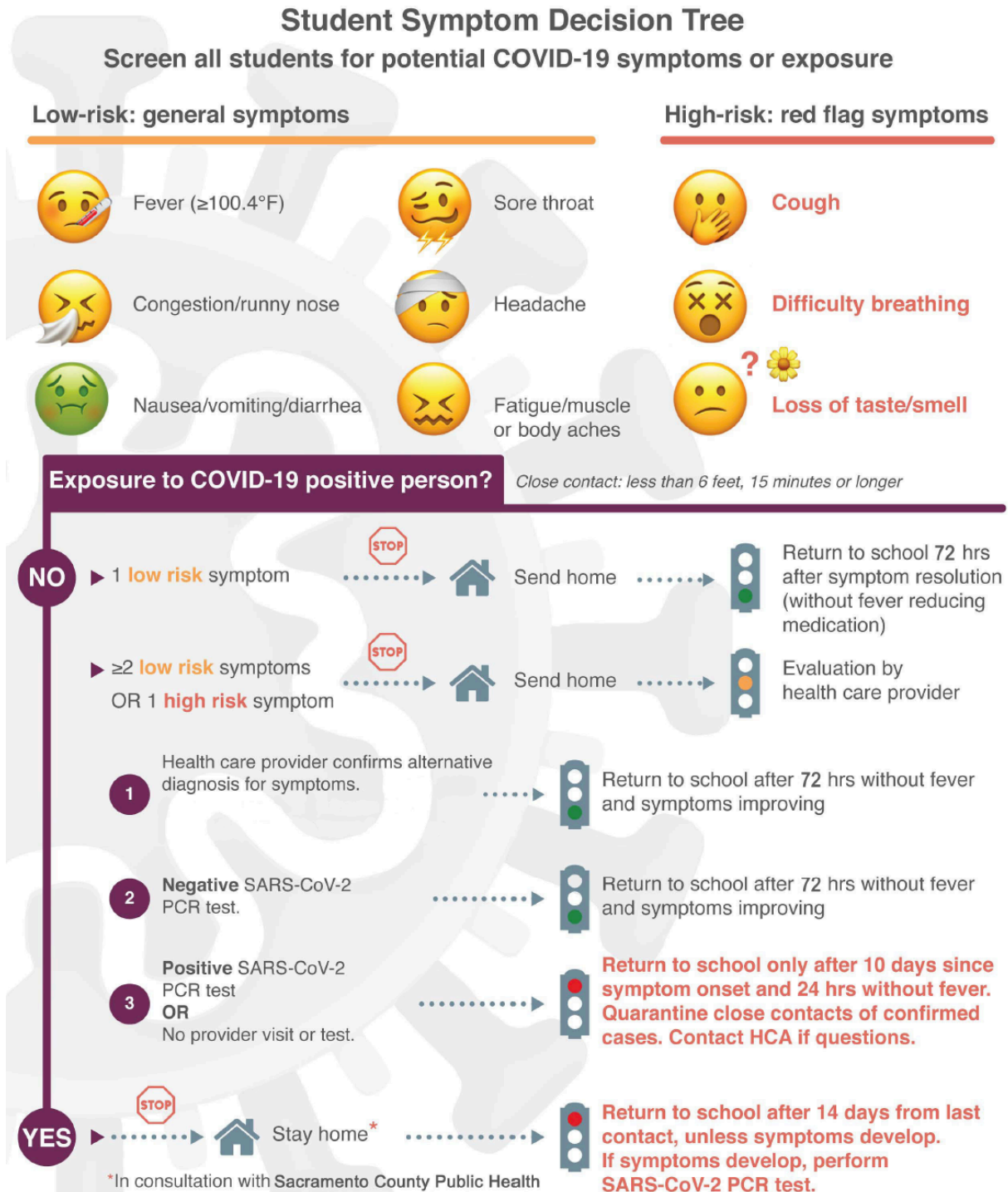
Additional Facility Signage



Additional Details

- Ill students will be sent to the office for screening.
- If a student is ill and has a fever, they will be isolated behind the office manager work area.
- Parents will be notified and student will be sent home immediately, including siblings.

Student Symptom Decision Tree



Symptom Flyer & Checklists

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 begins to experience COVID-19-like symptoms:

<input type="checkbox"/> Body Temperature exceeding the individual's 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 your 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.dscs.org/schools Symptoms of COVID-19
Revised 4/30/20

Adult Checklist for Symptoms of COVID-19

Name: _____
 Date: _____

☐ Fever of 100.4 degrees or higher: _____ °F

☐ Chills

☐ Cough

☐ Shortness of breath/ difficulty breathing

☐ Fatigue

☐ Muscle or body aches

☐ Headache

☐ New loss of taste or smell

☐ Sore throat

☐ Congestion or runny nose

☐ Nausea or vomiting

☐ Diarrhea

Notes: _____

Student Checklist for Symptoms of COVID-19

Name: _____
 Grade: _____ Date: _____

☐ Fever of 100.4 degrees or higher: _____ °F

☐ Sore throat

☐ New uncontrolled cough that causes difficulty breathing
(for students with chronic allergic/asthmatic cough, a change in their cough from baseline)

☐ Diarrhea, vomiting, or abdominal pain

☐ New onset of severe headache, especially with a fever.
(If a student is exhibiting symptoms refer to student health history form)

Notes: _____

APPENDIX D: AGENCY UPDATES

Links to pertinent agency documents are below. This list will be updated regularly.

[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](#)

Sacramento County COVID Community Testing

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

CA Department of Public Health Guidance

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

CDC Decision-Making Tree

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


Campus Access

[CDC: What to Do If You Are Sick](#) 

[CDC: People Who Are at Higher Risk for Severe Illness](#) 

Hygiene and PPE

<https://www.cdc.gov/handwashing/index.html>

[CDC: Hygiene Practices](#)  (PDF)

[CDC: Using Personal Protective Equipment \(PPE\)](#) 

[CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#) 

Cleaning and Disinfecting

[EPA: 6 Steps for Safe and Effective Disinfectant Use](#)  (PDF)

[EPA: List N - Disinfectants for Use Against SARS-CoV-2](#) 

Information for Staff Training

[Healthy Schools Act](#)  (PDF)

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

Communication with School Community

[CDC: Criteria to Discontinue Home Isolation](#) 

[CDC: Public Health Recommendations for Community-Related Exposure](#) 

Food Services

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

MENTAL HEALTH RESOURCES:

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/for-parents.html>

<https://www.dhcs.ca.gov/services/Pages/MentalHealthPrograms-Svcs.aspx>

<https://dhs.saccounty.net/BHS/Pages/COVID-19-Resources.aspx>





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:



Dear St. Francis of Assisi Elementary 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 St. Francis of Assisi Elementary 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.

Sacramento County Public Health has been notified. St. Francis of Assisi Elementary 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:

([Sacramento County COVID-19 Portal Page](#))

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

Sincerely,

Ivan M Hrga
Principal
ihrga@stfranciselem.org
916-442-5494



Close Contact Letter:

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].

Sacramento 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 Sacramento 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:

- ([Sacramento County COVID-19 Portal Page](#))
- Centers for Disease Control and Prevention (latest information on symptoms, how to protect other household members, cleaning, and more): www.cdc.gov/coronavirus

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

Sincerely,

Ivan M Hrga
Principal
ihrga@stfranciselem.org
916-442-5494



Symptoms Letter:



ST. FRANCIS OF ASSISI
ELEMENTARY SCHOOL • EST. 1895

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:

- ([Sacramento County COVID-19 Portal Page](#))

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

Sincerely,

Ivan M Hrga
Principal
ihrga@stfranciselem.org
916-442-5494



Quarantine Letter:



Dear St. Francis of Assisi Elementary School Parent or Guardian,

This letter serves as notification that a student or staff member of your cohort at St. Francis of Assisi Elementary School has tested positive for COVID-19. The date of possible on-campus contact was [date]. 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, Sacramento 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 [date]. 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

Distance Learning Protocols are intended to keep the St. Francis of Assisi Elementary School community safe and healthy.

Distance Learning Outline

Below are the outlined circumstances for if/when Distance Learning Protocols will be enacted. Please refer to the ***ST. FRANCIS DISTANCE LEARNING PROTOCOLS*** for full details on the program.

1. **Campus Open** – Our primary goal is to provide a quality education while in our school building. Remote learning will be available, for those families that choose to remain home, through their regular classroom teacher. Modes of instruction will include livestream lessons, pre-recorded sessions, and scheduled check-in time. This will be a modified version of our full distance learning protocols. This option is meant to provide seamless reentry to a full, on-campus experience for students upon their return.
2. **Cohort Distance Learning** – If a cohort is forced to be off campus due to health concerns, the entire cohort will move into full, distance learning protocols as detailed in the ***ST. FRANCIS DISTANCE LEARNING PROTOCOLS***. These protocols will be in effect until the cohort can safely return to campus.
3. **Campus Closed** – In the event that the campus is forced to close, the entire school community will move to distance learning and our distance learning protocols will be in effect. Students that are currently at home in independent study, or a cohort is out, they will be folded into distance learning with the entire school.



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:

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:



Community Consultation

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

1. Our plan for consultation:
 - a. Faculty and staff: By August 14, 2020, each principal will hold an online meeting with his or her faculty. During that meeting, he or she will:
 - i. Present an introductory message from Lincoln Snyder and a public service announcement from Dr. Daniel McCrimons.
 - ii. Provide an electronic copy of his or her school's Return-to-School plan to each employee.
 - iii. Review his or her school's Return-to-School plan in detail.
 - iv. Hold an open forum in which he or she records and answers any questions or concerns.
 - v. Makes himself or herself available at a scheduled time for follow-up conversation and questions.
 - b. Parent organizations: By August 14, 2020, each principal will hold an online meeting with his or her Catholic School Advisory Committee. During that meeting, he or she will:
 - i. Present an introductory message from Lincoln Snyder and a public service announcement for parents from Dr. Daniel McCrimons.
 - ii. Provide an electronic copy of his or her school's Return-to-School plan to each CSAC member.
 - iii. Review his or her school's Return-to-School plan in detail.
 - iv. Hold a question-and-answer session in which he or she records and answers any questions or concerns.
 - v. Make himself or herself available at a scheduled time for follow-up conversation and questions.
 - vi. Following the meeting, the principal will share a copy of the Return-to-School Plan with the parent population and post the plan prominently on the school website.
 - c. Community Organizations:
 - i. Following the same agenda as above, during the month of August the principal will meet with the Parish Pastoral Council and other significant community entities that operate in or on the parish grounds (as determined by the principal and pastor) to present the Return-to-School plan.
 - ii. 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.
 - d. Principals will document the dates of all meetings on their website.
2. All reopening plans for schools of the Diocese of Sacramento are available on the diocesan website (www.scd.org/schools).



Elementary School Reopening Plans

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

Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.
Go to: [Safe Environment](#) and [Shared Spaces](#)

Cohorting: How students will be kept in small, stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.
Go to: [Student Cohorts School](#) and [Schedules and Routines](#)

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

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced.
Go to: [Personal Protective Equipment \(PPE\)](#)

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
Go to: [Screening](#) and [COVID Symptoms and Case Response](#)

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

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

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students & 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 ☐ 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 & WAIVER

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

To the Families and Employees of:

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

From: Lincoln Snyder, Superintendent of Schools

Dear Sacramento and Placer Catholic Elementary School Community:

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

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

Where:

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

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

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 cohorts we have had to move to distance learning have been middle school grades.

Thank you for your commitment to Catholic education.

Peace,



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



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

The Roman Catholic Diocese of Sacramento has engaged Urgent Care Now, Inc., to perform SARS-CoV-2 (COVID-19) (hereinafter “COVID”) testing on those employees, adult volunteers, and 6th, 7th, and 8th grade students returning to all on-campus activities at **St. Francis of Assisi Elementary School**. 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. Francis of Assisi** Parish, **Sacramento**, a corporation sole; Immunify, Urgent Care Now, Inc., their officers, directors, members, shareholders, faculty, staff, employees, volunteers, agents, vendors and insurers (hereinafter “Releasees”) for any and all injury, accident, illness, hospitalization, or death occurring as a result of COVID exposure or infection and/or false-negative or false-positive testing. By attending on-campus activities and participating in the testing procedures, You knowingly assume the risk of exposure to COVID and any resulting illness. This waiver includes all claims except those arising from Releasees’ gross negligence.

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

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

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

Your Name: _____

Date of Birth: _____

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

Parent/Guardian Name : _____

Date: _____

Parent/Guardian Signature: _____

Date: _____



AUTHORIZATION FOR USE OR DISCLOSURE OF HEALTH AND EDUCATION RECORDS

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

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

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

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

This authorization shall expire on May 26, 2021.

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

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

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

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

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

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

Your Name: _____

Date of Birth: _____

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

Parent/Guardian/Employee Name: _____

Date: _____

Parent/Guardian/Employee Signature: _____

Date: _____





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