

DIOCESE *of* SACRAMENTO  
**CATHOLIC SCHOOLS**

**RETURN-TO-SCHOOL PLAN  
AND WAIVER APPLICATION:  
COVID-19 PROTOCOLS AND WAIVER COMPONENTS  
FOR SCHOOLS REQUIRING WAIVERS**

**Notre Dame School**



V 2.3

September 24, 2020

## INTRODUCTION

We have created this plan to aid in navigating the return to campus so that employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to our school. Our needs and responses are different from public schools. Our site populations are relatively small, and we do not face certain complications like bussing, large special needs populations, collective bargaining, and ADA funding mechanisms. The guidelines in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and other applicable federal, state, and local agencies.

Our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID in the context of returning to our ministry. Understanding that there is an inherent risk to being in session on campus while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need to maintain a semblance of normalcy for our children and their development.
  - a. **Cohorts:** In the spirit of “reducing the denominator,” Students are organized into discrete cohorts to minimize the spread of COVID-19 between groups.
  - b. **Hygiene:** Within cohorts, we will emphasize strong, hygienic practice.
  - c. **Distance options:** If a student or their family member is in a higher-risk group, we will give them the option of continuing independent, remote learning.
2. **Presence:** Keeping school open daily. We do not want to burden parents with challenging schedules that prevent them from working a full workday - we want our students at school in their cohort for the full day.
3. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level in their faith and all core academic standards.

We have tailored this document specifically for our school environments and populations and will continue updating it with the best data and practices in mind. The school principal will share any updated documents on the school website and through the school information system.

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## GENERAL PROTOCOLS

### Social Distancing

- All persons on campus will practice social distancing of six feet, where practicable.
- Close contact interactions (for the purposes of determining contact tracing) is considered < 6ft and > 15 minutes. Cohorts are considered close contacts even with distancing given prolonged indoor exposure.
- Signage will be used throughout campus to support social distancing and proper hygiene norms (Examples in Appendix B).
- Ad-hoc interactions by adults should be avoided.
- Mass gatherings, such as in-person assemblies, are prohibited.
- Students will be mindful of the social distancing and health practices as instructed or they will not be allowed on campus.
- No more students will be admitted into a restroom at a time than there are sinks.

### Student Cohorts

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

- Each cohort (or class) will be divided into two sub cohorts (cohort A and cohort B) for instruction and activities except for outdoor activities such as: recess, PE and when lunch will be served outside when the cohort will be together
- Facilities will be adjusted to create additional classroom areas ([see Shared Spaces](#)) to allow for the sub cohort model.
- Outdoor spaces will be utilized as much as possible.
- Cohorts are not to share instructional spaces unless thorough cleaning occurs between uses
- Students will have a designated space solely for their use in their classrooms and the extended care space
- Students and staff will not share workspaces or supplies

### Shared Spaces

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

### Classrooms

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

- Windows will be opened for proper ventilation.
- Classroom rugs, group tables, and superfluous furniture will be removed and individual desks installed.
- Students have their own designated desk with their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Teachers will utilize outdoor space as much as possible.

### Other Facility Adjustments

- Extended Care, the cafeteria, and the gym will be safely divided to accommodate sub cohorts.
- Drinking fountains will be turned off
- Hooks that are used for backpacks will be spaced out between children

### Office Capacity

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

### Staff Lounge

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

### Parish Meeting Room

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

### Hall/Gym

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

## Screening

- Students and staff must conduct a daily self-check ([See Appendix B Student Checklists](#)) before they come to campus
- Designated screeners: School employees may all function as designated screeners for students and non-employees. The principal or school office staff may serve as screeners for faculty and staff if a third-party screener is required.
- A temperature check will be conducted for all persons entering campus, and staff will complete an additional screening document ([See Appendix B](#)). Unless otherwise so directed by the county

health officer, the maximum temperature for someone to be admitted to campus is 100.4 degrees Fahrenheit.

- During the day, any person experiencing or showing symptoms will report to the office designated isolation space for screening
- The principal will retain a record of employee temperatures in a locked cabinet for a minimum of 90 days
- If a staff member already at school shows symptoms described above, a supervisor will allow them to go home without penalty for that day.

## Personal Protective Equipment (PPE)

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

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

## Face Coverings

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

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

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

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

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

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

## FACE MASKS FOR STUDENTS

Masks are strongly encouraged for children 2 years to 2nd grade; therefore, it is required that all students wear face masks at school.

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

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

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

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

## FACE MASKS FOR STAFF

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

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

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

**Everyone on campus must wear a mask**, with the following exceptions:

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

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

maintains physical distance from others. Staff must return to wearing a face-covering outside of the classroom.”<sup>2</sup>

- Proper wear and care of face coverings found here: <https://bit.ly/washingfacecoving>

## Gloves

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

## Staff Training and Family Education

### Delivering Instruction

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of this protocol, posters, and routines ([See Appendix E](#)).
- Teachers will provide initial and routine instruction in social distancing and health practices to their students in keeping with all provisions of this protocol.
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets—such as singing, yelling, chanting, blowing wind instruments—are not permitted at this time.
- Implement procedures for turning in assignments to minimize contact.
- Consider the use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.
- Avoid sharing things; where sharing occurs, clean, and disinfect between uses.
- Lessons that involve food prep, or shared snacks are prohibited (bake sales, friendships, salads, etc.).
- Families will receive updated information via the school’s Newsletter and SchoolSpeak.
- If your child has been exposed to someone with COVID-19 you will be contacted by the school’s contact tracer and will receive a letter outlining the steps that need to be taken. (See Appendix E)
- If your child is showing symptoms of COVID you will be contacted by the School’s contact tracer-Kari Bertagna and receive a letter outlining the steps that need to be taken.(See Appendix E)
- All families will receive an electronic copy of the school plan via SchoolSpeak. For those who request a hard copy of the plan one is available in the school office, or one can be mailed upon request.
- Notre Dame will test 50% of the school staff every month.

<sup>2</sup> COVID-19 Industry Guidance: Schools and School-Based Program (CDPH 2020)



- The school website will post educational information regarding safety actions for school and home

## Cleaning & Disinfection Routine

- Students will have one ziplock bag labeled “Clean” with 5 clean rags and another labeled “dirty” with dirty rags that they take home daily, like their backpack.
- Teachers will spray the area with disinfectant to ensure proper coverage and wait times.

## Healthy Hygiene Practices

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

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

## Visitor & Volunteer Protocols

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

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

Once school reopens:

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

## Food & Package Delivery

Students must bring their own food to school or purchase meals through the approved food service program. Parents or non-approved vendors or delivery services (e.g., Grub Hub) bringing food to campus during the day is prohibited. Students shall not share food or beverages.

## Travel Restrictions

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

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

## COVID Symptoms and Case Response

### Definitions

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

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

### Contact Tracers

- The school has a designated employee who is a contact tracer whose name is on file with the Catholic School Department and County Health.
- The School's Contact Tracer is: **Kari Bertagna- Secretary**
- 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>
- The contact tracer will be able to create and submit list of exposed student/staff, including contact information to the Local Health Department, when indicated to support contact tracing, in accordance with guidelines for maintaining confidentiality.

### 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.
- School staff are essential workers, and staff includes teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. School districts and schools shall test staff periodically, as testing capacity permits and as practicable. Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.
- School staff will be tested on site, or they may choose to go to their primary health care provider, or local community testing site.
- Notre Dame will test 50% of the school staff every month
- What if a school or school district reopens to in-person instruction, but the county is later placed on the county monitoring list? Schools should begin testing staff, or increase frequency of staff testing but are not required to close.
- Per this directive, symptomatic individuals must be tested within 48 hours of symptom onset, and provide test results within 72 hours.
- Community Testing sites can be found on the Butte County website and may be provided to staff/families as a resource, if needed.
- If the medical provider for the individual with symptoms cannot guarantee a 72-hour turnaround in test results, the symptomatic individual must use the school's designated testing laboratory:

Alcala Testing & Analysis Services  
 David Hogan  
 760-705-0803  
[davidhogan@alcalalabs.com](mailto:davidhogan@alcalalabs.com)

- A designated licensed nurse must collect upper respiratory specimens with mail-in testing.

*Parents and students are responsible for the cost of their own testing.*

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

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

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

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

Student/staff instructed to quarantine/monitor for symptoms, even if they test negative, for a full 14 days after last exposure to the person testing positive for COVID.

Household contacts can end quarantine 14 days after their last exposure to the positive household member.

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

**School site will remain open**

**Student (Guardian) or Staff:** Immediately notify the COVID-19 School Liaison if they are defined as a close contact of a confirmed case

[\(See Appendix E\)](#)

**SCENARIO 3: STUDENT OR STAFF MEMBER TESTS POSITIVE**

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

Student/staff that tested positive:

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

School-based close contacts:

- identified and instructed to self-quarantine and monitor symptoms for 14 days.
- Close contacts include the entire cohort and any non-cohort members who have been within 6 feet for 15 minutes or more.
- Even if a cohort maintains 6 feet of distance, the prolonged duration of indoor exposure warrants quarantine.

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

**School site will remain open**

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

**School Site:**

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

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

A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	
IMMEDIATE ACTIONS	COMMUNICATION
<ul style="list-style-type: none"> <li>• If a symptomatic school member testing negative had a known close-contact exposure to a COVID-positive person, they must complete a 14-day quarantine, even with a negative test.</li> <li>• If the symptomatic person testing negative did not have a known exposure, they can return to school 3 days after their symptoms resolve, per CDPH COVID-19 Reopening In-person Learning Framework for K-12 Schools.</li> </ul>	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
A student or staff member tests negative after Scenario 2 (close contact)	
<ul style="list-style-type: none"> <li>• Student/staff must remain in quarantine for a full 14 days after the date of last exposure to COVID-19 positive non-household contact.</li> <li>• Household contacts can end quarantine 14 days after their last exposure to the positive household member.</li> <li>• If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation.</li> </ul>	No action is needed
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	
Can return to school/work immediately	No action is needed

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

## Additional Details

### Distance Learning

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

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

**State Criteria for Allowing In-Person Instruction:** ([as of July 17, 2020](#))

- a) Closure: A school must close in-person instruction if the County is placed on the County Monitoring List (CML). If the County is added to the CML before school resumes, schools must conduct distance learning until the county is off the CML for 14 days. If the County is added to the CML, superintendents (in consultation with labor, parent, and community organizations) may request a waiver for elementary schools for in-person instruction. The county department of public health publishes, reviews, and approves all waiver applications.
- b) Reopening: The school can reopen in-person instruction after the County has been removed from the CML for at least 14 days. The county department of public health publishes, reviews, and approves all waiver applications.

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

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

## SAFE ENVIRONMENT

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

### Product Guides

#### Hand Sanitizer

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

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

#### Cleaner

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

### General Disinfection Measures

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	After each recess



<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups
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Additional cleaning guidance available at <https://bit.ly/covidedcclean>

## Safe Water

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

## HVAC Considerations

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

## School Procured Additional Supplies

Item	Quantity	Notes
<b><u>Hand Pump Sprayer</u></b>	1/classroom	For teachers to spray desks for students to wipe down.
<b>Staff Gloves</b>	500 count/class	Nitrile gloves
<b>Bulk Hand Sanitizer</b>	1/site	Refill station
<b>Individual Pumps</b>	1/person	1 per student/ 1 per teacher
<b>Cleaning Solution</b>		Alcohol-based
<b>Student Towels/ Ziplock Bags</b>		For cleaning personal work surface and storing clean and soiled towels

Pencil bag/pouch/boxes	1/student	
IR Therm	2/school	Housed in the school office

## Supplies Provided by Families/Students

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

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

## FACILITY ADJUSTMENTS

- The Extended Care room, school gym, and the cafeteria will be converted into additional classrooms to be used for sub cohorts during the instructional day.
- Classroom rugs, group tables, and extra furniture has been removed, and individual desks or tables installed with six-foot gapping between student stations.
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Signage will be added to the campus for social distancing reminders.
- Social distancing and best practices signage posted around campus and distributed to families
- Hooks were installed for student personal supplies
- Public space (e.g., number of seats) has been minimized in the front office

### V2.3 Notre Dame School

## School Schedules and Routines

### Morning Drop-Off

Drop-Off Hours: 7:30 AM - 8:15 AM

**Staffing:** Teachers and Aides.

**Protocol:**

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

### Recess and Physical Education

**Staffing:** Teachers and Aides

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

### Morning Recess

Assigned Area	Zone 1 (South) Dome area	Zone 2 (North) Upper playground
9:30-9:50	K	1
9:55-10:15	2nd grade	3 <sup>rd</sup> grade
10:15-10:30	4th grade	3rd grade
10:30-10:45	5th grade	6th grade
10:58-11:08	7th grade*	8th grade*

\*not included in waiver

## Lunch

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

Time	Zone 1	Zone 2
11:35-11:55	K-1 lunch	
11:55-12:15	K recess	1 recess
11:55-12:15	2 <sup>nd</sup> /3 lunch	
12:15-12:35	2nd grade recess	3 <sup>rd</sup> grade recess
12:15-12:35	4 <sup>th</sup> -5 <sup>th</sup> lunch	
12:35-12:55	4th grade recess	5th grade recess
12:55-1:05	6th lunch	
1:05-1:20		6th recess
1:05-1:20	7th-8th lunch*	
12:55-1:05	7th recess*	8th recess*

\*not included in waiver

**Protocol:** Students will eat lunch at their assigned seats in their classrooms or outdoors as much as possible when weather permits. The hot lunch program, staffed internally will have lunch delivered to classrooms by an aide masked and gloved. Students will put their trash in their classes hall trash can.

## Masses

Masses will on Fridays for each individual cohorts at 9:00am out in the parking lot. All chairs will be spaced out according protocol with 6 feet spacing.

## After School Pick-Up

**Time:** 1:45pm-1:50K pick up  
2:50pm 1-5 and 3:15pm 1-8

**Staffing:** Teachers and Aides

**Protocol:**

- Campus will open beginning at 1:45pm for Kindergarten parents.
- Students will be guided to their designated pick-up location distanced around the playground and wait with their teacher and grade-level cohort.
- Children should enter the vehicle from the passenger side.
- Drivers should not leave their vehicles.

## Extended Care

**Hours of Operation:** 2:45 PM - 6:00 PM

**Staffing:** School employees

**Protocol:** Extension will be held in the extended care room and a converted cafeteria space, with each grade level having their own area and each student their own supplies and seating. Parents will pick-up at the parking lot at the entrance to the extension room. Drivers will not be allowed into the space.

## APPENDIX A: FAQ

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

*Students who arrive at school late will enter at Hazel St. gate. Driver will push the button at the gate entrance and wait for the office staff. Office staff will sign students in and take their temperature. Students will go directly to class.*

### **What about the traditional before school starts recess?**

*Grades will have a newly assigned structured recess time slot with their teacher, scheduled near the start of the school day in lieu of recess before school.*

### **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. If a student must use the restroom outside the allotted time, they shall go to the restroom, wait on the designated marks (6 feet apart) until the restroom is available, and then return directly to class, maintaining social distance and wearing a face mask at all times.*

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

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

### **What if students are outside doing calisthenics during extension when a parent comes to pick up a child?**

*The extension employee at the entrance/cafeateria will radio the employee with the students on the playground to send up the student. The parent will not be admitted on campus to gather their child.*



## APPENDIX B: FACILITY ADJUSTMENTS



## APPENDIX C: PROTOCOL

### Surface Cleaning



#### Additional Details

- Students will have one ziplock bag with clean rags and another with dirty rags that they take home daily, like their lunch bag. In TK-1st the teacher and aides will spray and wipe exposed areas.
- Teacher will spray area to ensure wait time and proper coverage



## Restroom Use



### Additional Details

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

## Teacher Cleaning Expectations




## Screening

V2.3 Notre Dame School

## Campus Entry Point (Adults)




ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO






COVID 19  
RESPONSE PROTOCOLS

### CAMPUS ENTRY SCREENING

COMPLETE SURVEY PRIOR TO ENTRY

DISINFECT

MASK?

GLOVES

### RESPECT EVERYONE'S SPACE

FAITH

COMMUNITY

GROWTH

**Daily Health Screening (Adults)**

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

Position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

**Q1:** Since your last time on campus, have you had a cough, shortness of breath, difficulty breathing, or been in close contact with a person lab confirmed to have COVID-19?

**If yes, circle what applies above and see your supervisor immediately.**

**Q2:** Since your last time on campus, have you had any two of these symptoms

Fever

Muscle pain

Sore throat

Chills

Headache

New loss of taste or smell

Repeated shaking with chills

**If yes, circle symptoms and see your supervisor immediately.**

Running Record

Date	Temp	Symptoms (Y/N)	Screened by	Signature

&lt; OFFICE USE ONLY &gt;

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

Then, complete the following section of this form:

Date the employee was sent home: \_\_\_\_\_ Recorded temperature: \_\_\_\_\_

Are visible signs of respiratory illness present? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date the employee returned to work: \_\_\_\_\_

## Student Checklists

### Home Checklist for the Front Door

  
**GOOD MORNING!**

SMILE
CHECK TEMPERATURE
WASH









DO YOU HAVE YOUR SUPPLIES?

**HAVE A GREAT DAY!**

FAITH
COMMUNITY
GROWTH

### End of School Day Reminders

  
**END OF DAY!**

SMILE
CHECK LIST
CLEAN











DONT FORGET TO WASH TOWELS & RETURN

**HAVE A GREAT AFTERNOON!**

FAITH
COMMUNITY
GROWTH



## Symptom Flyer



# Symptoms of COVID-19 and Keys to Remaining Vigilant

### What To Look For

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

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

### How You Can Help

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

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

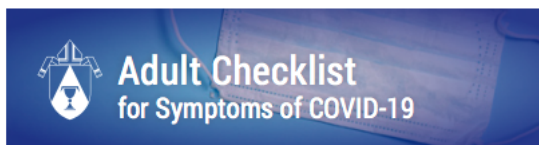
### Additional Information

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

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

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

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



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

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

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

Notes:



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

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

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

Notes:





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

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

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

Notes:



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

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

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

Notes:

## Restroom Daytime Checklist

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

## APPENDIX D: AGENCY UPDATES

Butte County COVID Portal Page <http://buttecounty.net>

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](#)

Masks are an additional step to help slow the spread of COVID-19 when combined with [every day preventive actions](#) and [social distancing](#) in public settings.

## APPENDIX E: COMMUNICATIONS

Masks should be washed regularly. It is important to always [remove masks correctly](#) and [wash your hands](#) after handling or touching a used mask.

### How to clean

#### Washing machine

- You can include your mask with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask.

#### Washing by hand

- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection.
  - Use bleach containing 5.25%–8.25% sodium hypochlorite. Do not use a bleach product if the percentage is not in this range or is not specified.
  - Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
  - Ensure adequate ventilation.
- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3rd cup) of 5.25%–8.25% bleach per gallon of room temperature water or
  - 4 teaspoons of 5.25%–8.25% bleach per quart of room temperature water
- Soak the mask in the bleach solution for 5 minutes.
- Discard the bleach solution down the drain and rinse the mask thoroughly with cool or room temperature water.
- **Make sure to completely dry the mask after washing.**

#### Using bleach safely:

V2.3 Notre Dame School

- Always read and follow the directions on the label to ensure safe and effective use.
- Be aware that bleach can damage cloth fabric over time.
- Wear skin protection and consider eye protection for potential splash hazards.
- Use water at room temperature for dilution (unless stated otherwise on the label).

Store Masks are an additional step to help slow the spread of COVID-19 when combined with [every day preventive actions](#) and [social distancing](#) in public settings.

Masks should be washed regularly. It is important to always [remove masks correctly](#) and [wash your hands](#) after handling or touching a used mask.

### Washing machine

- You can include your mask with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask.

### Washing by hand

- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection.
  - Use bleach containing 5.25%–8.25% sodium hypochlorite. Do not use a bleach product if the percentage is not in this range or is not specified.
  - Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
  - Ensure adequate ventilation.
- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3rd cup) of 5.25%–8.25% bleach per gallon of room temperature water or
  - 4 teaspoons of 5.25%–8.25% bleach per quart of room temperature water
- Soak the mask in the bleach solution for 5 minutes.
- Discard the bleach solution down the drain and rinse the mask thoroughly with cool or room temperature water.
- **Make sure to completely dry the mask after washing.**

**Using bleach safely:**

- Always read and follow the directions on the label to ensure safe and effective use.
- Be aware that bleach can damage cloth fabric over time.
- Wear skin protection and consider eye protection for potential splash hazards.
- Use water at room temperature for dilution (unless stated otherwise on the label).
- Store and use bleach out of the reach of children and pets.
- Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations. Learn more about [reducing asthma triggers](#).
- See [EPA's 6 steps for Safe and Effective Disinfectant Use external icon](#).

**How to dry**

Dryer

Use the highest heat setting and leave in the dryer until completely dry.

Air dry

Lay flat and allow to completely dry. If possible, place the mask in direct sunlight.

**Wear your Mask Correctly**

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- CDC does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent

## APPENDIX E: COMMUNICATIONS CONTINUED

### Cases and Exposures Correspondence

#### Confirmed Case Letter

[School Letterhead]

[Date]

Dear Notre Dame 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 Notre Dame 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.

Butte County Public Health has been notified. Notre Dame 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, Kari Bertagna. Additional resources can be found at the following website:

<https://buttecounty.net>

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

Respectfully,

[Principal Name and Contact Information]

## Close Contact Letter

[School Letterhead]

[Date]

Dear Parents/Guardian of \_\_\_\_\_ (student name):

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

Butte 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 Butte 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:

- <https://buttecounty.net>
- Centers for Disease Control and Prevention (latest information on symptoms, how to protect other household members, cleaning, and more): [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)
- (Updates about our school's situation)

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

Respectfully,

**V2.3 Notre Dame School**



[Name and contact information of principal]

## Symptoms Letter

[School Letterhead]

Dear Parent or Guardian:

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

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

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

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

- <https://buttecounty.net>

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

Respectfully,

[Principal name and contact information]

## Scenario 3 - Quarantine Letter



DIOCESE of SACRAMENTO  
CATHOLIC SCHOOLS

August ZZ, 2020

Dear Notre Dame School Parent or Guardian,

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

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

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

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

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

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

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

Sincerely,

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

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

**V2.3 Notre Dame School**

## APPENDIX F: DISTANCE LEARNING

The Distance Learning opportunities provided by Notre Dame School are intended to keep us safely in community.

### Distance Learning Outline

- A. Campus open - Our primary goal is to provide a quality education while in community. Independent, remote learning will be available for students in at-risk scenarios through their regular classroom teacher, in addition to a support/liaison teacher to ensure connectivity. Modes of instruction provided will include live stream lessons, recorded sessions, and scheduled check-in times. This program will provide seamless reentry to an on-site experience for that child when the time comes to return.
- B. Cohort Distance Learning - If the health department sends a cohort to distance learning, the entire cohort will be provided with a daily program that will include live stream lessons and a regular period by period schedule.
- C. Campus closed - The entire school will move to distance learning if the campus is closed by the health department, similar to the cohort scenario, but with additional whole school content such as streamed announcements, masses, assemblies, and music. Students on independent, remote learning will be folded into the whole site distance learning program.

### Distance Learning

#### Communication

- Staff will review the survey in preparation for the Distance Learning program.
- Teachers will meet and articulate with previous teachers and the EAS teacher to determine the success of individual students during the previous distance learning period and any standards gaps that may need to be addressed.
- Orientations will be scheduled with families.
- Teachers will post daily lesson plans.
- Classroom teachers and aides will be available throughout the school day to respond to students questions, concerns, and needs.
- Teachers and the principal will post and email a weekly announcement on SchoolSpeak.
- Teachers will focus on building individual relationships with students.
- Teachers will schedule weekly check-ins, and grade appropriate office hours.

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

## Attendance

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

## Daily Lesson Plans

Lesson plans will be posted each day on **Google Classroom**. In addition the teachers will email parents the weekly schedule no later than Monday morning.

## School Day

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

## Content

- ☐ **Prayer** 5 days a week
- ☐ **English Language Arts** 5 days a week
- ☐ **Math** 5 days a week
- ☐ **Religion and Virtue Education** 3-4 days a week
- ☐ **Social Studies/** 2 days a week
- ☐ **Science** 2 days a week
- ☐ **Enrichments** (PE/Brain challenge/Visual Arts) 1-2 times weekly
- ☐ **Check-Ins** with individual students or small groups once a week
- ☐ **Office Hours** throughout the week
- ☐ **Other** May include: Morning Meetings, Virtual Recess, Virtual Lunch, Study Time, Storytime, and other opportunities to build relationships, allow for social interaction, and support learning. These will vary depending on a student's age.

## Delivery

- Lessons will be delivered with both Synchronous and Asynchronous technology.
- Synchronous may be used to deliver follow up lessons, support a direct instruction model, and to help the students build community, collaborate, and allow the teachers to check for understanding

and give feedback. Lessons will be recorded and shared with students who were unable to attend a lesson.

- Asynchronous lessons will also be emphasized. These teacher-made videos will be beneficial to students who need reinforcement, repeated instruction, or require flexibility in the schedule.
- We understand the importance of limiting a child's screen time, so students will also have assignments to be completed off-line, independently.

## School-Wide Technology

### Technology Support

- Students who do not have a home device will have the option to check out a device from the school.
- Families will review and sign a technology agreement.
- Teachers will provide student and parent support in using the school communication platforms.
- Teachers should send home websites and apps that will be used the first three weeks of school and include student log-in information.

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

### School Communication Platform

Class Dojo  
Google Classroom

### Synchronous Instruction

Zoom  
Google Meet  
Edpuzzle

### Asynchronous Instruction

Screencastify  
Loom

### ELA

Accelerated Reader  
Freckle  
Quill  
Epic

### Math

Freckle

Go Math  
 Big Ideas Math  
**Religion**  
 We Believe 1st-4th  
 Gospel Weeklies  
**Social Studies**  
 Studies Weekly  
**Science**  
 Mystery Science

## Independent, Remote Learning for Students

### Overview

#### Program Intent

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

#### Content

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

### Roles and Responsibilities

#### Classroom Teacher

Generates core content and provides feedback to all students (on and off-site) in the regular grading cycle. Is available to all parents in a regular fashion (phone, email, appointment). Posts content for Teacher Liaison review a week in advance for collaborative and clarification purposes.

#### Teacher Liaison

Provides additional community connectivity content such as checking in daily with students, monitoring work completion, and providing on-demand support. Serves as student and parent first point of contact during the course of the day for assistance.

#### Student

Keeps to their schedule by starting each day with the morning announcements, attends their remote lessons, and progresses through the content at their pace during the day content is assigned.

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### Next Steps & Additional Information

Should your child's cohort or the school move to distance learning, this remote learning schedule would change to a full distance learning schedule (more streamed course content, etc.)



## APPENDIX G: APPLICATION FOR WAIVER

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

### Waiver Application Cover Form

(for use by a Local Education Agency or equivalent)

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

#### Background Information

Name of Applicant (Local Educational Agency or Equivalent):

School Type:

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

Number of schools: Enrollment:

Superintendent (or equivalent) Name:

Address:

Grades/Number of Students Proposed to be Reopened:

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

Date of Proposed Reopening:

Name of Person Completing Application:

Phone Number: Email:

#### I. Consultation

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

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

## II. Elementary School Reopening Plans

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

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

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

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

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

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

Go to: [Schedules and Routines](#)

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

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

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

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

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

Go to: [Safe Environment](#)

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

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

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

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

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

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

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

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

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

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

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□ 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>