RETURN-TO-SCHOOL PLAN
AND WAIVER APPLICATION:
COVID-19 PROTOCOLS AND WAIVER COMPONENTS

Holy Rosary Catholic School
505 California St.
Woodland, CA – Yolo County

V1.1

August 28, 2020
INTRODUCTION

We have created this plan to support our safe return to school amid the current pandemic. 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 provide 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.

*This Return-To-School Plan: COVID-19 Protocols and Waiver Components is a living document. This document will be reviewed and updated regularly to best navigate our response to the COVID-19 Pandemic. We have tailored it specifically for our school environment and population and will continue updating it with the best data and practices in mind. This document will be shared and updated to our community via SchoolSpeak and on our website, [www.hrsaints.com](http://www.hrsaints.com)*
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GENERAL PROTOCOLS

Social Distancing

- All persons on campus will practice social distancing of six feet whenever possible, and a minimum of three feet where impossible
- 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

- Students will operate in cohorts at all times (courses, recess, lunches, etc.)
- 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 (between cohorts)

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.

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

**Office Capacity** – Site will restrict the number of persons to 5 in the front offices general receiving area and 2 in individual offices to maintain social distancing.
Conference Rooms—Conference rooms will be closed until further notice. All staff meetings will be held in a prepared junior high classroom (with social distancing and larger desks in place) and or virtual options will be provided, even for employees in the office or school.

Breakrooms or Teacher Lounge/Multipurpose Room—These spaces are limited use and are closed for eating. Shared coffee machines will not be used. The use of shared appliances such as refrigerators and microwaves will be limited in use with appropriate signage posted reflecting necessary cleaning after use. Handles and any other touched by individuals will be disinfected after each use. Employees must be careful not to congregate in these spaces and while there, practice social distancing and wearing masks.

Teacher/Copy Room—There will be limited access to the copy room. Signage indicating restrictions will be posted.

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, school secretary/receptionist, and EDP Coordinator may serve as screeners for faculty and staff.
- A temperature check will be conducted for all persons entering campus, and staff will complete an additional screening document (See Appendix B). Designated screeners are responsible for completing the screening and entering information in the running record. Temporary storage of said documents will be in binders in the EDP room and or front office. Temperature checks will be administered using the forehead and conducted indoors and or away from heat/sun wherever possible to obtain more accurate measurements. 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 designated isolation space for screening which is located in Teacher/Copy Room.
- 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 as described above, a supervisor will allow them to go home without penalty for that day.

Use of Outdoor Spaces for Instruction and Activities

- Socially distant outdoor activities reduce the risk of transmission of viruses.
• Therefore, we encourage the use of our outdoor spaces for instruction and activities as weather and facilities permit.
• Instruction and activities should take place in the given cohorts.
• Students must remain masked and distant while outside.

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.

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

** STUDENTS

<table>
<thead>
<tr>
<th>Age</th>
<th>Face Covering Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 2 years old</td>
<td>No</td>
</tr>
<tr>
<td>2 years old – 2nd grade</td>
<td>Strongly encouraged**</td>
</tr>
<tr>
<td>3rd grade-high school</td>
<td>Yes, unless exempt</td>
</tr>
</tbody>
</table>

** Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly.
FACE MASKS FOR STUDENTS

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

- TK/K students while seated at desks (with dividers);
- 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.

The school has extra masks on hand for people who attempt 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.

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

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

FACE MASKS FOR STAFF

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

- In limited situations, where face coverings cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs) a face shield can be used by staff in the classroom instead of a cloth face covering as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.” ¹
- Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

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

All custodians and food service personnel must wear gloves.

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

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training.
- Staff and families will review this protocol, posters, and routines within (See Appendix E).
- Families will receive various tools to help them understand their role in self-evaluation and vigilance in reducing the spread of COVID-19 (See Appendix E).

Delivering Instruction

- 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.).

Cleaning & Disinfection Routine

Disposable paper towels will be used for student sanitation purposes:

- Students will be provided with clean paper towels at each interval that requires cleaning of their areas.
- Teacher 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. 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 campuses until our reopen date. Only diocesan scheduled workers are allowed on campus during preparation for reopen (while operating within waiver requirements).

No volunteers are allowed (while operating within waiver requirements).

**Food & Package Delivery**

Food delivery, outside those provided through the school’s official food service program (WJUSD), or student sharing of food items is prohibited. Students must bring lunch and snacks on entry to campus. Personal package deliveries are not permitted.

**Travel Restrictions**

Diocesan schools will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Catholic Schools Department.
COVID SYMPTOMS & 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. Note: Each school has a designated contact tracer whose name is on file with the Catholic School Department and County Health.

Contact Tracers

The School’s Contact Tracer is: Brenda Fechter, Office Manager with alternate being Robert Bachmeier, Principal. Both have successfully completed the Contact Training Course:

Coursera Option: https://www.coursera.org/learn/contact-tracing-for-covid-19

Symptoms

Students: 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.

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 of receipt by a laboratory.

The first option for tests would be for families or staff to utilize their healthcare provider. The second option would be for either group to utilize Yolo County testing can be found at https://www.yolocounty.org/health-human-services/adults/communicable-disease-investigation-and-control/novel-coronavirus-2019/coronavirus-testing/.
If the medical provider from either of these options 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.cpm

The collection for this testing laboratory will be administrated by designated certified RN, MD or School Nurse in the isolation space of the school. Parents are responsible for the cost of their child’s testing (both when utilizing their own healthcare or Alcala Testing & Analysis Services). HRS will pay for testing for all staff if their own healthcare does not cover it.

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

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

<table>
<thead>
<tr>
<th>IMMEDIATE ACTIONS</th>
<th>COMMUNICATION</th>
</tr>
</thead>
</table>

FAITH + COMMUNITY + GROWTH
• Student/staff are isolated at the site in the designated Isolation Space (Teacher /Copy Room) until they can be sent home or to a healthcare facility per CDPH guidance.

**To return to school:**

All symptomatic persons should be tested for COVID-19. If they test positive, they can return to campus 10 days after symptoms started, 24 hours without fever, and improving symptoms. (There is no requirement for 24 hours of improving symptoms). If they test negative, they can return 72 hours after symptoms resolve.

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

• If student/staff tests positive, see Scenario 3.
• If student/staff tests negative, see Table 2 below.
• In addition, the individual may have a medical note by a physician that provides an alternative explanation for symptoms and reason for not having a COVID-19 test (e.g., seasonal allergies).

School site will remain open

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**SCENARIO 2**

**FAMILY MEMBER OR CLOSE CONTACT (OUTSIDE COMMUNITY) TESTS POSITIVE**

<table>
<thead>
<tr>
<th>COVID-19 symptoms letter provided to the individual or individual’s guardian</th>
</tr>
</thead>
</table>

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• 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.**

### 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 (PHSU) 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 and go 24 hours without fever (and 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.

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

- **School site will remain open.**
## Steps to Take in Response to Negative COVID-19 Test Result (TABLE 2)

<table>
<thead>
<tr>
<th>IMMEDIATE ACTIONS</th>
<th>COMMUNICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed</td>
</tr>
<tr>
<td>If the symptomatic person testing negative did not have a known exposure, they can return to school 72 hours after their symptoms resolve.</td>
<td></td>
</tr>
</tbody>
</table>

### A student or staff member tests negative after Scenario 2 (close contact)

- **Student/staff must remain in quarantine for a full 14 days after** the date of last exposure to COVID-19 positive non-household contact. 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.

### 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

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Additional Details

**Distance Learning**

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

**School Closure and Subsequent Reopening:** The Catholic School Department in consultation with Public Health (state and county), will determine if a partial or full school closure is needed based on guidance and recommendations from CDPH. Please refer to the most current guidance, currently as follows:

**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.

**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/ Disinfectant

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Area</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workspaces</td>
<td>Classrooms, Offices</td>
<td>At the end of each use/day</td>
</tr>
<tr>
<td>Appliances</td>
<td>Refrigerators and Microwaves.</td>
<td>At the end of each use/day and/or between use</td>
</tr>
<tr>
<td>Electronic Equipment</td>
<td>Copy machines, shared computer monitors, telephones, keyboards</td>
<td>At the end of each use/day and/or between use</td>
</tr>
<tr>
<td>General Used Objects</td>
<td>Handles, light switches, sinks, restrooms</td>
<td>After students leave for recess and prior to their return to the classroom</td>
</tr>
<tr>
<td>Common Areas</td>
<td>Cafeteria, Library, Conference rooms, Gyms, Common Areas</td>
<td>At the end of each use/day; between groups</td>
</tr>
</tbody>
</table>

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 will use filtered air conditioning.
- All air conditioners including filters have been serviced (and or replaced if needed) in summer of 2020 to ensure maximum efficiency.
- 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 space before children arrive; plan to do a thorough cleaning when children are not present

School Procured Additional Supplies

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hand Pump Sprayer</strong></td>
<td>1/classroom</td>
<td>For teachers to spray desks for students to wipe down.</td>
</tr>
<tr>
<td><strong>Staff Gloves</strong></td>
<td>200 count/class</td>
<td>Nitrile gloves with appropriate sizes for staff</td>
</tr>
<tr>
<td><strong>Bulk Hand Sanitizer</strong></td>
<td>11 x 5 gallon containers</td>
<td>Alcohol-based, (min 60% alcohol), 55 gallons with refill stations</td>
</tr>
<tr>
<td><strong>Individual Pumps</strong></td>
<td>1/person</td>
<td>8oz for each student</td>
</tr>
<tr>
<td><strong>Cleaning Solution</strong></td>
<td>4x 2 gallon</td>
<td>8 gallons peroxide multi surface cleaner and disinfectant (concentrated)</td>
</tr>
<tr>
<td><strong>Paper Towels</strong></td>
<td></td>
<td>For cleaning personal work surface and storing clean and soiled towels</td>
</tr>
<tr>
<td><strong>Restroom Soap Dispensers</strong></td>
<td></td>
<td>Push dispensers</td>
</tr>
<tr>
<td><strong>Pencil box/supply bin</strong></td>
<td>1/student</td>
<td></td>
</tr>
<tr>
<td><strong>Non-contact IR Thermometer</strong></td>
<td>10/school</td>
<td>Housed in the school office and each classroom. 2 back-ups are available. Various vendors.</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td><strong>Acrylic/Plexiglass</strong></td>
<td></td>
<td>Office counter, EDP desk, TK/K desks and other areas where needed.</td>
</tr>
</tbody>
</table>

**FACILITY ADJUSTMENTS**

- Music Room will be used as a student space to ensure social distancing in the Extend Care Program.
- Classroom rugs, group tables, and extra furniture have been removed and individual desks or tables installed with four -six-foot gapping between student stations.
- Students have their own designated space (desk/table) with their own supplies, water bottle, and hand sanitizer.
- Spots at pickup area have been designated six feet apart for parent pick-up. Parking lot has been modified so as parents will not leave cars to pick up.
- Social distancing and best practices signage posted around campus and distributed to families.
- Hand sanitizer stations will be available at every point of egress in every classroom on campus.
- Drinking fountains bagged or removed. One water bottle filling station has been installed for students.
- TK/K dividers on large tables (2.5‘x6‘).
- EcoLab sanitation station installed at all custodial utility sink.
**SCHOOL SCHEDULE & Routines**

*Note: This section will be specific to the individual school site.*

### Morning Drop-Off

**Drop-Off Hours: 7:55 AM - 8:15 AM**

**Protocol:** Students will exit their cars (with masks on) and will be shown the COVID-19 Symptoms graphic and asked if they have any of the symptoms. This will be followed by immediate temperatures check by staff with parents waiting for the okay before they drive away. If the student temperature is 100.4° F or greater, we will recognize this as a fever and the student will be sent home with parents. If student responds positively with having a symptom, the student will also be sent home with parent. Staff will document in either case. Students with temperatures below 100.4° F and no symptoms, will be directed at the gate to head to their designated ‘cohort area’ through the breezeway and into the lower level playground area (with flagpole). They will stay in that area until the bell rings at 8:00 and at that time they will move to their designated area near the flagpole for morning prayer/assembly. Student spaces will be marked and will provide for six-foot social distancing. Classes will be dismissed individually and students will line up by their doors and await further screening from their teachers (spaces will also be marked and provide for six-foot social distancing). They will wait for directions from teachers prior to entering rooms.

This drop off point where students exit cars is in the rear parking area and is the only entry point for students. If students are late, please see Appendix A FAQ for guidance.

### Lunch Food Service

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

**Regular Day Schedule** (including recess time)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Grade Level (Teacher or Aid Staffing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:15-10:30 am</td>
<td>Recess</td>
<td>TK/K (Aide) 1/2 (Aide) 3/4 (Aide) 5/6 (T)</td>
</tr>
<tr>
<td>12:20 - 12:40 pm</td>
<td>Lunch</td>
<td>TK/K (Aide) 1/2 (Aide) 3/4 (Aide) 5/6 (T)</td>
</tr>
<tr>
<td>12:40 – 1:00 pm</td>
<td>Lunch Recess</td>
<td>TK/K (Aide) 1/2 (Aide) 3/4 (Aide) 5/6 (T)</td>
</tr>
</tbody>
</table>
**Protocol:** Students will eat lunch at their assigned seats in their classrooms or outdoors in one of 3 assigned areas on campus. The hot lunch program, staffed internally by an aide, will deliver to classrooms, while masked and gloved. A staff member will be eating with students whether it is in the classroom utilizing outdoor seating areas. Students will put their trash in their classes trash can or trash cans in outdoor seating area. Students will recess in separate ‘cohort areas’ of the campus (Junior high playground, lower level playground with flagpole, and back yard grass area). Play structures will not be in use.

**Minimum Day Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Grade Level (Teacher or Aid Staffing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:15-10:30 am</td>
<td>Recess</td>
<td>TK/K (Aide)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1/2 (Aide)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/4 (Aide)</td>
</tr>
<tr>
<td>12:00 pm</td>
<td>Dismissal</td>
<td>TK/K (Aide or T)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1/2 (Aide or T)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/4 (Aide or T)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5/6 (T)</td>
</tr>
</tbody>
</table>

**Recesses and Physical Education**

**Staffing:** Teachers and Aides

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Physical Education Schedule – Tuesday/Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 - 9:15 am</td>
<td>TK/K</td>
</tr>
<tr>
<td>9:25 - 10:15 am</td>
<td>1/2</td>
</tr>
<tr>
<td>10:15 – 10:30 am</td>
<td>Recess</td>
</tr>
<tr>
<td>10:30 – 11:20 am</td>
<td>3/4</td>
</tr>
<tr>
<td>11:30 am – 12:15 pm</td>
<td>* TBD</td>
</tr>
<tr>
<td>12:40 – 1:00 pm</td>
<td>Lunch Recess</td>
</tr>
</tbody>
</table>
**Indoor Recess Options**

An option for every teacher is to keep students in their assigned classroom seats when it is necessary for them to stay indoors for recess. Outdoor covered spaces and the gym (HR Community Center) will be utilized. The main room of the gym will be separated into two spaces. Cohorts will rotate the use of these areas on a weekly schedule. Students will be able to use indoor and covered hallways for egress and movement to these areas.

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Lower Grade 1</th>
<th>Lower Grade 2</th>
<th>Junior High</th>
<th>Gym 1</th>
<th>Gym 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>TK/K</td>
<td>1/2</td>
<td>3/4</td>
<td>5/6</td>
<td>7/8</td>
</tr>
<tr>
<td>Tuesday</td>
<td>1/2</td>
<td>TK/K</td>
<td>5/6</td>
<td>7/8</td>
<td>3/4</td>
</tr>
<tr>
<td>Wednesday</td>
<td>TK/K</td>
<td>1/2</td>
<td>7/8</td>
<td>3/4</td>
<td>5/6</td>
</tr>
<tr>
<td>Thursday</td>
<td>1/2</td>
<td>Tk/K</td>
<td>3/4</td>
<td>5/6</td>
<td>7/8</td>
</tr>
<tr>
<td>Friday</td>
<td>TK/K</td>
<td>1/2</td>
<td>5/6</td>
<td>7/8</td>
<td>3/4</td>
</tr>
</tbody>
</table>

*M-Time allotted for possibility of large cohort separation*

**Masses**

Students TK- 8th will attend weekly mass in the outdoor Grotto area as a large group but stay in cohorts. Entering and exiting classrooms will follow normal COVID protocols. These masses will be held in accordance with Diocesan guidelines for Mass. This includes holding such events outdoors, with 6 feet distance between students, all participants in masks, no singing, and no commingling of cohorts. Students will stay in their seat area for the entire mass. These masses will be limited to grades TK-6 while operating under a waiver. No other school-wide prayer services or faith events will be held during this time.

**After School Pick-Up**

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

**Staffing:** Teachers and Aides

**Protocol:** The campus gate will be opened at 3:00 pm. Teachers will stay with their cohort, having them social distancing inside the gate in identified cohort areas. Parents will not be admitted into the school office or school classrooms to pick up. Parents will not exit cars and pick up students but rather teachers will release students from inside the gate once a parent drives up to release area. Parents will form a line around the lot,
not parking thus may need to drive around more than once if students are not ready to be picked up. Parents will not enter the school for pickup or conferencing of any sort at the end of the day.

Extended Care

**Hours of Operation:** Morning Shift 6:45 – 7:45 AM; Afternoon Shift 3:00-5:45 PM

**Staffing:** HRS employees

**Student to Staff Ratio:** <18:1 Student/Staff Max.

**Protocol:** Extension will be held in our existing EDP and Music room space with distanced and assigned student desks. Space outside of both rooms (lower level playground area) will also be used with students social distancing in cohort areas during activities. Each student will have their own supplies and they will use the normal girls' and boys' restrooms on campus. They will be the only population to use the EDP space during the course of the day. The facility will be cleaned between shifts. Parents will pick-up and drop-off at the entrance of the EDP space just inside of the exit doors in the designated area of the hallway. Only one family will be picking up in this area at a time, with others waiting outside the door in designated areas (distanced). They will use the front gate next to the office when entering and exiting both in the morning and evening. Parents will not be admitted beyond that entry area of the room.
APPENDIX A: FAQ

What if a student arrives late?
If students are late, they will ring the doorbell at the front office entrance and await permission to enter the front office door. Parents are asked to wait in their cars until these tardy students are screened. They will undergo the same temperature check and symptoms check protocol described above, if temperature is less than 100.4 °F and they respond not having and symptoms, they will be sent to their classroom, using outside walk areas. An exception has been made for TK/K students, staff will escort these younger students to their classroom. If the student temperature is 100.4° F or greater, we will recognize this as a fever and the student will be escorted back to their car and sent home with parents. Also, if student responds positively with having a symptom, they will be sent home with parents. Staff will document.

What about the traditional before school starts recess?
Students will participate in this traditional practice utilizing their designated cohort area. Students will move to morning prayer/assembly areas when bell rings at 8:00 am.

What if a student needs to use the restroom?
Only one boy and or one girl at a time may go to the restroom from each cohort (with 5 students or less in a bathroom at any one time). Students will social distance while using restrooms and be wearing a face mask. Students will be trained to adhere to bathroom protocols for entering, exiting and follow restroom sanitation protocols. Signs are on floors and walls to assist students. Student travel will be outdoors whenever possible.

What is the plan for inclement weather recess and physical education?
The HR Community Center (gymnasium) will serve as the space designated for when it rains, is too hot, or the air quality prohibits being outside. Cohort areas will be utilized in the building.

What if students are outside during extension when a parent comes to pick up a child?
The extension employee in the room (at entrance) will call or text the employee with the students on the playground to send the student back to the classroom area. The parent will not be admitted into the EDP area.

What if student forgets his/her lunch?
A lunch will be ordered on their behalf and parents will be billed by WJUSD. Parents may not deliver lunches to school and staff will not make/provide lunches for students.
APPENDIX B: PROTOCOLS & SIGNAGE

Surface Cleaning

Additional Details
- Teacher will spray the area (using disposable paper products to wipe) to ensure wait time and proper coverage. Paper will be disposed of in proper trash cans.
Restroom Use

Additional Details
- Five students maximum in each restroom at one time.
- Students will prepare disposable towel prior to washing hands.
- 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

KEEPING CLASSROOM CLEAN

ROUTINELY CLEAN

TEACHERS CLEAN HANDS; WEAR GLOVES

RESPECT EVERYONE’S SPACE
Screening

Campus Entry Point (Adults)
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 of these symptoms?

- Fever
- Chills
- Diarrhea
- Repeated shaking with chills
- Muscle pain
- Headache
- Nausea
- Congestion
- Sore throat
- New loss of taste or smell
- Vomiting
- Runny Nose

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

Running Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Temp</th>
<th>Symptoms (Y/N)</th>
<th>Screened by</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

< OFFICE USE ONLY >

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If a person is exhibiting symptoms or exceeds the body temperature allowable by the resident county HHS (unless otherwise noted, 100.4 degrees fahrenheit) 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

DON'T FORGET TO WASH TOWELS & RETURN

HAVE A GREAT AFTERNOON!

FAITH + COMMUNITY + GROWTH

COVID-19 Symptoms

How are **YOU** feeling today?

- Sore throat?
- Coughing?
- Diarrhea?
- Vomiting?
- Stomach pain?
- Headache?

Thank you for doing your part to slow the spread!
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-like symptoms:

- Body Temperature exceeding the resident county HHS guidelines (unless otherwise noted, 100.4 degrees Fahrenheit)
- Chills or repeated shaking
- Cough
- Shortness of breath or difficulty breathing
- Congestion or runny nose
- Muscle pain
- Headache
- Fatigue
- Nausea or vomiting
- Diarrhea
- Sore throat
- 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.
2020-2021 COVID-19 School Protocol Acknowledgment

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

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

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

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

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

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

Please print Family Last Name: ________________________________

______________________________  __________________________
Parent/Guardian Signature        Date

______________________________  __________________________
Parent/Guardian Signature        Date
Additional Facility Signage

- **PLEASE WASH YOUR HANDS**: Use soap. Scrub 30 seconds, then rinse.
- **PLEASE LINE UP ON THE MARKS**: Social distancing.
- **PLEASE PRACTICE SOCIAL DISTANCING**:

- **PLEASE BE SEATED WHILE WAITING TO BE SEEN**:

- **TEMPERATURE CHECK-POINT**:

- **LIMITED VISITOR ACCESS**:

- **ISOLATION SPACE; MASK REQUIRED**: This site is disinfected regularly for your safety.

- **CLOSED FOR CLEANING**
APPENDIX C: AGENCY UPDATES & RESOURCES

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

- CDC Portal Page for K-12 Education
- CDC School Decision Tree
- CDC Guidance for Cleaning and Disinfecting
- California Department of Public Health COVID-19 Update Portal
- CDPH Guidance for Use of Face Coverings
- County Data Monitoring

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

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

Links to general documents about COVID:
American Academy of Pediatrics’ statement on returning to school:

Links to CDPH information on the waiver process from August 3, 2020:
CDPH FAQs re. School waivers and reopening:
https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-FAQ.aspx

CDPH Waiver process:
https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/In-Person-Elementary-Waiver-Process.aspx

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APPENDIX D: DISTANCE LEARNING

The Distance Learning opportunities provided by our 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 the 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 entire site distance learning program.

* Distance learning is instruction in which the student and instructor are in different locations. It includes no in-person interaction between teachers, students and parents. We rely on digital forms of communication found in Google Suites and other electronic messaging and communication platforms. It will have asynchronous learning to ensure the opportunity to learn for all students based on schedule and connectivity. Synchronous video conferencing to support learning and social-emotional needs of students through social interaction with peers and teachers will also be incorporated. Distance learning will be implemented only when an entire cohort will be required to be away from school.

Independent, Remote Learning for At-Risk 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 in computer science, from coding to typing, will also be integrated into the curriculum on-site and off. Remote learning students will also have music enrichment.

Roles and Responsibilities

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

Teacher Liaison/ Aides
Provides additional community connectivity content such as checking in daily with students, monitoring work completion, and providing on-demand support. Will serve as the first point of contact for parents during the course of the day for assistance (through Google classroom, email, or phone).

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

Daily Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:05 AM</td>
<td>Whole School Streamed Morning Prayer/Announcements</td>
</tr>
<tr>
<td>TBD by Grade</td>
<td>Remote Learning Group Check-In &amp; Enrichment with Teacher Liaison</td>
</tr>
<tr>
<td>TBD by Schedule</td>
<td>Teacher Liaison Office Hour</td>
</tr>
<tr>
<td>TBD by Grade</td>
<td>Streamed Lesson(s) – As needed, different by grade level</td>
</tr>
<tr>
<td>TBD by Grade</td>
<td>Remote Learning Group Close &amp; Enrichment with Teacher</td>
</tr>
<tr>
<td>TU/TH</td>
<td>Classroom Teacher Check-In (3:30-4 PM)</td>
</tr>
</tbody>
</table>
Next Steps & Additional Information

Space in this program is limited to ensure quality implementation. 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.)

For additional questions or to sign-up for this program, please call or email the school office.

* An independent remote learning program is an option for individual students whose family chooses for them to not be in the class setting. Plans will include regular teacher check-ins, online resources such as curricular lessons, enrichment activities, teacher recorded videos and exploration opportunities. Textbooks, practice workbooks and other project based learning activities will also be used. Google classroom will keep both parents and students informed about what is happening in the classroom and will be a forum for posting activities and collecting student work. Google meets and Zoom will also be used with students for virtual communication. SchoolSpeak is our schoolwide communication portal that will continue to be used to communicate with families. Out of classroom studies will be age appropriate, meaning TK/K will often have packets with activities and pre-recorded videos. Teachers and Instructional Aides will create and implement the plan. 
APPENDIX E: APPLICATION FOR WAIVER

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

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

Background Information

School Name: Holy Rosary Catholic School

School District: Diocese of Sacramento

Superintendent Name: Lincoln Snyder

Address: 2110 Broadway, Sac., CA 95818

Grades to be Reopened: TK-6th

Total Number of Students by Grade:

<table>
<thead>
<tr>
<th>Grade</th>
<th>TBD Max</th>
<th>3:</th>
<th>4:</th>
<th>5:</th>
<th>6:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TK:</td>
<td>TBD Max 10</td>
<td>TBD Max 15</td>
<td>TBD Max 15</td>
<td>TBD Max 15</td>
<td>TBD Max 15</td>
</tr>
<tr>
<td>K:</td>
<td>TBD Max 10</td>
<td>TBD Max 15</td>
<td>TBD Max 15</td>
<td>TBD Max 15</td>
<td>TBD Max 15</td>
</tr>
<tr>
<td>1:</td>
<td>TBD Max 15</td>
<td>TBD Max 15</td>
<td>TBD Max 15</td>
<td>TBD Max 15</td>
<td>TBD Max 15</td>
</tr>
<tr>
<td>2:</td>
<td>TBD Max 15</td>
<td>TBD Max 15</td>
<td>TBD Max 15</td>
<td>TBD Max 15</td>
<td>TBD Max 15</td>
</tr>
</tbody>
</table>

Date of Reopening: September 8, 2020

Name of Person Completing Application: Robert Bachmeier, Principal

Phone Number: 530.867.4152

Email: rbachmeier@hrsaints.com

Signature:  

Date: August 21, 2020
Components per CDPH Waiver Requirements

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

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

Community Consultation

*From cdph.ca.gov:* 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 McRimons.
     - 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.
vi. 100% of our teachers and staff support in-person instruction.

vii. No teachers have requested accommodations because they do not wish to return to in-person instruction.

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.

vii. 89% of our families support return to in-person instruction.

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).
Communications

Communications Plan – COVID Symptoms and Response

- Scenario 1: COVID-19 symptoms letter provided to individual or individual’s guardian
- Scenario 2: **Student (Guardian) or Staff**: Immediately notify the COVID-19 School Liaison if they are defined as a close contact of a confirmed case
- Scenario 3:
  - **COVID-19 positive Individual**: Notify school administration and/or COVID-19 School Liaison immediately
  - **School Site**:
    - Contact PHSU
    - Close Contact letter and Self-Quarantine Instructions sent to school close contacts within 48 hours.
    - Confirmed COVID-19 case notification sent to school community

Cases and Exposures Correspondence

Close Contact Letter

[Letter text]

Dear Parent/Guardian of ___________________________,

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 best date of known exposure was ___________.

Yolo 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 older, they should stay separated from your child.

Please follow the directions in the attached Self-Quarantine from Yolo 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 a direct exposure to someone that has tested positive for 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:

Yolo County COVID-19 Information (local news and data, testing information, and more):

- Centers for Disease Control and Prevention (latest information on symptoms, how to protect other household members, cleaning, and more): www.cdc.gov/Coronavirus
- California Governor’s Office (resources about our schools situation)
- The health and safety of our students and staff are our top priority. Thank you for your prompt attention to this matter.

Respectfully,

Bob Buchmeier
Principal

*To Live, Love, and Learn with Jesus Christ as our Model*
Dear Holy Rosary Catholic School Parent/Guardian:

The health and safety of our students and staff is our top priority. This letter is to inform you that an individual at Holy Rosary 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, cough, 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.

Yolo County Public Health has been notified. Holy Rosary 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. Additional resources can be found at the following website:


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

Respectfully,

Bob Bachmeier
Principal

To Live, Love, and Learn with Jesus Christ as our Model.
Symptoms Letter

Holy Rosary Catholic School
505 California Street, Woodland, CA 95695
School: 530.662.3894 | Fax: 530.668.2442
Email: hrosary@hrosarys.com | Web: www.hrosarys.com

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 72 hours with no fever (without fever reducing medication) 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 test 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:


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

Respectfully,

Bob Schmieder
Principal

To Live, Love, and Learn with Jesus Christ as our Model.
Scenario 3 Letter (from Diocese - District)

August 22, 2020

Dear School Parent or Guardian,

This letter serves as notification that a student or staff member of your cohort at Our Lady of Grace School has tested positive for COVID-19. The date of possible on-campus contact was August 22, 2020.

The following measures were taken, in keeping with Scenario 3 of our Return-to-School Plan Protocols:

- School Administration, the Regional Director, the school contact tracer, 20th County Public Health, and I were notified.
- The areas used by the person who tested positive were cleaned and thoroughly cleaned per CDPH and CDC guidance.
- The Student or staff member that tested positive will isolate for 10 days after symptoms appear or first date. In order to return to campus, positive persons must isolate for 10 days from symptom onset plus 24 hours without fever (without medication) and demonstrate improving symptoms.

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

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

For additional information about COVID-19, please visit the CDPH and CDC guidance websites.

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

If you have any questions or concerns, please contact Principal Laura MacDonald at (916) 371-9415.

Sincerely,

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