



Sacred Heart Parish School COVID-19 Operations Plan 2021 - 2022



Diocese of Monterey

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School Information

General Information

School Name	Sacred Heart Parish School
Address	670 College St. Hollister, CA 95023
Phone Number	(831) 637-4157
Website	www.sacredheartschool.org

Key Personnel

Principal	Dr. Rachel McKenna
Phone Number	(831) 637-4157
Email Address	rmckenna@sacredheartschool.org
School Liaison to County for COVID 19	Dr. Rachel McKenna
Phone Number	(831) 637- 4157
Email Address	rmckenna@sacredheartschool.org

School Profile

Grade Levels	Preschool- 8th grade
Enrollment	200 students
Average Class Size	19
# of Teaching Staff	14
# of Non-Teaching Staff	8

Preface

In the development of this plan, the following guidelines were utilized:

- [COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#)
- [Guidance for COVID-19 Prevention in K-12 Schools \(July 9, 2021\)](#)
- [Cal/OSHA Prevention Program \(CPP\)](#)
- [Cal/OSHA COVID-19 Emergency Temporary Standards FAQ](#)

Additionally, in compliance with Cal/OSHA, the school maintains a COVID-19 Prevention Plan (CPP). A copy of the school's CPP can be accessed here:

[COVID-19 Prevention Plan](#) - Sacred Heart Parish School

The school's COVID-19 Operations Plan for 2021-2022 is subject to change depending on current public health conditions and local, state and federal guidelines. The school will do its best to communicate these updates to staff, students and parents. The community's cooperation is appreciated and vital to maintaining a healthy and safe school environment.

Compliance of students and families with CDPH's COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year and the following COVID-19 Operations Plan is a condition of continued enrollment.

Safety Plans

The school will employ a layered approach to infection mitigation strategies, including the following:

- Face coverings
- Physical distancing
- Healthy hygiene
- Cleaning and disinfection
- Adequate ventilation
- Vaccinations
- Symptom and close contact exposure screening
- Testing

Face Coverings and Other Essential Protective Gear

Per the CDPH guidance, face coverings are optional for staff and students when outdoors.

Students

Students in all grade levels TK-12 will be required to wear face coverings while indoors, while at school, unless exempted. Preschool students ages two and older must wear a face covering while indoors. Students and staff must wear a face covering in the enclosed courtyard area of the school. Masks are optional on the playground and field areas of the school campus.

Further Guidance

- See [CDPH Get the Most Out of Masking](#)
- School will provide direction and training for the proper way to wear, maintain, and remove, as well as when to replace face coverings
- A cloth face covering or face shield may be removed for meals, snacks, or when it needs to be replaced. When a cloth face covering is temporarily removed, students will be reminded to place it in a clean, safe area, clearly marked with the student's name and date, until it needs to be put on again.
- Participants in youth and adult sports will be required to wear face coverings when participating in the activity, even with heavy exertion as tolerated, both indoors and outdoors.
- Persons exempted from wearing a face covering due to a medical condition will be required to wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- Additional masks will be available to students who inadvertently fail to bring a face covering to school.

Failure to Comply with Mask Requirement

- Students who refuse to wear a face mask as required will be sent home and participate in independent study until a parent meeting can be scheduled.
- Parents/Guardians must understand and agree that compliance with CDPH guidelines regarding face coverings is a condition of enrollment. Refusal to comply may result in withdrawal from the school's program.

Face Covering Exemptions

- Persons exempted from wearing a face covering due to a medical condition will be required to wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- A signed note from a licensed medical professional must be provided for any medical exemption to wearing a face covering.

Staff

All staff are required to wear a face covering when sharing indoor spaces with students and other staff.

Further guidance

- The school recommends disposable 3-ply surgical masks, which are more effective than cloth face coverings.
- Bandanas, gaiters and similar face coverings are not acceptable.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, a face shield with a drape may be used as long as the wearer maintains physical distance from others.
- The school will provide training for the proper way to wear, maintain, and remove, as well as when to replace face coverings

Other Personal Protective Equipment

- Workers or other persons handling or serving food must use gloves in addition to face coverings.
- Staff will be encouraged to wear gloves when handling frequently touched items/surfaces, and/or when cleaning and disinfecting surfaces to supplement frequent handwashing or use of hand sanitizer.
- Custodial staff and any other workers who clean and disinfect the school site will be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions.

Any changes in PPE requirements will be communicated to parents and staff through the school's normal communication channels.

Physical Distancing and Movement Throughout the School

Overview

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented.

Physical distancing will be emphasized, particularly in environments when masks cannot be worn, e.g. indoor lunchroom.

Arrival and Departures

Minimizing contact at school between students, staff, families and the community at the

beginning and end of the school day will be prioritized.

The morning drop off protocol will include the following:

- Parents/guardians may walk their child to the black gate and will not be permitted in classrooms. Parents/guardians should promptly return to their vehicle.
- Parents will use a drive thru protocol and will use a designated parking lot to drop students off; parents/guardians will remain in their vehicle.

The afternoon pick up protocol will include the following:

- Parents/guardians will not be permitted in classrooms.
- Parents will use a drive thru protocol and will use a designated parking lot to pick up students; parents/guardians will remain in their vehicle.

Hallways

Traffic Flow Maps will be established with walking direction throughout the campus in order to maintain physical distance in common areas.

Classroom Space

- Teacher and other staff desks will be as far away from student and other staff desks as the environment permits.
- Student chairs will be as far away from one another as the environment permits.

Outside Space

Use of non-classroom space for instruction, including regular use of outdoor space, will be utilized, as often as feasible.

Offices and Workspaces for Staff

Workspace usage will be as follows:

- Office Capacity will be monitored for the number of persons in the office(s) at a time.
- Tables and chairs within the breakroom or Teacher Lounge/Multipurpose Rooms will be spaced to maximize physical distance as much as possible while eating.
- Copy Room will be limited access to the copy room, i.e., one person at a time. Signage indicating restrictions will be posted.

Visitors, Volunteers, and Vendors

Only essential visitors, as approved by the principal, will be allowed on the school campus/in the school building until it is deemed safe by county officials to allow non-essential visitors. Parent volunteers on-campus will be utilized on a limited basis.

All visitors, volunteers and vendors will be required to wear a face mask and follow all other safety protocols as required of staff.

Common Areas

Face coverings will be required in all indoor common areas. Efforts to mitigate infection may include:

- Creating 3' - 6' markations throughout the campus, particularly in the hallways, office areas, gymnasium, cafeteria, extended care, lines for pick up, etc

- Establishing traffic flow maps
- Suspending or limiting use of common spaces, e.g., close or limit space.
- Serving meals outdoors, ensuring physical distancing, hand hygiene before and after eating, and considering assigned seating.

Healthy Hygiene Practices

Students and Staff

Students and staff will be reminded daily to use appropriate hygiene practices:

- Wash hands often throughout the day with soap and water for at least 30 second, especially before and after eating; after coughing or sneezing; after classes where they handle shared items; after using the restroom, and after handling garbage, or removing gloves.
- Use hand sanitizer with greater than 60% ethanol or 70% isopropanol, if soap and water are not available.
- Children under age 9 are to only use hand sanitizer under adult supervision. [Poison Control: 1-800-222-1222].
- Avoid touching eyes, nose, and mouth
- Cover mouth and nose with a tissue when coughing or sneezing or use the inside of the elbow
- Staff will model and practice handwashing with class to reinforce healthy habits and monitor proper handwashing.
- Staff and students will be trained on proper handwashing, coughing and sneezing etiquette.

The facilities will be staged for success:

- Frequent hand sanitizer stations will be placed throughout the campus to reduce overcrowding in the restrooms and to enable frequent hand sanitation.
- Adequate supplies will be available in the classrooms and throughout the facilities, e.g., tissues, sanitizers, disinfectant wipes, no-touch trash cans, face coverings, etc..
- Barriers will be placed in bathrooms, in the office, between desks whenever possible.

Cleaning and Disinfection

Overview

“Cleaning” involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks. “Disinfection” kills germs on surfaces using specific agents.

As a general practice, the school facilities will be cleaned at least once a day, with special attention to frequently touched surfaces.

Frequently touched surfaces in the school include, but are not limited to:

- Sink handles.
- Shared tables, desks, or chairs.
- Door handles.
- Shared technology and supplies.

Outdoor playgrounds/natural play areas only need routine maintenance. Children will wash or sanitize their hands before and after using these spaces.

Shared tables should be cleaned between uses after a student eats.

To ensure the cleanliness of the school facilities:

- If a case has been identified, the spaces where the case spent a large proportion of their time (e.g., classroom, or administrator's office if an administrator) will be disinfected, noting that frequent disinfection can pose a health risk to children and students due to the strong chemicals often used and so is not recommended in the school setting unless a case has been identified.
- To reduce the risk of asthma and other health effects related to disinfection, the school will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
- Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthmatic attacks.
- Follow label directions for appropriate dilution rates and contact times.
- Provide workers training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use.
- Custodial staff and any other workers who clean and disinfect the school site will be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions.
- All products must be kept out of the reach of children and stored in a space with restricted access.
- Establish a cleaning schedule in order to avoid both under- and over-use of cleaning products.
- Ensure safe and correct application of disinfectant and keep products away from students.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible for example by opening windows where practicable. When disinfecting, air out the space before students arrive disinfection should be done when students are not present.

Ventilation

Multiple protective strategies can help to substantially reduce the risk of long-range airborne transmission of SARS-CoV-2 in classrooms. These include:

- Mask wearing: All individuals (teachers, students, staff, etc.) must wear masks— under all ventilation rates or air filtration conditions in the classroom, this practice reduces both short-range and long-range airborne transmission risk compared to not wearing a mask.
- Outdoor air ventilation: with weather permitting, doors and classroom windows will be open as much as possible to ensure adequate ventilation. Should it not be permissible to keep doors and windows due to outdoor temperatures or student sensitive to allergens, rooms will be open before and after school during breaks, if appropriate.
- Filtration: Ventilation system filters should be MERV-rated at MERV 13 or better. They should

also be properly installed (i.e., no gaps that would allow air to bypass the filter) and properly maintained (i.e., replaced as often as recommended). MERV-rated filters can provide substantial protection from long-range airborne infection, especially if ventilation is poor.

- In-room (portable) air cleaners: Air cleaners used to reduce the risk of long-range airborne transmission should provide high-efficiency filtration and a sufficient “clean air delivery rate” (CADR) (i.e., at least 2/3 of the floor area). Such air cleaners can provide substantial additional protection, especially in naturally ventilated classrooms (in which air is supplied only through open windows or doors) or in classrooms with non-functioning or poorly functioning ventilation systems. Multiple devices per classroom may be necessary for sufficient total air cleaning.

Vaccinations

Per CDPH guidance, staff and eligible students will be encouraged to receive the COVID-19 vaccine. Vaccinations are not required at this time.

Staff and students will also be encouraged to be immunized each autumn against influenza.

For quarantine purposes, it may be necessary to verify vaccination status. Any staff or student with an unverified status will be treated as unvaccinated for quarantine and testing purposes.

Symptoms and Close Contact Screening - Quarantine and Isolation

Signs and Symptoms

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to members of our community, parents/guardians and capable students are to complete a screening COVID19 symptoms survey and/or provide an update if household conditions change **PRIOR** to coming to campus.

Staff and students who have symptoms of infectious illness, such as influenza (flu) or COVID-19, are to stay home and be referred to their healthcare provider for testing and care. Staff and students with symptoms of COVID-19 infection are not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- Other symptoms have improved; and
- Staff and students must have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

COVID19 symptoms survey will include:

- ☐ Cough

- ☐ Shortness of breath or difficulty breathing
- ☐ Chills
- ☐ Repeated shaking with chills
- ☐ Muscle pain
- ☐ Headache
- ☐ Sore throat
- ☐ Loss of taste or smell
- ☐ Diarrhea
- ☐ Feeling feverish or a measured temperature greater than 100.4 degrees Fahrenheit
- ☐ Known close contact with a person who is lab confirmed to have COVID-19

Staff and students registering a temperature above 100.4 degrees Fahrenheit or experiencing 1 or more COVID symptoms will be sent home immediately and will be required to wait in a designated isolation room if necessary.

Staff and parents/guardians will be provided with the list of COVID-19 symptoms, trained on how to identify and self monitor COVID-19 symptoms, and instructed to keep their child at home if the child is feeling ill or has symptoms of COVID-19, even if symptoms are very mild. Symptomatic testing will be strongly encouraged.

Exposure

Unvaccinated staff and students and symptomatic vaccinated staff or students who have recently had close contact with a person with a confirmed case of COVID-19 are requested to stay home. See **Quarantine & Isolation** section below.

Close contact is defined as someone who was within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for discontinuing home isolation.

Exception: In the K–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) where

- both students were engaged in consistent and correct use of well-fitting masks; and
- Other K–12 school prevention strategies (such as universal and correct mask use, physical distancing, increased ventilation) were in place in the K–12 school setting.

This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.

Quarantine and Isolation

The school will work directly with the County Public Health Department to determine close contacts, both indoors and outdoors of an individual who has tested positive for COVID-19, and the

appropriate quarantine guidelines. In general, the following guidelines will apply.

Quarantine for Vaccinated Close Contacts

Quarantine recommendations for **vaccinated** close contacts: Vaccinated staff and students must follow the [CDPH Fully Vaccinated People Guidance](#) regarding quarantine. Quarantine or testing is not required if vaccinated staff and students are asymptomatic.

Quarantine for Unvaccinated Close Contacts Indoors - Both Parties Wearing a Mask

Quarantine recommendations for **unvaccinated students** for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the CDC K-12 guidance and CDC definition of a close contact.

- When both parties were wearing a mask in the indoor classroom setting, unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified 10-day quarantine as follows. They may continue to attend school for in-person instruction if they:
 - Are asymptomatic;
 - Continue to appropriately mask, as required;
 - Undergo at least twice weekly testing during the 10-day quarantine; and
 - Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

Quarantine for Unvaccinated Close Contacts Indoors - One Party Not Wearing a Mask

Quarantine recommendations for **unvaccinated close contacts** who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students.

- For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:
 - Quarantine can end after Day 10 from the date of last exposure without testing; OR
 - Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
- To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
 - Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
 - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
- If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

Isolation for Positive COVID-19 Case

Isolation recommendations: Both vaccinated and unvaccinated persons are to follow the [CDPH Isolation Guidance](#) for those diagnosed with COVID-19.

[Quarantine Flow Chart](#)

Testing

Testing of symptomatic students or staff is strongly encouraged. Staff and students who are symptomatic for COVID and do not wish to be tested, will be required to be quarantined for no less than 10 days.

General Measures

To determine current disease levels and control measures in our community and continue communication with local and state authorities, our school will:

- Consult with our County Public Health Department, or designated public health staff, who are best positioned to monitor and provide advice on local conditions.
- Seek consultation from the Diocese of Monterey.
- Collaborate with other schools and school partners in our region, including the county office of education.
- Regularly review updated guidance from state agencies, including CDPH and California Department of Education.

Limit Sharing

As a mitigation strategy, the school will:

- Suspend the use of site resources that necessitate sharing or touching items, e.g., drinking fountains.
- Limit use and sharing of objects and equipment, items such as electronic devices, clothing, toys, games, and art supplies to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean between uses. Cleaning shared objects between uses (for example with microfiber cloths or baby wipes) can help to physically remove germs on surfaces.
- Ensure adequate supplies to minimize sharing of high-touch materials.
- Keep each student's individual belongings separated and in individually labeled storage containers, cubbies or areas.

Maintain Healthy Operations

To maintain a healthy operation, the school will

- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor symptoms among students and staff on school sites to help isolate people with symptoms as soon as possible.

- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. The liaison will be trained to coordinate the documentation and tracking of possible exposures, in order to notify local health officials, staff and families in a prompt and responsible manner. This will support local health department contact tracing efforts.
- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures, exclusions, and closures, while maintaining confidentiality.
- Signage with prevention messages will be prominent throughout the campus, e.g, proper handwashing, coughing and sneezing etiquette.
- There will be set expectations for preventative behaviors, which will be modeled by all adults, e.g., sanitizing, disinfecting, proper use of PPE.

Travel

For those who are Fully Vaccinated

- If students or staff are fully vaccinated, testing or quarantine is not required upon return.
- If students or staff are fully vaccinated and traveling internationally, follow [CDC testing guidelines for international travel](#) before and after return to the US. Please stay informed of CDC Destination Travel Alerts that will warn about high transmission rates in an area.

Recommendations for those who are Unvaccinated

- If students and staff are not vaccinated and choose to travel domestically, it is recommended to get tested with a viral test 1–3 days before travel and 3–5 days after travel. It is also recommended to stay home and self-quarantine for a full 7 days after travel.
- If students and staff don't get tested, it is recommended that to stay home and self-quarantine for 10 days after travel.
- If students and staff are not vaccinated, and traveling internationally, follow [CDC testing guidelines for international travel](#) before and after your return to the US.

Confirmed or Suspected Case of COVID-19

Confirmed Case of COVID-19

In the event of a positive case, the school will:

1. Notify the County Public Health Department of any newly reported case of COVID-19 in a student.
2. Notify the Diocesan Director of Human Resources of a newly reported case of COVID-19 in an employee
3. Report the following information within 24-hours from the time an individual within the school is first made aware of a new case:
 - a. The full name, address, telephone number, and date of birth of the individual who tested positive;
 - b. The date the individual tested positive, the school(s) at which the individual was present on-site within the 48 hours preceding the positive test or symptom onset, and the date the individual was last on-site at any relevant school(s); and
 - c. The full name, address, and telephone number of the person making the report.
4. If the case is present at school at the time the school is notified, the case must go home and be excluded from school for 10 days after symptom onset or positive test result. The County Public Health Department will direct how close contacts to the positive case will be treated.
5. Send a notice, developed in collaboration with the County Public Health Department, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the County Public Health Department to notify exposed people based on the quarantine recommendations
6. Arrange for cleaning and disinfection of the classroom and primary spaces where case spent significant time

Cluster or Outbreak Investigation

When either a school or County Public Health Department is aware that an outbreak may be underway, the County Public Health Department will investigate, in collaboration with the school, to determine whether these cases had a common exposure at school (e.g., a common class or staff member, bus ride, or other common exposures outside of school). During the investigation, the school will:

1. Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations.
2. Identify absenteeism among those in affected classes or stable groups, and coordinate with the County Public Health Department to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the case's infectious period.
3. Coordinate with the County Public Health Department to share a line list of cases and contacts with dates present at or absent from school.

4. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
5. Coordinate with the County Public Health Department on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions based on quarantine recommendations.

School Closure

6. Coordinate with the County Public Health Department on whether and when the school should be closed and reopened.
7. Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of SARS-CoV2 at the school or in the general community, and repeat recommendations for prevention and control measures
8. Implement online/distance teaching and learning during school closure.
9. Arrange for cleaning and disinfection of the entire school before reopening in the case of closure.

Sacred Heart Parish School DAILY SYMPTOM SCREENING CHECKLIST

Section 1: Symptoms

- ☐ FEVER OF 100.4°F OR HIGHER
- ☐ SORE THROAT
- ☐ NEW UNCONTROLLED COUGH OR DIFFICULTY BREATHING
(FOR STUDENTS W/ CHRONICALLY PROLONGED/ASTHMATIC COUGH, A CHANGE IN THEIR COUGH FROM BASELINE)
- ☐ NAUSEA / VOMITING / DIARRHEA
- ☐ NEW ONSET OF SEVERE HEADACHE, ESPECIALLY W/ A FEVER
- ☐ CONGESTION, RUNNY NOSE
(NOT RELATED TO ALLERGIES)
- ☐ FATIGUE, MUSCLE OR BODY ACHES
- ☐ LOSS OF TASTE OR SMELL

Section 2: Exposure

- ☐ HAD CLOSE CONTACT WITH A PERSON CONFIRMED W/ COVID-19
(CLOSE CONTACT = CLOSE, UNMASKED, 15' OR CLOSER, UNRECEIVED PERSON FOR AT LEAST 15 MINUTES)
- ☐ TRAVELED TO OR LIVED IN AN AREA W/ LARGE NUMBERS OF COVID-19 CASES

If a student is exhibiting any of the symptoms in Section 1 OR has been exposed per Section 2, do NOT send them to school.

Please call our SHPS School Office (831) 637-4157 to let us know your child will be absent.



Daily Home Screening for COVID-19 provided by the Centers for Disease Control and Prevention (CDC) www.cdc.gov

