



*1 Corinthians 16:14: Let everything you do be done in love.*

# INFECTION MITIGATION PLAN FOR SCHOOL

Framework for Approved School Openings Archdiocese of San Francisco

## **Mission Statement**

St. Dunstan Catholic School is a Catholic Parish School located in Millbrae, California, committed to carrying out the ministry of Jesus Christ in the education of youth since 1953. Under the direction of the Holy Ghost Fathers, the faculty educates students to be active Christians, lifelong learners, responsible citizens, and problem solvers. In partnership with parents, we provide a student-centered program of faith formation and academic achievement.

## **Philosophy**

St. Dunstan Catholic School is a Catholic Parish School committed to carrying out the ministry of Jesus Christ in the education of youth. In our educational program, we emphasize the development of the whole person: spiritual, moral, social, intellectual, artistic, physical, and emotional. Vital to this developmental process is the belief that parents are the primary educators of their children. Therefore, we value the partnership of the family, school, and parish.

As an extension of the family, St. Dunstan Catholic School prepares its students for their future roles as contributing members of a scientifically and technologically advanced society. We teach our students that, as participating members of the world community, they are responsible for using their talents, gifts, and education to enhance the quality of life for all.

Our curricula, co-curricular activities, and events are designed to instill in each student a lifelong reverence for God and all His creation, affirm the rich cultural diversity of our students, families, teachers, and priests while building positive community spirit and involvement. We provide an excellent Catholic education in order to send forth students equipped with personal confidence, academic and technological skills, a sense of belonging, and a religious commitment to become contributing members of society in the 21<sup>st</sup> Century.

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe, and to reduce the impact of COVID-19 conditions upon returning to school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and the health department of San Mateo county. Ultimately the county health office will have to approve our school's plan. Regular updates will be provided by the Department of Catholic Schools as information is provided. Once approved we will bring students back in stages: K-2 will return first (stage 1), then two weeks later, grades 3-5 (stage 2). If that goes well then grades 6-8 will join two weeks after stage 2 (stage 3).

Our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to work and schools. Understanding that there is inherent risk in returning from social distancing while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need for life to continue. St. Dunstan School will be organized around the **Four Pillars**, which include health and hygiene, face coverings, physical distancing, and limiting gatherings as dictated by public health officials.
  - a. Classes: In the spirit of “reducing the denominator,” students will spend most of their day with their own class to minimize the spread of COVID-19 between school groups.
  - b. Hygiene: Within classes, we will emphasize strong hygienic practice. Hand washing and social distancing will be a priority.
  - c. Distance options: If a student or their family member is in a higher-risk group, we will give them the option of continuing Distance Learning.
2. **Presence:** Keeping school open daily. We want to avoid burdening parents with challenging schedules that require them to stay home and out of work - however we will have to comply with county health ordinances regarding the number of students in each classroom. To accomplish this, we will use other facilities around school as needed such as the Parish Center and open classrooms.
3. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level, in their faith and in all core academic standards.
4. **Communication:** Sharing information in a timely and responsible manner with families will be consistently administered through the Principal's weekly letter, our Wednesday communication, teacher's weekly communications, posted on our school website, and direct emails when necessary.

## **State's Criteria for Closing a School Campus Once it is Open**

The decision to close an individual school will be based on the number of cases in the school and the percentage of the teacher/students/staff who are positive for COVID-19. It will be made following consultation with San Mateo County Health.

The closure of a school may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers, students, and staff are identified as cases within a 14-day period, depending on the size and physical layout of the school. San Mateo County Health may also determine whether school closure is warranted for other reasons, including results from a public health investigation or other local epidemiological data.

Once closed, a school may typically reopen after 14 days and the following have occurred:

1. Cleaning and disinfection
2. Public health investigation
3. Consultation with San Mateo County Health

## **State's Criteria for Closing School District Campuses Once Open**

The superintendent should close a school district if 25 percent or more of the schools in the district have closed due to COVID-19 within 14 days. This decision should be made in consultation with San Mateo County Health. The district may typically reopen after 14 days, but again, in consultation with San Mateo County Health.

Whether or not a school is open to on-campus learning, the Governor made it clear that the education of students is non-negotiable and schools would have to provide that education through whatever means available.

## **GENERAL PROTOCOLS**

### **Social Distancing**

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying at least six feet apart from others and eliminating contact with others whenever possible.

- Social Distancing Markings – Taped markings on the classroom floors will help students maintain the social distancing requirements.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided.

## Student Gatherings

- All gatherings of large groups, including whole school masses and assemblies, are prohibited. Our distance learning practices will serve as a substitute.
- Students will remain with their classmates at all times, including structured recess.
- All teachers and students are not to visit another classroom unless absolutely necessary.
- Any student showing signs of illness will have their temperature taken in the office, and students with a temperature above 100.4 degrees or showing any respiratory symptoms will be isolated and sent home.
- Students will be mindful of the social distancing and health practices in which they are instructed or they will not be allowed on campus.
- Students will have a designated space solely for their use in their classrooms and the extended care space (if applicable).
- Students will not share spaces, supplies, or work in groups (distancing will remain throughout the day).
- Students will use designated restrooms and sinks. No more than one student will be admitted into a restroom at a time.

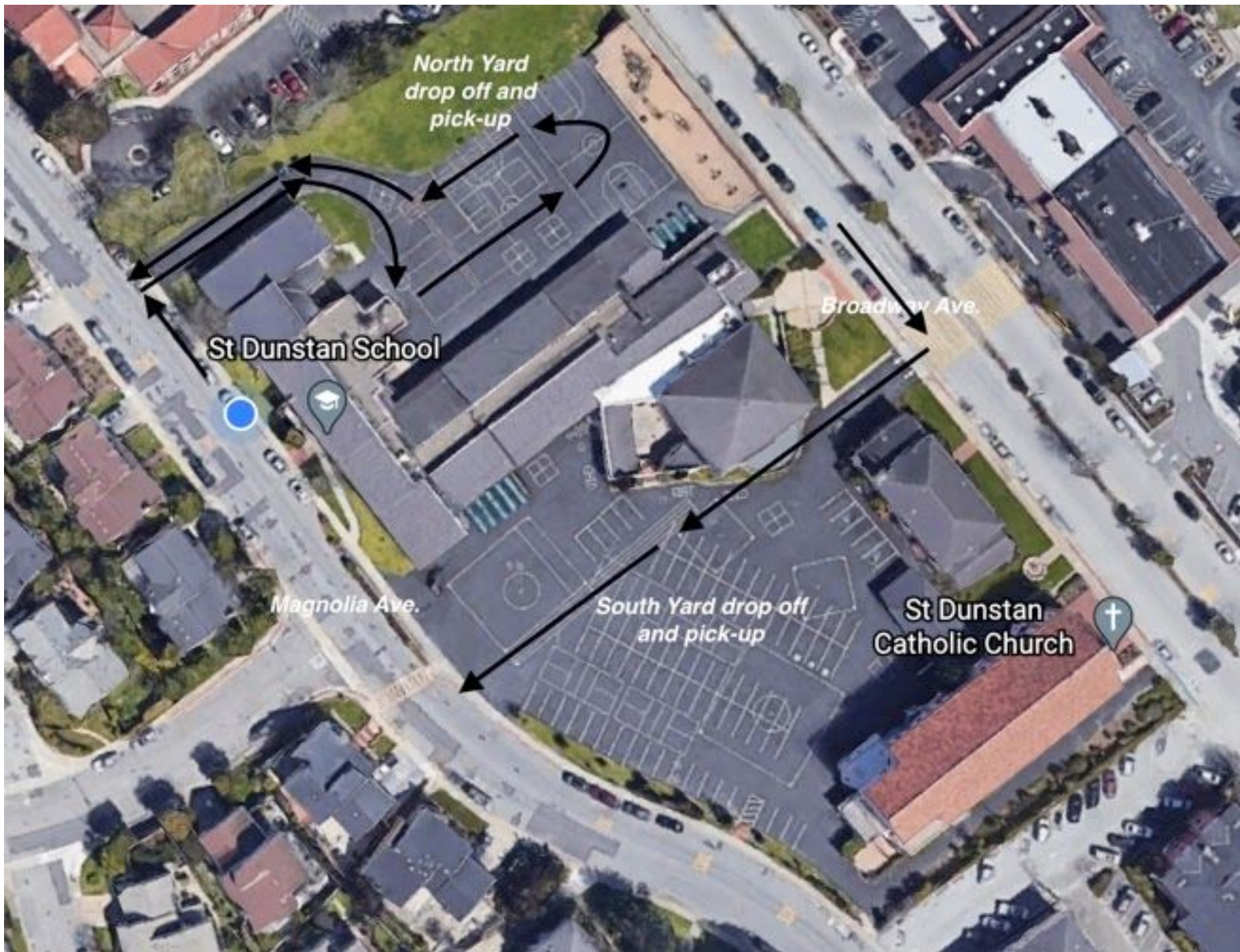
## Morning Drop Off:

- ~ Grades K-4 will drop off in the South Yard.
- ~ Grades 5-8 will drop off their students in the North Yard.
- ~ Students must be wearing a face covering in order to enter the building.
- ~ Every classroom (except 4th grade) has a second door that opens into the yard.
- ~ Each Class has their own entrance and exit.
- ~ Kindergarten will enter through the Parish Center
- ~ Second temperature check will be done at the car or the door (first check will be done at home and recorded on Google Docs form).
- ~ Every classroom has their own sink (hand sanitizer right at door or hand washing)
- ~ Upon entry, students will wash their hands or use hand sanitizer before being seated.
- ~ Drop off times will be staggered beginning at 7:45am.
- ~ Each grade will have an assigned 15 minute window to drop off students.
- ~ All students will arrive by 8:30am.
- ~ Students that are refused admission will be documented in Google Docs.
- ~ Attendance will be taken
- ~ Students with temperatures above 100.4 will be asked to continue through and park in the South yard for 15 minutes before receiving a secondary temperature check.
- ~ Families will answer the mandatory health screening questions and record temperatures at home and record in Google Docs. Parents will complete the Google Docs morning protocols by 8:00am.

## Morning Drop Off Schedule

SOUTH YARD	7:45AM-8:00AM	8:00AM-8:15AM	8:15AM-8:30AM
	Kindergarten	First Grade	Fourth Grade
	Second Grade	Third grade	
NORTH YARD	7:45AM-8:00AM	8:00AM-8:15AM	8:15AM-8:30AM
	Fifth Grade	Sixth Grade	Seventh Grade
			Eighth Grade





## Refusal of Admission Spreadsheet (who completes?)

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## Health Screenings

### Questions and Procedures

All parents will be asked to conduct a health screening of their child prior to coming to school, including an at home temperature check. Parents will be then fill out a form each day for their child. The form will be available online via Google Forms and on paper during the car line screening for secondary temp checks. For those families who did not fill out the form online prior to entering school grounds, a paper form will be provided and they will be asked to exit the car line and park in the South Yard area before returning to the line. Any child experiencing any symptoms or who answer YES to any of the following questions should stay home. (***\*if you have a fever you must stay home***)

### Health Screening Questions

1. Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, flu-like symptoms or been diagnosed with COVID-19 within the last 14 days?
2. Do you or your child live with anyone or do you or your child have a fever, cough and/or shortness of breath? For children and adults, fever is 100.4 degrees or above using a forehead thermometer.
3. Do you or your child live with anyone or do you or your child have any other signs of communicable illness such as a cold, flu, rash or inflammation?
4. Do you or your child live with anyone or have you or your child experienced diarrhea or vomiting (within the past 24 hours)?

### Student procedures for entering the building

Once a secondary temperature check has been conducted and students enter the building they will:

- ***Wash your hands*** right inside the doorway/at the front door of their classroom (hand sanitizer if sink is unavailable)
- Walk directly to their desks (6x6 feet of space that contains their desk, chair, and all of their supplies)

- Unpack their belongings-all items belonging to students will stay in the students personal space at all times. (Backpacks, lunches, jackets etc. will not be placed in a shared bin or closet.)

## **Social Distancing in the Classrooms- Physical Design**      Teaching, Planning, and Maintaining Social Distancing

### **On Campus Protocols (In-School & Hybrid):**

Schools are responsible for creating and maintaining plans that outline and enforce social distancing measures in the classroom. These plans must include physical adaptations and visual reminders to reinforce taken measures.

### **Pick-up times**

SOUTH YARD	2:30PM-2:45PM	2:45PM-3:00PM	3:00PM-3:15PM
	Kindergarten	First Grade	Fourth Grade
	Second Grade	Third Grade	
NORTH YARD	2:30PM-2:45PM	2:45PM-3:00PM	3:00PM-3:15PM
	Fifth Grade	Sixth Grade	Seventh Grade
			Eighth Grade

### **Teachers to do within their own classroom:**

Place signs around the classroom to direct the flow of student traffic including:

- door entrance and exit
- arrows on the floor,
- markings to show each student's work area
- Mark off a 6 x 6 "teacher only" zone
  - Create scheduled times for students to wash their hands throughout the day, including after returning from outside.
  - Disinfect student work areas when students exit the building for outside time-scheduled with day porter.
  - Direct students to maintain all their personal belongings and supplies in the students' work area. Ensure there are no shared supplies within the classroom at all.
  - Each student will bring their own supplies as detailed on student classroom supply list
  - Institute the policy that students are required to bring their own water bottle(s) to school. Preferably a reusable water bottle.
  - Keep windows and doors open for ventilation, except in case of emergency

**The administration will ensure that all of these processes and procedures are implemented.**

### **Recess/Lunch exiting and entrance policy**

At designated recess and lunch time, students will exit to the yard using their own outside door leading to the yard avoiding the hallways (except Fourth Grade). At the end of the recess period the yard supervisor will ring the bell or blow a whistle and students will remain in their place until directed by the yard supervisor to line up at their classroom door maintaining social distancing. Students will enter their classroom and wash hands before they sit at their desk. Whenever students enter or exit the building they will do so in a single file line and maintain physical distance.

To avoid students entering and exiting the building during recess/outside time, students will be allowed/encouraged to use their designated restroom prior to dismissal to the yard. Restrooms in the North Yard are accessible from the outside. Students will enter a designated area on the yard and will remain in that area throughout their outside time.

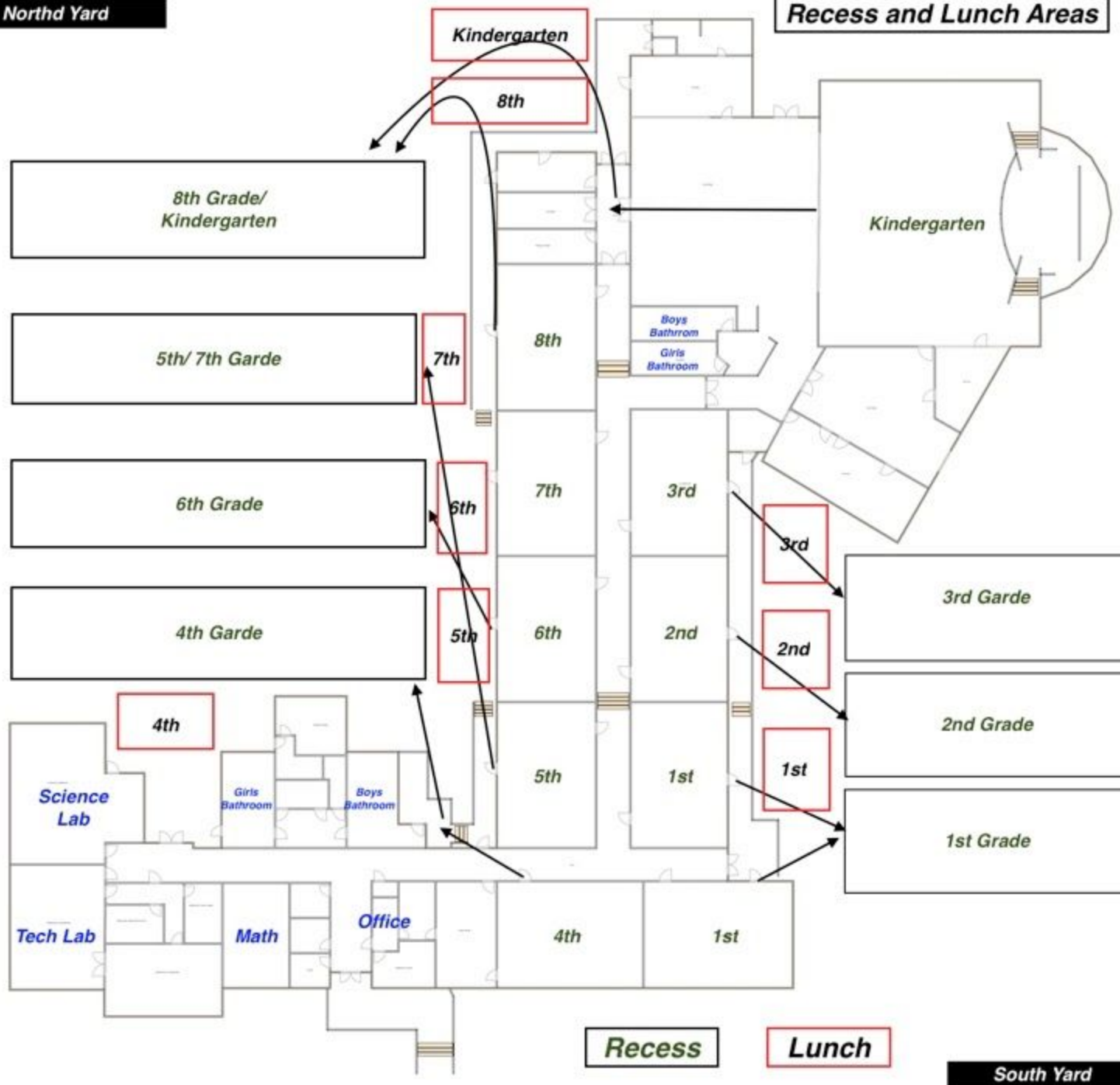
Ensuring that as much space is available to students, we are using both yards (North and South) during recess and lunch periods. Kindergarten, First, Second, and Third grades will use the South Yard while Fourth and Fifth graders will use the North Yard. The Sixth, Seventh, and Eighth grades will use the North Yard at their designated times.

RECESS	9:50AM-10:10AM	10:40AM-11:00AM
SOUTH YARD	First Grade	Kindergarten
	Second Grade	
	Third Grade	
NORTH YARD	9:50AM-10:10AM	10:40AM-11:00AM
	Fourth Grade	Sixth Grade
	Fifth Grade	Seventh Grade
		Eighth Grade

LUNCH	12:00PM-12:35PM	12:35PM-1:10PM
SOUTH YARD	First Grade	
	Second Grade	
	Third Grade	
NORTH YARD	12:00PM-12:35PM	12:35PM-1:10PM
	Fourth Grade	Sixth Grade
	Fifth Grade	Seventh Grade
	Kindergarten	Eighth Grade

Northd Yard

Recess and Lunch Areas



Recess

Lunch

South Yard

## Water Bottle Policy

Students are asked to bring their own water bottles to school (preferably reusable ones). Water fountains will not be used to drink from, but can be used to refill water bottles. Refillable water station in North yard.

## St. Dunstan Policy-Face Coverings

To ensure the safest environment possible at St. Dunstan, staff and students (including (K) Kindergarten) are required to wear a face covering in all indoor and outdoor areas and common spaces on campus.

A “Face Covering” means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face. A face-covering should not be medical-grade or use a valve device. A “Face Covering” should be considered essential clothing that is laundered at home by hand or machine washing and worn to school each day. We request that NO bandanas and gators can be worn. A face shield is allowed as well.

## Face Coverings: School Practices

- Students and staff are required to wear face coverings while on campus, CDC guidelines indicate face coverings should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the face covering without assistance.
- Students from kindergarten through eighth grade, all staff, and campus visitors must wear a face covering to school, while walking across school grounds, and in common areas of the campus. Wearing a face covering in the classroom is highly encouraged for students and staff alike, although some children may not have tolerance for wearing the face covering over the long duration of a school day. Staff who work in close proximity with students whose special needs require feeding, toileting, and performing nebulizer treatments are recommended to wear a face shield for additional protection. Otherwise, there should be no substitutions or alternative equipment used for face coverings.
- Students are expected to arrive at school daily with a clean face covering. If face covering is deemed inadequate, a disposable face covering will be provided.
- Teachers are encouraged to develop activities and classroom protocols to help students understand the rationale for wearing face coverings and to develop classroom culture that supports face coverings.
- In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring one to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.



## Hygiene Policy- Handwashing will be a priority

- Ensure campus signage and other messages reinforce daily hygiene routines and are widely posted, disseminated, and encouraged through various methods of communication.
- Teach all students and staff to be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
- All members of the school community, students and staff alike, must stay at home if experiencing flu-like symptoms or fever.
- School staff must explicitly teach and frequently reinforce prevention behaviors of handwashing and cough/sneeze etiquette as important strategies in slowing the spread of COVID-19 and other infectious diseases.
- Teachers will build classroom routines for hand washing upon entering and leaving the classroom and create regular cleaning practices for desks, equipment, writing utensils, and other classroom materials.

### Reminder for students

- Limit touching your face (eyes, nose, mouth) and having close contact with others. Wash your hands and/or use hand sanitizer frequently.
- It is recommended school uniforms as well as face masks should be washed and laundered after each use.
- Limit touching your face (eyes, nose, mouth) and having close contact with others. Wash your hands and/or use hand sanitizer frequently.
- Do not share your personal phone, pen/pencil/computer mouse with others. If using shared laptops, Ipads, or keyboards, disinfect before each use (take care to prevent liquid from getting inside any devices).
- Classrooms will be supplied with wastebaskets, tissues, and CDC approved sanitizer.

## Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

## **What to do if you Cough or Sneeze**

If you cough or sneeze do the following:

1. Cover your mouth and nose with a tissue when you cough or sneeze.
2. Throw used tissues in the trash.
3. If you don't have a tissue, cough or sneeze into your elbow, not your hands.( maybe a mini hand sanitizer and mini tissues in pockets/desk)
4. Wash your hands with soap and water for at least 20 seconds.
5. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.

## **Discipline policy for misuse of protective equipment and violation of social distancing protocols**

Students will be reminded to wear their face covering and keep their social distance accordingly. If the student continues not to follow all protocols after a verbal warning, the teacher and the administration will discuss further disciplinary action. In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one. They will be placed in Distance Learning cohort. Parents will be contacted in hopes to partner with the school to help enforce safe practices.

## **Social Distancing in the Classrooms**

### **Creating and maintaining rosters**

Students will be placed in cohorts according to grade level. All students who opt for an in-person experience will be able to come to school at once (Kindergarten, First Grade, Third Grade and Fifth Grade) or in a Hybrid Learning cohort (Second Grade, Fourth Grade, Sixth Grade, Seventh Grade, and Eighth Grade). St. Dunstan will also offer a full time at home Distance Learning program. Daily schedules will be created to minimize students mixing outside of their main cohort, with additional time for passing periods, recess, etc. as needed.

### **Limit staff rotation between cohorts**

Staff list and schedule will be created and tracked and monitored by the administration. In the departmentalized classes (6th-8th) teachers rotate into a designated “teaching space” that will be sanitized between uses. Teachers in these classes will bring their own personal books and supplies. They will sanitize and disinfectant area before leaving. Masks and Face Shields will be worn.

### **Recordkeeping for track and trace efforts**

Cohorts will not mix, but will follow the Stable Cohort models. St. Dunstan will work to track and trace student movement throughout the building by assigning classrooms and restroom facilities. : Testing and Contact Tracing

### **Training for staff for student illness**

- St. Dunstan school will work to teach all students and staff to be alert for symptoms. Watch for fever, cough, shortness of breath, or other Symptoms of COVID-19.
- Staff will be trained on supporting students’ mental health. Counseling services will still be provided.
- Staff will be collaborate with school counselor to potential at risk students to offer support.
- If a student is exhibiting symptoms of COVID-19, staff will communicate with the parent/caregiver and refer to the student’s health history form and/or emergency card to identify if the student has a history of allergies.
- Site administrators will consult district or county nursing staff to develop and implement procedures that send sick persons home from school, including notifying the individuals with whom the ill employee had contact and ensuring cleaning and disinfecting areas used by the ill employee.
- Any staff showing signs of illness will have their temperature taken in the office, and staff with a temperature above 100.4 degrees or showing any respiratory symptoms will be isolated and sent home.

## Staff Protocols: Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, employees are required to conduct a self-screening of COVID-19 symptoms and pass a temperature screening on campus entry (a temperature no greater than 100.4 degrees Fahrenheit will be allowable). Staff with notable symptoms while at home will be expected to report them to their supervisor and remain home. Staff will get tested once a month. The next opportunity for teachers to be tested will be Monday, November 9, with PMH Laboratory. Other opportunities will be scheduled within our cluster with the same laboratory.

## Staff Personal Protective Equipment (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE includes:

**Masks:** Face masks are an essential part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

**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. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

**Mask requirements will follow San Mateo County guidelines for schools.**

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

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 70% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose or use the inside of your elbow when you cough or sneeze

### Staff Illness

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they will be directed to go home or to the nearest health center

- Employees returning to work may be asked to submit a healthcare provider's note before returning to work.

If diagnosed with COVID-19, an employee may return to work when all 4 criteria are met:

1. Case should be isolated and excluded from school for at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, or date of positive test if case is asymptomatic
2. Improved respiratory symptoms
3. SM County HHS confirms release to return safely to work
4. Negative COVID test

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

#### Delivering Instruction

- Staff will be trained in sanitation and hygiene instruction
- Teachers will provide initial and routine instruction in social distancing and health practices to their students
- Classroom instruction will be delivered respecting social distancing, 1:1 with student devices, whole group, etc.

### Shared Spaces

Employees are encouraged to disinfect their workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Our site has alcohol-based hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones and keyboards. The site custodial team will clean all workspaces at their designated cleaning time. All classrooms will be well ventilated by having all upper windows opened and doors opened to the school yard. Air purifiers will be placed in each classroom.

Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces. Teachers will disinfect shared work spaces before leaving the classroom. Common area space will have limited capacity based on physical distancing.

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

**Office Capacity**– Site will be monitoring the number of persons in the offices.

**Teacher Lounge**—This space will be limited for use. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves. Staff are strongly encouraged to bring personal lunch boxes/coolers they can store in their own classrooms.

## Policy of shared use of electronic and instructional devices

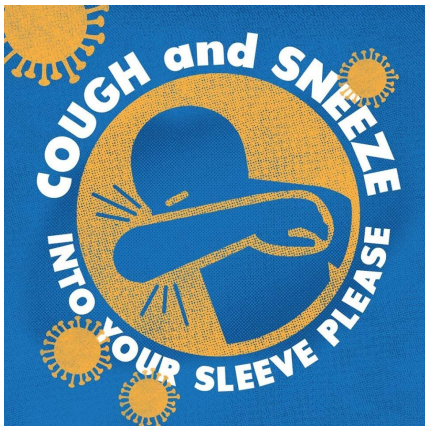
St. Dunstan will avoid sharing electronic devices as much as practicable. Devices will be “BYOD” (Bring your own device) in grades 3-8. Disinfecting wipes and antibacterial cleaning products will be used to clean devices at the start of the day. Where sharing is necessary, teachers will ensure that the device is cleaned and disinfected between uses.

## Creation of Distance Learning Plan

**St. Dunstan has created the following plan for students who opt to continue Distance Learning.**

## Essential Protective Equipment

- Classrooms and office spaces will be supplied with Essential Protective Equipment (EPE) including face coverings, face shields, hand sanitizer, disinfecting wipes, gloves for specific activities, standards-based cleaning materials, wastebaskets, and tissues. Staff will be trained on when and how to properly clean and disinfect classrooms and workspaces.
- St. Dunstan School will provide training to all staff on when and how to properly clean and disinfect their classrooms and workspaces.
- Because washing with soap and water is preferred over hand sanitizers, the school will schedule hand washing as necessary and utilize the sinks in every homeroom.
- Ensure a safe and correct application of disinfectants with proper PPE and ventilation. Keep disinfectant products away from students.





## Social Distancing Outside of the Classroom

### Reducing mixing of student cohorts on school grounds

Students will remain with their cohorts at all times. St. Dunstan School has created a staggered arrival schedule to avoid a congregation of students. Also, cohorts will have assigned sinks and restrooms. Cohorts will be assigned a section of the school yard for outdoor time. A staggered pick-up schedule has been created as well. Students will also be picked up in a designated area to avoid crowding and mixing of students. Teachers and students are not to visit another classroom outside of their cohorts.

### Restroom and Sanitation Assignments

Students in each grade will be designated to a specific restroom, stall, and sink. Restrooms in the Parish center will be assigned as well and only one student will be allowed to enter and use the facility at a time to help maintain social distancing. **Scheduled clean-up by day porter will take place three times a day.**

## Visitor Policy

Until deemed allowed, no visitors will be allowed on campus, including parents. The school secretary or administrative staff will answer any questions by phone or email. Once opening to visitors is allowed, visitors on campus will still be limited and must be scheduled ahead of time. For dropping off items to students, there will be a table outside where the students belongings can be placed. Please ensure that the child's item is clearly labeled. It will be sanitized before being brought in the building and delivered to the child's classroom.

## School gatherings

All gatherings of large groups, including assemblies, are prohibited. If gatherings are necessary, St. Dunstan School will hold gatherings (parent information nights, Parent Club meetings, faculty meetings etc.) virtually.

## Closed communal spaces

The cafeteria/kitchen will remain closed. Students will eat their lunches in a designated area or inside their respective classrooms due to poor weather.

## Extended Care policies

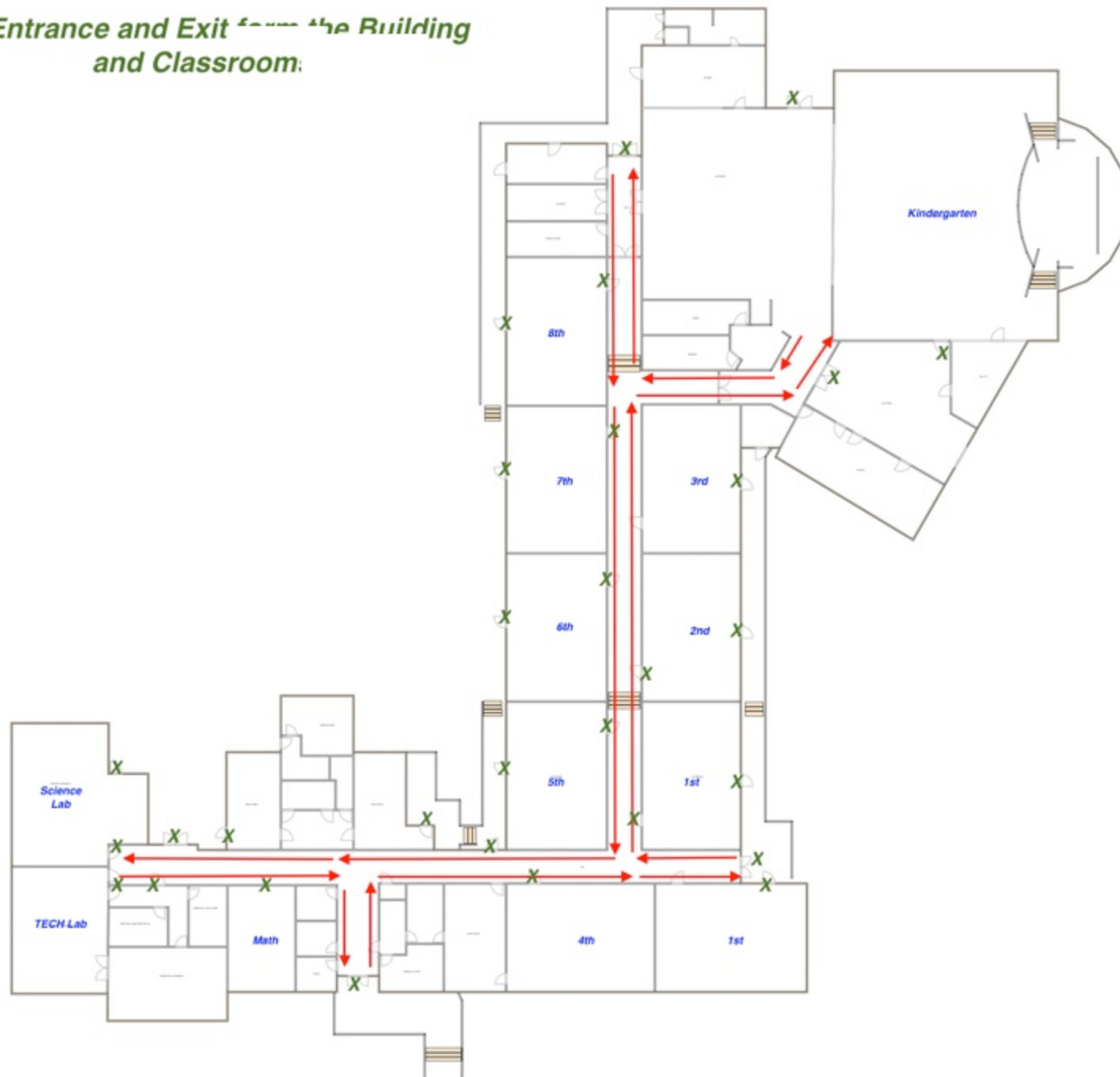
An Extended Care staff member will check-in Kindergarten students in the Parish Center. Extended Care will be organized around the **Four Pillars** as well, which include health and hygiene, face coverings, physical distancing, and limiting gatherings as dictated by public health officials.

Students checking into Extended Care will have temperatures re-taken and wash hands. Extended Care staff members will have designated areas for each cohort to sit and work in the Parish Center. Students in like cohorts will stay together. Any student showing signs of illness will have their temperature taken in the med room, and students with a temperature above 100.4 degrees or showing any respiratory symptoms will be isolated and sent home.

## Sports

All extracurricular athletic programs are on hold until PPSL resumes athletic leagues. St. Dunstan School will follow the PPSL timeline for re-opening when possible.

**Entrance and Exit from the Building  
and Classroom:**



**Entrance and Exit Map**

The map shows the layout of a school building with the following rooms and areas:

- Grade Levels:** 1st grade, 2nd grade, 3rd grade, Kindergarten, 4th grade, 5th grade, 6th grade, 7th grade, 8th grade.
- Classrooms:** (E) CLASS ROOM (multiple instances).
- Specialized Rooms:** (E) SCIENCE CLASSROOM, (E) GYM, (E) PROJECT ROOM, (E) STORAGE, (E) CATERING, (E) KITCHEN, (E) MEETS, (E) WOMEN'S, (E) MEN'S, (E) OFFICE, (E) RECEPTION, (E) LUNCH ROOM, (E) TOILET, (E) GIRL'S TOILET, (E) BOY'S TOILET, (E) HANDICAPPED, (E) RECEPTION HALL.
- Other Areas:** (E) OFFICE, (E) MAIN OFFICE, (E) RECEPTION, (E) LUNCH ROOM, (E) TOILET, (E) GIRL'S TOILET, (E) BOY'S TOILET, (E) HANDICAPPED, (E) RECEPTION HALL.

**Legend:**

- HS = HAND SANITIZER
- S = SINK

HS = HAND SANITIZER  
S = SINK

## Teaching, Planning, and Maintaining Social Distancing:

- ~ Signage has been posted as visual reminders of social and physical distancing.
- ~ Desks are distanced 6ft apart.
- ~ No more than 18 students per classroom (24' X 34').
- ~ Kindergarten will be relocated into the Parish Center (60' X 40') in order for all the students to attend daily.
- ~ First grade students will split into two classes in order for all the students to attend daily.
- ~ Second, Fourth, Sixth, Seventh, and Eighth graders will be assigned to cohorts.
- ~ Cohort A will attend school Tuesdays and Thursdays, and every other Monday.
- ~ Cohort B will attend school Wednesdays and Fridays, and every other Monday.
- ~ Cohorts not on campus will be Zoomed into the classroom.
- ~ Students are required to attend the same schedule while in distance learning.
- ~ Students will be required to wear their masks when using the bathroom.
- ~ Picnic tables (lunch tables) will be placed outside of each classroom for fresh air learning, recess, and lunch.
- ~ Lunches and recesses will be staggered. Two or three classes at each lunch and recess period.
- ~ Kindergarten will have their own designated area and time.
- ~ Play areas will be designated and assigned to each class.
- ~ All classes will have assigned bathroom stalls and sinks (labeled with their grades).
- ~ Direction arrows will be placed in classrooms and in the halls for traffic control.
- ~ Cleaning crew has been contracted to disinfect and clean throughout the day and after school.
- ~ Daily log of cleaning will be recorded by the day porter.
- ~ Desk privacy/sneeze guards have been purchased and placed on student's desk.

## Health and Safety Maintenance Practices: Notice of Infection and Confidentiality Regulations

The safety of employees and students at St. Dunstan School School is the first priority. Upon reopening, our school must be completely cleaned and disinfected. Further, our school will continue to adhere to all necessary safety precautions. Cleaning steps outlined below are to be taken to protect employees and reduce the risk of the spread of infection. St. Dunstan School will maintain safety by continuously cleaning and disinfecting in a timely manner. The school will go through a deep cleaning prior to opening and has contracted with a licensed and bonded company, Citywide of Silicon Valley, for day porter custodial services. The school will work to ensure a safe and correct application of disinfectants with proper PPE and ventilation. Keep disinfectant products away from students.

## Student Occupancy Count per class

CLASS	IN-PERSON Learning	DISTANCE Learning	COHORTS	EVERYDAY
Kindergarten	20	7		X
First Grade	16	5		X
Second Grade	15	4	X	
Third Grade	10	8		X
Fourth Grade	20	5	X	
Fifth Grade	12	5		X
Sixth Grade	22	8	X	
Seventh Grade	14	6	X	
Eighth Grade	22	4		
Total	151	52		



## Communication for Presumptive/confirmed COVID Cases

**PROTOCOL:** While it is important for any student or staff to immediately report that they, someone in their household or someone they have been in close contact with has either COVID-19 symptoms or a confirmed case, it is also critical that their privacy be protected. During school staff and families should make the report directly to the principal at [jspray@st-dunstan.org](mailto:jspray@st-dunstan.org). While maintaining confidentiality to the community, the principal will notify the Department of Catholic Schools for the Archdiocese of San Francisco and partner with public health as warranted. Families with students in contact with that staff or student will also be notified in a confidential manner by email as soon as feasible.

## Designated COVID-19 Point of Contact

**School Secretary:** Lori Coustier at [lcoustier@st-dunstan.org](mailto:lcoustier@st-dunstan.org)

Please contact Ms. Coustier directly if your child or you is a confirmed case, contact, or contact to a contact.

## Cases and Contact Tracing in the School Community

In general practice, if students, teachers, and staff present with symptoms of fever and/or respiratory infection, send them home immediately. Separate them from others in an isolation space or “med room” (across from the main office) established on campus until they go home.

### When a school has a confirmed Case:

#### Case, Close Contact, Indirect Contact

To understand the continuum of health concern for members of the public regarding the contracting of COVID-19, the Pandemic Recovery Framework uses the terms Case, Close Contact, and Indirect Contact to mean the following within a pandemic context:

Case: A Case refers to a person who tests positive

Close Contact: A *Close Contact* refers to a person who is within 6 feet of a confirmed case for more than 15 minutes, regardless of face covering use.

Indirect Contact: *Indirect Contacts* are people who may have been in proximity to a *Close Contact*



## Cases and Contact Tracing in the School Community

### General Planning Assumptions

Table 1: Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts to Known COVID-19 Cases

Scenario	Immediate Actions
Scenario 1: A student or staff member either exhibits COVID-19 symptoms, answers “yes” to a health screening question, or has a temperature of 100.4°F or above	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Recommend testing (If positive, see Scenario 3; if negative, see Table 2)</li> <li>• School/classroom remain open</li> </ul>
Scenario 2: A family member of a student or staff member OR someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Contacts should be quarantined for 14 days from the last exposure to the case</li> <li>• Testing can be considered but will not shorten 14-day quarantine.</li> </ul> <p><i>One cannot test out of quarantine.</i> • School/classroom remain open</p>

**Scenario 3: A student or staff member tests positive for COVID-19**

- The school Principal or designee must immediately notify SMC CD Control

- Case should be isolated and excluded from school for at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, or date of positive test if case is asymptomatic

- Quarantine and exclude the affected cohort/pod for 14 days after the last day the case was present at school while infectious. Specific questions should be directed to SMC CD Control.

- Testing of contacts can be considered. Symptomatic contacts should be prioritized for testing (but a negative test will not shorten 14-day quarantine)
- Thorough cleaning and disinfecting of classroom and primary spaces where case spent significant time
- Other cohorts/pods continue in-person instruction. I.e., the entire school does *not* need to close.
- Send notification to affected cohort/pod

## General Planning Assumptions

Table 2: Steps to Take in Response to Negative Test Results

Scenario	Immediate Actions
A symptomatic student or staff member tests negative for COVID-19 and was a household contact to a case	• Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
A symptomatic student or staff member tests negative for COVID-19 and was a non-household close contact to a case	• Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.
A symptomatic student or staff member tests negative for COVID-19 without close contact to a case	• Student/staff may return to school 72 hours after resolution of symptoms

Scenario	Immediate Actions
An asymptomatic student or staff member tests negative for COVID-19 and was a household contact to a case	• Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
An asymptomatic student or staff member tests negative for COVID-19 and was a non-household close contact to a case	• Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.

**An asymptomatic student or staff member tests negative for COVID-19 without close contact to a case**

**• Can return to school/work immediately.**

## General Planning Assumptions

Scenario	Immediate Actions
<b>A symptomatic student or staff member who is <i>not</i> a close contact to a known COVID-19 case tests negative for COVID-19 after Scenario 1</b>	<b>• Student/staff may return to school 72 hours after resolution of symptoms</b>
<b>A symptomatic or asymptomatic student or staff member who is a close contact to a known COVID-19 case tests negative after Scenario 2</b>	<b>• Student/staff must remain in quarantine for a full 14 days after:</b> <ol style="list-style-type: none"><li>1. date of last exposure to COVID-19 positive non-household close contact OR</li><li>2. date that COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.</li></ol>
<b>A staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)</b>	<b>• Can return to school/work immediately.</b>

## Response to Suspected or Confirmed Cases and Close Contacts

### Suspected COVID-19 Case(s):

In general practice, if students, teachers, and staff present with fever, respiratory infection, or other COVID-19 symptoms, send them home immediately. Separate them from others in an isolation room established on campus until they go home.

- Plan ahead with the Principal, nurses, and other healthcare providers (if any) to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms during the school day.
- Recommend students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms. Require that parents/guardians and staff notify the Principal/school administration immediately if the student or staff tests positive for COVID-19.
- Students or staff who are not already wearing a face covering and are now exhibiting symptoms should immediately wear one and wait in an isolation area until they can be transported home or to a healthcare facility. For serious illness, call 9-1-1 without delay.
  - **Keep students who are waiting to be picked up in a previously designated isolation room in an area that others do not enter or pass through. Make sure that students keep their face coverings on.**
  - **If possible and safe, when parents or guardians arrive to pick up a sick student, have the student meet them outside instead of allowing the parents or guardians into the building.**
- Close off areas used by any sick person and do not use before thoroughly cleaning and disinfecting. To reduce the risk of exposure, ideally wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants with proper PPE and ventilation.
- Find alternative locations for students and teachers whose regular classroom is being cleaned or disinfected.

### Confirmed COVID-19 Case(s):

- San Mateo County Health recommends school administrators take the following steps if one student, teacher, or other staff member is confirmed positive for COVID-19:
- The school Principal or designee should immediately notify SMC CD Control of any positive COVID-19 case.
- District designee will notify the Office of the County Superintendent.
- School and district staff will communicate with the infected individual to confirm they are under medical care and have a plan to self isolate according to the CDC's protocol.
- Confirm that other members of the household who are also part of the school community remain at home in self-quarantine per County Health guidelines.



- Notify staff and families of the affected cohort/pod of the positive COVID-19 case while maintaining confidentiality as required by state and federal laws. Quarantine and exclude the affected cohort/pod for 14 days after the last day the case was present at school while infectious. Information concerning confidentiality can be found here.
- Close off areas used by any sick person and do not use before thoroughly cleaning and disinfecting. To reduce the risk of exposure, ideally wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants with proper PPE and ventilation. Keep disinfectant products away from students.
- Find alternative locations for students and teachers whose regular classroom is being cleaned or disinfected.
- Advise sick staff members and students with confirmed COVID-19 not to return to school until they have met the discontinuation of home isolation criteria, usually at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, defined as resolution of fever without the use of fever-reducing medications if fever was present and improvement in other symptoms.
- Because a test can remain positive long after an individual is no longer infectious, proof of a negative test should not be required prior to returning to the workplace after documented COVID infection.
- Determine whether disinfecting measures can be implemented without temporarily closing the school campus or if temporary closure is necessary.

### When District/Private School Has a Case of COVID-19

- The School COVID-19 Point Person must report all COVID-19 cases and clusters of undiagnosed respiratory illness to SMC CD Control as soon as practicable (within 24 hours).
- The School Point Person should immediately notify the District Point Person of COVID-19 cases in the school community.
- The School COVID-19 Point Person and the assigned San Mateo County Health investigator will be in daily contact Monday – Friday, unless instructed otherwise by SMC CD Control.
- The District COVID-19 Point Person collects data from all schools and must complete a daily report for all new cases (a **line list**) and submit it via secure email daily by 10:00 a.m.
- The District COVID-19 Point Person or Superintendent/Private School Head should notify SMCOE at (650) 802-5515.

### Close contacts to confirmed COVID-19 Case(s):

- San Mateo County Health recommends school administrators take the following steps if one student, teacher or staff member is confirmed to have been in close contact with someone who is confirmed positive for COVID-19:

- Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home. Because one cannot test out of quarantine, they should, even if they test negative, remain in quarantine for a full 14 days after
  1. date of last exposure to COVID-19 positive non-household contact OR
  2. date that COVID-19 positive household member completes his/her isolation.
- While a negative test will not shorten the duration of quarantine, students or staff with close contact to a confirmed case should be encouraged to get tested to help inform appropriate isolation/quarantine periods.
- Take immediate measures to sanitize and disinfect the school property impacted by the *Close Contact*.
- There is no need to document evidence of a *Close Contact* with County Health, but continue to consult with the County Superintendent and County Health officials as needed.
- Maintain privacy of health and medical information for all individuals at all times per the ADA and FERPA laws.
- Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.
- No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case but were contacts to a contact. For example, if a student is under quarantine due to contact with a household member who is a confirmed case, the student's cohort can continue with in-person instruction.
- Those who test positive should not return until they have met criteria to discontinue home isolation (see box above for Confirmed COVID-19 Case(s)).

### Return to Campus Criteria:

- Symptomatic individuals who test positive for COVID-19 should not return until they have met the discontinuation of home isolation criteria, usually at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, defined as resolution of fever without the use of fever-reducing medications if fever was present and improvement in other symptoms.
- Asymptomatic individuals who test positive for COVID-19 can usually return 10 days after the collection date of their positive test result.
- Symptomatic individuals who test negative for COVID-19 can usually return 72 hours after resolution of symptoms as long as they were not contacts to a known case of COVID-19.
- Anyone (symptomatic or asymptomatic) who tests negative for COVID-19 and who is a non-household close contact or a household contact to a confirmed case of COVID-19 should not return to campus until completion of a full 14-day quarantine after
  1. date of last exposure to COVID-19 positive non-household close contact or
  2. date that COVID-19 positive household member completes his/her isolation.

See San Mateo County Health's website for complete information in responding to cases and close contacts in the school community.

## When a school community has individuals who suspect they may be *Contacts to a Contact*:

### San Mateo County Health recommends the following steps:

- The school principal or district administrator should gather enough information from the individual to confirm their status as a *Contact to a Contact*
- Advise the individual identified as a *Contact to Contact* to continue practicing hygiene protocols and to closely monitor their health, staying alert to onset of fever or flu-like symptoms
- If the person is not feeling well or is experiencing cold, flu, or other symptoms, they should stay home from school or work and contact their primary care provider

Send students, teachers, and staff who present with fever and/or respiratory infection symptoms home immediately. Separate them from others until they go home. When feasible, identify a “med room” (across from the main office) through which others do not regularly pass.

### Communication Structure

The communication structure in the appendix has been developed with San Mateo County Health to manage communication between schools and the health department concerning cases of COVID-19 in school communities. Please note that due to the volatile nature of COVID-19 and the possibility of community disruption, this reporting structure supersedes the usual protocol for reporting on communicable diseases within the school community.

**\*Dial 2-1-1** for non-emergency, non-medical calls or visit **[smchealth.org/coronavirus](https://smchealth.org/coronavirus)**

## Guidance on Travel

### School Staff Travel

- Employers may require employees to disclose any travel plans or recent travel and remind employees of CDC recommendations regarding travel. Employers may also require employees to complete a questionnaire prior to returning to work confirming they do not have a temperature and are symptom-free, and/ or conduct symptom/temperature checks on site.
- Employers can test employees who are returning from travel even if it isn't their “turn” yet according to the school site's testing strategy.

- Note that COVID-19 symptoms can appear 2-14 days after exposure, and an individual may test negative prior to developing symptoms. Recent guidance from the CDC discourages a test-based strategy and encourages a symptom-based screening strategy to identify when an individual with symptoms can return to work.
- If an employee has been advised by a health care provider to self-quarantine, tests positive for COVID-19, or is experiencing symptoms and seeking a medical diagnosis, they must not report to work in person and may be entitled to FFCRA or other paid sick leave.
- To the extent possible, an employer may allow employees who have traveled to work remotely for at least 14 days following their return.
- If remote work is not available, there is legal risk in requiring employees who have traveled to self-quarantine without pay unless they have been advised by a health care provider to self-quarantine, test positive for COVID-19, or are experiencing symptoms and seeking a medical diagnosis.

### **Travel by Students or Members of Their Households**

Although school districts can strongly encourage students to be tested when they return from travel, there is no legal authority permitting a district to exclude a student who has traveled or refuses to participate in COVID testing upon return from travel.

- Students have a constitutional right to attend public school, and there are limited bases upon which a district may exclude a student from attendance: they have not satisfied the immunization requirements; they're sick with a contagious or infectious disease; or they are under an isolation or quarantine order.
- Without the clear recommendation of a physician or specific public health guidance, schools may not be able to keep students from returning to school after travel.
- Schools can ask that families follow the CDC's recommendations (below) for returning from travel.
- The CDPH does not require the testing of students. Instead, the CDPH directs schools to check students for "signs and symptoms" of COVID-19.
- Additionally, there is no public health guidance that recommends keeping students at home if members of their households have recently returned from travel.
- St. Dunstan School recommends that students that have traveled or have family members that have traveled please either self quarantine or be tested before return to campus.

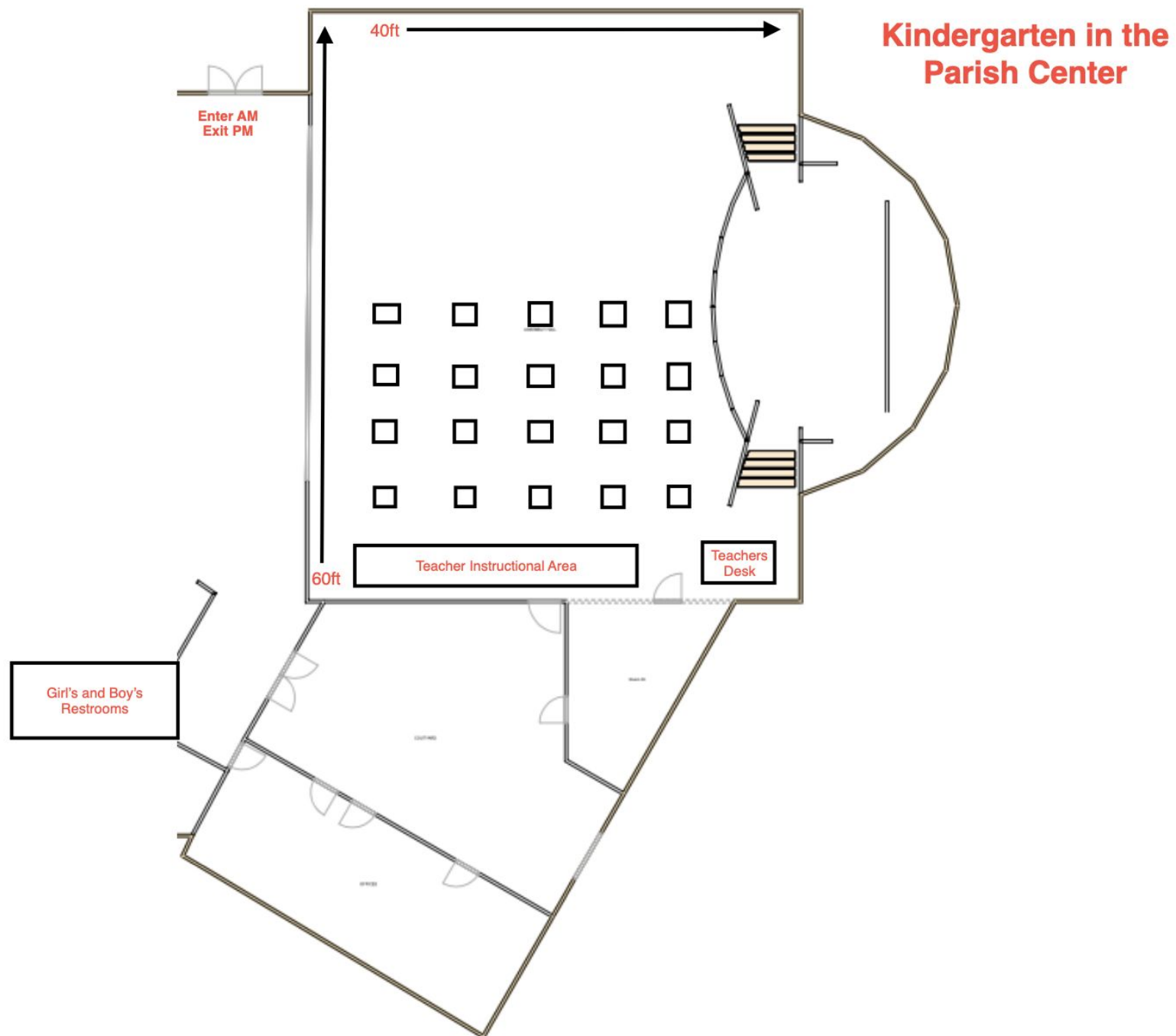
### **CDC Guidance on Travel**

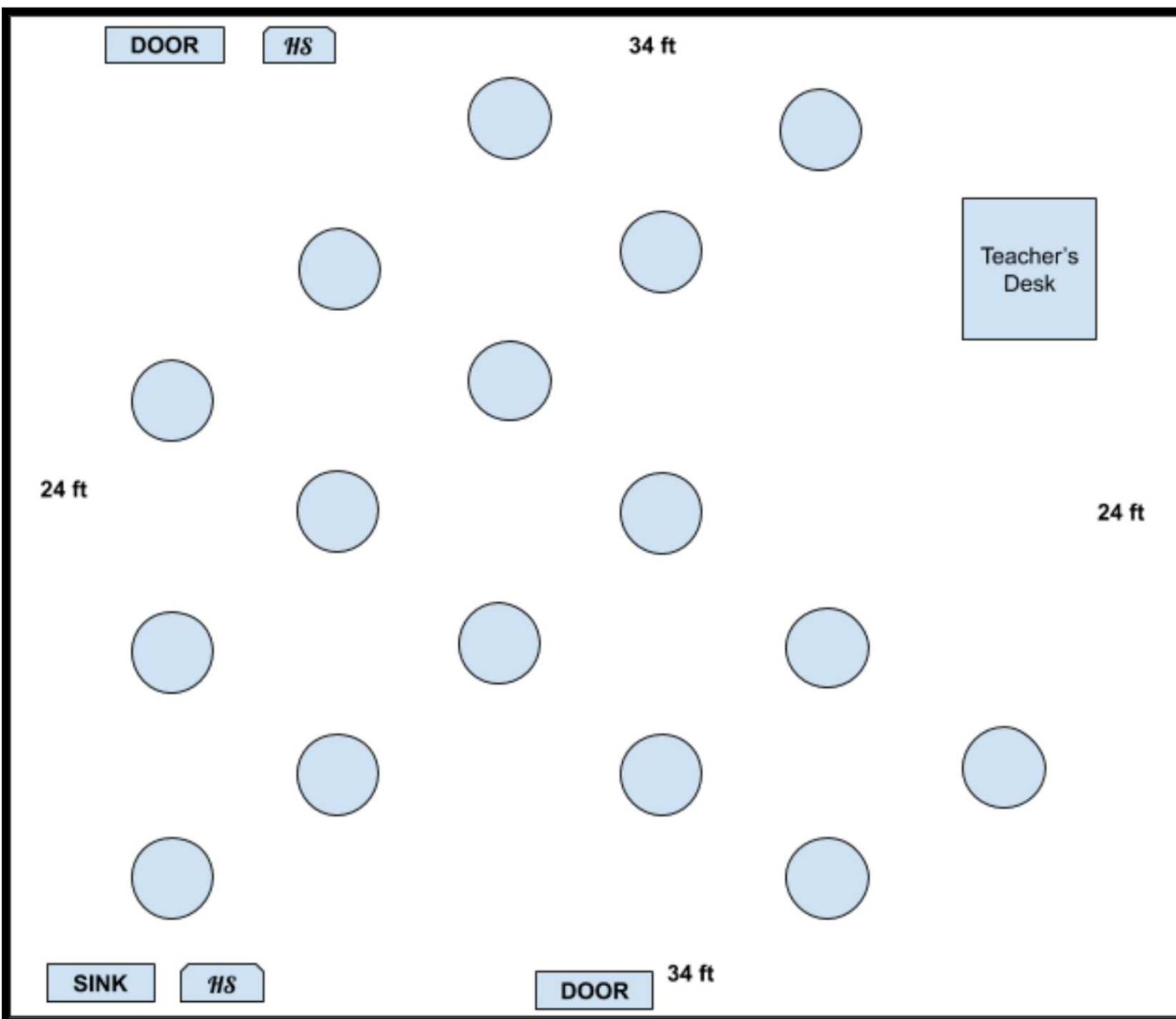
The CDC, CDPH, and SMCH do not provide schools with guidance concerning the return of students to school after travel. However, the CDC does provide recommendations for those who have traveled, which can be useful to schools, staff, and students' families.

- Staying home is the best way for a person to protect themselves and others from the spread of COVID-19. Travel to any destination during the pandemic increases an individual's chances of getting and spreading COVID-19.
- After travel, regardless of the destination, all individuals should follow the Four Pillars, monitor their health, look for symptoms of COVID-19, and take their temperature if they are feeling sick.
- If an individual participated in higher risk activities\* during travel, the individual should take extra precautions for 14 days after returning from their trip, including staying home as much as possible, and avoiding being around people at increased risk for severe illness from COVID-19. They may want to get tested for COVID-19 as well.

**\*Higher risk activities include:**

- Travel to an area that is experiencing high levels of COVID-19
- Large social gatherings (such as weddings, funerals, or parties)
- Mass gatherings (such as sporting events, concerts, or parades)
- Being in crowds (e.g., at restaurants, bars, airports, bus, and train stations, and movie theaters)
- Travel on a cruise ship or river boat





## Environment Health & Safety

Public health department in San Bruno, California

Address: 771 Olive Ct, San Bruno, CA 94066

Phone: (650) 588-2027

## San Mateo County Health Department

Public health department in South San Francisco, California

Address: 306 Spruce Ave, South San Francisco, CA 94080

Phone: (650) 573-2764

<https://www.smchealth.org>

## Fire Station 37

Fire station in Millbrae, California

**Located in:** Millbrae City Hall

Address: 511 Magnolia Ave, Millbrae, CA 94030

Phone: (650) 259-2400

## Millbrae City Police Department

Police department in Millbrae, California

**Located in:** Millbrae City Hall

Address: 581 Magnolia Ave, Millbrae, CA 94030

Phone: (650) 259-2300

<https://www.ci.millbrae.ca.us>