



ARCHDIOCESE OF
SAN FRANCISCO

DEPARTMENT OF CATHOLIC SCHOOLS



IMMACULATE HEART OF MARY SCHOOL

2020-2021

RETURN-TO-SCHOOL PLAN
COVID-19 PROTOCOLS

Handbook Addendum

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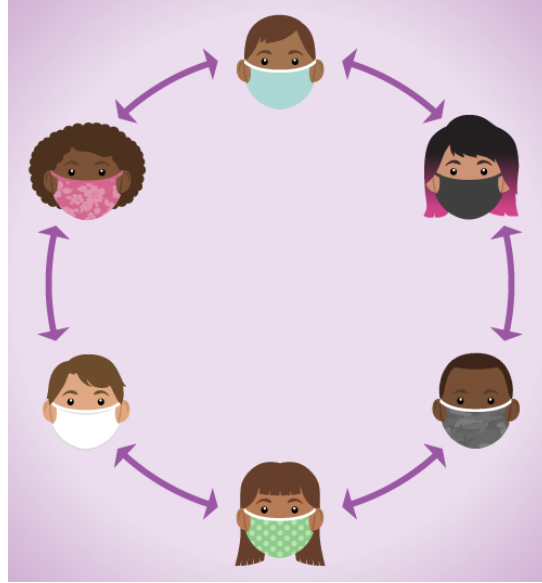
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The IHM School Reopening Task Force wishes to acknowledge the Health Department of San Mateo County, the San Mateo County Office of Education, and the Archdiocese of San Francisco Department of Catholic Schools for their support and guidance.

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GUIDING PRINCIPLES

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), the San Mateo County Office of Education, 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 Archdiocese of San Francisco Department of Catholic Schools as information is provided.

With San Mateo County declaring a move to Phase II, we believe it is time to begin the conversation about our full return to school in August. 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.
 1. **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.
 2. **Hygiene:** Within classes, we will emphasize strong hygienic practice.
 3. **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: Gym, St. Michael's Hall, Outdoor Areas, etc.

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.

This document will be updated regularly. Mrs. Harville, IHM School Principal, will share the updated document on the school website and distribute the updated version to parents via School Speak/Parent Email.

GENERAL PROTOCOLS



Pillar I: Health and Hygiene

Hygiene protocols are essential to avoiding the spread of disease. Daily health and hygiene protocols and routines will be implemented through a variety of ways.

- Campus signage and other messages that reinforce daily hygiene routines will be widely posted and encouraged methods of communication (i.e. Signs about handwashing, the proper way to wear a mask, etc.).
- Teaching all student and staff to be alert for symptoms. Watching for fever, cough, shortness of breath, or other COVID-19 related symptoms.
- All students and staff must remain home if they are experiencing flu-like symptoms or fever.
- School staff will explicitly teach and frequently reinforce prevention behaviors of handwashing and cough/sneeze etiquette as important strategies in slowing the spread of COVID-19.
- Prior to school admittance each morning/day, all students will be screened via a temperature check with a no-touch thermometer, a health check questionnaire, and by sanitizing their hands.

- Indoor ventilation will be maximized through the opening of classroom windows and through classroom ionizers or fans.
- Eliminating and reducing shared classroom items and/or school equipment will be reinforced.
- The cleaning and disinfecting of objects such as art supplies, teaching materials, or outdoor play equipment between uses will be completed or they will not be in use.
- Touchless soap dispensers and paper towel dispensers will be installed and utilized in each restroom.
- Time will be built into the day for routine handwashing.
- Hand sanitizer stations will be made available in all populated areas.
- Water fountains will be closed and not available for use. Families will provide 24 packs of bottled water as part of their classroom supply list. Students may use these bottled waters for drinking purposes.

Pillar II: Face Coverings

To ensure the safest school environment, staff as well as **all students are required to wear a solid color face mask at all times or as much as practicable**. CDC guidelines do indicate that face coverings should not be placed on anyone who has trouble breathing, is incapacitated, or otherwise unable to remove a face covering without assistance or on anyone who has been advised by a medical professional not to wear a face covering (A physician's note will be required if this is the case).

Wearing a solid-colored face mask (no bandanas or masks with logos/pictures) in the classroom is mandated for all students and staff. Teachers will develop activities and classroom protocols to help students understand the rationale for wearing face coverings and to develop classroom culture that supports face coverings. For now, the guidance to wear masks during instructional time is as follows:

- 25% of instructional time for Kindergarten
- 50% of instructional time for First Grade
- 75% of instructional time for Second Grade
- 100% of instructional time for Grades 3 – 8

Although face shields are not a substitute for masks and are not proven to protect from Coronavirus they may be used especially with small children and persons with a hearing disability.

Any student who does not properly wear a solid-colored face mask, misuses any protective gear, or if students refuse to wear a face covering, they will be excluded from in person learning and offered distance learning instead.

Pillar III: Physical (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 – Markings on the classroom and hallway floors will help students maintain the social distancing requirements.
- Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided.
- Cohorts – Cohorts aim to minimize mixing of group members with others. IHM School will have two types of cohorts: Bubble Cohorts and Stable Cohorts.
- Bubble Cohort – Students in Preschool and Kindergarten are a part of a Bubble Cohort which requires no more than 12 - 14 children, plus classroom teachers. Teachers and staff in a bubble cohort must remain solely with their Bubble Cohort for a period of three weeks. Children are required to practice physical distancing and encouraged to wear face coverings as much as practicable in this cohort.
- Stable Cohort – Students in Grades 1 – 8 and in Extended Care are a part of a Stable Cohort whose size is dictated by the ability to implement physical distancing within the classroom, but no more than 14 children. A Stable Cohort may have more than one teacher during the instructional day, and though assigned to a particular area of campus, may move to classrooms as necessary for required courses. Disinfecting/hand sanitizing will occur after each movement.
- Mixing of cohorts is greatly discouraged. However, if two cohorts were to mix, a documentation of that mixing would be logged and filed in the school office for the purpose of tracking and tracing efforts.
- Floor signage will remind students and staff to move one direction and to stay 6 ft. apart in both classrooms and hallways. Student desks will be separated by at least six feet and will all face in the same direction. Please see photos below.



- Students will enter and exit both the west end and north end doors of the school building as directed by staff when no other class is entering or exiting. Floor signage will remind students and staff to move one direction and to stay 6 ft. apart in the hallways. Please see photos below.



Any student who does not properly follow social distancing protocols will be issued a verbal warning. Any subsequent infraction will warrant a conduct referral. All conduct referrals thereafter will follow the guidance of the IHM School Discipline Policy as outlined in the Parent/Student Handbook.

Pillar IV: Limited 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 99.5 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 restrooms at designated times, and no more students will be admitted into a restroom at a time than there are sinks in the restrooms.
- No athletics or extra-curricular activities will occur until Phase III of the School Reopening. When the school does meet Phase III of the School Reopening,

athletics will be limited in nature and only school-based (i.e. Cross country, track, golf, etc.) within small groups and abiding by social distancing. IHM School will not be participating in any leagues or competitive games with other leagues or schools for the 2020-21 school year to ensure the safety of our school community.

PHASES OF SCHOOL REOPENING

Incremental implementation of the Four Pillars can provide a cautious, but steady approach to reopening IHM School amid the COVID-19 pandemic. In cooperation with the Health Department of San Mateo County, school operations will be informed by public health data applicable to both the IHM School community and the county. This step-by-step approach enables IHM School to be nimble in responding to current and changing conditions.

To ensure smooth implementation of the Four Pillars on school campus, IHM School will use an incremental approach to guide our full reopening process based on the three phases below. Each phase will be fully implemented for a minimum of three weeks before considering advancing the IHM School Community to the next phase. Additionally, each phase provides clear restrictions that may need to be implemented in the event of an outbreak within the school community or more restrictive health orders countywide.

Laying the Foundation for Reopening – The Three Phases at IHM School

Phase I (3 Week Minimum):

- County Health Conditions: The number of COVID-19 positive cases in San Mateo County remains flat or decreasing.
- No On-campus visitors including parents, volunteers, etc.
- No students may walk to/from campus to/from other locations. All students must arrive/depart campus in a vehicle for Phase I.
- No Extended Care offered for PK - 8.
- No athletics or extra-curricular activities.
- No large gatherings.
- All teachers, staff, and students must wear a face covering per guidance.

Phase II (3 Week Minimum):

- County Health Conditions: The number of COVID-19 positive cases in San Mateo County remains flat or decreasing.
- No On-campus visitors including parents or volunteers except for essential volunteers.
- Students may walk to/from campus to/from other locations with a Walker Liability Waiver on File with the School Office.
- No Extended Care for Preschool or Kindergarten.
- No athletics or extra-curricular activities (i.e. except after school tutoring if applicable).
- No large gatherings.
- All teachers, staff, and students must wear a face covering per guidance.

Phase III (3 Week Minimum):

- County Health Conditions: The number of COVID-19 positive cases in San Mateo County remains flat or decreasing.
- On-campus visitors including parents, volunteers, etc. may return on campus if abiding by social distancing and wearing PPE, etc. and not congregating in groups.
- Students may walk to/from campus to/from other locations with a Walker Liability Waiver on File with the School Office.
- Extended Care will only be offered to students on a full-time basis who are a part of a cohort.
- Certain athletics (i.e. Cross country, track, golf, etc.) or extra-curricular activities may resume within small groups and abiding by social distancing.
- No large gatherings of more than 50 people.
- All teachers, staff, and students must wear a face covering per guidance.

ADDITIONAL PROTOCOLS

Staff Protocols

Testing and Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, employees are required to have a COVID Test prior to school reopening and then every month thereafter. Employees can get tested through their healthcare provider, community testing sites, or at an alternative testing location. Employees will also conduct a self-screening of COVID-19 symptoms and pass a temperature/health screening upon campus entry each day at work (a temperature no greater than 99.5 degrees Fahrenheit will be allowable). Staff with notable symptoms while at home will be expected to report them to the School Principal and remain home.

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. Employees should wear the mask while at school and for the duration of the school or business day except when eating lunch, consuming a beverage on a break or working alone. All areas where the mask or covering has been removed temporarily must be wiped down with a disinfectant cloth before leaving.

The following categories of adults are not required to wear a face covering:

- 1) Anyone who has trouble breathing, is incapacitated, or otherwise unable to remove a face covering without assistance.
- 2) Anyone who has been advised by a medical professional not to wear a face covering.

Face Shields: Although face shields are not proven to protect from Coronavirus they may be used when working with small children and persons with a hearing disability. All other persons utilizing a face mask must also wear either a face mask, face covering or drape that extends from the bottom of the shield to chest and shoulders to prevent the spread of COVID-19.

Gloves: Touching of the face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash hands. Staff will remember to wash their 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.

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

In addition to using PPE, staff will remember to:

- Wash their 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 of the eyes, nose, and mouth
- Staff will cover their mouth and nose or use the inside of their elbow when they 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, a symptomatic employee may return to work when all 3 criteria are met:

1. At least 10 days after symptoms have first appeared and at least 3 days (72 hours) since recovery (no fever without the use of fever-reducing medications).
2. Improved respiratory symptom.
3. Physician confirms release to return.

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

Delivering Instruction

- Staff will be trained in sanitation and hygiene instruction.
- Staff will be trained in identifying the signs and symptoms of student illness.
- 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.

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

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.

Family Education

Families will be educated through the weekly newsletter, News from the Heart. Both the Reopening and Distance Learning Handbooks are made available to families via the school website and on School Speak, our school communication system. Review of policies and procedures regarding these handbooks were delivered at our annual Back-to-School Nights via Zoom.

Parent/Visitor/Volunteer Restrictions

Parents, visitors, and volunteers to Immaculate Heart of Mary School will not be allowed on campus except to drop off or pick up their child(ren) and must remain in their vehicle. 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 and students. Parents, visitors, and volunteers to Immaculate Heart of Mary School will be required to follow the same health protocols as students and staff once IHM School reopens to Phase III and parents, visitors, and volunteers are allowed back on campus.

Food and Other Deliveries

All students must bring their lunch to school. There will be no hot lunch or School Choice orders delivered until Phase III of the School Reopening. We ask that there be no food delivered to students during the school day and that students do not share food with others. Personal deliveries such as packages should not be delivered to the school.

Communication and Contact Tracing

If an IHM staff, student, parent, or other IHM School community member tests positive for COVID-19, it is the responsibility of the informed adult to communicate such occurrence to the school Principal. The Principal will then notify the Health Department of San Mateo County and the class and/or school community affected by sending out a formal notification while abiding by all privacy laws (FERPA/The Buckley Amendment) to protect the privacy of those affected. The school Principal will work with the Health Department of San Mateo County and the Department of Catholic School to determine the next steps for the class and/or school community affected following the Contact Tracing and Communication Protocol outlined in the San Mateo County Pandemic Recovery Framework for Schools on pages 40 - 42.

https://www.smcoe.org/assets/files/Alert_FIL/Case,%20Close%20Contact,%20Indirect%20Contact.pdf

Transitioning to Distance Learning

The decision to close Immaculate Heart of Mary School and transition to distance learning 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 Department of Health in San Mateo County. The closure of IHM School may be appropriate when there are multiple cases in multiple cohorts at the 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. 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, IHM 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



SCHOOL SCHEDULE & ROUTINES

Morning Drop-Off

Drop-Off Hours: 8:00 AM - 8:15 AM*

Protocol: Students will be dropped off from their family's vehicle in one of two arrival lanes (10 feet apart) in the school parking lot from 8:00 AM – 8:15 AM. *Please see School Drop-Off/Pick-Up Traffic Plan Map.* Prior to school admittance each morning, all students will be screened via a temperature check with a no-touch thermometer by school staff, must answer a health check questionnaire, and must sanitize their hands. *It is strongly encouraged that parents take their child's temperature before leaving for school.*

Any student with a temperature above 99.5 degrees Fahrenheit will not be allowed to enter the school building/campus. An immediate communication to parents will be made if this is the case and a record will be kept on file in the school office of refusal of admission. Otherwise, students will report directly to their respective classroom. Teachers will be at their doors to admit students. Students will enter and go directly to their assigned seats. Morning Prayer and Announcements will be conducted via the PA System.

Students who are walkers must arrive/depart from campus in a vehicle during Phase I. After Phase II has been met, students who are walkers must have a signed Liability Waiver on file with the School Office and will need to report to the front of the parish to be screened via a temperature check with a no-touch thermometer by school staff, to answer a health check questionnaire, and to sanitize their hands. Any student with a temperature above 99.5 degrees Fahrenheit will not be allowed to remain on school campus. An immediate communication to parents will be made if this is the case and the child will be held in the school infirmary until a legal guardian, parent, or other authorized individual can pick the student up from school. A record of refusal of admission will be kept on file in the school office. **NOTE: There will be NO STUDENTS ON TRAFFIC DUTY THIS SCHOOL YEAR. PLEASE SEE SCHOOL MAP ON PAGE 14.**

***Drop-Off Hours will be 8:00AM – 8:15AM while Grades K – 5 ONLY have returned to in-person learning on campus. Drop-Off Hours will be extended from 8AM – 8:30AM once K-8 returns to in-person learning on campus.**



IMMACULATE HEART OF MARY SCHOOL
STUDENT COVID-19 TEMPERATURE CHECK AND
HEALTH SCREENING WHILE LEARNING ON CAMPUS

STUDENT NAME _____ **DATE** _____

Parents must answer the following questions for their child in order for him/her to be on school campus. Staff must turn in this completed form to the principal's mailbox. All forms are confidential and should not be shared.

1. Within the last 10 days has your child been diagnosed with COVID-19 or had a test confirming they had the virus?

YES

NO

2. Does your child live in the same household with, or has had close contact with someone who in the past 14 days has been in isolation for COVID-19, or had a test confirming they have the virus?

YES

NO

3. Has your child had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by another reason?

- Fever, Chills, or Repeated Shaking/Shivering (***Please check your child's temperature.***)
- Cough
- Sore Throat
- Shortness of Breath, Difficulty Breathing
- Feeling Unusually Weak or Fatigued
- Loss of Taste or Smell • Muscle pain
- Headache • Runny or congested nose
- Diarrhea

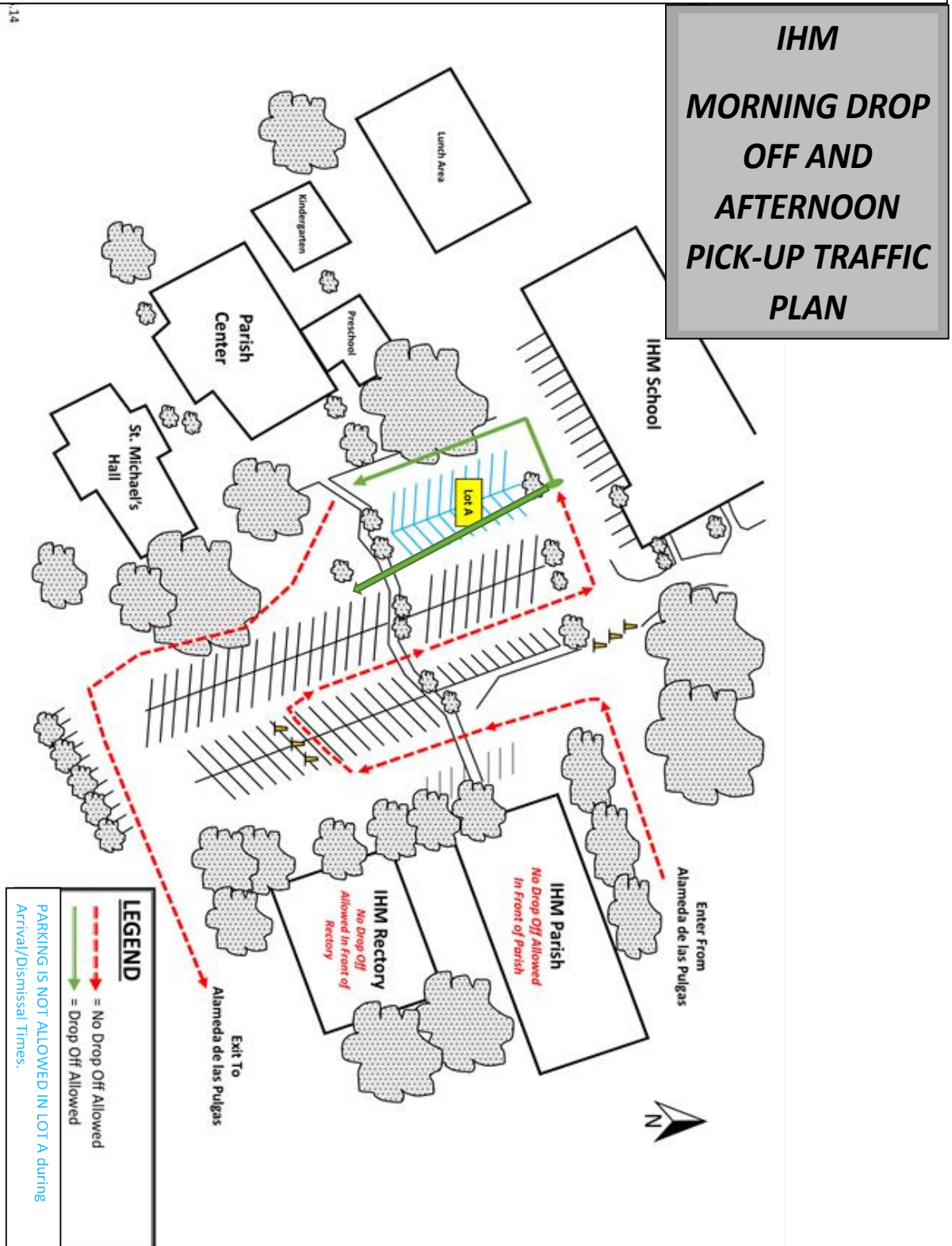
YES

NO

If the answer to any question is "yes", your child may not be on campus and you must report this to the principal.

Parent Signature _____

PLEASE NOTE: There are 2 Arrival Stations for Morning Temperature/Health Checks of students (Green Arrows). Parents, please do not exit, park, or leave your vehicle unless directed by an IHM Staff Member while in the Car Arrival Lane (Green Arrows). Please do not drop off students in any other area (Red Arrows). Parents may park in the lot in front St. Michael's Hall if directed to do so by an IHM Staff Member. Afternoon Dismissal will be conducted the same as Morning Arrival with 2 Departure Stations following the above guidelines except for the Health Screening.



Continual Monitoring Throughout the Day

Students and staff will continue to be monitored throughout the day for any illness or COVID-like symptoms.

- Any student showing signs of illness will have their temperature taken in the office, and students with a temperature above 99.5 degrees or showing any respiratory symptoms will be isolated and sent home.
- Students will be isolated in the school infirmary if showing any signs of symptoms.
- 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.

Lunch, Recess, and Physical Education

Schedule:

Students will eat lunch with their cohort only in the outdoor cafeteria area at the designated lunch time. There will be no more than 14 students in the outdoor cafeteria area at a time. Recess will follow lunch at the designated time with no more than 14 students or one cohort at a designated location. Morning and Afternoon Physical Education will be offered to cohorts on campus at designated times with no more than 14 students or one cohort at a designated location.

Lunch Protocol: Students must wash/sanitize their hands before they eat their lunch. Students will eat their lunch at their assigned seats at the outdoor cafeteria table (one student per table and 6 feet apart). All students must bring their lunch to school. ***There will be no hot lunch or School Choice orders delivered until Phase III of the School Reopening.*** Students will put their trash in the respective trash receptacle and immediately sanitize their hands. All lunch area tables and supplies will be cleansed and disinfected after each cohort's use.

Recess/PE Protocol: Students will have Recess/PE in separate areas of the campus (upper playground, lower playground, blacktop). Recess/Physical education will be similarly structured, limiting free play to ensure distancing and safety. Activities such as calisthenics, etc. will be the standard. Playground equipment will not be used or will be limited due to PE Teacher's discretion in compliance with the health department and CDC guidance. All playground equipment will be disinfected after each use.

After School Pick-Up

Time: 2:45 PM – 3:00 PM*

Protocol: The campus will be opened for After School Pick-Up at 2:45 PM. Parents or other authorized adults picking students up from school must wait outside the school in their vehicle in one of two car lanes prior to and during after school pick-up. ***Parents or those authorized adults picking students up from school must place their IHM Vehicle Sign on the dashboard of their vehicle. The School will provide these for each family once the physical school reopens.***

Classroom teachers will bring their students to their class or cohort's designated parking lot area for dismissal abiding by social distancing and wearing PPE. IHM School Staff will call to teachers when it is time for a particular student to be picked up. ***If there is a change in student pick-up, parents must notify the school office and their child's classroom teacher prior to the end of the school day on the child's dismissal instructions.*** Parents or other authorized adults picking students up from school must wait in their vehicles in the pick-up lane until all students in the vehicle are safely in it.

Students who are walkers must arrive/depart from campus in a vehicle during Phase I. After Phase II has been met, students who are walkers must have a signed Liability Waiver on file with the School Office to leave school campus on their own. ***NOTE: There will be NO STUDENTS ON TRAFFIC DUTY THIS SCHOOL YEAR. PLEASE SEE SCHOOL MAP ON PAGE 14.***

****Pick-Up Hours will be 2:45PM – 3:00PM while Grades K – 5 ONLY have returned to in-person learning on campus. Drop-Off Hours will be extended from 2:45PM – 3:15PM once K-8 returns to in-person learning on campus.***

Extended Care

Hours of Operation: 3:00 PM - 6:00 PM*

Staffing: School employees

Protocol: Extended Care will be provided to students in Grades 1 – 8 on a full-time weekly rate basis once Phase II is reached. (Preschool and Kindergarten Extended Care may be provided after Phase III is reached and/or a need is warranted). Even if students do not attend Extended Care each day, they will be charged the full rate to protect the limited spacing available and the Extended Care Cohort. There will be no more than 14 students in a cohort. The Extended Care Cohort is treated separately from the school cohorts.

Extended Care will be held in the Makerspace and Science Labs and outdoors, with social distancing intact and assigned student areas. Each student will bring their own set of supplies (or store them in a Ziplock bag in the Extended Care Classrooms), their own snack each day, and any other individualized items. No student may share items with other students. The space has its own set of restrooms. Extended Care students will be the only population to use this space after school. The facilities will be cleaned and sanitized daily after school and prior to Extended Care.

Before students may enter Extended Care, they must have their temperature checked, they must undergo a health check screening by the teacher, and they must wash or sanitize their hands. Parents will pick-up students in their vehicle outside of the Extended Care designated parking lot; they will not be admitted into the space.

****Extended Care will NOT be available until Phase II of Reopening AND Grades K-5 have returned to campus.***

APPENDIX A: FAQ

What if a student arrives late to school?

Call the school office from your car to inform us you are here. An IHM Staff Member will escort your child to the main office to be admitted with the beginning of the day temperature check, health check, and cleansing/sanitizing of hands.

What do I do if I have to pick up my child early?

Call the school office from your car to inform us you are here. We will then call your child to the office and an IHM Staff Member will escort your child to the vehicle where you can meet and sign him/her out.

What if a student needs to use the restroom?

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

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

The classroom will serve as the space designated for when it rains, is too hot, or the air quality prohibits being outside. Other facilities (Gym, St. Michael's, etc.) will be used if available.

What if my child has underlying health issues or I am not comfortable sending them to school during the COVID-19 health order?

Teachers will have the ability to Zoom their lessons from their classrooms, so students at home can participate. If a student needs to borrow a Chromebook, IHM School has a limited number of devices it can loan to a family. If Parents choose this option for their child(ren), they must sign a Distance Learning Form and commit to Distance Learning a trimester at a time.

What safety measures will be in place in the hallways?

Floor signage will remind students to move one direction and to stay 6 ft. apart. All students will be required to have their own mask (the school will have a limited supply of extra masks). Each hallway will have a hand sanitizing station.

What safety measures will be in place in the classrooms?

Student desks will be separated by at least six feet and will all face in the same direction. Dividers between students at tables will be available. Floor signage will remind students to move one direction and to stay 6 ft. apart. All students will be required to have their own mask (the school will have a limited supply of extra masks). Each classroom will have a hand sanitizing station.

What if the school is unable to reopen or should need to close due to county health guidance?

If our schools does not reopen or should close due to county health guidance, IHM School will embrace a full distance learning curriculum online via Google Classroom and Zoom. Please refer to the Distance Learning Handbook for more information on this topic.



APPENDIX B: CLEANING & SUPPLIES

FACILITIES CLEANING: The safety of our employees and students is our first priority. Upon reopening, IHM School will have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the steps outlined below will routinely serve to protect everyone and reduce the risk of infection.

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, Keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, Light switches, Sinks, Restrooms	Each Hour
Common Areas	Extended Care, Gym, Play Structure, St. Michael's Hall	At the end of each use/day; between groups

School Procured Additional Supplies

Item	Quantity	Notes
Masks	500	For staff/students who forget their own.
Staff Gloves	500 count/class	Nitrile gloves
Hand Sanitizer	1 per class	Quart size, refillable containers
Sanitizing Wipes	As needed in all areas	Use to wipe high traffic and common areas regularly
Cleaning Solution		Alcohol-based; to be used by custodial staff
Bio disposal units	1 per classroom	For used/soiled masks, gloves, and wipes
Restroom Soap Dispensers		Checked and refilled daily
Thermometers and O2 readers	3-5	Housed in school office
Acrylic/Plexiglass		All Tables

Supplies Provided by Families/Students

Item	Quantity	Notes
School Supplies		
Personal hand sanitizers	8oz individual bottles	
Solid Colored Face Masks (i.e. black, red, etc.)	2 per student (Must be washed/cleaned frequently)	
Bottle Water	1 Package of 24 Plastic Bottled Waters	



APPENDIX C: FACILITY ADJUSTMENTS

- Each classroom has the space to ensure social distancing.
- Classroom rugs, group tables, and superfluous furniture have been pushed to the side, and individual desks have six-foot gapping between student stations.
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Spots outside classrooms and restrooms are designated six feet apart for student lineup and for parent pick-up.
- Social distancing and best practices signage posted around campus and distributed to families.

Restroom Use and Handwashing



COVID-19 PREVENTATIVE MEASURES

CLEAN YOUR HANDS OFTEN

The best way to prevent illness is to avoid being exposed to this virus. Washing your hands is easy, and it's one of the most effective ways to prevent the spread of COVID-19.

HANDWASHING STEPS

- 1** Wet your hands with clean, running water 
- 2** Apply soap 
- 3** Lather and scrub hands for at least 20 seconds 
- 4** Rinse your hands well under clean, running water 
- 5** Dry your hands using a clean towel or air dry them 

WHEN TO WASH HANDS

- After blowing your nose, coughing, or sneezing
- Before and after caring for someone who is sick
- After going to the bathroom
- Before and after preparing food
- During food preparation as needed
- Before eating food

HAND SANITIZER

If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.

Additional Details

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

Teacher Cleaning Expectations



Custodial Cleaning Expectations



Student Checklists

Home Checklist for the Front Door



End of School Day Reminders



APPENDIX D: AGENCY UPDATES

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

Relevant information:

- [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 Schools \(last updated 3/7/2020\)](#)
- [San Mateo County Office of Education](#)
- [Health Department of San Mateo County](#)

Health Department of San Mateo COVID-19 CALL CENTER:

Call 2-1-1 with all non-emergency and non-medical inquiries. For regular updates, text coronavirus to 2-1-1-2-1-1

