



SAINT APOLLINARIS
CATHOLIC SCHOOL

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

August 28, 2020
revised September 5, 2020

INTRODUCTION

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

Our priorities are:

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

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

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GENERAL PROTOCOLS

Social Distancing

- All persons on campus will practice social distancing of six feet whenever possible, and a minimum of three feet where impossible. Face masks will be worn by all faculty, staff, and students in grades TK-8 at all times indoors and only taken off outdoors during eating breaks.
- Close contact interactions (for the purposes of determining contact tracing) is considered < 6ft and > 15 minutes. Cohorts are considered close contacts even with distancing given prolonged indoor exposure.
- Signage will be used throughout campus to support social distancing and proper hygiene norms
- Ad-hoc interactions by adults should be avoided.
- Mass gatherings, such as in-person assemblies, are prohibited.
- Students will be mindful of the social distancing and health practices as instructed or they will not be allowed on campus.
- No more than two students will be admitted into a restroom at a time, to allow for social distancing.

Student Cohorts

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

- Facilities will be adjusted to create additional classroom areas to allow for the subcohort model.
- Outdoor spaces will be utilized as much as possible.
- Cohorts are not to share instructional spaces unless thorough cleaning occurs between uses
- Students will have a designated space solely for their use in their classrooms and the extended care space
- Students and staff will not share supplies

Shared Spaces

Employees are required to disinfect their workspace multiple times throughout the day, paying special attention to commonly touched surfaces. Every classroom, office, or used space has cleaning kits with supplies for disinfecting each area and frequently touched objects and surfaces. Hand sanitizers have been installed outside each entry point and doorway.

Classrooms

- Student desks will be designated for each person and desks will be spread out to maximize space.
- Windows will be opened for proper ventilation, unless there are concerns with outdoor smoke.
- Classroom rugs, group tables, and superfluous furniture will be removed and individual desks installed.
- Students have their own designated desk with their own supplies.
- Personal Space Desk Dividers will be used in all classrooms
- Teachers will utilize outdoor space as much as possible.

Other Facility Adjustments

- Extended Care, the Parish Hall, Convent, the Portable, and the gym will be safely divided to accommodate sub cohorts.
- Drinking fountains are covered and water bottle filling stations will be used.
- Hooks were installed in areas to allow for room between student backpacks.

Office Capacity

- Site will restrict the number of persons in the offices to maintain social distancing. No more than two persons may be in the office conducting business at once.

Staff Lounge

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

Hall/Gym

The Parish hall and gym will be converted for use to ensure social distancing in the after school Extended Care program and for cohort classes.

Screening

- Students and staff must conduct a daily self-check (See Appendix C) before they come to campus
- Designated screeners: School employees may all function as designated screeners for students and non-employees. The principal or school office staff may serve as screeners for faculty and staff if a third-party screener is required.
- A temperature check will be conducted for all persons entering campus, and staff will complete an additional screening document. Unless otherwise so directed by the county health officer, the maximum temperature for someone to be admitted to campus is 100.4 degrees Fahrenheit.
- Students' temperatures will be taken by designated screeners before exiting their vehicles.
- During the day, any person experiencing or showing symptoms will report to the designated isolation space for screening and be reported to the school office.
- The principal will retain a record of employee temperatures in a locked cabinet for a minimum of 90 days.
- If a staff member already at school shows symptoms described above, a supervisor will allow them to go home without penalty for that day.

Personal Protective Equipment (PPE)

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

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

Face Coverings

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

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

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

- Face coverings must be used in accordance with CDPH guidelines unless a person is exempt, as explained in these guidelines.
- Teaching and reinforcing the use of face coverings, or in limited instances, face shields: The school will review the proper wear and care of face coverings with all staff, students, families, and anyone present on campus.
- The school shall frequently remind students and staff not to touch the face covering and to wash their hands frequently.
- Information for staff and families in the school community on the proper use, removal, and washing of cloth face coverings can be found here: <https://bit.ly/washingfacecoving>. This information has been distributed to all faculty and staff and is posted on campus.
- Training will be provided on policies on how people who are exempted from wearing a face covering will be addressed (see policies below).

FACE MASKS FOR STUDENTS

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

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

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

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

FACE MASKS FOR STAFF

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

- **In limited situations**, where face coverings cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs) **a face shield can be used by staff** in the classroom instead of a

cloth face covering as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face-covering outside of the classroom.”¹
Face coverings are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

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

- Students engaging in socially distanced (6’ separation) outdoor physical activity
- **In limited situations** where face coverings cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs) **a face shield can be used** by staff in the classroom instead of a cloth face covering as long as the wearer maintains physical distance from others to the extent practicable. Staff must return to wearing a face-covering outside of the classroom.”²
- Proper wear and care of face coverings found here: <https://bit.ly/washingfacecoving>

Gloves

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

Staff Training and Family Education

Delivering Instruction

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of this protocol, posters, and routines (See Appendix B and C).
- Teachers will provide initial and routine instruction in social distancing and health practices to their students in keeping with all provisions of this protocol.
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets—such as singing, yelling, chanting, blowing wind instruments—are not permitted at this time.
- Implement procedures for turning in assignments to minimize contact.

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

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

- Consider the use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.
- Avoid sharing things; where sharing occurs, clean, and disinfect between uses.
- Lessons that involve food prep, or shared snacks are prohibited (bake sales, friendships, salads, etc.).

Cleaning & Disinfection Routine

- Teachers will spray the area with disinfectant to ensure proper coverage and wait times.

Healthy Hygiene Practices

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

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

Visitor & Volunteer Protocols

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

- Volunteers are currently not allowed on campus.
- Only diocesan scheduled workers are allowed on campus during preparation for reopening or for distance learning instruction.

Once school reopens:

- Schools will limit volunteers on campus to those performing essential tasks.
- Parent volunteers can only be permitted in their own child's classroom if deemed essential by the principal

Food & Package Delivery

Students must bring their own food to school or purchase meals through the approved food service program. Food provided by the approved service program will be individually wrapped for each student. Parents or non-approved vendors or delivery services (e.g., GrubHub) bringing food to campus during the day is prohibited. Students shall not share food or beverages.

Travel Restrictions

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

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

COVID Symptoms and Case Response

Definitions

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

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

Contact Tracers

- The school has a designated employee who is a contact tracer whose name is on file with the Catholic School Department and County Health.
- The School's Contact Tracers are: **Olivia Brazil, Principal, and Lani Manasse, Vice-Principal.**
- Olivia Brazil and Lani Manasse have already signed up for the County Contact Tracing for Schools training.
- Contact tracers must be trained either by the county within which the school resides, or take one of the following courses on contact tracing:
 - Webinar-Based as recommended by the CDC:
<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/general-training-modules.html>
 - Coursera Option:
<https://www.coursera.org/learn/contact-tracing-for-covid-19>

Symptoms(See appendix C)

Students:

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

Adults:

- Fever of 100.4 degrees or higher;
- Chills;
- Cough;
- Shortness of breath/ difficulty breathing; Fatigue;
- Muscle or body aches;

- Headache;
- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting; Diarrhea

Testing

- Any student or staff person with symptoms not explained by another non-infectious condition diagnosed by a medical professional needs to be tested for COVID-19.
- Per this directive, symptomatic individuals must be tested within 48 hours of symptom onset and provide test results within 72 hours.

The school has entered into a contract with Northwest Laboratory (NWL) for the testing of faculty and staff members. NWL will put forth its best good-faith effort to provide test results within 48 hours of testing. Per state guidance, once school is opened for in-person instruction, schools should test 25% of school staff every 2 weeks on a rotating basis, with the goal of testing 100% of staff every 2 months as practicable. This does not apply to students.

Parents and students are responsible for the cost of their own testing. The school will cover the costs of testing for its employees.

Notification Requirements for Schools

Scenario	Action	Communication
A student or staff member either exhibits COVID-19 symptoms , answers YES to a health screening question or has a temp of 100 or above.	<ul style="list-style-type: none"> • Send the student or staff member home until they can answer NO to all self-checker questions. If the student or staff member was symptomatic, they must not return until at least 24 hours has passed since last fever, defined as resolution of fever without the use of fever reducing medications and improvement in symptoms (e.g., cough, shortness of breath); and, at least 10 days have passed since symptoms first appeared. Staff or students with positive symptom screen should be tested. • Cohort OPEN 	No action is needed

A family member or someone in close contact with a student or staff member test positive for COVID-19. The student or staff member is currently not symptomatic.	<ul style="list-style-type: none"> • Send the student or staff member home until they can answer NO to all self-checker questions. The student or staff member should be quarantined at home for 14 days after the last known close contact with the case. • Cohort OPEN 	Household or Contact Letter sent to student families and staff (See Appendix D)
A student or staff member has exposure to someone with COVID-19 symptoms or a positive COVID-19 test. The student or staff member is symptomatic but has delayed test results.	<ul style="list-style-type: none"> • The symptomatic student or staff member must not return until at least 24 hours has passed since last fever, defined as resolution of fever without the use of fever reducing medications and improvement in symptoms (e.g., cough, shortness of breath); AND at least 10 days have passed since symptoms first appeared. • Cohort CLOSED for 14 days from last exposure 	Probable COVID-19 Letter sent to student families and staff (See Appendix D)
A student or staff member tests positive for COVID-19	<p>The symptomatic student or staff member must not return until at least 24 hours has passed since last fever, defined as resolution of fever without the use of fever reducing medications and improvement in symptoms (e.g., cough, shortness of breath); AND at least 10 days have passed since symptoms first appeared.</p> <ul style="list-style-type: none"> • Cohort CLOSED for 14 days from last exposure 	Confirmed COVID-19 Letter sent to student families and staff (See Appendix D)

Chart adapted from **COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year** and Napa County Office of Education August 10,, 2020

Additional Details

Distance Learning

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

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

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

- a) Closure: A school **cannot start** in-person instruction if the County is placed on the County Monitoring List (CML). **Under the new "Blueprint for a Safer Economy" framework, the purple tier is equivalent to the CML. Schools within counties in the purple tier must conduct distance learning until the county advances to the red tier for 14 days. For counties in the purple tier, superintendents (in consultation with faculty, staff, parents, and School Council organizations) may request a waiver for elementary schools for in-person instruction. The county department of public health publishes, reviews, and approves all waiver applications after consultation with CDPH.**
- b) Reopening: The school can reopen in-person instruction after the County has been removed from the CML for at least 14 days. The county department of public health publishes, reviews, and approves all waiver applications.

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

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

SAFE ENVIRONMENT

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

Product Guides

Hand Sanitizer

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

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

Cleaner

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

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily and between each use
Electronic Equipment	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day and/or between use

General Used Objects	Handles, light switches, sinks, restrooms	After each recess
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Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups
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Additional cleaning guidance available at

<https://bit.ly/covidcdcclean>

Safe Water

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

HVAC Considerations

- Fresh outdoor air is introduced as much as possible - when using air conditioning, the setting that brings in outside air is used.
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, we have considered alternatives such as installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.
- Replace and check air filters and filtration systems to ensure optimal air quality on a schedule. Filters being changed out to MERV-13 Filters
- Ensure proper ventilation during cleaning and disinfecting.
- When cleaning, air out the space before children arrive; plan to do a thorough cleaning when children are not present.

School Procured Additional Supplies

Item	Quantity	Notes
Staff Gloves	100 count/class and replenish as needed	Nitrile gloves
Bulk Hand Sanitizer	1/classroom/office	Refillable

Individual Pumps	outside each entry way and door	Refillable - being changed out to automatic
Cleaning Solution	1 bottle per every classroom/office space	Alcohol-based

Supplies Provided by Families/Students

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

Item	Quantity	Notes
Water bottle	1	Drinking fountains are covered, students will be encouraged to fill bottles at home or one of the touchless water bottle filling stations.
Backpack	1	Students will be assigned a hook where they will hang their backpack. Students will have access to their backpacks in staggered groups.
Clean cloth face mask	1	Provided by students. The school will have a supply of masks for students, should they be forgotten or damaged.

FACILITY ADJUSTMENTS

- The Extended Care room, school gym, and the Parish Hall will be converted into additional classrooms to be used for sub cohorts during the instructional day.
- Classroom rugs, group tables, and extra furniture has been removed, and individual desks or tables installed with at least three-foot gapping between student stations.
- Students have their own designated space (desk/table) with their own supplies, and water bottle.
- Signage will be added to the campus for social distancing reminders.
- Social distancing and best practices signage posted around campus and distributed to families
- Hooks were installed for student personal supplies
- Plexi glass installed in school office
- Public space (eg, number of seats) has been removed in the front office
- Sanitation stations installed outside of every door on campus
- [School Schedules and Routines](#)

Morning Drop-Off

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

Staffing: Teachers and Aides

CIRCULATION PLAN



Protocol

- Staff take the temperature of each student prior to them exiting the vehicle
- Children exit the vehicle from the driver's side and have belongings with them.
- Drivers should not leave the vehicles.
- Both points of access will be supervised to prevent gathering of any sort.
- Students will exit their cars and go directly to their classrooms.
- There are markings on walkways indicating 6 feet distance. The school has entrance points all along the walkway (as indicated by arrows to avoid bottlenecks).

Recess and Physical Education

Staffing: Teachers and Aides

Protocol: Recesses and Physical education will be similarly structured, limiting free play to ensure distancing. Activities such as jump rope, calisthenics, and exercise where students can conduct independently will be the standards. Teachers will clean doorknobs after each recess/PE. PE will be held outside when possible. Students will recess in separate areas of the campus (Zones 1-4). Play structures will not be in use. Sports programs will be assessed by the Catholic School League after Winter.

Morning Recess

Assigned Area	Zone 1 Convent	Zone 2 Behind kindergarten	Zone 3 far end of black top closest to play structure	Zone 4 along redwood trees behind bathrooms
10:00-10:15	TK	K	1	
10:15-10:30	2	3	4	
10:30-10:45	5	6	7*	8*

*not included in waiver

Lunch

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

Grade	Lunch time	Lunch time zone	Play time	Play time zone
TK	11:30-11:50	Lunch tables	11:50-12:10	1
K	11:30-11:50	Lunch tables	11:30-11:50	2
1	11:30-11:50	Along 1-4 wall in lunch area	11:30-11:50	3
2	12:00-12:20	Along 1-4 wall in lunch area	12:20-12:40	1
3	12:00-12:20	Lunch tables	12:20-12:40	2
4	12:00-12:20	Grass area	12:20-12:40	3
5	12:30-12:50	Along 1-4 wall in lunch area	12:50-1:10	1
6	12:30-12:50	Lunch tables	12:50-1:10	2
7*	12:30-12:50	Grass area	12:50-1:10	3
8*	12:30-12:50	Grass area	12:50-1:10	4

*not included in waiver

Protocol: Students will eat lunch at their assigned seats outdoors as much as possible when weather permits. The hot lunch program will have lunch delivered to classrooms by the vendor masked and gloved.

Masses

One grade per week will be able to participate at the outdoor mass, while all other grades watch from their classroom via live stream.

After School Pick-Up

Time: 2:55pm TK-4 and 3:05pm 5-8

Staffing: Teachers and Aides

CIRCULATION PLAN



Protocol:

- Campus will open beginning at 2:45pm.
- Students will be guided to their designated pick-up location along the gym and back of the bathroom area and wait with their teacher and grade-level cohort.
- Children should enter the vehicle from the driver's side.
- Drivers should not leave their vehicles.

Extended Care

Hours of Operation: 7:30-8AM and 2:55 PM - 6:00 PM Monday, Tuesday, Thursday, Friday

7:30-8AM and 1:30 PM - 6:00 PM Wednesday

Staffing: School employees

Protocol: Extended care will be held in the extended care room with each grade level having their own area and each student their own supplies and seating. Parents will pick-up by entering from the front parking lot and they will not be admitted into the extended care hall.

APPENDIX A: FAQ

What if a student arrives late?

Students who arrive at school late will enter the front parking lot from Lassen St. Office staff will take students' temperatures and sign students in. Students will go directly to class.

What if a student needs to use the restroom?

Restroom time is scheduled for a class during their allotted recess times and at other class specific times during the day. Use outside of the schedule will be on a limited, case-by-case basis. *If a student must use the restroom outside the allotted time, they shall go to the restroom, and then return directly to class, maintaining social distance and wearing a face mask at all times. There are no more than 2 students allowed in the bathrooms at the same time.*

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

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

APPENDIX B: AGENCY UPDATES

Napa County COVID Portal Page

<https://www.countyofnapa.org/2739/Coronavirus>



CA Department of Public Health Guidance

<https://covid19.ca.gov/pdf/guidance-schools.pdf>




CDC Decision-Making Tree

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>



Campus Access

- [CDC: What to Do If You Are Sick](#) 
- [CDC: People Who Are at Higher Risk for Severe Illness](#) 


Hygiene and PPE

- <https://www.cdc.gov/handwashing/index.html>
- [CDC: Hygiene Practices](#)  (PDF)
- [CDC: Using Personal Protective Equipment \(PPE\)](#) 
- [CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#) 



Cleaning and Disinfecting

- [EPA: 6 Steps for Safe and Effective Disinfectant Use](#)  (PDF)
- [EPA: List N - Disinfectants for Use Against SARS-CoV-2](#) 

Information for Staff Training

- [Healthy Schools Act](#)  (PDF)
- [CDC: Interim Infection Prevention and Control Recommendations for Patients with Suspected or Confirmed Coronavirus Disease 2019 \(COVID-19\) in Healthcare Settings](#) 

Communication with School Community

- [CDC: Criteria to Discontinue Home Isolation](#) 
- [CDC: Public Health Recommendations for Community-Related Exposure](#) 

Food Services

- [Student Meals Cal/OSHA Guidance for Restaurants](#)

APPENDIX C: PROTOCOL SIGNAGE

If you answer **YES** to any of these questions:





Do you have a fever or do you feel feverish?



Do you have a cough or shortness of breath?



Do you have a sore throat?



Do you have a loss of taste or smell?



Have you been around anyone else with these symptoms in the last 14 days?



Are you living with anyone who is sick with COVID-19?

Please **DO NOT** enter the building.

If you have COVID-19 symptoms, please stay home and contact a healthcare provider.



For More Information, Visit: www.maine.gov/dhhs/coronavirus

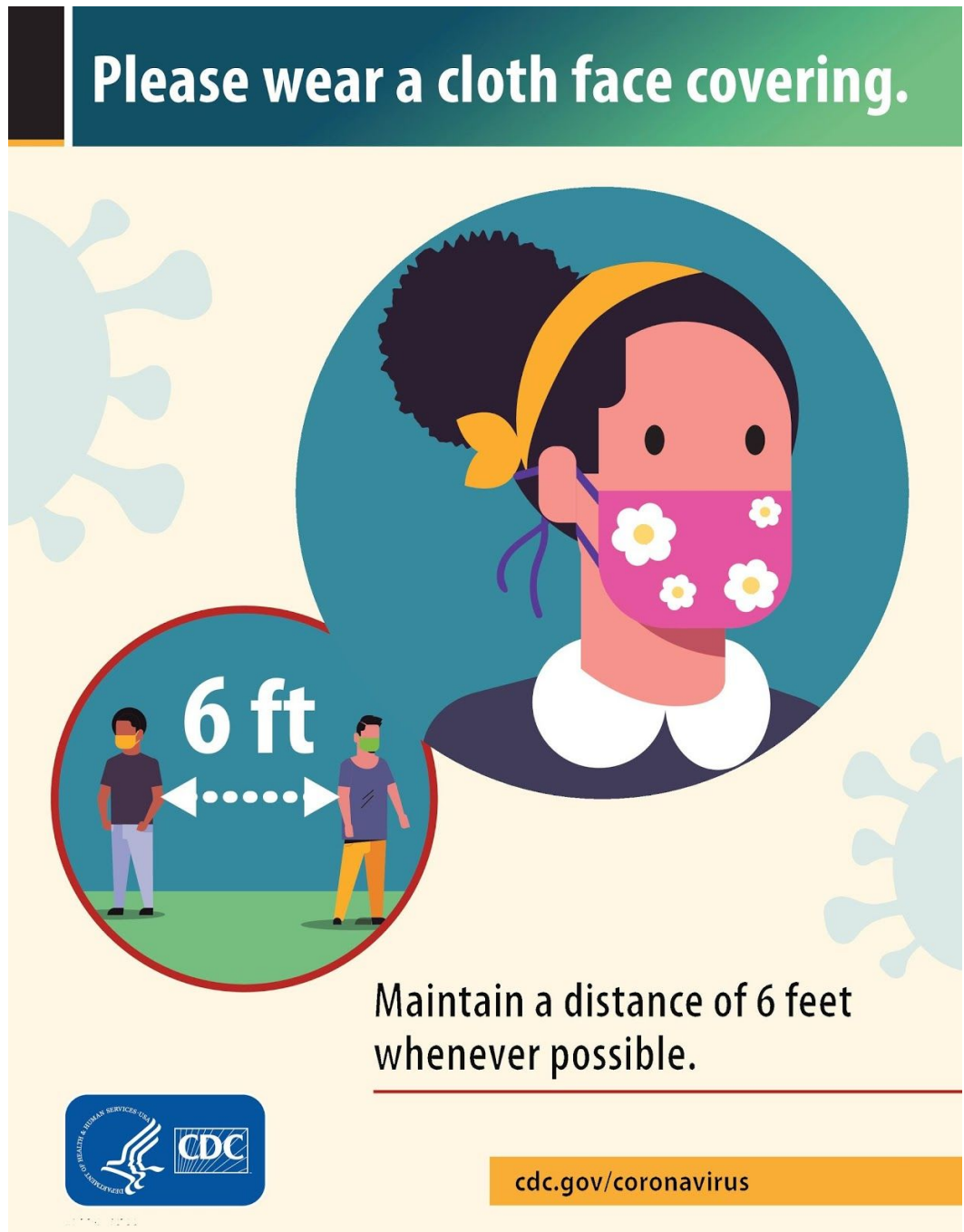
Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus

2020/11/11 11:00 AM



Contact Tracing: Do your part to keep your family, friends, and community safe.


WHAT YOU CAN EXPECT TO HAPPEN DURING CONTACT TRACING IF YOU HAVE BEEN DIAGNOSED WITH COVID-19.

- 1**

If you have been diagnosed with COVID-19, a public health worker will call you to check on your health.

They will ask you who you've been in contact with and where you spent time while you were sick and may have spread COVID-19 to others.


Any information you share with public health workers is **CONFIDENTIAL**. This means that your personal and medical information will be kept private.


- 2**

You will also be asked to **stay at home and self-isolate**, if you are not doing so already.


Self-isolation means **staying at home in a specific room away from other people and pets, and using a separate bathroom, if possible**.

Self-isolation helps slow the spread of COVID-19 and can keep your family, friends, and community safe.



- 3**

Continue to monitor your health. **If your symptoms worsen or become severe, you should seek medical care.** Severe symptoms include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face.

If you need support or assistance while self-isolating, the health department or a local community organization may be able to provide assistance.



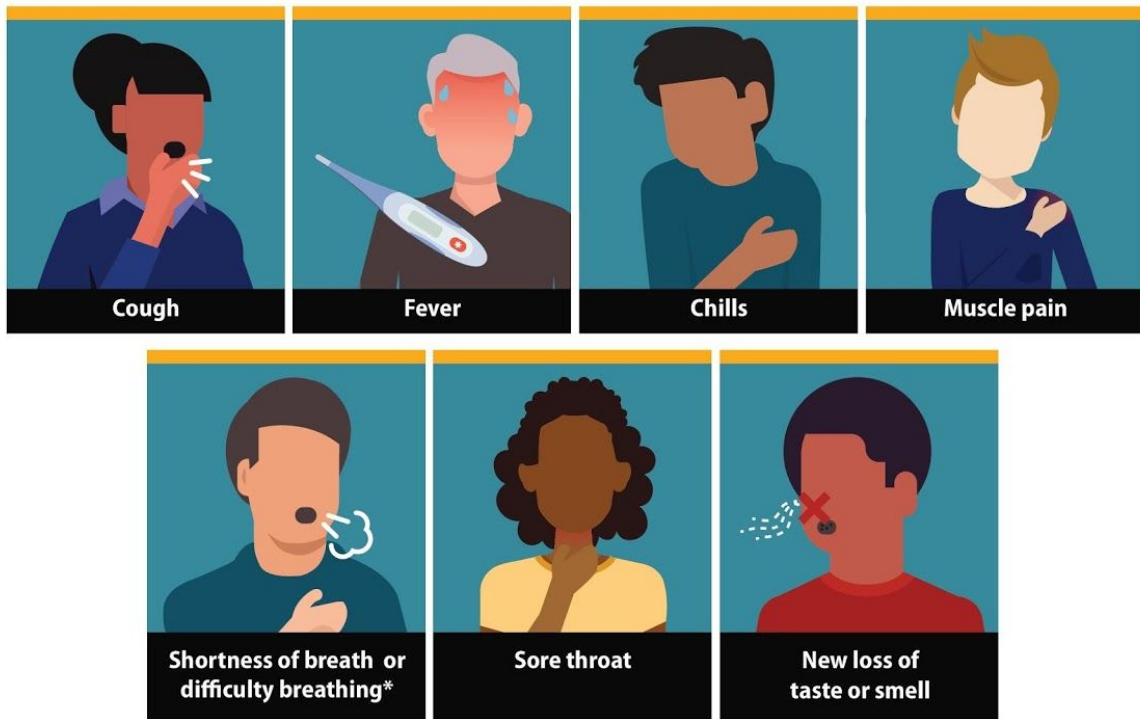
cdc.gov/COVID19

 U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

CS1707-A

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus

317142-A May 20, 2020 10:44 AM

APPENDIX D: COMMUNICATIONS

Cases and Exposures Correspondence

Confirmed Case Letter

[Date]

Dear St. Apollinaris Catholic School Parents/Guardians:

The health and safety of our students and staff are our top priority. This letter is to inform you that an individual at St. Apollinaris Catholic School has tested positive for COVID-19. The last date of known exposure at the school was [date].

While our investigation did not identify your child as having close contact with the individual during the infectious period, we want to maintain transparent communication with families. Due to the potential of exposure to COVID-19 that we all face in the community, please continue to monitor your student for symptoms and keep them home if they are experiencing COVID-19 symptoms: fever, chills, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, nasal congestion or runny nose, nausea or vomiting, or diarrhea (or found online [here](#)). If your child develops symptoms—consistent with COVID-19, contact your healthcare provider. Your healthcare provider will determine if your child needs a COVID-19 test.

Napa County Public Health has been notified. St. Apollinaris Catholic School and Public Health are working closely together to take the necessary steps to protect our community and prevent the spread of COVID-19 in school. In accordance with Public Health guidance, school will continue to operate in-person instruction. Individuals that were determined to be close contacts to the individual who tested positive have been notified to stay home.

If you have any health-related questions, please contact your healthcare provider. If you have any school related questions, please contact your COVID-19 School Liaison, myself or Mrs. Manasse. Additional resources can be found at the following website: <https://www.countyofnapa.org/2739/Coronavirus>

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

Respectfully,

Spiritual - Scholarly - Committed to Service

Mrs. Olivia Brazil, Principal

Close Contact Letter

[School Letterhead]

[Date]

Dear Parents/Guardian of_(student name):

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

Napa County Public Health advises that your child immediately stay at home, except to get medical care, even if they do not have symptoms. Additional information is included in the Self-Quarantine document being issued to your child. During your child's self-quarantine, do not allow non-household members into your home, and if there are household members who are medically frail or elderly they should stay separated from your child.

Please follow the directions in the attached Self-Quarantine from Napa County Public Health. If your child develops symptoms consistent with COVID-19, contact your healthcare provider. Be sure to let the provider know that your child has had direct exposure to someone that has tested positive to COVID-19 through school. Your healthcare provider will determine if your child needs a test.

Although other household members are not on quarantine, everyone should continue practicing prevention measures when out in the community, including washing your hands with soap and water frequently, using a face mask, avoiding large gatherings, and practicing social distancing.

If you have health-related questions, please contact your healthcare provider. Additional resources can be found at:

- [Insert County COVID-19 portal page link here]
- Centers for Disease Control and Prevention (latest information on symptoms, how to protect other household members, cleaning, and more):
[w www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)
- (Updates about our school's situation)

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

Respectfully,

Mrs. Olivia Brazil, Principal

Symptoms Letter

[School Letterhead]

Dear Parent or Guardian:

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

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

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

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

- [Insert county COVID-19 portal page link here]

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

Respectfully,

Scenario 3 - Quarantine Letter

August ZZ, 2020

Dear X School Parent or Guardian,

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

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

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

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

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

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

If you have any questions or concerns, please contact Mrs. Brazil or Mrs. Manasse