

DIOCESE *of* SACRAMENTO  
CATHOLIC SCHOOLS

***Our Lady of Lourdes School***

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



v4.1

5 August 2020

## INTRODUCTION

We have created this plan to support our safe return to school in August amid the current pandemic. Our needs and responses are different from public schools. Our site populations are relatively small, and we do not face certain complications like bussing, large special needs populations, collective bargaining, and ADA funding mechanisms. The guidelines in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and other applicable federal, state, and local agencies.

Our priorities are:

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

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

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## GENERAL PROTOCOLS

### Social Distancing

- All persons on campus will practice social distancing of six feet whenever possible, and a minimum of three feet where impossible
- Close contact interactions (for the purposes of determining contact tracing) is considered < 6ft and > 15 minutes
- Signage will be used throughout campus to support social distancing and proper hygiene norms (Examples in Appendix B)
- Ad-hoc interactions by adults should be avoided
- Mass gatherings, such as in-person assemblies, are prohibited
- Students will be mindful of the social distancing and health practices as instructed, or they will not be allowed on campus
- No more students will be admitted into a restroom at a time than there are sinks

### Student Cohorts

- Students will operate in cohorts at all times (courses, recess, lunches, etc.)
- Cohorts are not to share instructional spaces unless thorough cleaning occurs between uses
- Students will have a designated space solely for their use in their classrooms and the extended care space
- Students and staff will not share workspaces or supplies

### Shared Spaces

Employees are encouraged to disinfect their workspace multiple times throughout the day, paying special attention to commonly touched surfaces. Sites have hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces.

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

**Office Capacity** – Site will restrict the number of persons in the offices to maintain social distancing

**Conference Rooms**– Conference rooms will be closed until further notice. All staff meetings will provide virtual options, even for employees in the office or school

**Breakrooms or Teacher Lounge/Multipurpose Room** – These spaces are closed, including the use of shared appliances such as coffee machines, refrigerators, and microwaves

**Copy Room** – There will be limited access to the copy room. Signage indicating restrictions will be posted

## Screening

- Students and staff must conduct a daily self-check (See Appendix B Student Checklists) before they come to campus
- A temperature check will be conducted for all persons entering campus, and staff will complete an additional screening document (see Appendix B)
- During the day, any person experiencing or showing symptoms will report to the office designated isolation space for screening
- The principal will retain a record of employee temperatures in a locked cabinet for a minimum of 90 days
- If a staff member already at school shows symptoms as described above, a supervisor will allow them to go home without penalty for that day

## 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 70% 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.*

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

- TK - 2nd grade students while seated at desks
- 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. Staff must return to wearing a face covering outside of the classroom.”<sup>1</sup>

- Proper wear and care of face coverings found here: <https://bit.ly/washingfacecoving>

## Gloves

### **All custodians and food services personnel must wear gloves.**

*Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.*

## Delivering Instruction

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of protocols ([See Appendix E](#)).
- Teachers will provide initial and routine instruction in social distancing and health practices to their students
- Activities where there is an increased likelihood for transmission from exhaled droplets, such as band and choir, are not permitted unless outdoors
- Activities that involve singing must only take place outdoors
- Implement procedures for turning in assignments to minimize contact
- Consider the use of non-classroom space for instruction, including regular use of outdoor space, weather permitting
- Avoid sharing things; where sharing occurs, clean, and disinfect between uses
- Lessons that involve food prep, or shared snacks are prohibited (bake sales, friendships salads, etc.)

## Visitor & Volunteer Protocols

*The safety of our staff and students is our primary concern. Approved visitation by the principal will be conditional on the visitor passing the same screening process as staff.*

We will not allow normal visitation to our campuses until our reopen date. Only diocesan scheduled workers are allowed on campus during preparation for reopen.

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
- Volunteers supervising outdoor activities (such as yard duty) are permitted so long as they follow staff protocols

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

## Food & Package Delivery

Bringing in food items, outside those provided through the school's official food service programs, or sharing refreshments is prohibited. Personal food or package deliveries is not permitted.

## Travel Restrictions

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

## COVID SYMPTOMS & CASE RESPONSE

Note: Each school has a designated contact tracer whose name is on file with the Catholic School Department and County Health.

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

SCENARIO	IMMEDIATE ACTIONS	COMM.
<p><b>Scenario 1:</b> A student or staff member either answers “yes” to a health screening question</p> <p><b>-OR-</b></p> <p>Exhibits the following COVID-19 <a href="#">symptoms</a></p>	<ul style="list-style-type: none"> <li>• Student/staff are isolated at the site until they can be sent home or to a healthcare facility per <a href="#">CDPH</a> guidance</li> </ul> <p><b>To return to school:</b> Wait at least 10 days after symptom onset AND 24-hours after symptoms begin to improve AND at least 24 hours without a fever (without the use of fever reducing medications).</p> <p style="text-align: center;"><b>-OR-</b></p> <p>If medical attention is needed, the individual should contact their healthcare provider. The healthcare provider will determine if the individual needs a COVID-19 test.</p> <ul style="list-style-type: none"> <li>• If student/staff tests positive, see Scenario 3.</li> <li>• If student/staff tests negative, see Table 2 below.</li> <li>• In addition, the individual may have a medical note by a physician that provides an alternative explanation for symptoms and reason for not having a COVID-19 test (e.g., seasonal allergies)</li> </ul> <p><b><u>School site will remain open</u></b></p>	<p>COVID-19 symptoms letter provided to individual or individual’s guardian</p>

<p><b>Scenario 2:</b> A family member or someone in close contact with a student or staff member (<b>outside the school community</b>) tests positive for COVID-19</p>	<ul style="list-style-type: none"> <li>• Student/staff sent home</li> <li>• RD &amp; COVID-19 School Liaison notified</li> <li>• Student/staff instructed to quarantine/monitor for symptoms, even if they test negative, <b>for a full 14 days after:</b></li> </ul> <p>The date of last exposure to a COVID-19 positive non-household contact</p> <p style="text-align: center;"><b>-OR-</b></p> <p>The date COVID-19 positive household member completes their isolation</p> <ul style="list-style-type: none"> <li>• If student/staff begin to show COVID-19 like symptoms, it is recommended to be tested.</li> <li>• If student/staff test positive, see Scenario 3</li> </ul> <ul style="list-style-type: none"> <li>• <b><u>School site will remain open.</u></b></li> </ul>	<p><b>Student (Guardian) or Staff:</b> Immediately notify the COVID-19 School Liaison if they are defined as a close contact of a confirmed case</p>
<p><b>Scenario 3:</b> A student or staff member tests positive for COVID-19</p>	<ul style="list-style-type: none"> <li>• Student/staff sent home, if not already at home</li> <li>• School administration, RD and county COVID-19 School Liaison notified</li> <li>• Public Health – School Unit (PHSU) notified</li> <li>• Close off and clean any areas used by the person who tested positive, per <a href="#">CDPH</a> and <a href="#">CDC</a> guidance</li> <li>• <b><u>Student/staff that tested positive:</u></b> will isolate for 10 days after symptom onset or test date</li> <li>• <b><u>School-based close contacts:</u></b> identified and instructed to self-quarantine and monitor symptoms for 14 days.</li> </ul> <p>*If close contacts begin to show COVID-19 like symptoms, it is</p>	<p><b>COVID-19 positive</b></p> <p><b>Individual:</b> Notify school administration and/or COVID-19 School Liaison immediately</p> <p><b>School Site:</b></p> <ul style="list-style-type: none"> <li>• Contact PHSU</li> <li>• Close Contact letter and Self-Quarantine Instructions sent to school close contacts within 48 hours.</li> <li>• Confirmed COVID-19 case notification sent to school community</li> </ul>

	<p>recommended to be tested. Testing does <b>not</b> shorten 14-day quarantine</p> <ul style="list-style-type: none"> <li>• <b><u>School site will remain open.</u></b></li> </ul>	
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Steps to Take in Response to Negative COVID-19 Test Result (TABLE 2)

SCENARIO	IMMEDIATE ACTIONS	COMMUNICATION
A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	Student/staff may return to school after 24 hours with no fever (without fever reducing medicine) and improvement in other symptoms.	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
A student or staff member tests negative after Scenario 2 (close contact)	<ul style="list-style-type: none"> <li>• Student/staff must remain in quarantine <b>for a full 14 days after:</b> <ol style="list-style-type: none"> <li>1) The date of last exposure to COVID-19 positive non-household contact</li> </ol> <p style="text-align: center;"><b>-OR-</b></p> <ol style="list-style-type: none"> <li>2) The date that COVID-19 positive household member completes their isolation</li> </ol> </li> </ul>	No action is needed
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	<ul style="list-style-type: none"> <li>• Can return to school/work immediately</li> </ul>	No action is needed

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some situations, it may be difficult to determine whether individuals have met this criterion, and an entire cohort or group may need to be considered exposed, particularly if they have shared time indoors.

(††) 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.

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Chart adapted from **COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year** July 17, 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 (see Appendix D)

**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 must close in-person instruction if the County is placed on the County Monitoring List (CML). If the County is added to the CML before school resumes, schools must conduct distance learning until the county is off the CML for 14 days. If the County is added to the CML, superintendents (in consultation with labor, parent, and community organizations) may request a waiver for elementary schools for in-person instruction. State guidance on waivers is forthcoming.
- b) Reopening: The school can reopen in-person instruction after the County has been removed from the CML for at least 14 days.

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

- c) Individual School Closure: Closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the County Health Officer. For example, school closure may be appropriate in any of the following scenarios:
  - i) Multiple cases in multiple cohorts at a school
  - ii) There are at least 10 cases or 5 percent of the total number of teachers/student/staff cases within a 14-day period, depending on the size and physical layout of the school.

- iii) Public health investigation or other local epidemiological data results in the County Health Officer recommending school closure.
  - d) School district closure: Closure by the superintendent is recommended when 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.
  - e) 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
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks,	After each recess

	restrooms	
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

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
- Ensure proper ventilation during cleaning and disinfecting
- When cleaning, air out space before children arrive; plan to do a thorough cleaning when children are not present

## School Procured Additional Supplies

Item	Quantity	Notes
<b>Hand Pump Sprayer</b>	1/classroom	For teachers to spray desks for students to wipe down.
<b>Staff Gloves</b>	500 count/class	Nitrile gloves
<b>Hand Sanitizer Pump</b>	1/entrance	Refill has needed
<b>Individual Pumps</b>	1/person	8oz

<b>Cleaning Solution</b>	1/classroom	Alcohol-based
<b>Clorox Wipes/Paper towels</b>	1/student	For cleaning personal work surface
<b>Restroom Soap Dispensers</b>	1/sink	Cleaned after each recess
<b>Pencil box/supply bin</b>	1/student	Labeled with student's name
<b>IR Therm</b>	1/classroom & office	To be used as students and staff enter campus
<b>Acrylic/Plexiglass</b>		Office counter & around student desk

## FACILITY ADJUSTMENTS

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

- Classroom rugs, group tables, and extra furniture has been removed and individual desks or tables installed with six-foot gapping between student stations
- Plexiglass to installed on each student desk
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer
- Spots outside classrooms and restroom are designated six feet apart for parent pick-up
- Social distancing and best practices signage posted around campus and distributed to families
- Hand sanitizer stations installed at every point of egress in every room on campus
- Buckeye sanitation stations installed at all custodial utility sinks



## SCHOOL SCHEDULE & ROUTINES

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

### Morning Drop-Off

**Drop-Off Hours: 7:50 AM - 8:05 AM**

**Protocol:** Students will exit their cars and be directed at the gate by staff to head directly to their classroom. Teachers will be at their doors to admit students. Students will enter and go directly to their assigned seats. At this time parents will not be permitted to escort students to the classroom.

### Lunch Food Service/Recess

**Regular Day Schedule**

Time	Activity	Grade Level (Teacher or Aid Staffing)			
9:30-9:45	Recess	K-2 (T)			
9:45 - 10:00	Recess	3-5 (T) Lower yard	6-8 (T) Middle yard		
11:20-11:30	Lunch	K-2 (T) classroom	3-5 (T) classroom	6-8 (T) classroom	
11:30-12:00	Recess	K-2 (T) Lower yard	3-5 (T) Middle yard	6-8 (T) Blacktop	

**Protocol:** Students will eat lunch at their assigned seats in their classrooms. The hot lunch deliveries will be delivered to classrooms by masked and gloved staff. Students will put their trash in their classes outside trash can. Students will recess in separate areas of the campus (lower playground, middle, playground, blacktop). Play structures will not be in use.

## Recesses and Physical Education

**Staffing:** Teachers and Aides

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

## Masses

All school Masses or assemblies will not be held at this time unless they are outside and social distancing is maintained. If these are held outside - facial coverings must be worn at all times.

## After School Pick-Up

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

**Staffing:** Teachers

**Protocol:** The campus gate will be opened at 2:55. Parents will not be admitted on campus unless for an appointment set up prior with the school office. Parents will not enter the classroom. Students will line up on the outer blacktop to be dismissed to family cars. Mask will be worn at this time since social distancing will be difficult.

## Extended Care

**Hours of Operation:** Morning Shift 7:15 AM - 7:50 AM; Afternoon Shift 3:15 PM - 5:30 PM. Morning extended for K- 8th in room 1. Afternoon extended in room 4 & 5.

**Staffing:** School employees

**Student to Staff Ratio:** <18:1

**Protocol:** Extension will be held in two separate classroom spaces with distanced and assigned student desks. Each student will have their own supplies. They will be the only population to use the space during the course of the day. The facility will be cleaned each night. Parents will drop-off at the 8<sup>th</sup> Street gate entrance for K - 8<sup>th</sup>. Pick-up will be at the door of room 5 or from outside if the students are outside at the time of pick-up. Parents will not be admitted into the space. Students will be wearing mask at all times when social distancing can not be maintained.

## APPENDIX A: FAQ

**What if a student arrives late?**

*Students will enter the main office to be admitted, as the gate will be locked.*

**What about the traditional before school starts recess?**

*There will not be any before school recess. Student will go directly to their classroom when they arrive unless they are in extended care.*

**What if a student needs to use the restroom?**

*Restroom time is scheduled for cohorts on an hourly basis to support social distancing, use outside the allotted time will still entail social distancing, and follow restroom sanitation protocols.*

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

*The gymnasium will serve as the space designated for when it rains, is too hot, or the air quality prohibits being outside; however, just like recess, it will be used by one cohort at a time.*

## APPENDIX B: PROTOCOLS & SIGNAGE

### Surface Cleaning

ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO



COVID 19  
RESPONSE PROTOCOLS

### SURFACE CLEANING

STAFF	<b>SPRAY</b> 	<b>WAIT</b> 	<b>WIPE</b> 	STUDENT	
		<b>FOLD</b>			<b>BAG</b>

### BEFORE & AFTER SNACK & LUNCH

#### Additional Details

- Students will have their own clorox wipes or paper towels that will be tossed after cleaning. We will not be bagging dirty cloths.
- Teacher will spray the area to ensure wait time and proper coverage

## Restroom Use

ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO



COVID 19  
RESPONSE PROTOCOLS

### RESTROOM USE

**LOOK, ENTER IF OPEN SINK**

 **STOP**

**1**  
  
**PER**



 **USE STALL**

 **PREP TOWEL**

 **WASH**

**RESPECT EVERYONE'S SPACE**

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#### Additional Details

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

# Teacher Cleaning Expectations

ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO



COVID 19  
RESPONSE PROTOCOLS

## KEEPING CLASSROOM CLEAN

**ROUTINELY CLEAN**



**TEACHERS CLEAN HANDS; WEAR GLOVES**



**RESPECT EVERYONE'S SPACE**

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# Screening

## Campus Entry Point (Adults)

ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO



COVID 19  
RESPONSE PROTOCOLS

### CAMPUS ENTRY SCREENING

COMPLETE SURVEY PRIOR TO ENTRY



DISINFECT



MASK?



GLOVES



**RESPECT EVERYONE'S SPACE**

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FAITH                      COMMUNITY                      GROWTH

**Daily Health Screening (Adults)**

Name:

---

Position:

---

Supervisor's Name:

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**Q1:** Since your last time on campus, have you had a cough, shortness of breath, difficulty breathing, or been in close contact with a person lab confirmed to have COVID-19?

**If yes, circle what applies above and see your supervisor immediately.**

**Q2:** Since your last time on campus, have you had any two of these symptoms

- Fever
- Muscle pain
- Sore throat
- Chills
- Headache
- New loss of taste or smell
- Repeated shaking with chills

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

Running Record

Date	Temp	Symptoms (Y/N)	Screened by	Signature

**< OFFICE USE ONLY >**

**If a person is exhibiting symptoms or exceeds the body temperature allowable by the resident county HHS they will be instructed to go home or to the nearest health center.**

Then, complete the following section of this form:

Date the employee was sent home: \_\_\_\_\_ Recorded temperature: \_\_\_\_\_

Are visible signs of respiratory illness present? \_\_\_\_ Yes      \_\_\_\_ No

Date the employee returned to work: \_\_\_\_\_

# Student Checklists

## Home Checklist for the Front Door

A vertical checklist graphic with a white background and a thin blue border. At the top is a small crest logo. Below it, the text "GOOD MORNING!" is centered in bold. A red horizontal band contains three items: "SMILE" with a smiley face icon, "CHECK TEMPERATURE" with a person and thermometer icon, and "WASH" with a handwashing icon. Below the red band is a dark blue band with three items: a pencil holder icon, a hand with a glove icon, and a checklist icon. Below the blue band, the text "DO YOU HAVE YOUR SUPPLIES?" is centered. At the bottom, "HAVE A GREAT DAY!" is centered. A thin gold horizontal line separates the top text from the bottom text. At the very bottom, the words "FAITH", "COMMUNITY", and "GROWTH" are spaced out horizontally.

**GOOD MORNING!**

SMILE CHECK TEMPERATURE WASH

DO YOU HAVE YOUR SUPPLIES?

**HAVE A GREAT DAY!**

FAITH COMMUNITY GROWTH

# Additional Facility Signage

ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO COVID 19  
RESPONSE PROTOCOLS

**PLEASE WASH YOUR HANDS**

USE SOAP. SCRUB 30 SECONDS, THEN RINSE



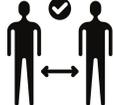
ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO COVID 19  
RESPONSE PROTOCOLS

**PLEASE LINE UP ON THE MARKS**



ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO COVID 19  
RESPONSE PROTOCOLS

**PLEASE PRACTICE SOCIAL DISTANCING**



ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO COVID 19  
RESPONSE PROTOCOLS

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



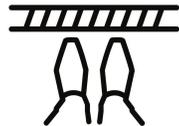
ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO COVID 19  
RESPONSE PROTOCOLS

**TEMPERATURE CHECK-POINT**



ROMAN CATHOLIC  
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RESPONSE PROTOCOLS

**LIMITED VISITOR ACCESS**



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DIOCESE OF SACRAMENTO COVID 19  
RESPONSE PROTOCOLS

**ISOLATION SPACE; MASK REQUIRED**



ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO COVID 19  
RESPONSE PROTOCOLS

**THIS SITE IS DISINFECTED REGULARLY FOR YOUR SAFETY**



ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO COVID 19  
RESPONSE PROTOCOLS

**CLOSED FOR CLEANING**



## APPENDIX C: AGENCY UPDATES & RESOURCES

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

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

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

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

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

### Links to general documents about COVID:

American Academy of Pediatrics' statement on returning to school:

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

### Links to CDPH information on the waiver process from August 3, 2020:

CDPH FAQs re. School waivers and reopening:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-FAQ.aspx>

CDPH Waiver process:

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

## APPENDIX D: DISTANCE LEARNING

The Distance Learning opportunities provided by our school are intended to keep us safely in community.

### Distance Learning Outline

- A. Campus open - Our primary goal is to provide a quality education while in community. Independent, remote learning will be available for students in at-risk scenarios through their regular classroom teacher, in addition to a support/liason teacher to ensure connectivity. Modes of instruction provided will include live stream lessons, recorded sessions, and scheduled check-in times. This program will provide seamless reentry to an on-site experience for the child when the time comes to return.
- B. Cohort Distance Learning - If the health department sends a cohort to distance learning, the entire cohort will be provided with a daily program that will include live stream lessons and a regular period by period schedule.
- C. Campus closed - The entire school will move to distance learning if the campus is closed by the health department, similar to the cohort scenario, but with additional whole school content such as streamed announcements, masses, assemblies, and music. Students on independent, remote learning will be folded into the entire site distance learning program.

### Independent, Remote Learning for At-Risk Students

#### Overview

##### **Program Intent**

Our school emphasizes local, personal interaction through an in-person community. A homeschool program is limited and is not our mission. Still, when health considerations necessitate learning from a distance, we will serve our families and keep them connected to their community with an independent, remote learning program.

##### **Content**

Instruction in math, language arts, science, religion, and social studies will be provided to all students. Additional content will also be integrated into the curriculum on-site and off.

## Roles and Responsibilities

### **Classroom Teacher**

Generates core content and provides feedback to all students (on and off-site) in the regular grading cycle and is available to all parents in a regular fashion (phone, email, appointment).

### **Student**

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

## Daily Schedule

8:15 AM	Whole School Streamed Morning Announcements
8:30 AM	Remote Learning Group Check-In & Enrichment with Teacher Liaison
TBD by Grade	Live Streamed Lesson 1 - Math
TBD by Schedule	Teacher Liaison Office Hour
TBD by Grade	Streamed Lesson 2 - Different by Grade Level
1:00 PM	Remote Learning Group Close & Enrichment with Teacher Liaison
TU/TH	Classroom Teacher Check-In (3:30-4 PM)

## Next Steps & Additional Information

Space in this program is limited to ensure quality implementation. Should your child's cohort or the school move to distance learning, this remote learning schedule would change to a full distance learning schedule (more streamed course content, etc.)

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

## APPENDIX E: APPLICATION FOR WAIVER

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

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

### Background Information

School Name: **Our Lady of Lourdes**      School District: **Diocese of Sacramento**  
**Public School - Colusa Unified**

Superintendent Name: **Lincoln Snyder**      Address: **741 Ware Ave. Colusa, CA 95932**

Grades to be Reopened: **Tk-6th**

Total Number of Students by Grade:

TK:	<b>0</b>	3:	<b>3</b>
K:	<b>5</b>	4:	<b>4</b>
1:	<b>4</b>	5:	<b>6</b>
2:	<b>4</b>	6:	<b>3</b>

Date of Reopening: **September 8, 2020**

Name of Person Completing Application: **Barbara Genera**

Phone Number: **(530)632-8028**

Email: **bgenera@scd.org**

Signature:

Date: **August 6, 2020**

## Components per CDPH Waiver Requirements

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

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

## Community Consultation

*From [cdph.ca.gov](https://www.cdph.ca.gov):* Prior to applying for the waiver, the applicant (or his/her staff) must (1) consult with labor, parent, and community organizations, and (2) publish elementary school reopening plans on the website of the local educational agency (or equivalent). Examples of community organizations include school-based non-profit organizations and local organizations that support student enrichment, recreation, after-school programs, health services, early childhood services or provide family support.

1. Our plan for consultation:
  - a. Faculty and staff: By August 14, 2020, each principal will hold an online meeting with his or her faculty. During that meeting, he or she will:
    - i. Present an introductory message from Lincoln Snyder and a public service announcement from Dr. Daniel McCrimons.
    - ii. Provide an electronic copy of his or her school's Return-to-School plan to each employee.
    - iii. Review his or her school's Return-to-School plan in detail.

- iv. Hold an open forum in which he or she records and answers any questions or concerns.
    - v. Makes himself or herself available at a scheduled time for follow-up conversation and questions.
  - b. Parent organizations: By August 14, 2020, each principal will hold an online meeting with his or her Catholic School Advisory Committee. During that meeting, he or she will:
    - i. Present an introductory message from Lincoln Snyder and a public service announcement for parents from Dr. Daniel McCrimons.
    - ii. Provide an electronic copy of his or her school's Return-to-School plan to each CSAC member.
    - iii. Review his or her school's Return-to-School plan in detail.
    - iv. Hold a question-and-answer session in which he or she records and answers any questions or concerns.
    - v. Make himself or herself available at a scheduled time for follow-up conversation and questions.
    - vi. Following the meeting, the principal will share a copy of the Return-to-School Plan with the parent population and post the plan prominently on the school website.
  - c. Community Organizations:
    - i. Following the same agenda as above, during the month of August the principal will meet with the Parish Pastoral Council and other significant community entities that operate in or on the parish grounds (as determined by the principal and pastor) to present the Return-to-School plan.
    - ii. On August 5, the Catholic School Department held an informational meeting with the Parochial Athletic League athletic directors to present on the Return-to-School Plan and discuss the most recent state guidelines for sports and outdoor activities.
  - d. Principals will document the dates of all meetings on their website.
- 2. All reopening plans for schools of the Diocese of Sacramento are available on the diocesan website ([www.scd.org/schools](http://www.scd.org/schools)).