

# St. Catherine of Siena School

## Safe Return to School Plan

Fall 2021

Covid-19 Protocols



**St. Catherine of Siena School**

1300 Bayswater Avenue

Burlingame, CA 94010

This plan is based upon the guidance of the California Department of Public Health (CDPH), San Mateo County Health (SMCH), Centers for Disease Control and Prevention (CDC), and Cal/OSHA as presented in the [Pandemic Recovery Framework](#).

Dear St. Catherine of Siena Families,

We have established this plan to help St. Catherine of Siena employees, students, and families stay healthy and safe, while maintaining a quality education. We remain committed to offering a solid educational experience by holding our students to high academic standards, and we continue to foster our Catholic faith and our prayer life through faith based instruction.

This “Return to School Safety Plan” for 2021-2022 at St. Catherine of Siena School has been developed in consultation with San Mateo County Health, San Mateo County of Education, San Francisco Archdiocese, and reflects California Department of Public Health (CDPH) which aligns closely with the Centers for Disease Control and Prevention (CDC). Please note that many of the infection mitigation measures from last year may have changed and are no longer required. However, as conditions and public health orders may change, the contents and guidance in this framework will continue to be updated as well.

The 2021-2022 school year continues to bring about challenges for all of us, but we are confident that we can weather these challenges together with God’s guidance and grace.

Thank you for your continued support and cooperation.

Mrs. Bandel  
Principal

St. Catherine of Siena School prioritizes the safety of its students and staff. This plan lays out St. Catherine of Siena's COVID-19 safety plan for the 2021-22 school year and reflects CDPH, CDC, and Cal/OSHA guidance. Given the continuing evolving situation with COVID-19, we can expect public health guidance will be updated throughout the school year. St. Catherine of Siena will update its practices to align with this guidance while protecting the health and safety of our students and staff.

### **Vaccination**

Vaccination is an important strategy to protect both students, staff, and community members. Per CDPH guidance and Archdiocese of San Francisco guidance, St. Catherine of Siena will verify the vaccination status of all workers, including all paid and unpaid adults serving in the school setting. Verification of vaccination status is an important tool for use in determining the need for testing, contact tracing, quarantine, and isolation.

Vaccination status will be documented with proof of vaccination or with a completed and signed **self-certification of COVID-19 vaccination status**

When it is deemed necessary St. Catherine of Siena will use the same protocols that are used to collect and secure other immunization or health status information from students. These protocols comply with relevant statutory and regulatory requirements, including Family Educational Rights and Privacy Act (FERPA) statutory and regulatory requirements.

If a student or staff member is unable or unwilling to share their vaccination status, they will be treated as **not vaccinated** for all purposes of this plan.

### **Masks**

Per the San Mateo County Health Officer's [order](#), St. Catherine of Siena will require universal masking inside schools. The following summarizes St. Catherine of Siena's masking policies:

- All students are required to mask indoors except those who are exempt based on **CDPH face mask guidance**. All adults are required to wear a mask per the San Mateo County Health Officer's [order](#).
- St. Catherine of Siena will provide a mask to students who fail to bring one.
- Masks are optional outdoors. However, at this time, St. Catherine of Siena will have students wear masks outdoors after eating or drinking. We will continue to monitor transmission in the school and community and adjust this policy as needed.

- All passengers and drivers must wear a mask on school buses and other forms of student transportation except when exempt from **CDPH face mask guidance**.
- In outbreaks, all employees must wear masks indoors and outdoors when six-foot physical distancing cannot be maintained, regardless of vaccination status.

### **Classroom Spaces/Physical Distancing**

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. St. Catherine of Siena will maintain desks at 3-4 foot distance as an additional layer of protection. Classes will be reflective of pre-pandemic practices - whole class, in-person, and full day instruction. Students in middle school will not transition/travel between core classes, however with changing conditions this is subject to change. Teachers will travel to the students. Students will travel to co-curricular activities such as PE and Italian.

St. Catherine of Siena will maximize physical distance as much as possible especially when students and staff are eating indoors due to weather or air quality. St. Catherine of Siena has arranged for students to eat outdoors as much as feasible.

### **Ventilation**

Ventilation will be maximized within all occupied indoor spaces through a combination of operable open windows, doors and portable air cleaners in a manner that complies with county guidance. In-room (portable) air cleaners will be used in every classroom space and office to reduce the risk of long-range airborne transmission and will provide high-efficiency filtration and a sufficient “clean air delivery rate” (CADR) (i.e., at least 2/3 of the floor area). Multiple devices per classroom may be used for sufficient total air cleaning.

- When experiencing unhealthy air quality typically associated with wildfires, the school sites will implement the Big Five Shelter in Place Protocol, which includes:
  - Keeping doors and windows shut.
  - Holding outdoor classes and meals inside.
  - Using portable air cleaners in rooms.

- St. Catherine of Siena and the San Francisco Archdiocese administrations will monitor [air quality](#).
- If needed, St. Catherine of Siena will consider dismissing students and moving to distance learning until air quality improves and proper ventilation in indoor classrooms/common areas can resume.

### **Healthy Hand Hygiene**

Promoting and making time for hand washing is a CDPH-recommended safety layer. As appropriate and feasible:

- All classrooms, staff rooms, main school entrances, bathrooms and dining areas are stocked with hand hygiene stations consisting of soap and water or hand sanitizer.
- Teachers will promote and provide adequate time for hand washing and/or sanitizing throughout the day, especially before and after eating, during bathroom breaks and after recess or PE.
- Staff will provide students with training on proper handwashing technique.
- To encourage proper hand-washing, signage will be posted in classrooms and in bathrooms to promote good hygiene.
- Students are encouraged to bring personal unscented sanitizers to use throughout the day as necessary.

### **Meals and Snacks**

All students will eat outdoors when feasible and students will be appropriately spaced. When eating indoors, students will be appropriately spaced, and frequently touched surfaces will be cleaned before and after meals. Students should remain seated while eating or drinking to ensure safe distancing when their mask is removed. Given the very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.

### **Daily Health Screenings and Temperature Checks**

St. Catherine of Siena School will no longer perform daily health screenings and temperature checks. The expectation is that parents will evaluate their students for symptoms prior to attending school and staff will self evaluate for symptoms. Both staff and students will continue to have their health monitored throughout the day.

### **Stay Home When Sick**

CDPH does not recommend that schools use screening questions before students or staff attend school. Instead, the focus is on reminding staff and families that those who are not feeling well should stay home. The CDPH notes that getting tested for COVID-19 when symptoms are consistent with COVID-19 will help with rapid contact tracing and prevent possible spread at schools. CDPH recommends that staff members and students with symptoms of COVID-19 infection not return for in-person instruction until they have met these criteria:

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; ***and***
- Other symptoms have improved; ***and*** documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) ***OR*** a healthcare provider has confirmed an alternative named diagnosis (e.g., Strep- tococcal
- They have a negative COVID-19 test, ***OR*** a healthcare provider has provided pharyngitis, Coxsackie virus), ***OR*** at least 10 days have passed since symptom onset.

Students, teachers, and staff who have symptoms of infectious illness, such as influenza (flu) or COVID-19, should stay home and be referred to their healthcare provider for testing and care.

Parents and guardians should contact the school office at 650-344-7176 or [office@stcos.org](mailto:office@stcos.org) if their student is not feeling well.

St. Catherine of Siena staff will remind parents and guardians to keep children home if they are showing signs and symptoms of COVID-19 and get them tested.

### **Common Symptoms of COVID-19 (CDPH)**

- Headache
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue (tiredness)
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

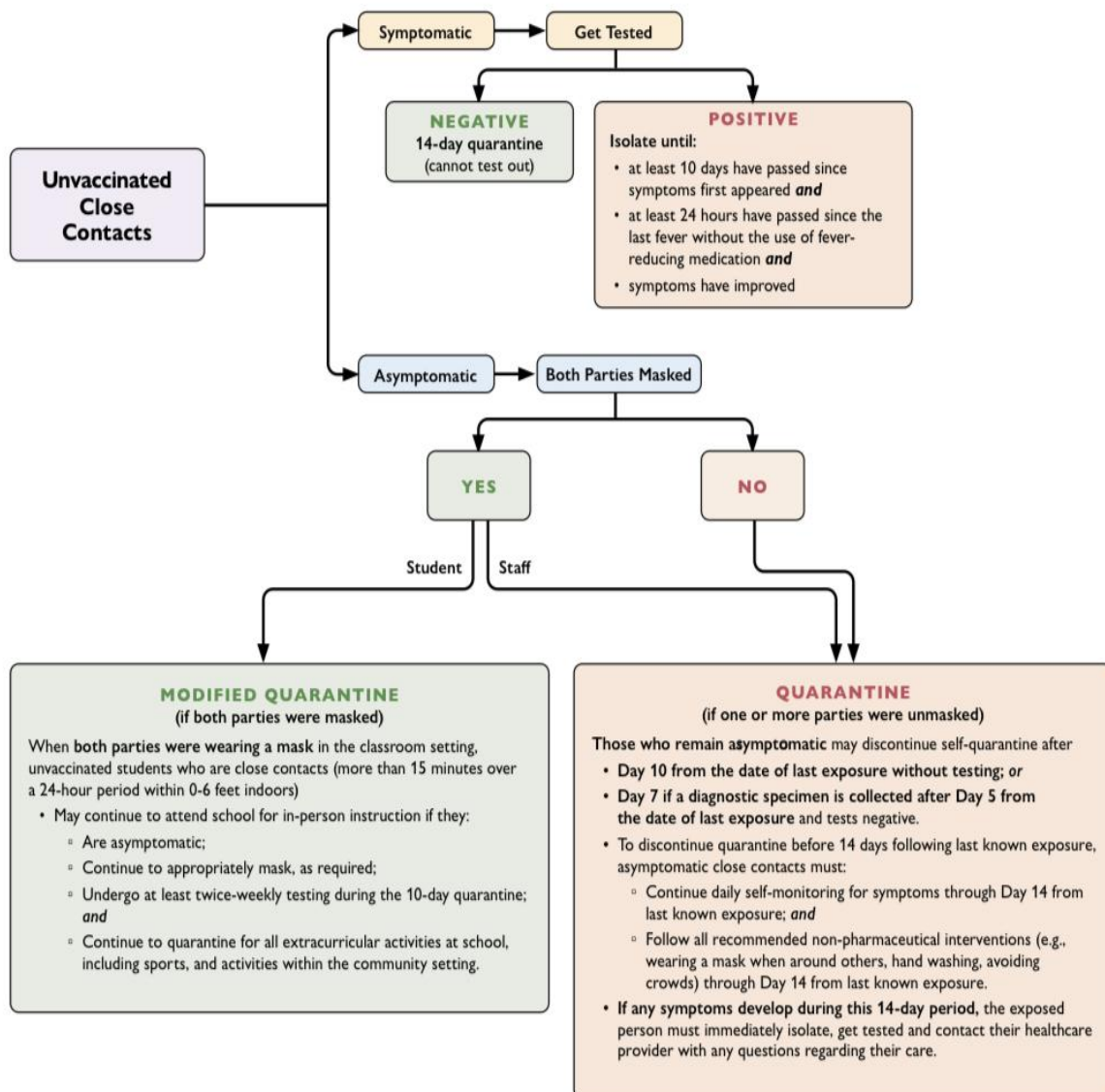
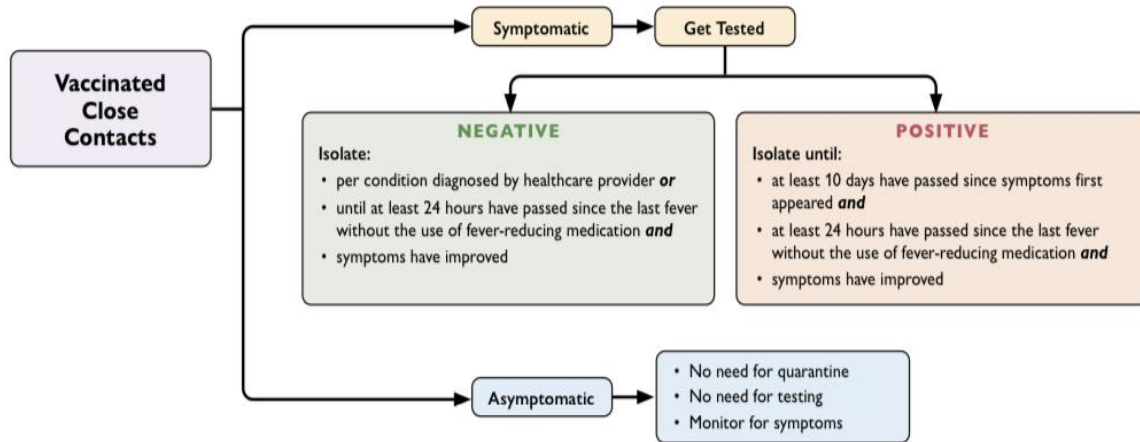
### **Testing**

We strongly encourage people with symptoms of COVID-19 to get tested, regardless of their vaccination status, as well as those who are unvaccinated and are close contacts of those with COVID-19.

### **Covid-19 Exposure Scenarios**

Individuals with symptoms or those who have tested positive for COVID-19 will be instructed to **not** return for in-person instruction until they meet all of the conditions outlined in [SMCOE's Pandemic Recovery Framework](#) on page 22. San Mateo County of Education has provided the diagram below to assist in determining the level of mitigation strategies necessary.

# COVID-19 Exposure at School (CDPH)





### **Isolation of Cases**

Individuals who exhibit COVID-19 symptoms while onsite will be required to be sent home. Students who become sick and are waiting to be picked up are required to wait in the designated isolation space.

### **Quarantine**

All students and staff are required to adhere to the San Mateo County of Education's guidelines for quarantine, located on pages 19-23 in the [Pandemic Recovery Framework](#).

### **Drop Off and Pick up:**

Students may be dropped off at school beginning at 7:40-7:57am. Students will go directly to their assigned class line for morning prayer and assembly. ***At this time we will not allow parents onto campus for morning assembly.*** Parents may accompany their child to the mask checkpoint but may not walk onto campus. *We will continue to monitor transmission in the school and community and adjust this policy as needed in the future.* Parents/guardians are encouraged to use the Primrose Avenue drive through entrance of the school where students will be checked for masks and then walk directly and safely to their assigned class line. Students must enter on the Bayswater Avenue side of school if arriving by foot.

Please **do not** double park. When walking to school, always use the crosswalk, no students or parents should jaywalk. This can create a potentially dangerous situation where drivers pulling away from the curb may not be expecting an individual to be walking across the street.

### **Dismissal Protocols**

Students will be dismissed at staggered intervals again this year. Kindergarten will be dismissed at 2:00 on Monday - Friday unless there is minimum day. Kindergarten students will walk with the teacher to the **Bayswater Avenue gate** where the parents will pick up his or her child. Grades 1-8 will be dismissed in the "big yard" which is accessible on Primrose Avenue. Students who will be leaving campus on foot after dismissal will need to let the office know and may not return to campus.

### **Students Walking Off Campus:**

If your student has permission to walk home, please email the office with the information and days the permission is granted. He or she will be dismissed by their teacher at the end of the school day and exit campus via the Primrose Avenue door gate by the Parish Center. Students are to walk home and not linger outside or on the sidewalk. **They must leave the campus immediately and are not permitted to return to school unless accompanied by their parent/guardian.**

### **Pedestrian Pick Up:**

Parents/guardians walking to pick up their child(ren) will stand along the sidewalk on Primrose Avenue and exit the door by the Parish Center when the parent or guardian is located by the student. Students may not exit the campus unless the parent or guardian is present.

### **Staggered Dismissal Times:**

<i>Grades</i>	<i>Dismissal (Monday-Friday)</i>	<i>Minimum Day Dismissal Days 12:30</i>	<i>Monday 2:30 Dismissal Day</i>
<i>Kindergarten</i>	<i>2:00pm</i>	<i>12:10pm</i>	<i>2:00pm</i>
<i>1st-2nd</i>	<i>2:50pm</i>	<i>12:15pm</i>	<i>2:15pm</i>
<i>3rd-4th</i>	<i>2:55pm</i>	<i>12:20pm</i>	<i>2:20pm</i>
<i>5th AND 7th</i>	<i>3:00pm</i>	<i>12:25pm</i>	<i>2:25pm</i>
<i>6th AND 8th</i>	<i>3:05pm</i>	<i>12:30pm</i>	<i>2:30pm</i>



## Recess

First Recess	
Grades K-1	9:45-10:00am
Grades 2-3	10:00-10:15am
Grades 4-5	10:15-10:30am
Grades 6,7,8	10:35-10:50am

## Lunch

LUNCH SCHEDULE - Grades	Time
Grades K-1	11:00 -11:35am

Grades 2-3	11:30-12:05pm
Grades 4-5	12:00-12:35pm
Grades 6-8	12:25-1:00pm

\*Students will eat their lunch in the small yard for 10 mins then move to designated yard to play.

\*Balls or other equipment may be used

PM Break/Grades	Day and Time
K	M, W, F 1:10-1:25pm
1-2	M, W, F: 1:35-1:50pm
3-4	W, F 1:50-2:05pm
5th	W 2:05-2:20pm

### **Cleaning and Disinfection**

- St. Catherine of Siena has cleaning and disinfection protocols and will continue to implement them.
- Per CDPH COVID-19 guidance, cleaning once a day is usually enough to sufficiently remove potential viruses that may be on surfaces.
- If a facility has had a sick person with COVID-19 within the last 24 hours, clean AND disinfect the spaces occupied by that person during that time.

## **Visitors**

- St. Catherine of Siena will limit **nonessential** visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated, particularly when there is moderate-to-high COVID-19 community transmission.
- We will limit group gatherings for parents/guardians on our campuses to those deemed essential.
- St. Catherine of Siena will not limit access for direct service providers but can ensure compliance with school visitor policies.
- Anyone, including visitors, who have symptoms of infectious illness, such as flu or COVID-19, should stay home and seek testing and care.
- All visitors are required to wear masks while on campus inside or outside unless exempt.
- St. Catherine of Siena will implement measures to communicate to non-employees the mask requirements on their premises.
- St. Catherine of Siena will request that essential visitors provide proof of vaccination status before entering campus or self certificate of Covid 19 vaccination status with the front office at STCOS prior to admittance into the school campus. If visitors are not vaccinated or refuse or are unable to provide this information, they must follow all school policies related to unvaccinated individuals.

## **Gatherings**

Although CDPH does not address gatherings in its guidance, St. Catherine of Siena School will consider all of the following when organizing meetings and events in the future: limit the size of indoor gatherings, increase distance among participants, and/or adjust masking requirements. Even if events are outdoors and participants are vaccinated, STCOS will consider these adjustments when planning meetings and events.

## **Travel**

St. Catherine of Siena School will follow the same guidance on travel as the CDC.

Please see the table below for CDC recommendations and requirements concerning travel.

Domestic Travel	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before travel	✓	
Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓
International Travel	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before traveling out of the US	✓	
Mandatory test required before flying to US	✓	✓
Get tested 3-5 days after travel	✓	✓
Self-quarantine after travel for 7 days with a negative test or 10 days without test	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓

### **Training**

St. Catherine of Siena School staff will participate in a safety protocol meeting to review and discuss this plan.

A copy of this plan will be shared with families, and school staff will review the school's safety protocols and expectations for families.

### **Cohorting**

The CDPH does not address cohorting in its 2021-22 guidance.

### **Distance Learning Statement From the Archdiocese of San Francisco**

The Archdiocese of San Francisco does not intend to offer distance learning or hybrid models of instruction for the 21-22 school year. Schools may accommodate a student who has pre-existing, documented medical conditions on a case-by-case basis, providing the school has the resources for such

an accommodation, and the accommodation would benefit the student's spiritual, social, emotional, and academic growth in addition to their physical safety.

Students who are home due to COVID quarantine protocols for exposure or positive test results, will be provided a learning solution by the local school administration until the student is permitted to rejoin live, in-person instruction.

### **Extracurricular and Athletic Activities**

- Students who are not vaccinated may not participate in extracurricular and athletic activities after an exposure to COVID-19.
- Students who are vaccinated and have been exposed do not require quarantine unless symptomatic.
- Students who are not vaccinated and have been exposed must quarantine for 10 full days for all extracurricular activities (e.g., at school, within the community settings).
- All students and coaches who participate in indoor sports and other higher-risk activities must continue to wear masks and should maintain physical distance as much as possible.

## Response Testing and Quarantine

### Definitions

**Fully vaccinated:** two weeks have passed since individual received their final dose of COVID-19 vaccine.

**Close Contact:** anyone who was within 0-6 feet indoors of a Case for more than 15 minutes over a 24-hour period.

## Testing and Quarantine of Vaccinated Close Contacts

STCOS will follow the CDPH's guidance for schools on response testing and quarantine, which include the following:

- Fully vaccinated people should get tested if experiencing **COVID-19 symptoms**.
- If fully vaccinated people test positive for COVID-19, they should follow CDPH and local health department guidance regarding isolation and/or exclusion from high risk settings.
- Fully vaccinated students, teachers, and staff with no COVID-19 symptoms do not need to be tested following an exposure to someone with COVID-19.
- Following a known exposure at work, fully vaccinated workers do not need to quarantine if asymptomatic.
- Per Cal/OSHA, fully vaccinated employees do not need to be offered testing or excluded from work after close contact unless they have COVID-19 symptoms.
- The CDC now recommends that fully vaccinated people who have a known exposure to someone with suspected or confirmed COVID-19 to be tested 3-5 days after exposure, and to wear a mask in public indoor settings for 14 days or until they receive a negative test result.

## Testing of Those Who Previously Had COVID-19

People who have tested positive for COVID-19 within the past three months and recovered do not need to get tested following an exposure as long as they do not develop new symptoms.

## Testing and Quarantine of Unvaccinated Close Contacts

### When Both Parties Were Wearing a Mask



When both parties were wearing a mask in an indoor or outdoor school setting or school bus, **students** who are unvaccinated and are close contacts may undergo a modified 10-day quarantine and continue to attend school for in-person instruction if they:

- Are asymptomatic;
- Continue to appropriately mask, as required;
- Undergo at least twice weekly testing during the 10-day quarantine; and
- Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

CDPH provides the following testing guidance for students in modified quarantine.

- Testing should begin immediately after being exposed to someone with COVID-19. Subsequent testing should occur at least 3 days apart.
- Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.

According to CDPH, students in modified quarantine:

- Are strongly encouraged to wear masks when outdoors .
- May use school buses, including buses operated by public and private school systems.
- May participate in all required instructional components of the school day, except activities where a mask cannot be worn, such as while playing certain musical instruments.
- May eat meals on campus using food service recommendations provided in this plan.

Please note: modified quarantine does not apply to teachers or other adults.

### **When One Party Was Not Wearing a Mask**

When one party was not wearing a mask, those who remain asymptomatic may discontinue self-quarantine under the following conditions:

- Quarantine can end after Day 10 from the date of last exposure without testing; OR
- Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
- To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:

- Continue daily self-monitoring for symptoms through Day 14 from last known exposure;  
AND
- Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested, and contact their healthcare provider with any questions regarding their care.

### **Additional Requirements Concerning Employees Who Are Not Vaccinated**

Per Cal/OSHA, St. Catherine of Siena School must:

- Exclude employees who have COVID-19 symptoms and/or are not fully vaccinated and have had a close contact from the workplace and, if that close contact is work related, ensure continued wages.
- Offer COVID-19 testing at no cost during paid time to their employees who are not fully vaccinated and had potential exposure to COVID-19 in the workplace, and provide them with information on benefits.

### **Tests to Assess Status during Quarantine or to Exit Quarantine**

- Any FDA-approved diagnostic test is acceptable for evaluation of an individual's COVID-19 status. This includes antigen diagnostic tests and PCR diagnostic tests. PCR tests are preferred, but not required. See the CDPH school testing resources for more information.
- Collection of diagnostic specimens for asymptomatic persons during quarantine may occur in schools, healthcare settings, or other locations supervised by school or healthcare personnel . Specimens may be processed at the point-of-care (POC) or in a laboratory.
- At this time, at-home testing is not recommended for evaluation of an individual's status during quarantine.
- For persons in quarantine who experience symptoms, a negative result from an antigen test or POC molecular test results should be confirmed with a laboratory-based PCR test.

### **Case Reporting and Contact Tracing**

The COVID-19 Point Person for all schools is Patricia Bandel, Principal, and Elena Caruso, Assistant Principal, will serve as the designated alternate. All school staff and families will be informed of the designated staff person and how to contact them.

St. Catherine of Siena staff will following this protocol where there is one or more confirmed cases of COVID-19 in the school community:

- The St. Catherine of Siena COVID-19 Point Person, Patricia Bandel or Elena Caruso, must report all COVID-19 cases and clusters of undiagnosed respiratory illness to SMC CD Control as soon as practicable (within 24 hours) at [COVID19\\_SchoolTeam@smcgov.org](mailto:COVID19_SchoolTeam@smcgov.org).
- The School COVID-19 Point Person will immediately notify the Archdiocese of San Francisco Department of Catholic School's Point Person of COVID-19 cases in the school community.
- The School COVID-19 Point Person and the assigned San Mateo County Health investigator will be in daily contact Monday – Friday, unless instructed otherwise by SMC CD Control.
- The School COVID-19 Point Person will collect data from all schools and must complete a daily report for all new cases (a line list) and submit it via secure email daily by 10:00 a.m.
- The STCOS COVID-19 Point Person will notify the Superintendent.
- The School COVID-19 Point Person will notify the school community using template letters provided in the Pandemic Recovery Framework.

St. Catherine of Siena will comply with the notice obligations set out in SB 586, ensuring that staff and families will receive prompt notifications of exposures and closures, while also maintaining confidentiality.

School staff will receive training regarding COVID-19 reporting protocols in the event they receive a positive test result.

St. Catherine of Siena will maintain accurate records and track all COVID-19 cases, while ensuring medical information remains confidential. These records must be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

[Per Cal/OSHA](#) guidance, St. Catherine of Siena will provide written notice within one day of learning of a case to people at the school site who may have been exposed to COVID-19.

## **Outbreaks**

In the case of an outbreak, St. Catherine of Siena will follow these protocols:

- Provide written notice of a school site outbreak (three or more cases in an exposed workgroup in a 14-day period) and major outbreaks (20 or more cases within a 30-day period).
- During any outbreak, masks are required regardless of employee vaccination status both indoors and outdoors when employees are less than six feet from another person.

- During major outbreaks, six-feet physical distancing is required where feasible, both indoors and outdoors.

### **Acknowledgements**

A special thank you...

to our dedicated administration, faculty, and staff. Their hard work and dedication during this pandemic are to be commended. They have poured an incredible amount of time, resources, and energy getting ready for the 2021- 2022 school year. Their commitment to you, our families, is a true testament of the strength of our St. Catherine of Siena School community.

...to the members of San Mateo County Public Health, San Mateo County Office of Education and the S.F. Archdiocese Department of Catholic Schools. We are grateful for the consultation, guidance, and collaboration involved in the creation of our Reopening SafetyPlan. Thank you for strengthening the relationship between educators, schools, parents, and community partners. And most importantly, thank you for providing guidance for safely reopening St. Catherine of Siena School.

