Return to In-Person Instruction and School Reopening Plan

COVID-19 Protocols

Last Update: October 24, 2020
INTRODUCTION

We have created this plan to lessen the impact of COVID-19 and help our staff, students, and families feel safe upon returning to our school. Our needs and responses are different from public schools'. Our site population is 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), and other applicable federal, state, and local agencies.

Our priorities are:

1. **Safety:** Reducing and slowing the growth of COVID-19 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 sense of normalcy for our children and their development.
   a. **Classes:** In the efforts of reducing the risks of COVID-19, students are organized into their own grade level classes, unless it is a Multi-Age Classroom (MAC) to minimize the exposure between groups.
   b. **Hygiene:** Within each grade, 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.

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 classes for eventually 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 the St. Paul School environment and population 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.
# TABLE OF CONTENTS

## INTRODUCTION

## GENERAL PROTOCOLS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Distancing</td>
<td>4</td>
</tr>
<tr>
<td>Student Cohorts</td>
<td>4</td>
</tr>
<tr>
<td>Shared Spaces</td>
<td>5</td>
</tr>
<tr>
<td>Front Office Capacity</td>
<td>5</td>
</tr>
<tr>
<td>Meeting Rooms</td>
<td>5</td>
</tr>
<tr>
<td>Staff Lounge/Copy Room</td>
<td>5</td>
</tr>
<tr>
<td>Parish Hall</td>
<td>5</td>
</tr>
<tr>
<td>Screening</td>
<td>5</td>
</tr>
<tr>
<td>Personal Protective Equipment (PPE)</td>
<td>5</td>
</tr>
<tr>
<td>Face Coverings</td>
<td>6</td>
</tr>
<tr>
<td>Gloves</td>
<td>7</td>
</tr>
<tr>
<td>Staff Training and Family Education</td>
<td>7</td>
</tr>
<tr>
<td>Sanitation and Hygiene Instruction</td>
<td>7</td>
</tr>
<tr>
<td>Cleaning and Disinfection Routine</td>
<td>8</td>
</tr>
<tr>
<td>Handwashing and Sanitization Routine</td>
<td>8</td>
</tr>
<tr>
<td>Healthy Hygiene Practices</td>
<td>9</td>
</tr>
<tr>
<td>Visitor &amp; Volunteer Protocols</td>
<td>9</td>
</tr>
<tr>
<td>Food &amp; Package Delivery</td>
<td>9</td>
</tr>
<tr>
<td>Travel Restrictions</td>
<td>9</td>
</tr>
<tr>
<td>COVID Symptoms and Case Response</td>
<td>10</td>
</tr>
<tr>
<td>Contact Tracers</td>
<td>10</td>
</tr>
<tr>
<td>Symptoms</td>
<td>11</td>
</tr>
<tr>
<td>Testing</td>
<td>12</td>
</tr>
<tr>
<td>Response to Confirmed/Suspected COVID-19 Cases and Close Contacts (TABLE 1)</td>
<td>13</td>
</tr>
<tr>
<td>Response to Negative COVID-19 Test Result (TABLE 2)</td>
<td>14</td>
</tr>
</tbody>
</table>
GENERAL PROTOCOLS

PHYSICAL DISTANCING
● All persons on campus will practice physical distancing of six feet or as much as is practical and safe.
● Close contact interactions (for the purposes of determining contact tracing) is considered < 6ft and > 15 minutes.
● Close contact interactions (for the purposes of determining contact tracing) is considered < 6ft and > 15 minutes.
● Class groups 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.
● Interactions by adults should be avoided unless necessary.
● Mass gatherings, such as in-person assemblies, are prohibited.
● Students will be mindful of the physical 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 CLASSES
Students will operate and stay with their own grade level class at all times (courses, recess, lunches, etc.) Each class will be its own cohort. These classes will be stable and will have minimal contact with other groups or individuals who are not part of their class.
● Outdoor spaces will be utilized as much as possible.
● Classes are not to share instructional spaces unless thorough cleaning occurs between uses.
● Students will have a designated space solely for their use in their classroom.
● 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. There are hand sanitizing stations around campus 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:

**Front Office Capacity** – Our office will restrict the number of persons in the offices to maintain physical distancing.

**Meeting Rooms**– Meeting rooms will be closed until further notice.

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

**Parish Hall** - The parish hall may be converted for use to ensure social distancing in after-school Panther’s Club program once Panther’s Club resumes.

**SCREENING**

- Students and staff must conduct a daily self-check (See Appendix C - Student Checklist and Symptom Flyer) 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.
- A temperature check and symptom check will be conducted for all persons entering campus. Unless otherwise so directed by the county health officer, the maximum temperature for someone to be admitted to campus is 100.4 degrees Fahrenheit.
- During the day, any person experiencing or showing symptoms will remain outside of the classroom and report to the office designated isolation space for screening.
- The principal will retain a record of employee temperatures in a secured cabinet for confidentiality purposes.
- If a staff member already at school shows symptoms described above, the principal will allow them to go home without penalty for that day.
- The Oakland Diocese has provided testing information for faculty/staff at regular intervals:
  - [Kaiser Testing for Educators](#)
  - [Anthem Consumer Resources](#)

**Personal Protective Equipment (PPE)**

PPE is not a substitute for physical 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, physical 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.

Studies continue to emphasize the importance of face coverings in slowing the progress of COVID-19. Recent studies have found that, after N95 and surgical masks, a poly/cotton face mask is the most effective in reducing droplet counts.

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
- Training will be provided on policies on how people who are exempted from wearing a face covering will be addressed (see policies below).

Everyone on campus must wear a mask.

FACE COVERINGS FOR STUDENTS
The CDPH guidelines strongly encourage masks for children 2 years through 2nd grade, and mandate them for older students; therefore, St. Paul School requires that all students wear face masks at school. Students who refuse to wear face masks will be excluded from campus, with the following exceptions:
- Persons younger than two years old and anyone who is unconscious or incapacitated;
- Students engaging in physically 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 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. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student’s name and date) until it needs to be put on again.
FACE COVERINGS FOR STAFF
All staff must use face coverings in accordance with CDPH guidelines, unless Cal/OSHA standards require respiratory protection.
● Staff must wear a face-covering outside of the classroom.

Face coverings are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

GLOVES
● All custodians and food services personnel must wear gloves
Site administrator should consider where disposable glove use may be helpful to supplement frequent handwashing 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 PARENT-FAMILY EDUCATION
SANITATION AND HYGIENE 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.
● The principal will review the full Return To School and Reopening School Plan with faculty and staff prior to students returning to campus.
● Parents must review and acknowledge the plan prior to their students returning to campus.
● The school will distribute all communication and public service announcements pertaining to the plan.
  The school will draw particular attention to at-home and at-school screening, PPE, and hygienic procedures and materials.
● Teachers will provide initial and routine instruction in physical distancing and health practices to their students in keeping with all protocols.
● The school will highlight any changes to this plan via information by our school communication system (email, School Dojo) and post the updated plan on the school website.
● Activities where there are increased likelihoods for transmission from contaminated exhaled droplets—such as singing, yelling, chanting, playing of certain instruments are not permitted at this time.
● Procedures will be implemented for turning in assignments to minimize contact.
● Considerations will be given to the use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.
● Sharing things will be avoided; when sharing occurs, cleaning, and disinfecting will take place between uses.
● Lessons that involve food prep, or shared snacks are prohibited (bake sales, etc.)
CLEANING AND DISINFECTION ROUTINE
Our school will adhere to the disinfection guidelines developed by the California Department of Public Health and the Centers for Disease Control and Prevention for classrooms, workspaces, outdoor spaces, playgrounds, etc. Prior to returning to in-person instruction, the school will receive a deep cleaning. This entire building will be disinfected, including classrooms, using a commercial cleaning service. Electrostatic spraying method using the "N" level of sanitizing chemical per the CDC requirements completed as part of this process. This is the highest level of cleaning, combining the cleaning and disinfecting into one product. Daily janitorial service will occur on school days after school hours to ensure that each day will start with newly sanitized classrooms and common areas. There will be daily cleaning and disinfecting of high touch hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), drinking fountains, and playground equipment) and shared objects (toys, games, art supplies, books), pursuant to CDC guidance. Bathrooms will be used by only one cohort at a time. There is clear signage with sanitation products for staff to use after each time they use one of the dedicated staff bathrooms. The sharing of supplies between students will be limited. Each child will have a set of their own materials to use throughout the day, to mitigate risk of infection within each cohort group. For materials/items that are shared), children will sanitize their hands first, the teacher will sanitize the item(s) after they are done and sanitize the child(ren)’s hands again as well.

Cleaning and Disinfecting Video
● Coronavirus (COVID-19): Safely Cleaning and Disinfecting at Work (7 min)

● Bathrooms will be cleaned after each recess and lunch period.
● Play area will be sanitized before and after use.
● Hands-on learning tools/activities will be disinfected after use.
● Desks will be sanitized during recess and lunch and wiped with a baby wipe upon student return.
● Desk will be wiped with a baby wipe before lunch.
● Each room, all surfaces, will be disinfected each night.

HANDWASHING AND SANITIZING ROUTINE
● Students wash hands upon entry to classroom.
● Students wash hands prior to lunch.
● Students will hand sanitize prior to each recess.
● Students will hand sanitize prior to using learning tools/activities.
● Students will hand sanitize prior to and after tech use.
● Students will hand sanitize prior to and after PE.
● Students will hand sanitize prior to and after Mass attendance.
HEALTHY HYGIENE PRACTICES
Students will move with their class at scheduled times for bathroom visits. Teachers and staff will accompany students to and from their designated locations to ensure classes remain secure, and disinfect high touch areas after use. Teachers will reinforce with students the importance of using tissues to wipe their nose and to cough/sneeze inside a tissue or in their elbow. Teachers, staff and students will also be reminded daily to wash their hands before and after eating, after coughing or sneezing, after being outside, and before and after using the restroom. Students and staff will be required to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly. Teachers and staff will model and practice proper handwashing with students, as needed. Where soap and water are not readily available, staff and students are to use hand sanitizer with at least 60% alcohol. Children under the age of 9 will be supervised by an adult whenever using hand sanitizer.

Hand Washing Videos from the CDC
● Happy Handwashing Song (30 seconds)
● Wash Your Hands-Child Video (30 seconds)
● What you need to know about handwashing (2 minutes)
● En Español, En français

VISITORS AND VOLUNTEERS
The safety of our staff and students is our primary concern.
● We will not allow normal visitation to our campuses.
● 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 AND PACKAGE DELIVERY
Students must bring their own food to school when arriving on campus at the beginning of the school day. Sharing food is prohibited at all times. Parents or a delivery service and/or personal package deliveries are not allowed to deliver items/food during the school day, with the exception of Choice Lunch.

TRAVEL RESTRICTIONS
Staff travel to diocesan/work conferences and workshops will discontinue until further notice, unless pre-approved.
Students and staff who travel outside of the country will need to self-quarantine for 14 days upon return from any international travel beginning the first day of return to home.
A return to school with proof of a negative test after 5 days of returning home may be accepted upon the approval of the school principal.

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 class 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 classes.

Identification and Tracing of Contacts
Our school will follow Cal-OSHA reporting and recording instructions for all employees as well as reporting any positive Covid-19 cases to the corresponding County Health Department. Our school will cooperate with state and local health departments' contact tracing protocols. Our designated COVID-19 Contact Tracers are: Erma Flores and Rosalia McMaster. They will follow county recommendations for contact tracing.
Information on contact tracing can be found here: COVID-19 Contact Tracing
The contact tracing process will immediately commence if and when a COVID-19 positive case occurs. Our contact tracers will assist public health departments in knowing who may have had contact at a school with a confirmed case by:
● Keeping accurate attendance records of students and staff members;
● Ensuring student schedules are up to date;
● Keeping a log of any visitors, including date, time and where in the school they visited;
● Assisting local health departments in tracing all contacts of the individual at school; and
● Maintaining confidentiality as required by federal and state laws and regulations.

If an employee tests positive for COVID-19 or has come in close contact with someone who tested positive, s/he will inform the school’s designated COVID-19 Contact Tracers, who in turn will notify Contra Costa County Health Officials using this form: Notification to CCCPHD

Our school will notify others who have been in “close contact” with the affected individual. “Close contact” is defined by the CDC as being within six feet for a period of at least 15 minutes, although this standard is not absolute. If anyone in a staff member’s, or student’s, family, or someone they have been within 6 ft of for more than 15 minutes, and is exhibiting distinctive symptoms of COVID-19 (fever above 100, shortness of breath, loss of taste or smell, cough), the staff member or student will be required to
stay home for 72 hours for observation or until a negative COVID-19 test is produced. Co-workers who may have had contact with a person who tested positive for COVID-19, will be informed by our school and it will be recommended they get COVID-19 testing and self-isolate. Instructions on isolation and quarantine procedures for Contra Costa County can be found at:

Home Quarantine Instructions for Close Contacts
Self-Isolation Instructions for Confirmed COVID-19 Cases
Self-Isolation Instructions for Unconfirmed COVID-19 Cases

In accordance with an individual’s right to medical privacy, our school will never disclose an infected person’s name. An affected employee will be asked to follow his/her medical provider’s instructions and the recommended quarantine/isolation instructions per the corresponding County Health Department prior to returning to the school campus. Similar protocols will be followed for students.

CDC: Back to School Strategies and Tips
● Prepare for When Someone Gets Sick

**SYMPTOMS**

**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.
- If the medical provider for the individual with symptoms cannot guarantee a 72-hour turnaround in test results, the symptomatic individual must use the school’s designated testing laboratory:

**UNILAB CORPORATION**  
Dba Quest Diagnostics

- A designated licensed nurse must collect upper respiratory specimens with mail-in testing.

Parents and students are responsible for the cost of their own testing.

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

**SCENARIO 1: ANSWERING “YES” ON SCREENING OR EXHIBITING A COVID SYMPTOM**

<table>
<thead>
<tr>
<th>IMMEDIATE ACTIONS</th>
<th>COMMUNICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student/staff are isolated at the site in the designated office space until they can be sent home or to a healthcare facility per CDPH guidance</strong></td>
<td>COVID-19 symptoms letter provided to the individual or individual’s guardian [See Appendix E]</td>
</tr>
</tbody>
</table>

**To return to school:**

All symptomatic persons should be tested for COVID-19.
- If they test positive, they can return to campus 10 days after symptoms started, 24 hours without fever, and improving symptoms. (There is no requirement for 24 hours of improving symptoms).
- If they test negative, they can return 72 hours after symptoms resolve.

All persons in the COVID-positive person’s cohort and any other close contacts must be tested for COVID per the testing guidelines, above.
- If student/staff tests positive, see Scenario 3.
- If student/staff tests negative, see Table 2 below.

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)

**School site will remain open**
SCENARIO 2: FAMILY MEMBER OR CLOSE CONTACT (OUTSIDE COMMUNITY) TESTS POSITIVE

Student/staff sent home
RD & COVID-19 School Liaison notified

Student/staff instructed to quarantine/monitor for symptoms, even if they test negative, for a full 14 days after last exposure to the person testing positive for COVID.

Household contacts can end quarantine 14 days after their last exposure to the positive household member. If the infected household member isolates in their own bedroom with their own bathroom, the exposed person’s quarantine can be concurrent with the infected person’s isolation.

School site will remain open

SCENARIO 3: STUDENT OR STAFF MEMBER TESTS POSITIVE

Student/staff sent home, if not already at home.
School administration, RD, and county COVID-19 School Liaison notified.
Public Health – School Unit (Name of County) notified;
Close off and clean any areas used by the person who tested positive, per CDPH and CDC guidance

Student/staff that tested positive:
- Positive persons must isolate for 10 days from symptom onset go 24 hours without fever (without fever-reducing medication) and demonstrate improving symptoms.

School-based close contacts:
- identified and instructed to self-quarantine and monitor symptoms for 14 days.
- Close contacts include the entire cohort and any non-cohort members who have been within 6 feet for 15 minutes or more.
- Even if a cohort maintains 6 feet of distance, the prolonged duration of indoor exposure warrants quarantine.

*Close contacts should be tested, whether they have symptoms or not. Testing does not shorten the quarantine requirement.

School site will remain open

Student (Guardian) or Staff: Immediately notify the COVID-19 School Liaison if they are defined as a close contact of a confirmed case (See Appendix E)

COVID-19 positive Individual: Notify school administration and/or COVID-19 School Liaison immediately

School Site:
- Contact County Public Health
- Close Contact letter and Self-Quarantine Instructions sent to school close contacts within 48 hours. (See Appendix E)
**Steps to Take in Response to Negative COVID-19 Test Result (TABLE 2)**

<table>
<thead>
<tr>
<th>A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IMMEDIATE ACTIONS</strong></td>
</tr>
<tr>
<td>• If a symptomatic school member testing negative had a known close-contact exposure to a COVID-positive person, they must complete a 14-day quarantine, even with a negative test.</td>
</tr>
<tr>
<td>• If the symptomatic person testing negative did not have a known exposure, they can return to school 72 hours after their symptoms resolve.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A student or staff member tests negative after Scenario 2 (close contact)</th>
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<tbody>
<tr>
<td>• Student/staff must remain in quarantine for a full 14 days after the date of last exposure to COVID-19 positive non-household contact.</td>
</tr>
<tr>
<td>• Household contacts can end quarantine 14 days after their last exposure to the positive household member.</td>
</tr>
<tr>
<td>• If the infected household member isolates in their own bedroom with their own bathroom, the exposed person’s quarantine can be concurrent with the infected person’s isolation.</td>
</tr>
</tbody>
</table>

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<tr>
<th>A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can return to school/work immediately</td>
</tr>
</tbody>
</table>

* Information adapted from COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year July 17, 2020

**TRIGGERS FOR SWITCHING TO DISTANCE LEARNING**

Our school will follow the metrics established by the California Department of Public Health for closing again and returning to distance learning due to COVID-19. These metrics are as follows:

- 5% of students and teachers in a classroom test positive for the virus, the classroom would be closed, followed by 14 days of quarantine.
5% positive testing rate of total students and teachers, the entire school would have to close, with everyone subject to 14 days of quarantine.

The state, county and/or the Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

In the event it is determined that there will be a school closure, all staff and students will resume to Distance Learning. Please see St Paul School Guide to Distance Learning:

St. Paul School Distance Learning Guide

SCHOOL CAMPUS SAFETY

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Area</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workspaces</td>
<td>Classrooms, Offices</td>
<td>At the end of each use/day</td>
</tr>
<tr>
<td>Appliances</td>
<td>Refrigerators, Microwaves, Coffee Machines</td>
<td>After each use</td>
</tr>
<tr>
<td>Electronic Equipment</td>
<td>Copy machines, shared computer monitors, telephones, keyboards</td>
<td>At the end of each use/day and/or between use</td>
</tr>
<tr>
<td>General Used Objects</td>
<td>Handles, light switches, sinks, restrooms</td>
<td>After each recess</td>
</tr>
<tr>
<td>Common Areas</td>
<td>Lunch tables, Parish Hall, Common Areas</td>
<td>At the end of each use/day; between groups</td>
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SAFE WATER
- Use of drinking fountains is suspended; a water bottle filling station is 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.

VENTILATION 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 doors 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 fans and high-efficiency air cleaners, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.
- 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 ACQUIRED ADDITIONAL SUPPLIES

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand Pump Sprayer</td>
<td>1/per classroom</td>
<td>For teachers to spray desks for students to wipe down.</td>
</tr>
<tr>
<td>Staff Gloves</td>
<td>500 count/class</td>
<td>Nitrile gloves</td>
</tr>
<tr>
<td>Hand Sanitizer</td>
<td></td>
<td>Each class has a supply of hand sanitizer</td>
</tr>
<tr>
<td>Cleaning Solution</td>
<td>As needed</td>
<td>Each class has a supply of cleaning and disinfecting solution</td>
</tr>
<tr>
<td>IR Thermometer</td>
<td>1/per classroom</td>
<td>1 in each home room, 1 in the front office, and 1 in preschool</td>
</tr>
<tr>
<td>Acrylic/Plexiglass</td>
<td>1</td>
<td>Front Office Counter</td>
</tr>
<tr>
<td>Face Shields</td>
<td></td>
<td>Each staff member has a shield when needed</td>
</tr>
<tr>
<td>Masks</td>
<td></td>
<td>Each class has a supply of disposable masks</td>
</tr>
<tr>
<td>Portable Hand Washing Station</td>
<td>2</td>
<td>Location in main building/classroom of school</td>
</tr>
</tbody>
</table>

### SUPPLIES PROVIDED BY FAMILIES/STUDENTS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Bottle</td>
<td>1</td>
<td>Drinking fountains are off limits, students will be encouraged to fill bottles at home. They will have access to one touchless water bottle filling station.</td>
</tr>
<tr>
<td>Back Pack</td>
<td>1</td>
<td>Placement TBD by class teacher</td>
</tr>
<tr>
<td>Cloth Face Mask</td>
<td>2</td>
<td>Student will wear one clean mask</td>
</tr>
</tbody>
</table>
SCHEDULES AND ROUTINES

MORNING DROP OFF

Drop-Off Hours: 7:45 AM - 8:30 AM
7:45-8:15 K-4th, 8:15-8:30 Middle School

Protocol:
Students who are in Kindergarten through 4th grade will exit their cars on the left side and students in middle school will exit on the right. Students will be prescreened by a staff member and have their temperature checked. After each student has cleared the pre screening process, students will head directly to their classroom. Parents will not park, exit the car, or be admitted on campus at time.
Teachers will be at their doors to admit students. There are markings on walkways indicating 6 feet distance. Students will enter, wash, and go directly to their assigned seats.

**Grade Level Classes**
Students will remain in their grade level cohorts throughout the day. When class sizes exceed half of the enrollment, students will utilize two zones for free play recess time.

**RECESS AND PHYSICAL EDUCATION**

**Staffing:** Teachers/Aides and Volunteers

![Diagram of campus layout]

**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. Play structures will not be in use until guidelines permit.

**MORNING RECESS AND LUNCH RECESS**
Students will rotate through recesses throughout the week to vary outdoor experiences.

**LUNCH** (to commence when school is in full day sessions)
Students will eat lunch at their assigned seats in their classrooms or outdoors as much as possible when weather permits. Lunches provided through Choice Lunch, will be delivered to the classrooms by an aide masked and gloved. Students will put their trash in their classes trash can if they eat inside and the outside trash receptacles.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:05-9:35</td>
<td>recess</td>
<td>Preschool</td>
</tr>
<tr>
<td>9:15-9:30</td>
<td>recess</td>
<td>Kindergarten</td>
</tr>
<tr>
<td>9:30-9:45</td>
<td>recess</td>
<td>1st</td>
</tr>
<tr>
<td>10:00-10:15</td>
<td>recess</td>
<td>Middle School</td>
</tr>
<tr>
<td>10:15-10:30</td>
<td>recess</td>
<td>2nd/3rd/4th</td>
</tr>
<tr>
<td>11:05-11:50</td>
<td>lunch</td>
<td>Preschool (time overlap w/K and 1st)</td>
</tr>
<tr>
<td>11:45-12:15</td>
<td>lunch</td>
<td>Kindergarten and 1st</td>
</tr>
<tr>
<td>12:00-12:30</td>
<td>lunch</td>
<td>2nd/3rd/4th</td>
</tr>
<tr>
<td>12:30-1:00</td>
<td>lunch</td>
<td>Middle School</td>
</tr>
</tbody>
</table>

**MASSES**

Students attend daily Mass by class and will be distanced from the congregation. When weekly Mass resumes, it will be streamed to the classrooms with one class attending per Mass. Communion will be distributed to the classrooms by the presiding priest. See the school calendar for the current Mass scheduling.

**AFTER SCHOOL PICK-UP**

**Time:** 3:00 PM PS.TK-8th Grades  
**Staffing:** Teachers and Aides
**Protocol:**
Parents will line up for pick up, proceed through the lane until the child/children are in their family car. Adults/drivers must stay in their car. When students are in their car, the parent will secure seating, or exit the parking lot and secure seating at a different parked location.

On the first day pick up, parents will receive a colored placard with the child’s name. Please display in the front window for easy identification of family vehicles by the teacher, aide, or staff member. Students will be delivered to the left rear of the vehicle, please practice independence in securing their seat placement.

**After School Panther’s Club Program**
(This program is currently not available. We will notify families as soon as our school plans permit)

Hours of Operation: TBD
Staffing: School employees
Protocol: TBD
FREQUENTLY ASKED QUESTIONS (FAQ)

What if a student arrives late?
Students will enter the main office to be admitted, as the gate will be locked.

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, wait on the designated marks (6 feet apart) until the restroom is available, and then return directly to class, maintaining social distance and wearing a face mask at all times.

What is the plan for inclement weather recess and physical education?
The parish hall will serve as the space designated for when it rains, is too hot, or the air quality prohibits being outside; however, it will be used by one class at a time.
FACILITY ADJUSTMENTS

- Classroom rugs, group tables, and extra furniture has been removed, and individual desks or tables installed with six-foot gapping between student stations.
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer. Each classroom will have a covered trash bin located in the classroom door for proper disposal.
- Spots outside classrooms and restrooms are designated six feet apart for student lineup.
- Physical distancing and best practices signage posted around campus and distributed to families.
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 upon returning to class
RESTROOM DAILY CHECKLIST

<table>
<thead>
<tr>
<th>Date:</th>
<th>Restroom Area (circle): boys girls outside gym</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area/Time</td>
<td>Before School</td>
</tr>
<tr>
<td>Floors</td>
<td></td>
</tr>
<tr>
<td>Sinks</td>
<td></td>
</tr>
<tr>
<td>Toilets</td>
<td></td>
</tr>
<tr>
<td>Toilet Paper</td>
<td></td>
</tr>
<tr>
<td>Soap</td>
<td></td>
</tr>
<tr>
<td>Urinals</td>
<td></td>
</tr>
<tr>
<td>Towels</td>
<td></td>
</tr>
<tr>
<td>Trash</td>
<td></td>
</tr>
</tbody>
</table>

Initial next to each item after inspection

KEEPING CLASSROOMS CLEAN

ROUTINELEY CLEANED

TEACHERS: CLEAN HANDS, WEAR GLOVES

RESPECT EACH OTHER'S SPACE
SCREENING
CAMPUS ENTRY POINT (ADULTS)

STUDENT CHECKLISTS
START AND END OF DAY REMINDERS
AGENCY UPDATES

Instructions on isolation and quarantine procedures for Contra Costa County can be found at:
Home Quarantine Instructions for Close Contacts
Self-Isolation Instructions for Confirmed COVID-19 Cases
Self-Isolation Instructions for Unconfirmed COVID-19 Cases

CA Department of Public Health Guidance

Cleaning and Disinfecting Video
● Coronavirus (COVID-19): Safely Cleaning and Disinfecting at Work (7 min)

Back to School Strategies and Tips
● Symptoms of Coronavirus Disease 2019
● I Think or Know I had COVID-19, and I had Symptoms. When Can I Be With Others?

Hand Washing Videos from the CDC
● Happy Handwashing Song (30 seconds)
● Wash Your Hands-Child Video (30 seconds)
● What you need to know about handwashing (2 minutes)
● En Español

CDC: Back to School Strategies and Tips
● Prepare for When Someone Gets Sick
COMMUNICATION

Key Constituent Consultation
Our school has had several touchpoints with faculty, staff, parents, and students about our returning process. While we do not have a labor organization like the public schools’ teacher union, we have consulted with our faculty and staff in the decision-making process for the return to in-person instruction. In the month of July, we shared preliminary information and held focus group meetings with faculty, staff, parents, and students. These focus group sessions provided our constituents an opportunity to ask questions about the reopening planning process, offer their input, and express concerns. During the past month, we sent follow-up surveys to faculty, staff and parents specifically asking about their willingness to return to school. We also invited them to share questions and concerns at this point in the process.
We have also kept our staff informed of our ongoing progress weekly during our faculty/staff meetings. Our Back to School Night and Town Hall meetings provided another opportunity to discuss with parents the return to in person instruction process. The current iteration of our reopening plan will be posted on our website in both English and Spanish. We will continue to invite our faculty, staff and parents to review, comment, and offer suggestions for a healthy and positive reopening of our school.