

RETURN-TO-SCHOOL PLAN: COVID-19 PROTOCOLS



St. Catherine of Siena School
A Lumen Christi Academy

September 16, 2020



INTRODUCTION

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

Our priorities are:

1. Safety: Mitigating and slowing the growth of COVID in the context of returning to our ministry. Understanding that there is an inherent risk to being in session on campus while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need to maintain a semblance of normalcy for our children and their development.

- a. Cohorts: All students will remain with their own classes (cohort) throughout the school day. Cohorts will be kept to a smaller number of students, and will depend on room size and configuration to maintain physical distancing requirements (at least 4'-6' between students and 6' between adults and students. Larger classes will be divided, as needed, into subgroups. Cohort sizes will be no more than 14 students and no more than 2 supervising adults. Cohorts will not physically interact with each other to minimize exposure. Classes (cohorts) will not share play areas or play equipment
- b. Hygiene: Within cohorts, we will emphasize strong, hygienic practice.
- c. Distance options: If a student or their family member is in a higher-risk group, we will give them the option of continuing independent, remote learning.

2. Spiritual and Academic: 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.



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. Cohorts are considered close contacts even with distancing given prolonged indoor exposure.
- Signage will be used throughout campus to support social distancing and proper hygiene norms (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 have a designated space solely for their use in their classrooms

- Students and staff will not share workspaces or supplies

Class Cohort K-5: No more than 14.

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.

Classrooms

- Student desks will be designated for each person and desks will be staggered so that students will be seated at every other desk >6 feet apart for instruction.
- Windows will be opened for proper ventilation.
- Classroom rugs, group tables, and superfluous furniture will be removed and individual desks installed.



- Students have their own designated desk with their own supplies, water bottle, cleaning materials, and hand sanitizer.

Office Capacity

Site will restrict the number of persons in the offices to maintain social distancing.

SCREENING

FAMILY SCREENING

Families will be asked to screen their children at home each morning before coming to school using the following information.

Symptoms

If your child has had any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others.

Please check your child for these symptoms:

- A fever of 100.4°F or higher or a sense of having a fever (chills/body aches)
- A sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Nausea/vomiting/diarrhea
- Congestion/running nose– not related to seasonal allergies
- New onset of severe headache, especially with fever

Close Contact/Potential Exposure

Anyone who has been exposed to someone with COVID-19 in the past 14 days (exposure means within 4-6 feet for 15-minutes or longer), has COVID-19 symptoms, or who is not feeling well will not be permitted on our campus.

STUDENT SCREENING

Designated staff will screen students prior to coming in the school building each morning. Students who have a temperature of 100.4 degrees Fahrenheit or higher and/or have symptoms will be sent to the office for further review.

1. Staff will take the student's temperature.
2. Staff will sanitize student's hands.
3. Teacher will point to the symptom sign (Appendix) and ask students if they have any symptoms.



All parents, guardians, students and staff must immediately notify the school principal if a student or employee has come into contact (through living arrangements or otherwise) with any person that has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; or (c) is quarantined or self-quarantined because of COVID-19, whether diagnosed or not. In any of these situations, the person will not be allowed on school property, until the person receives a written medical clearance to return.

STAFF SCREENING

All staff members will be required to check using the school check in system each morning. A designated office staff will conduct a staff screening.

1. Office staff will take the staff member's temperature.
2. Staff will review the list of symptoms.
3. Office staff will record the staff member's temperature in a confidential file.
4. Staff members will be prompted to sanitize their hands upon leaving the office.

OTHER PROTOCOL

Our school may require parents, guardians, students and employees to answer basic health screening questions related to COVID-19 symptoms before coming to school. Further, once present at school, if an employee, student or visitor exhibits symptoms of COVID-19, our school may conduct health screening and isolate the person, consistent with county guidelines. (No medical testing, blood or saliva draw will be performed.)

Any student or staff member with a positive Covid-19 diagnosis will be required to isolate at home until 10 days have passed since symptoms appeared and at least 24 hours have passed without a fever and their symptoms have improved.

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 avoid touching your eyes, nose, and/or mouth.

All guests, parents, and visitors will be required to wear face-covering whenever on-campus visiting the office. Faculty/staff will wear cloth face covering while on campus, except while



eating or drinking and when physical distancing is possible. Cloth covering around the neck can be worn under the face shield as needed. Face coverings will be provided to students and staff who lose their face coverings or forget to bring them to school.

Everyone will be required to wear cloth face coverings when 4 – 6 feet physical distancing is not feasible:

- while arriving and departing from school campus;
- in any area outside of the classroom (except when eating, drinking, or engaging in physical activity)

Masks should fit snugly on the face while covering both the nose and mouth. Please note the following:

- Surgical masks may be used, but fabric masks are encouraged.
- Bandannas and neck gaiters are not acceptable options as masks.
- N95 masks are not recommended for general use on campus.
- Masks with valves attached to them are not permitted, as the valves increase the number of respiratory droplets released into the air.

Teachers may wear a face shield in the classroom instead of a cloth covering **AS LONG** as the wearer maintains physical distance from others.

2 years old – 2nd grade Strongly encouraged

3rd grade – High School Yes, unless exempt

CLEANING & DISINFECTING

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.

The school will take time between Distance Learning to in-person instruction to prepare our school facility, classroom spaces, and to ensure proper materials are in place and secure.

STAFF TRAINING AND FAMILY EDUCATION

All faculty/staff will be required to participate in a training session regarding the requirements and practices contained in this document, including education on the prevention and spread of COVID-19. During this training, clear expectations will be communicated to staff including:

- (a) monitoring and assessing students for COVID-19 symptoms;
- (b) monitoring students to maintain social distancing and wearing PPE, consistent with county health requirements;
- (c) cleaning and disinfecting of the school premises, including classrooms, bathrooms and common areas.

Protected time will be allocated at each week's faculty/staff meeting to ensure everyone is aware

of updates and changes to our COVID response procedures and safety protocols, as needed.

Ongoing training will also be provided as new COVID-19 updates are made available. All school families will be provided a copy of this document.

Teachers will educate students on the importance of healthy hygiene practices, understanding



and monitoring for symptoms of COVID-19 and social/physical distancing.

Cleaning and Disinfection Routine

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

VISITOR & VOLUNTEER PROTOCOLS

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

- We will not be allowing volunteers inside classrooms at this point. Parent volunteers will be strictly limited and parent presence on campus will be extremely limited.

Anyone entering the school campus must comply with the applicable county COVID-19 Requirements, including wearing Personal Protective Equipment (PPE) covering his/her nose and mouth. The school will limit visitors to those visits essential for the school's operations and limit the duration of time a visitor shall be on campus.

No parent, guardian, student, employee or visitors shall enter the school premises if that person has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; (c) is quarantined or self-quarantined because of COVID-19, whether diagnosed or not; or (d) has a temperature of 100.4 or greater. In all such cases, the person shall not enter the campus without obtaining written medical clearance and providing it to the school principal.

Drop Off/ Pick Up

Parents will not be permitted to enter the building during drop-off or pick-up. Staff will monitor arrival and dismissal to curtail congregating and ensure students go straight from their carpool vehicle to the

school building, and vice versa. All students will remain in their cohort during the drop off and pick up period of the day.

Physical Markers

6 feet of spacing markings will be placed throughout the campus to remind students and staff to always stay 6 feet apart in lines and at other times they may congregate (e.g., during lunch, arrival and dismissal, restrooms, etc.).

Food & Package Delivery

Outside food delivery (e.g. Parent Food Delivery, Door Dash, Uber Eats, etc.) will not be Permitted.



Signage will be posted in high visibility areas (entrances, parking lot, playground, classrooms, hallways and bathrooms) to remind students and staff:

- When and where face coverings are required
- Appropriate use of face coverings
- Physical distancing expectations
- Traffic flow
- Proper techniques for handwashing
- Covering of coughs and sneezes and other prevention measures
- At entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.

IDENTIFICATION AND TRACING OF CONTACT

The contact tracing team will talk to those who have tested positive for COVID-19. They'll alert close contacts and keep names confidential. A close contact is someone who has been within 6 feet of a person who is positive for COVID-19 for at least 15 minutes. They'll check symptoms, offer testing, and discuss next steps like isolation and quarantine.

If anyone in a staff member, or student's family, or someone they have been within 6 ft of for more than 15 minutes 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. Our school will cooperate with state and local health departments' contact tracing protocols.

Our designated COVID-19 contact tractors are: Jessica Griswold, Principal and Doreen Shapiro, Office Staff. The contact tracing process will immediately commence if and when a COVID-19 positive case occurs. Our contact tractors will assist these 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.



Surveillance Testing

While Lumen Christi Academies will not require families to be tested before we return to school for in-person instruction, all staff must test negative before their first day back on campus.

Following that test, a minimum of 25% of our staff will be tested biweekly, ensuring that every staff members are tested once within a two-month period. A master schedule will be created to monitor testing status for everyone on staff.

- 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 of receipt by a laboratory.
- Our school has established a Memorandum of Understanding with Unilab Corporation dba Quest Diagnostics to provide testing services to all faculty and staff in accordance with County requirements. Quest Diagnostics will provide testing results within 72 hours of the test.
- A designated licensed nurse will be available on-call for assistance.

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

RESPONSE TO CONFIRMED/SUSPECTED COVID-19 CASES & CLOSE CONTACTS

SCENARIO 1: ANSWERING “YES” ON SCREENING OR EXHIBITING A COVID SYMPTOM	
IMMEDIATE ACTIONS	COMMUNICATION
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.	COVID-19 symptoms letter provided to the individual or individual’s guardian.
To return to school:	



<p>All symptomatic persons should be tested for COVID-19.</p> <ul style="list-style-type: none"> ● 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. <p>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)</p>	
<p>School Site will remain open</p>	

<p align="center">SCENARIO 2: FAMILY MEMBER OR CLOSE CONTACT (OUTSIDE COMMUNITY) TESTS POSITIVE</p>	
<p>IMMEDIATE ACTIONS</p>	<p>COMMUNICATION</p>
<p>Student/staff sent home RD & COVID-19 School Liaison notified</p>	<p>Student (Guardian) or Staff: Immediately notify the COVID-19 School Liaison if they are defined as a close contact of a confirmed case.</p>
<p>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.</p>	
<p>School Site will remain open</p>	

<p align="center">SCENARIO 3: STUDENT OR STAFF MEMBER TESTS POSITIVE</p>	
<p>IMMEDIATE ACTIONS</p>	<p>COMMUNICATION</p>



<p>Student/staff sent home, if not already at home. School administration, RD and county COVID-19 School Liaison notified. Public Health – School Unit (Contra Costa) notified Close off and clean any areas used by the person who tested positive, per CDPH and CDC guidance RD & COVID-19 School Liaison notified</p>	<p>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.</p>
<p>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.</p>	
<p>School Site will remain open</p>	

<p>STEPS TO TAKE IN RESPONSE TO NEGATIVE COVID-19 TEST RESULT (TABLE 2)</p>	
<p>A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)</p>	
<p>IMMEDIATE ACTIONS</p>	<p>COMMUNICATION</p>
<p>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. ● If the symptomatic person testing negative did not have a known exposure, they can return to school 72 hours after their symptoms resolve.</p>	<p>Student family/staff to bring evidence of negative COVID-19 test or medical note if testing is not performed.</p>
<p>A student or staff member tests negative after Scenario 2 (close contact)</p>	



<ul style="list-style-type: none"> ● Student/staff must remain in quarantine for a full 14 days after the date of last exposure to COVID-19 positive non-household contact. ● 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. 	<p>No action is needed.</p>
<p>A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)</p>	
<p>Can return to school/work immediately</p>	<p>No action is needed</p>

Triggers for Switching to Distance Learning

If a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, our school will implement the following steps:

- In consultation with the local public health department, our staff will ensure cleaning and quarantine of exposed persons and whether any additional intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- The classroom or office where the patient was based will be closed off for use until the area is cleaned and disinfected.
- We will wait at least 24 hours before cleaning and disinfecting.
- If 24 hours is not feasible, we will wait at least two hours and as long as possible.
- Additional areas of the school visited by the COVID-19 positive individual will also be cleaned and disinfected.
- Implement communication plans for exposure at school which includes outreach to students, parents, teachers, staff and the community.

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.

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. The county department of public health publishes, reviews, and approves all waiver applications.

b) Reopening: The school can reopen in-person instruction after the County has been removed from the CML for at least 14 days. The county department of public health publishes, reviews, and approves all waiver applications.

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

c) Individual School Closure: Closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the County Health Officer. For example, school closure may be appropriate in any of the following scenarios:

i) Multiple cases in multiple cohorts at a school

ii) There are at least 5 percent of the total number of teachers/student/staff cases within a 14-day period, depending on the size and physical layout of the school.

iii) Public health investigation or other local epidemiological data results in the County Health Officer recommending school closure.

d) 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, sanitized, and disinfected, we will continue to adhere to all necessary safety precautions. Sites have considered the CDC guidelines for reopening buildings after an extended closure. In addition, the process outlined below will routinely serve to protect everyone and reduce the risk of spread of infection.

Product Guide

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.

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each day
Appliances	Refrigerators, Microwaves, Coffee machines	Daily
Electronic Equipment	Copy machines, shared computer monitors, telephones, and keyboards	At the end of each use/day
General Used Objects	Handles, light switches, sinks, restrooms	Daily
Common Area	Parish Hall, Faculty Room, Library, STEM Lab	At the end of each use between groups

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

SAFE WATER

- Use of drinking fountains are suspended; water bottle filling stations are provided near the restrooms



- 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
- 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 the space before children arrive; plan to do a thorough cleaning when children are not present

**St. Catherine of Siena does not have air conditioning on site*

School Procured Additional Supplies

ITEM	QUANTITY	NOTES
Disinfectant Spray	1/classroom & space	For teachers and office staff to spray desks, tables, and common spaces
Staff Gloves	500	Nitrile Gloves
Bulk Hand Sanitizer	1/site	Refill Station
Cleaning Solution		Alcohol-based
Pencil bag/pouch/boxes	1/student	
Thermometer	2/school	Housed in the office

Supplies Provided by Families/Students

ITEM	QUANTITY	NOTES
Water bottle	1	Bring a full water bottle to school. Students will have access to the touchless water bottle filling station.
Backpack	1	Students will be assigned a hook where they will hang their



		backpack.
Clean Cloth Face Mask	2	Have students carry a clean mask in a ziploc kept in their backpack.
Towel	1	Students will bring a beach towel for students to sit outside if needed

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
- Signage will be added to the campus for social distancing reminders
- Social distancing and best practices signage posted around campus and distributed to families
- Hooks were installed for student personal supplies
- Public space has been removed from the front office

TRANSITIONAL SCHEDULE

To begin our transition to in-person instruction, we will start in a hybrid model to make our transition with guidelines and procedures seamless.

Drop Off: 7:45-8:00

Grades: K-1 (Front gate by Kindergarten)

Grades: 2-5 (Back Gate)

Pick Up: 12:00-12:15

Grades: K-1 (Front Gate)

Grades 2-5 (Back Gate)

Protocol:

- Children exit the vehicle from the passenger side and have belongings with them.
- Drivers should not leave the vehicles.
- Both points of access will be supervised to prevent gathering of any sort.



- Students will exit their cars and go directly to their classroom.
- Teachers will follow student screening and entry protocol at the classroom doors.
- SCS has markings on walkways indicating 6 feet distance. The school has entrance points all along the walkway (as indicated by arrows to avoid bottlenecks).

Cohort Instructional Plan

8:00-12:00

Protocol:

- Each classroom will be divided into appropriate cohort sizes
- Grade-level Cohort: For recess, PE and other outside activities will be able to socially distance

Classroom: When sub cohorts are in their classroom they will participate mainly in instruction, and guided support lessons with their classroom teacher.

Recess:

Students will eat snacks inside the class and teachers will rotate for outside play.

Masses:

Students will attend masses outside with their cohort. K-8th grade masses will be held virtually and streamed in student classrooms.

COMMUNICATION PLAN

Open communication is key to our success and is important for keeping our school healthy. The weekly school newsletter will include a health/safety section that will house ongoing reminders for personal protection equipment, removing personal belongings and the importance of washing hands and good hygiene.

Our school will adhere to CDC, CHD, CCCHD or ACPH, FERPA and HIPAA guidelines when communicating with staff and families about confirmed positive cases and high-risk exposures at the school (consistent with privacy requirements). These communications will be made via email using email and/or the Class Dojo app. Schoolwide meetings will also be called for schoolwide exposure and cohort meetings for isolated cohort exposure.



APPENDICES

Restroom



Restroom Use

LOOK, ENTER IF OPEN SINK

STOP 1 PER

USE STALL PREP TOWEL WASH

Respect Everyone's Space





Classroom & Shared Spaces

Classrooms & Spaces

ROUTINELY CLEAN

TEACHERS CLEAN HANDS; WEAR GLOVES

Respect Everyone's Space





Campus Entry

Campus Entry Screening

A graphic divided into two horizontal sections. The top section has a red background and contains the text "COMPLETE SURVEY PRIOR TO ENTRY" in white. Below this text are three white icons: a hand sanitizer dispenser, a person wearing a face mask, and a document with a pencil. The bottom section has a dark blue background and contains three white icons: a hand sanitizer dispenser, a face mask, and a pair of gloves. Below each icon in this section is the text "DISINFECT", "MASK?", and "GLOVES" respectively.

Respect Everyone's Space





DAILY HEALTH SCREENING (ADULTS)

Name: _____

Position: _____

Supervisor's Name: _____

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

Chills

Repeated shaking with chills

Muscle pain

Headache

Sore throat

New loss of taste or smell

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



Student Checklist

Good Morning

A dark blue rectangular graphic containing three icons and their corresponding text: a yellow smiley face icon above the word "SMILE", a white thermometer icon above the words "CHECK TEMPERATURE", and a white checklist icon with a pen above the words "COMPLETE CHECKLIST". Below these three items, the text reads: "*MASKS RECOMMENDED K-1; REQUIRED 2-5".

HAVE A GREAT DAY!





DAILY HEALTH SCREENING FOR STUDENTS

Name: _____

Grade: _____

Date: _____

Do you have the following symptoms:

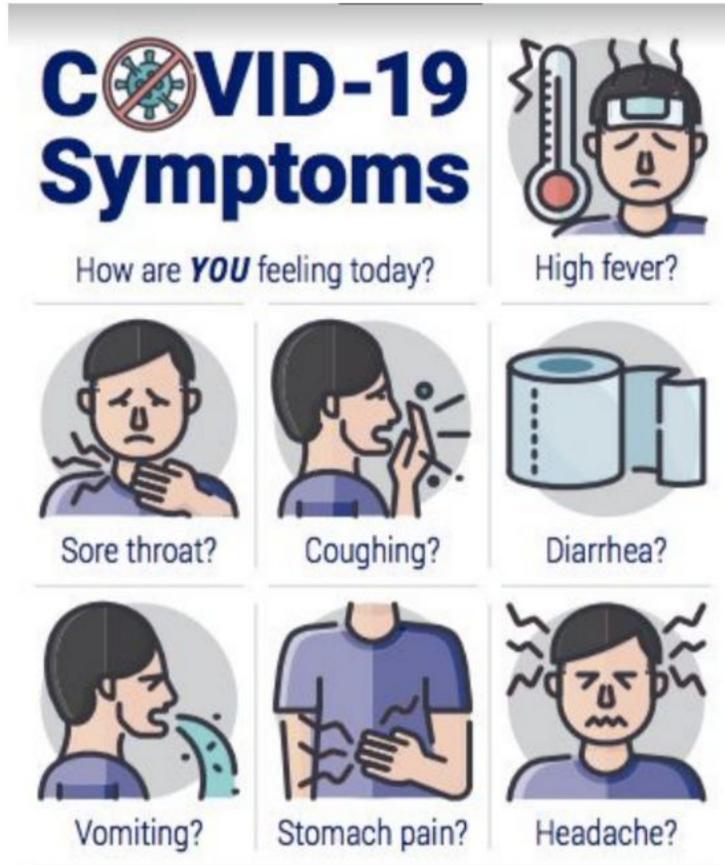
- Cough
- shortness of breath
- Difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- or been in close contact with a person lab confirmed to have COVID-19?

If yes, circle what applies above and check in with a staff member.

Parent Signature: _____



Additional Signage-Symptom Visual Check



THANK YOU FOR YOUR HELP
TO SLOW THE SPREAD!





Letters to the community (Exposure)



[Date]

Dear [Name of Staff person]:

It has come to our attention that a person at St. Catherine of Siena School has recently been diagnosed with COVID-19. COVID-19 is a disease caused by the SARS-CoV-2 virus and is spread from person to person through contact with respiratory secretions from the infected individual. People who spend 15 minutes or longer within six feet of a person infected with COVID-19 are considered exposed and at risk of contracting COVID-19.

St. Catherine of Siena is working closely with Contra Costa Health Services to address this situation. We are identifying students and staff who may have been exposed to the infected individual. Records indicate that you may have been exposed to this individual.

Therefore, you need to be quarantined for 14 days from the last date that you were exposed [fill in date]. Please view home quarantine instructions for close contacts for more details on home quarantine: <https://www.coronavirus.cchealth.org/for-covid-19-patients>. You will also receive a call from our Contact Tracing Team.

If you are having any symptoms of COVID-19 listed below please see your healthcare provider right away:

Fever or chills

Cough

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache

New loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting



Diarrhea

For more information, please visit <https://www.coronavirus.cchealth.org/>.

Sincerely,

Jessica Griswold
Principal



[DATE]

Dear Parent or Guardian of Student at St. Catherine of Siena School,

It has come to our attention that a person at St. Catherine of Siena School was recently diagnosed with COVID-19. COVID-19 is a disease caused by the SARS-CoV-2 virus and is spread from person to person through contact with respiratory secretions (mucus from the nose and mouth) from the person who is sick. People who spend 15 minutes or longer within six feet of a person infected with COVID-19 are considered exposed and at risk of contracting COVID-19.

St. Catherine of Siena is working closely with Contra Costa Health Services to address this situation. We are identifying students and staff who may have been exposed to the infected individual. Records indicate that your student may have been exposed to this individual. Therefore, your student needs to be quarantined for 14 days from the last date that they were exposed [fill in date]. Please view home quarantine instructions for close contacts for more details on home quarantine: <https://www.coronavirus.cchealth.org/for-covid-19-patients>. You will also receive a call from our Contact Tracing Team.

Current studies on COVID-19 in children suggest that many children will have no symptoms or very mild symptoms of illness. Children and adults who have COVID-19 but do not have any symptoms can still transmit the virus. This means that your child should stay in quarantine for the full 14 days even if s/he does not develop symptoms. If your child is having any of the

symptoms of COVID-19 listed below please see your healthcare provider right away:

Fever or chills

Cough

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache



New loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

For more information, please visit <https://www.coronavirus.cchealth.org/>.

Sincerely,

Jessica Griswold

Principal



RESOURCES

[LCA, Diocese of Oakland Template used for SCS Re-Opening Plan](#)

[CDC-How to protect yourself and others](#)

[CDC-Handwashing](#)

[CDC-Contact Tracing](#)

[COVID-19: Safely Cleaning & Disinfecting at Work](#)