

RETURN-TO-SCHOOL PLAN: COVID-19 PROTOCOLS



St. Catherine of Siena School
A Lumen Christi Academy

Revised February 1, 2021



REVISED INTRODUCTION:

This COVID-19 School Reopening Plan has been updated to reflect the State of California's *COVID-19 Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School Year* issues on January 14, 2021.

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

As required, our school has posted a COVID-19 Safety Plan (CSP) - referenced as the COVID-19 School Reopening Plan - on the homepage of our school's website. Our COVID-19 School Reopening Plan includes the school's Cal-OSHA COVID-19 Prevention Program (CPP) *pg 32* and the COVID-19 School Guidance Checklist. The detailed plans describing how our school meets the requirements outlined in the CSP elements are found in this COVID-19 School Reopening Plan.

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 (3)



Student Cohorts

Students will have a designated space solely for their use in their classrooms

- Students and staff will not share workspaces or supplies

Students will be spaced out, 6ft apart. K-5 classes are full due to social distancing requirements.

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

Students and Staff/Faculty are required to check in daily using a Google Form.

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. Staff will review the list of symptoms.
2. Staff is required to fill out a daily health form as they enter the building using a QR scanner with their smart phone.

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. 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.

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



<p>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.</p>	<p>COVID-19 symptoms letter provided to the individual or individual's guardian.</p>
<p>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)</p>	
<p>School Site will remain open</p>	

<p>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>	



SCENARIO 3: STUDENT OR STAFF MEMBER TESTS POSITIVE	
IMMEDIATE ACTIONS	COMMUNICATION
<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</p> <p>Close off and clean any areas used by the person who tested positive, per CDPH and CDC guidance</p> <p>RD & COVID-19 School Liaison notified</p>	<p>COVID-19 positive Individual: Notify school administration and/or COVID-19 School Liaison immediately School Site:</p> <ul style="list-style-type: none"> • Contact County Public Health • Close Contact letter and Self-Quarantine <p>Instructions sent to school close contacts within 48 hours.</p>
<p>Student/staff that tested positive:</p> <ul style="list-style-type: none"> ● Positive persons must isolate for 10 days from symptom onset go 24 hours without fever (without fever-reducing medication) and demonstrate improving symptoms. <p>School-based close contacts:</p> <ul style="list-style-type: none"> ● 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. <p>*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>	

STEPS TO TAKE IN RESPONSE TO NEGATIVE COVID-19 TEST RESULT (TABLE 2)	
A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	
IMMEDIATE ACTIONS	COMMUNICATION
<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.</p> <ul style="list-style-type: none"> ● If the symptomatic person testing negative did not have a known exposure, they can return to school 72 hours after their 	<p>Student family/staff to bring evidence of negative COVID-19 test or medical note if testing is not performed.</p>



symptoms resolve.	
A student or staff member tests negative after Scenario 2 (close contact)	
<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. 	No action is needed.
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	
Can return to school/work immediately	No action is needed

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 the 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 the bottom 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 instructions. On the left is a yellow smiley face icon with the text "SMILE" below it. In the center is a white thermometer icon with the text "CHECK TEMPERATURE" below it. On the right is a white checklist icon with three checked boxes and a pen, with the text "COMPLETE CHECKLIST" below it. At the bottom of the graphic, in white text, is the note: "*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:

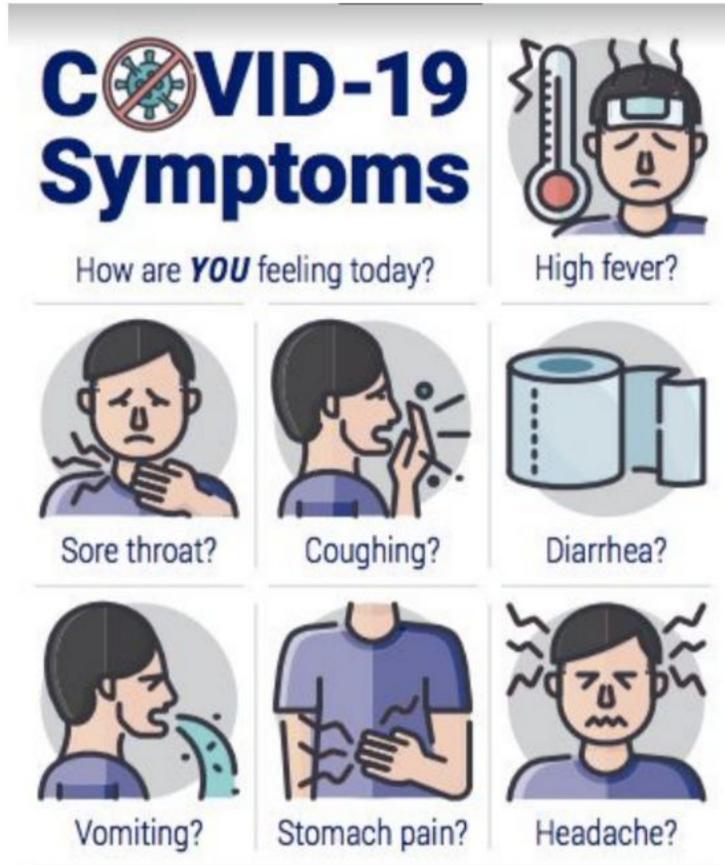
- Cough
- shortness of breath
- Difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- or been in close contact with a person lab confirmed to have COVID-19?

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](#)



COVID-19 Prevention Program (CPP) for:

St. Catherine of Siena School

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: February 1, 2021

Authority and Responsibility

Jessica Griswold has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A-2: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by **speaking with their supervisor, i.e.: principal, pastor, Human Resources Office, or**



Superintendent of Schools.

Employee screening

We screen our employees by **following the COVID-19 School Reopening Plan previously distributed and attached as Appendix C.**

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form and corrected in a timely manner.

Control of COVID-19 Hazards

Physical Distancing

Employees will follow the COVID 19 School Reopening Plan (Appendix C)

Face Coverings

Face coverings are to be properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department **and in accordance with the procedures outlined in the COVID-19 School Reopening Plan (Appendix C).**

Cleaning and disinfecting

We implement cleaning and disinfection measures for frequently touched surfaces **as recommended by County guidelines and as outlined in the COVID-19 School Reopening Plan (Appendix C).**

Should we have a COVID-19 case in our workplace, we will implement the procedures **as recommended by County guidelines and as outlined in the COVID-19 School Reopening Plan (Appendix C).**

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to



the extent feasible. Where there must be sharing, the items will be disinfected between uses as **outlined in the COVID-19 School Reopening Plan (Appendix C).**

Hand sanitizing

In order to implement effective hand sanitizing procedures, we **follow the procedure as outlined in the COVID-19 School Reopening Plan (Appendix C).**

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as **needed and outlined in the COVID-19 School Reopening Plan (Appendix C).**

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix D: Investigating COVID-19 Cases** form.

Investigation of COVID-19 cases and exposure will be done by individual school site Administrator in conjunction with Human Resources Office and Superintendent of Schools.

Employees who had potential COVID-19 exposure in our workplace will be **notified, in writing, within one day of learning of positive case, per AB 685. The notification letters in Appendices G and H will be used for this purpose.**

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards.
Employees should report symptoms of COVID-19 or possible hazards to their site Administrator.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. **We will communicate with employees with close contacts or in the**



same workplace with a COVID-19 positive employee or visitor in writing using the notices in Appendices G and H, respectively.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- **We will use CDC resources as outlined in Appendix E and will document the training using Appendix F.**

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other



employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. **Wages will be continued if the employee has sick leave, vacation time or other paid time off, or if the person has filed a workers' compensation claim. If the latter, the amount of the salary continuation is determined by the workers' compensation system.**

- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix D: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health



official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Gloria Espinoza
Associate Director, Human Resources
January 25, 2021

**Appendix A-1: Risk Assessment**

COVID-19 RISK ASSESSMENT

For Employees:

- Does the workplace have personal protective equipment available? Including:
 - face masks
 - gloves
 - anti-bacterial soap
 - hand sanitizer.

- Is there someone trained to take temperature of employees arriving for work?
 - Is there a private place for this?
 - Does the workplace have sufficient no-contact thermometers?

- Is there sufficient space between the work areas to maintain safe distancing?
 - Private office?
 - Staggered work hours available?
 - Can employees continue to work at home?

- Does the workplace have disinfecting supplies that comply with the Cal-OSHA requirements?
 - Is your workplace following the EPA guidelines?
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
 - Are you cleaning often enough?
 - Daily for all surfaces?
 - After each use for frequently used surfaces (e.g. copy machines, phones, door knobs)
 - Does your workplace have enough equipment so that employees do not have to share:
 - Phones
 - Computers
 - Work area

- Are your employees implementing individual controls to stop the spread of COVID-19?
 - Take their temperatures at home



- o Stay home if sick
- o Stay home if you have had close contact with someone with COVID-19

- Does your workplace have common areas?
 - o If so, can you limit the number of employees who use it at one time?
 - o Can you stagger lunch and breaks?



For Visitors (if applicable in your county)

- Does the reception area have safe distancing protocols?
 - Does your workplace have cues to stay six feet apart? (e.g. tape markers or dividers)
 - Does your workplace have a barrier between the employee and visitor that is either a physical barrier (window system or similar) or a cue (stay behind line)?

- Does the workplace have the ability to provide services contact-free?
 - Can you limit the amount of cash that is exchanged?
 - Can you limit interaction between employee and visitors so that items are placed on a counter and the employee can move back while the visitor approaches and takes the items?

- Do you have protocols for visitors?
 - Is there signage that informs visitors of needed precautions (e.g. distancing)?
 - Require face covering
 - Self-certify that visitors do not have COVID-19 symptoms or recent exposure
 - Redirect visitors to use the telephone or email system to contact the office if possible?



Appendix A-1: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated:
[enter name(s)]

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation





Appendix B: COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

**Appendix C:****COVID-19 SCHOOL REOPENING PLAN – EMPLOYEE (CSP)**

In developing plans for the reopening of its schools, the Diocese of Oakland is required to implement the health and safety standards established by the State of California Department of Public Health and/or the county in which your student's school is located. If there exists a conflict, the Diocese of Oakland will follow the more stringent standard. Focusing on the county in which your school is located, please thoroughly read the applicable reopening guidelines.

Additional information can be found at each county health department's websites. Here are the hyperlinks for each county:

[Alameda County Schools: 2020 – 21 Reopening Guidelines](#)

[Alameda County Public Health Department Website](#)

[Contra Costa County Schools: 2020 – 21 Reopening Guidelines](#)

[Contra Costa Health Service Website](#)

This document is incorporated by reference into the Faculty-Staff Handbook at the school.

Expectations for Parents/Guardians/Students/School Employees:

Parents, guardians, students and school employees must work together to create a healthy school campus. Working together requires the following:

1. Anyone entering the school campus must comply with the applicable county COVID-19 requirements. Failure to comply is a violation of law. Unless specifically exempted by the applicable county health guideline, anyone entering the school campus must wear 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.
2. 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 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.
3. All parents, guardians, students and employees 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 minimum county isolation/quarantine requirements have been met.

4. During the 2020-2021 school year, the school will 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, the school may conduct health screening and isolate the person, consistent with county guidelines. (No medical testing, blood or saliva draw will be performed.)

With the above guiding principles, the following are general expectations moving forward to reopen our Catholic schools in 2020:

The School Will:

1. Clean and disinfect the school building, including classrooms, using a commercial cleaning service before in-person instruction begins. Janitorial service will occur on school days after school hours.
2. Have an adequate supply of liquid soap and disinfecting supplies available for use by employees, students and janitors both in the classrooms and bathrooms.
3. Have a limited amount of surplus PPE for students should they lose, soil or misplace their own PPE while at school.
4. Wipe down and disinfect desks, chairs and tables during the school day. Students may be asked to participate by disinfecting their own desks, chairs, and personal property.
5. Determine when parents, guardians or visitors shall be permitted on campus, the duration of such visits, as well as what PPE they shall be required to wear on campus. These determinations will be posted at the building entrance(s) and on the school website. The school may restrict the number of visitors to the school building, both during and after school hours. The school may refuse entry to visitors who do not comply with the county's requirements, or the school's visitor requirements.
6. Communicate in writing with parents/guardians regarding protection measures for COVID-19, including changes in practices that start after the school begins in-person learning.

**Principal Will:**

1. Prepare plans for the operation of the school (classrooms, bathrooms and common areas) that comply with county health guidelines for the county where the school is located. Such plans will take into consideration the physical layout of the school and campus and should be consistent with the [Diocese of Oakland guidelines for reopening parish offices](#), furnished by the Diocese of Oakland.
2. Supervise school teachers and staff responsible for overseeing compliance with county health guidelines.
3. Identify a location for isolation of anyone with symptoms of COVID-19. Follow the isolation procedures in the county guidelines. Promptly communicate with any parent or guardian whose student has been placed in isolation with COVID-19 symptoms.
4. Make arrangements for a commercial service to clean and disinfect the school building before in-person learning begins for the 2020-2021 school year. Make arrangements for the cleaning of HVAC systems before beginning in-person learning for the 2020-2021 school year.
5. Communicate to parents in writing regarding protection measures for COVID-19, including changes in practices that occur after the start of the school year.
6. Maintain an adequate supply of PPE and disinfectant supplies throughout the school. Anticipate needs in advance, as far as six months in advance, as shipment of these supplies may be delayed. Principals will be responsible for ordering these supplies directly from an approved list of vendors.

Teachers and Staff Will:

1. Be available and participate in all training provided by the school regarding COVID-19. Be available and assist the principal in (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 high touch areas of the school premises, including classrooms, bathrooms and common areas.
2. Position desks and seating in the classroom to maintain the minimum required distance of your County Health Guidelines between all students, and between teachers/classroom aides and students, utilizing county health and safety guidelines. Put markings on floors to identify traffic flow in the classrooms/building as well as safe distances.
3. Require students to wear PPE while in the classroom, utilizing county health and safety guidelines.
4. Clean and disinfect desks, tables, and chairs in classrooms as necessary, utilizing county health and safety guidelines.



5. Maintain extra PPE and disinfectant supplies in the classroom and inform the principal in case of anticipated shortages.
6. Allow for adequate ventilation of classroom, including keeping windows and hallway doors open to allow air to circulate as feasible, while complying with any county fire regulations limiting open hallway doors.

Appendix D: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical



information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	



<p>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</p>	
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Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	



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*Should an employer be made aware of a non-employee infection source COVID-19 status.



Appendix E: Training Materials (English / Spanish)

- **Centers for Disease Control and Prevention**
 - **How to Protect yourself and others**
 - **ENGLISH -**
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
 - **SPANISH -**
<https://espanol.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

- **Alameda County Department of Public Health**
 - **COVID-19 Reopening In-Person Instruction Framework & Public Health Guidance K-12 School in California 2020-21 (Page 30)**
 - https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

- **Contra Costa County Department of Public Health**
 - **2020-2021 School Reopening**
 - https://www.cccoe.k12.ca.us/UserFiles/Servers/Server_1077313/File/CCCOE%202020-2021_School_Reopening%20824.pdf



Appendix F: COVID-19 Training Roster

[See COVID-19 School Reopening Plan]

Date: [enter date]

Person that conducted the training: [enter name(s)]

Employee Name	Signature



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Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#) for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:



- Our leave policies and practices and whether employees are discouraged from remaining home when sick.
- Our COVID-19 testing policies.
- Insufficient outdoor air.
- Insufficient air filtration.
- Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.
 - [describe other applicable controls].

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.



Appendix G Notice to Employee of Close Contact

Date

Employee Name

Employee Address or Email

Re: Notice of a Potential Exposure to COVID-19: California Labor Code 6409.6

Dear _____:

On ___date___, St. _____ School received a notice that you were potentially exposed to COVID-19, at _____ site name and address _____.

Within the infectious period of time, currently defined by the State Department of Public Health as the 48 hours (2 days) before the individual developed COVID-19 symptoms. If the COVID-19 positive employee is asymptomatic, the infectious period begins 48 hours before the COVID-19 test occurred. You were on the St. _____ School premises at the same worksite as an individual who has one of the following: [choose applicable bullet and delete others]

- A laboratory confirmed case of COVID-19,
- A positive COVID-19 diagnosis from a licensed health care provider
- Is subject to a COVID-19 related isolation order provided by a public health official, or
- Who has died due to COVID-19 within the infectious period of time.

We have determined you are someone whom he or she had “close contact” with, which is defined as a person who was within 6 feet of the COVID-19 positive employee for a cumulative period of 15 minutes during a 24 hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. The determination of a *close contact* is made regardless of whether the individuals were wearing a face covering or other personal protective equipment. Based on the information available to St. _____ School, your last “close contact” with this individual was on ___date_____.

Given your potential exposure to COVID-19, St. _____ School requests that you quarantine at home for 14 days after ___date of exposure___ before returning to work. Further, it is recommended that you contact your health care provider and local public health department for guidance and information about possible actions you should take based on your individual circumstances.

COVID-19 related benefits the Diocese of Oakland offers that you may be eligible for include:



- Supplemental Paid Sick Leave (extended through 3/31/2021)
- Accrued Paid Sick Leave
- Paid Vacation
- Workers' Compensation
- Medical Disability Leave
- State Disability Leave

Additionally, St. _____ School will provide you work time to be tested for COVID-19. Once you receive your results, you are required to report them to _____ Site Administrator _____. All medical information will be kept confidential.

The health and safety of employee, parishioners and community is of utmost importance to us. St. _____ School is investigating whether any workplace conditions contributed to this exposure and what can be done going forward to reduce the risk of a COVID-19 exposure. Please see the attached Notice of Disinfection and Safety Plan (Appendix I).

Please contact _____ name of supervisor _____ with any questions you may have and for more information on available leave and benefits.

Sincerely,

Principal
St. _____ School

Cc: Human Resources Department
Insurance & Benefits Department



Appendix H: Workplace Notice

To: All Employees at St. _____ School

From: Name of Site Administrator

Date:

Re: St. _____ School Notice of a Potential Exposure to COVID-19: California Labor Code 6409.6



On date, St. School received a notice that employee(s) were potentially exposed to COVID-19 at this site name and address of school site.

You were on St. School premises listed above at the same time as an individual who has [choose applicable bullet and delete others]

- A laboratory confirmed case of COVID-19,
- A positive COVID-19 diagnosis from a licensed health care provider
- Is subject to a COVID-19 related isolation order provided by a public health official, or
- Who has died due to COVID-19 within the infectious period of time.

Based on the information available to St. School, you have not been identified as someone with whom the individual has “close contact with, which is defined as spending 15 minutes or more within 6 feet of an individual with COVID-19 at the time that he or she tested positive for COVID-19.

Under our policies and procedures, you do not have to quarantine because you were not a close contact of the person. However, if you wish, you may take worktime to get a COVID-19 test. If you choose to get a test, you are required to report the results of your COVID-19 test to Name of Site Administrator. All medical information will be kept confidential.

COVID-19 related benefits the Diocese of Oakland offers that you may be eligible for include:

- Accrued paid sick leave
- Workers’ Compensation
- Leave under the Family Medical Leave Act and/or California Family Rights Act
- State Disability Leave

The health and safety of employees, parishioners, and community is of utmost importance to us. Please see the attached Notice of Disinfection and Safety Plan (Appendix I).

Please contact Name of Site Administrator with any questions you may have and for more information on available leave and benefits.

Cc Human Resources Department
Insurance & Benefits Department



Appendix I: Notice of Disinfection and Safety Plan

- Alameda County Department of Public Health
 - School Reopening Plan – Cleaning and Disinfection (pg. 25)
 - https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

- Contra Costa County Department of Public Health
 - Cleaning and Disinfecting after a confirmed COVID-19 case
 - https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e_919a35f4c2674ba590c95cf434c17316.pdf