



***Our Safe Return to Campus: A Guide for
Students, Parents, Faculty and Staff***

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Due to the evolving nature of the COVID-19 pandemic, this document and our procedures are subject to change. Parents, students and staff will be notified of changes to this document as quickly as possible.

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Introduction

This document offers the St. Patrick-St. Vincent Catholic High School community a transparent, thorough overview of how we will reduce the risk of exposure to COVID-19 as we endure this pandemic together.

If there is a need to amend this document, all stakeholders will be made aware of any changes as soon as possible.

This document will be placed on our website [here](#).

All students and parents are expected to read this document, as it is an addendum to the St. Patrick-St. Vincent Catholic High School *Parent-Student Handbook*.

Faculty and staff are expected to read this entire document before returning to work for the 2020-21 academic year, as it is an addendum to the 2020-2021 St. Patrick-St. Vincent High School *Faculty and Staff Handbook*.

All students, parents, faculty, staff, coaches and campus visitors must comply with these policies.

Sources of Information

St. Patrick-St. Vincent Catholic High School's administration has developed this document upon reviewing information from the following sources:

- Diocese of Sacramento
- Centers for Disease Control
- California Department of Public Health
- California Department of Education
- Solano Public Health
- Solano County Office of Education
- Johns Hopkins University and Medicine Coronavirus Resource Center
- Western Regional Climate Center
- National Federation of State High School Associations

Our administration will continue to review information from these sources (and others when appropriate) through the pandemic to determine if policies should be strengthened or relaxed.

Furthermore, we will review this document's links regularly to ensure accuracy.

COVID-19 BASICS

At-Home Illness Checks

- Parents are expected to screen their children for [COVID-19 symptoms](#), including a temperature of 100.4 degrees Fahrenheit or higher.
- Staff are expected to screen themselves for the same symptoms and temperatures.
- Students and staff are not allowed to attend school if they have even one COVID-19 symptom.
- Reasonable exceptions allowed: (For example, an asthmatic student's shortness of breath improved by inhaler, or a diabetic's fatigue relieved by medication.)
- If you believe your child qualifies for an exception, please email Patrick Vogelpohl, dean of students, for more information (p.vogelpohl@spsv.org). *Do not bring your child to school until he or she has received an administrative clearance to attend classes.*

School Communication and Response to an SPSV COVID-19 Diagnosis

- Once the SPSV administration confirms that a student or staff member has been diagnosed with COVID-19, it will consult with Solano Public Health and the Diocese of Sacramento to deliver appropriate communication regarding the diagnosis to our school community.
- Administration will work with Solano Public Health to determine if a school shut down is necessary, and for how long. Solano Public Health may also determine that only specific parts of campus should be shut down for cleaning and disinfection. SPSV will also work with Solano Public Health and the Diocese of Sacramento to deliver such information to our school community.
- If deemed necessary by Solano Public Health, the administration will assist the agency in identifying SPSV community members that may have been exposed to COVID-19.
- Buildings and Grounds staff will properly disinfect impacted spaces.
- While all community members will understandably want to receive information as quickly as possible, the administration must also ensure that the information it offers is accurate *and* protects student and staff confidentiality. Please be as patient while school leadership works to provide you the best information and direction.
- For the sake of SPSV community members that might have COVID-19, please avoid related hearsay. If you have first-hand information about any SPSV student or staff member who has, or has been exposed to COVID-19, please contact Dean Patrick Vogelpohl at p.vogelpohl@spsv.org.

Medical Note Necessary

Any student or staff member that contracts COVID-19 cannot return to campus until his or her doctor provides medical clearance in a written note on their practice's letterhead.

Confirmed Exposures

The Centers for Disease Control defines someone as having a confirmed exposure to COVID-19 as the following:

- Anyone who has had close contact (< 6 feet) for ≥15 minutes with a person with COVID-19.
- Contact was between two days before the latter's onset of COVID-19 symptoms to the time the latter meets criteria for ending home isolation.
- Exposure to people with confirmed COVID-19 who have not had any symptoms, as well.
- Community members with confirmed exposures are expected to self-isolate at home for 14 days from the last date of potential exposure.

When Symptoms Emerge During the School Day

- Students and staff exhibiting [COVID-19 symptoms](#) will be checked for temperature, isolated and sent home, with reasonable exceptions.
- Students that begin to present symptoms during the school day will be isolated from the rest of the school community and supervised while waiting for their ride home or to a medical center.
- Staff that screen students and colleagues for COVID-19 symptoms will wear face shields, masks and gloves.

When Sick But Not Diagnosed with COVID-19

As with any school year, students and staff will become ill in 2020-21 for reasons other than COVID-19. For instance, local schools tend to have at least one wave of strep throat, head colds, and flu throughout the academic year.

Students and staff that become ill due to reasons other than COVID-19 must return to campus 10 days after symptoms began, once their symptoms have improved, and three days without a fever independent of fever reducing medications.

Reasonable exceptions can be allowed for some students and staff to return earlier. If you believe your child qualifies for an exception, please email Patrick Vogelpohl, dean of students, for more information (p.vogelpohl@spsv.org). *Do not bring your child to school until he or she has received an administrative clearance to attend classes.*

Community Members at Greater Risk of Catching COVID-19

The parents of any student with an [elevated health risk](#) for catching COVID-19 should inform Mr. Vogelpohl, dean of students, at p.vogelpohl@spsv.org immediately. Staff with an [elevated health risk](#) for catching COVID-19 must inform Mrs. Terri Ross, director of human resources, at t.ross@spsv.org immediately.

SCHOOL-WIDE RISK REDUCTION

Cloth Face Coverings Are Mandatory

Anyone who is on campus must wear a cloth face covering at all times, except to eat or drink. There are two exceptions to this rule:

- Faculty will be allowed to wear protective face shields while engaged in instruction.
- Music students may be allowed, or required, to wear face shields while in music classes.

CDC guidelines for appropriate cloth face coverings can be found [here](#).

How to Wash Cloth Face Coverings

SPSV advises parents, students and staff to follow these CDC [guidelines](#).

Social Distancing

- Students, faculty, staff, contractors and visitors will maintain a six-foot distance from each other while on campus—even while walking to class, and even when eating and drinking.
- Classroom seating will be adjusted to keep a six-foot radius between students.
- Teachers must keep at least six feet away from students at all times.
- Some practical, safe adjustments such as the use of plexiglass barriers, might be needed for some lab, music and arts classes.
- Social distancing will even be mandatory in the school's main office, all other offices, as students enter and exit classrooms, and in the dining hall.

Hand Washing Stations and Hand Sanitizer

All students and staff are expected to wash or sanitize their hands throughout the day. In addition to the sinks in our restrooms, SPSV will place handwashing stations across campus. Hand sanitizer will also be found throughout campus.

Sanitation

- Students will disinfect workspaces after each class (desks, tables, chairs, keyboards, etc.).
- Disinfectant spray and paper towels will be provided by school.
- Hand sanitizer will be available throughout campus.
- Restrooms: no more than one student per stall in restrooms at all times. Students must wait outside the restroom until a stall is available.

Disinfection

SPSV's maintenance staff will disinfect these fixtures at the following intervals:

- Handrails (twice daily)
- Hydration station (each class period)
- Handwashing stations (each class period)
- Sink handles (each class period)
- Restroom surfaces (each class period)

Teachers will disinfect their classroom door handles throughout the day.

Food Service

- All students and staff entering a dining area will need to wash or sanitize their hands.
- Cafeteria staff and delivery drivers will wear masks, gloves and socially distance.
- Food, condiments and utensils will be prepackaged.
- Drinks will be distributed by kitchen staff.
- Dining hall seating will be limited and socially distanced.

Transportation

Students using school buses or vans will be expected to maintain six feet of social distance at all times as they enter and exit the bus. Students will also be expected to wear their cloth face coverings and maintain six feet of social distance on SPSV vehicles. SPSV vehicles will be equipped with hand sanitizer and an emergency supply of cloth face masks. All school transportation will be regularly sanitized and disinfected.

Lockers

SPSV will not issue personal lockers or P.E. lockers until further notice.

Deliveries for Students

To reduce the potential COVID-19 exposure of our front-office staff, SPSV will only allow medication and medical devices (inhalers, crutches, etc.) to be delivered for students during the school day.

SPSV will not accept food deliveries from PostMates, UberEats, similar delivery services, restaurants, friends or family members.

SPSV can ensure that a student in need receives a snack and/or lunch. The cost of these meals will be billed to the family.

Also, parents, family members and friends are not allowed to deliver students any class materials, sports equipment or other school-related materials.

Shared Materials

Students are not allowed share any physical objects with each other, including but not limited to the following:

- Food or drinks
- Pens
- Pencils
- Paper
- Phones
- iPads
- Notebooks
- Headphones or earbuds
- Clothes
- Sports equipment
- Cosmetics

BELL SCHEDULES


2020-2021 COVID-19 Schedule Options

SPSV, in conjunction with the Diocese of Sacramento, has developed a number of different schedules to navigate the COVID-19 pandemic. We will begin the 2020-2021 school year by distance learning on the following schedule.

Green Day Monday Wednesday			Gold Day Tuesday Thursday			ACM Day (All Classes Meet) Friday		
8:30-9:50	80 Minutes Period 1	8:30-9:50	8:30-9:05	80 Minutes Period 4	8:30-9:05	35 Minutes Period 1		
	Break (20 min)			Break (20 min)		Passing (5 min)		
10:10-11:30	80 Minutes Period 2	10:10-11:30	9:10-9:45	80 Minutes Period 5	9:10-9:45	35 Minutes Period 2		
	Lunch (30 min)			Break (20 min)		Passing (5 min)		
12:00-1:20	80 Minutes Period 3	12:00-1:20	9:50-10:25	80 Minutes Period 6	9:50-10:25	35 Minutes Period 3		
	Break (5 min)			Lunch (30 min)		Passing (5 min)		
1:25-1:45	Class Level Mtg (Mon) Advisory (Wed)		10:30-11:05	80 Minutes Period 7	10:30-11:05	35 Minutes Period 4		
	Break (10 min)			Break (20 min)		Lunch (30 min)		
1:55-2:25	Innovation A		11:35-12:10		11:35-12:10	35 Minutes Period 5		
	Break (5 min)					Passing (5 min)		
2:30-3:00	Innovation B		12:15-12:50		12:15-12:50	35 Minutes Period 6		
			12:55-1:30		12:55-1:30	Passing (5 min)		
						35 Minutes Period 7		

* On ACM Days, attendance and prayer are mandatory.
Independent assignments may be given, and teachers will be available for office hours and additional help.

If necessary, SPSV can also operate on the following schedules:

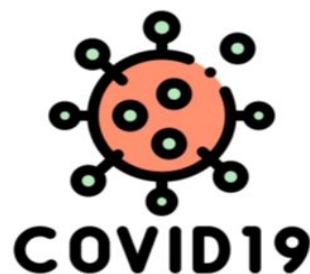
		Green Day	Gold Day
 <h2>Block Schedule Modified for Shorter Day</h2> <p>Green Days</p> <ul style="list-style-type: none"> All non-teaching activities move to distance learning. School ends by 1pm. 	7:45 - 8:30	Faculty Collaboration	Office Hours
	8:30 - 9:50	80 Minutes Period 1 / 3	80 Minutes Period 4 / 7
		Break - 15 Min	Break - 15 Min
	10:10 - 11:30	80 Minutes Period 2	80 Minutes Period 5
		Passing Period - 10 Min	Passing Period - 10 Min
	11:40 - 1:00	80 Minutes Period 3 / 1	80 Minutes Period 6
		Students Leave	LUNCH
	1:40 - 3:00	Conducted Via Zoom from Home Advisory / ASM - 15 Min Innovation A - 30 Min Passing Period - 5 Min Innovation B - 30 Min Innovation Period	80 Minutes Period 7 / 4

Green Day	Gold Day
<ul style="list-style-type: none"> Limits student contact to only 3 classes. Additional support, all-school assemblies and innovation moved online. Limits lunch to every other day. 	<ul style="list-style-type: none"> Limits student contact to only 4 classes. One break, one lunch.

Distance Learning Schedules

Distance Learning without Labs

- All classes taught via distance learning using Standard Bell Schedule.
- All instruction via Zoom.
- Campus closed.



Distance Learning with Labs

- All classes taught via distance learning using Standard Bell Schedule
- Courses that have labs or other components that cannot be conducted online can schedule a weekly on-site lab session.
- Students who can not attend labs on campus will be able to participate remotely.



COVID-19 Extreme Weather Schedule

SPSV will implement the following Extreme Weather Schedule in the event of excessive heat while students must also wear face coverings due to COVID-19. On any day expected to reach 95 degrees Fahrenheit, on-campus classes will end at 1 p.m. To ensure that students have transportation home, SPSV will inform families on Sunday nights which days of the school week will follow this schedule.

COVID-19 Extreme Weather Schedule		Green Day	Gold Day
		Faculty Collaboration	Office Hours
	7:45 - 8:30	80 Minutes Period	80 Minutes Period
	8:30 - 9:50	1 / 3	4 / 7
		Break - 15 Min	Break - 15 Min
		80 Minutes Period	80 Minutes Period
	10:10 - 11:30	2	5
		Passing Period - 10 Min	Passing Period - 10 Min
		80 Minutes Period	80 Minutes Period
	11:40 - 1:00	3 / 1	6
		Students Leave	Students Leave
		Conducted Via Zoom from Home	Conducted Via Zoom from Home
	2:00 - 3:20	Advisory / ASM - 15 Min Innovation A - 30 Min Passing Period - 5 Min Innovation B - 30 Min Innovation Period	80 Minutes Period 7 / 4

- On days designated as Extreme Weather due to heat, students will leave campus at 1pm and final activities of the day will occur via Zoom.
- Zoom activities begin at 2pm with the school day ending at 3:20
- All students off campus by 1:15.
- Will eliminate this schedule once students and staff are no longer required to wear face coverings.

Standard Bell Schedule

As soon as it is safe and sensible to return to classrooms with a more traditional daily routine, and with a reduced risk of exposure to COVID-19, SPSV will begin operating according to this schedule:

	Green Day	Gold Day
7:45 - 8:30	Faculty Collaboration	Office Hours
8:30 - 9:50	80 Minutes Period 1 / 3	80 Minutes Period 4 / 7
	Break - 15 Min	Break - 15 Min
	Advisory / ASM - 15 Min	80 Minutes Period 5
	Innovation A - 30 Min	
	Passing Period - 5 Min	
	Innovation B - 30 Min	
10:10 - 11:30	Passing Period - 10 Min	Passing Period - 10 Min
11:40 - 1:00	80 Minutes Period 2	80 Minutes Period 6
	LUNCH	LUNCH
1:40 - 3:00	80 Minutes Period 3 / 1	80 Minutes Period 7 / 4

Standard 2020-2021 Bell Schedule

- The first and last periods of the day flip:
 - Green Day -- Periods 1, 2, 3
 - Green Flip -- Periods 3, 2, 1
 - Gold Day -- Periods 4, 5, 6, 7
 - Gold Flip-- Periods 7, 5, 6, 4
- Classes start daily at 8:30am and school ends at 3:00pm

St. Patrick-St. Vincent Catholic High School reserves the right to adjust these schedules throughout the year as needed.

EXPECTED STUDENT BEHAVIOR DURING DISTANCE LEARNING

Students are expected to follow these guidelines to ensure productive, respectful class meetings through virtual, distance learning platforms, including but not limited to Zoom.

1. **Show up on time.** Teachers will take attendance. Every class will at minimum meet for prayer and attendance during the designated class period time. Students are expected to log into the platform at the mandatory time. They should be prepared with any needed materials and ready to learn.
2. **Mute your microphone immediately.** As soon as you log into the platform, mute your microphone. This will reduce background noise. Release the mute button when it is your turn to speak in the virtual class. Or, your teacher will take you off mute.
3. **All students are visible in a video conference.** All participants should wear appropriate clothing. All participants must be prepared to participate in a professional manner including appropriate dress and work space. While SPSV recognizes that a variety of home workspaces exist, participation in virtual classrooms must replicate a professional setting.
4. **Appropriate backgrounds.** Students should maintain an appropriate background that does not disrupt learning. Teachers may request students to change a background. Do not set a picture of yourself as a background. Do not place a looped video of yourself as a background. SPSV will also send students appropriate backgrounds before classes begin.
5. **Focus and engage.** You are responsible for the material presented in class. Please stay off of your cell phones. Keep your video conference platform open and do not navigate to other tabs or web pages unless directed by your teacher. Make sure that the teacher is your main screen. If needed, you can ask the teacher to be the main focal point on your screen to ensure that you do not get distracted by your peers.
6. **If you have questions.** Do not interrupt others when they speak. Type "question" in the chat feature. Some teachers might alternatively prefer that you type a question directly into the chat feature. If your teacher has disabled your chat feature, please use your "raise hand" feature. Follow your teacher's directions about how to ensure that your voice is heard.
7. **Respect.** Seeing yourself on a screen can bring up our own perceived vulnerabilities. Do not screenshot or photograph your teacher or fellow students. Do not make any audio or video recordings of your class sessions. Do not distribute any related screenshots, photographs or recordings. Teachers will inform the dean of students of any inappropriate behavior that violates any school policy. Disciplinary sanctions will be enforced if necessary. Please see Chapter 7 of the *Parent-Student Handbook* for our

school's specific disciplinary policies, Please see Chapter 4 for our policy on acceptable use of technology.

8. **Support one another.** Students should not interfere with their teacher's instruction and/or their classmates' learning. Please do all you can to support this process. Remember that each student and the teacher are responsible for effective learning, just as you would be if we were together on campus.
9. **Technology problems.** Students who are having internet or technical issues should communicate immediately with both the teacher and Mr. McCabe, director of technology (j.mccabe@spsv.org). If you are having trouble during a live Zoom meeting, it is appropriate to text a classmate about the matter. The classmate can then communicate with the teacher on your behalf.