



St. Robert School Infection Mitigation Plan
COVID-19 Prevention Program (CPP) for Archdiocese of San Francisco
(Updated 01/22/21)

This Operations 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, the school has posted a COVID-19 Safety Plan (CSP) on the homepage of the school's website. The CSP includes the school's Cal/OSHA COVID-19 Prevention Program (CPP) 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 Operations Plan.

A Message from Dr. Sullivan

After careful and devoted research that involved (and continues to involve) public and private school leaders, medical professionals, and government officials experienced in health and safety matters, we have created a health and safety plan for the reopening of St. Robert School. Our plan provides the safest way possible to open St. Robert School. Our plan covers all our strategies, and it is based on the most recent research and expertise from San Mateo County's Health Department, the Centers for Disease Control and Prevention, University of California San Francisco and the American Academy of Pediatrics. This document is a living document that will adapt based on the medical and educational experts and the most recent scientific information on COVID-19. It should be used as a reference source for parents, teachers and the community as a whole.

The motivation behind moving from distance learning to in-person education is the evidence that in-person education provides the strongest impact on the social, emotional, physical, and intellectual development of young students and that there is growing evidence that distance learning is having a negative impact on students, families and our community as a whole. Distance learning impacts the equity that St. Robert School has always strived to provide for all of its students. Students who need specific support or more personalized attention seem to disappear at a distance. Equity all but disappears in distance learning. Yet, it seems no one is willing to hear the cries of the students and their parents. St. Robert School is following a pragmatic clear plan designed to protect the health and safety of our students, faculty, and family members.

Once again our plan is an ever changing plan and therefore we trust you, our community, to give us your thoughts on how we can serve in the best interest of our students. We will remain St. Robert Strong because Christ and you make the foundation of our school. Respectful Christians, Effective Communicators, Accountable Citizens and Lifelong Learners make up this community of servers and givers.

May God bless you and your families.

Sincerely,

Patrick T. Sullivan, Principal

PRINCIPAL'S MESSAGE	2
WHY A PLAN IS IMPORTANT (Introduction)	6
IN-PERSON ON CAMPUS LEARNING	6
Risk Mitigation	6
Flexible Planning	6
Community Partnership	7
Planning	7
Focus on Equity	7
CONTACT INFORMATION	8
STATE OF CALIFORNIA AND SAN MATEO COUNTY GUIDELINES	8
STATE OF CALIFORNIA COVID-19 AND REOPENING IN-PERSON FRAMEWORK FOR K-12 SCHOOLS	9
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH COVID-19 INDUSTRY GUIDANCE FOR SCHOOLS	13
SAN MATEO COUNTY FRAMEWORK FOR REOPENING SCHOOLS: THE FOUR PILLARS	13
IMPLEMENTING AND EXPANDING THE FOUR PILLARS AT St. Robert SCHOOL	13
HEALTH AND HYGIENE	13
Student Health and Safety Protocols	14
Hand Washing	14
Parent Volunteers/Visitors	14
Uniform and Face Covering Policy	14
Screening and Temperature Checks	15
Medical Responses for Illnesses	15
Testing and COVID-19 Response	15
Hygiene As Part of the Curriculum	16
School and Classroom Cleaning	17
Classroom and Restroom Cleaning	17
Healthy Air Circulation	17
Personal Protective Equipment (PPE)	17
Closed Campus	17
Outdoor Classrooms	17
K through 6 Designated Outside Areas	18

Student Tools	18
Student Lunches	18
No Lost and Found	18
Prioritizing Physical and Mental Health	18
FACE COVERINGS	19
PHYSICAL DISTANCING	19
Six Feet Apart, 100%	19
Classroom Distancing	19
LIMITING GATHERINGS	19
Staggered Arrival and Departure	19
No Shared Areas and No Mixing	21
In-Person Events and Gatherings Prohibited	21
Extended Care Programs	21
Faculty Training	22
COHORT	22
Stable Cohort	22
EDUCATIONAL MODELS	23
A: Campus OPEN for ALL	23
B: Campus Open for a Limited Number of Students	23
C: Hybrid Model for ALL	23
D: Campus CLOSED for ALL (100% Distance Learning)	23
E: Homework	23
HEALTH AND WELFARE POLICY	24
ILLNESS POLICY	24
COVID-19 RESPONSE PLAN	25
COVID-19 RESPONSE CHART	28
ILLNESSES AND EXPOSURE NOTICES	31
CDC GUIDANCE FOR COVID-19 ISOLATION	32
Addendum (October 10, 2020)	35
COVID-19 Prevention Program (CPP) for Archdiocese of San Francisco	50

INTRODUCTION

St. Robert School's greatest goal is to protect the health, safety, and overall well-being of our students, our faculty, and the St. Robert Community. Our planning process is guided by science, research, the dynamic state of the pandemic, collaboration with educational and medical professionals from across the Bay Area, and ongoing partnership with our dedicated team of teachers and staff. We will carefully monitor the situation and follow all guidelines and restrictions provided by the State of California, San Mateo County Health, and San Mateo County Office of Education, as well as from health officials within our state.

Educational and medical experts believe that the learning and overall growth and development of children is best served by in-person education, however, the dangers of COVID-19 are clear. Therefore, St. Robert School will only offer in-person when San Mateo County and the State of California believes that our school can safely have in-person education. That is our goal for the 2020-21 school year. This document clearly creates a map for safe in-person education; however, throughout the year the school will offer distance learning to all students. Furthermore, the school will continue to operate with the belief that it may have to go back to distance learning throughout the year to Shelter in Place orders in response to a rise of COVID-19 within the County of San Mateo.

St. Robert School will continue to offer distance learning when the physical campus is open for in-person learning. Our school will make available distance learning for at-risk students who are unable to attend in-person classes due to medical restrictions, as well as for families who are not comfortable sending their children to campus.

IN-PERSON ON CAMPUS LEARNING

Risk Mitigation

Our plan for reopening was developed to protect the health and safety of our community while promoting the overall social, mental, and physical growth. However, there are always risks, and we are constantly working to reduce them.

Flexible Planning

COVID-19 is a novel virus and because of that, our plans based on science, are constantly developing and changing as you have already seen. Science and the impact of this novel virus will determine our strategies and our planning.

Community Partnership

St. Robert School has created the plans and policies for safely opening and operating on-campus learning as well as for distance learning. Our plan is to prevent the spread of COVID-19 on campus. The success of the plan relies on the community's decision to fully participate through partnership and cooperation. In order to safely reopen our school, each individual must follow not only our guidelines in this plan, but also the San Mateo County and State of California guidelines.

We ask these things of you:

- Adopt healthy and hygienic habits and good respiratory etiquette.
- Closely monitor your family's health and stay home when you are experiencing possible symptoms of illness.
- Seek medical advice immediately if you think you may be ill or may have come in contact with someone who is ill.
- Wear a face covering outside of your home.
- Practice physical and social distancing (6 feet at least).

Planning

St. Robert School's Plan's Team has built an infrastructure of best practices for our students, teachers and parents. Once again, the full cooperation of our community is essential for the plan to successfully minimize the risks of getting sick. The St. Robert Community has always been able to adapt and band together in order to be successful. This plan relies on our community.

Focus on Equity

St. Robert School throughout its planning stages, has kept equity at the forefront of its plan. The school plans to support the social, mental, and physical needs of first responders, working parents, and those who cannot attend to their children during the day. All planning and procedures have been developed with equity in mind. Students who need extra support have been at the forefront of our plan so that we can support their mental and physical health as well as their academic achievement. We will always serve those who have the greatest needs first, just like Christ.

Students who have the greatest need at St. Robert School are the following:

- Our youngest learners.
- Learners who require accommodations.
- Learners who are at greatest academic risk.
- Learners who are at the greatest mental health risk.
- Families with the greatest need for support.

CONTACT INFORMATION

Questions regarding contact tracing, student learning paths and outcomes, implementation of educational models, curriculum/pedagogy, and guidance of the teaching staff may be referred to Dr. Sullivan, the Principal, psullivan@srbears.org or Mrs. BriJit Lopez, the Vice Principal and Director of Staff and Curriculum, blopez@srbears.org

Questions regarding school safety including the St. Robert School Pandemic Response Plan (Contact tracing). Please contact Dr. Sullivan, Mrs. Lopez, or Mr. Lawrence Kong-Ellison. Lellison@srbears.org.

STATE OF CALIFORNIA GUIDELINES FOR REOPENING SCHOOL

On Friday, July 17, 2020, Governor Gavin Newsom outlined the State of California's COVID-19 and In-Person Learning Framework for K-12 Schools (included, for your reference). This framework outlined criteria for school openings and closures, based on the state of the pandemic within counties, districts, and individual schools. St. Robert School has adopted all policies and guidelines from the state framework.

The state framework mandates, among other guidelines and restrictions, that schools located in counties on the State of California COVID-19 county monitoring list may not open for in-person learning until the county has been removed from the watch list and remained off for 14 consecutive days. San Mateo County was officially added to the county monitoring list on August 2, 2020.

St. Robert School should be eligible to open for in-person learning when:

- a) San Mateo County is removed from and remains off of the county monitoring list for 14 consecutive days; or
- b) a School Waiver is granted by the Local Health Officer AND the California Department of Public Health.

San Mateo County officially published their county-specific School Waiver Process and Application on Thursday, August 20th, at which time the Archdiocese of San Francisco of Catholic Schools began the process of planning. St. Robert School sought feedback from all stakeholders before making the decision to apply for the School Waiver, including teachers, staff, and parents. Upon school reopening, St. Robert School will commence with in-person instruction (while also offering distance learning options for families) and closely follow the Response Plan laid out within this publication.

STATE OF CALIFORNIA COVID-19 AND REOPENING IN-PERSON FRAMEWORK FOR K-12 SCHOOLS



State of California—Health and Human Services Agency

California Department of Public Health

SONIA Y. ANGELL, MD, MPH

State Public Health Officer & Director

GAVIN NEWSOM

Governor

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

Overview

California schools have been closed for in-person instruction since mid-March 2020 due to the COVID-19 pandemic. School closures to in-person instruction were part of a broader set of recommendations intended to reduce transmission of SARS-CoV-2, the virus that causes COVID-19. CDPH developed the following framework to support school communities as they decide when and how to implement in-person instruction for the 2020-2021 school year. New evidence and data about COVID-19 transmission, including variations by age, and the effectiveness of disease control and mitigation strategies continues to emerge regularly. Recommendations regarding in-person school reopening and closure should be based on the available evidence as well state and local disease trends.

The CA [School Sector Specific Guidelines](#), and the Centers for Disease Control and Prevention [CDC](#) have published additional guidance on school re-entry.

In-Person Re-Opening Criteria

Schools and school districts may reopen for in-person instruction at any time if they are located in a local health jurisdiction (LHJ) that has not been on the county¹ monitoring list within the prior 14 days.

If the LHJ has been on the monitoring list within the last 14 days, the school must conduct distance learning only, until their LHJ has been off the monitoring list for at least 14 days.²

¹ School districts in LHJs that are cities are considered to be included as part of the county if the county is on the monitoring list. ² A waiver of this criteria may be granted by the local health officer for elementary schools to open for in-person instruction. A waiver may only be granted if one is requested by the superintendent (or equivalent for charter or private schools), in consultation with labor, parent and community organizations. Local health officers must review local community epidemiological data, consider other public health interventions, and consult with CDPH when considering a waiver request.

Guidance Once Re-Opened to In-Person Instruction

How should schools think about testing?

Once schools are reopened to at least some in-person instruction, it is recommended that surveillance testing be implemented based on the local disease trends. If epidemiological data indicates concern for increasing community transmission, schools should increase testing of staff to detect potential cases as lab testing capacity allows.

Who should be tested and how often?

School staff are essential workers, and staff includes teachers, para- professionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. School districts and schools shall test staff periodically, as testing capacity permits and as practicable. Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.

What if a school or school district reopens to in-person instruction, but the county is later placed on the county monitoring list?

Schools should begin testing staff, or increase frequency of staff testing but are not required to close.

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

1.	Scenario 1: A student or staff member either exhibits COVID-19 symptoms, answers “yes” to a health screening question, or has a temperature of 100.4°F or above	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see Scenario 3; if negative, see Table 2) • • School/classroom remain open 	No Action Needed
2.	Scenario 2: A family member of a student or staff member OR someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19	<ul style="list-style-type: none"> • Send home • Contacts should be quarantined for 14 days from the last exposure to the case • Testing can be considered but will not shorten 14-day quarantine. One cannot test out of quarantine. • School/classroom remain open 	No Action Needed
3.	Scenario 3: A student or staff member tests positive for COVID-19	<ul style="list-style-type: none"> • The school Principal or designee must immediately notify SMC CD Control • Case should be isolated and excluded from school for at least 10 days after symptom onset or date of positive test if case is asymptomatic • Quarantine and exclude the affected cohort/pod for 14 days after the last day the case was present at school while infectious. Specific questions should be directed to SMC CD Control. • Testing of contacts can be considered. Symptomatic contacts should be prioritized for testing (but a negative test will not shorten 14-day quarantine) • Thorough cleaning and disinfecting of classroom and primary spaces where case spent significant time • Other cohorts/pods continue in-person instruction. I.e., the entire school does not need to close. 	Notification to affected cohort/pod

Table 2. Steps to Take in Response to Negative Test Results

Scenario	Immediate Action	Communication
A symptomatic student or staff member tests negative for COVID-19 and was a household contact to a case	Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.	No action needed

A symptomatic student or staff member tests negative for COVID-19 and was a non-household close contact to a case	Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.	No action needed
A symptomatic student or staff member tests negative for COVID-19 without close contact to a known case	Student/staff may return to school 72 hours after resolution of symptoms	No action needed

Scenario	Immediate Action	Communication
An asymptomatic student or staff member tests negative for COVID-19 and was a household contact to a case	Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.	No action needed
An asymptomatic student or staff member tests negative for COVID-19 and was a non-household close contact to a case	Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine	No action needed
An asymptomatic student or staff member tests negative for COVID-19 without close contact to a known case	Can return to school/work immediately.	No action needed

Scenario	Immediate Action	Communication
A symptomatic student or staff member who is not a close contact to a known COVID-19 case tests negative for COVID-19 after Scenario 1	Student/staff may return to school 72 hours after resolution of symptoms	No action needed
A symptomatic or asymptomatic student or staff member who is a close contact to a known COVID-19 case tests negative after Scenario 2	Student/staff must remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household close contact OR (2) date that COVID-19	No action needed

	positive household member completes his/her isolation. One cannot test out of quarantine.	
A 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 Needed

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Guidance on School Closure

What are the criteria for closing a school?

Individual school 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 Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.

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.

If a school is closed for in-person learning, when may it reopen?

Schools may typically reopen after 14 days and the following have occurred:

- · Cleaning and disinfection
- · Public health investigation
- · Consultation with the local public health department

What are the criteria for closing a school district?

A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.

If a school district is closed, when may it reopen?

Districts may typically reopen after 14 days, in consultation with the local public health department.

State Resources for Case, Contact & Outbreak Investigations

California is committed to supporting local health departments with resources and other technical assistance regarding school case, contact, and outbreak investigations.

CDPH, MS 0500 • P.O. Box 997377 • Sacramento, CA 95899-7377
(www.cdph.ca.gov)

**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH COVID-19 INDUSTRY
GUIDANCE FOR SCHOOLS**

The California Department of Public Health released its COVID-19 Industry Guidance with the intention of providing a statewide interim plan for the safe return to school. San Mateo County has built upon these initial guidelines in the creation of its comprehensive reopening framework. <https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

School Reopening Criteria After Closure

Due to COVID-19 Cases Schools may reopen after a 14-day closure period, provided all the following have occurred:

- Thorough cleaning and disinfecting
- Consultation with SMC CD Control
- Public health investigation

SAN MATEO COUNTY FRAMEWORK FOR REOPENING SCHOOLS: THE FOUR PILLARS

The San Mateo County Office of Education (SMCOE) released the Pandemic Recovery Framework for Schools in June, 2020. The Framework based on science and best practices, was developed in direct consultation with San Mateo County's Health Officer, and reflects guidance for schools recently released by the California Department of Public Health and the California Department of Education. The Framework provides health, education, and legal guidance needed to develop their own local plans for a safe return to on-campus instruction and learning. It is based on four basic Pillars: Health and Hygiene, Face Coverings, Physical Distancing, and Limiting Gatherings. The complete framework, as well as support and resources, is available to the public through the San Mateo County Office of Education, for your reference. https://www.smcoe.org/assets/files/Alert_FIL/Pandemic_Recovery_Framework.pdf

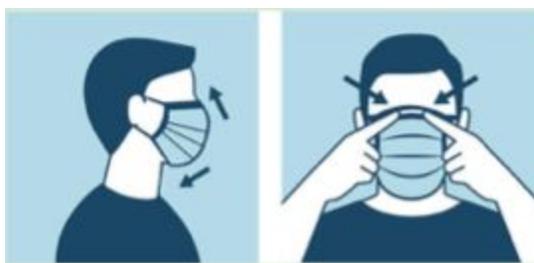
St. Robert School is committed to carefully complying with the Framework. The school will enforce the policies of San Mateo County and the State of California.

SAN MATEO COUNTY'S FOUR PILLARS

HEALTH AND HYGIENE

Health and Hygiene is St. Robert School's first actions against the transmission of illness. Our strategies for maintaining clean and healthy physical spaces, promoting cleanliness and healthy habits, and carefully monitoring student and staff health. Our procedures will include educating students, staff, and families about the importance of health and hygiene protocols and how to effectively and consistently implement them at school and through our community.

Safety and Hygiene



Masks/Face Coverings (Alternative education will be provided to any student not allowed on campus if they fail to wear face coverings)

As mandated by the San Mateo County Office of Education, the goal is for students to wear face coverings while on school property as follows:

Face Coverings:

Students in all grade levels K-12 are required to wear face coverings at all times, while at school, unless exempted.

All staff must use face coverings in accordance with CDPH guidelines

- CPDH recommends disposable 3-ply surgical masks, which are more effective than cloth face coverings
- For staff, bandanas, gaiters and similar face coverings are no longer acceptable.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, a face shield with a drape can be used as long as the wearer maintains physical distance from others

Student Health and Safety Protocols

- Visual Signage will remind students to maintain social distancing.
- One-way passages in hallways and common areas will be practiced.
- Students will be reminded to not share any textbooks, tools, food, water, etc.
- Students will have a scheduled session to clean their chairs, desks, spaces, and equipment.
- Outdoor spaces will be used for classes and activities.
- Bathroom breaks will be scheduled and staggered.
- Recess will be staggered.
- Lunch will be eaten in the classrooms.

Hand Washing

- Students will abide by a scheduled hand washing routine throughout the day.
- Sanitizer will be available for use in every classroom..

Parent Volunteers/Visitors

- At this time, there will not be any volunteers on campus.
- Any adult with pertinent business on the school site will have a temperature check upon entering the building.

Uniform and Face Covering Policy (Alternative education will be provided to any student not allowed on campus if they fail to wear face coverings)

- Students will be in Full uniform or modified dress as listed on the school website.
- Students will adhere to guidelines face covering policy as stated by grade level:
 - Face coverings must be appropriate for the school setting, graphics or colors must not distract faculty, staff or students. Please remember that any covering must fall within the Christian Code of Conduct Guidelines.

- Masks must be clean. It is best practice to thoroughly hand wash masks with soap and water.
- Any destruction or removal of PPE on any student, may result in administrative action, from counseling, impact on conduct grades, to expulsion.
- Purposely coughing, spitting, or breaking published and practiced Health and Hygiene Mandates will result in punitive action by the Administration.

Screening and Temperature Checks

Every household will be expected to complete a screening questionnaire prior to the first day of in-person learning. Households will also be required to carefully read the Illness Policy and to agree, in writing, to abide by it. Whenever in-person learning is provided at school, parents will be asked to take their child's temperature at home and to complete the COVID-19 screening daily. Administrative staff will conduct daily health screenings for each student who wants to enter onto campus. Every student will have his or her temperature taken by the administration before he or she enters the school's premises. All individuals entering the campus will be screened and temperatures taken before they enter St. Robert School's premises. Students and Faculty who do not meet all medical criteria for school attendance will not be permitted to attend in-person. Additional temperature and health screenings may be conducted for individual students or groups of students, as needed, and may happen at any time throughout the day. Students and Faculty who develop symptoms of illness during the school day will be isolated in the designated sick area and sent home; parents/guardians will be expected to pick their child up within one hour of notification by a school administrator.

- **St. Robert School will maintain a private isolation outside area for transitioning individuals from school to home.**

Medical Response for Illnesses

St. Robert School will continue to consult with the San Mateo County Health Department and the San Francisco Archdiocese of San Francisco in reducing the risk of illness transmission at school.

Students, families, and staff should also partner with medical experts in order to maintain health and treat illness. Students and staff who have been sent home or are absent from school due to symptoms of illness or confirmed illness will be required to consult with a medical professional for advice and/or treatment, while also fulfilling all criteria for in-person attendance before returning to school. A doctor's note clearing the individual for in-person attendance will be required (other documentation may be required, as well).

Testing

Testing plays an important role in identifying illness and stopping its spread. St. Robert School will offer free testing to its community every bi-monthly. Testing is strongly

requested for all students and family members prior to the start of in-person learning. Where and how to get tested: <https://www.smcgov.org/covid-19-testing>.

Students may be required to present proof of a negative COVID-19 test in order to participate in in-person learning if any of the following are true:

- Student presents with symptoms consistent with COVID-19
- Student has had known or suspected Contact with a case of COVID-19
- Student has had a confirmed or presumptive positive case of COVID-19, has been quarantined and under medical advice and/or care, has recovered and been without symptoms for the required duration, and meets all other criterion for return to school (full details may be found within St. Robert School's 2020-2021 Illness Policy and COVID-19 Health Response Plan, included in this publication, for reference)
- St. Robert School may require testing for reasons other than those listed above
- **St. Robert School will offer bi-monthly testing to the school community through a partnership with PMH laboratory.**

Note a negative test does not mean the individual does not have COVID-19. Therefore, even after a test the school may refuse in-person education to an individual, and require that individual to follow the directions of medical experts.

St. Robert School requires all faculty members to be tested regularly (**bi-monthly**) for COVID-19. Faculty must also be tested when experiencing COVID-like symptoms and/or upon having come into Contact with a Case. Those faculty members that refuse to be tested may not teach in-person and will be subject to the guidelines of the Archdiocese of San Francisco Catholic Schools. **St. Robert School has established a partnership with PMH Laboratory, Inc. to provide bi-monthly testing with results within 72 hours.**

Hygiene As Part of the Curriculum

Clean hands protect our community from illnesses. **help to keep our community.** **Hand sanitizer stations are available in all classroom spaces and at every entrance and exit of the school. Hand sanitizing stations are in front of every restroom for students to sanitize hands before entering the restrooms. Restrooms also have sinks with water for a thorough hand washing. Signage is posted in all areas of the school to remind Students and Faculty about the importance of frequent and proper handwashing.**

Hand-washing will be part of the school's curriculum. Teachers will teach about the important role that clean hands play in overall health. They will also build additional hand-washing/sanitizing breaks into their daily schedules, especially during transitions and before eating.

Education

Parents and students have already begun to learn about hand-washing and respiratory etiquette, Important education regarding COVID-19 and hand-washing has been sent home in school communications.

School and Classroom Cleaning

Classroom and Restroom Cleaning

St. Robert School has custodial staff, who conducts thorough cleaning of the school at the end of each school day. The school also has incorporated desk cleaning as part of its curriculum. Teachers and students will clean their desks twice a day. First in the morning, and then after lunch. Also all door handles and light switches will be cleaned with the appropriate disinfectants every evening. Cleaning, sanitizing, and disinfecting shall be conducted in accordance with the guidelines laid out by the SMC Schools Insurance Group Cleaning and Disinfection Procedures Manual, the CDPH, and the CDC.

Healthy Air Circulation

Doors and windows at both ends of each classroom will be kept open, whenever possible, to promote healthy air circulation and fresh air. All fans will be used for air circulation. Two sets of double-doors will be opened to a secure outside to create a large airflow throughout the school.

Personal Protective Equipment (PPE)

St. Robert School has purchased an ample supply of Personal Protective Equipment, and will replenish stock, as needed. This includes, but is not limited to, masks (500 adult, 2000 student, face shields 80 (to be worn in conjunction with a mask), gloves, goggles, and no-touch thermometers.

Closed Campus

Community and parent involvement play a vital role in the education of students. We are very sad, therefore, to announce that St. Robert School will only have essential workers on campus, until further notice. This means that no parents will be allowed on campus unless the school enters into phase three of San Mateo County's guidelines.

Outdoor Classrooms

Doctors and scientists now agree that, outside of the home, the healthiest place to be is outdoors. COVID-19 transmission is thought to be significantly lower outdoors, especially when partnered with physical distancing and face coverings. Therefore, at times, teachers will strive to conduct classes outdoors. A majority of science labs will be conducted outside.

K through 8th Grade Designated Outside Areas:

Kindergarten through 8th Grade have a designated outdoor learning and play area to be used at intervals of no fewer than three consecutive weeks. Outdoor areas will be provided with adequate seating spaced at intervals of no less than 6 feet apart. Students will eat lunch outside, when possible.

Student Tools

Each student will have a personal tool-kit that will be clearly labeled and used only by the designated student. Any tools, manipulatives, equipment, toys, or materials that must be shared will be sanitized after each use.

In addition to eliminating sharing of supplies at school, most personal belongings will be prohibited from traveling back and forth to school. Each student will be allowed one lunchbox and one reusable water bottle per day, which should be disinfected at home at the end of each day. Lunch boxes and water bottles must be clearly labeled with the student's full name and grade.

Student Lunches

St. Robert School has been pleased to partner with Choice Lunch to provide a daily school food delivery program for interested families. In order to help maintain a controlled environment, and because of our strict policy against visitors, we have made the decision to eliminate school food delivery, until further notice. After phase one, the school will request to begin Choice Lunch which delivers sterilized individual containers of food for individual students. All students must, therefore, bring lunch each day, in addition to daily snacks. Please remember to label all lunch items carefully. Because of the need to remove face coverings while eating and drinking, students will eat outdoors in their designated play or learning space, whenever possible.

No Lost and Found

Until further notice, there will be no Lost and Found at St. Robert School. Any items which cannot be easily assigned to a child will be discarded. For this reason, it is incredibly important that all student apparel, lunch boxes, food containers, and water bottles are very clearly labeled.

Prioritizing Physical and Mental Health

Due to the impact of COVID-19 on student mental health, the school has created an opportunity for parents and students to meet with the school counselor Mrs. Elaine Kahalaf through Zoom. Her email address is elainekhalaf@gmail.com.

FACE COVERINGS

St. Robert School will require both students and staff to wear cloth face coverings on campus, in all areas, at all times. Individuals will be allowed to remove masks only for tasks such as eating, drinking and occasionally during Physical Education (at which time physical distancing will be increased). A face shield shall not be a substitute for a cloth face covering, though one may be worn in conjunction. Face covering requirements shall be strictly enforced by all school staff, and there will be no exceptions. Students who are unable to wear a face covering due to medical reasons will be accommodated through distance learning.

Students should have enough available face coverings to allow for a clean face covering to be worn each day. Face coverings should be clearly labeled with the student's full name and grade printed on the INSIDE. St. Robert School will have extra face coverings on hand, in the event that a child's face covering is soiled or lost.

PHYSICAL DISTANCING

Six Feet Apart, 100%

Physical Distancing will be practiced at all times, both indoors and outdoors. Classroom spaces are reconfigured to allow for fewer children in each classroom, spaced farther apart. Curriculum has been redesigned to eliminate close personal contact. Play will be reimagined in order to maintain space between students. Significant time and care will be dedicated to training students in the new norms, and signage and visual reminders are placed throughout campus as guides and reminders regarding social distancing practices.

Classroom Distancing Six Feet Apart (See St. Robert Classroom Layout)

St. Robert School's physical campus has been completely reimagined for the start of in-person learning, including classroom spaces. Classroom floor plans have been redesigned to accommodate physical distancing. New furniture, as well as protective barriers have been purchased to facilitate this process. Fewer numbers of students will gather in each classroom space (based on classroom size, max 17). Larger class cohorts will be assigned to two full classroom spaces for the school year.

LIMITING GATHERINGS (Signage at every entrance exit, classrooms and hallways; See St. Robert Arrival Process 2020 Map at the end of this document)

Staggered Arrival and Departure

Morning Arrival and Drop-Off Procedure (Signage everywhere)

- 7:40-7:55 A.M. Grades 3-6th will enter through the Lower Parking Lot
 - Cars will proceed in a car line for safe drop off
 - Students will line up on designated lines for active temperature checks
 - NO STUDENT SHOULD APPROACH THE GATE DIRECTLY, BUT WILL LINE UP NEAR THE STEPS FOR TEMPERATURE CHECK.

- 7:55–8:10 A.M.
 - Kindergarten through 2nd grade are allowed to enter the building through their designated points of entry. Parents may park in the lower lot and walk their child to their designated entrance. Please note signage to indicate social distance practices.
 - Grades Kindergarten at the Steel Gate Walkway Entrance on North Driveway
 - 1st will line up outside of Hennessy Hall, and enter through Hennessy Hall
 - 2nd - Line Up Through North Side Entrance (Religious Ed Door)
- Bell rings promptly at 7:55 A.M.
 - 3rd, 4th and 5th grades will enter through the Girl's Bathroom entrance.
 - 6th grade will enter through the Boy's Bathroom entrance.
- Extended Care 7:00 A.M. to 7:40 A.M.
 - Parents will walk their children to **Hennessy Hall**, wait on a socially distanced "dot" and await a temperature check for their child.
 - Parents will sign their child in the registry outside of Hennessy Hall.
 - If there is a temperature at or above 100., the child will not be allowed to enter the school building and must go home.

Arrivals and Dismissals

Kindergarten

- Arrival 7:55 A.M. to 8:10 A.M.
- Dismissal 12:30 through September 3, 2020. Dismissal will be from Kindergarten gate.
- Beginning Tuesday, September 8, dismissal will be at 2:30. Dismissal will be from Kindergarten gate.

First Grade

- Arrival 7:55 A.M. to 8:10 A.M.
- Dismissal at 2:40 from lower lot.

Second Grade

- Arrival 7:55 A.M. to 8:10 A.M.
- Dismissal at 2:50 P.M., lower lot

Kindergarten, First, and Second Grades Stable Cohorts

Kindergarten, First and Second Grade will receive daily in-person instruction at a distance (six feet) on St. Robert School campus. Kindergarten and Second will be divided into two separate cohorts with two separate instructors who will teach both cohorts on two different classroom sites. Contact tracing would represent the whole kindergarten. First grade will receive daily in-person instruction at a

distance (six feet) in a large hall with pass through ventilation from windows and doors. Two instructors will facilitate instruction. Contact tracing would represent all of first grade.

Alternating Days to maintain distancing guidelines (grades third through sixth grade)

To maintain distancing guidelines, Grades 3–8 will consist of cohorts identified as either red or blue cohorts with corresponding on-site instructional days. There are scheduled **Red** or **Blue*** **on-site** days as noted below. **Purple** days are designated for most Mondays to help students who would benefit from increased small or individual needs.

- Monday - **Purple Days** - as determined by classroom teachers - 1:45 P.M.
- Tuesday and Thursday - **RED Days**
- Wednesday and Friday - **Blue Days**

Note:

Blue Days will regularly be on Wednesdays and Fridays, 8–3:00 P.M. with 6 EXCEPTIONS:

- When a Friday is a special schedule day, 12:30 dismissal, **BLUE** is moved to a Monday to ensure equitability for all. This will be noted on the school calendar.

No Shared Areas and No Mixing

Students shall not mix across grade levels, and common areas shall be eliminated. Each class cohort will instead have dedicated indoor, outdoor, and play space. Transition times will be staggered to eliminate the need for cohorts to pass one another in the hallway space or congregate outside bathrooms. Designated routes will be established and marked in order to guide cohorts to and from indoor and outdoor areas without mixing with any other cohort.

In-Person Events and Gatherings Prohibited

Until further notice, no in-person events or gatherings are permitted. Events such as Back to School Night, Parent/Teacher Conferences, and special events will be conducted virtually.

Extended Care Programs and Workshops On Hold

St. Robert School will not offer any Extended Care Programs or Workshops, until further notice.

FACULTY TRAINING

St. Robert School holds weekly Faculty Meetings for the purpose of information, collaboration, and training. All Faculty Meetings are being held remotely, in order to enforce physical distancing requirements. Faculty has been briefed on the School Reopening and Pandemic Response Plan, and ongoing Information and Training Sessions and Professional Development will be provided. Faculty is trained in the areas of policy, protocol, and procedure.

COHORT

Stable Cohort

A Stable Cohort refers to a defined group of students whose size is dictated by the ability to implement physical distancing within the classroom or primary learning setting. It is designed to reduce mixing of students in order to inhibit illness transmission and accommodate effective contact tracing. Its implementation requires physical distancing of students at all times and face coverings to be worn by both students and staff.

St. Robert School will implement the Stable Cohort model, and also add additional restrictions such as the prohibition of any student mixing across grade levels and the elimination of shared common areas. Each grade cohort will therefore be assigned to a designated indoor and outdoor learning space and play area, as well as an assigned bathroom and bathroom schedule. With the exception of members of the school administration who must enter classroom spaces from time to time, only the Homeroom Teacher and Teacher Aide for each class cohort may enter a classroom space. Specialist teachers who teach across grade levels will either teach remotely or within each class cohort's outdoor learning space, physically distanced. Specialists shall not be permitted to teach on St. Robert School's physical campus if they are also teaching at another school or program.

Kindergarten, First and Second Grade will receive daily in-person instruction at a distance (six feet) on St. Robert School campus. Kindergarten and Second will be divided into two separate cohorts with two separate instructors who will teach both cohorts on two different classroom sites. Contact tracing would represent the whole kindergarten. First grade will receive daily in-person instruction at a distance (six feet) in a large hall with pass through ventilation from windows and doors. Two instructors will facilitate instruction. Contact tracing would represent all of first grade.

EDUCATIONAL MODELS

A: Campus OPEN for ALL

St. Robert School has amended its infrastructure and policy to ensure a safe return to school for teachers, students, and our community. St. Robert School will follow all state and district guidelines, as well as the school-specific policies laid out here, in order to maintain health and safety for everyone. Modifications will be made to daily and weekly schedules to prioritize health and safety, while students enjoy the benefits of in-person learning.

B: Campus Open for a Limited Number of Students

On campus learning will only be available to limited grades, with the remaining students following the 100% Distance Learning Model. This Model will allow for the implementation of bubble cohorts (fixed number of students in each cohort, operating in isolation), should state or local guidelines mandate this. To ensure an equity-driven program, lower grades will be brought onto campus first, for a period of no fewer than three weeks.

C: Hybrid Model for ALL

On campus learning will be provided for ALL students, following a Blue/Red schedule. Students will attend in stable cohorts and be on campus two days a week, while participating in distance learning for the remainder of the week. This Model will allow for the dramatic reduction of the number of students on campus, as well decreasing the amount of time students spend on campus, should state or local guidelines mandate this.

D: Campus CLOSED for ALL (100% Distance Learning) This will be an option for all students even when the school has in-person learning.

It is incredibly likely that a 100% Distance Learning Model will be a necessity for portions of the 2020-2021 school year, either in response to state and local mandates, possible illness within our school, or due to St. Robert School's ability to safely provide in-person learning based on the state of the pandemic. During these times, a rich and robust Distance Learning program will be provided for all students. **The decision to close the school campus may be when there are multiple cases of COVID-19 in multiple cohorts; when there is at least 5% of students, teachers, and staff cases within a 14 day period; or when San Mateo County or the State of California has issued an order to cease all in-person learning.**

Homework

Since many students will be online for many hours during the day. It is St. Robert School's policy during COVID-19 to give minimum homework, if at all. It is important for our students to play and have social interaction with their families after school.

2020-2021

HEALTH AND WELFARE POLICY

(last updated 9/10/2020)

Positive COVID-19 Case

In the event of a positive case, the school will:

1. Schools must adhere to required reporting requirements and notify, as described below, the LHD of any newly reported case of COVID-19 in a student or staff member if the LHD has not yet contacted them about the case,
2. If the case is present at school at the time the school is notified, the case must go home and be excluded from school for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date the specimen was collected for the positive test.
3. Assist LHD in identifying close contacts of the case. Send a notice, developed in collaboration with the LHD, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the LHD to notify exposed people.
4. Arrange for cleaning and disinfection of the classroom and primary spaces where case spent significant time. This does not need to be done until students and staff in the area have left for the day.
5. Implement online/distance learning for student cases if they are well enough to participate.

Required COVID-19 Reporting

- The school will notify the local health officer of any known case of COVID-19 among any student or employee who was present on a campus within the 10 days preceding a positive test for COVID-19. Specifically, the school shall report the following information:
 - The full name, address, telephone number, and date of birth of the individual who tested positive;
 - The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
 - The full name, address, and telephone number of the person making the report.
- This information shall be reported to the local health officer by telephone within **twenty-four hours** from the time an individual within the local educational agency or private school is first made aware of a new case.
- The school liaison to the LHD is Patrick T. Sullivan or BriJit Lopez.

Cluster or Outbreak at School

When either a school or LHD is aware that an outbreak may be underway, the LHD should investigate, in collaboration with the school, to determine whether these cases had a common

exposure at school (e.g., a common class or staff member, bus ride, or other common exposures outside of school). CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).

During the investigation, the school will:

1. Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations.
2. Identify, as part of the CSP, one or more school staff member who can liaise with the LHD regarding the cluster/outbreak investigation by confirming which classes and stable groups included confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.
3. Identify absenteeism among those in affected classes or stable groups, and coordinate with the LHD to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the case's infectious period.
4. Coordinate with the LHD to share a line list of cases and contacts with dates present at or absent from school.
5. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
6. Coordinate with the LHD on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.
7. Coordinate with the LHD on whether and when the school should be closed and reopened.
8. Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of SARS-CoV2 at the school or in the general community, and repeat recommendations for prevention and control measures (see sample notification #3 in Appendix 2).
9. Implement online/distance teaching and learning during school closure.
10. Arrange for cleaning and disinfection of entire school before reopening in the case of closure.

School Closure Determinations

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure should be done in consultation with the LHO. Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.

- The LHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Length of closure: 14 days, or according to a decision made in consultation with the LHO.

Testing

Symptomatic testing: If a student or employee exhibits COVID-19 symptoms, the individual is sent home (or stays home). Testing for COVID-19 is encouraged. The student or employee can use the testing sites available on the County's website or make an appointment to see their medical provider. While waiting for results, the student or employee will not be able to return to school.

Response testing: If a student or employee is exposed to a confirmed case of COVID-19, the student or staff member is required to quarantine for 10 days. Testing for COVID-19 is encouraged. The student or employee can use the testing sites available on the County's website or make an appointment to see their medical provider.

Asymptomatic testing: Employees participate in asymptomatic testing. The school has established a schedule for testing so that employees are tested once every two months. The employees use the testing sites available on the County's website.

Travel Requirements

The State of California has updated its travel policy with the following provisions:

- Non-essential travel (for recreational purposes) should be limited to 120 miles from the person's home.
- Californians who travel outside the state or the country must quarantine for 14 days upon their return to California.
- Visitors to California from other states and countries must also quarantine for 14 days upon their entry into California.

With this in mind, please limit recreational travel to no more than 120 miles from your home. If you must travel outside of California or outside of the United States, you will need to quarantine for 14 days upon your return to California.

PARENTS AND GUARDIANS are an essential partner in keeping our school community healthy. Please pay close attention to our school's health and welfare policy, and keep your child home in the event of illness. Please pay particular attention to our **72 hour policy regarding fever at or over 100 degrees, stomach distress, and any contagious condition.** If your child is ill, please inform the school as soon as possible, including the nature and duration of the illness, as well as any information that may be pertinent to preventing the spread of illness at our school.

Please educate your child about the importance of thorough and frequent hand-washing (30 seconds, with soap and water, front and back and in between fingers, as well as thorough drying). Please also talk about physical distancing, face coverings and respiratory etiquette, keeping hands away from the face, and overall healthy habits.

St. Robert School requires that all families adhere to the following guidelines for a minimum of two weeks prior to the first day of in-person instruction:

- Wear a face covering when outside the home
- Practice Social Distancing
- Refrain from non-essential travel
- Refrain from gatherings outside of your family unit
- Follow best practices for health and hygiene
- All members of each household are asked to secure a COVID-19 test during the two week period prior to the start of the school term, preferably with a result within 72 hours of the first day of school (subject to testing limitations in San Mateo county at that time). <https://www.smcgov.org/covid-19-testing>

*****Important Note on Travel during COVID-19:**

Families who travel during a school term will be required to report to the school administration, prior to departure, the dates of travel, destination, and nature of the trip. This includes when one or more members of the household travel, either for work or pleasure, without being accompanied by the student. Upon return from travel, will be asked to isolate for a minimum of three days before sending their student back to school--St. Robert School reserves the right to extend this wait time, up to 14 days, depending upon the location and circumstances of the travel.***

ILLNESS POLICY

This policy guide is a living document. It reflects the present health conditions, local/state/national guidelines, and the specific needs of the school. It will change periodically, according to these factors.

St. Robert School will not admit any child who is deemed by the school to be too ill to participate in regular daily activities or who is suspected to be ill. This simple rule protects each child, including yours. To prevent your child and other children from being exposed to illnesses unnecessarily, sick children must be kept home.

The following restrictions have always been a part of St. Robert School's Illness Policy, and will continue to be so.

We will not admit any child if any of the following conditions apply:

- Fever (100 degrees and above) within 24 hours (revised to 72 hours for the 2020-2021 school year)

- Diarrhea or vomiting within 24 hours (revised to 72 hours for the 2020-2021 school year)
- Undiagnosed skin rash
- A cold that is less than 3-days old
- Conjunctivitis (bacterial)
- The presence of lice and/or nits
- Contagious medical condition within 24 hours (revised to 72 hours for the 2020-2021 school year)

These policies will be immediately and significantly expanded for any confirmed, presumptive positive, or suspected case of COVID-19.

Please immediately notify us if your child has contracted or been exposed to a contagious disease or medical condition (including COVID-19—see below) because we must post this information (without identifying the child) to alert other parents. If your child develops a medical problem during school, we will contact you immediately. We will inform you of the condition and request that you pick up your child if required. You must make arrangements, including providing the office with backups and their phone numbers, to pick up your child within 1 hour of our call. Extraordinary illnesses occurring during school time are handled in the manner set forth under “Serious Accident and Illness Procedures”.

COVID-19 RESPONSE PLAN

The following health procedures will also be strictly enforced at St. Robert School. These procedures are mandated by the County of San Mateo and directly follow the rules and guidelines laid out in The Pandemic Recovery Framework for Schools. Regarding temperature readings: individuals with temperature readings of 100 degrees or higher will not be allowed on campus.

COVID-19 Procedures and Policies:

- Strict Health and Hygiene protocols will be effectively implemented across campus, at all times
- Face Coverings must be worn by all individuals on campus at all times, except for eating/drinking and strenuous Physical Education activities, at which time increased safety measures will be implemented
- Physical Distancing will be implemented across campus, at all times
- Limitation of Gatherings will be enforced across campus, at all times
- Visitors shall not be permitted on campus
- St. Robert School reserves the right to restrict campus access to any individual who does not adhere to Health and Hygiene, Face Covering, Physical Distancing, and Limitation of Gatherings protocols
- If any student behaves in a way that jeopardizes the health and wellbeing of his/her/themselves, other individuals, teachers and staff, or the school

community, St. Robert School reserves the right to send the student home. In this case, parents will be notified and required to pick the child up within one hour of notification

- All members of the school community, students and staff alike, must stay at home for a minimum of three days if they or a member of their household are experiencing any COVID-like OR flu-like symptoms including the following:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Unexplained fatigue
 - Unexplained muscle or body aches
 - Persistent headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - St. Robert School reserves the right to ask students and faculty to presume positive and follow further isolation practices at any time
- Parents and staff are required to report the following to St. Robert School immediately:
 - Any and all COVID-like OR flu-like symptoms within the household
 - Temperature readings of 100 degrees or higher within the household
 - Current positive COVID-19 test result for any staff member, child, or household member (including, but not limited to parents, siblings, and roommates)
 - Contact with any individual who has received a current positive COVID-19 test result
 - Contact with any individual known to have been in contact with any individual who has received a current positive COVID-19 test result
- Parents are required to take their child's temperature at home at the start of each school day, and refrain from sending their child to school if the child registers a temperature reading above the recommended range of 100 degrees, even if the child is experiencing no other symptoms.
 - Note St. Robert School will also take a temperature before the student enters campus. If a student has a temperature over 100 degrees, and the student's parents did not notify the school, then the student will immediately begin distant learning.
- Temperature screenings will also take place at St. Robert School at the start of each day using no-contact devices (for students and staff). At-school screening shall not be a substitute for parents taking a child's temperature at home
- If an individual registers a temperature reading of 100 degrees or higher, that individual will be sent home, and immediately begin distant learning.
- St. Robert School will maintain a private isolation outside area for transitioning individuals from school to home.

- St. Robert School reserves the right to require students, teachers and staff, and any individual requesting access to the campus, to receive and report the results of a COVID-19 test (proof of negative result in addition to the meeting of all health requirements to access campus), and to require further testing and proof of testing at any time in the future. Testing is meant as a supplement, not a replacement, to meeting all health requirements for school entry . Test results will be kept 100% confidential
- In the event of a Confirmed Case of COVID-19, Contact with a Case, or Contact to Contact scenario, St. Robert School will work directly with San Mateo County Health to carefully implement all steps and procedures regarding the following:
 - Guiding sick or potentially sick individuals toward essential medical care
 - Contact tracing
 - Quarantining cases (**St. Robert School will require a minimum of 15 days quarantine for all confirmed AND presumed positive cases of COVID-19, as well as those who have been in close personal contact with a confirmed or presumed positive case**).
 - For your information: the CDC currently says that individuals who have tested positive for COVID-19 and were instructed to quarantine and care for themselves at home MAY discontinue isolation under the following conditions :
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath); AND
 - At least 10 days have passed since symptoms first appeared
 - St. Robert School will require all of the above criteria to be met AND a doctor's note AND proof of a negative COVID-19 test before allowing the quarantined individual to return to campus
 - Self-isolating contacts
 - Implementing cleaning/sanitizing/disinfecting measures
 - Communicating with the school community
 - Providing any necessary notices of exposure or potential exposure to individuals, groups, or the school community
 - Briefing Faculty
 - Educating and supporting students, as necessary
 - Potential short-term or long-term school closures
 - Maintaining the privacy of health and medical information for all individuals, per ADA and FERPA laws

COVID-19 Response Chart

The COVID-19 Response Chart included in this publication was developed by the San Mateo County Office of Education, in conjunction with local health authorities. St. Robert

School will utilize this chart in responding to Student/Faculty illness, confirmed cases of COVID-19, and close contact with confirmed cases of COVID-19. When a Student or Faculty member has Symptoms, is a close contact of someone Infected, or is diagnosed with COVID-19, St. Robert School's COVID-19 Point of Contact will work closely with the public health department to implement the action plans therein and notify individuals, groups, or the entire School Community, as needed. The School reserves the right to close school/classrooms for certain periods of time in order to facilitate cleaning, isolating cases, and conducting effective contact tracing, even if the public health department does not require it.

Any student who presents with COVID-19 Symptoms during the school day should be referred to the Administration, who will separate the student so that symptoms may be assessed/documentated and the family notified. The Administration will inform St. Robert School's COVID-19 Point of Contact, who will follow the protocols and procedures below, and notify the local health department when necessary.

Faculty who present with COVID-19 Symptoms during the school day should report to the Administration, who will separate the individual, and notify both the Director of Staff and Curriculum and the COVID-19 Point of Contact. Faculty members who are ill or suspected to be ill will be sent home immediately and counseled on next steps. The Administration will advise the faculty member on protocols to follow and notify the local health department when necessary. The Administration shall work with the faculty member to advise on and support any necessary periods of absence from school.

St. Robert School will use the chart below when it is notified of a student's or faculty member's illness status, COVID-19 test result status, or Contact with a Case status outside of school hours. Student information should be reported first to the Office Coordinator, Mrs. Eileen Grealish. Faculty information should be reported first to the Vice Principal, BriJit Lopez or the Health and Safety Officer, Lawrence Kong-Ellison. The COVID-19 Point of Contact will be involved in both cases. Action will be determined based on the student or faculty member's last date of attendance in-person, or contact with a community member, amongst other factors listed in chart below:

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

1.	Scenario 1: A student or staff member either exhibits COVID-19 symptoms, answers "yes" to a health screening question, or has a temperature of 100.4°F or above	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see Scenario 3; if negative, see Table 2) • • School/classroom remain open 	No Action Needed
2.	Scenario 2: A family member of a student or staff member OR someone in close contact with a	<ul style="list-style-type: none"> • Send home 	No Action Needed

	student or staff member (outside the school community) tests positive for COVID-19	<ul style="list-style-type: none"> • Contacts should be quarantined for 14 days from the last exposure to the case • Testing can be considered but will not shorten 14-day quarantine. One cannot test out of quarantine. • School/classroom remain open 	
3.	Scenario 3: A student or staff member tests positive for COVID-19	<ul style="list-style-type: none"> • The school Principal or designee must immediately notify SMC CD Control • Case should be isolated and excluded from school for at least 10 days after symptom onset or date of positive test if case is asymptomatic • Quarantine and exclude the affected cohort/pod for 14 days after the last day the case was present at school while infectious. Specific questions should be directed to SMC CD Control. • Testing of contacts can be considered. Symptomatic contacts should be prioritized for testing (but a negative test will not shorten 14-day quarantine) • Thorough cleaning and disinfecting of classroom and primary spaces where case spent significant time • Other cohorts/pods continue in-person instruction. I.e., the entire school does not need to close. 	Notification to affected cohort/pod

Table 2. Steps to Take in Response to Negative Test Results

Scenario	Immediate Action	Communication
A symptomatic student or staff member tests negative for COVID-19 and was a household contact to a case	Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.	No action needed
A symptomatic student or staff member tests negative for COVID-19 and was a non-household close contact to a case	Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.	No action needed
A symptomatic student or staff member tests negative for COVID-19 without close contact to a known case	Student/staff may return to school 72 hours after resolution of symptoms	No action needed

Scenario	Immediate Action	Communication
An asymptomatic student or staff member tests negative for COVID-19 and was a household contact to a case	Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.	No action needed
An asymptomatic student or staff member tests negative for COVID-19 and was a non-household close contact to a case	Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine	No action needed
An asymptomatic student or staff member tests negative for COVID-19 without close contact to a known case	Can return to school/work immediately.	No action needed

Scenario	Immediate Action	Communication
A symptomatic student or staff member who is not a close contact to a known COVID-19 case tests negative for COVID-19 after Scenario 1	Student/staff may return to school 72 hours after resolution of symptoms	No action needed
A symptomatic or asymptomatic student or staff member who is a close contact to a known COVID-19 case tests negative after Scenario 2	Student/staff must remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household close contact OR (2) date that COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.	No action needed
A 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 Needed

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or

ILLNESSES AND EXPOSURE NOTICES

St. Robert School informs parents of any possible exposures to communicable illnesses and conditions that their children may have encountered while at school. Exposure Notices are sent to the parents of potentially affected students, classes, or student groups. St. Robert School relies on open and honest communication from parents to avoid the spread of communicable illnesses. Signs of possible communicative illnesses include, but are not limited to: fever, vomiting, diarrhea, loss of appetite and/or abdominal pain, skin rash, sores, blisters, sore throat, severe coughing, weakness, swelling and/or pain in face and/or neck, irritated eyes with or without swelling and discharge, itching skin or head. Consult your child's physician immediately if you notice any of these symptoms. It is essential that parents notify the St. Robert School Office immediately if a communicable illness is suspected and/or verified so that appropriate actions may be taken to ensure the health and safety of the school community.

Communicative illnesses and conditions requiring Exposure Notices include, but are not limited to:

- Chicken Pox
- Conjunctivitis (Pink Eye)
- COVID-19
- Giardiasis
- German Measles
- Hand, Foot, and Mouth Disease (Coxsackie virus)
- Head Lice
- Haemophilus Infections
- Hepatitis A
- Herpes (Cold sores, fever blisters) HSV1
- Influenzas (severe forms)
- Impetigo
- Infectious Diarrheas, such as Campylobacter, Cryptosporidiosis, Giardia, Salmonella, and Shigella
- Pin Worms
- Measles
- Meningococcal Meningitis
- Mononucleosis
- Mumps
- Rashes (contagious types)

- Salmonellosis
- Scabies
- Shigellosis
- Shingles
- Slapped Cheek (Fifth Disease)
- Streptococcal Infections

More information about the above illnesses, as well as other communicable illnesses may be found at www.cdc.gov.

CDC GUIDANCE FOR COVID-19 ISOLATION

Isolate If You Are Sick

Separate yourself from others if you have COVID-19

Updated July 2, 2020

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected.

People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Who needs to isolate?

People who have COVID-19

- People who have [symptoms of COVID-19](#) and are able to recover at home
- People who have no symptoms (are asymptomatic) but have tested positive for COVID-19

Steps to take

Stay home except to get medical care

- Monitor your symptoms. If you have an [emergency warning sign](#) (including trouble breathing), seek emergency medical care immediately
- Stay in a separate room from other household members, if possible
- Use a separate bathroom, if possible
- Avoid contact with other members of the household and pets
- Don't share personal household items, like cups, towels, and utensils
- Wear a cloth face covering when around other people, if able

When you can be around others after you had or likely had COVID-19.

When you can be around others (end home isolation) depends on different factors for different situations.

Find CDC's recommendations for your situation below.

I think or know I had COVID-19, and I had symptoms

You can be with others after

- 3 days with no fever and
- Respiratory symptoms have improved and
- 10 days since symptoms first appeared

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

I tested positive for COVID-19 but had no symptoms

If you continue to have no symptoms, you can be with others after:

- 10 days have passed since test

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.

If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

If testing is not available in your area, your doctor should work with [an infectious disease expert at your local health department](#) to determine if you are likely to spread COVID-19 to others and need to stay home longer.

For anyone who has been around a person with COVID-19

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness.

QUARANTINE IF YOU MIGHT BE SICK

Stay home if you might have been exposed to COVID-1

Quarantine is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Who needs to quarantine?

Anyone who has been in close contact with someone who has COVID-19.

This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Steps to take**Stay home and monitor your health**

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.°F), cough, shortness of breath, or [other symptoms](#) of COVID-19
- If possible, stay away others, especially people who are at [higher risk](#) for getting very sick from COVID-19

WHEN TO START AND END QUARANTINE

You should stay home for 14 days after your last contact with a person who has COVID-19.

Addendum I (October 10, 2020)

This addendum is to highlight St. Robert School Infection Mitigation Plan for its seventh and eighth grades. The proposed date for seventh and eighth grade to return to school is November 24, 2020.

IN-PERSON ON CAMPUS LEARNING

Risk Mitigation

Our plan for reopening was developed to protect the health and safety of our community while promoting the overall social, mental, and physical growth. However, there are always risks, and we are constantly working to reduce them.

Flexible Planning

COVID-19 is a novel virus and because of that, our plans based on science, are constantly developing and changing as you have already seen. Science and the impact of this novel virus will determine our strategies and our planning.

Community Partnership

St. Robert School has created the plans and policies for safely opening and operating on-campus learning as well as for distance learning. Our plan is to prevent the spread of COVID-19 on campus. The success of the plan relies on the community's decision to fully participate through partnership and cooperation. In order to safely reopen our school, each individual must follow not only our guidelines in this plan, but also the San Mateo County and State of California guidelines.

We ask these things of you:

- Adopt healthy and hygienic habits and good respiratory etiquette.
- Closely monitor your family's health and stay home when you are experiencing possible symptoms of illness.
- Seek medical advice immediately if you think you may be ill or may have come in contact with someone who is ill.
- Wear a face covering outside of your home.
- Practice physical and social distancing (6 feet at least).

Planning

St. Robert School's Plan's Team has built an infrastructure of best practices for our students, teachers and parents. Once again, the full cooperation of our community is essential for the plan to successfully minimize the risks of getting sick. The St. Robert Community has always been able to adapt and band together in order to be successful. This plan relies on our community.

Focus on Equity

St. Robert School throughout its planning stages, has kept equity at the forefront of its plan. The school plans to support the social, mental, and physical needs of first responders, working parents, and those who cannot attend to their children during the day. All planning and procedures have been developed with equity in mind. Students who need extra support have been at the forefront of our plan so that we can support their mental and physical health as well as their academic achievement. We will always serve those who have the greatest needs first, just like Christ.

Students who have the greatest need at St. Robert School are the following:

- Our youngest learners.
- Learners who require accommodations.
- Learners who are at greatest academic risk.
- Learners who are at the greatest mental health risk.
- Families with the greatest need for support.

1. CONTACT INFORMATION applies to seventh and eighth grades.

Questions regarding contact tracing, student learning paths and outcomes, implementation of educational models, curriculum/pedagogy, and guidance of the teaching staff may be referred to Dr. Sullivan, the Principal, psullivan@srbears.org or Mrs. BriJit Lopez, the Vice Principal and Director of Staff and Curriculum, blopez@srbears.org

Questions regarding school safety including the St. Robert School Pandemic Response Plan (Contact tracing). Please contact Dr. Sullivan, Mrs. Lopez, or Mr. Lawrence Kong-Ellison. Lellison@srbears.org.

2. *Who should be tested and how often? These policies now apply to seventh and eighth grade.*

School staff are essential workers, and staff includes teachers, para- professionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. School districts and schools shall test staff periodically, as testing capacity permits and as practicable.

St. Robert School tests its employees every two to three weeks. Every employee has been tested every two weeks since August 18, 2020 (testing dates 08/ 18; 2020; 10/052020; 10/19/2020; 11/02/2020. Future testing dates are November 16, 2020, November 30, 2020, and January 11, 2021. St. Robert School has offered

free testing every two weeks to all members of the school community. Further, it has tested over seven hundred people so far.

3. The Guidance on School Closure located on page 12 in this plan applies to seventh and eighth grades.

4. K through 8th Grade Designated Outside Areas:

Kindergarten through 8th Grade have a designated outdoor learning and play area to be used at intervals of no fewer than three consecutive weeks. Outdoor areas will be provided with adequate seating spaced at intervals of no less than 6 feet apart. Students will eat lunch outside, when possible.

Student Tools

Each student will have a personal tool-kit that will be clearly labeled and used only by the designated student. Any tools, manipulatives, equipment, toys, or materials that must be shared will be sanitized after each use.

In addition to eliminating sharing of supplies at school, most personal belongings will be prohibited from traveling back and forth to school. Each student will be allowed one lunchbox and one reusable water bottle per day, which should be disinfected at home at the end of each day. Lunch boxes and water bottles must be clearly labeled with the student's full name and grade.

Student Lunches

St. Robert School has been pleased to partner with Choice Lunch to provide a daily school food delivery program for interested families. In order to help maintain a controlled environment, and because of our strict policy against visitors, we have made the decision to eliminate school food delivery, until further notice. After phase one, the school will request to begin Choice Lunch which delivers sterilized individual containers of food for individual students. All students must, therefore, bring lunch each day, in addition to daily snacks. Please remember to label all lunch items carefully. Because of the need to remove face coverings while eating and drinking, students will eat outdoors in their designated play or learning space, whenever possible.

No Lost and Found

Until further notice, there will be no Lost and Found at St. Robert School. Any items which cannot be easily assigned to a child will be discarded. For this reason, it is incredibly important that all student apparel, lunch boxes, food containers, and water bottles are very clearly labeled.

Prioritizing Physical and Mental Health

Due to the impact of COVID-19 on student mental health, the school has created an opportunity for parents and students to meet with the school counselor Mrs. Elaine Kahalaf through Zoom. Her email address is elainekhalaf@gmail.com.

5. Stable Cohort Applies to Seventh and Eighth Grades

A Stable Cohort refers to a defined group of students whose size is dictated by the ability to implement physical distancing within the classroom or primary learning setting. It is designed to reduce mixing of students in order to inhibit illness transmission and accommodate effective contact tracing. Its implementation requires physical distancing of students at all times and face coverings to be worn by both students and staff.

St. Robert School will implement the Stable Cohort model, and also add additional restrictions such as the prohibition of any student mixing across grade levels and the elimination of shared common areas. Each grade cohort will therefore be assigned to a designated indoor and outdoor learning space and play area, as well as an assigned bathroom and bathroom schedule. With the exception of members of the school administration who must enter classroom spaces from time to time, only the Homeroom Teacher and Teacher Aide for each class cohort may enter a classroom space. Specialist teachers who teach across grade levels will either teach remotely or within each class cohort's outdoor learning space, physically distanced. Specialists shall not be permitted to teach on St. Robert School's physical campus if they are also teaching at another school or program.

Seventh and eighth grades will receive alternating in-person instruction at a distance (six feet) on St. Robert School campus. Each grade will be divided into two separate cohorts. Contact tracing would represent the whole seventh grade, and contact tracing would represent the whole eighth grade.

6. Campus CLOSED for ALL Applies to Seventh and Eighth Grades. (100% Distance Learning) This will be an option for all students even when the school has in-person learning.

It is incredibly likely that a 100% Distance Learning Model will be a necessity for portions of the 2020-2021 school year, either in response to state and local mandates, possible illness within our school, or due to St. Robert School's ability to safely provide in-person learning based on the state of the pandemic. During these times, a rich and robust Distance Learning program will be provided for all students. **The decision to close the school campus may be when there are multiple cases of COVID-19 in multiple cohorts; when there is at least 5% of students, teachers, and staff cases within a 14 day period; or when San Mateo County or the State of California has issued an order to cease all in-person learning.**

7. K through 8th Grade Designated Outside Areas:

Kindergarten through 8th Grade have a designated outdoor learning and play area to be used at intervals of no fewer than three consecutive weeks. Outdoor areas will be provided with adequate seating spaced at intervals of no less than 6 feet apart. Students will eat lunch outside, when possible.

Student Tools

Each student will have a personal tool-kit that will be clearly labeled and used only by the designated student. Any tools, manipulatives, equipment, toys, or materials that must be shared will be sanitized after each use.

In addition to eliminating sharing of supplies at school, most personal belongings will be prohibited from traveling back and forth to school. Each student will be allowed one lunchbox and one reusable water bottle per day, which should be disinfected at home at the end of each day. Lunch boxes and water bottles must be clearly labeled with the student's full name and grade.

Student Lunches

St. Robert School has been pleased to partner with Choice Lunch to provide a daily school food delivery program for interested families. In order to help maintain a controlled environment, and because of our strict policy against visitors, we have made the decision to eliminate school food delivery, until further notice. After phase one, the school will request to begin Choice Lunch which delivers sterilized individual containers of food for individual students. All students must, therefore, bring lunch each day, in addition to daily snacks. Please remember to label all lunch items carefully. Because of the need to remove face coverings while eating and drinking, students will eat outdoors in their designated play or learning space, whenever possible.

No Lost and Found

Until further notice, there will be no Lost and Found at St. Robert School. Any items which cannot be easily assigned to a child will be discarded. For this reason, it is incredibly important that all student apparel, lunch boxes, food containers, and water bottles are very clearly labeled.

Prioritizing Physical and Mental Health

Due to the impact of COVID-19 on student mental health, the school has created an opportunity for parents and students to meet with the school counselor Mrs. Elaine Kahalaf through Zoom. Her email address is elainekhalaf@gmail.com.

FACE COVERINGS

St. Robert School will require both students and staff to wear cloth face coverings on campus, in all areas, at all times. Individuals will be allowed to remove masks only for tasks such as eating, drinking and occasionally during Physical Education (at which time physical distancing will be increased). A face shield shall not be a substitute for a cloth face covering, though one may be worn in conjunction. Face covering

requirements shall be strictly enforced by all school staff, and there will be no exceptions. Students who are unable to wear a face covering due to medical reasons will be accommodated through distance learning.

Students should have enough available face coverings to allow for a clean face covering to be worn each day. Face coverings should be clearly labeled with the student's full name and grade printed on the INSIDE. St. Robert School will have extra face coverings on hand, in the event that a child's face covering is soiled or lost.

PHYSICAL DISTANCING

Six Feet Apart, 100%

Physical Distancing will be practiced at all times, both indoors and outdoors. Classroom spaces are reconfigured to allow for fewer children in each classroom, spaced farther apart. Curriculum has been redesigned to eliminate close personal contact. Play will be reimagined in order to maintain space between students. Significant time and care will be dedicated to training students in the new norms, and signage and visual reminders are placed throughout campus as guides and reminders regarding social distancing practices.

Classroom Distancing Six Feet Apart (See St. Robert Classroom Layout)

St. Robert School's physical campus has been completely reimagined for the start of in-person learning, including classroom spaces. Classroom floor plans have been redesigned to accommodate physical distancing. New furniture, as well as protective barriers have been purchased to facilitate this process. Fewer numbers of students will gather in each classroom space (based on classroom size, max 17). Larger class cohorts will be assigned to two full classroom spaces for the school year.

LIMITING GATHERINGS (Signage at every entrance exit, classrooms and hallways; See St. Robert Arrival Process 2020 Map at the end of this document)

Staggered Arrival and Departure

Morning Arrival and Drop-Off Procedure (Signage everywhere)

- 7:40-7:55 A.M. Grades 3-8th will enter through the Lower Parking Lot
 - Cars will proceed in a car line for safe drop off
 - Students will line up on designated lines for active temperature checks
 - NO STUDENT SHOULD APPROACH THE GATE DIRECTLY, BUT WILL LINE UP NEAR THE STEPS FOR TEMPERATURE CHECK.
- 7:55-8:10 A.M.
 - Kindergarten through 2nd grade are allowed to enter the building through their designated points of entry. Parents may park in the lower lot and walk their child to their designated entrance. Please note signage to indicate social distance practices.

- Grades Kindergarten at the Steel Gate Walkway Entrance on North Driveway
 - 1st will line up outside of Hennessy Hall, and enter through Hennessy Hall
 - 2nd – Line Up Through North Side Entrance (Religious Ed Door)
- Bell rings promptly at 7:55 A.M.
 - 3rd, 4th and 5th grades will enter through the Girl’s Bathroom entrance.
 - 6th, 7th and 8th grades will enter through the Boy’s Bathroom entrance.

Arrivals and Dismissals

Kindergarten

- Arrival 7:55 A.M. to 8:10 A.M.
- Dismissal 12:30 through September 3, 2020. Dismissal will be from Kindergarten gate.
- Beginning Tuesday, September 8, dismissal will be at 2:30. Dismissal will be from Kindergarten gate.

First Grade

- Arrival 7:55 A.M. to 8:10 A.M.
- Dismissal at 2:40 from lower lot.

Second Grade

- Arrival 7:55 A.M. to 8:10 A.M
- Dismissal at 2:50 P.M., lower lot

Sixth through Eighth Grades Stable Cohorts

Sixth through Eighth will receive daily in-person instruction at a distance (six feet) on St. Robert School campus. . Contact tracing would represent all of sixth, seventh, and eighth grades.

Seventh and eighth grade cohorts will be limited to 18 students.

Alternating Days to maintain distancing guidelines (grades third through sixth grade)

To maintain distancing guidelines, Grades 3-8 will consist of cohorts identified as either red or blue cohorts with corresponding on site instructional days. There are scheduled **Red** or **Blue*** **on-site** days as noted below. **Purple** days are designated for most Mondays to help students who would benefit from increased small or individual needs.

- Monday – **Purple Days** – as determined by classroom teachers – 1:45 P.M.

- Tuesday and Thursday - **RED Days**
- Wednesday and Friday - **Blue Days**

Note:

Blue Days will regularly be on Wednesdays and Fridays, 8-3:00 P.M. with 6

EXCEPTIONS:

- When a Friday is a special schedule day, 12:30 dismissal, **BLUE** is moved to a Monday to ensure equitability for all. This will be noted on the school calendar.

No Shared Areas and No Mixing

Students shall not mix across grade levels, and common areas shall be eliminated. Each class cohort will instead have dedicated indoor, outdoor, and play space. Transition times will be staggered to eliminate the need for cohorts to pass one another in the hallway space or congregate outside bathrooms. Designated routes will be established and marked in order to guide cohorts to and from indoor and outdoor areas without mixing with any other cohort.

In-Person Events and Gatherings Prohibited

Until further notice, no in-person events or gatherings are permitted. Events such as Back to School Night, Parent/Teacher Conferences, and special events will be conducted virtually.

Extended Care Programs and Workshops On Hold

St. Robert School will not offer any Extended Care Programs or Workshops, until further notice.

8. Covid-19 Response Plan located on page 26 applies to all of sixth, seventh, and eighth grades.

9. Contact Tracing

- All COVID-19 cases and clusters of undiagnosed respiratory illness must be immediately reported by the school Principal or designee to the San Mateo County Communicable Disease Control Program (SMC CD Control) at (650) 573-2346, Mon-Fri 8am to 5pm.
- The school Principal or designee should notify appropriate District Superintendent of suspected or confirmed COVID-19 cases and ensure that the San Mateo County Office of Education is also notified per the Communication Structure outlined in the San Mateo County Coalition for Safe Schools and Communities Pandemic Recovery Framework.
- The school Principal or designee must complete the attached line list daily for all new cases and submit it via secure email to SMCCDControl@smcgov.org and

the assigned investigator daily by 10:00AM until instructed otherwise by SMC CD Control.

- The school Principal or designee and the assigned investigator will be in daily contact Monday–Friday until instructed otherwise by SMC CD Control. Submit a school map/floor plan to SMC CD Control within 24 hours of reporting unless a map has been submitted to SMC Health within the last 12 months.
- Implement an internal communication plan for students, families and staff.
- Ensure communication systems that allow staff and families to self-report symptoms and to receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by the Americans with Disabilities Act (ADA), and the Family Education Rights and Privacy Act (FERPA) related to privacy.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns.
- Staff should know who the liaisons are and how to contact them.
- The liaisons should be trained to coordinate the documentation and tracking of possible exposures, in order to notify local health officials, staff and families in a prompt and responsible manner.

Addendum II (November 23, 2020)**St. Robert School Policies for Travel and Gatherings****(Violation of these policies fall under the St. Robert School Code of Christian Conduct)**

1. If your family travels outside the state or on a plane, your child (our student) must be quarantined for 14 days and have a COVID-19 test or a medical examination.
2. If your immediate family joins gatherings of more than three different households during the holidays, especially Thanksgiving, your child (our student) must be quarantined for 14 days and have a COVID-19 test or a medical examination. Three different households are not allow under the [state's health order](#), and therefore the jeopardize the school's community.
3. Note, the CDC has stated that COVID-19 is spreading faster than ever in the United States and that is the same for California.
4. Furthermore, the CDC has stated that 50% of the cases spread are from people who are asymptomatic, which means our screening process is limited. COVID-19 testing and quarantining are key in protecting St. Robert School.

COVID-19 Prevention Program (CPP) for Archdiocese of San Francisco St. Robert School

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

Date: January 21, 2020

Authority and Responsibility

Dr. Patrick T. Sullivan, St. Robert School Principal, 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 **Risk Assessment** form previously distributed and Attached as **Appendix A**.
- 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 are encouraged to participate in the identification and evaluation of COVID-19 hazards by speaking with their supervisor or if not comfortable doing so, with their pastor, principal, Director of Human Resources or Superintendent of Schools.

Employee screening

We screen our employees by following the **COVID-19 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 Plan: Appendix C**.

Face Coverings

Employees will follow State Guidelines as outlined in the **COVID-19 Plan: Appendix C**.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces: as outlined in the **COVID-19 plan: Appendix C** and **Notice of Disinfection and Safety Plan: Appendix D**.

If there is a case of COVID-19 in the workplace, we will follow the cleaning requirements as outlined in the **Notice of Disinfection and Safety Plan: Appendix D**.

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 by outlined in **COVID-19 Plan: Appendix C**.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we follow the procedure outlined in **COVID-19 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 outlined in the **COVID-19 Plan: Appendix C**.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using **COVID-19 POSITIVE (OR TREATED AS POSITIVE) EMPLOYEES/CLERGY/VOLUNTEERS AND PARISHIONERS: Appendix E.**

All investigations will be done by the Director of Human Resources. Please call Vicky Salgado at 415-614-5541 if you become aware of any COVID-19 exposure, positive test, or symptoms of COVID-19. For schools please use the reporting form to report COVID-19 Positive Cases: https://docs.google.com/forms/d/1BT_Rt5QRpmaknNj6aUnSJnPXCGmaTWsigarz5oToppo/edit

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 to your supervisor, pastor or principal.
- 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. If this were to happen, 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 attached notices: **Appendices F and G, 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. We will provide this information if there is an exposure in the workplace.
- 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 the CDC resources attached as Appendix H and will document the training using Appendix I**

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 it 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 worker's compensation claim. If the latter, the amount of the salary continuation is determined by the workers compensation system. If the employee has a hardship, he/she can contact his/her supervisor.
- Providing employees at the time of exclusion with information on available benefits.
- Certain employees may be eligible for a reasonable accommodation in connection with this policy. Employees should speak with their Supervisor about requesting an accommodation

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, and to representatives of Cal/OSHA immediately upon request.

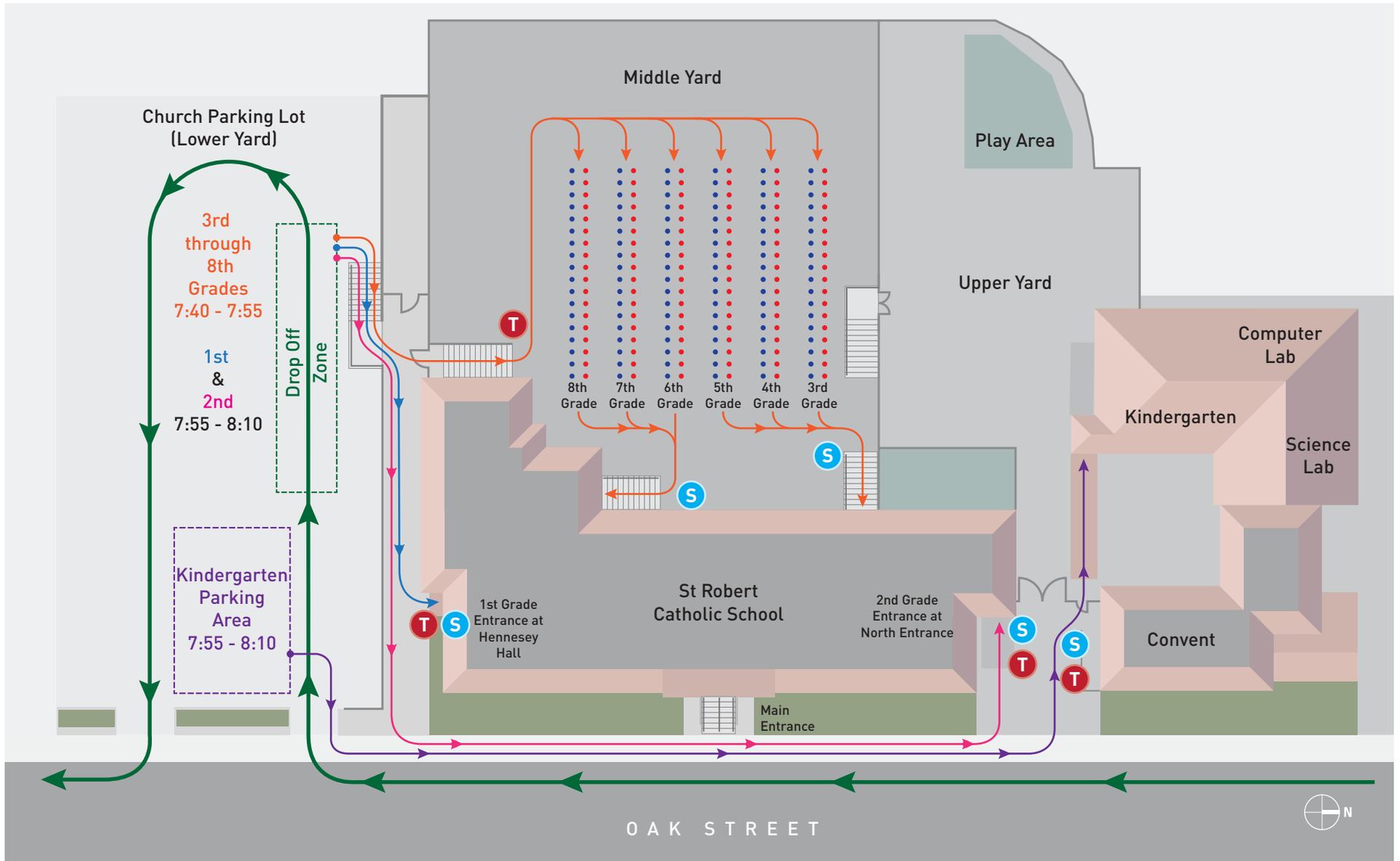
- Use a log maintained by the Human Resources Department to keep a record of and track all COVID-19 cases. The information will be made available as required by law, with personal identifying information removed.

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.

Pamela Lyons, Superintendent of Schools

Covid19 Drop Off Routes & Procedures - All Grades



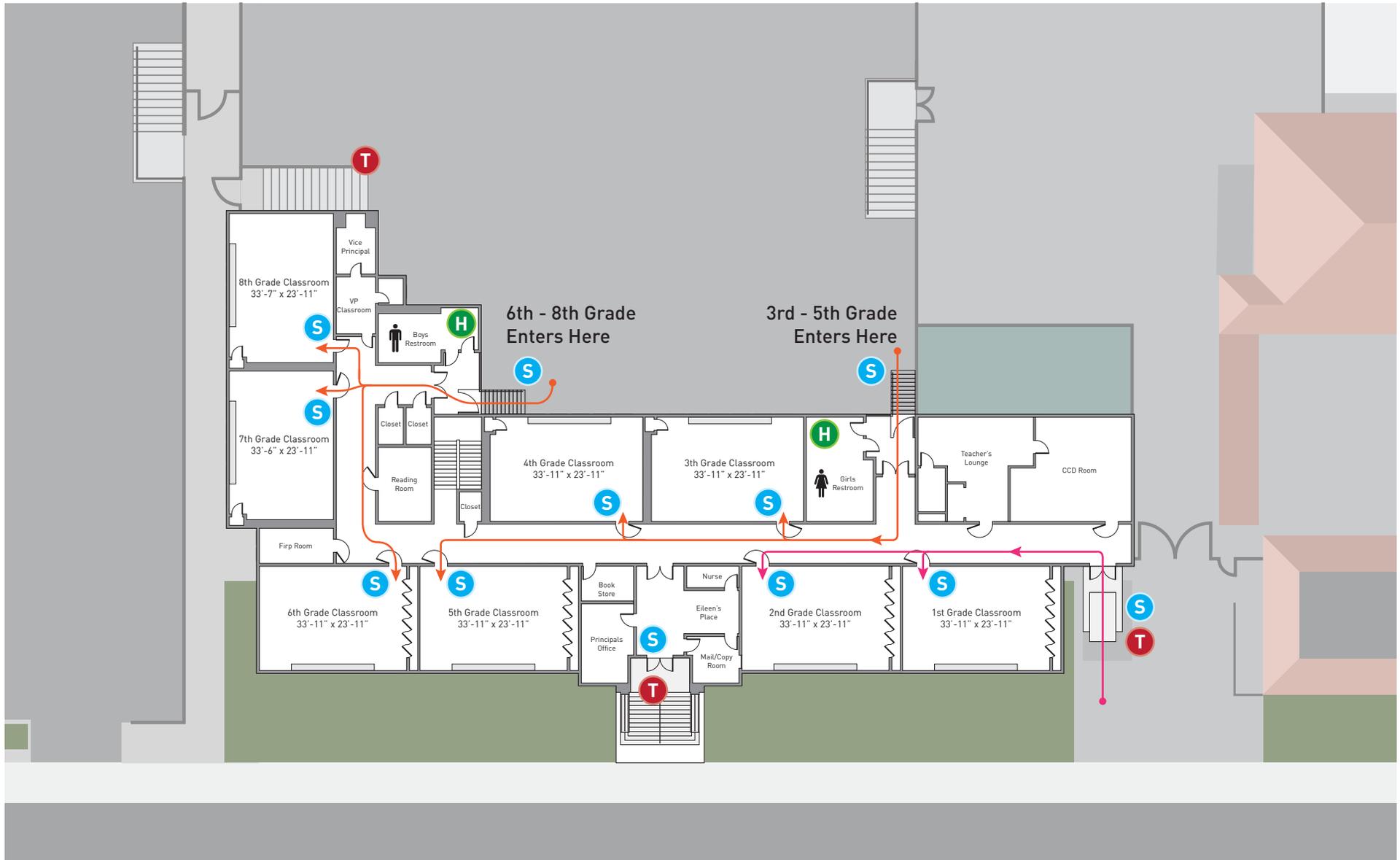
**3rd - 8th Grade
Drop Off
7:40 - 7:55**

**Kindergarten,
1st & 2nd Grade
Drop Off
7:55 - 8:10**

- Drop Off Vehicle Routing
- Upper Grades Path of Travel
- 2nd Grade Path of Travel
- 1st Grade Path of Travel
- Kindergarten Path of Travel

- S Sanitizing Station
- T Temperature Check
- H Hand Washing Area

Covid19 Drop Off Routes & Procedures - 2nd through 8th Grades



**3rd - 8th Grade
Drop Off
7:40 - 7:55**

**2nd Grade
Drop Off
7:55 - 8:10**

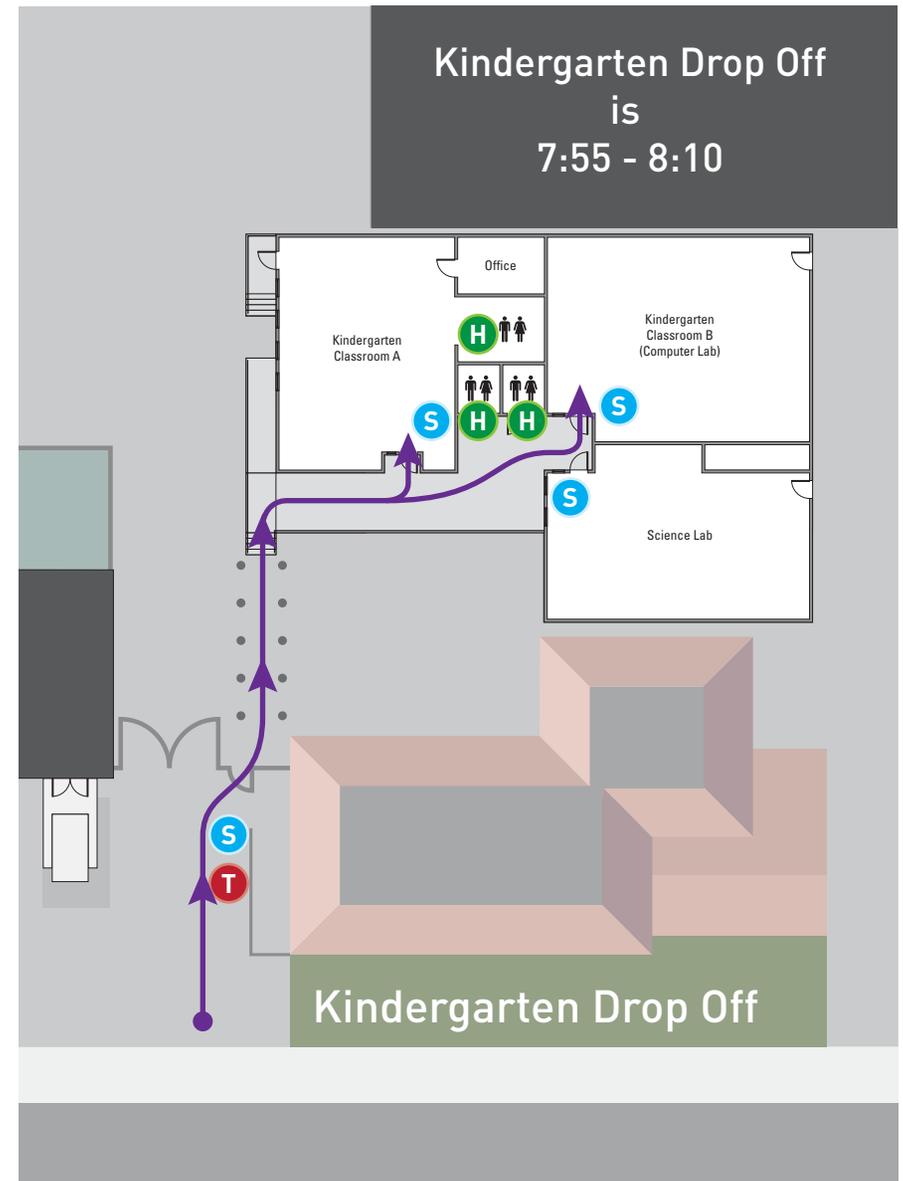
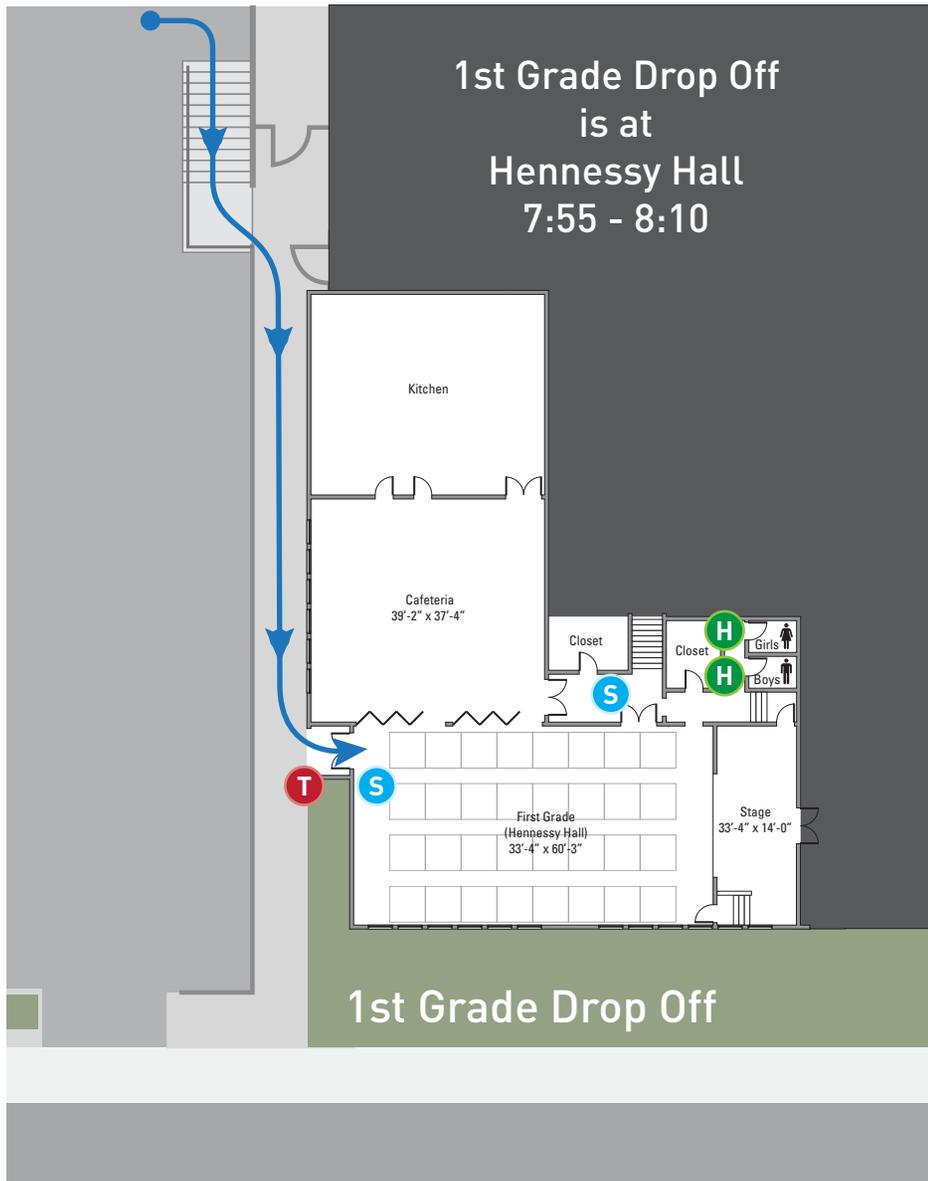
→ Upper Grades Path of Travel
→ 2nd Grade Path of Travel

S Sanitizing Station
T Temperature Check
H Hand Washing Area



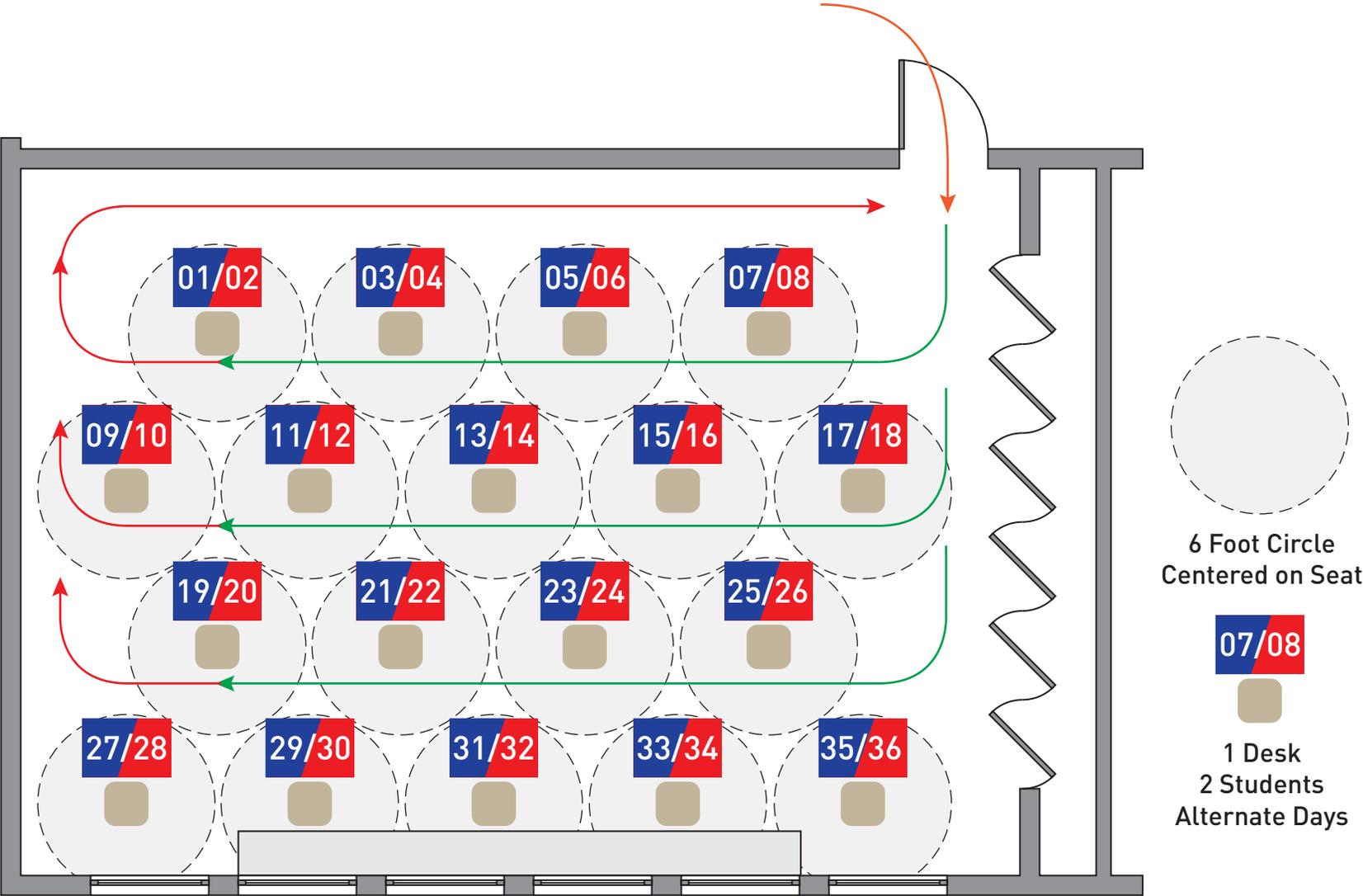
St Robert Catholic School
 349 Oak Street
 San Bruno, California 94066
 (650) 583-5065

Covid19 Drop Off Routes & Procedures - Kindergarten & 1st Grade



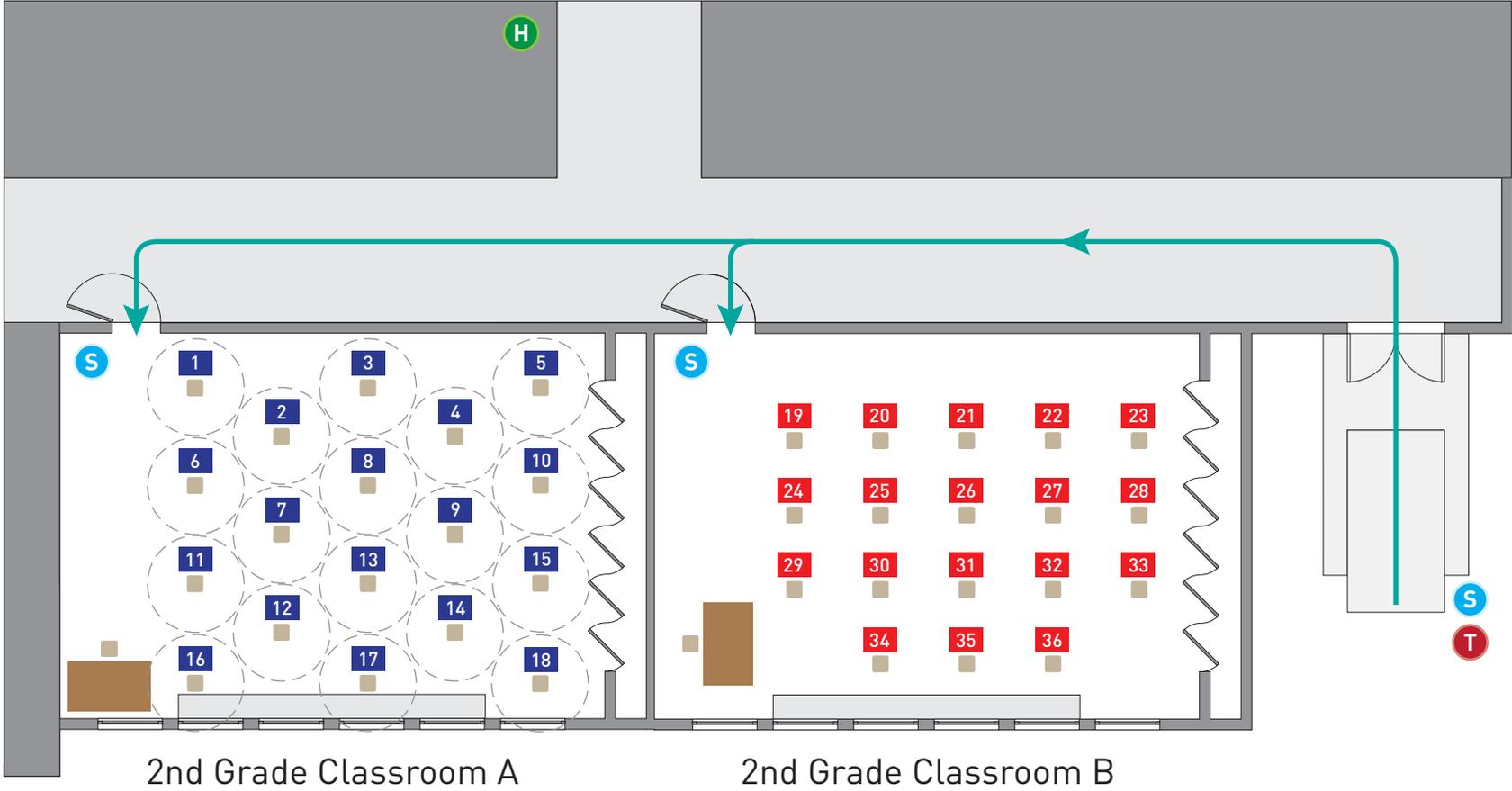
-  1st Grade Path of Travel
-  Kindergarten Path of Travel
-  Sanitizing Station
-  Temperature Check
-  Hand Washing Area

Covid19 Classroom Set Up - 6th Grade



6th Grade Classroom
(Typical of Classrooms 1st through 8th)
33'-11" x 23'-11"

Covid19 Drop Off Routes & Procedures - 2nd Grade



- 19 Red Day Student Desk
- 1 Blue Day Student Desk

- Upper Grades Path of Travel
- 2nd Grade Path of Travel
- 1st Grade Path of Travel
- Kindergarten Path of Travel

- S Sanitizing Station
- T Temperature Check
- H Hand Washing Area