

DIOCESE *of* SACRAMENTO
CATHOLIC SCHOOLS

ST. ROSE SCHOOL



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RETURN-TO-SCHOOL PLAN:
COVID-19 PROTOCOLS AND WAIVER COMPONENTS
FOR SCHOOLS REQUIRING WAIVER

v2.1

24 August 2020

INTRODUCTION

We have created this plan to support our safe return to school in August amid the current pandemic. Our needs and responses are different from public schools. Our site populations are relatively small, and we do not face certain complications like bussing, large special needs populations, collective bargaining, and ADA funding mechanisms. The guidelines in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and other applicable federal, state, and local agencies.

Our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID in the context of returning to our ministry. Understanding that there is an inherent risk to being in session on campus while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need to maintain a semblance of normalcy for our children and their development.
 - a. Cohorts: In the spirit of “reducing the denominator,” Students are organized into discrete cohorts to minimize the spread of COVID-19 between groups.
 - b. Hygiene: Within cohorts, we will emphasize strong, hygienic practice.
 - c. Distance options: If a student or their family member is in a higher-risk group, we will provide the option of continuing independent or At-Home/ Remote learning.
2. **Presence:** Keeping school open daily. We do not want to burden parents with challenging schedules that prevent them from working a full workday - we want our students at school in their cohort for the full day.
3. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level in their faith and all core academic standards.

We have tailored this document specifically for our school environments and populations and will continue updating it with the best data and practices in mind. The school principal will share any updated documents on the school website and through the school information system.

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GENERAL PROTOCOLS

Social Distancing

- All persons on campus will practice social distancing of six feet whenever possible, and a minimum of three feet where impossible
- Close contact interactions (for the purposes of determining contact tracing) is considered < 6ft and > 15 minutes. Cohorts are considered close contacts even with distancing given prolonged indoor exposure.
- Signage will be used throughout campus to support social distancing and proper hygiene norms (Examples in Appendix B)
- Ad-hoc interactions by adults should be avoided.
- Mass gatherings, such as in-person assemblies, are prohibited.
- Students will be mindful of the social distancing and health practices as instructed, or they will not be allowed on campus.
- No more students will be admitted into a restroom at a time than there are sinks.

Student Cohorts

- Students will operate in cohorts at all times (courses, recess, lunches, etc.)
- Cohorts are not to share instructional spaces unless thorough cleaning occurs between uses.
- Students will have a designated space solely for their use in their classrooms and the Extended Care (EDC) space.
- Students and staff will not share workspaces or supplies.

Shared Spaces

Employees are encouraged to disinfect their workspace multiple times throughout the day, paying special attention to commonly touched surfaces. Sites have hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces.

There will be limited access to certain workspaces to reduce exposure and ensure safety. Workspace usage is as follows:

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

Meeting Space– The Gr. 8 Classroom and the Science Room will be used for faculty meetings. A virtual option is available for faculty/staff meetings, even for employees in the office or school. CSAC and Parent Club meetings are held virtually.

Breakrooms or Teacher Lounge/Multipurpose Room – These spaces are closed for eating. Shared appliances such as coffee machines, refrigerators, and microwaves can be used with a limited number of people practicing social distancing and wearing masks. Appliances must be disinfected after each use and employees must be careful not to congregate in the space.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted. (SRS Teacher Workroom - 2/space)

Screening

- Students and staff must conduct a daily self-check (See Appendix B Student Checklists) before they come to campus.
- **Designated screeners:** School employees may all function as designated screeners for students and non-employees. The principal, admin. assistant, receptionist, and other designated supervisors (such as a vice principal or lead teacher) may serve as screeners for faculty and staff if a third-party screener is required.
- A temperature check will be conducted for all persons entering campus, and staff will complete an additional screening document (see Appendix B) **Unless otherwise so directed by the county health officer, the maximum temperature for someone to be admitted to campus is 100.4° Fahrenheit.**
- During the day, any person experiencing or showing symptoms will report to the office designated isolation space for screening.
- The principal will retain a record of employee temperatures in a locked cabinet for a minimum of 90 days
- If a staff member already at school shows symptoms as described above, a supervisor will allow them to go home without penalty for that day.

Use of Outdoor Spaces for Instruction and Activities

- Socially distant outdoor activities reduce the risk of transmission of viruses.
- Therefore, we encourage the use of our outdoor spaces for instruction and activities as weather and facilities permit. We encourage teachers to be creative, and have students bring beach towels for outdoor seating.

Personal Protective Equipment (PPE)

PPE is not a substitute for social distancing or proper handwashing. In addition to using PPE, please remember to:

- *Wash your hands often with soap and water for at least 30 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.*
- *Avoid touching your eyes, nose, and mouth.*

Face Coverings

Face coverings, personal hygiene, social distancing, and frequent cleaning efforts are critical parts of employee protection.

Studies continue to emphasize the importance of face coverings in slowing the progress of COVID. A [recent study by Duke University](#) found that, after N95 and surgical masks, a poly/cotton face mask is the most effective in reducing droplet counts.

Per [CDPH/CalOSHA Face Covering Guidance](#)

- Face coverings must be used in accordance with CDPH Guidelines unless a person is exempt as explained in these guidelines.
- Teaching and reinforcing the use of face coverings, or in limited instances, face shields: The school will review the proper wear and care of face coverings with all staff, students, families, and anyone present on campus.
- The school shall frequently remind students and staff not to touch the face covering and to wash their hands frequently.
- Information for staff and families in the school community on the proper use, removal, and washing of cloth face coverings found here: <https://bit.ly/washingfacecoving>
- Training has been provided on policies on how people who are exempted from wearing a face covering will be addressed (see policies below)

FACE MASKS FOR STUDENTS:

All students must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection. (see also P.E. pg. 23)

A cloth face covering would be removed for meals, snacks, rest-time, or outdoor recreation, or when it needs to be replaced.

When a cloth covering is temporarily removed, it should be placed in a student's personal supplies or a paper bag (marked with the student's name and date) until it needs to be put on again.

PERSONS EXEMPT FROM WEARING FACE MASKS AND CONSIDERATIONS

- Persons younger than two years old and anyone who is unconscious or incapacitated;
- Students engaging in socially distanced (6' separation) outdoor physical activity;
- Persons with difficulty breathing or who are otherwise unable to remove face covering without assistance may only be exempted from wearing a facemask with the express permission of the principal, and only if the principal has explored other options, like distance learning, to accommodate the individual.
- See a [complete list](#) of who should not wear a mask.

Each school shall have extra masks on hand for people who come to campus without one. If the school cannot provide a mask (for example, if they have exhausted supplies of spare masks), individuals without them will not be allowed on campus.

FACE MASKS FOR STAFF

All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.

- **In limited situations**, where face coverings cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs) **a face shield can be used by staff** in the classroom instead of a cloth face covering as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.”¹
- Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

Gloves

All custodians and food services personnel must wear gloves.

Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

¹ COVID-19 Industry Guidance: Schools and School-Based Program (CDPH 2020)

Delivering Instruction

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of protocols ([See Appendix E](#)).
- Staff and families will be provided training videos for handwashing, proper cough or sneeze safety, and proper putting on/taking off and wearing of a face covering.
- Teachers will provide initial and routine instruction in social distancing and health practices to their students
- Protective foldable plexi barriers are provided to every classroom for additional student safety.
- Activities where there is an increased likelihood for transmission from exhaled droplets, such as singing, yelling, chanting, blowing wind instruments --are not permitted at this time.
- Implement procedures for turning in assignments to minimize contact.
- Consider the use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.
- Avoid sharing things; where sharing occurs, clean, and disinfect between uses.
- Lessons that involve food prep, or shared snacks are prohibited (bake sales, friendship salads, etc.).

Cleaning & Disinfection Routine

If the school has elected to use rags for student sanitation purposes:

- Students will have one ziplock bag with clean rags and another with dirty rags that they take home daily, like their lunch pail.
- Teachers will spray the area with disinfectant to ensure proper coverage and wait times.

If the school has elected to use disposable paper towels for student sanitation purposes:

- Students will be provided with clean paper towels at each interval that requires cleaning of their areas.
- Teacher will spray the area with disinfectant to ensure proper coverage and wait times.

Health Hygiene Practices

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

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of protocols (See Appendix E)
- Within cohorts, we will emphasize strong, hygienic practices.

- Cleaning hands at key times with soap and water for at least 30 seconds or an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not readily available.
 - Build time into daily routines for students and staff to wash hands.

Visitor & Volunteer Protocols

The safety of our staff and students is our primary concern. Approved visitation by the principal will be conditional on the visitor passing the same screening process as staff.

We will not allow normal visitation to our campuses until our reopen date. Only diocesan scheduled workers are allowed on campus during preparation for reopen.

Once school reopens:

- Schools will limit volunteers on campus to those performing essential tasks.
- Parent volunteers can only be permitted in their own child's classroom if deemed essential by the principal.
- Library volunteers will assume their duties in the library only and will not enter the classrooms to receive or deliver books.
- Volunteers supervising outdoor activities (such as yard duty) are permitted so long as they follow staff protocols. (Morning Loop Duty / Lunchtime Yard Duty)

Food & Package Delivery

Bringing in food items, outside those provided through the school's official food service programs, or sharing refreshments is prohibited. Personal food or package deliveries is not permitted.

Travel Restrictions

Diocesan schools will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Catholic Schools Department.

COVID SYMPTOMS & CASE RESPONSE

Definitions:

A **contact** is defined as a person who is <6 feet from a case for >15 minutes. An entire cohort or group is considered a contact if they have shared time indoors, even with distancing.

A **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. Note: Each school has a designated contact tracer whose name is on file with the Catholic School Department and County Health.

Contact Tracers:

Contact tracers must be employees. **The School's Contact Tracers are: Amy Freitas**

Contact Tracers must be trained either by the county within which the school resides, or take one of the following courses on contact tracing:

- Webinar-Based as recommended by the CDC:
<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/general-training-modules.html>
- Coursera Option: <https://www.coursera.org/learn/contact-tracing-for-covid-19>

Symptoms:

Students: Fever of 100.4°F or higher; Sore throat; New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline); Diarrhea, vomiting, or abdominal pain; New onset severe headache, especially with a fever. (If a student is exhibiting symptoms refer to student health history form.)

Adults: Fever of 100.4°F or higher; Chills; Cough; Shortness of breath/difficulty breathing; Fatigue; Muscle or body aches; Headache; New loss of taste or smell; Sore throat; Congestion or runny nose; Nausea or vomiting; Diarrhea

Notifications: All notifications about cases and exposures at the school, made by the superintendent, will be communicated to principal, school staff, parents, and students consistent with privacy requirements such as FERPA and HIPAA. Notifications will be made by phone, email, and the Student Information System (SIS), SchoolSpeak.

Testing:

Any student or staff person with symptoms not explained by another non-infectious condition diagnosed by a medical professional needs to be tested for COVID-19. Per this directive, symptomatic individuals must be tested within 48 hours of symptom onset, and provide test results within 72 hours of receipt by a laboratory. If the medical provider for the individual with symptoms cannot guarantee a 72-hour turnaround in test results, the symptomatic individual must use the school's designated testing laboratory.

St. Rose Catholic School has contracted with Alcala Testing & Analysis Services to employees or parents.

Our contact is:

Alcala Testing and Analysis Services
3703 Camino del Rio Suth, Suite #100-A

San Diego, CA 92108

www.alcalalabs.com

619-450-5870

OR

David Hogan

760-705-0803

davidhogan@alcalalabs.com

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

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

SCENARIO	IMMEDIATE ACTIONS	COMM.
<p>Scenario 1: A student or staff member either answers “yes” to a health screening question</p> <p>-OR-</p> <p>Exhibits the following COVID-19 symptoms</p>	<ul style="list-style-type: none"> • Student/staff are isolated at the site until they can be sent home or to a healthcare facility per CDPH guidance <p>To return to school: Wait at least 10 days after symptom onset AND 24-hours after symptoms begin to improve AND at least 24 hours without a fever (without the use of fever reducing medications).</p> <p>-OR-</p> <p>If medical attention is needed, the individual should contact their healthcare provider. The healthcare provider will determine if the individual needs a COVID-19 test.</p> <ul style="list-style-type: none"> • If student/staff tests positive, see Scenario 3. • If student/staff tests negative, see Table 2 below. • In addition, the individual may have a medical note by a physician that provides an alternative explanation for symptoms and reason for not having a COVID-19 test (e.g., seasonal allergies) <p><u>School site will remain open</u></p>	<p>COVID-19 symptoms letter provided to individual or individual’s guardian</p>

<p>Scenario 2: A family member or someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> • Student/staff sent home • RD & COVID-19 School Liaison notified • Student/staff instructed to quarantine/monitor for symptoms, even if they test negative, for a full 14 days after: <p>The date of last exposure to a COVID-19 positive non-household contact</p> <p style="text-align: center;">-OR-</p> <p>The date COVID-19 positive household member completes their isolation</p> <ul style="list-style-type: none"> • If student/staff begin to show COVID-19 like symptoms, it is recommended to be tested. • If student/staff test positive, see Scenario 3 <ul style="list-style-type: none"> • <u>School site will remain open.</u> 	<p>Student (Guardian) or Staff: Immediately notify the COVID-19 School Liaison if they are defined as a close contact of a confirmed case</p>
<p>Scenario 3: A student or staff member tests positive for COVID-19</p>	<ul style="list-style-type: none"> • Student/staff sent home, if not already at home • School administration, RD and county COVID-19 School Liaison notified via SIS and email. • Public Health – School Unit (PHSU) notified • Close off and clean any areas used by the person who tested positive, per CDPH and CDC guidance • <u>Student/staff that tested positive:</u> will isolate for 10 days after symptom onset or test date • <u>School-based close contacts:</u> identified and instructed to self-quarantine and monitor symptoms for 14 days. <p>*If close contacts begin to show COVID-19 like symptoms, it is</p>	<p>COVID-19 positive</p> <p>Individual: Notify school administration and/or COVID-19 School Liaison immediately</p> <p>School Site:</p> <ul style="list-style-type: none"> • Contact PHSU • Close Contact letter and Self-Quarantine Instructions sent to school close contacts within 48 hours. • Confirmed COVID-19 case notification sent to school community

	recommended to be tested. Testing does not shorten 14-day quarantine • <u>School site will remain open.</u>	
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Steps to Take in Response to Negative COVID-19 Test Result (TABLE 2)

SCENARIO	IMMEDIATE ACTIONS	COMMUNICATION
A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	Student/staff may return to school after 24 hours with no fever (without fever reducing medicine) and improvement in other symptoms.	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
A student or staff member tests negative after Scenario 2 (close contact)	<ul style="list-style-type: none"> • Student/staff must remain in quarantine for a full 14 days after: 1) The date of last exposure to COVID-19 positive non-household contact <li style="text-align: center;">-OR- 2) The date that COVID-19 positive household member completes their isolation 	No action is needed
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	<ul style="list-style-type: none"> • Can return to school/work immediately 	No action is needed

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

Additional Details

At Risk Students or Families - Provision of At-Home / Remote Learning

Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or At-Home / Remote Learning (see Appendix D)

School Closure and Subsequent Reopening: The Catholic School Department in consultation with Public Health, will determine if a partial or full school closure is needed based on [guidance](#) and [recommendations](#) from CDPH. Please refer to the most current guidance, currently as follows:

State Criteria for Allowing In-Person Instruction: ([as of July 17, 2020](#))

- a) Closure: A school must close in-person instruction if the County is placed on the County Monitoring List (CML). If the County is added to the CML before school resumes, schools must conduct distance learning until the county is off the CML for 14 days. If the County is added to the CML, superintendents (in consultation with labor, parent, and community organizations) may request a waiver for elementary schools for in-person instruction. State guidance on waivers will be followed.
- b) Reopening: The school can reopen in-person instruction after the County has been removed from the CML for at least 14 days.

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

- c) Individual School Closure: Closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the County Health Officer. For example, school closure may be appropriate in any of the following scenarios:
 - i) Multiple cases in multiple cohorts at a school
 - ii) There are at least 10 cases or 5 percent of the total number of teachers/students/staff cases within a 14-day period, depending on the size and physical layout of the school.
 - iii) Public health investigation or other local epidemiological data results in the County Health Officer recommending school closure.
- d) School district closure: Closure by the superintendent is recommended when 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.

e) Reopening: Public Health and the school will be in communication throughout this process. Schools and school districts can typically reopen after 14 days and the following:

- i) Cleaning and disinfection have occurred;
- ii) Public health investigation is complete;
- iii) Local public health is consulted and has no concerns with re-opening.



SAFE ENVIRONMENT

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. Sites have considered the CDC guidelines for reopening buildings after an extended closure (see <https://bit.ly/cdcwater>). In addition, the process outlined below will routinely serve to protect everyone and reduce the risk of spread of infection.

Product Guides

Hand Sanitizer

Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. (60% alcohol)

- Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
- Do not use hand sanitizers that may [contain methanol](#), which can be hazardous when ingested or absorbed.

Cleaner

When choosing disinfecting products, **use** those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)- approved list "N,"](#) and **avoid** products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Wiped after use / Cleaned daily
Electronic Equipment	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks,	After each recess

	restrooms	
Common Areas	Fac. Room, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Additional cleaning guidance available at <https://bit.ly/covidcdcclean>

Safe Water

- Use of drinking fountains is suspended; water bottle filling stations are provided.
- Flushing our water system and additional measures as needed have been taken per CDC guidelines to minimize the risk of Legionnaires' disease and other diseases associated with water.

HVAC Considerations

- Fresh outdoor air is introduced as much as possible - when using air conditioning, the setting that brings in outside air is used
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, we will consider alternatives such as installing portable high-efficiency air cleaners.
- Replace and check air filters and filtration systems to ensure optimal air quality on a schedule; the building's air filters have been upgraded to the highest efficiency possible. Upgraded air filters have been installed; they will be changed every 3 mos.
- Ensure proper ventilation during cleaning and disinfecting
- When cleaning, air out space before children arrive; plan to do a thorough cleaning when children are not present; Night cleaners clean and air out all classrooms.

School Procured Additional Supplies

Item	Quantity	Notes
<u>Hand Pump Sprayer</u>	1/classroom	For teachers to spray desks for students to wipe down.
Staff Gloves	500 count/class	Nitrile gloves
Hand Sanitizer	dispensers	1-2 dispensers per class/common rooms
Individual Pumps	1/person	8oz
Cleaning Solution		Alcohol-based
Student Towels	Teacher distrib.	For cleaning personal work surface

Restroom Soap Dispensers	1/sink	Push pump
Pencil box/supply bin	1/student	Teacher assigned
IR Therm	1/classroom	Housed in locked drawer
Acrylic/Plexiglass Dividers	2/3 students - classroom	+ office counter, isolation space, & teacher desks

FACILITY ADJUSTMENTS

Note: This section will be specific to the individual school site.

- Office has installed hand sanitizer dispensers in each classroom, 3 per front office, all common areas.
- Office has installed plexiglass shields across the front counter.
- Thermometers: touchless and hand-held infra-red thermometers have been purchased.
- Extended Day Care (EDC) or Extension Room-check-in/out and primarily set up for TK, Kindergarten, and First Grade (depending on numbers)
- Hall/Gym and Corcoran Room have been converted to a space to ensure social distancing in Extended Day Care (EDC)
- Classroom rugs, group tables, and extra furniture has been removed and individual desks or tables installed with six-foot gapping and/or plexi dividers between student stations.
- Students have their own designated space (desk/table) with their own supplies, water bottle, and hand sanitizer; cleaning materials provided by school.
- Spots outside classrooms and restrooms are designated six feet apart for temperature-taking and other classroom-entry waiting times.
- Social distancing and best practices signage posted around campus and distributed to families.
- Hand sanitizer stations installed at every point of egress in every room on campus
- Hospital grade cleaning solutions and disinfectants are used on every surface; restaurant, school grade cleaning solutions are used on student/teacher desks.
- Each cohort (class) has its own set of play equipment for recess and lunch.
- P.E. - students and teachers are producing activity bags with personal equipment on hand from home; school equipment will be used if the cohort is short of equipment. Equipment will be sanitized between use by any other cohort.
- All parish activities have been cancelled on the school grounds including Faith Formation (CCD)



SCHOOL SCHEDULE & ROUTINES

Note: This section will be specific to the individual school site.

Morning Drop-Off

Drop-Off Hours: 7:35 AM - 8:00 AM

Staffing: Teachers and Aides or Trained Parent Volunteers

Protocol: Large Loop Gate opens 8:35am; form one line around outside of Loop for drop-off of children. Parents will not be admitted to campus.

Arrival Loop : Large Loop Gate opens 8:35am; form one line around outside of Loop for drop-off of children.

- Cars circle Loop; drop students off at the curb behind the church
- Students will exit their cars, have their temperatures taken, and follow their specified route to allow for 6' distancing (TK-K--gr. 1-3 through breezeway gate; gr. 4-8 behind the hall/gym), and go directly to their classroom.
- Parents' cars depart via large gate
- Teachers will be at their doors to greet, screen, and admit students. Students will enter their respective classrooms and go directly to their assigned seats.

Lunch - Lunch / Recess

Regular Day Schedule - Primary/Intermediate/Middle School

Time	Activity	Grade Level (Teacher or Aid Staffing)			
11:30-11:50	Lunch (EDC Rm.)	TK (EDC)	Recess TK Play Yard		
11:30 - 11:50	Lunch (Classroom)	K (YD)	Recess Sm. Play Yard-1		
11:30 - 11:50	Lunch (Classroom)	1 (YD)	2 (YD)	3 (YD)	4 (YD)
12 - 12:30	Recess Small Yd. Zone 1-2 Large Yd. Zone 1-2-3-4	1 (YD) Sm. Yard Zone 1-2	2 (YD) Lrg. Yard Zone rotate	3 (YD) Lrg. Yard Zone rotate	4 (YD) Lrg. Yard Zone rotate
12:30 - 12:45	Lunch	5 (YD)	6 (YD)	7 (YD)	8 (YD)
12:45 - 1:10	Recess Large Yd. Zone 1-2-3-4	5 (YD) Large Yd. Zone rotate	6 (YD) Large Yd. Zone rotate	7 (YD) Large Yd. Zone rotate	8 (YD) Large Yd. Zone rotate

Protocol: Students will eat lunch at their assigned seats in their classrooms. (No “Hot Lunch Program” available) Students will put their lunch trash in the trash containers located directly outside the classrooms (one large trash container/ two classrooms). Students will recess in separate areas of the campus (Small yard-Zones 1-2-3, Large yard-Zones 1-2-3-4), Play structure will be used by only one cohort per day and disinfected daily.

Minimum Day Schedule

Time	Activity	Grade Level (Teacher or Aide)			
9:45-10:05	Recess Small Yd.	TK (Aid) TK Yd.	K (Aid) Zone 1-2-3	1 (T or Aide) Zone 1-2-3	
9:45-10:05	Recess Large Yd.	2 (T or Aide) Zone 1--4	3 (T or Aide) Zone 1--4	4 (T or Aide) Zone 1--4	
10:30-10:50	Recess	5 (T or Aide)	6 (T or Aide)	7 (T or Aide)	8 (T or Aide)

	Large Yd.	Zone 1--4	Zone 1--4	Zone 1--4	Zone 1--4
12:00 Dismissal					

Physical Education

Staffing: P.E. Teacher

Protocol: St. Rose School Physical Education classes, in cohorts will be following recommendations put out by CDC and SHAPE America for Physical Education:

1. Remain 6 ft apart
2. Classes should not be combined
3. Use outdoor spaces for physical education instruction when possible
4. If using the gym for instruction, keep the doors and windows open if possible, to maximize circulation and air flow
5. Give students guidance on how to safely transition between classrooms while still maintaining physical distancing
6. It is recommended that schools eliminate the use of locker rooms and requirement that students must change into a physical education uniform for participation in physical education
7. Sanitize all equipment between class periods
8. Surfaces like walls and floors do not require additional sanitation and will only require standard cleaning
9. Encourage students and staff to use individual water bottles
10. Students and staff wash or sanitize hands as they enter and exit the class
11. Face coverings should be worn by staff and encouraged for students
12. Proper protocol for students wearing face coverings when participating in moderate-to-vigorous physical activity, especially for students with asthma or other chronic conditions
13. Recognize and address the stigma that may occur as a result of Covid-19 when students cough or sneeze or are unable to wear face coverings due to underlying conditions

Custodian or P.E. teacher will clean gym door knobs and jams after each P.E. class

Time	P.E. Class by Cohort/Grade Level
------	----------------------------------

9:45 - 10:35	5 M/W	6 T/TH	Large Yd. / Gym
11:00-11:40	K M---TH		Large Yd. / Gym
12:25-1:10	3 M/W	4 T/TH	Large Yd. / Gym
1:10-2:00	1 M/W	8 T/TH	Large Yd. / Gym
2:00-2:50	2 M/W	7 T/TH	Large Yd. / Gym
Min.Day: 8:30-9:00	5 M/W	K T/TH	Large Yd. / Gym
Min.Day: 9:15-9:45	K M/W	6 T/TH	Large Yd. / Gym
Min.Day: 10:05-10:35	3 M/W	4 T/TH	Large Yd. / Gym
Min.Day: 10:50-11:20	1 M/W	8 T/TH	Large Yd. / Gym
Min.Day: 11:20-11:50	2 M/W	7 T/TH	Large Yd. / Gym

Masses

Students, gr. 3-8 will attend weekly Virtual Mass. When church is available, Students, gr. 1-8 will attend monthly Mass by cohort. **Final times/days TBD.**

Example of Virtual Mass Schedule:

Wednesdays	9:30AM	Grades 1 - 2
Thursdays	9:30AM	Grades 3 - 4 - 5
Fridays	9:30AM	Grades 6 - 7 - 8

After School Pick-Up

Time: 3:00PM - 3: 20PM

Staffing: Teachers and Aides

Protocol: The Large Loop Gate will be opened at 2:40pm. Drivers will form two lines around outside of Loop and merge to drive up along the curb for pick-up of children.

Dismissal Loop : Large Loop Gate opens 2:40pm; form two lanes around the outside of Loop.

- Drivers take turns merging to form a pick-up line along the curb.
- Drivers pull all the way up to the priests' garage (6-7 cars fit along the curb)
- Children distance in their cohort squares and will be watching for their cars and be ready to enter their car when drivers come to a stop along the curb.

Extended Care

Hours of Operation: Morning Shift 6:45AM - 7:30AM;
Early Afternoon Shift (TK only) 11:30AM - 3:00PM
Afternoon Shift 3:00PM - 6:00PM

Staffing: School and Extended Day Care employees

Student to Staff Ratio: <18:1

Protocol: Extension (EDC) will be in three locations; check-in and check-out of students--parent/guardian comes to the Kindergarten Garden entry door of the EDC room; they will not be admitted into the space but sign in/out on the Procure tablet.

Location 1--TK-K-1 in EDC room in assigned spaces by cohort masked and distanced
Location 2--Gr. 2--8 in Hall/Gym in assigned spaces by cohort, masked and distanced
Location 3--Outside play--Small Yard - students assigned to one of three zones to play
Each student will have their own supplies; students will be the only population to use the space during the late afternoon time. The EDC rooms, Hall/Gym, and Play Structure will be cleaned between uses.

Restroom Use-- EDC room unisex restroom (sanitized after each use)
Hall/Gym EDC use Boys' & Girls' Hall/Gym restrooms
Play yard - students use Boys' & Girls' school restrooms

APPENDIX A: FAQ

What if a student arrives late?

Students will enter by way of the main office to be admitted.

What is the plan for inclement weather recess and physical education?

The gymnasium will serve as the space designated for P.E. and limited, rotating cohort use when it rains, is too hot, or the air quality prohibits being outside; it will be used by one class (cohort) at a time.

EXTENSION: What if students are outside or in the hall/gym when a parent comes to pick up a child(ren)?

Extension personnel will carry walkie-talkies. The Extension employee at the Extension entrance will radio the employee with the students on the playground or the hall/gym to send up the student. The parent will remain at the Extension sign-out location for their child/ren.

LUNCH: Will the school still provide a Hot Lunch Program? *The school Hot Lunch Program will not be available until further notice. Students are to bring their own lunch to school. Lunches/snacks will be kept and eaten at the student's assigned space.*

FOOD DELIVERY: Can parents bring treats for their child/ren's birthday? *Bringing or sharing refreshments, including student lunches is prohibited in order to limit the risk of contamination. This includes: Snack items, candy, and drinks normally provided by teachers or Extension.*

Lunches: There will be no food deliveries.

DOCTOR/DENTIST/ORTHODONTIST APPOINTMENTS: What do I do if my child has an appointment and I have to pick him/her up from school? *If students need an early release, they are to be picked up through the school office either at the student's recess or lunch period and may not return to school that day. Students may not be picked up through the school office after 1:15pm. All students are dismissed via the dismissal loop.*

APPENDIX B: PROTOCOLS & SIGNAGE

Surface Cleaning



Additional Details

- Students will be provided special, disposable cleaning cloths to clean personal space after eating lunch.
- Teacher will sanitize the areas to ensure wait time and proper coverage

Restroom Use



Additional Details

- No more students in a restroom than the number of sinks available (2 or 3)
- "Cougar Paws" Mark the Spots (spaced line up spots outside restroom)
- Students will disinfect hands at their desk space on returning to class

Teacher Cleaning Expectations



ST. ROSE SCHOOL

KEEPING CLASSROOM CLEAN

ROUTINELY CLEAN



TEACHERS CLEAN HANDS; WEAR GLOVES



RESPECT EVERYONE'S SPACE

FAITH EXCELLENCE SERVICE

Screening

Campus Entry Point (Adults)

ROMAN CATHOLIC DIOCESE OF SACRAMENTO  COVID 19 RESPONSE PROTOCOLS

CAMPUS ENTRY SCREENING

COMPLETE SURVEY PRIOR TO ENTRY



DISINFECT MASK? GLOVES

RESPECT EVERYONE'S SPACE

FAITH COMMUNITY GROWTH

Daily Health Screening (Adults)

Name:

Position:

Supervisor's Name:

Q1: Since your last time on campus, have you had a cough, shortness of breath, difficulty breathing, or been in close contact with a person lab confirmed to have COVID-19?

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

Q2: Since your last time on campus, have you had any of these symptoms?

- | | | |
|------------------------------|-------------|----------------------------|
| Fever | Muscle pain | Sore throat |
| Chills | Headache | New loss of taste or smell |
| Diarrhea | Nausea | Vomiting |
| Repeated shaking with chills | Congestion | Runny Nose |

If yes, circle symptoms and see your supervisor immediately.

Running Record

Date	Temp	Symptoms (Y/N)	Screened by	Signature

< OFFICE USE ONLY >

If a person is exhibiting symptoms or exceeds the body temperature allowable by the resident county HHS (unless otherwise noted, 100.4°F) they will be instructed to go home or to the nearest health center.

Then, complete the following section of this form:

Date the employee was sent home: _____ Recorded temperature: _____

Are visible signs of respiratory illness present? ____ Yes ____ No

Date the employee returned to work: _____

Student Checklists

Home Checklist for the Front Door

The graphic features a school crest at the top. Below it, the text "GOOD MORNING!" is centered. A red horizontal band contains three items: "SMILE" with a smiley face icon, "CHECK TEMPERATURE" with a person and thermometer icon, and "WASH" with a hand-washing icon. A dark blue horizontal band below contains three items: a pencil cup icon, a hand-washing icon, and a checklist icon. Below this band, the text "DO YOU HAVE YOUR SUPPLIES?" is centered. At the bottom, the text "HAVE A GREAT DAY!" is centered. A gold horizontal line separates the main content from a footer containing the words "FAITH", "COMMUNITY", and "GROWTH" spaced out.

End of School Day Reminders

The graphic features a school crest at the top. Below it, the text "END OF DAY!" is centered. A red horizontal band contains three items: "SMILE" with a smiley face icon, "CHECK LIST" with a checklist icon, and "CLEAN" with a hand-washing icon. A dark blue horizontal band below contains three items: a folded towel icon, a sink icon, and a folded towel in a bag icon. Below this band, the text "DONT FORGET TO WASH TOWELS & RETURN" is centered. At the bottom, the text "HAVE A GREAT AFTERNOON!" is centered. A gold horizontal line separates the main content from a footer containing the words "FAITH", "COMMUNITY", and "GROWTH" spaced out.

Additional Facility Signage

ROMAN CATHOLIC
DIOCESE OF SACRAMENTO COVID 19
RESPONSE PROTOCOLS

PLEASE WASH YOUR HANDS

USE SOAP. SCRUB 30 SECONDS, THEN RINSE



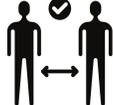
ROMAN CATHOLIC
DIOCESE OF SACRAMENTO COVID 19
RESPONSE PROTOCOLS

PLEASE LINE UP ON THE MARKS



ROMAN CATHOLIC
DIOCESE OF SACRAMENTO COVID 19
RESPONSE PROTOCOLS

PLEASE PRACTICE SOCIAL DISTANCING



ROMAN CATHOLIC
DIOCESE OF SACRAMENTO COVID 19
RESPONSE PROTOCOLS

PLEASE BE SEATED WHILE WAITING TO BE SEEN



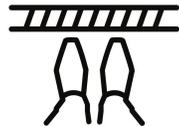
ROMAN CATHOLIC
DIOCESE OF SACRAMENTO COVID 19
RESPONSE PROTOCOLS

TEMPERATURE CHECK-POINT



ROMAN CATHOLIC
DIOCESE OF SACRAMENTO COVID 19
RESPONSE PROTOCOLS

LIMITED VISITOR ACCESS



ROMAN CATHOLIC
DIOCESE OF SACRAMENTO COVID 19
RESPONSE PROTOCOLS

ISOLATION SPACE; MASK REQUIRED



ROMAN CATHOLIC
DIOCESE OF SACRAMENTO COVID 19
RESPONSE PROTOCOLS

THIS SITE IS DISINFECTED REGULARLY FOR YOUR SAFETY



ROMAN CATHOLIC
DIOCESE OF SACRAMENTO COVID 19
RESPONSE PROTOCOLS

CLOSED FOR CLEANING



APPENDIX C: AGENCY UPDATES & RESOURCES

Links to pertinent agency documents are below. This list will be updated regularly.

- [CDC Portal Page for K-12 Education](#)
- [CDC School Decision Tree](#)
- [CDC Guidance for Cleaning and Disinfecting](#)
- [California Department of Public Health COVID-19 Update Portal](#)
- [CDPH Guidance for Use of Face Coverings](#)
- [County Data Monitoring](#)

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

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

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

Links to general documents about COVID:

American Academy of Pediatrics' statement on returning to school:

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Links to CDPH information on the waiver process from August 3, 2020:

CDPH FAQs re. School waivers and reopening:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-FAQ.aspx>

CDPH Waiver process:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/In-Person-Elementary-Waiver-Process.aspx>

APPENDIX D: DISTANCE LEARNING

The Distance Learning opportunities provided by our school are intended to keep us safely in community.

Distance Learning Outline

- A. Campus open - Our primary goal is to provide a quality education while in community. At-Home / Remote learning will be available for students in at-risk scenarios through their regular classroom teacher, in addition to a support/liason teacher to ensure connectivity. Modes of instruction provided will include live stream lessons, recorded sessions, and scheduled check-in times. This program will provide seamless reentry to an on-site experience for the child when the time comes to return.
- B. Cohort Distance Learning - If the health department sends a cohort to distance learning, the entire cohort will be provided with a daily program that will include live stream lessons and a regular period by period schedule, synchronis and asynchronis instruction.
- C. Campus closed - The entire school will move to distance learning if the campus is closed by the health department, similar to the cohort scenario, but with additional whole school content such as streamed announcements, masses, assemblies, and music. Students on At-Home/Remote learning will be folded into the entire site distance learning program.

At-Home or Remote Learning for At-Risk Students

Overview

Program Intent

Our school emphasizes local, personal interaction through an in-person community. A homeschool program is limited and is not our mission. Still, when health considerations necessitate learning from a distance, we will serve our families and keep them connected to their community with an At-Home, remote learning experience.

Content

Instruction in math, language arts, science, religion, and social studies will be provided to all students. Additional content in physical education, Spanish language, computer science-typing and music enrichment and art, **where and whenever possible**, will also be integrated into the curriculum on-site and off.

Roles and Responsibilities

Classroom Teacher

- Generates core content and provides feedback to all students (on and off-site) in the regular grading cycle and is available to all parents in a regular fashion (phone, email, appointment).
- Posts lessons (content) for review by both teacher liaison and students/parents in preparation for the schedule of instructional times
- Shares the class Zoom/Google Meet link with the schedule of instructional times
- Set up a bi-weekly "Office Hours" to meet with students on At-Home Learning as a group.

Teacher Support/Liaison: Provides additional community connectivity such as checking in for daily support. Will serve as the first point of contact for parents during the course of the day for assistance (through Google Classroom, email, or phone).

Student

Keeps to their schedule by starting each day on Google classroom with the morning announcements, attends their remote lessons as defined by the instructional schedule, and progresses through the content at their pace during the day. Assignments are due to the classroom teacher as defined by the classroom submission process and according to due dates.

Example Daily Schedule

Schedules will vary by grade level and subject area; teachers provide schedules during orientation.

8:15 AM	Whole School Streamed Morning Announcements
8:30 AM	Distance Learning Student Attendance Check-in or (At-Home Learning Group Check-in --Teacher Liaison)
TBD by Grade	Live Streamed Lesson 1 - Religion
TBD by Grade	Live Streamed Lesson 2 - English/Language Arts (ELA)
TBD by Grade	Streamed Lesson 3 - Different by Grade Level -
1:00 PM	Streamed Lesson 4 - Different by Grade Level -
TU/TH	Classroom Teacher Office Hours (TBD...3:15-3:45 or 3:30-4 PM)

Next Steps & Additional Information

Space in this program may be limited to ensure quality implementation. Should your child's cohort or the school move to distance learning, this remote learning schedule would change to a full distance learning schedule (more streamed course content, etc.)

For additional questions or to sign-up for this program, please call or email the school office.

APPENDIX E: APPLICATION FOR WAIVER

In counties on the monitoring list, CDPH guidance allows elementary schools to request a waiver from the local health officer to open for in-person instruction. To receive a waiver, the superintendent (or equivalent for charter or private schools) must consult with labor, parent, and community organizations prior to submitting a waiver application. The local health officer then reviews the application, along with local community epidemiological data, and consults with CDPH about the request.

Each county will provide its own waiver form. The form below is a sample of some of the information they will be requesting.

Background Information

School Name: St. Rose School School District: Sacramento Diocese

Superintendent Name: Lincoln Snyder Address: 633 Vine Ave., Roseville 95678

Grades to be Reopened: Tk-6th

Total Number of Students by Grade:

TK:	17	3:	15
K:	30	4:	33
1:	29	5:	31
2:	23	6:	24

Date of Reopening: September 8, 2020

Name of Person Completing Application: Suzanne Smoley

Phone Number: 916-782-1161 Ext. 101 Email: ssmoley@strose.org

Signature: *Suzanne Smoley, Principal* Date: *August 21, 2020*

Components per CDPH Waiver Requirements

From [cdph.ca.gov](https://www.cdph.ca.gov): As described in the *CDPH/CalOSHA Guidance for Schools and School-Based Programs* (PDF), elementary school reopening plans must address several topics related to health and safety, in a manner consistent with guidance from CDPH and the local health department. Those topics include:

- a. Cleaning and disinfection [SEE SECTION "Shared Spaces"](#)
- b. Small, stable, cohorting [SEE SECTION "Student Cohorts"](#)
- c. Entrance, egress, and movement within the school: [SEE SECTION "School Schedule and Routine"](#)
- d. Face coverings and other essential protective gear [SEE SECTION "Personal Protective Equipment\(PPE\)"](#)
- e. Health screenings for students and staff [SEE SECTION "Screening"](#)
- f. Healthy hygiene practices [SEE SECTION "Safe Environment"](#)
- g. Identification and tracing of contacts [SEE SECTION "COVID Symptoms & Case Response"](#)
- h. Physical distancing [SEE SECTION "Social Distancing"](#)
- i. Staff training and family education [SEE SECTION "Delivering Instruction"](#)
- j. Testing of students and staff [SEE SECTION "COVID Symptoms & Case Response"](#)
- k. Triggers for switching to distance learning [SEE SECTION "COVID Symptoms & Case Response: Additional Details"](#)
- l. Communication plans [SEE SECTION "COVID Symptoms & Case Response: Additional Details"](#)

Community Consultation

From [cdph.ca.gov](https://www.cdph.ca.gov): Prior to applying for the waiver, the applicant (or his/her staff) must (1) consult with labor, parent, and community organizations, and (2) publish elementary school reopening plans on the website of the local educational agency (or equivalent). Examples of community organizations include school-based non-profit organizations and local organizations that support student enrichment, recreation, after-school programs, health services, early childhood services or provide family support.

1. Our plan for consultation:
 - a. Faculty and staff: By August 24, 2020, each principal will hold an online meeting with his or her faculty. During that meeting, he or she will:
 - i. Present an introductory message from Lincoln Snyder and a public service announcement from Dr. Daniel McCrimons.
 - ii. Provide an electronic copy of his or her school's Return-to-School plan to each employee.
 - iii. Review his or her school's Return-to-School plan in detail.

- iv. Hold an open forum in which he or she records and answers any questions or concerns.
 - v. Makes himself or herself available at a scheduled time for follow-up conversation and questions.
- b. Parent organizations: By August 24, 2020, each principal will hold an online meeting with his or her Catholic School Advisory Committee. During that meeting, he or she will:
- i. Present an introductory message from Lincoln Snyder and a public service announcement for parents from Dr. Daniel McCrimons.
 - ii. Provide an electronic copy of his or her school's Return-to-School plan to each CSAC member.
 - iii. Review his or her school's Return-to-School plan in detail.
 - iv. Hold a question-and-answer session in which he or she records and answers any questions or concerns.
 - v. Make himself or herself available at a scheduled time for follow-up conversation and questions.
 - vi. Following the meeting, the principal will share a copy of the Return-to-School Plan with the parent population and post the plan prominently on the school website.
- c. Community Organizations:
- i. Following the same agenda as above, during the month of August the principal will meet with the Parish Pastoral Council and other significant community entities that operate in or on the parish grounds (as determined by the principal and pastor) to present the Return-to-School plan.
 - ii. On August 5, the Catholic School Department held an informational meeting with the Parochial Athletic League athletic directors to present on the Return-to-School Plan and discuss the most recent state guidelines for sports and outdoor activities.
- d. Principals will document the dates of all meetings on their website.
2. All reopening plans for schools of the Diocese of Sacramento are available on the diocesan website (www.scd.org/schools).