

St. John Catholic School Reopening Guide

Introduction

The health and safety of students, staff, and families are the school's highest priorities. St. John Catholic School has developed the school's return to in-person instruction plans based on guidance from local and state public health officials. This health and safety plan will be updated as the situation and county health orders evolve.

CDC: Back to School Strategies and Tips

- [Reopening with COVID-19: Promote Healthy Behaviors](#)
- [Maintaining Healthy Operations](#)

This guide is designed to provide the school administration, faculty, and staff with a practical guide and toolkit to implement specific recommendations provided by the Alameda County of Public Health, California Department of Public Health, and CDC in relation to risk reduction at schools. The objective of this guide is to provide educational materials for staff and school families to reduce potential exposures to and spread of the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) the virus that causes COVID-19. The recommendations provided here are designed to be implemented [according to federal guidance](#). Any recommendations in this guide will also coincide with a given school's communicable disease plan, should one be in existence.

St. John Catholic School is currently working with the Diocese of Oakland, Alameda County Health Department, as well as the Department of Education in creating long-term and short-term solutions for St. John Catholic School's response to the pandemic. This strategic planning puts forth student and community safety first and foremost. St. John Catholic School has collected information and resources from multiple groups to guide planning. The short-term planning has taken shape to include phases of reopening and sustaining the school environment. Considerations include providing social/emotional support to support students in this new educational model, staggered attendance, extension and strengthening of digital learning platforms, social distancing education and culture, and maintenance measures. Long-term planning looks at the strategic goals set by shareholders which include mission and philosophy, facilities and human resources, and student learning, but reimaged in the current environment.

St John continues to work in partnership with all the shareholders of the school including parents, teachers and staff, parishioners, the Diocese of Oakland Department of Catholic Schools, and local government agencies to form and execute these plans.

1.0 Cleaning, Disinfection & Ventilation

Our school will adhere to the disinfection guidelines developed by the California Department of Public Health and the Centers for Disease Control and Prevention for classrooms, workspaces, and outdoor spaces, etc. Prior to returning to in-person instruction, the school will receive a deep cleaning. The entire school building will be disinfected, including classrooms, using a commercial cleaning service. Electrostatic spraying method using the “N” level of sanitizing chemical, per the CDC requirements, will be completed as part of this process. This is the highest level of cleaning, combining the cleaning and disinfecting into one product and method.

Daily janitorial service will occur on school days, outside of school hours, to ensure that each day will start with newly sanitized classrooms and common areas. There will be daily cleaning and disinfecting of high touch hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces - toilets, countertops, faucets, drinking fountains, and playground equipment) and shared objects (toys, games, art supplies, books) pursuant of CDC guidance.

Bathrooms will be used by only one cohort at a time. There will be clear signage with sanitation products for staff to use after each time they use one of the dedicated staff bathrooms.

The sharing of supplies between students will be limited. Each child will have a set of their own materials to use throughout the day, to mitigate risk of infection within each cohort group. For materials/items that are shared), children will sanitize their hands first, the teacher will sanitize the item(s) after they are used and will direct students to sanitize their hands again as well.

- [Coronavirus \(COVID-19\): Safely Cleaning and Disinfecting at Work](#) (7 min)
- General Guidelines
 - Sharing of high-touch materials (art supplies, equipment, electronic devices, etc.) will be minimized to the extent practicable. Use of supplies and equipment will be limited to one group of students at a time and will be cleaned and disinfected between uses.
 - Students’ personal supplies/belongings will be separated in an effort to eliminate students coming in contact with other students’ belongings.
 - Amount of furniture and equipment in the classroom will be reduced to facilitate distancing and reduce high-touch surfaces.
 - Classroom furniture will be organized to facilitate physical distancing
 - Increased ventilation will be provided by increasing outdoor air circulation (e.g., by opening windows, classroom doors and hallway- front, center and back doors. Use of classroom overhead fans will allow for additional ventilation.

- Utilization of non-classroom space for instruction (including use of outdoor space, or gym), will be allocated to allow greater distancing between students.
- Routines will be established to ensure students wash their hands or use hand sanitizer available at entry points of the school and classroom entries, upon arrival to campus; after using the restroom; after playing outside and returning to the classroom; before and after eating; and after coughing or sneezing.
- Students will be requested to bring labeled, reusable water bottles.
- Increased Frequency of Cleaning
 - Teachers will clean work areas and commonly touched areas (doorknobs, desks) using approved child-safe cleaning supplies after use, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, desks, chairs, and cubbies.
 - Faculty and staff will use child-safe cleaners typically used at the school. If surfaces are dirty, they will be cleaned using a detergent or soap and water, prior to disinfection.
 - Toys that cannot easily be cleaned and sanitized daily will not be used.
 - Toys that children have placed in their mouths or that are otherwise contaminated by body secretion or excretion, will be set aside and removed from play areas until they are cleaned and sanitized by hand (by a person wearing gloves).
 - Toys will not be shared with other cohorts of students without prior cleaning and sanitization.
 - Toys that need to be cleaned will be set aside and removed from play areas. Teachers will do their best to make arrangements to have enough toys so that the toys can be rotated through cleanings.
 - Children's books, like other paper-based materials such as mail or envelopes, are not considered as a high risk for transmission and do not need additional cleaning or disinfection procedures, but will not be shared with other cohorts. Books may also be placed on a use rotation, to mitigate the spread of germs.
 - While in this phase of operation, children may not bring in any personal belongings aside from what is approved by the school. All fabric masks must be laundered daily, and two should accompany each student to school each day.
- Toilets, Restrooms
 - Regular bathroom cleaning will be done and documented daily by the facilities manager and/or janitorial staff.
 - Student cohorts will have specified bathrooms to use, based on class or level.
 - Bathroom times will be scheduled and monitored.

- Non-scheduled bathroom use will be closely monitored so cohorts are not co-mingling in the bathroom at the same time.

2.0 Cohorting

All students will remain with their own class, a stable cohort, throughout the school day. Each stable cohort represents a group of students and staff members that will stay together through the course of a day to eliminate or limit the mixing of students and staff in classes or congregate settings. The number of students per cohort is based on room size and configuration to maintain physical distancing requirements between students and between adults and students.

These cohorts will not physically interact with each other to minimize exposure. Recesses will be staggered and cohorts will not share immediate play areas or play equipment.

Phase 1 - County Rating improves or Waiver process approved:

- Initial school population starts with TK/K. Additional grades 1st - 5th phased in every one - two weeks. (6th - 8th grades will continue to be phased in when permitted)
- In-person learning provided, in stages, (Mon-Fri) according to the following schedule:
 - Staggered start and end times:
 - Level 1 (TK-2nd) - 7:55am – 11:55pm
 - Level 2 (3rd-5th) - 8:20am – 12:20pm
 - Restroom schedule:
 - Level 1(TK-2nd)- 9:00am-9:30am
 - Level 2 (3rd-5th)- 9:30am-10:00am
 - Recess schedule:
 - Level 1 (TK-2nd)- 9:30am-9:50am
 - Level 2 (3rd-5th)- 10:00am-10:20am
- Synchronous and asynchronous distance learning will occur daily. Teacher office hours for distance learners will be from approximately 1:00 p.m. - 3:00 p.m. daily (Mon-Fri) *with the potential exception of noon dismissal days.
- Specialty classes will be provided for students weekly.
- Classes will remain in cohorts during designated in-person instructional hours.

Extended Care Cohorting/Supervision

- TBD: (No extended care offered to start. Extended care only offered as is permitted, safe, and practical for school, as determined by school administration. Once offered, extended care will abide by the same protocols instituted during the regular school day.)

Recess/Snack/Lunch

- **Recess:** Recess activities will be staggered throughout the day as practicable and will take place in separated areas, designated by class and separated by cones.
 - Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.
- **Snack:** Students are to come to school with a healthy snack that can be consumed during the student's recess time.
 - Students will need to bring a refillable water bottle. Water fountains will be closed. Students will be permitted to use the water filler stations on campus.
- **Lunch:** Students will not eat lunch at school during phase 1 model.

Bathrooms During Recess

1. Students will go to the bathroom before or after recess, based on the schedule.
2. If a student needs to go to the restroom during recess, the student must notify yard duty personnel.

3.0 Physical Distancing

Physical distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors will practice staying the recommended distance from others and eliminating contact with others, whenever possible. Student desks will be placed four (4) to six (6) feet apart or more to promote physical distancing where practicable. Markings on classroom floors will identify traffic flow in the classrooms. Taped floor markings will identify walking directions throughout the campus in order to maintain physical distancing requirements. Nonessential, informal meetups, and ad-hoc gatherings will be avoided. Recesses and other transition times will be staggered as needed.

Social Distancing Videos

- [Sesame Street: Practicing Social Distancing with Abby and Rudy](#) (2 min)
- [Social Distancing - A Kid-Friendly Explanation Using BrainPop's Make-a-Movie](#) (3 min)
- [Social Distancing Song - 5 Steps on Social Distancing](#) (2 min)
- [Social Distancing - Spanish](#) (2 min)

Physical Distancing:

- Each class is considered a “cohort.” Each “cohort” will social distance from other “cohorts” to promote safety.
- Employees, students, parents, and visitors will practice staying the recommended distance from others and eliminating contact with others, whenever possible.
- Classes will not intermix and will be with the same teachers as much as possible.
- Markings on the floor throughout the campus will communicate the social distancing requirements.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting will not be permitted.
- Plastic dividers will be available in an instance where the necessary social distance requirements might be challenging.

4.0 Entrance, Egress, and Movement Around School

For the safety of the children and staff, non-essential individuals will not be permitted on site.

Anyone entering the school campus must comply with the applicable county COVID-19 requirements. Failure to comply is a violation of law. Unless specifically exempted by the applicable county health guideline, anyone entering the school campus must wear Personal Protective Equipment (PPE) covering his/her nose and mouth. The school will limit visitors to those visits essential for the school’s operations and limit the duration of time a visitor shall be on campus.

No parent, guardian, student, employee or visitors shall enter the school premises if that person has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; (c) is quarantined or self-quarantined because of COVID-19, whether diagnosed or not; or (d) has a temperature of 100 or greater. In all such cases, the person shall not enter the campus without obtaining written medical clearance and providing it to the school administration.

All families must follow the carpool cones for drop-off /pick-up protocols. Parents will not be permitted to enter the building during drop-off or pick-up. Staff will monitor arrival and dismissal to curtail congregating and ensure students go straight from their carpool vehicle to the school building/designated area, and vice versa. All students will remain in their cohort during the drop-off and pick-up period of the day.

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

Close contact and infection risk between students, staff, families, and the broader community will be mitigated and minimized at arrival and departure in the following ways:

- Student temperatures will be taken from outside the students' vehicles.
- Students will exit their cars and move directly to the assigned lines (which will be identified and spaced apart) during arrival.
- School staff will advise drivers to remain in their vehicles, to the extent possible, when dropping-off or picking-up students.
- When in-person drop-off or pick-up is needed, only a single parent or caregiver may enter the facility to pick-up or drop-off a student. Parents/guardians will not be permitted past the second set of entry doors separating the school from the entry foyer.
- Families will be asked to sign walking slips for older children, if at all possible.
- No on-site parking will be available during school drop-off or pick-up times.
- Individuals entering campus will be required to wear a face covering and sanitize hands.
- Students are asked to have face coverings on their faces while in their car, as they arrive on campus, in order to streamline arrival processes.
- Onsite volunteers will not be allowed at this time.

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

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

Facility

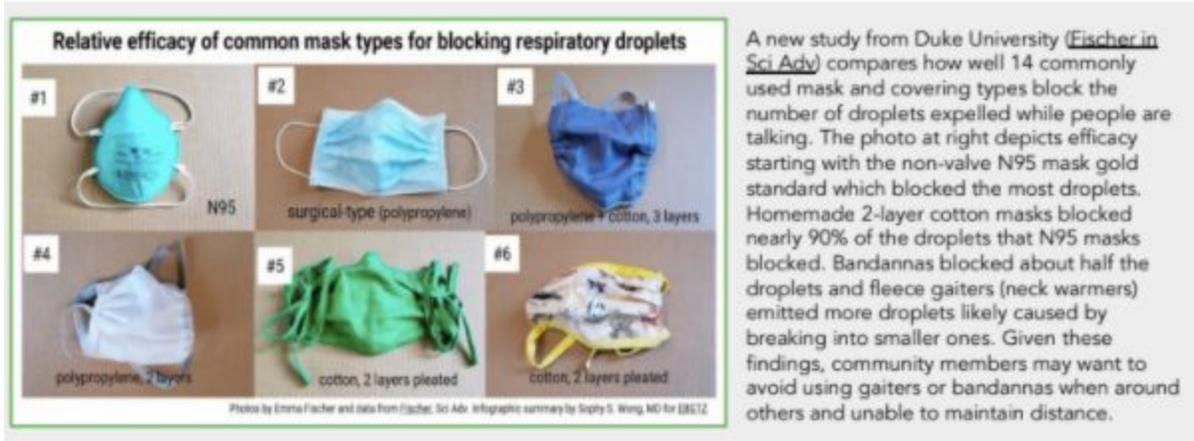
- Office and Faculty Room
 - Entrance to the office will be done through the front door only.
 - Existing barriers will separate the front office and office counter.

- No chairs will be present in waiting areas.
- Subsequent school entry doors, separating the front office from the school hallway, will remain closed.
- Social distancing markers and health and safety protocols will be posted in the faculty room.
- Sick Person Isolation Area
 - Room 0 will be designated as an isolation area.
 - Guardians picking up sick students will only be permitted to do so through the entry/exit door directly across from room 0 (unless otherwise directed by school staff).
- Snack Areas
 - Students will eat their snack at designated, individual tables in recess areas, supervised by yard duty.
 - Students will eat at a distance of 4-6ft from each other.
 - Students will eat in classrooms if rainy, excessively hot/cold, or smokey/very unhealthy weather is forecasted.
 - Used eating surfaces will be sanitized before and after each cohort's use.
- Indoor and Outdoor Play Areas
 - Outdoor play areas will be coned and students will be instructed to stay in designated areas during outside activities.
- Sports Equipment
 - Sports equipment will be used among cohorts, exclusively.
- Extended Care
 - Should extended care be provided, it will adhere to the same protocols as prescribed during regular school hour processes.
- Building Ventilation
 - Classroom doors and windows will be open for ventilation as necessary.
 - Ceiling fans in classrooms will be functional and used for ventilation purposes.
- Cleaning and Sanitizing
 - Scheduled daily cleaning of classrooms and commonly used spaces will be implemented.
 - Teachers and students will clean their work areas and commonly touched areas (doorknobs, desks) using approved child-safe cleaning supplies.
 - Bathrooms will be cleaned and sanitized daily.

5.0 Face Coverings and Other Essential Protective Gear

Effective Face Coverings

A surgical facemask or a cloth face covering with 2 layers would be preferred, as opposed to a bandana or neck gaiter, and masks with exhaust valves are not acceptable.



All guests, parents, and visitors will be required to wear face-coverings whenever on-campus. Faculty/staff will wear cloth face coverings (shields as needed) while on campus, except while eating or drinking and/or when alone, in a non-shared office or workspace. Cloth covering around the neck can be worn under a face shield as needed. Face coverings will be provided to students and staff who lose their face coverings or forget to bring them to school. Everyone will be required to wear cloth face coverings, except while eating or drinking, or in situations indicated above. Face masks will also be required:

- while arriving and departing from school campus
- in any area outside of the classroom (except when eating, drinking, or during designated “mask breaks”)

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

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

- Mask Wearing
 - [We Wear Masks - A Social Story about the Coronavirus](#) (2 min)
 - [Wear a Mask Song for Kids](#) (3min)
 - [Mask Up Video](#) - Spanish (30 seconds)
 - A cloth face covering is not intended to protect the wearer, but may prevent the spread of virus from the wearer to others. This would be especially important in the event that someone is infected but does not have symptoms.
 - Acceptable face coverings can be made of a variety of cloth materials, be factory-made or handsewn.
 - Face coverings should be washed frequently with detergent and hot water, and dried on a hot cycle. Ideally, individuals wash face coverings after each use, and have a dedicated laundry bag or bin.
 - Individuals should make sure face coverings are comfortable – it is not ideal to have to keep adjusting the mask, which means touching the face.
 - Individuals should always wash their hands, or use hand sanitizer, before AND after touching their face or face coverings.
 - Disposable face coverings are available for students or personnel who do not have access to face coverings from home or have forgotten one on a specific day. (Although, out of respect for others, and in being good stewards of resources, it is not ideal for any individual to make a habit out of not having appropriate face coverings upon arrival on campus.)
 - State of California is providing an initial supply of PPE materials to begin the year
 - N95 mask: 1 per school medical person
 - Cloth mask: 2 per child (Grades K-and-higher)
 - Cloth mask: 2 per Teacher and Adult Staff
 - Disposable mask: 2 per child (Grades K-and-higher)
 - Disposable mask 4 per Teacher and Adult Staff
 - Face shield: 4 per Teacher
 - Thermometers:4 per school
 - Hand sanitizer: 12 gallons per school
 - Adequate supplies to support healthy hygiene behaviors will be maintained
 - Soap
 - Tissues
 - Face coverings

- Hand sanitizers (with at least 60 percent ethyl alcohol) for staff and students who can safely use hand sanitizer.

6.0 Health Screenings for Students, Faculty, and Staff

Our school will require parents, guardians, students and employees to answer basic health screening questions related to COVID-19 symptoms before entering school. A list of COVID-19 symptoms (a cough; Shortness of breath or difficulty breathing; A fever of 100°F or higher or a sense of having a fever; A sore throat; Chills; New loss of taste or smell; Muscle or body aches; Nausea/vomiting/diarrhea; Congestion/running nose – not related to seasonal allergies; Unusual fatigue) and a self-checker is available on the [Center for Disease Control \(CDC\) website](#). Further, once already present at school, if an employee, student or visitor exhibits symptoms of COVID-19, the school may conduct health screenings and isolate individuals, consistent with county guidelines. (No medical testing, blood or saliva draw will be performed.)

Anyone who has been exposed to someone with COVID-19 in the past 14 days (exposure means within 4-6 feet for 15-minutes or longer), has COVID-19 symptoms, or who is not feeling well will not be permitted on school campus. Students and staff may also conduct self-checks for symptoms throughout the day. Those who develop signs and symptoms of COVID-19 will be sent home.

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

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

CDC: Back to School Strategies and Tips

- [Symptoms of Coronavirus Disease 2019](#)
- [I Think or Know I had COVID-19, and I had Symptoms. When Can I Be With Others?](#)
- Parents will be responsible for screening students at home for the following:
- Does your student have any of the following symptoms that are not attributable to another condition on the first day after a break or for a new student, please ask about symptoms in the past three days (72 hours):
 - A cough
 - Shortness of breath or difficulty breathing

- A fever of 100°F or higher or a sense of having a fever
- A sore throat
- Chills
- New loss of taste or smell
- Muscle or body aches
- Nausea/vomiting/diarrhea
- Congestion/running nose – not related to seasonal allergies
- Unusual fatigue
 - Yes- STAY HOME
- Have been in close contact with someone who has confirmed or suspected COVID-19 in the last 14 days.
 - Yes – STAY HOME
- Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
 - Yes – STAY HOME
- Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.
 - Yes – STAY HOME
- Intake screening and assessment for students: Students will have their temperature checked by school staff upon arrival at school.
 - Parents drive through the carpool where a temperature screen will be conducted before students exit vehicles.
 - A cleared at-home screening will be communicated to the intake staff person.
 - If at-home screening is not completed, school staff will conduct further on-site visual and temperature screening.
 - A second temperature screening will be performed daily by teachers/staff, mid-school day, during scheduled bathroom breaks. Any student with a temperature 100°F or above, after a second check, will be isolated and sent home.
 - If a child shows signs of respiratory illness (a new cough, complaints of sore throat, or shortness of breath), a fever of 100°F or above, they will be directed to go to Room 0 (or other indicated isolation space) and be sent home as soon as possible.
 - Families MUST agree to pick up students within an hour of symptoms that require students to go home.
 - Parents/guardians should seek medical care immediately if symptoms, such as a high fever or difficulty breathing, become more severe.
- Intake Screening and Assessment for Faculty/Staff

- Passive screening for all faculty and staff is required, including compliance monitoring before entering school. If at-home screening is not completed, homeroom teachers/office staff will conduct on-site visual and temperature screening. Self-assessment surveys will be documented by faculty and staff daily.
- If a staff member shows signs of respiratory illness (a new cough, complaints of sore throat, or shortness of breath), a fever of 100°F or above, they should enter a separate room and will be sent home as soon as possible. A substitute educator, using precautions including face coverings and physical distancing measures, will be brought into the school to direct and supervise the class.
- Local Quarantine Considerations
 - Separate room considerations will include use of room 0, or if full, the nurse's office, the science lab, or an unused classroom space. Occupied isolation spaces will be supervised by school staff, using precautions, including face coverings and physical distancing measures.
- Temperature Screening Tools
 - When temperature screening is performed, contactless thermometers will be used. St. John Catholic School will have contactless thermometers in all occupied classrooms.
 - School office will have both contact and contactless thermometers. Contact thermometers will only be used when a fever is suspected and if appropriate PPE can be used (facemask, eye protection, disposable gloves, gowns, etc.) and the contactless thermometer is not available.
 - Contact thermometers will be properly cleaned and disinfected after each use.

7.0 Healthy Hygiene Practices

Students will move with their cohort at scheduled times for bathroom visits. Teachers and staff will accompany students to and from their designated locations to ensure cohorts remain secure, and will communicate about the needs for disinfection of restrooms and high-touch areas after use.

Teachers will reinforce with students the importance of using tissues to wipe their nose and to cough/sneeze inside a tissue or in their elbow. Teachers, staff and students will also be reminded daily to wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom. Students and staff will be directed to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth

towels) to dry hands thoroughly. Teachers and staff will model and practice proper handwashing with students. Where soap and water are not readily available, staff and students are to use hand sanitizer with at least 60% alcohol. Children under the age of 9 will be supervised by an adult whenever using hand sanitizer.

Hand Washing Videos from the CDC

- [Happy Handwashing Song](#) (30 seconds)
- [Wash Your Hands-Child Video](#) (30 seconds)
- [What you need to know about handwashing](#) (2 minutes)
- [En Español, En français](#)

If a student should become ill while at school and is showing COVID-19 symptoms, the student's parent or guardian will be contacted and notified of the situation. Parents will then have to immediately pick-up the student. Contact will be made by phone, with follow up email or text. The parent or guardian will be directed to not enter the school building and will be directed to pick up the student outside of room 0, or as directed otherwise. The employee who accompanies the potentially ill student, will wear PPE, including but not limited to mask and gloves. Staff will advise the parent and/or guardian to contact the student's physician and for the student to get tested, isolate in their home or another residence, and refrain from going out in public, except for medical care. The student will remain out of school pending test results. Parents will be directed to the following Alameda County Public Health Department website containing information about local testing sites: [Alameda County COVID-19 Testing](#).

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

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

- General Hygiene:
 - Proper hand washing is more effective at preventing transmission, but hand sanitizer is an acceptable alternative if handwashing is not practicable. Hand washing stations and schedules for handwashing will be implemented during the school day. Hand sanitizer will be available in all classrooms and student areas.
 - Physical distancing guidelines will be applied in restrooms to the extent practicable.
 - Bathrooms will be cleaned and disinfected daily.
- Handwashing
 - Handwashing stations will be located throughout the school campus and will be clearly marked for use.
 - Hand sanitizer containing at least 60% alcohol will be available at all school and classroom entrances.
- Hygiene Routine
 - Students and staff will wash hands with soap and water or use alcohol-based hand sanitizer containing at least 60% alcohol (if hands are not visibly dirty) before and after eating, drinking, touching eyes/nose/mouth, using the restroom (or any shared space), and having physical contact with each other. Soap dispensers will be checked/filled daily.
- Promotion/Training of Hygiene
 - School staff will model, practice, and monitor handwashing, particularly for lower grade levels.
 - Hand sanitizers will be available in each classroom, in any other indoor space used by students or staff, at building entrances/exits, and at locations designated for students or staff to eat.
 - Students under the age of 9 should use hand sanitizer only under adult supervision.
 - Signage will be posted in high visibility areas (entrances, parking lot, classrooms, hallways and bathrooms) to remind students and staff:
 - When and where face coverings are required
 - Appropriate use of face coverings
 - Physical distancing expectations
 - Traffic flow
 - Proper techniques for handwashing
 - Covering of coughs and sneezes and other prevention measures

8.0 Identification and Tracing of Contacts

St. John Catholic School will follow Cal-OSHA reporting and recording instructions for all employees, as well as reporting any positive Covid-19 cases to the corresponding County Health Department. Aimee Sire - asire@csdo.org 510-276-6632 - will be the direct contact (COVID-19 Liaison) for the local health departments. The school will cooperate with state and local health departments' contact tracing protocols. Designated COVID-19 Contact Tracers are: Office Manager, Aimee Sire (COVID-19 Liaison) and Principal, Paige Child with Administrator, Daniel Enos serving as a backup. These designated individuals will follow county recommendations for contact tracing. Information on contact tracing can be found here: [COVID-19 Contact Tracing](#)

The contact tracing process will immediately commence if and when a COVID-19 positive case occurs. Contact tracers will assist public health departments in knowing who may have had contact at a school with a confirmed case by:

- Keeping accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Keeping a log of any visitors, including date, time and where in the school they visited;
- Assisting local health departments in tracing all contacts of the individual at school; and
- Maintaining confidentiality as required by federal and state laws and regulations.

If an employee tests positive for COVID-19 or has come in close contact with someone who tested positive, s/he will inform the school's designated COVID-19 Contact Tracers, who in turn will notify Alameda County Health Officials using this form: [Notification to ACPHD](#)

St. John Catholic School will also notify others who have been in "close contact" with the affected individual. "Close contact" is defined by the CDC as being within six feet for a period of at least 15 minutes, although this standard is not absolute.

If anyone in a staff member's, or student's, family, or someone they have been within 6 ft of for more than 15 minutes, and is exhibiting distinctive symptoms of COVID-19 (fever above 100, shortness of breath, loss of taste or smell, cough), the staff member or student will be required to stay home for 72 hours for observation or until a negative COVID-19 test is produced. Co-workers who may have had contact with a person who tested positive for COVID-19, will be informed by the school and it will be recommended they get COVID-19 testing and self-isolate.

Instructions on isolation and quarantine procedures for Alameda County can be found at: [Home Quarantine Guidance for Close Contacts to COVID-19](#)
[Home Isolation Instructions for People COVID19 and People Awaiting COVID-19 Test Results](#)

In accordance with an individual's right to medical privacy, St. John Catholic School will never disclose an infected person's name. An affected employee will be asked to follow his/her medical provider's instructions and the recommended quarantine/isolation instructions per the corresponding County Health Department prior to returning to the school campus. Similar protocols will be followed for students.

CDC: Back to School Strategies and Tips

- [Prepare for When Someone Gets Sick](#)

Students who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to school. It is a danger to other students and staff members at the school facility.

If parents have any doubts about their child's health, please call the school at (510) 276- 6632 to be advised if they may attend. If a student appears to be sick or has any of the above indicated symptoms while at school, school personnel will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

Previously symptomatic students will be permitted to return to school when his/her temperature is normal for 72 hours without aid of fever-reducing medication. Ill students must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning to school. In the event a student is sent home with one of the above-mentioned health concerns, they will not be permitted back to St. John Catholic School without a doctor's note. The doctor's note must be written on a formal letterhead and indicate that the student can return to school communicating that what they have is no longer contagious.

Permission for a student to be administered medicine in the school must be approved by the student's physician and parent, utilizing the school's medications form. Medications for maintenance will be administered throughout the day as required. Medication must be provided directly to office personnel, in its original bottle, which contains the pharmacist's directions. Students will be given their medication according to the prescription specifications only.

If a student is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if a student's immediate family (those with whom they live/commute) has been in close contact with a person or child testing positive for COVID- 19, parents will be asked keep their child home. Affected

students must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

The school administration requests that all parents and staff let school officials know of any potential exposure, immediately, by calling, emailing and reporting a confirmed case within a family to Aimee Sire (asire@csdo.org / (510) 276-6632). A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 15 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the school, school personnel will inform Alameda County Public Health Department, as well as school parents and staff.

Table 1: Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts

Scenario	Immediate Actions	Communication
<p>Scenario 1: A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.00 or above</p>	<ul style="list-style-type: none"> ● Student/staff sent home ● School administration notified ● Student/staff instructed to notify doctor and/or get tested. ● Classroom remains open. 	<p>No action is needed.</p>
<p>Scenario 2: A family member or someone in close contact with the student or staff member (outside the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> ● Student/staff sent home. ● School administration notified. ● Student/staff instructed to get tested. ● Student/staff instructed to quarantine even if they test negative for a full 14 days after date of last exposure to COVID-19 case. 	<p>Template letters 1 and Template 2: Letter to student family/staff member who is a close contact of a COVID-19 case</p> <p>AND Letter to Cohort members (in Cohort settings)</p>

	<ul style="list-style-type: none"> ● Classroom remains open. ● If student/staff tests positive during quarantine, see Scenario 3 below. 	
<p>Scenario 3: A student or staff member tests positive for COVID-19</p>	<ul style="list-style-type: none"> ● Student/staff sent home. ● School administration notified. ● Contact Alameda County Public Health Department: safelearning@acgov.org or 510-268-2101 ● Advise cohort members and/or close contacts of the COVID-19 positive student or staff member to follow quarantine instructions, contact their healthcare provider and consider testing. ● Advise household contacts of COVID-19 positive student or staff member to follow quarantine instructions, contact their healthcare provider and consider testing. ● Find community testing resources here ● Clean and disinfect classroom and primary spaces where the COVID-19 positive student or staff member spent significant time ≥ 15 	<p>Template letters: For Cohort Settings: Letter to student/staff member who is a COVID-19 case.</p> <p>AND</p> <p>Letter to Cohort Members</p> <p>For Non-Cohort Setting: Letter to the Student/Staff Member Who is a COVID-19 case.</p> <p>AND</p> <p>Letter to Close Contacts</p> <p>AND</p> <p>Letter to All Other Community Members</p>

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

Scenario	Immediate Action	Communication
A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	<ul style="list-style-type: none"> Student/staff may return to school 72 hours after resolution of fever and improvement of other symptoms. 	Student family/staff to bring evidence of a 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 date of last exposure to COVID-19 case. If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case's isolation period ends. 	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 needed.

9.0 Staff Training and Family Education

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

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

Protected time will be allocated at each week's faculty/staff meeting to ensure everyone is aware of updates and changes to the COVID response procedures and safety protocols, as needed. Ongoing training will also be provided as new COVID-19 updates are made available. All school families will be provided a copy of this document, as well as CDC's publication, [How to Protect Yourself and Others - COVID-19](#).

Teachers will educate students on the importance of healthy hygiene practices, understanding and monitoring for symptoms of COVID-19 and physical distancing.

- Orientation/training will be provided to faculty/staff to review health/safety protocols and expectations.
- Faculty/staff training will be provided on Cal/OSHA requirements for safe use of cleaning supplies.
- Orientation/training for students about new Health/Safety protocols and expectations will be provided.
- Instructional videos are provided to educate students, particularly younger elementary school students regarding the following:
 - Rationale and proper use of face coverings and physical distancing
 - [Sample Video: How to greet at 6ft.](#)
 - Proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and.
 - [12 Step Video](#)
 - [WHO Technique](#)
 - Hand sanitizer use
 - Covering coughs and sneezes, blowing noses

School families and staff will be provided with the St. John Catholic School Reopening Guide via email and the school website. Continuous education and updates for families will be provided via online resources, emailed weekly, via the school newsletter, as well as information posted on the school website.

10.0 Testing of Staff

COVID-19 testing is a key strategy in reopening schools safely. Per state guidelines, a minimum of 25% of staff will be tested every two weeks, ensuring that 100% of staff will be tested once within a

two-month period, throughout the school year. A master schedule will be created to monitor testing status of all onsite staff members.

St. John Catholic School has established an MOU with Unilab Corporation dba Quest Diagnostics to perform all COVID-19 testing and to offer testing services to faculty and staff in accordance with county requirements.

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

Employees/students with a positive test result and symptoms, who are directed to care for themselves at home, may discontinue home isolation when at least 24 hours have passed since recovery. Recovery is defined as no fever without the aid of fever reducing medication ,as well as improvement in respiratory symptoms (e.g. cough, shortness of breath), and after at least 10 days have passed since their symptoms first appeared. Alameda County's instructions on isolation and quarantine procedures can be found at:

- [Home Quarantine Guidance for Close Contacts to COVID-19](#)
- [Home Isolation Instructions for People COVID19 and People Awaiting COVID-19 Test Results](#)

- Regular Screening and Assessment
 - While an option, student COVID-19 screening is not required for reopening.
 - Onsite faculty and staff will be screened for COVID-19 with ¼ the faculty and staff on-site, tested every two weeks. Faculty and staff will be tested using RETA health insurance or personal insurance as needed. If a faculty/staff are not covered by RETA health insurance, free testing sites will be used and scheduled, as is feasible, for on-site faculty and staff.

11.0 Triggers for Switching to Distance Learning

St. John Catholic School will follow the metrics established by the California Department of Public Health for closing again and returning to distance learning due to COVID-19. These metrics are as follows:

- 5% of students and teachers in a classroom test positive for the virus, the classroom would be closed, followed by 14 days of quarantine
- 5% positive testing rate of total students and teachers, the entire school would have to close, with everyone subject to 14 days of quarantine.

The state, county and/or the Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

12.0 Communication Plans

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

Employees who have had “close contact” with a person confirmed or suspected of having COVID-19 will be notified. The CDC defines “close contact” as being within six feet for a period of at least 15 minutes from two days before the testing until meeting the criteria for discontinuation of home isolation. However, this standard of “close contact” is not absolute and can vary depending on the circumstances. The staff notification letter will be based on the template provided by Alameda County: [Alameda County Template Letter to Staff](#)

The parents or guardians of students who had “close contact” with a person confirmed or suspected of having COVID-19 will be notified. The CDC defines “close contact” as being within six feet for a period of at least 15 minutes from two days before the testing until meeting the criteria for discontinuation of home isolation. However, this standard of “close contact” is not absolute and can vary depending on the circumstances. The staff notification letter will be based on the template provided by Alameda County: [Alameda County Template Letter to Parents/Guardians](#)

St. John Catholic School will adhere to CDC, CHD, ACPHD, FERPA and HIPAA guidelines when communicating with staff and families about confirmed positive cases and high-risk exposures at the school (consistent with privacy requirements). These communications will be made via email using School Messenger or general email. Schoolwide online meetings will also be called for schoolwide exposure and online cohort meetings for isolated cohort exposure.

- Communication with Parents:

- Parents will have regularly scheduled communication from the school as explained below:
 - Weekly Newsletter
 - Teacher emails (daily/weekly)
 - St. John Catholic School website: <https://www.stjohncatholicschool.org>
 - Emergency communication as needed using SchoolMessenger.
- Communication with Staff
 - School staff will have regularly scheduled communication from the school as explained below:
 - Week at a Glance via email
 - Daily/weekly email
 - Weekly Faculty/Staff Meetings
 - Office Hours with Principal, as needed, after 1pm
- Communication with Students
 - School students will have regularly scheduled communication from the school as explained below:
 - Distance Learning: Google meetings daily for attendance/check-in and synchronous learning
 - Email/Clever/Seesaw/Google Classroom from teachers
 - In Person: In-School PA Announcements
 - Classroom Announcements via Teacher through Googlemeets or in person as needed.
 - Email
- Communication with Vendors
 - Vendors will have regularly scheduled communication from the school as explained below:
 - Email (office)
 - Phone (office)
- Communication with Local Health Departments, EMS, and Hospitals
 - Office staff will communicate directly with local health departments regarding any confirmed COVID-19 identification and tracing of contacts.
 - Alameda County Health Department: For COVID-19 Disease Reporting Numbers
 - Providers can get the latest information about reporting positive COVID-19 tests and cases meeting CDC's case definition for MIS-C on the COVID-19 Disease Reporting Webpage and can be reached at the numbers below:
 - Alameda County Acute Communicable Disease Control:

- Weekdays 8:30am–5pm Phone: (510) 267-3250
- After hours Phone: (925) 422-7595 and ask for the public health duty officer on call
- Local Hospitals
 - San Leandro Hospital: 1(510)357-6500
 - Kaiser San Leandro: 1(510)454-1000
 - Eden Medical Center: 1(510)537-1234
- Communication with Healthcare Providers
 - Email (office)
 - Phone (office)

12.1 Content and Guideline Communication

- Communication on Policies and Procedures
 - When developing and sharing communication, all parties are to be mindful of:
 - Confidentiality when releasing details about the case. Balancing that with transparency is critical.
 - Tailoring information/messaging for different audiences -message to those at impacted sites may differ somewhat from public message.
 - Avoiding messages that stigmatize a site or group of people
- Updates and Communication from CDC
 - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- Updates and Communication from OSHA
 - <https://www.osha.gov/SLTC/covid-19/>
- Updates on State Specific Guidelines
 - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>

13.0 Key Stakeholder Consultation Overview

While St. John Catholic School does not have a labor organization like the public schools' teacher union, the school administration has consulted with school faculty and staff in the decision making process for the waiver. After general and individual consultation, the faculty and staff are supportive of applying for a waiver option for St. John Catholic School.

Through collaboration with St. John Catholic School Pastor, Fr. Sergio Lopez, general school staff meetings over Spring, on-going open communication with the general school community, input from school staff and school parents via surveys, collaboration among members of the SJCS School Site Planning Committee, additional staff meetings at the start of the 2020-2021 school year, as well as individual, one-on-one meetings with principal and staff members; the St. John Catholic School administration has decided to apply for the

waiver for reopening of school. Should the waiver be accepted or Alameda County's health rating change, thereafter the school administration will consider the next planning practices toward reopening for onsite instruction.

- General Weekly Staff Meetings:
 - May-June, 2020
 - Outcome: Staff in support of administration's decisions regarding plans toward reopening; trust in principal to make careful and informed decisions regarding reopening but majority felt distance learning was best.
- Open Communication with General School Community Regarding Learning Platform Preferences:
 - May-September, 2020 via school newsletter, School Messenger Communication, email & calls
 - Outcome: Varied (wanting to remain in distance learning, wanting onsite instruction)
- Parent and Staff Surveys Regarding Learning Platform Preferences:
 - July 1, 2020
 - Outcome:
 - Parent Survey Data
 - 16 % Distance Learning (from home exclusively)
 - Teaching Staff Survey Data
 - 45% Distance Learning (from home exclusively)
- St. John Catholic School SSPC (School Site Planning Committee) Meetings:
 - Weekly/Bi-weekly, July-September, 2020
 - Outcome: Fruitful collaboration among members (school staff and school parents) towards crafting and amending procedures and resources to assist with the plans toward safe reopening of school for onsite instruction
- General Weekly Staff Meetings:
 - August-September, 2020
 - Outcome: Staff in support of administration's decisions regarding plans toward reopening; trust in principal to make careful and informed decisions regarding reopening
- Individual Staff Member Meetings with Principal:
 - September 9- 17, 2020
 - Outcome: Staff in support of administration's decisions regarding plans toward reopening; trust in principal to make careful and informed decisions regarding reopening. The majority of staff has shared a desire to return to school for onsite instruction when comprehensive protocols, procedures, and resources have been fully established.

St. John Catholic School Consultative Shareholders:

- Pastor
- Administration Team
- Faculty/Staff
- School Site Planning Committee
- Survey Data (school parents/guardians)

14.0 Appendices

- A. Incident or case reporting checklist/form
- B. COVID-19 safety checklist
- C. Information on how to talk to students about coronavirus
- D. Sample Communications

Six Steps for Properly Cleaning and Disinfecting Your School

Protect Your School Against COVID-19

Properly cleaning and disinfecting surfaces and objects can help safely and effectively reduce the spread of disease in your school or facility.

- ✓ **Always wear gloves and other personal protective equipment (PPE)** appropriate for the chemicals being used.
- ✓ **Cleaning and disinfection products should not be used by or near students.**
- ✓ **Make sure that there is adequate ventilation (air flow) when using chemical products** to prevent yourself or others from inhaling toxic fumes.



- 1. Use an EPA-approved disinfectant against COVID-19.** Visit [epa.gov/listn](https://www.epa.gov/listn) or scan the QR code with your smart phone to check EPA's list of approved disinfectants.
- 2. Always follow the directions on the label.** Check "use sites" and "surface types" to find out where the product can be used. Pay close attention to "precautionary statements."
- 3. Clean surfaces and determine how areas will be disinfected.** Clean surfaces with soap and water prior to disinfection. Routinely clean and disinfect frequently touched surfaces at least daily.
- 4. Follow the specified contact time.** Apply the product (e.g., spray or wipe a surface) and allow it to dry according to the specified contact time on the label.
- 5. Wear gloves and wash your hands with soap and water.** Discard disposable gloves after each cleaning and disinfection. For reusable gloves, dedicate a pair to disinfecting surfaces to prevent the spread of COVID-19. After removing gloves, wash your hands with soap and water for at least 20 seconds.
- 6. Store chemicals in a secure location.** Keep product lids closed tightly and store products in a location away from students' reach and sight.



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[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Cleaning and Disinfecting in School Classrooms

Cleaning and disinfecting are key to limiting exposure to germs and maintaining a safe environment during the COVID-19 pandemic. Reduce the spread of germs by keeping surfaces clean and reminding students of the importance of hand hygiene.

The Difference Between Cleaning and Disinfecting

- ✓ **Cleaning** reduces germs, dirt, and impurities from surfaces or objects and works by using soap (or detergent) and water to physically remove germs from surfaces.
 - Cleaning of surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses.
- ✓ **Disinfecting** kills (or inactivates) germs on surfaces or objects. Disinfecting works best by using chemicals, as directed, on surfaces after they've been properly cleaned.

Which Disinfectant Products Should I Use?

You can use any EPA-approved disinfectant against COVID-19. Visit [epa.gov/listn](https://www.epa.gov/listn) or scan the QR code with your smart phone to check EPA's list of approved disinfectants.



Where Should I Clean and Disinfect?

Clean and disinfect frequently touched surfaces and objects within the classroom. Check compatibility for products for use on electronic devices.

Consider cleaning surfaces and object including but not limited to:

- Door handles and knobs
- Desks and chairs
- Cabinets, lockers, and bookshelves
- Shared computer keyboards and mice
- Light switches
- Pencil sharpener handles
- Sinks and surrounding areas
- Countertops
- Shared electronics such as printers
- Other shared learning materials

When Should I Clean and Disinfect?

Clean and disinfect frequently touched surfaces at least daily or between use by different students. Limit the use of shared objects when possible, or clean and disinfect between use.

Options for cleaning and disinfection include:

- In the morning before students arrive
- Between classes (if students change rooms and while students are not present)
- Between use of shared surfaces or objects
- Before and after food service
- Before students return from recess or breaks
- After students leave for the day



Store cleaning and disinfection products out of the reach of students. Cleaning and disinfection products should not be used by or near students, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.



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[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)