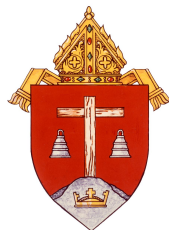




# **2020-2021 Operations Plan Madonna del Sasso School**

*Updated August 18, 2020*

**Diocese of Monterey**



## Table of Contents

Topic	Page Number
Purpose	4
Centers for Disease Control (CDC) Considerations for Schools	6
Goal, Guiding Principles	15
Health and Safety	16
Required Health and Safety Actions	16
Health Hygiene Practices	18
Required Personal Protective Equipment (PPE) Use	19
Cleaning Procedures and Schedules to Prevent Disease Transmission	20
Required Physical Distancing	22
Attendance and Health Policies	24
Plans for Situational Awareness and Consultation with Local Health Authorities	24
Procedures for Communicating Confirmed Cases	25
Appendix	27



## **Purpose**

The purpose of this plan is to be prepared to reopen Madonna Del Sasso during the COVID-19 pandemic in order to address learning loss and provide continuity of instruction for all students. The health and safety of all students and staff is a priority.

The COVID-19 pandemic and the resulting shelter-in-place have taken a toll on the social, emotional, and educational needs of students and staff. The virus will stay in circulation until a vaccine is developed, widely available and utilized. A vaccine is not likely to be in use during the next 18 months. A second wave of infections is expected, possibly coinciding with flu season in October or November 2020. The second wave may result in returning to school closures. Plans developed must be flexible and able to tighten and relax restrictions as the data at the local level changes over time.

The CDC tool to guide schools to reopen is provided on page two. Governor Gavin Newsom's California's Roadmap to Modify the Stay-at-Home Order describes six indicators that must be met in order for his executive order to be relaxed. He also outlines the requirements that local jurisdictions must meet to relax shelter-in-place orders. The Governor noted in his plan that schools may reopen during [phase 2 of the California Roadmap](#).

While most schools established their new school year calendar prior to the pandemic, schools must stand ready to revise start dates if needed depending upon what is allowed by our state and local health officials. This plan describes what protocols will be followed in order to open our school during the COVID-19 pandemic. When schools will open will be communicated at a later date.

## **Public Health Guidance - Resources and Documents**

The development of the school's Operations Plan is based on and consistent with the following public health guidance:

### **Centers for Disease Control and Prevention**

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/communication/toolkits/schools.html>

### **California Department of Public Health**

Industry Guidance for Schools and School Based Programs (7-17-2020)

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

Industry Guidance for Office Workspaces (7-29-2020)

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

Schools will complete the CDC's *Considerations for K-12 Schools: Readiness and Planning Tool*

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>

### **In-Person Re-Opening Criteria**

On July 17, 2020, the California Department of Public Health released criteria for opening schools to in-person instruction. COVID-19 and Reopening In-Person Learning Framework <https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf> (7-17-2020)

#### **In-Person Re-Opening Criteria**

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

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

The County was placed on the State of California's monitoring list on 7/2/20.

Until the County is off the monitoring list for 14 days, or unless an elementary school waiver is granted from the County Public Health Officer, the school will offer a **distance learning program**.

# CDC Considerations for Schools (Updated August 4, 2020)

## SCHOOLS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist administrators in making (re)opening decisions regarding K-12 schools during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

### Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Is the school ready to protect children and employees at higher risk for severe illness?
- ✓ Are you able to screen students and employees upon arrival for symptoms and history of exposure?

ANY NO



### Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Encourage social distancing through increased spacing, small groups and limited mixing between groups, if feasible
- ✓ Train all employees on health and safety protocols

ANY NO



### Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of students and employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if students or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- ✓ Monitor student and employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY NO



ALL YES

ALL YES

ALL YES



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

## California Department of Public Health General Measures

### Planning and Collaboration

- The school will consult with its county health officer and county health department to monitor and provide advice on local health conditions.
- The school collaborates with the Diocese of Monterey Department of Catholic schools and other Catholic schools in development and implementation of its school site operations plan.
- The school collaborates with the County Office of Education and other schools in the county.

### Repeated Closures of classes, groups or facilities

- In the event that a class, group or the facility is closed for a period of time due to COVID-19 exposure, teachers and students will engage in a distance learning program.
- Appropriate measures will be taken to ensure thorough cleaning and disinfecting of any locations that were close contact with an individual as outlined in CDC guidance.

### Use of Facility by External Community Organizations

- Upon evaluation of the facility, the school will allow for the use of the site by external community organizations such as parish religious education, recreational sports, etc.
- (If the site is in use) External organizations will be required to follow the health, safety and cleaning protocols as outlined in this operations plan.
- The cost of maintenance will be paid for by the external organization.

### Students with Access/Functional Needs

- California Office of Emergency Services defines “Access and Functional Needs” (<https://www.caloes.ca.gov/cal-oes-divisions/access-functional-needs>)
- Access and functional needs (AFN) refers to individuals who are or have:
  - Physical, developmental or intellectual disabilities
  - Chronic conditions or injuries
  - Limited English proficiency
  - Older adults
  - Children
  - Low income, homeless and/or transportation disadvantaged (i.e., dependent on public transit)
  - Pregnant women
- The principal will identify any employees and/or students who fall under this category and will develop a support plan in consultation with the Diocese of Monterey Superintendent and Director of Human Resources.

### Guiding Principles to Keep in Mind

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

- Lowest Risk: Students and teachers engage in virtual-only classes, activities, and events.
- More Risk: Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- Highest Risk: Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#)) and environmental [cleaning and disinfection](#) are important principles that are covered in this document. Fortunately, there are a number of

actions school administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities.

### Promoting Behaviors that Reduce Spread

Schools may consider implementing several strategies to encourage behaviors that reduce the spread of COVID-19.

- Staying Home when Appropriate
- Educate staff and families about when they/their child(ren) should [stay home](#) and when they can return to school.
  - Actively encourage employees and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. Develop policies that encourage sick employees and students to stay at home without fear of reprisal, and ensure employees, students, and students' families are aware of these policies. Consider not having perfect attendance awards, not assessing schools based on absenteeism, and offering virtual learning and telework options, if feasible.
  - [Staff and students should stay home](#) if they have tested positive for or are showing COVID-19 [symptoms](#).
  - Staff and students who have recently had [close contact](#) with a person with COVID-19 should also [stay home and monitor their health](#).
- CDC's criteria can help inform when employees should return to work:
  - [If they have been sick with COVID-19](#)
  - [If they have recently had close contact with a person with COVID-19](#)
- Hand Hygiene and Respiratory Etiquette
  - Teach and reinforce [handwashing](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
    - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
  - Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
    - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Cloth Face Coverings
  - Teach and reinforce use of [cloth face coverings](#). Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students (particularly older students) as feasible, and are most essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently. Information should be provided to staff, students, and students' families on [proper use, removal, and washing of cloth face coverings](#).
    - Note: [Cloth face coverings](#) should not be placed on:
      - Children younger than 2 years old



- Anyone who has trouble breathing or is unconscious
    - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
  - [Cloth face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. [Cloth face coverings](#) are not surgical masks, respirators, or other medical personal protective equipment.
- Adequate Supplies
  - Support [healthy hygiene](#) behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans.
- Signs and Messages
  - Post [signs](#) in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face covering](#)).
  - Broadcast regular [announcements](#) on reducing the spread of COVID-19 on PA systems.
  - Include messages (for example, [videos](#)) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school [social media accounts](#)).
  - Find free CDC print and digital resources on CDC's [communications resources](#) main page.

## Maintaining Healthy Environments

Schools may consider implementing several strategies to maintain healthy environments.

- Cleaning and Disinfection
  - [Clean and disinfect](#) frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school and on school buses at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.
  - If transport vehicles (e.g., buses) are used by the school, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect school buses or other transport vehicles, see guidance for [bus transit operators](#).
  - Develop a schedule for increased, routine cleaning and disinfection.
  - Ensure [safe and correct use](#) and storage of [cleaning and disinfection products](#), including storing products securely away from children. Use products that meet [EPA disinfection criteria](#)
  - Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
- Shared Objects
  - Discourage sharing of items that are difficult to clean or disinfect.

- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Ventilation
  - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.
- Water Systems
  - To minimize the risk of [Legionnaire's disease](#) and other diseases associated with water, [take steps](#) to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.
- Modified Layouts
  - Space seating/desks at least 6 feet apart when feasible.
  - Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
  - Create distance between children on school buses (g., seat children one child per row, skip rows) when possible.
- Physical Barriers and Guides
  - Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
  - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating "one way routes" in hallways).
- Communal Spaces
  - Close communal use shared spaces such as dining halls and playgrounds with shared playground equipment if possible; otherwise, stagger use and [clean and disinfect](#) between use.
  - Add physical barriers, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart.
- Food Service
  - Have children bring their own meals as feasible, or serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the [safety of children with food allergies](#).
  - Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should [wash their hands](#) after removing their gloves or after directly handling used food service items.

- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the [safety of children with food allergies](#).

### Maintaining Healthy Operations

Schools may consider implementing several strategies to maintain healthy operations.

- Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19
  - Offer options for staff at [higher risk for severe illness](#) (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework, modified job responsibilities that limit exposure risk).
  - Offer options for students at [higher risk of severe illness](#) that limit their exposure risk (e.g., virtual learning opportunities).
  - Consistent with applicable law, put in place policies to protect the privacy of people at [higher risk for severe illness](#) regarding underlying medical conditions.
- Regulatory Awareness
  - Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.
- Gatherings, Visitors, and Field Trips
  - Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.
  - Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
  - Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.
  - Pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches, and communities.
- Identifying Small Groups and Keeping Them Together (Cohorting)
  - Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
  - Limit mixing between groups if possible.
- Staggered Scheduling
  - Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
  - When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others, especially if social distancing is recommended by state and local health authorities.
- Designated COVID-19 Point of Contact

- Designate a staff person to be responsible for responding to COVID-19 concerns (e.g., school nurse). All school staff and families should know who this person is and how to contact them.
- Participation in Community Response Efforts
  - Consider participating with local authorities in broader COVID-19 community response efforts (e.g., sitting on community response committees).
- Communication Systems
  - Put systems in place for:
    - Consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their student have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19](#) (e.g. see “Notify Health Officials and Close Contacts” in the Preparing for When Someone Gets Sick section below) and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).
    - Notifying staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).
- Leave (Time Off) Policies and Excused Absence Policies
  - Implement flexible sick leave policies and practices that enable staff to stay home when they are sick, have been exposed, or caring for someone who is sick.
    - Examine and revise policies for leave, telework, and employee compensation.
    - Leave policies should be flexible and not punish people for taking time off, and should allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
  - Develop policies for return-to-school after COVID-19 illness. CDC’s [criteria to discontinue home isolation and quarantine](#) can inform these policies.
- Back-Up Staffing Plan
  - Monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up staff.
- Staff Training
  - Train staff on all safety protocols.
  - Conduct training virtually or ensure that [social distancing](#) is maintained during training.
- Recognize Signs and Symptoms
  - If feasible, conduct daily health checks (e.g., temperature screening and/or or [symptom checking](#)) of staff and students.
  - Health checks should be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. School administrators may use examples of screening methods in CDC’s supplemental [Guidance for Child Care Programs that Remain Open](#) as a guide for screening children and CDC’s [General Business FAQs](#) for screening staff.
- Sharing Facilities

- Encourage any organizations that share or use the school facilities to also follow these considerations.
- Support Coping and Resilience
  - Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
  - Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.
  - Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
  - Consider posting signages for the national distress hotline: 1-800-985-5990, or text TalkWithUsto 66746

### Preparing for When Someone Gets Sick

Schools may consider implementing several strategies to prepare for when someone gets sick.

- Advise Staff and Families of Sick Students of Home Isolation Criteria
  - Sick staff members or students should not return until they have met CDC's [criteria to discontinue home isolation](#).
- Isolate and Transport Those Who are Sick
  - Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case.
  - Immediately separate staff and [children](#) with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance for caring for oneself and others](#) who are sick.
  - Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School nurses and other healthcare providers should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).
  - Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.
- Clean and Disinfect
  - Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#)
  - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure [safe and correct use](#) and storage of [cleaning and disinfection products](#), including storing products securely away from children.
- Notify Health Officials and Close Contacts

- In accordance with state and local laws and regulations, school administrators should notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)
- Inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.

## **Goals for Madonna Del Sasso:**

**Bring students and staff back to school safely following all health and safety protocols to ensure all students receive a high-quality Catholic education and continue to prevent the spread of COVID-19 in the community and on school campuses.**

**The key principles that drive this plan are:**

- 1. Keeping students and staff safe and healthy**
- 2. Flexibility must be provided to accommodate for the unique needs of each school and program**
- 3. Ensuring equity and access**
- 4. Providing learning environments that are engaging and keep learning moving forward**
- 5. Key stakeholders are involved in the planning process**

This plan was developed in consultation with school and program leaders, Diocesan leadership and the Monterey County Public Health Officer. It takes into account the feedback from students, families, staff, and administrator feedback collected through survey data.

Reopen Planning Team members include:

- 1. James Evans- Principal*
- 2. Alicia Chaidez- Administrative Assistant*
- 3. Anna Mercado- Parent*
- 4. Alicia Poznanovich- Parent*
- 5. Corina Venegas- Teacher*
- 6. Kimberly Cheng- Superintendent Department of Catholic Schools Diocese of Monterey*

The plan is consistent with applicable state and local orders. It lays out how the school is ready to protect children and employees who are at higher risk for severe illness and how all students and employees will be screened upon arrival for symptoms and history of exposure. The plan also describes how recommended health and safety actions will be in place and how ongoing monitoring will occur.

**The state shelter in place orders were lifted on May 8, 2020 (Phase 2.5) .  
The local shelter in place orders were lifted on May 30, 2020 (Phase 2.5 Monterey County).**

## HEALTH AND SAFETY

### ***Required Health and Safety Actions***

#### **Teacher and Staff Safety**

- Ensuring staff maintain physical distancing from each other is critical to reducing transmission between adults.
- Requests for accommodations for staff who are at higher risk for severe illness may be provided after consultation with the Diocese of Monterey Human Resources.
- Conduct all staff meetings, professional development training with physical distancing in place, or virtually.
- Minimize the use of and congregation of adults in staff rooms, teacher work rooms, lunch rooms, etc.
- How will you monitor symptoms of all students and staff upon entry?  
Persons who have a fever of 100.4 or above or other signs of illness should not be admitted to the facility. Encourage employees and parents of students to be on the alert for signs of illness and to stay home when they are sick.
  - Employees
    - Entry location: Staff Entry
    - Temperature taken by: Ms. Menchaca and Mr. Evans
    - Screening of symptoms conducted by: Ms. Menchaca and Mr. Evans
      - Screening questions to be asked:
        - Do you have any COVID-19 symptoms? Reference: [Symptoms of Coronavirus](#)
        - Have you been exposed to someone with COVID-19?
  - Students
    - Entry locations
      - Preschool: Back playground gate - sign in students from car
      - TK - 1st: Back Playground Gate
      - 2nd - 5th: Main Gate
      - 6th - 8th: Staff Parking Gate
    - Families with multiple children will drop students off at the youngest child's gate
    - Extension students (survey parents, registration for extension, SAC needs to be sanitized before and after use)
    - Temperature taken by:
      - Staff and Volunteers (finalizing daily schedule for staff and volunteers)
    - Screening of symptoms
      - Parents should screen children at home before coming to school. Children should stay home if exhibiting any symptoms. [Copy of COVID-19 Screening Form](#)
      - Staff and Volunteers will confirm that children are well enough to attend school and not exhibit symptoms.
    - Students will be required to cleanse hands with hand sanitizer upon exiting their vehicle.
- What are your health and safety protocols for all students and staff?



- Washing hands frequently or using hand sanitizer
- Appropriate personal protective equipment
- Daily temperature and symptom screening
- Cover coughs and sneezes
- Clean and disinfect frequently touched surfaces daily
- Remain home when feeling symptomatic
- What are the protocols in the classroom and in other spaces on the campus?
  - Hand Sanitizers by in/out doors
  - Post protocols in every classroom, in restrooms, and around campus
  - Ensure that students wash hands frequently. Students will wash their hands with soap and water at the classroom sinks during the following times:
    - Before and after morning recess
    - Before and after lunch
    - Before and after afternoon recess
    - Whenever students touch the front of their masks, sneeze or cough, before and after needing to touch their face (rubbing their eyes, scratching their nose, etc.)
  - When using the restroom:
    - Use hand sanitizer when leaving the classroom
    - Place bathroom pass on the outside door of the restroom
    - Wash hands after using the restroom before returning to class
    - Return bathroom pass to teacher for sanitizing
  - Encourage students to pray the Hail Mary twice when handwashing to ensure appropriate duration.
- What are your protocols for student drop off and pick up?
 

Morning Drop Off:

  - Entry locations
    - Preschool: Back playground gate - sign in students from car
    - TK - 1st: Back Playground Gate
    - 2nd - 5th: Main Gate
    - 6th - 8th: Staff Parking Gate
  - Families with multiple children will drop students off at the youngest child's gate
  - Extension students (survey parents, registration for extension, SAC needs to be sanitized before and after use)
  - Temperature taken by:
    - Staff and Volunteers (finalizing daily schedule for staff and volunteers)
  - Screening of symptoms
    - Parents should screen children at home before coming to school. Children should stay home if exhibiting any symptoms. [Copy of COVID-19 Screening Form](#)
    - Staff and Volunteers will confirm that children are well enough to attend school and not exhibit symptoms.
  - Students will be required to cleanse hands with hand sanitizer upon exiting their vehicle.

Afternoon Pick up:

  - Potentially use the APP **pikmykid** to facilitate pick up. (TBD by school)
  - Pick up procedures:

- TK- 5th grade: students stay in classrooms and radio for pick up
    - Middle school: dismissed in the front of the school.
    - Having designated pick up persons for children. Student last name and grade on dashboard for easily picking up and identifying families (cars) at pick up. Decals to identify the person on record is picking up.
  - Staggered pick up times.
    - Preschool: Back playground gate - sign in students from car
    - TK - 1st: Back Playground Gate; 2:40 p.m.
    - 2nd - 5th: Main Gate; 2:40 p.m.
    - 6th - 8th: Staff Parking Gate; 3:00
    - Older students wait by youngest classroom
- What are your health and safety protocols for visitors and deliveries?
  - Follow the same protocols. Temperature check at the time of buzzing in.
  - Deliveries that do not require a signature can be left at the first gate.
  - Mail will be delivered to the first gate and be picked up by school staff.
- How will you handle students or staff who become sick while on campus?
  - Isolate student or staff member in the isolation room - one of the back two offices (TBD)
  - Update Emergency Cards - students should be picked up within 30 minutes of calling home.
  - If the staff member is well enough to drive, he/she should leave immediately. If the staff member is not well enough to drive, arrangements should be made for pick up.
  - Follow CDC protocols for cleaning and disinfecting.
- How will you inform/teach/train these expectations prior to staff and student return?
  - Zoom meetings with parents to ask questions, let them know the expectations/guidelines/practices
  - Flyers to post at home of key points to follow

### ***Health Hygiene Practices***

- How will you implement disease prevention behaviors into the culture of the school?
  - All employees will be trained prior to the first day of school
    - Trained by a nurse or medical professional
    - View and discuss training video provided by Catholic Mutual
  - Students will be trained by their classroom teachers
- How will you teach refresher lessons to keep knowledge of disease prevention behaviors in the forefront?
  - Have training prior to school starting,
  - Having training for distance learning (emergency plan) if they have to go on quarantine.
  - Have trainings continuously throughout the school year
    - Weekly reminders at staff meetings
    - Daily reminders for students in the classroom
    - Weekly reminders in the school announcements/assembly
- How will you continue to reinforce strategies with students who are following the health and safety protocols?
  - Reminders in class and at assembly

- Posters throughout the classroom and the school
- Have students create their own posters/flyers to help reinforce strategies
- Incorporate the health and safety protocols into the Schoolwide Learning Expectations
- Tactile or interactive lessons to illustrate bacteria/viruses

### Required PPE Use

#### Face Coverings: Students

## STUDENTS

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2 <sup>nd</sup> grade	Strongly encouraged**
3 <sup>rd</sup> grade – High School	Yes, unless exempt

- Face coverings are strongly encouraged for young children between two years old and second grade.
- A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced.
- When a cloth face covering is temporarily removed, it should be placed in a clean paper bag.
- **In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.**
- To prevent unnecessary exclusions, a disposable mask will be provided to a student who forgets to bring a face covering to school.

#### Face Coverings and Gloves: Staff

- All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- In limited situations where a face coverings cannot be used (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom if the wearer maintains physical distance from others.
- Workers or other persons handling or serving food must use gloves in addition to face coverings.

- Employers should consider disposable glove use to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.
- What PPE is required for students and staff and under what circumstances?
  - Cloth face coverings:
    - Face coverings should be worn by staff and are most essential in times when physical distancing is difficult.
    - Face coverings should be worn by students 2 years old and older if tolerable
  - Gloves:
    - Gloves should be worn by staff when screening students for temperature and symptoms
    - Gloves should be worn by staff when cleaning and disinfecting surfaces
  - When dealing with a sick student or employee
    - Adult staff member should wear a disposable gown, gloves and an N95 masks
    - Procedure mask should be worn by the possible sick student/employee.
- What training is needed for PPE?
  - All employees will be trained prior to the first day of school
    - Trained by a nurse or medical professional
    - View and discuss training video provided by Catholic Mutual
  - Students will be trained by their classroom teachers
  - Resources
    - PPE Sequence: <https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>
    - Face Masks Do's and Don'ts
      - [Facemask Do's and Don'ts pdf icon\[PDF – 1 page\]](#)
  - Students will learn about PPE in class with discussion and resources below:
    - Covid-19: [What is Coronavirus? | How Children Can Help](#)
    - Masks: [Wearing a Mask Helps Stop the Spread of Germs](#)
    - Social Distancing: [Explaining Social Distancing to Children | Meet the Helpers](#)
    - How Soap works Brainpop video: [How Soap Works](#)
    - Covid-19 Brainpop video: [Coronavirus](#)
    - Personal Hygiene Brainpop video: [Personal Hygiene](#)
- How will changes in PPE be communicated to all stakeholders?
  - Include updates/procedures/guidelines in the monthly/weekly newsletters for school community
  - Include updates/procedures/guidelines at weekly staff meetings

### ***Cleaning Procedures and Schedules to Prevent Disease Transmission***

- How will you promote frequent hand washing and prevent overcrowding at handwashing locations?
  - Classrooms each have their own sink and student handwashing in the classroom will be monitored by teachers
    - Tape/stickers on the ground to mark social distancing
  - Number of students in the restrooms will be limited
- What are the routine cleaning and disinfection procedures and their frequency?
  - Frequently touched surfaces will be cleaned by teachers throughout the day
  - Classrooms will be sprayed with disinfectant cleaner:

- Between uses when students have to switch classrooms, mostly in middle school
    - When students are out at lunch recess
  - Classrooms will receive cleaning each day after school by custodial company
- What are the classroom procedures for teachers and staff to clean desktops and doorknobs at the start of each new class if a student must change rooms?
  - The school janitor will spray the classroom with disinfectant cleaner if students must change rooms.
- What cleaning supplies will be provided and how will teachers and staff obtain these cleaning Supplies?
  - Misters that spray disinfectant.
    - [https://www.amazon.com/gp/product/B088MMC415/ref=ox\\_sc\\_saved\\_title\\_1?smid=A3HU9ZP18855Z3&psc=1](https://www.amazon.com/gp/product/B088MMC415/ref=ox_sc_saved_title_1?smid=A3HU9ZP18855Z3&psc=1)
    - [https://www.amazon.com/gp/product/B086YDK4PB/ref=ox\\_sc\\_saved\\_title\\_2?smid=A3HU9ZP18855Z3&psc=1](https://www.amazon.com/gp/product/B086YDK4PB/ref=ox_sc_saved_title_2?smid=A3HU9ZP18855Z3&psc=1)
    - <https://bioesquesolutions.com/botanical-disinfectant-solution/>
  - Teachers will have classroom cleaning kits that include:
    - Disinfecting wipes
    - Spray bottles with soap/water mixture
    - Paper towels
    - Gloves
- What is the schedule for campus staff to disinfect touch points and surfaces regularly?
  - Janitor on campus during school hours to disinfect areas.
  - Teachers will clean frequently touched surfaces throughout the day
- What are the procedures for immediate disinfection of rooms where people with respiratory symptoms or fever have been?
  - Per CDC Guidelines, the locations of prolonged exposure will be closed for at least 24 hours. If the school cannot wait 24 hours, the school will wait as long as possible
  - The locations will be well ventilated
  - The locations will be cleaned and disinfected as outlined by the CDC: [Cleaning and Disinfecting Your Facility](#)
- Who will conduct routine cleaning if a custodian is absent?
  - Janitor onsite
  - Outside Janitor to also help sanitize school
  - School administration if custodian is absent
- How will touch free soap dispensers be maintained?
  - Soap dispensers will be cleaned and maintained by the after school custodian
- How will you train custodial staff to safely use disinfectants and sanitizers?
  - School janitor will be trained on CDC guidelines: [Cleaning and Disinfecting Your Facility](#)
  - Custodial company will ensure proper training and implementation
- Have you recently changed air conditioning/heater filters? How will you ensure adequate ventilation?
  - Check with Mr. Barchaky (HVAC) to make sure filters are changed.
  - Classrooms will keep doors and windows open for ventilation

- Ask Father Greg about keeping the gate closed and providing a key for security purposes.

**Required Physical Distancing**

High Restriction: Distance Learning	Medium Restriction	Low Restriction
<ul style="list-style-type: none"> <li>● Class size capped at <b>12 depending on classroom size</b></li> <li>● Keep distance of 6 ft apart</li> <li>● Cohorting/Stable Groupings</li> <li>● Social Distancing: No Large gatherings</li> <li>● Protocols to minimize transmission (i.e. handwashing, minimizing contact)</li> <li>● PPE for all Staff and students</li> <li>● Testing of Staff- school pays for all teachers and aides to be tested before school year</li> </ul>	<ul style="list-style-type: none"> <li>● Class size approximately <b>18-24 students depending on classroom size</b></li> <li>● Protocols for Large Groups and transitions</li> <li>● Protocols to minimize transmission (i.e. handwashing, minimizing contact)</li> <li>● PPE for all Staff and Students</li> <li>● Testing of staff</li> </ul>	<ul style="list-style-type: none"> <li>● No limits to Class size</li> <li>● Protocols to minimize transmission (i.e. handwashing, minimizing contact)</li> <li>● Protocols for Large gatherings</li> <li>● PPE for all Staff</li> </ul>
<ul style="list-style-type: none"> <li>● Distance learning via Zoom,</li> <li>● Synchronous/Asynchronous learning</li> </ul>	<ul style="list-style-type: none"> <li>● All students attend 5 days each week</li> <li>● Most classes are in their regularly assigned classrooms               <ul style="list-style-type: none"> <li>○ Kinder class split into two classrooms</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● All students attend 5 days each week</li> <li>● Classes are in their regularly assigned classrooms</li> </ul>

**Classroom Space**

- To reduce possibilities for infection, students will remain in the same space (i.e. their assigned classroom) and in cohorts as small and consistent as practicable, including for recess and lunch.
- The school will keep the same students and teacher or staff with each group, to the greatest extent practicable.
- The movement of students and teachers or staff will be minimized as much as practicable. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.

- Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.
- Activities that involve singing will only take place outdoors and students will be physically distanced to the greatest extent practicable.

### **Non-Classroom Space**

#### **HALLWAYS/ PASSING TIMES**

- The school will minimize congregate movement through hallways as much as practicable by creating staggered passing times when necessary or when students cannot stay in one room
- The school will place guidelines on the floor that students can follow to enable physical distancing while passing.
- The use of lockers will be staggered and minimized.

#### **MEALTIMES**

- Meals will be served outdoors or in classrooms instead of cafeterias or group dining rooms where practicable.
- Where cafeterias or group dining rooms must be used, students will be kept together in their cohort groups, ensuring physical distancing, and assigned seating.
- Meals will be served individually plated or bagged. Sharing of foods and utensils and buffet or family-style meals will be avoided.
- 
- How will you ensure social distancing of 6 ft in classrooms, locker rooms, cafeterias, assemblies, lining up?
  - Madonna stickers on campus grounds to indicate 6ft. Distancing
  - Conversations with students in classroom about space
  - Refrigerator magnets for community to emphasize good practices on campus
  - Lunches will be with cohorts
    - 3 separate lunches with staggered lunches
- What commonly shared spaces will be closed? Libraries? Staff lounges?
  - Playground will be monitored with assigned rotating playground schedules
  - [Sportime Classroom Ball Pack, Set of 66](#)
  - Library with Ms. Susie can continue with time to clean up up area and reading outside
- Will offices and classrooms need to be rearranged to accommodate physical distancing of 6 feet?
  - All rooms have been cleared out to accommodate six foot physical distancing space
  - Office has been cleared of excess items with six foot markers to indicate where people will stand. Plexiglass installed to protect front office staff.
- Are you able to stagger times when students and staff are moving outside their classrooms/work areas to reduce the number of potential contacts and require students to stay six feet apart when transitioning from one space to another?
  - Recess and lunches will be staggered
    - Two 10 minute recess breaks - one in the morning and one in the afternoon - to get students out of class and also an opportunity to clean
- How will you ensure cohorts of students do not mix?
  - Everyone will have specific, staggered times to move around campus
  - The school has open spaces in front of classrooms to provide plenty of distancing
- Will foreign exchange students be allowed at schools?
  - Not applicable

- What meetings will be held virtually rather than in person?
  - Faculty meetings will mostly be held virtually
    - Any faculty meetings in person will require faculty to be spaced at least 6 ft apart, in a well ventilated room, while wearing face coverings
  - Back to School Night
  - School Advisory Board
  - Parent-Teacher Association
- Will any employees who don't work directly with students continue working from home rather than at the school site?
  - Not needed at this time
- Will employees need to work alternating shifts to avoid having too many employees in a particular space like shared offices?
  - Not needed- main office is socially distanced

### ***Attendance and Health Policies***

- What is your attendance policy?
  - Attendance policy will consider the social and emotional impact for our students- at this time we will not penalize late students or students who are absent
- What is your system for updating all internal and external stakeholders (families, students, employees, contracted providers and vendors on changes in the exclusion criteria as new information develops?
  - Email to parents
  - Monthly Newsletter
  - Texting App - FACTS/Remind
  - PTA/Room parent communication
- What is your policy/guidance on self-screening and exclusion policy for volunteers and contracted providers?
  - We will screen every person who comes on to campus
  - Google Form Release prior to on campus visit
  - Limit volunteers on campus to as needed only
- What is your guidance for leave options and continuance of any remote work options and where will employees find this information?
  - If employees need to quarantine due to exposure, they may work remotely
  - Employees will find this information in the Diocesan Personnel Guidelines
- How will supervisors handle concerns about a volunteer or contracted employee who displays respiratory symptoms and those who resist leaving work?
  - Prior to beginning the school year, administration will explain the expectation of employees. If a volunteer or contracted employee who displays respiratory symptoms resist leaving campus, the principal will direct the volunteer/employee firmly and respectfully to leave. If the volunteer/employee still resists leaving, the principal will contact the Diocesan Superintendent or Human Resource Director for follow-up.

### ***Plans for Situational Awareness and Consultation with Local Health Authorities***

- Who will monitor and share updates from California Public Health?
  - Principal with guidance from the Diocese
- Who will monitor and share updates from CDC?
  - Principal with guidance from the Diocese
- Who will monitor and share updates from Diocesan Office?



- Principal with guidance from the Diocese
- Who will monitor and share updates from the Monterey County Office of Education?
  - Principal with guidance from the Diocese
- Who will monitor and share updates from the Monterey County Health Department?
  - Principal with guidance from the Diocese

**Procedures for Communicating Confirmed Cases**

California Department of Public Health  
 School Reopening Recommendations  
<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>  
 Update Table 8/18/2020

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

	<b>Student or Staff with:</b>	<b>Action</b>	<b>Communication</b>
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)  Symptom Screening: Per CA <a href="#">School Sector Specific Guidelines</a>	<ul style="list-style-type: none"> <li>● Send home</li> <li>● Recommend testing (If positive, see #3, if negative, see #4)</li> <li>● School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>● No Action needed</li> </ul>
2.	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>● Send home</li> <li>● Quarantine for 14 days from last exposure</li> <li>● Recommend testing (but will not shorten 14-day quarantine)</li> <li>● School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>● Consider school community notification of a known contact</li> </ul>
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>● Notify the local public health department</li> <li>● Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>● Identify contacts (†), quarantine &amp; exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious</li> <li>● Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)</li> <li>● Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>● School remains open</li> </ul>	<ul style="list-style-type: none"> <li>● School community notification of a known case</li> </ul>

4.	Tests negative after symptoms	<ul style="list-style-type: none"> <li>• May return to school 24 hours after symptoms resolve</li> <li>• School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>• Consider school community notification if prior awareness of testing</li> </ul>
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- Case Follow Up Checklist
  - [COVID-19 Case Follow Up Checklist.docx](#)
- What are your written procedures for communicating about confirmed cases and with who?
  - [Sickness or Exposure to COVID-19 and cleaning protocols](#)
  - [Checklist of Follow-Up](#)
- How will you train staff about how to report confirmed cases?
  - Office personnel will be trained during teacher work week.
- How will you collect information about student and staff illness?
  - Alicia Chaidez and Laura Menchaca will maintain attendance records for students to monitor illness and absences.
  - Principal, James Evans, will maintain attendance records for staff to monitor illness and absences.
- How will you communicate any trend information to the district and/or the County Health Department?
  - Alicia Chaidez follows County Health Department protocols to communicate to the County Health Department.

## ***Appendix of Resources***

- [AFT: A Plan to Safely Re Open](#)
- [American Academy of Pediatrics: Covid 19 Planning Considerations](#)
- [Bellwether: Covid-19 Strategic Planning Toolkit](#)
- [CDC Considerations for Schools](#)
- [CDC Get Your School Ready for Pandemic Flu](#)
- [Getting Smart: How to Re Open Schools](#)
- [Hanover Research: Learning Loss Discovery Guide](#)
- [Hanover Research: Strategies for Maintaining Student Engagement During Remote Learning](#)
- [John Hopkins Center for Health Security: A Plan for a Phased Reopening Guided by Public Health Principles](#)
- [McKinsey & Company: Coronavirus COVID 19: Considerations for Reopening Schools](#)
- [NPR: What it Might Look Like to Safety Reopen Schools](#)
- [PACE Policy Brief: What Does Research Say About Staggered School Calendars?](#)
- [WHO: Considerations for school-related public health measures in the context of COVID-19](#)
- [Unicef Framework for Reopening Schools](#)