

Reopening Plan for November 2020

Overview

The health and safety of students, staff, and families are the school's highest priorities. St. Joseph Catholic School has developed the school's return to in-person instruction plans based on guidance from local and state public health officials, the Diocese of Oakland, and thoughtful input from our teachers, staff and you, our parents. We know that change and fear are the deciding factor to returning your children to in-person learning. We are carefully following all of our health and scientific sources daily with the overarching mandate that the health and safety of our students, teachers, staff, and families, are of the utmost importance. Please keep in mind that plans can change. This re-opening, health and safety plan will be updated as the situation and county health orders evolve.

1.0 Three Phase Reopening Plan

St. Joseph Catholic School has collected information and resources from multiple agencies to guide our planning. The short-term planning has taken shape to include **three phases of reopening** and sustaining the school environment which include providing social/emotional support to help students in this new educational model, staggered attendance, extension and strengthening of digital learning platforms, social distancing education, culture, and maintenance measures. The staff and I remain committed to making a thoughtful, measured, purposeful, balanced, and reflective approach to return to school the first week of November 2020 with **Phase One**. The staff and I will provide activities to build friendships and community within each class of students one day per week.

The **second phase** will invite classes to attend in-person / in-classroom learning one day a week. Our **third phase** will welcome all classes back to school with the goal being Catholic School Week in late January.

For the second and third phase of in-person learning, each grade will be divided into two cohorts. Each class of students will be referred to as a Red and Blue group. The cohorts are set up alphabetically to accommodate parents with siblings. The elementary and middle school students will have in-person classes on-campus and stay with the same group of 18 or less in different classrooms/spaces with a number of social distancing measures in place. The cohort will remain together and will not intermix with other cohorts while playing or eating. The cohorts may be further subdivided for specific teaching and learning purposes. They will move together on the school campus – only when necessary. Student movement will be restricted and carefully monitored, therefore we are discouraging bathroom use that is outside the cohort rotation schedule and recess time unless it is an emergency. These procedures will be taught to the students.

The second and third phases will include two learning models with the option of Distance Learning. Students will have access to taped virtual lessons as part of our blended learning strategies. Although in-person learning will offer a different learning experience than distance learning, we will be able to serve those students who are choosing to learn from home or who may have to quarantine in the upcoming months.

At the first of year, when we return to school in January, the administration will request parents to participate in another survey. According to the results of the survey, along with the most recent data from the County Office of Health, will influence the opening of school with our third phase being Hyflex, Hybrid or a long-term, five day-a-week in-school learning. Our long-term plan will be put forth and created on the strategic goals of the school in discussion with parents, teachers and staff, parishioners, the Diocese of Oakland Department of Catholic Schools.

The timeline of these phases will be based on the guidance of the County Office of Health, Diocese of Oakland and the input of our parents and purposeful reflection of our staff, teachers and students and is subject to change. Each parent will be emailed a copy of the plan and it will be posted on our website at www.stjosephpinole.com.

The information below is designed to provide the school administration, faculty and staff, and parent community with a practical guide and toolkit to implement specific recommendations provided by the Contra Costa County of Public Health, California Department of Public Health, and CDC in relation to risk reduction at schools.

CDC: Back to School Strategies and Tips

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

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 the St. Joseph School Covid 19 Addendum Handbook. This handbook puts forth student and community safety first and foremost.

2.0 Cleaning, Disinfection & Ventilation

Disinfection

St. Joseph 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 custodial staff will perform a deep-cleaning and continue this practice daily during after school hours. The entire school building will be disinfected, including classrooms, using commercial cleaning products and equipment.

Electrostatic spraying method using a 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. Each school day will start with newly sanitized classrooms and common areas and disinfected high-touch hard surfaces, bathroom surfaces, fountains and shared objects.

The 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. Each child will have a set of personal materials to use throughout the day, to mitigate risk of infection within each cohort group. Students' personal supplies/belongings will be separated in an effort to eliminate the students coming in contact with other students' belongings. 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.

Cleaning and Disinfecting Video

- [Coronavirus \(COVID-19\): Safely Cleaning and Disinfecting at Work](#) (7 min)

Increased Frequency of Cleaning

Teachers and classroom assistants will clean work areas and commonly touched areas such as doorknobs, light switches, classroom sink handles, countertops, desks, chairs, cubbies, toys and games using approved child-safe cleaning supplies after use. Other objects will be sprayed nightly with the electrostatic machine by trained janitorial staff. If surfaces are dirty, they will be cleaned using a detergent or soap and water, prior to disinfection. Items will not be shared with other cohorts of students without prior cleaning and sanitization.

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. Items that cannot easily be cleaned and sanitized daily will not be used.

Ventilation

Classrooms are equipped with high-grade air filters that are designed to trap fine particles within each structured space. Increased ventilation will be provided by increasing outdoor air circulation (e.g., by opening windows, classroom doors and hallway-front, center and back doors). Utilization of non-classroom space for instruction including use of outdoor space or the gym, will be allocated to allow greater distancing between students.

Breaks / Bathroom

Due to health and safety restrictions, recess procedures will be modified. Following guidelines for physical distancing and sanitizing, students will have the opportunity to eat a snack, use the restroom, socialize with their peers, and engage in physical movement during their scheduled breaks.

Bathrooms will be used by only one cohort at a time. Student cohorts will have specified bathrooms to use, based on class or level. Non-scheduled bathroom use will be closely monitored so cohorts are not co-mingling in the bathroom at the same time. Students will go to the bathroom after switching spaces, recess, lunch, going to the bathroom, before and after PE based on the schedule. If a student needs to go to the restroom during recess, the student must notify yard duty personnel.

If a student needs to use the restroom during class time, a staff member will escort him/her to the door of the restroom. The staff member will ensure physical distancing, and that there are no more than two students in the bathroom at a time and that students sanitize their hands before and after using the restroom.

Bathrooms will be cleaned and sanitized in the morning and afternoons, as well as each evening. This work will be documented daily by the janitorial staff. There will be clear signage with sanitation products for staff to use after each time they use one of the dedicated staff bathrooms.

Personal Responsibility:

Prior to your child returning, we are asking and encouraging you to practice a Low-Risk Lifestyle which means engaging in daily activities with extended family and friends outside only, always wearing a mask, always being conscious of socially distancing and washing hands frequently. If you or your family member do not feel well, please ask them not to visit and/or you stay home to rest.

The day your child returns to school, we will request that you read and sign a letter that asks you to commit to your safety and the safety and wellness of others. It is extremely important to build trust relying on strict protocols and policies so all students, parents and staff feel safe to return full-time to

school in the new year. It will take each one of us to do our part and take responsibility....wear a mask, stay 6 feet apart, do not be careless and carefree and mix different personal pods, wash your hands, and stay home to rest if you don't feel well.

Routines will be established to ensure students wash their hands or use hand sanitizer available at entry points of the school and classroom, 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.

We will require that students will be checked daily for symptoms of COVID-19 before he/she attends school. Parents / Guardians are to submit any information requested by the school regarding the presence or absence of any COVID-19 symptoms before your student arrives at the school entrance(s).

Provide students with clean face masks covering their nose and mouth, and clean or replace such protective coverings as necessary. Students will need to come to school with personal water bottles and small bottles of liquid hand sanitizer to carry in backpacks for use in class, at lunch or during recess.

We ask that you partner with us to explain to your student the importance of social distancing, understanding the minimum social distance and wearing of PPE when required. Explain to students the importance of not touching other students, and not touching other students' backpacks, clothing, cellphones, food or personal property and that their water bottles and liquid hand sanitizer bottles should not be shared and should be marked with the student's initials.

While we remain in a pandemic, children may not bring in any personal belongings aside from what is approved by the school. Students will also be trained in hand-washing, respiratory hygiene, staying in their cohort and how to interact safely with one another.

2.0 Face Coverings and Other Essential Protective Gear

All students, staff, guests, parents, and visitors will be required to wear face-coverings whenever on-campus. A cloth face covering is not intended to protect the wearer, but may prevent the spread of virus from the wearer to others. as stated by the Center for Disease Control (CDC). This would be especially important in the event that someone is infected but does not have symptoms.

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. Disposable face coverings are available for students or staff 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. Parents will be notified if masks are frequently forgotten.

Everyone will also be expected to wear a face mask while arriving and departing from school campus, in any area outside of the classroom (except when eating, drinking, or during designated "mask breaks").

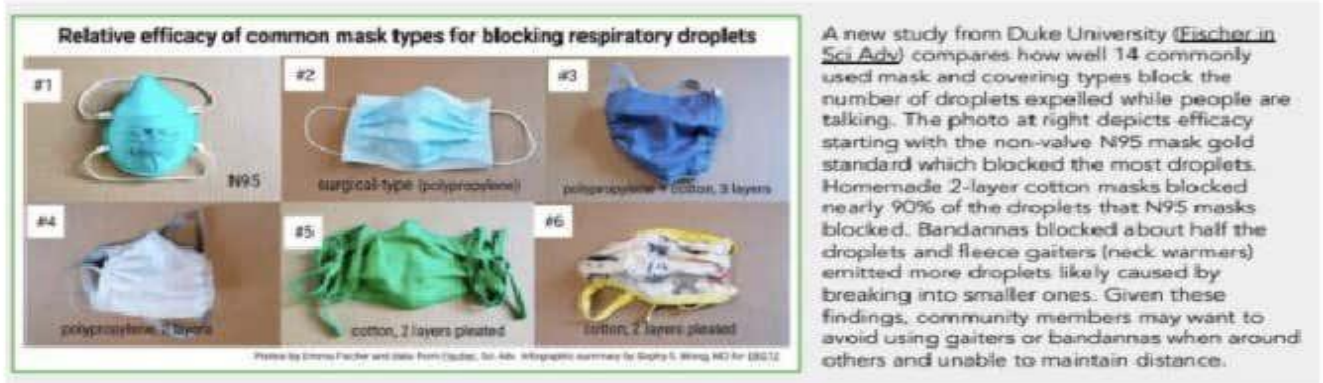
Please note the following (per the CDC):

- Surgical masks may be used, but fabric masks will be encouraged.
- 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.

- 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 always wash their hands, or use hand sanitizer, before AND after touching their face or face coverings.

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.



Mask Wearing References

- [We Wear Masks - A Social Story about the Coronavirus](#) (2min)
- [Wear a Mask Song for Kids](#) (3min)
- [Mask Up Video](#) - Spanish (30 seconds)

3.0 Cohorting

Phase One - Initial Return – November 1st

The teachers and staff of St. Joseph School will invite students back for in-person learning slowly, safely and methodically, taking into consideration training the students how to be with one another and interact appropriately within the new guidelines of wearing masks, being physically distanced. Our Phase One return for classes to on-campus learning will be strictly outside. We will invite three to four classes to meet on campus to participate in an outside classroom experience from 8:30 to 10:30am. Based on evaluation and participation of each week’s experience, we may extend the time students will work and learn together in the following weeks.

At-risk students who need assistance will return to school one half day a week scheduled by the teacher with the parent and with approval from the administration. Students who choose not to participate during this time will receive asynchronous activities that relate to the in-person experience.

The schedule for class meetings will be as follows.

Kindergarten: Wednesday

4th Grade: Friday

1st Grade: Friday

5th Grade: Friday

2nd Grade: Thursday

6th thru 8th grades: Wednesday

3rd Grade: Thursday

While on campus during this phase, we require students to wear their uniform polo, sweater and sweatshirt. Middle school students will be asked to bring a chair they can sit on. All other students will

need to bring a towel to use as a cushion. Students will bring these home with them the same day. Students will need to bring a water bottle labeled with their name. For this initial day, snacks will not be allowed, but as the in-person days lengthen, snacks may be brought to school.

Phase Two

In Phase Two, teachers will choose one day a week to host in-person classes in the morning with the afternoon focused on social emotional learning. Initially classes returning to school will begin with Kindergarten. 1st grade will be invited back 4 days after Kindergarten and 2nd grade 4 days after 1st grade. The timing of welcoming students back to school will be determined by the County Office of Health and St. Joseph School stakeholders.

Phase Three with the goal of beginning Catholic Schools Week and/or Long-term Plan

Although, several factors including weather, safety, pandemic numbers and parent feedback will dictate how our Phase Three will evolve, we will entertain two different models. Specific daily schedules will be decided with input from parents and staff.

In-School Daily Cohort Model Schedule

Students will learn at school with a blended learning model in order to accommodate each student safely, academically and social-emotionally. Each grade will be divided into two cohorts of 18 students or less in each grade, the (red group) and the (blue group).

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. Classroom furniture will be organized to facilitate physical distancing. Cohorts will not share immediate play areas or play equipment at recess.

Depending on the model and participation in either a hyflex or hybrid schedule, students may spend full days at school two days a week; 3.5 hours learning at school and 1.5-3 hours per day learning at home several days per week; or five days a week rotating between spaces designated as classrooms. Specific schedules for each grade will be provided by your students' teachers prior to entering our third phase, moving into our long-term plan.

Per each model, synchronous and asynchronous learning will occur daily. Teacher office hours for distance learners will be published within the decided schedule. ***Enrichment classes will maintain their times as scheduled during distance learning.***

In order to hold school on campus with either of these two models, we have evaluated our spaces and may use the gym and protective/covered spaces established outside the classroom doors adjacent to the patio surrounding the elementary school. Student desks will be placed four (4) to six (6) feet apart to promote physical distancing where practicable. A trifold barrier made of plastic will be placed on outlining the desk and protecting the student sitting at the desk on three sides. This will make social distancing and working as a class possible. Both the teacher and classroom assistant will have a clear plastic guard adhered to their desks. All students and adults will have their masks on inside the classroom and closed spaces at all times. If attending school with the 5-day per week model, to maintain equity and fresh air, students will rotate in and outside the classroom spaces during the day.

Both models will allow students to maintain a consistent daily schedule fostering social-emotional health, physical well-being and experience a variety of blended learning opportunities by providing daily in-person instruction in high-priority concepts and skills, distanced group work, and directives benefiting individual needs. Enrichment classes will be scheduled both in-person and online. Students will also spend time on process and project-based learning. This model will allow teachers, students, and parents to maintain consistent daily schedules and routines.

Extended Care Cohorts

There will be no extended care offered when we first return in phase one or two. It can only be offered when it is permitted, safe, and practical for our school community, as determined by the County Office of Health, parent's needs, and the school administration. It will be considered as part of the Long-Term plan structure. Once offered, extended care will abide by the same protocols instituted during the regular school day.

Student Activities

Due to health and safety protocols, many student activities will need to be cancelled or modified. At this time, the following activities will not take place in person on the school grounds, others may take place virtually. Some of these may be included per the school plan guided by the County Office of Health and Diocese of Oakland:

- School and class performances
- After school programs like band, choir, coding, robotics, cooking
- After school sports
- Dances
- Individual class and school celebrations
- Art Club
- PTG "Fun" community activities held in enclosed spaces

At this time, the following activities may take place virtually, using online resources:

- Assemblies / rallies
- Faith Families / buddy classes
- Field trips
- *Caritas Camp is scheduled in the fall for the current 6th Grade (last year their trip was canceled), 8th Grade and 5th Grade in the spring of 2021.
- PTG activities sponsored in outside spaces following County mandates and school protocol and policies

Attendance

Regular attendance is required of all students in order to ensure student success. Students must participate in both at-school and at-home learning sessions. Attendance will be recorded at the start of each at-school learning session. In the event of a long-term school closure, attendance will be taken at daily class Zoom sessions.

Tardiness

Because of the new arrival plan, if there is a delay in the drop-off line, students will not be marked tardy. In Phase Two of the Reopening Plan, The morning drop off time is from 7:45 a.m. - 7:55 a.m. each morning school is scheduled for in-person / on-campus learning. Parents will drop students off in front of their classrooms and/or designated areas indicated on the Drop off, Pick up map provided in the previous section. At 8:00 a.m. the school bell will ring and Assembly (over the PA) will begin promptly.

Students not in the classroom by the 8:00 a.m. bell are tardy. Students arriving after 8:15 a.m. must report to the School Office to receive a Class Entry Slip before proceeding to class.

Reverting back to Phase One and Two, and/or Long-term School Closure Plan

The timing of slowly reopening school is contingent upon the County Office of Health's report status. In the event that school is required to close for an extended period of time, St. Joseph School will revert to an online distance-learning plan based on the plan we currently use and that has been implemented from the beginning of this school year. A structured schedule will be provided from each teacher with a combination of daily synchronous and asynchronous learning platforms. All necessary resources and information will be posted on a parent portal page of the school website for easy access. A grace period will also be provided in order to adjust to new procedures and expectations or at-home distance learning. At-home curricula will be delivered via online learning tools and/or materials provided in class. When permission is granted to reopen, our three phase plan will be re-examined by all stakeholders as to how to reopen with in-person learning.

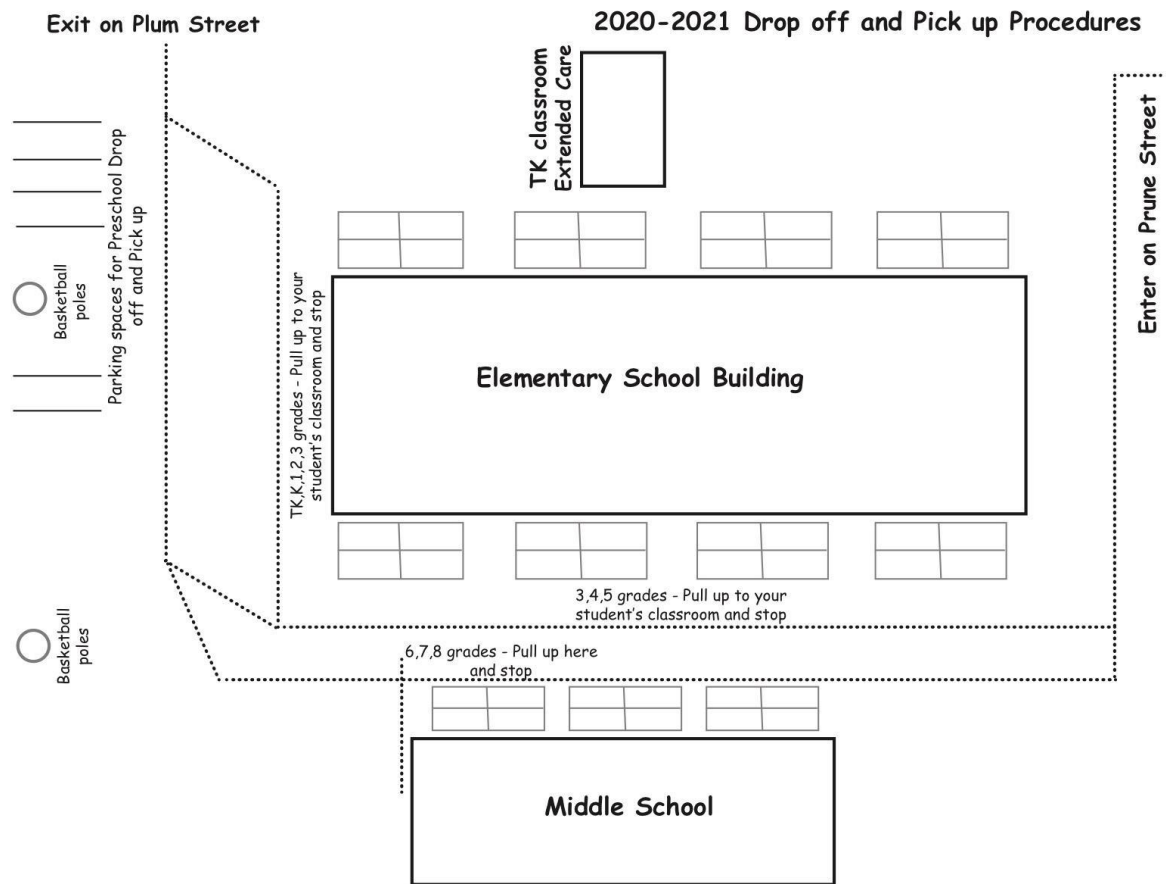
4.0 Entrance, Arrival and Dismissal, and Movement Around School

Arrival and Dismissal

In order to eliminate congested areas and allow for safe physical distancing, the drop-off and pick-up procedures will be the same and are detailed below. Parking and walking students to and from classrooms are not permitted at this time.

- Enter through the gate on Prune Street.
- Follow the pick-up line around the upper lot, and exit proceeding through the gate on Plum Street
- We ask that you choose between two vehicle lines. The line nearest the outside classrooms will be drop off/pick up for Grades 3, 4, and 5. The line closest to the middle school will be drop off and pick up for the Grades 6, 7, and 8. If your child is in TK, Kindergarten 1st or 2nd Grade, you will drop off him/her in front of the school. Look carefully to join the lines exiting the gate on Plum Street.
- Families with Preschool aged students will need to park in the lot by the basketball courts and walk/sign your child into preschool by walking into the doors of the main building, through the gym to the preschool door opening into the gym.
- Please stop to let your child exit or enter the car through the right-hand door (if you have multiple children, make separate stops at each room). Support staff will be outside each classroom to facilitate these procedures. **Students will exit their cars and move directly to the assigned lines.** Do not stop your car at their classroom door.

Due to the modified drop off/pick procedures, there is not a safe path for student walkers or parents (other than Preschool parents) to enter campus and reach their classrooms. Therefore, we strongly encourage parents to arrive at school with enough time to drop off their students from a vehicle. If it is essential that your student walk or bike to school, please contact the school office and we will work with you to arrange a safe plan for your child.



5.0 Physical Distancing and Moving around School

Physical distancing is an effective way to prevent potential infection. Teachers, staff, students, parents, and essential visitors will practice staying the recommended distance from others and eliminating contact whenever possible. Onsite volunteers will not be allowed at this time.

Markings on classroom floors will identify traffic flow in the classrooms. Taped floor markings will identify walking directions inside and "X's" sprayed outside 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)

6.0 Health Screenings for Students, Faculty, and Staff

Protocol for staff beginning In-Person / On-Campus Education

Staff will self-screen before arriving at school. 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 should not go to school. If they begin exhibiting symptoms after arriving at school, the temperature of the individual will be taken and s/he will be separated from others in an isolation area, and arrangements will be made for the individual to go home as soon as possible.

COVID-19 testing is a key strategy in reopening schools safely. Per the Diocese of Oakland’s 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 has been created to monitor testing status of all onsite staff members.

While an option, student COVID-19 screening is not required for reopening.

Protocol for students coming to school for In-person learning

Parents/guardians must screen students for symptoms of illness before taking them to school. Anyone with a fever of 100.4 or higher and/or signs of COVID-19 should not come on the school campus. Parents Checklist Reports will be provided access through the website, sent home in a back to school packet, and be made available in the office.


Parents/guardians will be required to complete the Checklist Report on their student(s) prior to coming into school. The student will hand these checklists to the teachers as they walk into the classroom door. If a student does not provide a checklist, school staff will complete the form.

This will be noted. If a child arrives 3 times without a completed form, the family will receive \$25 added to their PVH financial responsibility. After that, parents will be called to complete the report required form prior to their child entering the classroom.

DATE _____ GRADE _____

CHILD’S NAME

PARENT SIGNATURE

 +

Time & Temp

Identifying an employee or student who has symptoms or suspected cases of COVID-19

If a staff member is showing symptoms, s/he will be directed to go home immediately. The staff member will also be required to record their symptoms into a log book prior to them immediately going home. Their exit will be time stamped. The staff member will be directed to contact his/her physician for further instruction and get tested for COVID-19, if recommended by his/her physician. They will need to self-isolate in his/her home or another residence and refrain from going out in public, except for medical care. The staff member cannot return pending test results, a doctor’s note, and until certain criteria are met.

A student or staff who complains of not feeling well, the student’s temperature and symptoms will be recorded into a log book. Those students whose temperature logs 100.4 degrees taken with an infrared temperature gun will be isolated. Sick persons can either sit in a chair or lie down in a clear isolation pod placed in Mrs. A’s office. When the student or staff member leaves the pod it will be totally disinfected.

The office will contact the student’s parent or guardian by phone, notify him/her of the situation, and request s/he immediately pick up the student. If the parent does not respond or can not pick up the child, the office will phone those adults on the emergency list. The parent contact will be documented with an email. The parent or guardian should walk up to the school front entrance to retrieve the sick student. Their exit will be time stamped.

We strongly recommend the parent/guardian contact the student’s physician and for the student to get tested, isolate them at home or another residence, and refrain from going out in public, except for medical care. The student must remain out of school pending test results.

Reporting and procedures for confirmed cases:

If a staff member, student, or household member is diagnosed with or showing symptoms of COVID-19 (cough, fever, shortness of breath, etc) OR has been exposed to someone who has been diagnosed with or is showing symptoms of COVID-19 must be reported to the school office as soon as possible.

The school is required to keep accurate attendance records of students and staff members; to ensure student schedules are up to date; to keep a log of any visitors, including date, time and where in the school they visited; to assist local health departments in tracing all contacts of the individual at school. Maintaining confidentiality is required by federal and state laws and regulations. If an employee or student tests positive for COVID-19 or has come in close contact with someone who tested positive, the school administration will then consult with Contra Costa Health Services (CCHS), which has procedures in place for investigating communicable disease cases. The response to a confirmed positive case and/or possible exposure will be determined by school officials in consultation with CCHS and then reported to the St. Joseph community.

St. Joseph 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 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.

In accordance with an individual’s right to medical privacy, St. Joseph Catholic School will not 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.

A letter will be sent to notify the student’s family/staff member who is a close contact of a COVID-19 case AND Letter to Cohort members (in Cohort settings). If 5% of students and teachers in a classroom test positive for the virus, the classroom will be closed, followed by 14 days of quarantine. If there was a 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.

Student/staff return to school after COVID-19 diagnosis:

Anyone who has been diagnosed with COVID-19 must isolate at home for at least 14 days, plus three days after symptoms subside. If someone in the same household as a student or staff member is diagnosed with COVID-19, the student or staff member will be required to quarantine at home for 14 days from the time when all household members are no longer considered infectious. CCHS may issue an order with explicit instructions on quarantine and details on its expiration. If needed, CCHS will provide clearance letters at the end of isolation/quarantine. Documentation to return to school may be required from a medical doctor or the CCHS.

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.

7.0 Identification and Tracing of Contacts

Our school will follow Cal-OSHA reporting and recording instructions for all employees as well as report any positive Covid-19 cases to the corresponding County Health Department. **Our school will cooperate with state and local health departments' contact tracing protocols. Our designated COVID-19 Contact Tracers are Mrs. Laurie Winter and Mrs. Sarah Palmer.** They 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. Our 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 Contra Costa County Health Officials using this form: [Notification to CCCPHD](#)

Our school will 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 our school and it will be recommended they get COVID-19 testing and self-isolate.

Instructions on isolation and quarantine procedures for Contra Costa County can be found at:
[Home Quarantine Instructions for Close Contacts](#)
[Self-Isolation Instructions for Confirmed COVID-19 Cases](#)
[Self-Isolation Instructions for Unconfirmed COVID-19 Cases](#)

In accordance with an individual's right to medical privacy, our 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.

8.0 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:

- Provide an orientation/training for students, as well as keep them up-to-date about the newest Health/Safety protocols and expectations on healthy hygiene practices and the proper use of face coverings and physical distancing, proper handwashing technique, and avoiding contact with one's eyes, nose, and mouth.
- Monitor and assess students for COVID-19 symptoms
- Monitor students to maintain social distancing and wearing PPE, consistent with county health requirements
- Clean and disinfect 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.
- On-going training will also be provided as new COVID-19 updates are made available.
- Faculty/staff training will be provided on Cal/OSHA requirements for safe use of cleaning supplies

All school families will be provided a copy of this document, *the Covid-19 Handbook Addendum*, as well as CDC's publication, *How to Protect Yourself and Others - COVID-19* via email and can be retrieved from the school website. Continuous education and updates for families will be provided via online resources, via the school newsletter. All information will be posted on the school website.

9.0 Communication Plans

Open communication is key to school success and is important for keeping the St. Joseph 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. Updates and Communication from CDC will be shared with the community.

10.0 Appendices

- Incident or case reporting checklist/form
- COVID-19 safety checklist
- Contact Tracing Checklist
- Information on how to talk to students about coronavirus

CDC: Back to School Strategies and Tips

[Prepare for When Someone Gets Sick](#)

[Symptoms of Coronavirus Disease 2019](#)

[I Think or Know I had COVID-19, and I had Symptoms. When Can I Be With Others?](#)

[Happy Handwashing Song](#) (30 seconds)

[Wash Your Hands-Child Video](#) (30 seconds)

[What you need to know about handwashing](#) (2 minutes) - [En Español](#),

Contra Costa County Public Health Department website containing information about local testing sites: [Contra Costa Covid-19 Testing](#).

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.



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