



DIOCESE OF  
SAN JOSE



**Resurrection School**  
**2020-2021 School Reopening Plan**  
Updated January 30, 2021

**Table of Contents**

- A. [Overview](#)
- B. [Prevention / Mitigation](#)
  - 1. [Physical Distancing](#)
  - 2. [Hygiene Measures](#)
  - 3. [Cleaning and Maintenance](#)
  - 4. [Food Services](#)
  - 5. [Extra-curricular Activities/Athletics/School Events](#)
- C. [Monitoring](#)
  - 1. [Health Screenings](#)
  - 2. [COVID-19 Testing and Reporting](#)
- D. [Response to Suspected or Confirmed Cases and Close Contacts](#)
- E. [Reopening Learning Plan](#)
- F. [Distance Learning Plan](#)
- G. [Communication Plan](#)
- H. [Community Involvement](#)

## A. Overview

The framework for reopening school campuses is based on what is currently known about the transmission and severity of COVID-19 (Coronavirus). The Diocese of San José, in consultation with the Center for Disease Control (CDC), the California Department of Public Health (CDPH), and the Santa Clara County Public Health Department (SCCPHD), will update the framework as needed and as additional information becomes available.

The goals of the 2020-2021 School Plan are to:

- Safeguard the health of the students, parents, employees, and their families
- Reduce the risk of spreading disease in the community
- Ensure ongoing, accessible, high-quality ministry

While the framework for reopening school campuses applies to all elementary schools in the Diocese of San Jose, the protocols included within it are specific to the context of each location. All site-based protocols must comply with the most current order of the Santa Clara County Public Health Department (or the State order if it is more restrictive) and should be responsive to the needs of the local community.

The framework is not exhaustive nor is it a substitute for any existing safety and health-related regulatory requirements for schools. As the COVID-19 situation continues, it is imperative for school leaders to remain current on changes to public health guidance and state/local orders and maintain consistent communication with the school community.

- Santa Clara County Public Health Department
- California Department of Public Health
- Center for Disease Control

## B. Prevention / Mitigation

### B.1. Physical Distancing

The CDC and local health departments recommend maintaining 6 feet of physical distancing to all extents practicable. Physical distancing should be supported by physical adaptations to spaces, visual reminders (wall and floor signage), clear procedures for movement, limited sharing of resources, and staggered schedules.

To all extents possible, students should remain with the same stable group of students in the same space and staff rotation between stable groups should be limited. Parent and visitor access to the campus should be limited, and external use of the campus for evenings and weekends should comply with the school’s health and safety plan.

**Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.**

At a minimum, these protocols should include:

- Arrival/Dismissal
- Restrooms
- Recess
- Lunch
- Hallways/Walkways
- Classrooms
- Front Office
- Other areas relevant to the location

*Note* – Guidance regarding physical distancing during emergency drills is still in development.

School Protocols for Physical Distancing – Arrival/Dismissal
<p><u>Arrival for On-site Learning</u></p> <ul style="list-style-type: none"><li>• Families must complete the online self-screen form prior to coming onto campus.</li><li>• All students must wear face coverings for arrival.</li><li>• All students will use sanitizer located in each of the classrooms.</li><li>• Staggered drop off for arrival (7:55am, 8:00am, 8:05am, 8:10am)<ul style="list-style-type: none"><li>○ TK Farana Center entry (TK 8:00am)</li><li>○ Faith Formation entry (Kindergarten 8:05am, 3rd grade 8:00am, 4th grade 7:55am)</li><li>○ Library entry (2nd grade 8:05am)</li><li>○ Main gate (1st 8:00am)</li><li>○ Cascade back lot entry (5<sup>th</sup> grade 8:10am, 6th grade 8:05am, 7th grade 8:00am, 8th grade 7:55am); adults stay in cars for back lot at all times)</li></ul></li><li>• Different entry points to enter campus. Locations communicated through school communication. Gates labeled to designate which stable groups through which entry points.</li></ul>

- Designated parking areas for all stable groups in the younger grades (TK-4). Parents park in their designated areas and students walk to meet the teacher/aid in the designated area. Parents remain in their cars. Parents will not be permitted to walk their students to the designated area.
- If a student arrives late to school (due to an appt., family emergency...) the parent will call the office when they arrive in the parking lot. The parent will walk the child to the main gate, ring the bell and when instructed, the child will enter campus . Parents will not be permitted past the main gate.

#### Dismissal for Onsite Learning

- Staggered pick-up for dismissal on minimum day
  - TK – 12:30pm
  - K – 12:30pm
  - 1st – 12:25pm
  - 2nd – 12:30pm
  - 3rd – 12:25pm
  - 4th – 12:20pm
  - 5th – 12:30pm
  - 6th – 12:25pm
  - 7th – 12:30pm
  - 8th – 12:25pm
- Staggered pick-up for dismissal on regular days
  - TK – 2:45pm
  - K – 3:00pm
  - 1st – 2:50pm
  - 2nd – 3:00pm
  - 3rd – 2:50pm
  - 4th – 2:55pm
  - 5th – 3:00pm
  - 6th – 2:50pm
  - 7th – 3:00pm
  - 8th – 2:50pm
- All students must wear face coverings for dismissal.
- If a student needs to leave early (appointment...) parents will call the office when they arrive in the parking lot. The student will wait outside the office door, on the bench, until the parent arrives. The parent will wait outside the main gate for the student.
- Teachers/aides walk students in TK-4th out to designated waiting areas (waiting areas have signage); parents wait in cars for students. Students stay in their stable groups until parents drive up and pick them up. No parents are getting out of their cars.
- 5th-8th teachers walk students out to designated waiting areas (waiting areas have signage); parents wait in cars for students. Students wait in stable groups, 6 ft apart until parents drive up in cars to pick them up. No parents are getting out of their cars.

### Arrival & Dismissal Map with Designated Times and Parking Areas

For information or questions regarding this map, please contact the school office.

### Arrival & Dismissal Map with Designated Routes/Pathways

For information or questions regarding this map, please contact the school office.

<b>Resurrection School Arrival and Dismissal Schedule</b>					
	<b>Arrival Time</b>	<b>Arrival Location</b>	<b>Dismissal Time - Minimum Day</b>	<b>Dismissal Time - Regular Day</b>	<b>Dismissal Location</b>
<b>Transitional Kindergarten</b>	8:00 AM	TK classroom	12:30 PM	2:45 PM	TK classroom
<b>Kindergarten</b>	8:05 AM	Kinder gate	12:30 PM	3:00 PM	Kinder gate
<b>1<sup>st</sup> grade</b>	8:00 AM	Main gate	12:25 PM	2:50 PM	Main gate
<b>2<sup>nd</sup> grade</b>	8:05 AM	Library gate	12:30 PM	3:00 PM	Library gate
<b>3<sup>rd</sup> grade</b>	8:00 AM	Kinder gate	12:25 PM	2:50 PM	Kinder gate
<b>4<sup>th</sup> grade</b>	7:55 AM	Kinder gate	12:20 PM	2:55 PM	Kinder gate
<b>5<sup>th</sup> grade</b>	8:10 AM	Back drop off	12:30 PM	3:00 PM	Back drop off
<b>6<sup>th</sup> grade</b>	8:05 AM	Back drop off	12:25 PM	2:50 PM	Back drop off
<b>7<sup>th</sup> grade</b>	8:00 AM	Back drop off	12:30 PM	3:00 PM	Back drop off
<b>8<sup>th</sup> grade</b>	7:55 AM	Back drop off	12:25 PM	2:50 PM	Back drop off

<b>School Protocols for Physical Distancing – Restrooms</b>
<ul style="list-style-type: none"><li>• TK has their own restroom. Students will stand 6 ft apart in the hallway when lining up for the bathroom. Students will wash their hands and use sanitizer after leaving the bathroom. Signs are posted in the bathroom regarding handwashing protocols.</li><li>• Kinder has their own restroom. Students will stand 6 ft apart while waiting to use the bathroom. Students will wash their hands and use sanitizer after leaving the bathroom. Signs are posted in the bathroom regarding handwashing protocols.</li><li>• No more than 3 students in the restroom at the same time (individual bathroom name tags for all students; hang on bathroom hooks located on outside wall.)<ul style="list-style-type: none"><li>○ Social distancing marks outside of restroom</li><li>○ Handwashing signs in all bathrooms.</li><li>○ All students use sanitizer in their classroom after washing their hands.</li></ul></li><li>• FC Restrooms for Student Use<ul style="list-style-type: none"><li>○ Grades 2, 3, 4, 5</li><li>○ Only 2 students from the same stable group allowed in the bathroom at one time. Students wait outside of the bathroom 6 ft apart. Handwashing signs in all bathrooms.</li><li>○ All students use sanitizer in their classroom after washing their hands.</li></ul></li></ul>

- Center of Campus restrooms
  - Grades 1, 6, 7, 8
  - Only 3 students from the same stable group are allowed in the bathroom at one time. Students wait outside of the bathroom 6 ft apart. All students use sanitizer in their classroom after washing their hands.
  - Sinks and urinals will be marked, so only every other sink/urinal is used.
- Adult bathroom use
  - FC kitchen bathroom (Office and support staff )
  - Staff bathrooms next to student restrooms center of campus
    - 1-4 men’s (teachers/aides in grades 1<sup>st</sup>-4<sup>th</sup> use the men’s bathroom)
    - 5-8 women’s (All teachers in grades 5<sup>th</sup>-8<sup>th</sup> use the women’s bathroom)
    - All staff must wash hands throughout the day and use hand sanitizer.
    - Staff will be 6ft apart while waiting to use the bathroom.
- Routine hand washing scheduled by classroom teachers; classrooms are equipped with sinks, soap, and paper towels

**Restroom Map**

For information or questions regarding this map, please contact the school office.

<b>Staggered Bathroom Schedule for All Grades</b>					
<b>Transitional Kindergarten</b>	n/a	n/a	n/a	n/a	n/a
<b>Kindergarten</b>	n/a	n/a	n/a	n/a	n/a
<b>1<sup>st</sup> grade</b>	See note below	See note below	See note below	See note below	See note below
<b>2<sup>nd</sup> grade</b>	See note below	See note below	See note below	See note below	See note below
<b>3<sup>rd</sup> grade</b>	See note below	See note below	See note below	See note below	See note below
<b>4<sup>th</sup> grade</b>	See note below	See note below	See note below	See note below	See note below
<b>5<sup>th</sup> grade</b>	See note below	See note below	See note below	See note below	See note below
<b>6<sup>th</sup> grade</b>	See note below	See note below	See note below	See note below	See note below
<b>7<sup>th</sup> grade</b>	See note below	See note below	See note below	See note below	See note below
<b>8<sup>th</sup> grade</b>	See note below	See note below	See note below	See note below	See note below

As classes return to campus, through a phased in process, a bathroom schedule will be developed to insure stable groups remain when using the bathrooms.

### School Protocols for Physical Distancing – Recess

- Sectioned off space on fields (painted lines with spacing between each section to keep stable groups separate)
- Each stable group has their own equipment (rotate daily), Equipment will be shared by a small group within the stable group. All equipment will be cleaned daily. Certain items will not be used daily, but on a rotating basis. Equipment will be limited for recess/lunch and more physical activity with less contact with surfaces will be encouraged.
- Schedule/rotation for different sections of campus to provide students opportunities to play different games/sports
  - Tetherball, basketball court on back drop off, kick ball, back field, foursquare
  - Playground used on rotating basis in conjunction with volleyball court
  - TK has their own playground
  - K has their own playground, but also rotates to use the play structure
- Staff will walk students out to their designated areas for recess/lunch play time. When the bell rings after recess/lunch, students will line up in their designated areas and wait for a staff member to bring them back to the classroom. Stable groups will not cross paths when leaving or returning from recess/lunch.

## Recess Map

For information or questions regarding this map, please contact the school office.

<b>Resurrection School Recess Schedule</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Transitional Kindergarten</b>	10:30-10:50	10:30-10:50	10:30-10:50	10:30-10:50	10:30-10:50
<b>Kindergarten</b>	10:30-10:50	10:30-10:50	10:30-10:50	10:30-10:50	10:30-10:50
<b>1<sup>st</sup> grade</b>	10:30-10:50	10:30-10:50	10:30-10:50	10:30-10:50	10:30-10:50
<b>2<sup>nd</sup> grade</b>	10:30-10:50	10:30-10:50	10:30-10:50	10:30-10:50	10:30-10:50
<b>3<sup>rd</sup> grade</b>	10:30-10:50	10:30-10:50	10:30-10:50	10:30-10:50	10:30-10:50
<b>4<sup>th</sup> grade</b>	10:30-10:50	10:30-10:50	10:30-10:50	10:30-10:50	10:30-10:50
<b>5<sup>th</sup> grade</b>	10:30-10:50	10:30-10:50	10:30-10:50	10:30-10:50	10:30-10:50
<b>6<sup>th</sup> grade</b>	10:10-10:30	10:10-10:30	10:30-10:50	10:10-10:30	10:10-10:30
<b>7<sup>th</sup> grade</b>	10:10-10:30	10:10-10:30	10:30-10:50	10:10-10:30	10:10-10:30
<b>8<sup>th</sup> grade</b>	10:10-10:30	10:10-10:30	10:30-10:50	10:10-10:30	10:10-10:30

### **School Protocols for Physical Distancing – Lunch**

- Students eat snack (at recess) and lunch in their classroom at their own desk.
- All students will wash hands and use sanitizer before recess and lunch.
- Students bring lunch/snack from home. Students are not to share lunch/snack items.
- Students will bring their own water bottles from home.
- Students will not use the drinking fountains, but with teacher/aid assistance, they may refill their water bottle.
- Teachers will remain in their classrooms for lunch. The staff room will not be available for lunch or break.
- No hot lunch program until T2 at the earliest. We will only use Taste Nutrition if they individually package all lunches.
- Students use same play area for lunch recess as they do for morning recess.

## Lunch Map

For information or questions regarding this map, please contact the school office.



<b>Resurrection School Lunch Schedule*</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Transitional Kindergarten</b>	12:15-1:00	12:15-1:00	No lunch  12:30 dismissal	12:15-1:00	12:15-1:00
<b>Kindergarten</b>	12:15-1:00	12:15-1:00		12:15-1:00	12:15-1:00
<b>1<sup>st</sup> grade</b>	12:15-1:00	12:15-1:00		12:15-1:00	12:15-1:00
<b>2<sup>nd</sup> grade</b>	12:15-1:00	12:15-1:00		12:15-1:00	12:15-1:00
<b>3<sup>rd</sup> grade</b>	12:15-1:00	12:15-1:00		12:15-1:00	12:15-1:00
<b>4<sup>th</sup> grade</b>	12:15-1:00	12:15-1:00		12:15-1:00	12:15-1:00
<b>5<sup>th</sup> grade</b>	12:15-1:00	12:15-1:00		12:15-1:00	12:15-1:00
<b>6<sup>th</sup> grade</b>	12:15-1:00	12:15-1:00		12:15-1:00	12:15-1:00
<b>7<sup>th</sup> grade</b>	12:15-1:00	12:15-1:00		12:15-1:00	12:15-1:00
<b>8<sup>th</sup> grade</b>	12:15-1:00	12:15-1:00	12:15-1:00	12:15-1:00	

\*The students will eat lunch inside their classrooms. When students go out to play, a staff member will walk students to their designated areas without crossing paths with another stable group. Our 10 acre campus has two large open areas for students to play. Stable groups will be assigned a designated area to avoid mixing stable groups.

<b>School Protocols for Physical Distancing – Hallways/Walkways</b>
<ul style="list-style-type: none"> <li>• Painted lines (different colors)</li> <li>• 6 ft markers (tape, circles)</li> <li>• Designated PE area for each stable group on the fields and asphalt.</li> </ul>

## Campus Map with Hallway/Walkway Routes

For information or questions regarding this map, please contact the school office.

### **School Protocols for Physical Distancing – Classrooms**

- All grade level stable groups require students to provide their own basic school supplies which are labeled with their names; no shared supplies are used in the classrooms.
- Extra furniture removed from class to increase space, enabling students to be 6 ft apart and decrease high touch surface areas: reading areas, collaboration tables, class libraries/shelving removed from the classroom
- Students seated/arranged 6 ft apart
- The TK, K and 4<sup>th</sup> grade stable groups will have a maximum of 14 students in the classroom.
- The 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grade stable groups will have a maximum of 20 students in the classroom. The large classroom size allows for students and teachers to remain 6 ft apart. Each classroom has 2 doors, transom windows, and ceiling fans which allows for maximum ventilation.
- The 5<sup>th</sup> and 6<sup>th</sup> grade stable groups will have a maximum of 22 students in the classroom. The large classroom size allows for students and teachers to remain 6 ft apart. Each classroom has 2 doors, transom windows, and ceiling fans which allows for maximum ventilation.
- Teacher desk moved to locations that maintain at least 6 ft distance from students (keeping in mind that not all classes are filled to its capacity with families choosing DL)
- Moveable plexiglass shields for teachers
- Classes with two doors have both doors open at all times (air quality permitting; students will be allowed to wear jackets indoors, both uniform and out of uniform)
- Classes with two doors have designated entrance and exit doors
- Transom windows open at all times (air quality permitting)
- Ceiling fans on up-draft mode
- Filters in AC and heaters changed each trimester using MERV-13 filters.
- Each class will use their outdoor learning space for some independent work. The outdoor learning spaces are outside of each classroom. Students will be 6ft apart from their classmates in their stable group, but 25 ft from another stable group. With weather/air quality permitting, classes will use the outdoor space at least once a day.

## **Outdoor Learning Areas**

For information or questions regarding this map, please contact the school office.

### **School Protocols for Physical Distancing – Front Office**

- A Limited number of people will be allowed in the office to maintain 6 ft physical distance; markings on the floor inside and outside the office to help maintain social distancing.
- Monitor number of people entering office using gate camera; communicating to visitors (essential workers) on process for being on campus.
- Moveable plexiglass for office staff.
- Only 1 staff member at the copy machine. Copy machine will be wiped down after each use by a staff member.
- Staff will call the office prior to coming up to make copies.
- A schedule will be created to use the copy machine.
- Front office FC gym door, EC and kitchen doors remain open during school hours
- FC double door to staff entrance closed during the day because of safety

### **School Protocols for Physical Distancing – Extended Care**

- The Extended Care room will be used by students as an isolation area. If a student has a fever of 100.0 or more teachers will call the office staff and let them know the student is walking to the Extended Care. Office staff will wait outside to supervise the student walking from the classroom to the Extended Care room. The Extended Care door will be open for the student to walk in without having to touch the door. The office staff will call the parent/guardian to come pick up the student. The Office staff will supervise that student until parent/guardian arrives.
- Extended Care program not running until T2 at the earliest. The reopening of extended care will follow county and state guidelines.
- Divided sections; screened off area for sick students
- Designated entrance and exits to the Farana Center restroom

## **B.2. Hygiene Measures**

The CDC and local health departments recommend that schools explicitly teach and reinforce healthy hygiene practices for students and staff, including washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.

**Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.**

At a minimum, these protocols should include:

- Explicitly teaching and reinforcing healthy hygiene practices
- Face coverings

### **School Protocols for Promoting Healthy Hygiene Practices**

The school will maintain adequate supplies of sanitizer, soap, and paper towels to facilitate healthy, hygiene practices. While staff, students and visitors(essential workers) are required to provide their own face coverings, extra face coverings and shields are available in the school office in case of accidents/emergencies. Face coverings and shields will provided immediately if a student,staff or visitor (essential worker) member doesn't have one, it breaks or is no longer usable. Face shields are supplements to the face covering not a replacement/substitute.

#### Explicit instruction of healthy hygiene practices

- Prior to returning to campus, via Zoom, all teachers will review the correct way to wear a face covering. In person during the first week we return to campus, teachers will review again the correct way to wear a face covering. Handouts will also be available on how to correctly wear a face covering. All staff will be responsible to check students throughout the day. Teachers will monitor students in every class, everyday.
- As of 7.17.2020, CDPH requires face coverings at all times for students in grades 3 and up. Although the CDPH requires face coverings for grades 3 and up, Resurrection School students in grades 1st-8th must wear a face covering at all times.
- All students in TK/K are to wear a face covering/shield.
- Hand sanitizer given to students throughout the day, especially when entering/exiting classrooms.
- Teachers review the correct way to wash hands and use sanitizer
  - Teachers have scheduled hand washing times throughout the day
  - Students wash hands in classrooms before and after recess/lunch
- Signage in classrooms/restrooms promoting healthy hygiene
- Sanitization station in office and in all classrooms.

#### Reinforcing healthy hygiene practices

- Teachers include in their schedules hand washing time in class
- Teachers regularly model the correct way to wear a mask, wash hands, cough, sneeze, etc.

#### Face Coverings

- Teachers and staff
  - All adults must wear a face covering at all times while on campus, except while eating or drinking.
  - 3-ply surgical masks are available in the office (For staff who come into routine contact with others, CDPH recommends the use of disposable 3-ply surgical masks, which are more effective than cloth face coverings.)
  - Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards. Staff who are unable to wear a face covering for medical reasons shall not be assigned duties that require close contact with students.
- Students

- All students (transitional kindergarten through 12th grade) are required to wear face coverings:
  - while arriving and departing from school campus;
  - in any area outside of the classroom (except when eating, drinking, or engaging in physical activity);
  - while waiting for or riding on a school bus.
- As of 7.17.2020, CDPH requires face coverings at all times for students in grades 3 and up. Although the CDPH requires face coverings for grades 3 and up, Resurrection School students in grades 1st-8th must wear a face covering at all times.
- All students in TK/K are to wear a face covering/shield.
- Middle school/junior high school and high school students must use face coverings when in the classroom even if they are in a stable classroom stable group.
- Students excluded from face covering requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering.
- Post signage in high visibility areas to remind students and staff of (1) when and where face coverings are required and (2) appropriate use of face coverings.
- Communicate with all staff and families regarding expectations for use of face coverings at school and how to wash face coverings.
- Educate students, particularly younger elementary school students, on the rationale and proper use of face coverings

Note – Face shields are not recommended as a replacement for face coverings given concerns over their ability to minimize droplet spread to others. However, teachers and other staff may consider using face shields in combination with face coverings when in the classroom to further reduce the risk of transmission. Teachers may consider using face coverings with clear windows during phonological instruction to enable students to see the teacher’s mouth and in settings where a face covering poses a barrier to communicating with a student who is hearing impaired or a student with a disability.

### B.3. Cleaning and Maintenance

Health departments recommend frequent cleaning and sanitation of high touch surfaces and indoor spaces. When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions.

In addition, resource/equipment sharing should be limited to all extents practicable. Drinking fountains should be suspended or replaced with refillable water bottle stations. As of July 17, 2020, SCC currently allows play structure use if it is limited to one stable group at a time, students wash hands before/after use, and high touch surfaces are disinfected between stable groups.

**Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.**

At a minimum, these protocols should include:

- Sanitation schedule / responsibility

School Sanitation Protocol		
Category	Frequency/Schedule	Person(s) Responsible
Classrooms	Spray desks and chairs after students finish snack and go outside for play time  Spray desks and chairs after students finish lunch and go outside for play time  End of day routine  Sanitation device used at end of day	Teacher/aid; student help if in upper grades  Janitor at the end of the day
Shared equipment/resources	Each stable group has their own playground equipment  Cleaned daily, rotate equipment within their own stable group	Teacher/aid
Shared Spaces (hall, gym, etc.)	Limit areas to be shared Stable groups stay in homeroom or utilize outside space Hall, gym, etc. cleaned daily when used	Classroom teacher  Janitor

Front Office	3x a day (after recess, after lunch, end of day) wipe down shared space  Schedule for copy machine use, equipment must be wiped down by staff member after each use	Office staff during the day  Janitor at end of day
High touch surfaces	Sanitization stations next to copy machines & printers in art room and office	Each staff member cleans after use
Restrooms	End of the day	Janitor

#### B.4. Food Service

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

Please note that SCC also requires schools to follow the guidelines provided by the County Department of Environmental Health to prevent transmission of COVID-19 in food facilities.

At a minimum, these protocols should include:

- Student Food Service
- Adult Food Service

School Protocols for Student Food Service
Hot lunch (Taste Nutrition) not offered until T2 at the earliest When offered, it will follow all county guidelines regarding individually packaged meals

School Protocols for Adult Food Service
Not applicable



## B.5. Extended Care/Extra-curricular Activities/Athletics/School Events

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

At a minimum, these protocols should include:

- School Events
- Extended Care
- Extra-curricular Activities
- Athletics

*Please note* - School events and after-school activities must follow all physical distancing and stable group requirements. Field trips will not be taken at this time. Athletics are postponed through December and will be evaluated at that time.

School Protocol for School Events
Online fundraising Virtual

School Protocol for Extended Care
No extended care until T2. Extended care will follow all county and state guidelines for reopening.

School Protocol for Extra-Curricular Activities
No extra-curricular until T2 (at the earliest)

School Protocol for Athletics
No athletics until T2 (at the earliest)

## C. Monitoring

### C.1. Health Screenings

All employees, students, and visitors must be screened prior to entering the school campus each day. This screening should include a questionnaire (as of July 8, 2020, SCC does not require a temperature check). If an employee, student, or visitor answers affirmative to any of the screening questions, he/she may not enter the school building and should leave the campus immediately.

Staff and students' parents or guardians will conduct symptom screening at-home, prior to arrival.

A record of daily admittance/non-admittance should be kept on file at the school.

Santa Clara County recommends the Screening Questions outlined in the figure to the right.

**Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.**

At a minimum, these protocols should include:

- Employee Screenings
- Visitor Screenings
- Student Screenings

<b>1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?</b>
Yes – STAY HOME and seek medical care.
<b>2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.</b>
Yes – STAY HOME and seek medical care and testing.
<b>3. a. Have you had any one or more of these symptoms today or within the past 3 days?</b>
<ul style="list-style-type: none"> <li style="width: 50%;">• Fever or chills</li> <li style="width: 50%;">• Shortness of breath or difficulty breathing</li> <li style="width: 50%;">• Cough</li> <li style="width: 50%;">• Loss of taste or smell</li> </ul>
Yes – STAY HOME and seek medical care and testing.
<b>b. Have you had any one or more of these symptoms today or within the past 3 days and that are new or not explained by another reason?</b>
<ul style="list-style-type: none"> <li style="width: 50%;">• Fatigue</li> <li style="width: 50%;">• Sore throat</li> <li style="width: 50%;">• Muscle or body aches</li> <li style="width: 50%;">• Nausea, vomiting, or diarrhea</li> <li style="width: 50%;">• Headache</li> </ul>
Yes – STAY HOME and seek medical care and testing.

School Protocols for Health Screenings
<b>Employees</b> <ul style="list-style-type: none"> <li>• All employees who come on site will complete the self-screening process at home and complete a Google form before arrival.</li> <li>• Visual screenings will be conducted throughout the day by the staff. If at any time during the day an employee exhibits symptoms or a temperature of 100.0 or higher, they will be sent home.</li> </ul>
<b>Visitors</b> <ul style="list-style-type: none"> <li>• Google form (limiting visitors to essential workers such as plumber, gardener, Orkin, Fire/Police, or Facilities workers.)</li> <li>• Visual screenings will be conducted throughout the day by the staff. If at any time during the day a visitor exhibits symptoms or a temperature of 100.0 or higher, they will be sent home.</li> </ul>
<b>Students</b> <ul style="list-style-type: none"> <li>• With parent help, all students who come on site will complete the self-screening process at home and complete a Google form before arrival.</li> </ul>

- Visual screenings will be conducted throughout the day by the staff. If at any time during the day a student exhibits symptoms or a temperature of 100.0 or higher, they will be sent home.

## C.2. COVID-19 Testing and Reporting

**As of August 7, 2020, Santa Clara County requires the following protocol for all schools:**

Require students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.

- Positive test results:
  - Require that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
  - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, take actions as required in *Section 3* (Part D of the Plan) below.
- Negative test results:
  - Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.
  - Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative.
  - Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation.
  - Documentation of negative test results must be provided to school administration.
    - (SCC Recommendation) In lieu of a negative test result, allow symptomatic students and staff to return to work/school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

**Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when *additional* designing school-specific protocols.**

### Surveillance Testing

In compliance with the [California Department of Public Health Guidelines](#), all school staff who have contact with students or other staff will participate in surveillance testing on a monthly basis. Staff may be tested by their primary health care provider or at one of the community testing sites. A listing of community sites can be found at [www.sccfreetest.org](http://www.sccfreetest.org).

## D. Response to Suspected or Confirmed Cases and Close Contacts

**As of August 7, 2020, Santa Clara County requires the following protocol for all schools:**

- Please note that this guidance may be updated by the County, and all schools must remain in compliance with the most recent County orders.

### **Suspected COVID-19 Case(s) Response:**

- Identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms.
- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.

### **Confirmed COVID-19 Case(s) Response:**

- School administrators should notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by emailing [coronavirus@phd.sccgov.org](mailto:coronavirus@phd.sccgov.org) and calling (408) 885-4214. Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws. Information concerning confidentiality can be found [here](#).
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.
- If stable classroom stable groups have been maintained: All students and staff within the same classroom stable group as the confirmed COVID-19 case should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and remain quarantined at home for 14 days.
- For middle schools/junior high schools, or any settings in which stable classroom stable groups have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. A close contact is someone who has been within six feet of the case for a prolonged period of time (at least 15 minutes) regardless of face covering use. Close contacts should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and should remain quarantined at home for 14 days.
- For all settings: Provide information regarding close contacts to the County of Santa Clara Public Health Department via secure fax or email.
- No actions need to be taken for persons who have not had close contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

### **Return to Campus after Testing:**

#### **Positive test results**

- Symptomatic individuals who test positive for COVID-19 can return at least 10 days since symptoms first appeared AND at least 3 days with no fever AND improvement in other symptoms.
- Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result.

#### **Negative test results**

- Symptomatic individuals, who are not close-contacts and who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
  - Documentation of a negative test result should be provided to school administrators.
  - In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 7 days after exposure, and remain asymptomatic, can return 14 days after the date of last exposure to the case. If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case’s isolation period ends.

**Communication Plan for Positive Cases**

In compliance with the Santa Clara County Public Health Department, the school will use the County communication protocols and templates for the following 3 scenarios:

- When a student or staff member in a stable group has been in close contact with a COVID-19 case
- When a student or staff member in a stable group tests positive for COVID-19
- When a student or staff member tests positive in a non-stable group setting

Privacy requirements for FERPA and HIPAA will be maintained.

**Triggers for Transitioning to Distance Learning**

In compliance with the [California Department of Public Health Guidelines](#), the school will consult with the Santa Clara County Public Health Department and the Diocese of San Jose Department of Catholic Schools to determine when a temporary transition to distance learning is necessary. This transition will typically last for 14 days. During this time, cleaning and disinfection of the school campus will occur. While decisions for transitioning to distance learning will be made in consultation (taking into account local health conditions, geographic location, size of the campus, etc.), the decisions will be based on the following general guidelines from the California Department of Public Health:

Reported Positive Cases of COVID-19	Action
1+ staff/student in a stable group	Stable group transitions to Distance Learning
5% of staff/students in a school (within a 14-day period)	School transitions to Distance Learning
An outbreak has occurred in 25% or more stable groups in the school (within a 14-day period)	School transitions to Distance Learning
At least three outbreaks have occurred in the school AND more than 5% of the school population is infected (within a 14-day period)	School transitions to Distance Learning
25% of elementary schools within the Diocese transition to Distance Learning as a result of the above (within a 14-day period)	All elementary schools within the Diocese transition to Distance Learning

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

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

### **E. Reopening Learning Plan**

For information or questions regarding the Reopening Learning Plan please contact the school office.

## F. Distance Learning Plan

Building on our beliefs of the centrality of community and our call to form the whole child, our distance learning plan has been developed with the following components.

- Daily synchronous opportunities for all grade-levels
  - Classes meet daily
    - Primary - minimum 30-minute Zoom sessions (explicit instruction, guided practice time, Q&A opportunities)
    - JH - minimum 45-minute Zoom sessions (explicit instruction, guided practice time, Q&A opportunities)
- Spiritual, social-emotional, and academic formation
  - Morning assembly (prayer, pledge, announcements)
  - Friday livestream Mass
  - Prayer Services (Advent, Thanksgiving, Lent, May Crowning)
  - Virtual buddy time
  - Jr. High Life Skills (Wednesday)
  - “Free time” for students to connect on Zoom before/after class (facilitated by teaches)
  - All content areas covered throughout the course of the week
- Core and co-curricular content areas with an emphasis on cross-curricular opportunities
  - All academic content areas covered throughout the course of the week in all grades (Religion, ELA, Math, Social Studies, Science, JH Spanish)
  - Specials scheduled into weekly course schedule (TK-5 Spanish, TK-5 music, TK-8 PE)
  - Art scheduled every other week (K-8)

1:1 iPads deployed for all students TK-8.

Seesaw utilized in TK-3

Google Classroom utilized in 4-8

Morning assembly through Zoom 8:15am – all students attend HR Zoom to hear/see morning assembly

Friday Mass through HR Zoom 8:15am, live streamed by the teacher



<b>TK-5 M, T, Th</b>	<b>TK-5 Wednesday</b>	<b>TK-5 Friday</b>
8:15am Morning Assembly (virtual)	8:15am Morning Assembly (virtual)	8:15am Livestream Mass
8:25am-10:30am Morning Zoom Sessions	8:25am-10:30am Morning Zoom Sessions	8:45am-10:30am Morning Zoom Sessions
10:30am-10:50am Recess	10:30am-10:50am Recess	10:30am-10:50am Recess
10:50am-12:15pm Morning Zoom Sessions	10:50am-12:30pm Morning Zoom Sessions	10:50am-12:15pm Morning Zoom Sessions
12:15pm-1:00pm Lunch	12:30pm Dismissal	12:15pm-1:00pm Lunch
1:00pm-2:45pm Afternoon Zoom Sessions		1:00pm-2:45pm Afternoon Zoom Sessions
2:45pm Dismissal		2:45pm Dismissal

<b>JH 6-8 M, T, Th</b>	<b>JH 6-8 Wednesday</b>	<b>JH 6-8 Friday</b>
8:15am Morning Assembly (virtual)	8:15am Morning Assembly (virtual)	8:15am Livestream Mass
8:25am-10:10am Morning Zoom Sessions	8:25am-10:30am Morning Zoom Sessions	8:45am-10:10am Morning Zoom Sessions
10:10am-10:30am Recess	10:30am-10:50am Recess	10:10am-10:30am Recess
10:30am-12:15pm Morning Zoom Sessions	10:50am-12:30pm Morning Zoom Sessions	10:30am-12:15pm Morning Zoom Sessions
12:15pm-1:00pm Lunch	12:30pm Dismissal	12:15pm-1:00pm Lunch
1:00pm-2:45pm Afternoon Zoom Sessions		1:00pm-2:45pm Afternoon Zoom Sessions
2:45pm Dismissal		2:45pm Dismissal

## G. Communication Plan

Communication to the community stakeholders regarding updates on the reopening plan, protocols, and guidelines will be available through the following avenues.

- Weekly Reminders (school newsletter) for the school community
- News/Updates from the Principal for the school community
- Principal Weekly Calendar and letter to school and parish staff
- All Staff weekly meetings
- Weekly Teacher Collaboration meetings
- Weekly/Bi-weekly videos for the school community
- School Website
- Classroom newsletters TK-3
- Dedicated DL website with links to classroom pages
- Facebook, Instagram, Twitter
- Surveys
- Zoom coffee with the principal

### Staff Training

All staff and volunteers participate in the online Diocesan Reopening Training, which outlines the guidelines for mitigating the spread of COVID-19 and maintaining a healthy work environment.

The school will also complete the following to train staff on the school-specific protocols:

- Prior to the reopening of campus (phased reopening) the staff will attend a Zoom session which reviews the reopening plan. After reviewing the plan remotely, staff will attend an on-site, physically distanced walkthrough of on-site procedures led by the principal. As classes are phased in, and prior to their class coming on-site, individual teachers/staff will attend a final training with the principal specific to the procedures and protocols for their stable group. Below are areas staff will be trained on remotely and on-site:
  - Staff and grade level/stable group parking
  - Arrival/dismissal
  - Late Arrival/early dismissal for students who have appointments
  - Sanitization stations inside the classrooms/office
  - Office and shared office equipment (copiers/printers) protocols
  - Recess/lunch
  - Outside work areas for stable groups
  - Restrooms (staff and students)
  - Pathways/walkways
- Prior to the reopening of campus the custodial staff will attend an on-site, physically distanced walkthrough training of on-site procedures with the principal.

## H. Community Involvement

- Faculty and staff feedback
  - 2019-2020 T3 Distance Learning
  - Summer staff meetings
- Parent feedback
  - Diocesan survey
  - School survey
  - Individual classes survey
  - PTG, School Advisory Council, and Finance Committee
  - Emails to the principal, development director, finance manager, front office manager
- Pastor and Associate
  - Principal communication through email to parish staff.