



DIOCESE OF
SAN JOSE



Resurrection School
2021-2022 School Reopening Plan
Updated August 13, 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 2021-2022 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 no longer require maintaining 6 feet of physical distancing in a classroom setting. Students will maintain 6 feet of physical distance when eating or drinking. 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 – Stable groups will stay at least 10 ft physical distance from another stable group during emergency drills.

School Protocols for Physical Distancing – Arrival/Dismissal
<p><u>Arrival for On-site Learning</u></p> <ul style="list-style-type: none">• Families must complete the online self-screen form prior to coming onto campus.• All students must wear face coverings for arrival, dismissal and throughout the day.• All students will use sanitizer located in each of the classrooms.• Drop off for arrival (7:45am-7:55am)<ul style="list-style-type: none">○ Farana Center entry (TK)○ Faith Formation entry (Kindergarten, 3rd grade, 4th grade)○ Library entry (2nd grade)○ Main gate (1st grade)○ Cascade back lot entry (5th, 6th, 7th, 8th) 7:45am-7:55am; adults stay in cars for back lot at all times)• Different entry points to enter campus. Locations communicated through school

communication. Gates labeled to designate which stable groups through which entry points.

- Designated drop-off areas for all stable groups in the younger grades (TK-4). Parents drive up to their designated areas and students meet the teacher/aide 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

- Pick-up for dismissal on minimum day
 - TK – 12:15pm
 - K – 12:35pm
 - 1st – 12:35pm
 - 2nd – 12:35pm
 - 3rd – 12:35pm
 - 4th – 12:35pm
 - 5th – 12:35pm
 - 6th – 12:35pm
 - 7th – 12:35pm
 - 8th – 12:35pm
- Pick-up for dismissal on regular days
 - TK – 2:45pm
 - K – 3:05pm
 - 1st – 3:05pm
 - 2nd – 3:05pm
 - 3rd – 3:05pm
 - 4th – 3:05pm
 - 5th – 3:05pm
 - 6th – 3:05pm
 - 7th – 3:05pm
 - 8th – 3:05pm
- All students must wear face coverings for dismissal, arrival and throughout the day.
- 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; 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; parents wait in cars for students. Students wait in stable groups, 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.

Resurrection School Arrival and Dismissal Schedule					
	Arrival Time	Arrival Location	Dismissal Time - Minimum Day	Dismissal Time - Regular Day	Dismissal Location
Transitional Kindergarten	7:45-7:55 AM	TK classroom	12:15 PM	2:45-3:00 PM	TK classroom
Kindergarten	7:45-7:55 AM	Kinder gate	12:35 PM	3:05-3:15PM	Kinder gate
1st grade	7:45-7:55 AM	Main gate	12:35 PM	3:05-3:15 PM	Main gate
2nd grade	7:45-7:55 AM	Library gate	12:35 PM	3:05-3:15 PM	Library gate
3rd grade	7:45-7:55 AM	Kinder gate	12:35 PM	3:05-3:15 PM	Kinder gate
4th grade	7:45-7:55 AM	Kinder gate	12:35 PM	3:05-3:15 PM	Kinder gate
5th grade	7:45-7:55 AM	Back drop off	12:35 PM	3:05-3:15 PM	Back drop off
6th grade	7:45-7:55 AM	Back drop off	12:35 PM	3:05-3:15 PM	Back drop off
7th grade	7:45-7:55 AM	Back drop off	12:35 PM	3:05-3:15 PM	Back drop off
8th grade	7:45-7:55 AM	Back drop off	12:35 PM	3:05-3:15 PM	Back drop off

School Protocols for Physical Distancing – Restrooms
<ul style="list-style-type: none"> • TK has their own restroom. Students will stand 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. • Kinder has their own restroom. Students will wash their hands and use sanitizer after leaving the bathroom. Signs are posted in the bathroom regarding handwashing protocols. • 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"> ○ Social distancing markers outside of restroom ○ Handwashing signs in all bathrooms. ○ All students use sanitizer in their classroom after washing their hands. • FC Restrooms for Student Use <ul style="list-style-type: none"> ○ Grades 2, 3, 4, 5 ○ Only 2 students from the same stable group allowed in the bathroom at one time. Handwashing signs in all bathrooms. ○ All students use sanitizer in their classroom after washing their hands. • Center of Campus restrooms

- Grades 1, 6, 7, 8
- Only 4 students from the same stable group are allowed in the bathroom at one time. .All students use sanitizer in their classroom after washing their hands.
- 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 1st-4th use the men’s bathroom)
 - 5-8 women’s (All teachers in grades 5th-8th use the women’s bathroom)
 - All staff must wash hands throughout the day and use hand sanitizer.
- Routine hand washing scheduled by classroom teachers; classrooms are equipped with sinks, soap, paper towels and hand sanitizer.

Restroom Map

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

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

As classes returned to campus in the Fall and a bathroom schedule will be developed to insure stable groups remain when using the bathrooms.

School Protocols for Physical Distancing – Recess
<ul style="list-style-type: none"> ● Sectioned off space on fields (painted lines with spacing between each section to keep stable groups separate) ● Each stable group has their own equipment, Equipment will be shared by a small group within

the stable group

- 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 play area, 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. Stable groups remain at least 10 ft. apart.

Recess Map

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

Resurrection School Recess Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
Transitional Kindergarten	10:30-10:45	10:30-10:45	10:30-10:45	10:30-10:45	10:30-10:45
Kindergarten	10:30-10:45	10:30-10:45	10:30-10:45	10:30-10:45	10:30-10:45
1st grade	10:30-10:45	10:30-10:45	10:30-10:45	10:30-10:45	10:30-10:45
2nd grade	10:30-10:45	10:30-10:45	10:30-10:45	10:30-10:45	10:30-10:45
3rd grade	10:30-10:45	10:30-10:45	10:30-10:45	10:30-10:45	10:30-10:45
4th grade	10:30-10:45	10:30-10:45	10:30-10:45	10:30-10:45	10:30-10:45
5th grade	10:30-10:45	10:30-10:45	10:30-10:45	10:30-10:45	10:30-10:45
6th grade	10:15-10:30	10:15-10:30	10:30-10:45	10:15-10:30	10:15-10:30
7th grade	10:15-10:30	10:15-10:30	10:30-10:45	10:15-10:30	10:15-10:30
8th grade	10:15-10:30	10:15-10:30	10:30-10:45	10:15-10:30	10:15-10:30

School Protocols for Physical Distancing – Lunch

- Students eat snack and lunch outside and will only eat in their classroom at their own desk when the weather is not suitable to be outside.
- 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 they may refill their water bottles at the water bottle filling station.
- No hot lunch program for the first few weeks of school.
- 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.

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

*The students will eat lunch outside in their designated area, weather permitting. If it weather is not good (rain, smoke, strong wind) the students will eat 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.

School Protocols for Physical Distancing – Hallways/Walkways
<ul style="list-style-type: none"> • Painted lines (different colors) • 6 ft markers (tape, circles) • Designated PE area for each stable group on the fields and asphalt. • 15 ft markers for eating snack/lunch

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 basic school supplies are used in the classrooms.
- Each classroom has 2 doors, transom windows, an air purifier and ceiling fans which allows for maximum ventilation.
- Moveable plexiglass shields for teacher.
- Air purifiers, CARB approved, are in each classroom, extended care and office.
- 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 in their stable group, but 10 ft from another stable group. With weather/air quality permitting, classes will use the outdoor space when needed.

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.
- Front office FC gym door, EC and kitchen doors remain open during school hours (weather permitting)
- FC double door to staff entrance closed during the day because of safety

School Protocols for Physical Distancing – Extended Care

- Outside the Extended Care/Office 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 office. Office staff will wait outside to supervise the student walking from the classroom to the front of the office. 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 will begin the first week of school, August 20th, 2021
- Students remain in stable groups in Extended Care at all times.
- 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

- In person during the first week we return to campus, teachers will review again the correct way to wear a face covering. Teachers will monitor students in every class, everyday.
- Resurrection School students in grades TK-8th must wear a face covering at all times.
- 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 inside/outside of the classroom (except when eating, drinking, or engaging in certain physical activity);
 - while waiting for or riding on a school bus.
 - 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	Wipe desks before/after students finish snack and go outside for play time (on rainy days) wipe desks before/after students finish lunch and go outside for play time (on rainy days) End of day routine Sanitized at end of day	Teacher/aide; student help if in upper grades Janitor at the end of the day
Shared equipment/resources	Each stable group has their own playground equipment	Teacher/aide
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	<p>Wipe down shared space (counters, copier, door handles, light switches)</p> <p>Shared office equipment must be wiped down by staff member after each use</p>	<p>Office staff at the end of the day</p> <p>Janitor at end of day</p>
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 during the beginning of the year. 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 October and will be evaluated at that time.

School Protocol for School Events
Online fundraising Virtual At this time no large community gatherings will take place on school campus. Only essential meetings, which can't take place on zoom will be permitted.

School Protocol for Extended Care
Extended Care will be open in the morning from 7:15am-7:45am and in the afternoon from 3:00pm-6:00pm. All families must sign up on a monthly basis. There will be no add ons within the month as well as no drop-ins. Students will be in stable groups and remain at least 10 ft. from another stable group. Students/staff are required to wear masks all day indoors/outdoors. Students will bring their own snack to after school care. School provided snacks will not be offered at this time. Parents and guardians will not be allowed on campus. Students will greet their families outside of the gate. Students will be encouraged to keep their hands clean at all times. The play area is divided into several different areas, so stable groups are not mixing. Students will remain with their stable school group or with their family members only.

School Protocol for Extra-Curricular Activities
No extra-curricular offered at this time.

School Protocol for Athletics
No athletics at the beginning of the year. Athletics will follow all count and state guidelines for reopening.

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

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
Yes – STAY HOME and seek medical care.
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.
Yes – STAY HOME and seek medical care and testing.
3. a. Have you had any one or more of these symptoms today or within the past 3 days?
<ul style="list-style-type: none"> <li style="width: 50%;">• Fever or chills <li style="width: 50%;">• Shortness of breath or difficulty breathing <li style="width: 50%;">• Cough <li style="width: 50%;">• Loss of taste or smell
Yes – STAY HOME and seek medical care and testing.
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?
<ul style="list-style-type: none"> <li style="width: 50%;">• Fatigue <li style="width: 50%;">• Sore throat <li style="width: 50%;">• Muscle or body aches <li style="width: 50%;">• Nausea, vomiting, or diarrhea <li style="width: 50%;">• Headache
Yes – STAY HOME and seek medical care and testing.

School Protocols for Health Screenings
<p>Employees</p> <ul style="list-style-type: none"> • All employees who come on site will complete the self-screening process at home and complete a Google form before arrival. • 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.
<p>Visitors</p> <ul style="list-style-type: none"> • Google form (limiting visitors to essential workers such as plumber, gardener, Orkin, Fire/Police, or Facilities workers.) • 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.
<p>Students</p> <ul style="list-style-type: none"> • With parent help, all students who come on site will complete the self-screening process at home and complete a Google form before arrival.

- 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.

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 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

At this time we are not offering Distance Learning as an option. If a student requests to distance learn, we will work with that family individually to meet their needs to the best of our ability. If the county or state were to require the school to close due to COVID cases rising, this would be our 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 teachers)
 - 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

TK-5 M, T, Th	TK-5 Wednesday	TK-5 Friday
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

JH 6-8 M, T, Th	JH 6-8 Wednesday	JH 6-8 Friday
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
- School Website
- Classroom newsletters TK-3
- Facebook, Instagram, Twitter
- Surveys

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
 - 2020-2021 Distance Learning & Concurrent Teaching
 - 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.