



**DIOCESE OF  
SAN JOSE**



**Saint Joseph of Cupertino School  
2020-2021 School Reopening Plan  
Updated February 1, 2021**

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## 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.

Students in grades K-5 will remain with the same stable group of students in the same space and staff rotation between stable groups will be limited. Students in grades 6-8 will maintain a six-foot physical distance to all extents practicable. Staff should remain six feet from volunteers or visitors. Parent and visitor access to the campus will be limited, and external use of the campus for evenings and weekends will 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.

#### School Protocols for Physical Distancing – Arrival/Dismissal

##### Arrival

At this time, the plan is to not offer morning extended day care.

Families will be assigned a staggered arrival time to mitigate the effect of crowding.

ParentSquare, the home-school communication service has been configured to use as a health screening for parents to complete before arriving to school.

Parents need to fill-out the COVID health screening form in ParentSquare before 8 a.m. before arriving at school.

Cars drive in through one access point to control traffic. Parents are to remain in cars and to wear a face covering. The check-in area is in front of the school office. If the health form has been completed and student(s) can attend school, a staff member (practicing physical distancing with face covering) will indicate that the student may exit the car wearing a face covering. Students are to be dropped off in the presence of a staff member in front of the school office. If the form hasn't been completed, parent will need to use his/her own mobile device to complete from car. Once admitted, student will pass through main entrance gate and proceed to classroom, where staff member with face covering will instruct the child to sanitize his/her hands. If there is a line to enter the classroom, student will wait in designated spot outside of the classroom (their assigned lunch spot) that is spaced six feet from other designated spots. Staff will monitor student arrival to prevent crowding.

Preschool families with elementary students will drop off their elementary student and then park the car. Preschool families must wear a face covering and maintain a six-foot physical distance from others as they walk their preschool student to preschool for check in.

**Late Arrivals**

Late arrivals are the exceptions and are permitted for essential appointments like doctor appointments. When a late arrival is needed, parents need to fill-out the COVID health screening form in ParentSquare before 8 a.m. before arriving at school. Parent drives to designated area in front of the school office and calls via mobile phone to let school staff know that a student is waiting to be admitted on campus. School staff will affirm if the symptom health check form has been completed. If so, staff will indicate if the child can be admitted to campus. Staff with face covering practicing six-foot physical distancing will supervise student from car to classroom. Staff will instruct the child to sanitize his/her hands when student arrives in classroom. If there is a line to enter the classroom, student will wait in designated spot outside of the classroom (their assigned lunch spot) that is spaced six feet from other designated spots.

**Dismissal**

Families will be assigned a pick-up time to mitigate crowding.

Parents will be provided with placards with their family name and grades. Parents will make their placard visible when arriving on campus. Students will remain in their stable group and line up with masks and six-foot physical distance on the grassy field in a designated area. Parents will park in a loading zone near the grassy field and remain in car while wearing a face covering. Staff members practicing six-foot physical distancing and wearing a face covering will monitor for child(ren) safety and crowding. In the case of inclement weather, students will be dismissed from the classroom upon parent arrival.

A new telephone system has been installed at school that allows staff to call parents in the parking lot via an app on the staff mobile phones.

Physical distancing signs will be posted in front of school and in hallways/corridors.

**Early Dismissals**

When needed, parents can pick children up early for essential appointments. Parent drives to designated area in front of the school office and calls via mobile phone to let school staff know that the parent is here to pick up a student early. Staff calls student's classroom and instructs student to come to the school office. Staff wearing a face covering and practicing six-foot physical distance escorts student to parent car.

Arrival/Dismissal Map with designated routes and parking spaces will be communicated to school parents and are available upon parent request.

The arrival and dismissal schedule will be determined based on the number of students whose families elect to use the on-campus option. 30 minutes has been set aside for arrival and 30 minutes for departure. The schedule will be set to evenly distribute the number of drop off and pick ups throughout the 30-minute period as to minimize crowding.

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

Restroom capacity is determined by the number of sinks in the restroom. Sinks are the limiting factor in the restrooms.

Students will wear face coverings to use the restroom.

All students will have a personal restroom tag. Students will hang tag on hooks outside of the bathroom. Each bathroom will have a number of hooks that is equal to the number of sinks available. Once the hooks are all taken up, students will form a line using floor markings that are 6 feet apart. When a student exits the restroom, the student retrieves his/her tag and the next student in line may enter and use the restroom after hanging tag.

During high use times, staff members with face covering and six-foot physical distance will monitor bathroom queues.

A schedule for bathroom use will be set for break periods.

Physical distancing signs will be posted in front of and in bathrooms.

Handwashing signs will be posted in in bathrooms.

Restroom schedules and maps will be communicated to school parents and are available upon parent request. Current restrooms include: a boys' and girls' restroom near the flagpole with a capacity of two each, a boys' and girls' restroom near the kindergarten with a capacity of two each, and a boys' and girls' restroom in the upper grade courtyard with a capacity of six each.

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

Based on guidance from the SCCPHD, a schedule for playground has been created. The schedule will allow access one stable group at a time. Students must sanitize/wash hands before and after use. Hand sanitizer will be available at the playground via staff. Custodial staff will sanitize high touch surfaces between stable groups. The playground schedule will be communicated to school parents and is available upon parent request.

Students will wash hands before eating snack/going out to recess

The field and blacktop area will be sectioned off and a schedule for areas has been created when more than one set of students is at recess to ensure students remain with their stable group. Areas have been designated that are at least 25 feet from each other.

Snack will be at lunch tables for lower grades. Outside when appropriate. Tables to be disinfected before and after use. Additional picnic tables will be brought into the courtyards if needed.

Students wash hands when returning from recess.

Recess supervisors will carry first aid kits that include hand sanitizer, face coverings, and gloves. Recess supervisors will wear a face covering and maintain a six-foot physical distance except in an emergency.

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

At this time, lunch service will not be provided. If it is provided, a commercial vendor will be used, and individual servings will be provided and no communal items like condiments bottles will be used.

A lunch seating map has been developed based on the number of students whose families decide to use the on-campus option. Students will remain in their stable groups during lunch. Tables can be added to allow for more distancing at lunch. Tables will have additional signage to promote physical distancing. When students go to lunch recess, the School Protocols for Physical Distancing – Recess, listed above will be used. For lunch recess students will remain in their stable group and not mixing with other stable groups. Play areas will be assigned. The schedule will be communicated to school parents and is available upon parent request.

Students are to wash hands before lunch.

Students will eat lunch and wash hands after lunch and head to recess.

Tables disinfected before and after lunch.

Lunch Map has been developed based on the number of students whose families decide to use the on-campus option. Tables can be added to allow for more distancing at lunch. Tables will have additional signage to promote physical distancing. Lunch map will be communicated to school parents and are available upon parent request.

Lunch Schedule is 12:00-12:45 including lunch recess

#### **School Protocols for Physical Distancing – Hallways/Walkways**

Face coverings required when in hallways and walkways.

Lockers will be cordoned off and not used.

All hallways and walkways are outdoors, most are covered.

Waiting areas (the student's assigned lunch spot) have been established to enter the classroom.

The pathways have been set up for traffic to follow the traditional "right hand" (veer to the right) movement between locations.

Campus Map with Hallway/Walkway Routes has been developed based on the number of families who choose the on-campus option for their child(ren). Campus maps will be communicated to school parents and is available upon parent request.

Transition Schedules for arrival, recess, lunch, lunch recess, and dismissal have been developed based on the number of families who choose the on-campus option for their child(ren) and will be communicated to school parents and are available upon parent request.

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

For grades K-5, stable groups will be used in the classroom. The same students and staff members will be together for the entire day. Staff that is not in the stable group, will maintain a six-foot distance from stable groups. For grades 6-8, six-foot physical distancing will be used to all extents practicable. When possible, substitute teachers will maintain six-foot physical distancing in stable groups.

Although face coverings for students are strongly encouraged at all times in grades K-2 by the county, they will be required. In addition, they are required for students in grades 3-6 and for all staff members.

Based on the initial survey data on who wants the on-campus option, student, teacher, and staff desks will all be a minimum of six feet apart. Furniture will be removed to allow for additional physical distancing. The school has the room to accommodate a stable group that contains 25 students with a six-foot physical distance between students and staff. However, it is estimated that the average stable group will probably be 14 students.

Staff members will maintain physical distance of six feet from other staff members to all extents possible.

Student backpacks will be kept near student desks to reduce the amount of movement in the classroom. Students all have the supplies that they need so sharing of high-touch materials has been eliminated. Seating charts will be established to ensure close contacts are minimized and easily identifiable. Desks will all be orientated in the same direction.

Doors and windows will remain open in classrooms to all extents possible. Air filters in classroom furnaces have been upgraded in all classrooms to a MERV rating of 13 when possible.

The plan is to limit the number of teachers who need to come into the classroom, by using zoom.

To all extents possible substitute teachers will be limited to work with specific stable groups.

When practicable, staff will move class to outside. It is estimated that outdoor instruction can occur for approximately 25% of the school day.

Touchless thermometer is available in the School Office

Hand sanitizer and disinfectant spray available in each classroom with staff monitoring safe usage of hand sanitizer. Only staff will use the disinfectant spray.

Signage about how to use hand sanitizer, signage about maintaining physical distancing of six feet, wearing a face covering will be posted in all classrooms.

Classrooms Kindergarten through Grade 3 are typically 30'x32' and can hold 20 students with a minimum 6-foot physical distance. Classrooms Grade 4 through Grade 8 are typically 30'x36' and can hold 25 students with a minimum 6-foot physical distance. Classroom maps have been developed based on the number of families who choose the on-campus option for their child(ren) and will be communicated to school parents and are available upon parent request.

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

Front office capacity is two visitors. Signage will be posted on door. Physical distancing reminders will be displayed on the floor. Hand sanitizer available in front office. Visitors will need face coverings and will need to complete a health survey. Only visitors for essential needs will be allowed on campus.

Plexiglass has been installed between secretary's desk and public facing area. The assistant secretary is being relocated to the back office. A cup of sanitized pens and cup for "used" pens is being provided and "used" pens will be sanitized on a regular basis.

Seating has been removed from the front office.

Front office doors will remain open to the extent practicable.

A plan has been developed to keep sick children supervised outside in front of the office in a covered area, separated from all others.

A Front Office Map, including seating and walkway routes has been developed and will be communicated to school parents and are available upon parent request.

#### **School Protocols for Physical Distancing – Non-Classroom Settings**

##### **Library**

The library will not be used as a library at this time.

##### **Physical Education**

For students in grades K-5, Physical Education will only be offered to stable groups. For grades 6-8, six-foot physical distance will be used. Outdoor activities will be used whenever possible, with appropriate physical distancing. The use of shared physical education equipment will be limited in favor of physical activities that require less contact with surfaces and allow for greater physical distancing. Cloth face coverings must be worn during indoor physical conditioning and training or physical education classes. Activities that require heavy exertion will only be conducted outside in a physically distanced manner without face coverings. Activities conducted inside will not require heavy exertion and can be done with a face covering. Students should take a break from exercise if any difficulty in breathing is noted and should change their face covering if it becomes wet and sticks to the student's face and obstructs breathing. Physical education staff will carry first aid kits that include hand sanitizer, face coverings, and gloves.



**Bus Transportation**

Bus transportation is not used.

**Emergency Drills**

The nature of emergency fire drills is that every class remains in their own stable group during egress. Classes typically gather on the grassy field for attendance. During the pandemic, stable groups will now line up practicing six feet physical distancing with masks on and stable groups will place themselves 25 feet away from other stable groups.

**Copy Room**

The limit of staff in the copy room is two staff members.

**Staff Restrooms**

There is a limit of one staff member per staff bathroom.

**Staff Gatherings**

Staff is not permitted to gather in any indoor spaces such as break rooms and offices.

## 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.

| School Protocols for Promoting Healthy Hygiene Practices  |
|---|
| <p>Explicit instruction of healthy hygiene practices</p> <ul style="list-style-type: none"><li>• Explicit instructions on how to wash hands, cough, and avoid touching one's eyes, nose, and mouth will be given at the start of the on-campus period and whenever students are added to the on-campus model. Videos and in class demonstrations by teachers and administration will be used.</li><li>• Training dates will be recorded by classroom teachers.</li></ul>  |
| <p>Reinforcing healthy hygiene practices</p> <ul style="list-style-type: none"><li>• Explicit instructions on how to wash hands, cough, and avoid touching one's eyes, nose, and mouth.</li><li>• Reminders to have students and staff to wash their hands after coughing and sneezing.</li><li>• Frequent reminders on these practices in classroom by teacher, and through virtual assemblies/PA announcements in addition to signage.</li><li>• Drinking fountains have been turned off and students are encouraged to bring personal reusable water bottles.</li><li>• Focused reminders are scheduled after long weekends and holiday breaks.</li><li>• Staff and student contact with high-touch surfaces will be minimized by keeping doors open when possible.</li></ul>  |
| <p>Face Coverings</p> <ul style="list-style-type: none"><li>• Teachers and staff<ul style="list-style-type: none"><li>○ All adults must wear a cloth face covering at all times while on campus, except while eating or drinking.</li><li>○ 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.</li><li>○ If staff experiences difficulty wearing his/her face covering, the individual will be allowed to remove his/her face covering for a short period of time.</li><li>○ Replacement disposable face coverings are available in the school office. However, cloth face coverings are encouraged to due to the global shortage of medical masks needed for healthcare professionals.</li></ul></li><li>• Students<ul style="list-style-type: none"><li>○ All students (kindergarten through 8th grade) are required to wear cloth face coverings:<ul style="list-style-type: none"><li>▪ while arriving and departing from school campus;</li></ul></li></ul></li></ul> |

- in any area outside of the classroom (except when eating, drinking, or engaging in physical activity);
- Although the county requirements for students in 2nd grade only encourages face coverings. Face coverings are required for students in 2<sup>nd</sup> grade and below.
- Students in 3rd grade and above must use face coverings when in the classroom even if they are in a stable classroom group. Sixth, seventh, and eighth grade students must use cloth face coverings when in the classroom even if they are in a stable classroom 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.
- Signage will be posted 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.
- Expectations for use of face coverings at school and how to wash face coverings will be communicated to all staff and families. Furthermore, all staff and families will be trained on how to properly use face coverings at school and how to wash face coverings.
- Students, particularly younger elementary school students, will be educated on the rationale and proper use of face coverings.
- Replacement disposable face coverings are available in the school office. However, cloth face coverings are encouraged to due to the global shortage of medical masks needed for healthcare professionals.
- If a student experiences difficulty wearing his/her face covering, the individual will be allowed to remove his/her face covering for a short period of time. For younger children in 2nd grade and below, times have been scheduled throughout the day when face coverings are not required, when students are outside and will only interact with members of their stable classroom group.

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.**

| School Sanitation Protocol      |   |  |
|---------------------------------|---|--|
| Category                        | Frequency/Schedule  | Person(s) Responsible  |
| Classrooms                      | Deep Sanitation – Daily<br>Spot Sanitation – After each use by stable group and as needed | Deep Sanitation – Custodial staff<br>Spot Sanitation – Classroom Teacher |
| Shared equipment/resources      | After each use  | Classroom Teacher  |
| Shared Spaces (hall, gym, etc.) | After change in stable group  | Custodial Staff  |
| Front Office                    | Deep Sanitation – Daily<br>After use – As Needed  | Deep Sanitation – Custodial staff<br>Spot Sanitation – Secretary         |
| High touch surfaces             | After each use by stable group and as needed  | Classroom Teacher  |
| Restrooms                       | Twice Daily   | Custodial Staff  |

Adequate training and personal protective equipment will be provided to protect custodial staff who will be cleaning and disinfecting areas used by any sick person. To reduce risk of exposure, custodial staff will wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, custodial staff wait as long as practicable.

#### 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.

| School Protocols for Student Food Service   |
|---|
| At this time, lunch service will not be provided. If it is provided, a commercial vendor will be used, and individual servings will be provided and communal items like condiment bottles will not be used. |

| School Protocols for Adult Food Service  |
|--|
| At this time, lunch service will not be provided. If it is provided, a commercial vendor will be used, and individual servings will be provided and communal items like condiment bottles will not be used. Adults are served from the same area as students. Adults will need to maintain a six-foot physical distance from students and each other at all times. The chairs from the break room have been removed and staff cannot eat in the break room. Staff is not allowed to gather in other rooms to eat lunch. Staff is encouraged to eat meals outdoors. |

## 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.

*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   |
|---|
| In person school events are postponed through December and will be evaluated at that time. In the meantime, school events are being held virtually. |

| School Protocol for Extended Care   |
|---|
| Extended care is postponed until November 16, 2020, and will be evaluated at that time. |

| School Protocol for Extra-Curricular Activities   |
|---|
| In person extra-curricular activities are postponed until November 16, 2020, and will be evaluated at that time. In the meantime, extra-curricular activities are being held virtually. |

| School Protocol for Athletics  |
|--|
| Athletics are postponed through December and will be evaluated at that time. |

## 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. Symptom screenings do not need to be performed by a nurse or other health professional.

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

The school will use the Santa Clara County recommended 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.**

|   |
|---|
| <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. Within the past 14 days, have you had close contact with, someone who 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   |
|--|
| Employees <ul style="list-style-type: none"> <li>• QR Code for health screening to be completed on employee's personal mobile device before entering the campus buildings.</li> </ul>  |
| Visitors <ul style="list-style-type: none"> <li>• Verbal health screening with responses recorded by front office staff in a log of visitors.</li> <li>• Only visitors for essential needs will be allowed on campus.</li> </ul> |
| Students <ul style="list-style-type: none"> <li>• ParentSquare health screening to be completed by 8 a.m. prior to arrival at school.</li> </ul>   |

Temperature screening of students and staff is not required. However, if a staff member or student feels ill a temperature screening will be performed with a contactless thermometer. Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher will be sent home immediately until testing and/or medical evaluation has been conducted.

## 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.

### 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 as testing capacity permits – rotating 50% of staff to be tested every month to ensure all staff are tested within a two-month period. 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:**

- Staff calls front office and front office staff meets student who exhibits COVID-19 symptoms outside the classroom door. Front office staff takes student's temperature with contactless thermometer and escorts student to the isolation area in front of the school office. If student has a temperature of 100.0 or higher student is instructed to receive COVID-19 testing.
- Staff who exhibits COVID-19 symptoms calls front office and meets front office staff at the isolation area in front of the school office. If staff has a temperature of 100.0 or higher staff is instructed to receive COVID-19 testing.
- Any students or staff exhibiting symptoms will 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, 9-1-1 will be called 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 using the [Education Case and Contact Reporting Portal](#). School administrator will provide the name, phone number, and email of the staff liaison to the County of Santa Clara Public Health Department. 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 groups have been maintained: All students and staff within the same classroom 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 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.
- Urge parents/guardians to notify any individuals or organizations with which their child has close contacts outside the school setting.
- 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       |

|  |   |
|--|---|
| 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 |
|--|---|

**E. Reopening Learning Plan**

Details regarding the school learning plan can be requested through the school office.

## **F. Distance Learning Plan**

The distance learning plan has been developed in tandem with the school reopening plan. Both the on-campus and distance learning options will be available to families. Families can freely move from the on-campus option to the distance learning option. Families can only move from distance learning to the on-campus option in windows, as follows. The first opportunity is scheduled for November 16, 2020. Additional entry points are scheduled for January 4, 2021, March 1, 2021, and April 12, 2021.

The distance learning plan has been created to emulate the school day between the hours of 8:30 a.m. and 2:30 p.m. and will be a live stream of the classroom when on-campus learning returns. All curricular and co-curricular classes will be offered.

## G. Communication Plan

ParentSquare has been the main communication tool about the reopening plan and soliciting feedback. It is a web application that reaches faculty, staff, parents, and friends of SJC. In addition, surveys about distance learning were given to families in April and June. Families also had an opportunity to complete a survey about distance learning for the Department of Catholic Schools. Overwhelmingly, parents wanted a distance option and an on-campus option. ParentSquare does have a polling feature and Google Forms have also been used to solicit feedback from families. ParentSquare also has a public comment section where parents can ask questions and the school (or other parents) can answer the questions. ParentSquare communications come out regularly on Tuesdays and Fridays. Emergency messages are sent instantly as needed.

### **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:

- Training will be provided for all staff on all protocols prior to the return of students to campus via videoconference.
- Training will be provided as videos for parents to learn about our reopening protocols prior to the return of students on campus.
- Training will be provided as videos for student to learn about our reopening protocols prior to the return of students on campus.
- This reopening document will be shared with all staff members and families prior to the return of students on campus.
- On the first day when students return to campus and during the first few weeks of being reopened, staff will teach students about the reopening protocols, live in person.
- As students are added to the stable groups on the windows listed in this document, additional training before their arrival and during their first weeks will be provided to the students and parents.

## **H. Community Involvement**

ParentSquare has been the main communication tool about the reopening plan and soliciting feedback from parents. Faculty and staff have participated in weekly meetings about reopening. In addition, faculty and staff were given a survey to collect information about accommodation requests for the return to campus. The pastor has been consulted on all major decisions. The reopening plan document has changed several times prior to the final submission to respond to feedback received by parents, staff, and the parish.