



DIOCESE *of* SACRAMENTO
CATHOLIC SCHOOLS

RETURN-TO-SCHOOL PLAN:
COVID-19 PROTOCOLS

ST. MARY  SCHOOL
Educating Leaders for Tomorrow

St. Mary School
1351 58th Street
Sacramento, CA 95819

v3.0

July 24, 2020

INTRODUCTION

We have created this plan to support our safe return to school in August amid the current pandemic. Our needs and responses are different from public schools. Our site populations are relatively small, and we do not face certain complications like bussing, large special needs populations, collective bargaining, and ADA funding mechanisms. The guidelines in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and other applicable federal, state, and local agencies.

Our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of returning to our ministry. Understanding there is an inherent risk to being in session on campus while in a pandemic, we also understand we are part of a societal decision that accepts balancing COVID-19 risk against the need to maintain a semblance of normalcy for our children and their development.
 - a. Cohorts: In the spirit of “reducing the denominator”, students are organized into discrete cohorts (for St. Mary School, this means students will keep with their own class at all times while on campus) to minimize the spread of COVID-19 between groups. Teachers of subjects that are normally in instruction in other rooms on campus (art, music, etc.) will instead bring their lessons to each classroom cohort for the time being. The only exception will be science. Students in upper grades will use the science lab with their cohorts once a week until further notice.
 - b. Hygiene: Within cohorts, we will emphasize strong, hygienic practice.
 - c. Distance options: If a student or their family member is in a higher-risk group, we will give them the option of continuing independent, remote learning.
2. **Presence:** Keeping school open daily. We do not want to burden parents with challenging schedules that prevent them from working a full workday – we want our students at school in their cohort for the full day.
3. **Growth:** Despite limitations, we want our children to continue their academic progress level in their faith and in all core academic standards.

This document will be updated regularly. The school principal will share the updated document on the school website and distribute the updated version to parents via the school information system (SchoolSpeak).

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GENERAL PROTOCOLS

Social Distancing

- All persons on campus will practice social distancing of six feet whenever possible, and a minimum of three feet where impossible
- Close contact interactions (for the purposes of determining contact tracing) is considered < 6ft and > 15 minutes
- Signage will be used throughout campus to support social distancing and proper hygiene norms (Examples in Appendix B)
- Ad-hoc interactions by adults should be avoided
- Mass gatherings, such as in-person assemblies, are prohibited
- Students will be mindful of the social distancing and health practices as instructed or they will not be allowed on campus
- No more students will be admitted into a restroom at a time than there are sinks

Student Cohorts

- Students will operate in cohorts at all times (courses, recess, lunches, etc.)
- Cohorts are not to share instructional spaces unless thorough cleaning occurs between uses
- Students will have a designated space solely for their use in their classrooms, including while in Extension
- Students and staff will not share workspaces or supplies

Shared Spaces

Employees are encouraged to disinfect their workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Our site has alcohol-based hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones and keyboards. In addition, the site custodial team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Office Capacity– Site will restrict the number of persons in the offices to maintain social distancing.

Conference Rooms– Conference rooms will be closed until further notice. All meetings will provide virtual options, even for employees in the office or school.

Breakrooms or Teacher Lounge/Multipurpose Room– These spaces will be closed, including the use of shared appliances such as coffee machines.

Copy Room– There will be limited access to the copy room. Signage indicating restrictions will be posted.

Screening

- Students and staff must conduct a daily self-check (See Appendix B Student Checklists) before they come to campus
- A temperature check will be conducted for all persons entering campus, and staff will complete an additional screening document (see Appendix B)
- During the day, any person experiencing or showing symptoms will report to the office designated isolation space for screening
- The principal will retain a record of employee temperatures in a locked cabinet for a minimum of 90 days
- If a staff member already at school shows symptoms as described above, a supervisor will allow them to go home without penalty for that day

Personal Protective Equipment (PPE)

PPE is not a substitute for social distancing or proper handwashing. In addition to using PPE, please remember to:

- *Wash your hands often with soap and water for at least 30 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available.*
- *Avoid touching your eyes, nose, and mouth.*

Face Coverings

Face coverings are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Everyone on campus must wear a mask, with the following exceptions:

- TK - 2nd grade students while seated at desks
- Students engaging in socially distanced (6' separation) outdoor physical activity
- **In limited situations** where face coverings cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs) **a face shield can be used** by staff in the classroom instead of a cloth face covering as long as the wearer maintains physical distance from others ... Staff must return to wearing a face covering outside of the classroom. ¹
- Proper wear and care of face coverings found here: <https://bit.ly/washingfacecoving>

¹ COVID-19 Industry Guidance: Schools and School-Based Program (CDPH 2020)

Gloves

All custodians and food services personnel must wear gloves

Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Delivering Instruction

- Staff will be trained in sanitation and hygiene instruction
- Teachers will provide initial and routine instruction in social distancing and health practices to their students
- Activities where there is an increased likelihood for transmission from exhaled droplets, such as band and choir, are not permitted unless outdoors
- Activities that involve singing must only take place outdoors
- Implement procedures for turning in assignments to minimize contact
- Consider the use of non-classroom space for instruction, including regular use of outdoor space, weather permitting
- Avoid sharing things; where sharing occurs, clean, and disinfect between uses

Visitor & Volunteer Protocols

The safety of our staff and students is our primary concern. Approved visitation by the principal will be conditional on the visitor passing the same screening process as staff.

We will not allow normal visitation to our campuses until our reopen date. Only diocesan scheduled workers are allowed on campus during preparation for reopen.

Once school reopens:

- Schools will limit volunteers on campus to those performing essential tasks
- Parent volunteers can only be permitted in their own child's classroom if deemed essential by the principal
- Volunteers supervising outdoor activities (such as yard duty) are permitted so long as they follow staff protocols

Food & Package Delivery

Bringing or sharing refreshments during meetings and class time (birthday treats) is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will only be provided by Darling Catering at break time. We ask that there be no food delivered and food/snack/lunch will be kept at their assigned space. Personal deliveries such as packages should not be delivered to the school.

Travel Restrictions

Diocesan schools will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Catholic Schools Department.

COVID SYMPTOMS & CASE RESPONSE

	Student or Staff with:	Action	Notification
1	COVID-19 Symptoms	<p>Send home</p> <p>Recommend testing (If positive, see #3, if negative, see #4)</p> <p>School/classroom remain open</p>	N/A
2	Close contact (†) with a confirmed COVID-19 case	<p>Send home</p> <p>Quarantine for 14 days from last exposure</p> <p>Recommend testing (but will not shorten 14-day quarantine)</p> <p>School/classroom remain open</p>	Notification of a known contact
3	Confirmed COVID-19 case infection	<p>Notify the local public health department</p> <p>Isolate case and exclude from school for 10 days from symptom onset or test date</p> <p>Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious</p> <p>Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)</p> <p>Disinfection and cleaning of classroom and primary spaces where case spent significant time</p> <p>School remains open</p>	School community notification of a known case
4	Tests negative after symptoms	<p>May return to school 3 days after symptoms resolve</p> <p>School/classroom remain open</p>	Notification if prior awareness of testing

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort or other group may need to be considered exposed, particularly if they have shared time indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Chart sourced from **COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year** July 17, 2020

Additional Details

- When a community member tests positive for COVID, the member will inform the principal or designee immediately and:
 - The principal or designee will immediately contact public health and will then communicate with the school's regional director.
 - Close off the classroom or office where the patient was based and do not use these areas until after thorough cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Any decision to move the school to distance learning will be made in collaboration with the Catholic School Department and county public health officer
- Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study (see Appendix D).

SAFE ENVIRONMENT

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. Sites have considered the CDC guidelines for reopening buildings after an extended closure (see <https://bit.ly/cdcwater>). In addition, the process outlined below will routinely serve to protect everyone and reduce risking the spread of infection.

Product Guides

Hand Sanitizer

Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children.

- Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.

- Do not use hand sanitizers that may **contain methanol** which can be hazardous when ingested or absorbed.

Cleaner

When choosing disinfecting products, **use** those approved for use against COVID-19 on the **Environmental Protection Agency (EPA)- approved list “N,”** and **avoid** products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves	Daily
Electronic Equipment	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	After each recess
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Additional cleaning guidance available at <https://bit.ly/covidcdcclean>

Safe Water

- Use of drinking fountains is suspended; water bottle filling stations are provided.
- Flushing our water system and additional measures as needed have been taken per CDC guidelines to minimize the risk of Legionnaires’ disease and other diseases associated with water.

HVAC Considerations

- Fresh outdoor air is introduced as much as possible – when using air conditioning, the setting that brings in outside air is used.
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, we have considered alternatives such as installing portable high-efficiency air cleaners, upgrading the building’s air filters to the highest efficiency possible, and making other modifications to

increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.

- Replace and check air filters and filtration systems to ensure optimal air quality on a schedule.
- Ensure proper ventilation during cleaning and disinfecting.
- When cleaning, air out the space before children arrive; plan to do a thorough cleaning when children are not present.

School-Procured Additional Supplies

Item	Quantity	Notes
<u>Hand Pump Sprayer</u>	1/classroom	For teachers to spray desks for students to wipe down.
Staff Gloves	500 count/class	Nitrile gloves
Bulk Hand Sanitizer		55-gallon drums for refill stations
Individual Pumps	1/person	8oz
Cleaning Solution		Alcohol-based
Student Towels/ Ziploc-Type Bags		For cleaning personal work surface and storing clean and soiled towels
Restroom Soap Dispensers		Automated
<u>Pencil box/supply bin</u>	1/student	
IR Thermometer	2/school, 1/classroom	Housed in school office and in each classroom
Acrylic plexiglass		Office counter and isolation space, and any other place on campus where social distancing isn't possible
Electrostatic Sprayers	4	Airborne disinfectant

Facility Adjustments



- The office has installed an auto sense hand sanitizer dispenser and paper towel dispenser in the office area.
- Autosense faucets have been installed in all restrooms.
- Classroom rugs, group tables, and superfluous furniture have been removed and individual desks or tables installed with three- to six-foot gapping between student stations.
- Students TK-8 have their own designated space desk with their own supplies, plastic baggie for trash, water bottle and hand sanitizer. Students in preschool have distanced table seating space with own supplies.
- Spots outside classrooms and restrooms are designated six feet apart for student lineup and for parent pick-up.
- Social distancing and best practices signage posted around campus and distributed to families.
- Hand sanitizer stations installed at every point of egress in every room on campus.
- EcoLab sanitation stations installed at all custodial utility sinks.



- The Eighth Grade class was relocated to the Library due to class size for accommodation of social distancing guidelines.

SCHOOL SCHEDULE & ROUTINES

Morning Drop-Off

Drop-Off Hours: 7:30 AM - 7:55 AM

Duty	Monday	Tuesday	Wednesday	Thursday	Friday
7:40-8:00 (Before School)	Loop: Mary D. Nic Anne: 5-8 Simone: 1-2 Ellie 3-4	Loop: Mary D. Nic Danielle: 5-8 Simone: 1-2 Ellie: 3-4	Loop: Jamie Nic Anne: 5-8 Simone: 1-2 Ellie 3-4	Loop: Mary D. Nic Danielle: 5-8 Simone: 1-2 Ellie 3-4	Loop: Mary D. Nic Anne: 5-8 Simone: 1-2 Ellie: 3-4
10:00 a.m. – 10:15 a.m. (5-8 Break) Big Yard Cohorts will be in separate sections	5-8 Break Mary D. Danielle	5-8 Break Marilyn Suzie	5-8 Break Loretta Rachel	5-8 Break Tim Michelle	5-8 Break Danielle Anne
TK-1 Break (TK) 9:45 a.m. – 10:00 a.m. (K) 10:00 a.m. – 10:15 a.m. (1st Grade) 10:15 a.m. – 10:30 a.m. Students will be out at separate times	TK-1 Break Pam/Leslie Sarah/Andrea Simone/Marte	TK – 1 Break Pam/Leslie Sarah/Liz Simone/Marte	TK – 1 Break Pam/Leslie Sarah/Liz Simone/Marte	TK – 1 Break Pam/Leslie Sarah/Liz Simone/Marte	TK – 1 Break Pam/Leslie Sarah/Andrea Kristen/Marte
10:30 a.m. – 10:45 a.m. (2-4 Break)	2-4 Break Maggie Marte	2-4 Break Ellie Marte	2-4 Break Ellie Molly	2-4 Break Marte Christina B.	2-4 Break Marte Charlotte
11:00 a.m. – 11:30 p.m. (TK& K lunch in cohort classrooms)	K/TK Lunch Leslie (TK a.m.) Karen (TK p.m.) Sarah (K a.m.)	K/TK Lunch Leslie (TK a.m.) Karen (TK p.m.) Sarah (K a.m.)	K/TK Lunch Leslie (TK a.m.) Karen (TK p.m.) Sarah (K a.m.)	K/TK Lunch Leslie (TK a.m.) Karen (TK p.m.) Sarah (K a.m.)	K/TK Lunch Leslie (TK a.m.) Karen (TK p.m.) Sarah (K a.m.)

Break 11:30 a.m. – 12:00 p.m.	Andrea (K p.m.) Karen & Sarah (transport lunches to classes)				
11:45 a.m. – 12:05 p.m. (1-4 lunch in cohort classrooms)	1-4 Lunch Karen & Simone transport lunches to 1 st grade 2 nd Ellie walk students to cafeteria 3 rd Karen walk students to cafeteria 4 th Marte walk students to cafeteria	1-4 Lunch Karen & Simone transport lunches to 1 st grade 2 nd Ellie walk students to cafeteria 3 rd Karen walk students to cafeteria 4 th Marte walk students to cafeteria	1-4 Lunch Karen & Simone transport lunches to 1 st grade 2 nd Ellie walk students to cafeteria 3 rd Karen walk students to cafeteria 4 th Marte walk students to cafeteria	1-4 Lunch Karen & Simone transport lunches to 1 st grade 2 nd Ellie walk students to cafeteria 3 rd Karen walk students to cafeteria 4 th Marte walk students to cafeteria	1-4 Lunch Karen & Simone transport lunches to 1 st grade 2 nd Ellie walk students to cafeteria 3 rd Karen walk students to cafeteria 4 th Marte walk students to cafeteria
12:05 p.m. – 12:30 p.m. (1st Break)	1st Break Simone Pam				
12:05 p.m. – 12:30 p.m. (2-4 Break) Cohorts will be in separate sections	2-4 Break Marte Jamie	2-4 Break Nic Ellie	2-4 Break Marte Nic	2-4 Break Nic Jamie	2-4 Break Nic Ellie
12:15 p.m. – 12:35 p.m. (5-8 Lunch in cohort classrooms)	5-8 Lunch Karen escort students to cafeteria				
12:35 p.m. – 1:00 p.m. (5-8 Break)	5-8 Break Nic LeeAnn	5-8 Break Nic Danielle	5-8 Break Nic Anne	5-8 Break Nic LeeAnn	5-8 Break Nic Danielle

3:05 p.m. – 3:20 p.m. (After School)	Loop: Mary D. Loop Train: Claudia/Leslie (TK) Ann/Sarah (K) Simone (1 st) Ellie (2 nd) Jamie (3 rd) Marte (4 th) Rachel (5 th) Tim (6 th) Marilyn (7 th) Loretta (8 th)	Loop: Mary D. Loop Train: Claudia/Leslie (TK) Ann/Sarah (K) Simone (1 st) Ellie (2 nd) Jamie (3 rd) Marte (4 th) Rachel (5 th) Tim (6 th) Marilyn (7 th) Loretta (8 th)	Loop: Jane Loop Train: Claudia/Leslie (TK) Ann/Sarah (K) Simone (1 st) Ellie (2 nd) Jamie (3 rd) Marte (4 th) Rachel (5 th) Tim (6 th) Marilyn (7 th) Loretta (8 th)	Loop: Mary D. Loop Train: Claudia/Leslie (TK) Ann/Sarah (K) Simone (1 st) Ellie (2 nd) Jamie (3 rd) Marte (4 th) Rachel (5 th) Tim (6 th) Marilyn (7 th) Loretta (8 th)	Loop: Jane Loop Train: Claudia/Leslie (TK) Ann/Sarah (K) Simone (1 st) Ellie (2 nd) Jamie (3 rd) Marte (4 th) Rachel (5 th) Tim (6 th) Marilyn (7 th) Loretta (8 th)
Extension (TK-8) 3:05 p.m. – 6:00 p.m.	Pam & an extension staff member in each cohort class	Pam & an extension staff member in each cohort class	Pam & an extension staff member in each cohort class	Pam & an extension staff member in each cohort class	Pam & an extension staff member in each cohort class

Protocol: Only students and staff will be allowed on campus during drop-off. Parents and guardians will need to use the “loop” to drop-off their student(s). Students will exit their cars from the passenger side and be directed by staff to head directly to the “Peace Plaza” where students will be socially distanced in front of their classrooms until it is time to enter. Teachers will be at their doors to admit students. Following temperature checks, students will enter and go directly to their assigned seats.

Tardies: Additional mindfulness will be needed in order to assist our class communities in allowing teachers to remain in instruction, versus disrupting the class to administer the protocols in accepting the tardy student(s).

Lunch and Food Service

Schedule: See Table/Chart above

Protocol: Students will eat lunch at their assigned seats in their classrooms for both cold and hot lunch. For students in grades TK-1st who are signed up for the hot lunch program, the instructional assistant will retrieve the hot lunches and bring them to the classrooms. The instructional assistants will be masked and gloved for this procedure. Instructional assistants for grades 2-8 will escort students to the cafeteria to retrieve their hot lunch, adhering to the social distancing guidelines and mindful of the directional markings and signs posted along the path and in the hot lunch line. Students will put trash in their class hall trash can upon finishing their lunch.

Recesses/Break and Physical Education

Staffing: Teachers and Aides

Protocol: Students will remain with their cohorts during all activities outside the classroom. Recesses/Break and Physical education will be similarly structured, limiting free play to ensure distancing. Students will break in separate areas of the campus (big playground, little playground, field). Play structures will not be in use. Activities such as jump rope, calisthenics, etc. will be the standards. Teachers will support students with hand-washing and sanitation following each break/recess and physical education.

After School Pick-Up

Time: 3:05 PM - 3:15 PM

Staffing: Teachers and Aides

Protocol: Only students and staff will be allowed on campus during pick-up. Parents will not be admitted prior into the school office and there will be no pick-ups in front of classes. Parents and guardians will need to use the “loop” to pick up their student(s). See the Extension section for more specifics regarding pick-up from the after-school care program. The campus gate on M Street leading to the parking lot (the “loop”) will be opened at 3:00 p.m. All students who exit campus at the end of the day will need to do so in the loop. Students who have been permitted by their parents (via the Walk/Bike Off Campus form) to walk or bike home will be escorted to exit through the front gate, and will be the only students able to exit out the front gate at the end of the school day.

Extension

Hours of Operation: Morning Shift 7:00 a.m. – 7:55 a.m.; Afternoon Shift 3:05 p.m. – 6:00 p.m.

Staffing: Extension Staff

Protocol: Extension will be held in each student’s homeroom with the cohort plan they are in during the school day with distanced and assigned student desks as their own. Each student will have their own supplies, and the cohorts will be assigned a restroom time. Reasonable exceptions will be made. They will be the only population to use the classroom space during the course of the day. The facility will be cleaned between shifts. Parents will pick up by entering through the coded gate at the parking lot and will have to adhere to the masks on campus and social distancing procedures. One parent at a time can approach the homeroom door and request their student(s). All parents must remain at the classroom door; they will not be admitted into the classroom space. There will be a marked line indicating where to wait.

Extracurricular Activities

Adhering to the guidelines set forth for us, sports, choir and band are suspended until further notice. These are the only extracurricular activities we have information for at this time. We will provide updates on these and all other extracurricular activities as we receive them.

APPENDIX A: FAQ

What if a student arrives late?

Students will enter the main office to be admitted as the loop gate will be locked.

What if a student needs to use the restroom?

Restroom time is scheduled for a class during their allotted recess/break times, and at other class specific times during the day. Use outside of the schedule will be on a limited, case-by-case basis.

What is the plan for inclement weather recess/break and physical education?

The gymnasium will serve as the space designated for when it rains, is too hot, or the air quality prohibits being outside; however, just like recess/break, it will be used by one class at a time.

What if students are outside doing calisthenics during extension when a parent comes to pick up a child?

The extension staffer at the entrance/breezeway gate will radio the employee with the students on the playground to send up the student. The parent will not be admitted on campus to gather their child.

APPENDIX B: PROTOCOLS & SIGNAGE

Surface Cleaning



Before & After Snack & Lunch

Additional Details

- Students will have one Ziploc-type bag with clean rags and another with dirty rags that they take home daily like their lunch pail or PE uniform
- Teacher will spray area to ensure wait time and proper coverage

Restroom Use

LOOK, ENTER IF SINK IS OPEN



USE STALL



**PREP
TOWEL**



WASH

Respect Everyone's Space

Additional Details:

- No more students in a restroom than sinks
- X Marks the Spot (spaced lineup spots outside restroom)
- Students will disinfect hands at their desk space on returning to class

Teacher Cleaning Expectations:
Keeping Classroom Clean

ROUTINELY CLEAN

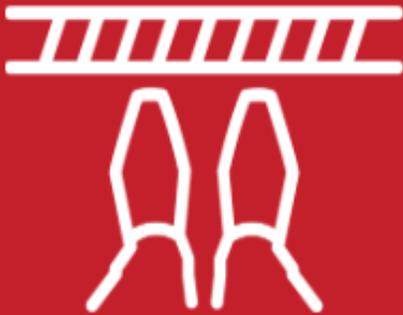


TEACHERS CLEAN HANDS & WEAR GLOVES

Respect Everyone's Space

Screening: Campus Entry Point (Adults)

COMPLETE SURVEY PRIOR TO ENTRY



DISINFECT



MASK?



GLOVES

Respect Everyone's Space



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Daily Health Screening (Adults)

Name:

Position:

Supervisor's Name:

Q1: Since your last time on campus, have you had a cough, shortness of breath, difficulty breathing, or been in close contact with a person lab-confirmed to have COVID-19?

If yes, circle what applies above and see your supervisor immediately.

Q2: Since your last time on campus, have you had any two of these symptoms

Fever

Muscle pain

Sore throat

Chills

Headache

New loss of taste or smell

Repeated shaking with chills

If yes, circle symptoms and see your supervisor immediately.

Running Record

Date	Temp	Symptoms (Y/N)	Screened by	Signature

< OFFICE USE ONLY >

If a person is exhibiting symptoms or exceeds the body temperature allowable by the resident county HHS they will be instructed to go home or to the nearest health center.

Then, complete the following section of this form:

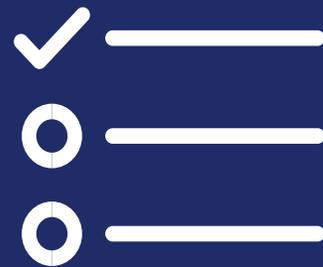
Date the employee was sent home: _____ Recorded temperature: _____

Are visible signs of respiratory illness present? _____ Yes _____ No

Date the employee returned to work: _____

Student Checklists: Home Checklist for the Front Door
Good Morning!

SMILE CHECK TEMPERATURE WASH



DO YOU HAVE YOUR SUPPLIES?

Have a Great Day!

ST. MARY SCHOOL

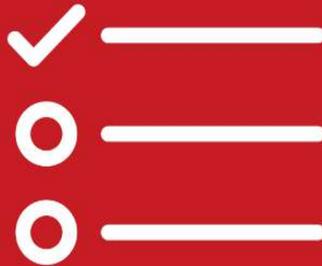
Educating Leaders for Tomorrow

Student Checklist: End of School Day Reminders End of Day!

SMILE



CHECK LIST



CLEAN



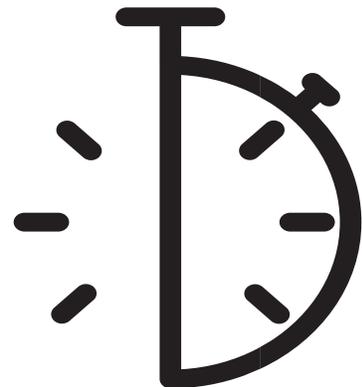
DONT FORGET TO WASH TOWELS & RETURN

Have a Great Afternoon!

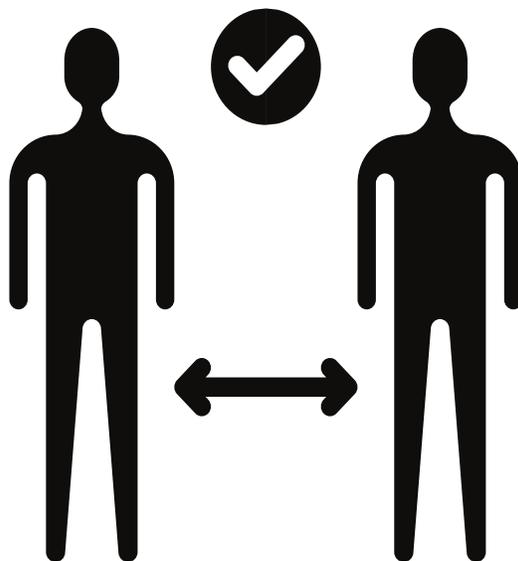
Additional Facility Signage

**PLEASE WASH
YOUR HANDS**

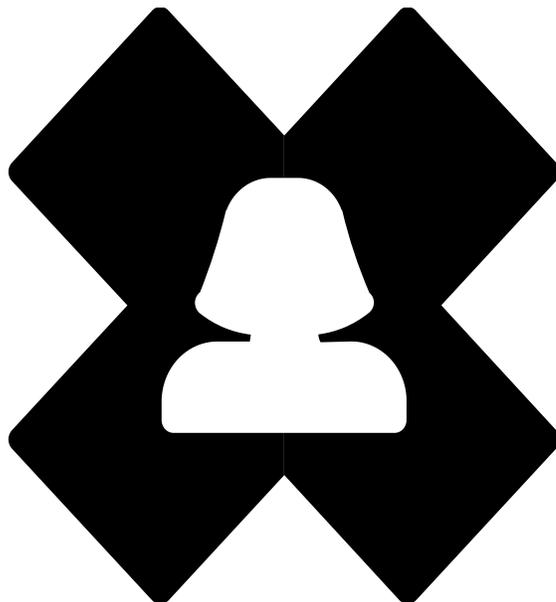
**USE SOAP. SCRUB
30SECONDS, THEN RINSE**



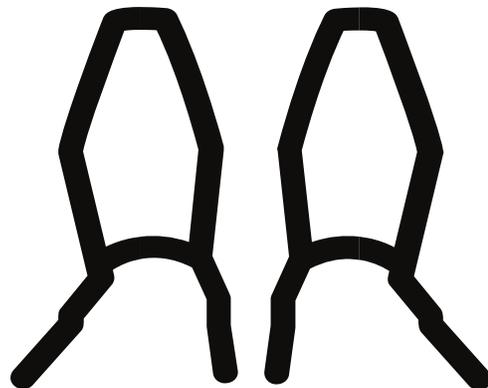
**PLEASE PRACTICE
SOCIAL DISTANCING**



**PLEASE LINE UP
ON THE MARKS**



**LIMITED
VISITOR
ACCESS**



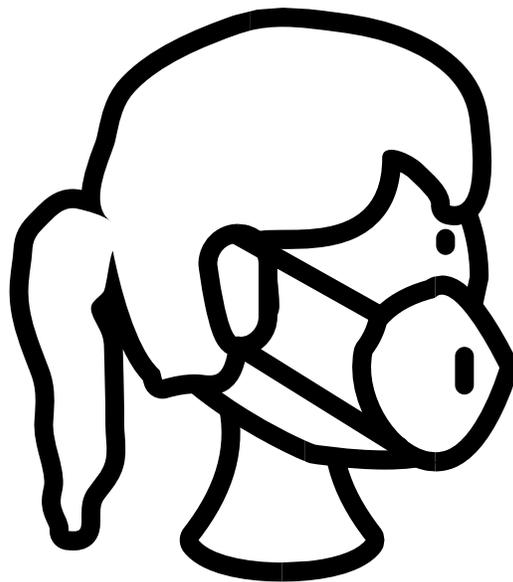
**PLEASE BE SEATED
WHILE WAITING
TO BE SEEN**



TEMPERATURE CHECK-POINT



**ISOLATION SPACE;
MASK REQUIRED**



**THIS SITE IS
DISINFECTED
REGULARLY FOR
YOUR SAFETY**



**CLOSED FOR
CLEANING**





APPENDIX C: AGENCY UPDATES & RESOURCES

Links to pertinent agency documents are below. This list will be updated regularly.

Relevant information:

- [CDC Portal Page for K-12 Education](#)
- [CDC School Decision Tree](#)
- [CDC Guidance for Cleaning and Disinfecting](#)
- [California Department of Public Health COVID-19 Update Portal](#)
- [CDPH Guidance for Schools \(last updated 3/7/2020\)](#)
- [County Data Monitoring](#)
- County Directives
- Other directives by governmental/public health agencies

APPENDIX D: DISTANCE LEARNING

The Distance Learning opportunities provided by St. Mary School are intended to keep us safely in community.

Distance Learning Outline

- A. **Campus open** – Our primary goal is to provide a quality education while in community. Independent, remote learning will be available for students in at-risk scenarios through their regular classroom teacher, in addition to a support/liaison teacher to ensure connectivity. Modes of instruction provided will include livestream lessons, recorded sessions, and scheduled check-in times. This program will provide seamless re-entry to an on-site experience for that child when the time comes to return.

- B. **Cohort Distance Learning** – If the health department sends a cohort to distance learning, the entire cohort will be provided with a daily program that will include livestream lessons and a regular period-by-period schedule.

- C. **Campus closed** – The entire school will move to distance learning if the campus is closed by the health department, similar to the cohort scenario, but with additional whole-school content such as streamed announcements, masses, assemblies, and music. Students on independent, remote learning will be folded into the whole-site distance learning program.

Independent, Remote Learning for At-Risk Students

Overview

Program Intent

Our school emphasizes local, personal interaction through an in-person community. A homeschool program is limited and is not our mission. Still, when health considerations necessitate learning from a distance, we will serve our families and keep them connected to their community with an independent, remote learning program.

Content

Instruction in math, language arts, science, religion, and social studies will be provided to all students. Additional content in computer science from coding to typing will also be integrated into curriculum on-site and off. Remote-learning students will also have music enrichment.

Roles and Responsibilities

Classroom Teacher

Generates core content and provides feedback to all students (on and off-site) in the regular grading cycle. Is available to all parents in a regular fashion (phone, email, appointment). Posts content for Teacher Liaison review a week in advance for collaborative and clarification purposes.

Teacher Liaison

Provides additional community connectivity content such as checking in daily with students, monitoring work completion, and providing on-demand support. Serves as student and parent first point of contact during the course of the day for assistance (through Google classroom, email, or phone).

Student

Keeps to their schedule by starting each day on Google classroom with the morning announcements, attends their remote lessons, and progresses through the content at their pace during the day content is assigned.

Sample Daily Schedule

8:15AM	Whole School Streamed Morning Announcements
8:30AM	Remote Learning Group Check-In/Attendance & Enrichment with Teacher Liaison
TBD by Grade	Live Streamed Lesson 1 - Math
TBD by Schedule	Teacher Liaison Office Hour
TBD by Grade	Streamed Lesson 2 - Different by Grade Level
1:00PM	Remote Learning Group Close & Enrichment with Teacher Liaison
TU/TH	Classroom Teacher Check-In (3:30-4PM)

Next Steps & Additional Information

Space in this program is limited to ensure quality implementation. Should your child's cohort or the school move to distance learning, this remote learning schedule would change to a full distance learning schedule (more streamed course content, etc.)

For additional questions or to sign up for this program, please email mdarosa@saintmaryschool.com or call the office: (916) 452-1100.