



DIOCESE *of* SACRAMENTO  
CATHOLIC SCHOOLS

RETURN-TO-SCHOOL PLAN:  
COVID-19 PROTOCOLS

ST. MARY  SCHOOL  
*Educating Leaders for Tomorrow*

**St. Mary School**  
**1351 58<sup>th</sup> Street**  
**Sacramento, CA 95819**

V2.0

July 13, 2020

# INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe, and to reduce the impact of COVID-19 conditions upon returning to our schools. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state, and local agencies.

Our needs are different than those of public schools. Because we are not subject to the Williams Act and collective bargaining, we can more readily require things of students and staff regarding procedures and materials. Our populations are relatively small, and we do not face other complications like bussing, large special needs populations, and ADA funding mechanisms.

With resident county Health and Human Services declaring a move to Phase 2, we believe it is time to begin the conversation about our return to school in August. Our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to work and schools. Understanding there is inherent risk in returning from social distancing while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need for life to continue.
  - 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 distance learning.

**Presence:** Keeping school open daily. We do not want to burden parents with challenging schedules that require them to stay home and out of work - we want our students at school in their cohort for the full day.

**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.

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# PHASES AND REVISIONS

Information and direction about the phases and timeline will be sent to all constituents before implementation. Please see below for a summary of the phases and timelines.

## Timeline

Phase	Timing	Items
Planning	May 2020	<ul style="list-style-type: none"><li>• Supplies, equipment</li><li>• Prepare detailed work schedule for phases</li><li>• Prepare building and transportation for reopen with a thorough cleaning</li></ul>
Phase 1	June 2020	<ul style="list-style-type: none"><li>• Implement social distancing protocol and open facilities with limited access/use</li></ul>
Phase 2	June 2020	<ul style="list-style-type: none"><li>• Expand use of school, based on recommendations and data from applicable state and local agencies</li></ul>
Phase 3	August 12, 2020	<ul style="list-style-type: none"><li>• Open school</li><li>• Expand full operation based on recommendations and data from applicable local and state agencies</li><li>• Determine what restrictions/guidelines stay in place</li></ul>

## Revisions

Updates to this protocol and other current information will be posted to the St. Mary School community through SchoolSpeak, flyers, email and updates on the school's website.

# GENERAL PROTOCOLS

## Social Distancing

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying the Health and Human Services (HSS) recommended distance from others and eliminating contact with others whenever possible.

- Student Traffic Flow – Taped markings on the floor and walkway will mark the walking direction through the campus to maintain the social distancing requirements. Both entrances and exits will be clearly marked as well.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided.

## Student Cohorts

- All gatherings of large groups, including whole school masses and assemblies, are prohibited. Our distance learning practices will serve as a substitute.
- Sanitizer will be provided by the school, however personal facial tissue for students will be provided by parents and will remain in student desks. The school will provide a daily baggie for used tissues that will remain in the student desk until the end of the school day.
- Students will not share spaces, supplies, or work in groups (distancing will remain throughout the day).
- Temperature of students will be taken at the door, any student with a temperature above 100.4 degrees will not be permitted to attend School until temperature is 100.4 degrees or below for 24 hours without medication.
- Students will remain with their classmates at all times, including a structured break.
- All teachers and students are not to visit another classroom outside of their team or grade level.
- Students will use restrooms at designated times, and no more students will be admitted into a restroom at a time than there are sinks in the restrooms.
- Any student showing signs of illness throughout the day will have their temperature taken in class and students with a temperature above 100.4 degrees or showing any respiratory symptoms will be isolated as well as their sibling(s) and sent home per principal.

- Students will be reminded of the social distancing and health practices in which they are instructed while on campus.
- **There will be no communal tables; students will have a designated space (desk) solely for their use in the classroom, including during Extension.**

## Screening

### Student Screening

Families must conduct a self-check of students' temperatures and other symptoms (See Appendix D Student Checklists) before they leave home for school. The school will take student temperatures daily when they report to campus.

### Staff and Volunteer Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, employees are required to conduct a self-screening of COVID-19 symptoms before coming to work, including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature of greater than 100.4 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19

The school principal or principal's designee will take employee temperatures when they report to campus to begin a shift. The principal will retain a record of employee temperatures in a locked file cabinet in their office for a minimum of 90 days.

Staff with notable symptoms while at home will be expected to report them to their supervisor and remain home.

If a staff member already at school shows symptoms as described above, a supervisor will offer to take their temperature and give them the opportunity to go home without penalty.

## Staff Personal Protective Equipment (PPE)

- In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE includes:
- **Masks:** Face masks are an essential part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.
- **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. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.
- **As of the writing of this document, gloves are not required of employees unless indicated for handling of bodily fluids. Mask requirements will follow resident county HHS guidelines for schools.**
- *Please note that social distancing should still be practiced even with the use of gloves and masks.*

Everyone on campus must wear masks, with the following exceptions:

- When students are seated at their desks
- When students are engaging in outdoor physical activity socially distanced (6' separation)
- Administrative employees when they are seated behind their desks
- Teachers, aides, and other academic personnel when socially distanced (6' separation)

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.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

## Staff Illness

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they may be instructed to go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact their principal. You may be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID-19, you may return to work when all three criteria are met:

1. At least three days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc.); and
3. County HHS confirms you are released to return safely to work

If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work until the three criteria listed above have been met.

## 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
- Classroom instruction will be delivered respecting social distancing, 1:1 with student devices, whole group, etc.

## 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 be monitoring the number of persons in the offices.

**Conference Rooms**– Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Zoom as a virtual option, even for employees in the same office or school.

**Breakrooms or Teacher Lounge/Multipurpose Room**–These spaces will be used on a limited basis with proper protocol until further notice.

**Copy Room** – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

## 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 reopening. Once school is back in session on campus, visitation will still be limited while COVID-19 risk persists as determined by county HHS. The safety of our staff and students is our primary concern.

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 protocol.

## Food 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.

## Communications Guidelines

Guidelines for communication when a community member tests positive for COVID-19:

- When a community member tests positive for COVID-19, the member will inform the principal or designee immediately
- The principal or designee will immediately contact public health to initiate appropriate practices per county HHS guidelines, and then will communicate with the school's regional director
- The affected party will not return to campus until cleared to return to school by their physician per county public health directives
- A positive test result by a member of a cohort could result in the entire cohort moving to distance learning for a period of fourteen days from diagnosis

- Any siblings or household members of a community member who tests positive for COVID-19 will also move to distance learning until they are cleared to return to school by their physician per county public health directives
- If multiple cohorts are impacted, the school could be required to move to distance learning for a fourteen day period. Any decision to move the school to distance learning will be made in collaboration with the Catholic School Department and county public health officer.
- The school will communicate a positive test result per county health directives
- If a cohort or the school moves to distance learning for any period of time, the school will sanitize spaces used by the cohort or cohorts per CDC guidelines.

# SCHOOL SCHEDULE & ROUTINES

## Morning Drop-Off

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

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

<b>cohort classrooms)</b>  <b>Break</b> 11:30 a.m. – 12:00 p.m.	(transport lunches to classes				
<b>11:45 a.m. – 12:05 p.m.</b>  <b>(1-4 lunch in cohort classrooms)</b>	<b>1-4 Lunch</b> Karen & Simone transport lunches to 1 <sup>st</sup> grade 2 <sup>nd</sup> Ellie walk students to cafeteria 3 <sup>rd</sup> Karen walk students to cafeteria 4 <sup>th</sup> Marte walk students to cafeteria	<b>1-4 Lunch</b> Karen & Simone transport lunches to 1 <sup>st</sup> grade 2 <sup>nd</sup> Ellie walk students to cafeteria 3 <sup>rd</sup> Karen walk students to cafeteria 4 <sup>th</sup> Marte walk students to cafeteria	<b>1-4 Lunch</b> Karen & Simone transport lunches to 1 <sup>st</sup> grade 2 <sup>nd</sup> Ellie walk students to cafeteria 3 <sup>rd</sup> Karen walk students to cafeteria 4 <sup>th</sup> Marte walk students to cafeteria	<b>1-4 Lunch</b> Karen & Simone transport lunches to 1 <sup>st</sup> grade 2 <sup>nd</sup> Ellie walk students to cafeteria 3 <sup>rd</sup> Karen walk students to cafeteria 4 <sup>th</sup> Marte walk students to cafeteria	<b>1-4 Lunch</b> Karen & Simone transport lunches to 1 <sup>st</sup> grade 2 <sup>nd</sup> Ellie walk students to cafeteria 3 <sup>rd</sup> Karen walk students to cafeteria 4 <sup>th</sup> Marte walk students to cafeteria
<b>12:05 p.m. – 12:30 p.m.</b> <b>(2-4 Break)</b> Cohorts will be in separate sections	<b>2-4 Break</b> Marte Jamie	<b>2-4 Break</b> Nic Ellie	<b>2-4 Break</b> Marte Nic	<b>2-4 Break</b> Nic Jamie	<b>2-4 Break</b> Nic Ellie
<b>12:15 p.m. – 12:35 p.m.</b>  <b>(5-8 Lunch in cohort classrooms)</b>	<b>5-8 Lunch</b>  Karen escort students to cafeteria				
<b>12:35 p.m. – 1:00 p.m.</b> <b>(5-8 Break)</b>	<b>5-8 Break</b> Nic LeeAnn	<b>5-8 Break</b> Nic Danielle	<b>5-8 Break</b> Nic Anne	<b>5-8 Break</b> Nic LeeAnn	<b>5-8 Break</b> Nic Danielle
<b>3:05 p.m. – 3:20 p.m.</b> <b>(After School)</b>	<b>Loop:</b> Mary D.  <b>Loop Train:</b> Claudia/Leslie (TK) Ann/Sarah (K) Simone (1 <sup>st</sup> ) Ellie (2 <sup>nd</sup> ) Jamie (3 <sup>rd</sup> )	<b>Loop:</b> Mary D.  <b>Loop Train:</b> Claudia/Leslie (TK) Ann/Sarah (K) Simone (1 <sup>st</sup> ) Ellie (2 <sup>nd</sup> ) Jamie (3 <sup>rd</sup> )	<b>Loop:</b> Jane  <b>Loop Train:</b> Claudia/Leslie (TK) Ann/Sarah (K) Simone (1 <sup>st</sup> ) Ellie (2 <sup>nd</sup> ) Jamie (3 <sup>rd</sup> )	<b>Loop:</b> Mary D.  <b>Loop Train:</b> Claudia/Leslie (TK) Ann/Sarah (K) Simone (1 <sup>st</sup> ) Ellie (2 <sup>nd</sup> ) Jamie (3 <sup>rd</sup> )	<b>Loop:</b> Jane  <b>Loop Train:</b> Claudia/Leslie (TK) Ann/Sarah (K) Simone (1 <sup>st</sup> ) Ellie (2 <sup>nd</sup> ) Jamie (3 <sup>rd</sup> )

	Marte (4 <sup>th</sup> ) Rachel (5 <sup>th</sup> ) Tim (6 <sup>th</sup> ) Marilyn (7 <sup>th</sup> ) Loretta (8 <sup>th</sup> )	Marte (4 <sup>th</sup> ) Rachel (5 <sup>th</sup> ) Tim (6 <sup>th</sup> ) Marilyn (7 <sup>th</sup> ) Loretta (8 <sup>th</sup> )	Marte (4 <sup>th</sup> ) Rachel (5 <sup>th</sup> ) Tim (6 <sup>th</sup> ) Marilyn (7 <sup>th</sup> ) Loretta (8 <sup>th</sup> )	Marte (4 <sup>th</sup> ) Rachel (5 <sup>th</sup> ) Tim (6 <sup>th</sup> ) Marilyn (7 <sup>th</sup> ) Loretta (8 <sup>th</sup> )	Marte (4 <sup>th</sup> ) Rachel (5 <sup>th</sup> ) Tim (6 <sup>th</sup> ) Marilyn (7 <sup>th</sup> ) Loretta (8 <sup>th</sup> )
<b>Extension (TK-8) 3:05 p.m. – 6:00 p.m.</b>	<b>Pam &amp; an extension staff member in each cohort class</b>	<b>Pam &amp; an extension staff member in each cohort class</b>	<b>Pam &amp; an extension staff member in each cohort class</b>	<b>Pam &amp; an extension staff member in each cohort class</b>	<b>Pam &amp; an extension staff member in each cohort class</b>

**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-1<sup>st</sup> 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: CLEANING & SUPPLIES

**FACILITIES CLEANING:** The safety of our employees and students are our first priority. Upon reopening, our school has been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the steps outlined below will routinely serve to protect everyone and reduce the risk of spread of infection.

## General Disinfection Measures

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day and throughout the day
<b>Appliances</b>	Refrigerator	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TVs, Telephones, Keyboards	At the end of each use/day and after and/or between use
<b>General Used Objects</b>	Handles, Light switches, Sinks, Restrooms	After each recess
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

## School Procured Additional Supplies

Item	Quantity	Notes
<u>Hand Pump Sprayer</u>	1/classroom	For teacher use, 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 & isolation space
Electrostatic Sprayers	4	Airborne disinfectant

## APPENDIX C: FACILITY ADJUSTMENTS



- The office has installed an auto sense hand sanitizer dispenser and paper towel dispenser in the office area.
- Auto sense faucets have been installed in all student 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.



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

## APPENDIX D: SIGNAGE & FORMS

### Surface Cleaning



### Before & After Snack & Lunch

#### Additional Details

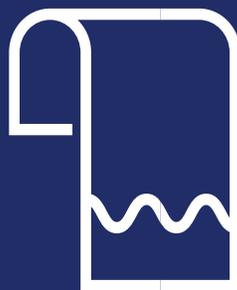
- Students will have one Ziploc-type bag with clean rags and another with dirty rags that they take home daily like their lunch pail or PE uniform
- Teacher will spray area to ensure wait time and proper coverage

## 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 line up spots outside restroom)
- Students will disinfect hands at their desk space on returning to class

Teacher Cleaning Expectations:  
Keeping Classroom Clean

**ROUTINELY CLEAN**

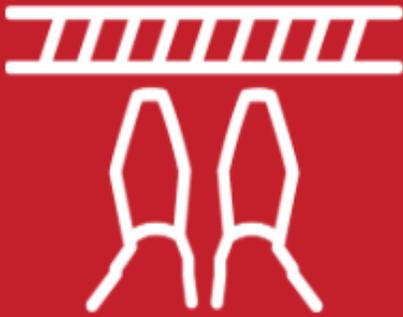


**TEACHERS CLEAN HANDS & WEAR GLOVES**

Respect Everyone's Space

Screening: Campus Entry Point (Adults)

COMPLETE SURVEY PRIOR TO ENTRY



DISINFECT



MASK?



GLOVES

Respect Everyone's Space



# ST. MARY SCHOOL

*Educating Leaders for Tomorrow*

## 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

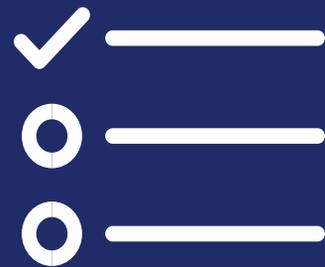
Date the employee returned to work: \_\_\_\_\_

# ST. MARY SCHOOL

*Educating Leaders for Tomorrow*

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

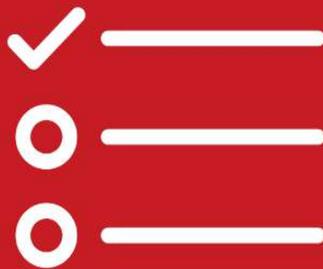
*Educating Leaders for Tomorrow*

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

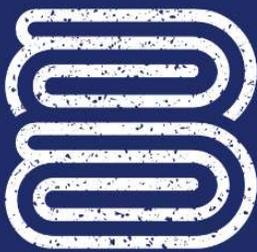
**SMILE**



**CHECK LIST**



**CLEAN**



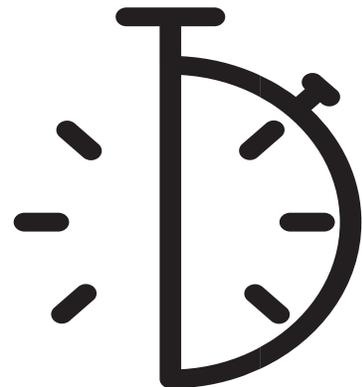
**DONT FORGET TO WASH TOWELS & RETURN**

Have a Great Afternoon!

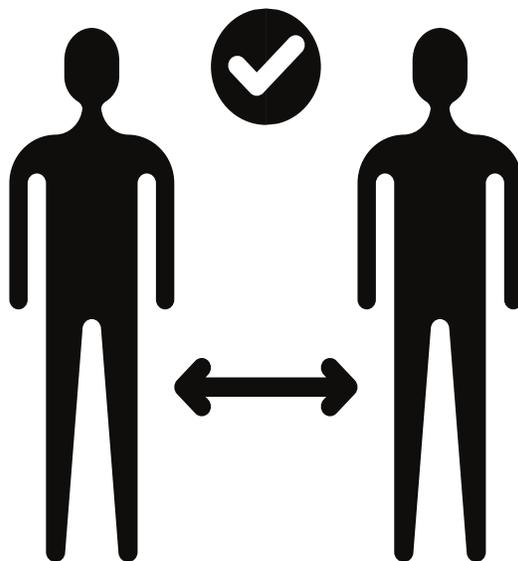
Additional Facility Signage

**PLEASE WASH  
YOUR HANDS**

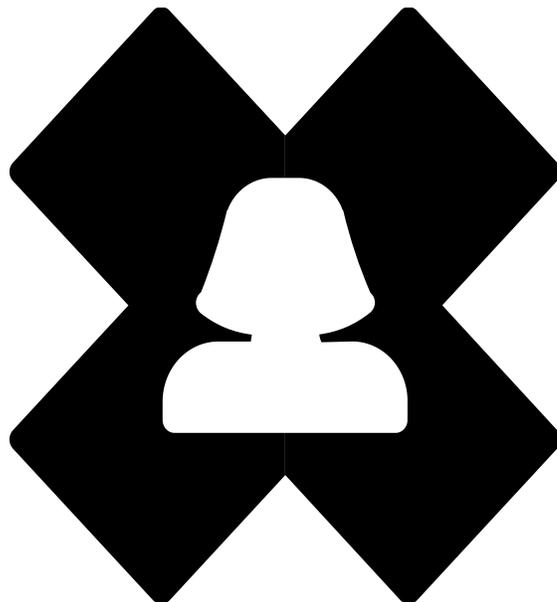
**USE SOAP. SCRUB  
30SECONDS, THEN RINSE**



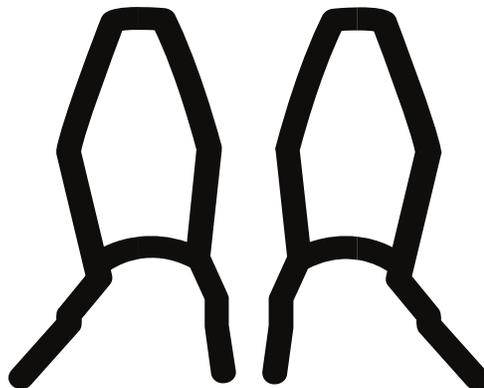
**PLEASE PRACTICE  
SOCIAL DISTANCING**



**PLEASE LINE UP  
ON THE MARKS**



**LIMITED  
VISITOR  
ACCESS**



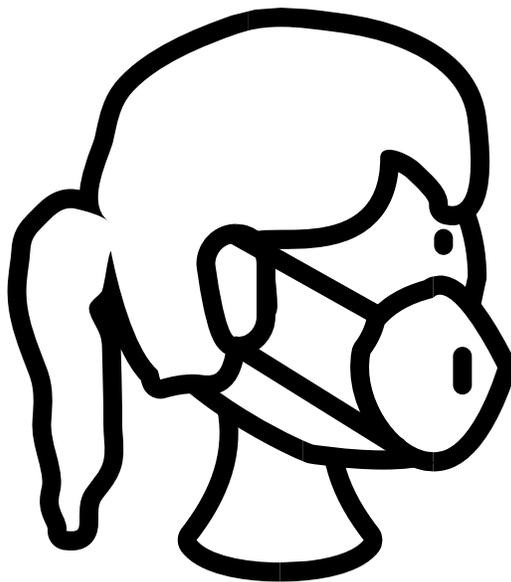
**PLEASE BE SEATED  
WHILE WAITING  
TO BE SEEN**



# TEMPERATURE CHECK-POINT



**ISOLATION SPACE;  
MASK REQUIRED**



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



**CLOSED FOR  
CLEANING**





## **APPENDIX E: COMMUNICATION FOR PRESUMPTIVE/CONFIRMED COVID-19 CASE**

Will be communicated separately to parents.

## **APPENDIX F: AGENCY UPDATES**

[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 Directives
- Other directives by governmental/public health agencies