

DIOCESE *of* SACRAMENTO  
CATHOLIC SCHOOLS

Covid-19 Safety Plan (CSP)  
and  
CAL/OSHA COVID-19 PREVENTION PROGRAM (CPP)

COVID-19 PROTOCOLS  
FOR ELEMENTARY SCHOOLS

St. Ignatius Parish School  
*Ad Majorem Dei Gloriam*

V 9.1

March 8, 2021

## INTRODUCTION

We have created this Covid-19 Safety Plan (hereinafter “CSP”) to mitigate the impact of COVID-19 and help our employees, students, and families feel safe upon returning to our school. 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), California Department of Public Health (CDPH), and county health departments.

Our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID in the context of returning to our ministry. Understanding that there is an inherent risk to being in session on campus while in a pandemic, we also understand that 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. **Stable Groups:** In the spirit of “reducing the denominator,” Students are organized into discrete stable groups to minimize the spread of COVID-19 between groups.
  - b. **Hygiene:** Within stable groups, we will emphasize strong, hygienic practice.
  - c. **Distance options:** If any family so desires, we will give them the option of continuing independent, remote learning, with the understanding that we will work together to minimize change and disruption for students.
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 Stable Group for the full day.
3. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level in their faith and all core academic standards.

We are proud of our success in offering on-campus instruction, but the renewed spread of Covid-19 in recent months reminds us of our need to be vigilant. Even after receiving waivers in multiple counties, **our policy remains that it is a privilege to access on-campus instruction; in going beyond distance learning, we must all work together to mitigate the risk of Covid-19.** We have tailored this document specifically for our school environments and populations and will continue updating it with the best data and practices in mind. The school principal will share any updated documents on the school website and through the school information system.



## TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>1</b>
<b>GENERAL PROTOCOLS</b>	<b>5</b>
Behavioral Assessments	5
Antigen Screening	5
Social Distancing	5
Student Stable Groups	6
Shared Spaces	6
Classrooms	6
Other Facility Adjustments	7
Office Capacity	7
Staff Lounge	7
Parish Meeting Room	7
Hall/Gym	7
Screening	7
Personal Protective Equipment (PPE)	8
Face Coverings	8
Gloves	10
Staff Training and Family Education	10
Delivering Instruction	10
Cleaning & Disinfection Routine	11
Healthy Hygiene Practices	11
Visitor & Volunteer Protocols	11
Food & Package Delivery	12
Travel Restrictions	12
COVID Symptoms and Case Response	12
Contact Tracers	12
Symptoms	13
Testing	13
Response to Confirmed/Suspected COVID-19 Cases and Close Contacts (TABLE 1)	15
Steps to Take in Response to Negative COVID-19 Test Result (TABLE 2)	17



<b>SAFE ENVIRONMENT</b>	<b>18</b>
Product Guides	19
General Disinfection Measures	19
Safe Water	19
HVAC Considerations	20
School Procured Additional Supplies	20
Supplies Provided by Families/Students	21
FACILITY ADJUSTMENTS	21
<b>School Schedules and Routines</b>	<b>22</b>
Morning Drop-Off	22
Grade Level Stable Groups	23
Recess and Physical Education	24
Morning Recess	24
Lunch	26
Masses	26
After School Pick-Up	27
Extended Care	28
<b>APPENDIX A: FAQ</b>	<b>29</b>
<b>APPENDIX B: FACILITY ADJUSTMENTS</b>	<b>30</b>
<b>APPENDIX C: PROTOCOL SIGNAGE</b>	<b>31</b>
Additional Facility Signage	38
Student Symptom Decision Tree	39
Symptom Flyer	40
Adult Checklist	41
Student Checklist	42
<b>APPENDIX D: AGENCY UPDATES</b>	<b>45</b>
CDPH Guidance: <a href="https://covid19.ca.gov/pdf/guidance-schools.pdf">https://covid19.ca.gov/pdf/guidance-schools.pdf</a>	45
Sacramento County COVID Community Testing	45
CDC Decision-Making Tree	45
Campus Access	45
Hygiene and PPE	45
Cleaning and Disinfecting	45
Information for Staff Training	45
Communication with School Community	45
Food Services	45





<b>APPENDIX E: COMMUNICATIONS</b>	<b>47</b>
Cases and Exposures Correspondence	47
Confirmed Case Letter	47
Close Contact Letter	48
Symptoms Letter	49
Scenario 3 - Quarantine Letter	50
<b>APPENDIX F: DISTANCE LEARNING</b>	<b>52</b>
Distance Learning Outline	52
Distance Learning	52
Communication	52
Attendance	53
Daily Lesson Plans	53
School Day	53
Content	53
Delivery	54
School-Wide Technology	54
Technology Support	54
School Communication Platform	54
Synchronous Instruction	54
Asynchronous Instruction	54
ELA	55
Math	55
Religion	55
Social Studies	55
Science	55
Independent, Remote Learning for Students	55
Overview	55
Roles and Responsibilities	55
Next Steps & Additional Information	56
<b>APPENDIX G: APPLICATION FOR WAIVER</b>	<b>57</b>
Waiver Application Cover Form	57
Background Information	57
<b>APPENDIX H: POST-BREAK QUESTIONNAIRE</b>	<b>61</b>
<b>APPENDIX I: SAMPLE TESTING LETTER AND WAIVER</b>	<b>63</b>



## CAL/OSHA COVID-19 PREVENTION PROGRAM

### Layers of Safety: Infection Mitigation Strategies

Over the course of this school year, we have offered a variety of mitigation strategies working in unison to reduce our risk of exposure and transmission of Covid-19 on campus. The new [CDPH guidelines of January 14, 2021](#), affirm this approach; to quote a passage on page 14,

“A helpful conceptual framing as schools plan for and implement safety measures for in-person instruction is the layering of mitigation strategies. Each strategy (face coverings, stable groups, distancing, etc.) decreases the risk of in-school transmission; but no one layer is 100% effective. It is the combination of layers that are most effective and have been shown to decrease transmissions.

We have ordered the list below such that the interventions known at this time to be more effective in reducing the risk of transmission appear before the ones that are helpful but may have a potentially smaller effect or have less evidence of efficacy. Of note, though comparative scientific assessments are limited, the top three items are likely of similar importance: 1. Face coverings 2. Stable groups 3. Physical distancing 4. Adequate ventilation 5. Hand hygiene 6. Symptom and close contact exposure screening, with exclusion from school for staff or students with symptoms or with confirmed close contact 7. Surveillance or screening testing.”

We have applied all these strategies at our schools this school year, and they have proven themselves effective. We have also applied additional strategies, including behavioral assessments on our return from extended breaks. This section details the steps we take in each of these areas.

### Behavioral Assessments

- In response to the recent dramatic spike in Covid-19, and as a condition for a return to on-site learning, families must complete a behavioral assessment following the Christmas break; some activities will require families to remain in distance mode for a period of ten days. The questionnaire is available in [Appendix H](#).
- Should families not wish to respond to the questionnaire, students will be required to remain in distance mode for the recommended quarantine period (10 days).



## Antigen Screening

- As a condition for a return to on-site learning, schools may require employees and students wishing to return to campus to undergo antigen screening by our medical partners (Urgent Care Now, Inc. or other designee) at a place, time, and frequency as designated by the Catholic School Department. A sample test letter and waiver form are available in [Appendix I](#).
- Should families not wish to test with the school's designated provider, they may provide their own Covid-19 test result issued by a licensed medical provider. The time at which the test was taken must be less than 72 hours from the intended return to campus with a negative test result.
- We are currently providing for the testing of employees and middle school students in a number of locations, and will update screening policy based on our analysis of results in collaboration with county health departments.
- As of February 1, 2021, we are screening middle school students and employees at schools that have had recent cases in Sacramento and Solano Counties; at schools without cases, we are currently screening employees twice per month. We reserve the right to increase the frequency of screening should Covid-19 surge; more counties make antigen test kits available to us; and/or we determine it is prudent to do so in collaboration with our county health offices and medical advisors.
- Should families not wish to undergo antigen testing or provide their own test result, students will be required to remain in distance mode until such time that the school discontinues mandatory testing.

## Social Distancing

- All persons on campus will practice social distancing of six feet or more as practicable.
- Close contact interactions (for the purposes of determining contact tracing) is considered less than 6ft and longer than a cumulative total of 15 minutes or more over a 24-hour period.
- Stable Groups are considered close contacts even with distancing given prolonged indoor exposure.
- Signage will be used throughout campus to support social distancing and proper hygiene norms ([Examples in Appendix C](#)).
- 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 Stable Groups

The school has one class per grade level. Each class will be its own Stable Group. These Stable Groups must be stable and have minimal contact with other groups or individuals who are not part of their Stable Group.

- Outdoor spaces will be utilized as much as possible.
- Stable Groups 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 and the extended care space.
- Students and staff will not share workspaces or supplies.
- Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student and other staff desks. Distance student chairs at least 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made. Upon request by the local health department and/or State Safe Schools Team, the superintendent should be prepared to demonstrate that good-faith effort, including an effort to consider all outdoor/indoor space options and hybrid learning models. Under no circumstances should the distance between student chairs be less than 4 feet. If 6 feet of distance is not possible, it is recommended to optimize ventilation and consider using other separation techniques, or arranging desks in a way that minimizes face-to-face contact.
- Short-term exposures of less than 6 feet between students and staff are permitted (e.g., a teacher assisting a student one-on-one), but the duration should be minimized and masks must be worn.
- Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- Prioritize the use and maximization of outdoor space for activities where possible.
- Activities where there is increased likelihood for transmission from contaminated exhaled aerosols such as band and choir practice and performances are permitted outdoors only, provided that precautions such as physical distancing and use of face coverings are implemented to the maximum extent (see below in Non-classroom spaces).



## Shared Spaces

Employees are encouraged to disinfect their workspace multiple times throughout the day, paying special attention to commonly touched surfaces. Sites have hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces.

### Classrooms Plans

- Student desks will be designated for each person and desks will be spread out to maximize space.
- Classroom rugs, group tables, and superfluous furniture will be removed.
- Students have their own designated desk with their own supplies, water bottle, cleaning materials, with hand sanitizer available.
- Personal Space Desk Dividers
- Teachers will utilize outdoor space as much as possible.

### Other Facility Adjustments

- Extended Care, classrooms, and the gym if needed, will be safely divided to accommodate sub Stable Groups.
- Drinking fountains are turned off, and water bottle filling stations have been added.

### Office Capacity

- The number of persons in the office will be restricted to maintain social distancing.

### Staff Lounge

- Staff lounge may be used sparingly and all safety protocols must be followed.
- Staff meetings will be virtual.
- Social Distancing must be practiced at all times. Shared appliances such as the coffee machine refrigerator and microwave can be used one employee at a time, and appliances must be disinfected after each use.

### Parish Center

The gym will be used to support social distancing if needed during the school-day and in the after school Extended Day program.



## Screening

- **Please see the updated symptom checklist. This protocol now distinguishes between higher-risk and lower-risk symptoms.**
- Students and staff must conduct a daily self-check ([See Student Symptom Decision Tree](#)) before they come to campus.
- Designated screeners: School employees may all function as designated screeners for students and non-employees. The principal or school office staff may serve as screeners for faculty and staff if a third-party screener is required.
- A temperature check and symptom check will be conducted for all persons entering campus, and staff will complete an additional screening document ([Adult Checklist](#)). A school may opt to use a Google Form or similar electronic document for employees as approved by the Catholic School Department. Unless otherwise so directed by the county health officer, the maximum temperature for someone to be admitted to campus is 100.4 degrees Fahrenheit.
- 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 described above, a supervisor will allow them to go home without penalty for that day.
- The Diocese is working with County Health Departments to provide testing for students and employees at regular intervals. Principals have received an HR memorandum to that effect.
- The school principal and/or contact tracers shall update the Catholic School Department Executive Assistant every Monday morning regarding confirmed COVID-19 cases amongst staff and students from the previous week.

## 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 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.

## Face Coverings

The following section is quoted verbatim from the updated [CDPH Guidance of January 14, 2021, pp. 17-19.](#)



V9.1 3.1.21

**St. Ignatius Parish School**

"Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines.

- Information contained in the CDPH Guidance for the Use of Face Coverings should be provided to staff and families of students. The face covering guidance applies to all settings, including schools. The guidance discusses the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices that employers have adopted to ensure the use of face coverings.
- Teach and reinforce use of face coverings, or in limited instances, face shields with drapes. Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- Training should also include policies on how people who are exempted from wearing a face covering will be addressed.
- **Students in all grade levels K-12 are required to wear face coverings at all times, while at school, unless exempted.** *[Emphasis added - ed.]*
  - A cloth face covering or face shield should be removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean, safe area, clearly marked with the student's name and date, until it needs to be put on again.
- Participants in youth and adult sports should wear face coverings when participating in the activity, even with heavy exertion as tolerated, both indoors and outdoors.
- The face covering guidance recognizes that there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Those with communication disabilities or caregivers of those with communication disabilities can consider wearing a clear mask or cloth mask with a clear panel when appropriate.
- **Persons exempted from wearing a face covering due to a medical condition, as confirmed by school district health team and therapists, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.** *[Emphasis added - ed.]*
- Schools must develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.



- Schools should offer alternative educational opportunities for students who are excluded from campus because they will not wear a face covering. *[Note: all schools offer distance learning programs as an alternative. - ed.]*
- In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.
- Employers must provide and ensure staff use face coverings and all other required personal protective equipment in accordance with CDPH guidelines.
- The California Governor's Office of Emergency Services (CalOES) and CDPH will be working to support procurement and distribution of face coverings and needed personal protective equipment to schools. Additional information can be found [here](#).
- Classrooms, school buses, and shared school office spaces used by persons who cannot tolerate face coverings are less safe for others who share that environment. Schools may want to consider notifying others who share spaces with unmasked or sub-optimally masked individuals about the environment. Also, consider employing several additional mitigation strategies (or fortifying existing mitigation strategies) to optimize safety. These may include increasing the frequency of asymptomatic tests offered to unmasked or sub-optimally masked individuals, employing longer social distances, installing clear physical barriers, reducing duration of time in shared environments, and opting for either outdoor or highly ventilated indoor educational spaces, as possible.

### Staff

- All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- For staff who come into routine contact with others, CDPH recommends the use of disposable 3-ply surgical masks, which are more effective than cloth face coverings.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.
- Workers or other persons handling or serving food must use gloves in addition to face coverings.
- Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched





items. Face coverings, personal hygiene, social distancing, and frequent cleaning efforts are critical parts of employee protection.”

### Further Information and Direction on Face Masks

The school will have extra masks on hand for people who come to campus without one. If the school cannot provide a mask (for example, if they have exhausted supplies of spare masks), individuals without them will not be allowed on campus.

Studies continue to emphasize the importance of face coverings in slowing the progress of COVID. A [recent study by Duke University](#) found that, after N95 and surgical masks, a poly/cotton face mask is the most effective in reducing droplet counts.

### FACE MASKS FOR STUDENTS

The CDPH guidelines mandate masks for children 2 years old through 12th grade; therefore, the Diocese of Sacramento requires all students wear face masks at school.

Students who refuse to wear face masks will be excluded from campus, with the following exceptions:

- Persons younger than two years old and anyone who is unconscious or incapacitated;
- Persons exempted from wearing a face covering due to a medical condition, as confirmed by the principal, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student’s name and date) until it needs to be put on again.

### FACE MASKS FOR STAFF

**All staff must use face coverings** in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.

- For staff who come into routine contact with others, CDPH recommends the use of disposable 3-ply surgical masks, which are more effective than cloth face coverings.
- **In limited situations**, where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) **a face shield with a drape (per CDPH guidelines) can be used** instead of a cloth face covering while in the classroom as long as the wearer



maintains physical distance from others. Staff must return to wearing a cloth face-covering outside of the classroom.”<sup>1</sup>

**To reiterate, everyone on campus must wear a mask**, with the following exceptions:

- Children younger than 2 years old, or persons who are unconscious or incapacitated.
- Students engaging in socially distanced (6’ separation) outdoor physical activity
- **In limited situations** where a face covering cannot be used for pedagogical or developmental reasons, (e.g, communicating or assisting young children or those with special needs) **a face shield with a drape (per CDPH guidelines) can be used** instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face-covering outside of the classroom.
- Proper wear and care of face coverings found [here](#):

## Gloves

- **All custodians and food services personnel must wear gloves**
- Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.
- 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.

## Staff Training and Family Education

### Delivering Instruction

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of this protocol, posters, and routines.
- The principal will review the full Return-to-School plan with faculty and staff prior to students returning to campus.

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



- Parents must review and acknowledge the plan prior to their students returning to campus. Principals will present the plan to their communities by webinar and make themselves available for questioning.
  - The school will distribute all diocesan communication and public service announcements pertaining to the plan.
  - The school will draw particular attention to at-home and at-school screening, PPE, and hygienic procedures and materials.
- Teachers will provide initial and routine instruction in social distancing and health practices to their students in keeping with all provisions of this protocol.
- Schools will inform the community of changes to this Plan via their information system, and post the updated Plan, or a link to the diocesan portal website ([www.scd.org/2021schools](http://www.scd.org/2021schools)), on the school website.
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets—such as singing, yelling, chanting, blowing wind instruments—are not permitted at this time.
- 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.
- Lessons that involve food prep, or shared snacks are prohibited (bake sales, friendship salads, etc...)

## Cleaning & Disinfection Routine

- Student desks and classroom fixtures will be sanitized on a regular basis. Teachers will spray the disinfectant to ensure proper coverage and wait times.

## Healthy Hygiene Practices

Reducing the risk of exposure to COVID-19 by proper personal hygiene practices and disinfection is a critical part of ensuring student and staff safety.

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of protocols ([See Appendix E](#)).
- Within Stable Groups, we will emphasize strong hygienic practice.
- [Cleaning hands at key times](#) with soap and water for at least 20 seconds, or an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not readily available, is essential.
  - Build time into daily routines for students and staff to wash hands.
- Families will be constantly reminded to maintain hygiene and distancing at home and in the community.



## Visitor & Volunteer Protocols

The safety of our staff and students is our primary concern.

- We will not allow normal visitation to our campuses until our reopen date.
- Volunteers are not allowed.
- 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

Sharing food is prohibited at all times. Birthday treats, gifts, and goodie bags, etc...are not permitted at this time. Personal food and/or personal package deliveries are not allowed. Students must bring their own food to school or purchase meals through the approved food service program.

## Travel Restrictions

The following statement outlines our policy on travel by members of the community: The focus is now on following protocols during your travels and not on the act of travel itself. The new post Easter questionnaire reflects this change in approach as well and this questionnaire will be used for any travel at any time when discussing whether a student can return for in person instruction.

Travel Questionnaire--Remote vs. In person Instruction after return. Please contact the school administration to confirm your child(ren)'s status. You can find this form on our front page of our website "Travel Advisory Form"

In order for your child(ren) to return to on-campus learning following domestic travel, please answer the following questions:

1. In the last 10 days, my child(ren) has been in contact with someone who currently has tested positive for COVID-19.

\_\_\_ Yes \_\_\_ No



V9.1 3.1.21

**St. Ignatius Parish School**

If you answered “yes,” you and/or your child will need to quarantine for ten days from last contact, unless symptoms develop. If symptoms develop, contact your healthcare provider/make arrangements for COVID-19 testing and follow diocesan protocol. Community members who otherwise receive a negative test result five days or more after exposure may also be allowed to return sooner if the positive person is not in the student’s household.

2. In the last 10 days, did any member of your family gather indoors for 15 minutes or longer with two or more families where masks were not worn the entire time by all parties?

\_\_\_\_\_ Yes\* \_\_\_\_\_ No

\*If yes, but involved adult family members who have received two doses of the vaccine, your child(ren) will be exempt from quarantine.

If yes, but you do not meet the vaccine exemption, your child(ren) will need to be a remote learner until it has been ten days from the date of the gathering. In addition, the student may return to school earlier than the 10 day quarantine period if the following has been fulfilled:

- a. The person has taken a COVID test 4-5 days after returning to their residence and has written proof of the negative Covid result, and
- b. The person has completed a 7 day quarantine in CA, and
- c. The person is free of any Covid symptoms

If you have answered “No” to the above questions, please continue with this questionnaire and answer the following:

3. Does your student or anyone in your household have **one** of the following symptoms?

Fever of 100.4 or greater and/or chills	_____ Yes	_____ No
Cough*	_____ Yes	_____ No
Difficulty breathing*	_____ Yes	_____ No
New loss of taste/smell	_____ Yes	_____ No

\*not due to known medical condition

If you answered “Yes” to any of the above symptoms, your child(ren) will need to be remote learners and may return per diocesan protocol.

4. Does your student have any of the following symptoms?

Congestion/running nose	_____ Yes	_____ No
Nausea/vomiting/diarrhea	_____ Yes	_____ No
Sore throat	_____ Yes	_____ No



Headache	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue/muscle or body aches	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered "Yes" to any two of the above symptoms, your child(ren) will need to be remote learners and may return per diocesan protocol.

By completing this form, I certify that the answers above are true to the best of my knowledge.

\_\_\_\_\_  
Name of student

\_\_\_\_\_  
Name of parent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For those members who travel internationally, there is a 14 day quarantine period after your return to your home residence.

The person may return to school/work earlier than the ten day quarantine period if the following has been fulfilled:

- The person has completed a 7 day quarantine in CA, and
- The person has taken a COVID test 4-5 days after returning to their residence and has written proof of the negative Covid result, and
- The person is free of any Covid symptoms

Prudence dictates that one should limit one's travel plans during a pandemic. If travel is necessary, the Catholic School Department highly recommends that everyone within our school communities abide by the travel restrictions and quarantine rules provided by the state of California and the place they are visiting. We encourage all school families and employees to diligently continue to follow CDC guidelines with regards to social distancing, mask wearing, and proper hygiene. It will be up to each principal to encourage all members of the school community to continue practicing safety protocols, whether they are home or traveling. As always, all school employees should be reminded that their conscientious demonstration of safe behaviors outside of school is a gift to their students.

## COVID Symptoms and Case Response

### Definitions



V9.1 3.1.21

**St. Ignatius Parish School**

A **contact** is defined as a person who is <6 feet from a case for >15 minutes. An entire Stable Group or group is considered a contact if they have shared time indoors, even with distancing.

A **Stable Group** 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 Stable Groups.

## Contact Tracers

- The school has a designated employee who is a contact tracer whose name is on file with the Catholic School Department and County Health.
- The School's Contact Tracers are: Patty Kochis, and Katrena Paine
- Contact tracers must be trained either by the county within which the school resides, or take one of the following courses on contact tracing:
  - Webinar-Based as recommended by the CDC:  
<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/general-training-modules.html>
  - Coursera Option:  
<https://www.coursera.org/learn/contact-tracing-for-covid-19>

## Symptoms

**Our protocol now distinguishes between high-risk and low-risk symptoms. Please see [Student Symptom Decision Tree](#).**

### Students

- Fever of 100.4 degrees or higher
- Sore throat
- Congestion or runny nose
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain;
- New onset of severe headache, especially with a fever
- (If a student is exhibiting symptoms refer to student health history form)

### Adults

- Fever of 100.4 degrees or higher;
- Chills;
- Cough;
- Shortness of breath/ difficulty breathing; Fatigue;



- Muscle or body aches;
- Headache;
- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting; Diarrhea

## Testing

- Any student or staff person with symptoms not explained by another non-infectious condition diagnosed by a medical professional needs to be tested for COVID-19.
- Per this directive, symptomatic individuals must be tested within 48 hours of symptom onset, and provide test results within 72 hours.
- If the medical provider for the individual with symptoms cannot guarantee a 72-hour turnaround in test results, the symptomatic individual must seek out a different lab.

*Parents and students are responsible for the cost of their own testing.*

## Vaccination

CDPH strongly recommends that all persons eligible to receive COVID-19 vaccines receive them at the first opportunity. Currently, people under 16 are not eligible for the vaccine since trials for that group are still underway.

In addition to vaccines required for school entry, CDPH strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- Protect the school community.
- Reduce demands on health care facilities.
- Decrease illnesses that cannot be readily distinguished from COVID- 19 and would therefore trigger extensive measures from the school and public health authorities.





Because vaccine implementation for schools is rapidly evolving, the CDPH has provided a separate vaccine guidance document that will be available on the Safe Schools for All Hub here: <https://covid19.ca.gov/vaccines/>

The Diocese of Sacramento is working closely with local health departments to identify times and locations for the vaccination of employees, in keeping with state and local guidelines on vaccination. Teachers are currently in [Phase 1B, Tier One](#), which is the current default tier for the state; not all counties have vaccine supply to progress to that tier.



## Response to Confirmed/Suspected COVID-19 Cases and Close Contacts (TABLE 1)

### SCENARIO 1: ANSWERING "YES" ON SCREENING OR EXHIBITING A COVID SYMPTOM

IMMEDIATE ACTIONS	COMMUNICATION
<p><b>Student/staff are isolated at the site in the designated office space until they can be sent home or to a healthcare facility per <a href="#">CDPH</a> guidance</b></p> <p><b>To return to school:</b> Please see the chart on page 38 for direction on distinguishing between high-risk and low-risk symptoms. All symptomatic persons (eg, one high-risk or two low-risk symptoms) should be tested for COVID-19.</p> <ul style="list-style-type: none"> <li>• If they test positive, they can return to campus 10 days after symptoms started, 24 hours without fever, and improving symptoms. (There is no requirement for 24 hours of improving symptoms).</li> <li>• If they test negative, they can return 72 hours after symptoms resolve.</li> </ul> <p>All persons in the COVID-positive person's Stable Group and any other close contacts must be tested for COVID per the testing guidelines, above.</p> <ul style="list-style-type: none"> <li>• If student/staff tests positive, see Scenario 3.</li> <li>• If student/staff tests negative, see Table 2 below.</li> </ul> <p>In addition, the individual may have a medical note by a physician that provides an alternative explanation for symptoms and reason for not having a COVID-19 test (e.g., seasonal allergies)</p> <p><b><u>School site will remain open</u></b></p>	<p>COVID-19 symptoms letter provided to the individual or individual's guardian (<a href="#">See Appendix E</a>)</p>



**SCENARIO 2: FAMILY MEMBER OR CLOSE CONTACT (OUTSIDE COMMUNITY) TESTS POSITIVE****Student/staff sent home  
RD & COVID-19 School Liaison notified**

Student/staff of a family member must quarantine and monitor for symptoms, even if they test negative, for a full 10 days after last exposure to the person testing positive for COVID.

Household contacts can end quarantine 10 days after their last exposure to the positive household member.  
If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation.

**School site will remain open**

**Student (Guardian) or Staff:** Immediately notify the COVID-19 School Liaison if they are defined as a close contact of a confirmed case  
([See Appendix E](#))

**SCENARIO 3: STUDENT OR STAFF MEMBER TESTS POSITIVE**

**Student/staff sent home, if not already at home.  
School administration, RD, and county COVID-19 School Liaison notified.  
Public Health – School Unit (Name of County) notified;  
Close off and clean any areas used by the person who tested positive, per [CDPH](#) and [CDC](#) guidance**

Student/staff that tested positive:

- Positive persons must isolate for 10 days from symptom onset go 24 hours without fever (without fever-reducing medication) and demonstrate improving symptoms.

School-based close contacts:

- identified and instructed to self-quarantine and monitor symptoms for 10 days.
- Close contacts include the entire Stable Group, their household, and any non-Stable Group members who have been within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period.
- Even if a Stable Group maintains 6 feet of distance, the prolonged duration of indoor exposure warrants quarantine.

\*Close contacts should be tested, whether they have symptoms or not. Testing does not shorten the quarantine requirement.

**School site will remain open**

**COVID-19 positive Individual:** Notify school administration and/or COVID-19 School Liaison immediately

**School Site:**

- Contact County Public Health
- Close Contact letter and Self-Quarantine Instructions sent to school close contacts within 48 hours.

([See Appendix E](#))



## Steps to Take in Response to Negative COVID-19 Test Result (TABLE 2)

A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	
IMMEDIATE ACTIONS	COMMUNICATION
<ul style="list-style-type: none"> <li>If a symptomatic school member testing negative had a known close-contact exposure to a COVID-positive person, they must complete a 10-day quarantine, even with a negative test.</li> <li>If the symptomatic person testing negative did not have a known exposure, they can return to school 72 hours after their symptoms resolve.</li> </ul>	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
A student or staff member tests negative after Scenario 2 (close contact)	
<ul style="list-style-type: none"> <li>Student/staff must remain in quarantine for a full 10 days after the date of last exposure to COVID-19 positive non-household contact.</li> <li>Household contacts can end quarantine 10 days after their last exposure to the positive household member.</li> <li>If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation.</li> </ul>	No action is needed
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	
Can return to school/work immediately	No action is needed

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



## Additional Details

### Distance Learning

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 F](#))

**School Closure and Subsequent Reopening:** The Catholic School Department, in consultation with Public Health, will determine if a partial or full school closure is needed based on [guidance](#) and [recommendations](#) from CDPH. Both the school and the county must meet current state guidance to reopen. The most current state guidance is

### Local Criteria for Closure and Re-opening in response to COVID-19 Cases:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- TheCHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- Reopening: Public Health and the school will be in communication throughout this process. School and school districts can typically reopen after 14 days and the following:
  1. Cleaning and disinfection have occurred;
  2. Public health investigation is complete
  3. Local public health is consulted and has no concerns with re-opening.

## 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 the risk of spread of infection.



## General Disinfection Measures

“Cleaning” involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks. “Disinfection” kills germs on surfaces using specific agents (see below for those approved for use). If a case has been identified, the spaces where the case spent a large proportion of their time (e.g., classroom, or administrator’s office if an administrator) should be disinfected. Frequent disinfection can pose a health risk to children and students due to the strong chemicals often used and so is not recommended in the school setting unless a case has been identified.

- Staff should clean frequently-touched surfaces at school and on school buses daily. Frequently touched surfaces in the school include, but are not limited to:
  - Sink handles;
  - Shared tables, desks, or chairs.
    - If a school has morning and afternoon stable groups, the desks and tables are considered shared and should be cleaned before the next group arrives.
    - Desks or chairs do not need daily cleaning if only used by one individual during the day.
  - Door handles.
  - Shared technology and supplies.
- If used, outdoor playgrounds/natural play areas only need routine maintenance. Make sure that children wash or sanitize their hands before and after using these spaces. When hand hygiene is emphasized, cleaning of outdoor structures play is not required between cohorts.
- Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of the reach of children and stored in a space with restricted access.
- Establish a cleaning schedule in order to avoid both under- and over-use of cleaning products.
- Ensure safe and correct application of disinfectant and keep products away from students.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible for example by opening windows where practicable. When disinfecting, air out the space before students arrive; disinfection should be done when students are not present.



## 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.
- To reduce the risk of asthma and other health effects related to disinfection, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid) as recommended by the US EPA Design for Environment program.
- Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
- 

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day 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

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.
- We have upgraded the building's air filters to the highest efficiency possible.
- 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.
- Specific practices to avoid:
  - Classrooms with no ventilation.
  - Classrooms with increased airflow across occupants (e.g., air conditioners or fans blowing into the classroom or overhead fans creating air currents across occupants).

## School Procured Additional Supplies

Item	Quantity	Notes
<a href="#"><u>Hand Pump Sprayer</u></a>	1/classroom	For teachers to spray desks for students to wipe down.
<b>Staff Gloves</b>	500 count/class	Nitrile gloves
<b>Bulk Hand Sanitizer</b>	1/site	1 55 gal barrel or 11 5 gal. containers
<b>Individual Pumps</b>	1/person	1 per student/ 1 per teacher
<b>Cleaning Solution</b>	As needed	Alcohol-based
<b>Student Towels/ Ziplock Bags</b>		For cleaning personal work surface and storing clean and soiled towels





Pencil bag/pouch/boxes	1/student	
IR Therm	2/school	Housed in the school office
Acrylic/Plexiglass		Office counter & isolation space

## Supplies Provided by Families/Students

Most student supplies will be purchased in bulk by the school in order to make sure all students have the same supplies and will not share them.

Item	Quantity	Notes
Water bottle	1	They will have access to one of the touchless water bottle filling stations.
Backpack	1	Students will keep their backpacks at their desk or near their classroom spaced apart from each other. Students will have access to their backpacks in staggered groups.
Clean cloth face mask	1	
Towel	1	Students will bring a towel (beach towel for intermediate and middle school students) for use to sit on during outdoor instruction, work, or lunch.

## FACILITY ADJUSTMENTS

- The Extended Care room, school gym, and the Learning Lab will be converted into additional classrooms to be used for sub Stable Groups during the instructional day.
- Classroom rugs, group tables, and extra furniture has been removed, and individual desks or tables installed with six-foot gaps between student stations as practicable.
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Signage will be added to the campus for social distancing reminders.
- Social distancing and best practices signage posted around campus and distributed to families
- In most classrooms, milk crates are used for student supplies
- Sneeze guards will be added to student tables
- Sneeze guards will be added to the office desks
- Public space (eg, number of seats) has been minimized in the front office



- EcoLab sanitation stations installed at all custodial utility sinks

## School Schedules and Routines

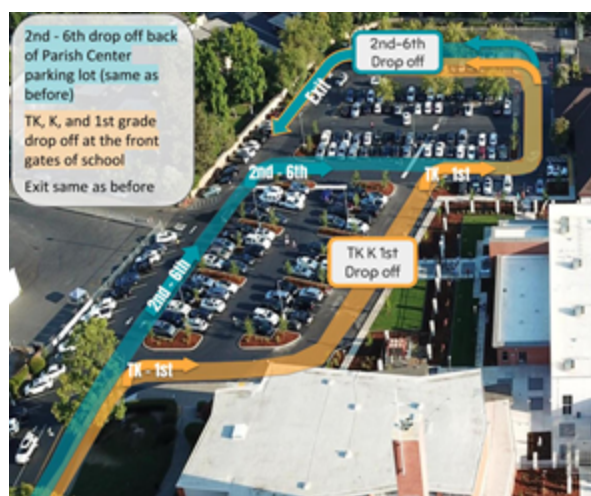
### Morning Drop-Off

Drop-Off Hours: 7:00-7:59am

**Staffing:** Teachers and Aides

Arriving students must have completed the “Symptom Self-Check” at home prior to coming on campus.

**MASKS ARE REQUIRED AT ALL TIMES ARRIVING/DEPARTING FOR ALL STUDENTS**



Protocol: Extended Services will be open at 7am-7:45am. Parents will walk their child to the entrance of the gate where a staff member will receive the student, do a screening/temp check and supervise their entrance into Extended Day. Parents will not be permitted to enter Extended Day. Students will stay with their Stable Groups in areas designated inside the Parish Center and at 7:45am will be walked with their Stable Group to their classroom.

The St. Ignatius classrooms will be open to students beginning at 7:45am. For those students just arriving at that time, they will exit their cars and be directed at the gate by staff to head directly to their classroom. Parents will not be admitted on campus. Teachers will be at their doors to do a screening/temp check and admit students. Students will enter



V9.1 3.1.21

**St. Ignatius Parish School**

and go directly to their assigned seats.

**Youngest child is in preschool**, the family parks the car. Parents with all their child(ren) enter through the preschool gate. School-age children continue to and past the preschool play structure to the lunch area and directly to their classrooms.

**Youngest child in the family is TK, K, or 1st** students are dropped off nearest to the school and walk through the main gate (west side) through the office directly into their classrooms.

**Youngest child in the family 2nd-6th** are dropped off at the north end of property and walk through the rolling gate to the lunch area and directly to their classrooms.

**Protocol:**

- Children exit the vehicle from the passenger side and have belongings with them.
- Except for preschool parents, drivers should not leave their vehicles..
- All points of access will be supervised to prevent gathering of any sort.
- Students will exit their cars and go directly to their classrooms.
- Teachers will follow student screening and entry protocol at the classroom doors.
- Social Distance must be adhered to.

## After School Pick-Up

**Time:** 2:40-3:15pm (rainy days pick up will begin at 2:30pm)

**Staffing:** Teachers and Aides

**Protocol:** The campus gate will be opened at 2:40pm. Parents of TK-1st will meet their children directly outside of the main west gate, distanced apart. 2nd-6th will be walked by staff to the pick up area socially distanced and following all safety protocols and and wait in their pick up positions. Children should enter the vehicle from the passenger side. Driver's should not leave their vehicles.

## Extended Care

**Hours of Operation:** Morning Shift 7 AM - 8 AM; Afternoon Shift 2:45PM-6 PM, For TK families Extended is operational throughout the day.

**Staffing:** School employees

**Protocol:** In order to ensure proper distancing and safety protocols, Extension will use the Parish Center, the Extended Classroom, and if necessary classrooms. All areas will be



V9.1 3.1.21

**St. Ignatius Parish School**

sanitized before and after use. Each student will have their own supplies. Parents will pick-up and drop off inside the gate but may not enter the Extended Day space.

## Recess and Physical Education

**Staffing:** Teachers and Aides

**Protocol:** Recesses and Physical education will be similarly structured, limiting free play to ensure distancing. Activities such as jump rope, calisthenics, and exercise where students can conduct independently will be the standards. Teachers will clean doorknobs after each recess/PE. PE will be held outside when possible. Students will recess in separate areas of the campus in 4 different zones.

## Lunch

During lunch, students must remain in their Stable Group, and the Stable Groups must remain socially distant from other Stable Groups.

## Masses

Until further notice, students will not be attending daily Mass. Students may participate in the Mass through live streaming to the classrooms.

## Classroom Stable Groups

**Protocol:**

- Kindergarten and First Grade classrooms will be divided into two groups for instruction sub Stable Group A and Stable Group B. For example. For example: first grade, a classroom Stable Group of 30 students will have 15 students in sub Stable Group A and 15 students in sub Stable Group B. For lunch, recess, and PE the entire Stable Group will be together socially distanced.
- Grade-level Stable Group 2nd-8th: The class will be together for all instruction, socially distanced as much as feasible. Homeroom teachers will share the class schedule with parents during the first week of school and have it posted on their classroom web page.

**Protocol:** Recesses and Physical education will be similarly structured, limiting free play to ensure distancing. Activities such as jump rope, calisthenics, and exercise where students can conduct independently will be the standards. Teachers will clean doorknobs after each



recess/PE. PE will be held outside when possible. Students will recess in separate areas of the campus (Zone 1 and Zone 2). Allowing one Stable Group to use the play structures.

## Lunch

During lunch, students must remain in their Stable Group, and the Stable Groups must remain socially distant from other Stable Groups.

**Protocol:** Students will eat lunch at their assigned seats in the lunch area. The hot lunch program will resume after the pandemic is over.

Recesses and Physical education will be similarly structured, limiting free play to ensure distancing. Activities such as jump rope, calisthenics, and exercise where students can conduct independently will be the standards. Teachers will clean doorknobs after each recess/PE. PE will be held outside when possible. Students will recess in separate areas of the campus (Zone 1 and Zone 2). Play structures will not be in use.

Based on CDC research, we are allowing non-contact sports played outdoors (running, tennis, the game of Horse on a basketball court, non-tag baseball, etc). Students may play with any type of ball or shared equipment; there shall not be contact and they must wear masks on campus per state guidelines. Contact sports and events with spectators remain prohibited.

This is based on extremely [limited documented outdoor transmission](#) for anyone (1 outdoor transmission event of 7324 cases in this study among 2 adults) and no documented child transmission to date in an outdoor setting.



## APPENDIX A: FAQ

### **What if a student arrives late?**

Students who arrive at school late will enter at the main entrance. We ask the parents to walk their child to the school door but not enter the office unless there is business to attend to. Driver will push the video intercom button at the office entrance. Office staff will sign students in. Students will go directly to class.

### **Is it permitted to bring lunch for our child?**

At this time, it is permitted but only on a limited/emergency basis.

### **Who is required to wear a mask?**

In order to be on our campus, you must be properly masked (over your nose and mouth) at all times.



## APPENDIX B: FACILITY ADJUSTMENTS



Sneeze guards



## APPENDIX C: PROTOCOL SIGNAGE

### Surface Cleaning



#### Additional Details

- Teacher will spray area to ensure wait time and proper coverage



V9.1 3.1.21

**St. Ignatius Parish School**



## Restroom Use



### Additional Details

- No more students in a restroom than sinks
- X Marks the Spot (spaced line up spots outside restroom)
- Students will wash their hands at the sink the prescribed time
- Students will disinfect hands at their desk space upon returning to class



V9.1 3.1.21

**St. Ignatius Parish School**

## Teacher Cleaning Expectations

ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO



COVID 19  
RESPONSE PROTOCOLS

### KEEPING CLASSROOM CLEAN

#### ROUTINELY CLEAN





TEACHERS CLEAN HANDS; WEAR GLOVES


### RESPECT EVERYONE'S SPACE



## Screening

### Campus Entry Point (Adults)




ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO






COVID 19  
RESPONSE PROTOCOLS

## CAMPUS ENTRY SCREENING

COMPLETE SURVEY PRIOR TO ENTRY

DISINFECT

MASK?

GLOVES

## RESPECT EVERYONE'S SPACE

FAITH

COMMUNITY

GROWTH



V9.1 3.1.21

**St. Ignatius Parish School**

## 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 Yolo 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: \_\_\_\_\_



V9.1 3.1.21

**St. Ignatius Parish School**

## Student Checklists

### Home Checklist for the Front Door



**GOOD MORNING!**

SMILE	CHECK TEMPERATURE	WASH
		
		
DO YOU HAVE YOUR SUPPLIES?		

**HAVE A GREAT DAY!**

---

FAITH      COMMUNITY      GROWTH

### End of School Day Reminders



**END OF DAY!**

SMILE	CHECK LIST	CLEAN
		
		
DONT FORGET TO WASH TOWELS & RETURN		

**HAVE A GREAT AFTERNOON!**

---

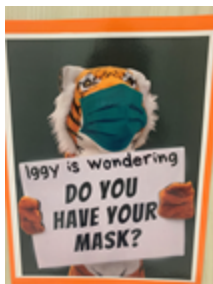
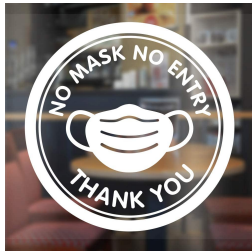
FAITH      COMMUNITY      GROWTH



V9.1 3.1.21

**St. Ignatius Parish School**

## Additional Facility Signage



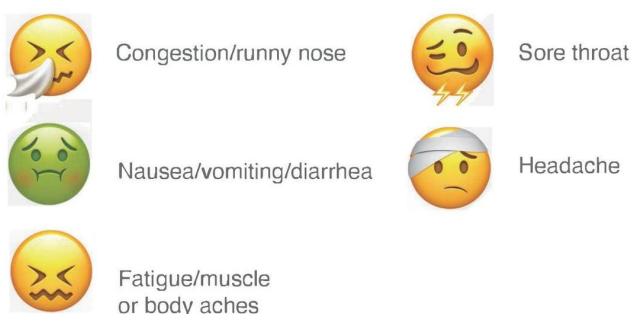
## Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

### High-risk: red flag symptoms

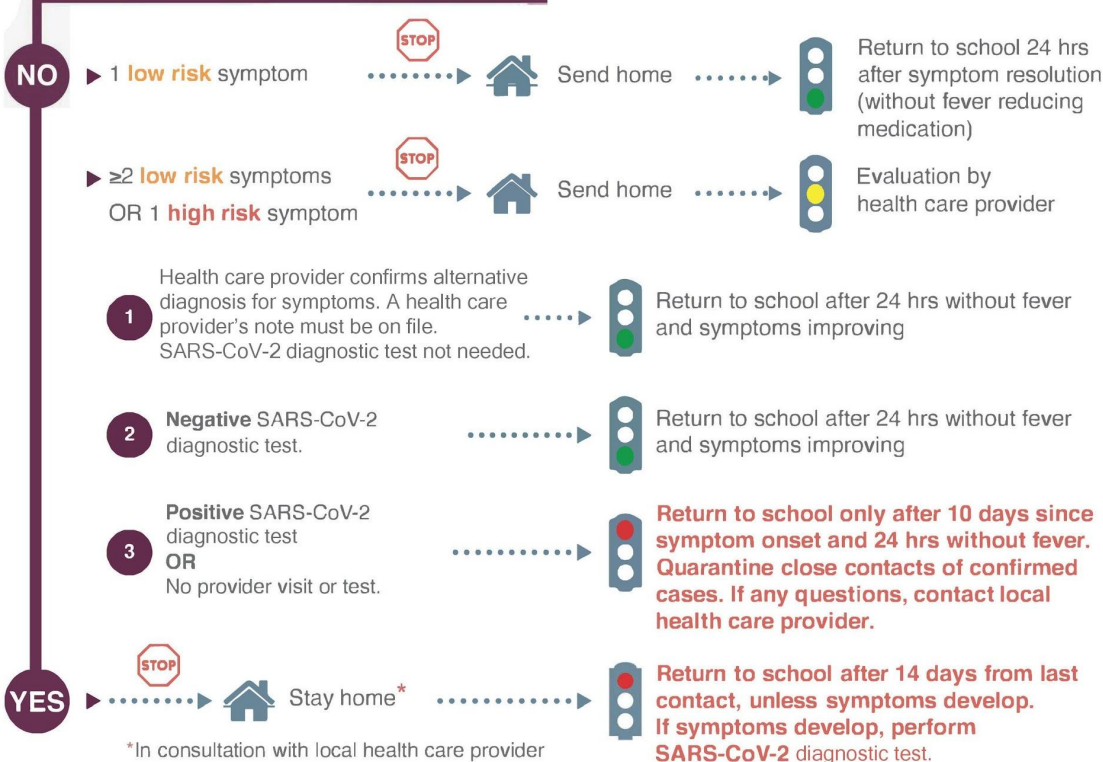


### Low-risk: general symptoms



### Exposure to COVID-19 positive person?

Close contact: less than 6 feet, 15 minutes or longer



*This care pathway was designed to assist school personnel and is not intended to replace the clinician's judgment or establish a protocol for all patients with a particular condition. Diagnosis and treatment should be under the close supervision of a qualified health care provider. Guidance might change; Revision date 10/2/2020*




V9.1 3.1.21

**St. Ignatius Parish School**



## Symptom Flyer



# Symptoms of COVID-19 and Keys to Remaining Vigilant

### What To Look For

*Please pay close attention to if you or someone in your household begin to experience COVID-19-like symptoms:*

<input type="checkbox"/> Body Temperature exceeding the resident county HHS guidelines (unless otherwise noted, 100.4 degrees Fahrenheit)	<input type="checkbox"/> Muscle pain
<input type="checkbox"/> Chills or repeated shaking	<input type="checkbox"/> Headache
<input type="checkbox"/> Cough	<input type="checkbox"/> Fatigue
<input type="checkbox"/> Shortness of breath or difficulty breathing	<input type="checkbox"/> Nausea or vomiting
<input type="checkbox"/> Congestion or runny nose	<input type="checkbox"/> Diarrhea
	<input type="checkbox"/> Sore throat
	<input type="checkbox"/> New loss of taste or smell

### How You Can Help

Be proactive about reducing the number of interactions that students have with others by practicing physical (or social) distancing (staying at least 6 feet apart) to limit the coronavirus spread. In addition to physical distancing, another important tool to prevent the spread of coronavirus is to practice good hygiene. Critical public health prevention messages include:

- ☐ Stay home when you are sick. Anyone with symptoms consistent with COVID-19 should remain at home in isolation for a minimum of 10 days plus at least 3 days after the resolution of fever (without fever-reducing medication) and improvement in other symptoms.
- ☐ Wash your hands often with soap and water for at least 20 seconds. Sing the Happy Birthday song to help know when it has been 20 seconds. If soap and water are not available, use alcohol-based hand sanitizers that contain at least 60% alcohol.
- ☐ Cover your coughs and sneezes with a tissue, then dispose of it and clean your hands immediately. If you do not have a tissue, use their sleeve, not your hands, to cover their coughs and sneezes.
- ☐ Limit close contact with people who are sick, and avoid sharing food, drinks, or utensils.
- ☐ Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.
- ☐ All students and staff must follow guidelines for wearing masks or face coverings while in the Educational Setting.

### Additional Information

CDPH: <https://cdph.ca.gov/covid19>      CDC: <https://www.cdc.gov/coronavirus>

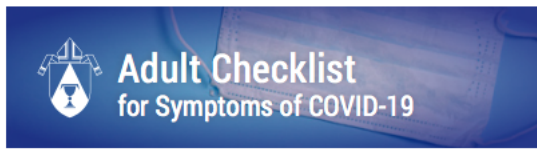
We greatly appreciate everyone's efforts in staying informed, calm, and thoughtful as we all do our part to help keep our communities and schools safe. If you have any questions or concerns, please contact your school directly.

---

Diocese of Sacramento Catholic Schools      Symptoms of COVID-19  
[www.scd.org/schools](http://www.scd.org/schools)      Revised 8/20/20 02





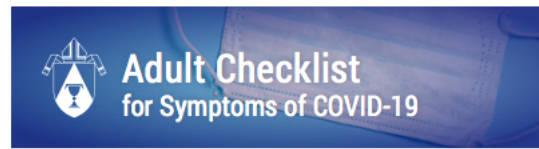


Name: \_\_\_\_\_

Date: \_\_\_\_\_

- ☐ Fever of 100.4 degrees or higher: \_\_\_\_\_ °F
- ☐ Chills
- ☐ Cough
- ☐ Shortness of breath/ difficulty breathing
- ☐ Fatigue
- ☐ Muscle or body aches
- ☐ Headache
- ☐ New loss of taste or smell
- ☐ Sore throat
- ☐ Congestion or runny nose
- ☐ Nausea or vomiting
- ☐ Diarrhea

Notes:



Name: \_\_\_\_\_

Date: \_\_\_\_\_

- ☐ Fever of 100.4 degrees or higher: \_\_\_\_\_ °F
- ☐ Chills
- ☐ Cough
- ☐ Shortness of breath/ difficulty breathing
- ☐ Fatigue
- ☐ Muscle or body aches
- ☐ Headache
- ☐ New loss of taste or smell
- ☐ Sore throat
- ☐ Congestion or runny nose
- ☐ Nausea or vomiting
- ☐ Diarrhea

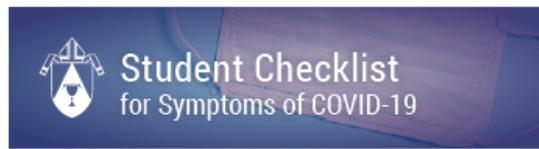
Notes:

Confirmed with Sacramento County 9-11-20



V9.1 3.1.21

**St. Ignatius Parish School**



Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Fever of 100.4 degrees or higher: \_\_\_\_\_ °F
- ☐ Sore throat
- ☐ New uncontrolled cough that causes difficulty breathing  
(for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- ☐ Diarrhea, vomiting, or abdominal pain
- ☐ New onset of severe headache, especially with a fever.  
(If a student is exhibiting symptoms refer to student health history form)

Notes:



Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Fever of 100.4 degrees or higher: \_\_\_\_\_ °F
- ☐ Sore throat
- ☐ New uncontrolled cough that causes difficulty breathing  
(for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- ☐ Diarrhea, vomiting, or abdominal pain
- ☐ New onset of severe headache, especially with a fever.  
(If a student is exhibiting symptoms refer to student health history form)

Notes:

Confirmed with Sacramento County 9-11-20



V9.1 3.1.21

**St. Ignatius Parish School**

## Restroom Daily Checklist

<b>Date:</b>		<b>Restroom Area</b> (circle): boys girls school/ PC						
<b>Area/ Time</b>	<b>Before School</b>	<b>After 1st Recess</b>			<b>After Lunch</b>			<b>End of Day cleaned by cleaners</b>
Floors								
Sinks								
Toilets								
Toilet Paper								
Soap								
Urinals								
Towels								
Trash								
<i>Initial next to each item after inspection</i>								



## APPENDIX D: AGENCY UPDATES

[CDPH Consolidated Schools Guidance from January 14, 2021](#)

[CDPH School Reopening Status Reporting Letter of January 14, 2021](#)

[CDPH Case Reporting By Schools Letter of January 14, 2021](#)

[CDPH Quarantine Rules Updated December 14, 2020](#)

### CDC Decision-Making Tree

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>

### Campus Access

- [CDC: What to Do If You Are Sick](#)
- [CDC: People Who Are at Higher Risk for Severe Illness](#)

### Hygiene and PPE

- <https://www.cdc.gov/handwashing/index.html>
- [CDC: Hygiene Practices](#) (PDF)
- [CDC: Using Personal Protective Equipment \(PPE\)](#)
- [CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)

### Cleaning and Disinfecting

- [EPA: 6 Steps for Safe and Effective Disinfectant Use](#) (PDF)
- [EPA: List N - Disinfectants for Use Against SARS-CoV-2](#)

### Information for Staff Training

- [Healthy Schools Act](#) (PDF)
- [CDC: Interim Infection Prevention and Control Recommendations for Patients with Suspected or Confirmed Coronavirus Disease 2019 \(COVID-19\) in Healthcare Settings](#)

### Communication with School Community

- [CDC: Criteria to Discontinue Home Isolation](#)
- [CDC: Public Health Recommendations for Community-Related Exposure](#)



## Food Services

- [Student Meals Cal/OSHA Guidance for Restaurants](#)





## COVID-19 Workplace Exposure Reporting

To ensure the health and safety of employers, employees, and community members, businesses and activities must immediately report any confirmed cases of COVID-19 to Yolo County Public Health.

Yolo County Public Health Requires ALL Businesses to take the following actions

### 1. FOLLOW



**FOLLOW** California COVID-19 Industry Guidance for clear recommendations and tasks to prepare your businesses <https://covid19.ca.gov/industry-guidance/>.

### 2. REPORT



**REPORT** confirmed COVID-19 cases to the Yolo County Public Health by calling the COVID Provider Line at: **(530) 666-8614**.

- Leave a message; staff review messages everyday.
- Include in the message your business name, city, point of contact, and a brief situational update (ex. 3 employees out with fever and cough, one employee reporting a positive COVID-19 lab test)

### 3. PREPARE



**PREPARE** for Public Health to call. You can prepare by:

- Completing the Yolo County Workplace COVID Toolkit (located at [www.yolocounty.org/coronavirus-roadmap](http://www.yolocounty.org/coronavirus-roadmap)) to identify close contacts (those within 6 ft. for 10 min. or more) of an infected employee.
- Starting to take steps to isolate close contacts if they are still at work; or if this is not possible, send home to isolate.

For additional information on COVID-19, the "Roadmap to Recovery" plan, or face covering guidance visit [www.yolocounty.org/coronavirus-roadmap](http://www.yolocounty.org/coronavirus-roadmap).

Yolo County • [www.yolocounty.org](http://www.yolocounty.org) • Yolo 2-1-1



V9.1 3.1.21

**St. Ignatius Parish School**

## APPENDIX E: COMMUNICATIONS

### Cases and Exposures Correspondence

**Note: We provide these letters as models for correspondence. We may modify them in collaboration with County Health as appropriate.**

#### Confirmed Case Letter

[School Letterhead]

[Date]

Dear (Name of School) School Parents/Guardians:

The health and safety of our students and staff are our top priority. This letter is to inform you that an individual at (Name of School) School has tested positive for COVID-19. The last date of known exposure at the school was [date].

While our investigation did not identify your child as having close contact with the individual during the infectious period, we want to maintain transparent communication with families. Due to the potential of exposure to COVID-19 that we all face in the community, please continue to monitor your student for symptoms and keep them home if they are experiencing COVID-19 symptoms: fever, chills, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, nasal congestion or runny nose, nausea or vomiting, or diarrhea (or found online [here](#)). If your child develops symptoms consistent with COVID-19, contact your healthcare provider. Your healthcare provider will determine if your child needs a COVID-19 test.

(Name of County) County Public Health has been notified. (Name of School) School and Public Health are working closely together to take the necessary steps to protect our community and prevent the spread of COVID-19 in school. In accordance with Public Health guidance, school will continue to operate in-person instruction. Individuals that were determined to be close contacts to the individual who tested positive have been notified to stay home.

If you have any health-related questions, please contact your healthcare provider. If you have any school related questions, please contact your COVID-19 School Liaison, name. Additional resources can be found at the following website:

<https://www.saccounty.net/COVID-19/Pages/default.aspx>



V9.1 3.1.21

**St. Ignatius Parish School**

Covid-19 School Liaison at Sac County Offices is Renee Allen

Thank you for your flexibility and ongoing support of safety measures that allow our students to continue to learn.

Respectfully,

[Principal Name and Contact Information]

## Close Contact Letter

[School Letterhead]

[Date]

Dear Parents/Guardian of \_\_\_\_\_ (student name):

This letter is to inform you that your child has been identified as a close contact to an individual who has tested positive for COVID-19 during the infectious period. A close contact is defined as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period. The last date of known exposure was \_\_\_\_\_. [date].

[Name of County] County Public Health advises that your child immediately stay at home, except to get medical care, even if they do not have symptoms. Additional information is included in the Self-Quarantine document being issued to your child. During your child's self-quarantine, do not allow non-household members into your home, and if there are household members who are medically frail or elderly they should stay separated from your child.

Please follow the directions in the attached Self-Quarantine from [Name of County] County Public Health. If your child develops symptoms consistent with COVID-19, contact your healthcare provider. Be sure to let the provider know that your child has had direct exposure to someone that has tested positive to COVID-19 through school. Your healthcare provider will determine if your child needs a test.

Although other household members are not on quarantine, everyone should continue practicing prevention measures when out in the community, including washing your hands with soap and water frequently, using a face mask, avoiding large gatherings, and practicing social distancing.



V9.1 3.1.21

**St. Ignatius Parish School**



If you have health-related questions, please contact your healthcare provider. Additional resources can be found at:

- <https://www.saccounty.net/COVID-19/Pages/default.aspx>
- Centers for Disease Control and Prevention (latest information on symptoms, how to protect other household members, cleaning, and more):  
[www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)
- (Updates about our school's situation)

The health and safety of our students and staff are our top priority. Thank you for your prompt attention to this matter.

Respectfully,

[Name and contact information of principal]

## Symptoms Letter

[School Letterhead]

Dear Parent or Guardian:

This letter is to inform you that your student feels unwell and has shown symptoms that are similar to COVID-19 per county guidelines. In order to best care for all students and staff, your student is being sent home today.

If medical attention is needed, households should contact their healthcare provider. Your healthcare provider will determine if your child needs a COVID-19 test. If they test positive, please notify school administration immediately; they can return to campus 10 days after symptoms started, 24 hours without fever, and improving symptoms. (There is no requirement for 24 hours of improving symptoms). If they test negative, they can return 72 hours after symptoms resolve. If testing was not done, the individual may have a medical note by a physician that provides alternative explanation for symptoms and reason for not having a COVID-19 test. Alternatively, your student may remain at home for 10 days after symptom onset, and go 24 hours with no fever (and no fever reducing medication) and improvement in other symptoms before returning to campus.

Your child's teacher will connect with you ASAP to discuss providing instruction during this hiatus.



V9.1 3.1.21

**St. Ignatius Parish School**

If you have any health-related questions, please contact your healthcare provider. If you have any COVID-19-related questions, please contact name. Additional resources can be found at the following website:

- <https://www.saccounty.net/COVID-19/Pages/default.aspx>

The health and safety of our students and staff are our top priority. Thank you for your prompt attention to this matter.

Respectfully,  
[Principal name and contact information]

## Scenario 3 - Quarantine Letter



DIOCESE of SACRAMENTO  
CATHOLIC SCHOOLS

August ZZ, 2020

Dear X School Parent or Guardian,

This letter serves as notification that a student or staff member of your Stable Group at [Name of School] School has tested positive for COVID-19. The date of possible on-campus contact was August ZZ, 2020. The following measures were taken, in keeping with Scenario 3 of our Return-to-School Plan Protocol:

- School Administration, the Regional Director, the school contact tracer, [Name of County] County Public Health, and I were notified.
- The areas used by the person who tested positive were closed off and thoroughly cleaned per [CDPH](#) and [CDC](#) guidance.
- The Student or staff member that tested positive will isolate for 10 days after symptoms onset or test date. In order to return to campus, positive persons must isolate for 10 days from symptom onset and go 24 hours without fever (without medication) and demonstrate improving symptoms.



V9.1 3.1.21

**St. Ignatius Parish School**

The members of your family who were on campus that day must quarantine and monitor for symptoms for a full 10 days after August 22. Testing does not shorten the 10-day quarantine.

Please note that all information, including the name(s) of reporting individuals, is confidential.

For additional information about COVID-19, please visit the [CDPH](#) and [CDC](#) guidance websites.

The health and safety of our community are our priority. We greatly appreciate everyone's efforts in staying informed, calm, and thoughtful as we all do our part to help keep our communities and schools stay safe.

If you have any questions or concerns, please contact principal [insert principal name and contact information here].

Sincerely,

A handwritten signature in dark ink that reads "LINCOLN SNYDER". The signature is written in a cursive, slightly stylized font.

Lincoln Snyder  
Superintendent and Executive Director of Schools  
The Diocese of Sacramento





V9.1 3.1.21

**St. Ignatius Parish School**

## APPENDIX F: DISTANCE LEARNING

The Distance Learning opportunities provided by St. Ignatius Parish 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 live stream lessons, recorded sessions, and scheduled check-in times. This program will provide seamless reentry to an on-site experience for that child when the time comes to return.
- B. Stable Group Distance Learning - If the health department sends a Stable Group to distance learning, after one full business day, the entire Stable Group will be provided with a daily program that will include live stream 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 Stable Group 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.

### Distance Learning

#### Communication

- Staff will review the survey in preparation for the DL program.
- Teachers will meet and articulate with previous teachers and the EAS teacher to determine the success of individual students during the previous distance learning period and any standards gaps that may need to be addressed.
- Classroom teachers and aides will be available throughout the school day to respond to students questions, concerns, and needs.
- Information will be posted and an email will be sent daily at 3pm.
- Teachers will focus on building individual relationships with students.
- Teachers will schedule weekly check-ins, and grade appropriate office hours.



- It is important for students to learn to communicate their needs with their teachers. We recognize that lessons are not one size fits all, and a distance learning format needs to be adjusted to accommodate all students.

## Attendance

Teachers will take their daily attendance by 9:00am each day with a morning check-in assignment or by taking attendance at the first synchronous session of the day. Teachers will share their method with each class. Students must work and participate to be marked present for the day.

## School Day

The school day will begin between 8:00 am and end between 2:30 and 3:00pm and by 12:00pm on early release days. Lesson lengths will vary based on a grade-level's ability and needs. Though lessons will be laid out like a regular school day, flexibility can be built into the day. While a teacher may suggest doing independent reading after lunch or take a recess break following a math lesson, families may choose to bypass the break to finish an assignment and have their child read at bedtime. Families should communicate their needs with their child's teacher should they need to make additional accommodations.

## Content/Suggested minimum requirements from CSD

- ☐ **Prayer** 5 days a week
- ☐ **English Language Arts** 5 days a week
- ☐ **Math** 5 days a week
- ☐ **Religion and Virtue Education** 3-4 days a week
- ☐ **Social Studies/** 2 days a week
- ☐ **Science** 2 days a week
- ☐ **Enrichments** (Spanish/PE/ Art) 1-2 times weekly
- ☐ **Check-Ins** with individual students or small groups once a week
- ☐ **Office Hours** throughout the week
- ☐ **Other** May include: Morning Meetings, Virtual Recess, Virtual Lunch, Study Time, Storytime, and other opportunities to build relationships, allow for social interaction, and support learning. These will vary depending on a student's age.

## Delivery

- Lessons will be delivered with both Synchronous and Asynchronous technology.
- Synchronous may be used to deliver follow up lessons, support a direct instruction model, and to help the students build community, collaborate, and allow the teachers to check for understanding and give feedback. Lessons will be recorded and available for students who were unable to attend a lesson.



- Asynchronous lessons will also be emphasized. These teacher-made videos will be beneficial to students who need reinforcement, repeated instruction, or require flexibility in the schedule.
- We understand the importance of limiting a child's screen time, so students will also have assignments to be completed off-line, independently.

## School-Wide Technology

### Technology Support

- We have a limited supply of devices, however, we will do our best to supply a device to those students who do not have one.
- Families will review and sign a technology agreement.
- Teachers will provide student and parent support in using the school communication platforms.
- Teachers should send home websites and apps that will be used and include student log-in information.

Here are some of the applications and sites that St. Ignatius School may use during distance learning. Because these sites vary in complexity, all grades will not be using all materials. Teachers will be using additional tools as needed.

Seesaw  
 Google Classroom  
 Educreations  
 Zoom  
 Google Meet  
 Edpuzzle  
 Screencastify  
 Loom  
 Accelerated Reader  
 Freckle  
 Quill  
 Epic  
 Freckle  
 Gospel Weeklies  
 Studies Weekly  
 Mystery Science



## Independent, Remote Learning for 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 will also be integrated into the curriculum on-site and off.

### 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).

#### Instructional Aide

Provides additional community connectivity content such as checking in daily with students, monitoring work completion, and providing on-demand support. May serve as a point of contact during the course of the day for assistance.

#### Student

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

### Next Steps & Additional Information

Should your child's Stable Group or the school move to distance learning, this remote learning schedule would change to a full distance learning schedule (more streamed course content, etc.) There will be a one school day delay when an entire class is moved to distance learning, to allow families, faculty, and staff to adjust.





## APPENDIX G: APPLICATION FOR WAIVER

In counties on the monitoring list, CDPH guidance allows elementary schools to request a waiver from the local health officer to open for in-person instruction. To receive a waiver, the superintendent (or equivalent for charter or private schools) must consult with labor, parent, and community organizations prior to submitting a waiver application. The local health officer then reviews the application, along with local community epidemiological data, and consults with CDPH about the request.

### Waiver Application Cover Form

(for use by a Local Education Agency or equivalent)

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district, please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

### Background Information

Name of Applicant (Local Educational Agency or Equivalent):

School Type:

Traditional Public School      Charter School Private, Independent, or Faith-Based School

Number of schools: Enrollment:

Superintendent (or equivalent) Name:

Address:

Grades/Number of Students Proposed to be Reopened:

TK      K      1st      2nd      3rd      4th      5th      6th

Date of Proposed Reopening:

Name of Person Completing Application:

Phone Number: Email:

### I. Consultation

1. Faculty and staff: By August 14, 2020, each principal will hold a meeting with his or her faculty. During that meeting, he or she will:
  - a. Present an introductory message from Lincoln Snyder and a public service announcement from Dr. Daniel McCrimons.
  - b. Provide an electronic copy of his or her school's Return-to-School plan to each employee.
  - c. Review his or her school's Return-to-School plan in detail.
  - d. Hold an open forum in which he or she records and answers any questions or concerns.
  - e. Makes himself or herself available at a scheduled time for follow-up conversation and questions.



2. Parent organizations: By August 14, 2020, each principal will hold a meeting with his or her Catholic School Advisory Committee. During that meeting, he or she will:
  - a. Present an introductory message from Lincoln Snyder and a public service announcement for parents from Dr. Daniel McCrimons.
  - b. Provide an electronic copy of his or her school's Return-to-School plan to each CSAC member.
  - c. Review his or her school's Return-to-School plan in detail.
  - d. Hold a question-and-answer session in which he or she records and answers any questions or concerns.
  - e. Make himself or herself available at a scheduled time for follow-up conversation and questions.
  - f. Following the meeting, the principal will share a copy of the Return-to-School Plan with the parent population and post the plan prominently on the school website.
3. Community Organizations:
  - a. Following the same agenda as above, during the month of August, the principal will meet with the Parish Staff and other significant community entities that operate in or on the parish grounds (as determined by the principal and pastor) to present the Return-to-School plan.
  - b. On August 5, the Catholic School Department held an informational meeting with the Parochial Athletic League athletic directors to present on the Return-to-School Plan and discuss the most recent state guidelines for sports and outdoor activities.
4. Principals will document the dates of all meetings on their website.
  - a. Faculty and staff meetings held 6/4, 6/22, 8/14, 8/17
  - b. CSAC meeting 8/26, 9/3
  - c. Parish Staff meeting 8/19

## II. Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent): All reopening plans for schools of the Diocese of Sacramento are available on the diocesan website ([www.scd.org/schools](http://www.scd.org/schools)).

☐ **Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

Go to: [Safe Environment](#) and [Shared Spaces](#)

☐ **Stable Grouping:** How students will be kept in small, stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and



minimize/avoid contact with other groups or individuals who are not part of the Stable Group.

Go to: [Student Stable Groups School](#) and [Schedules and Routines](#)

☐ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of Stable Groups.

Go to: [Schedules and Routines](#)

☐ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.

Go to: [Personal Protective Equipment \(PPE\)](#)

☐ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Go to: [Screening](#) and [COVID Symptoms and Case Response](#)

☐ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer and how their use will be promoted and incorporated into routines.

Go to: [Safe Environment](#)

☐ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Go to: [COVID Symptoms and Case Response](#)

☐ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Go to: [Social Distancing](#) & [Shared Spaces](#)

☐ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

Go to: [Staff Training and Family Education](#)

☐ **Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results.

Describe how staff will be tested periodically to detect asymptomatic infections.

Go to: [COVID Symptoms and Case Response](#)



☐ **Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.

Go to: [COVID Symptoms and Case Response](#)

☐ Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA. Go to: [Appendix E: Communications](#)

### **Additional Resources:**

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>



## APPENDIX H: POST-BREAK QUESTIONNAIRE

### Diocese of Sacramento Catholic Schools - Post-Easter-Break Questionnaire:

February 1, 2021

In order for your child(ren) to return to on-campus learning following Easter break, please answer the following questions:

1. In the last ten days, my child(ren) has (have) been in contact with someone who currently has tested positive for COVID-19.

☐ Yes (True) ☐ No (False)

If you answered "yes," your child will need to quarantine for ten days from last contact, unless symptoms develop. If symptoms develop, contact your healthcare provider/make arrangements for COVID-19 testing and follow diocesan protocol. Students participating in antigen testing may be able to return sooner pending county approval.

2. In the last ten days, did any members of your household travel out of state or country?

☐ Yes ☐ No

If you answered "Yes" to question #2, your child(ren) will need to be remote learners for ten days from the day of return unless:

\*\*\*Your county has approved an earlier return for students testing negative for COVID-19.

3. In the last ten days has your family had visitors from out of state or country?

☐ Yes ☐ No

3a. If you answered "yes" to #3, has it been **less** than ten days since your guests arrived?

☐ Yes ☐ No

4. In the last ten days, did your household gather indoors at one time with more than two other households?

☐ Yes ☐ No

If you answered "yes" to questions #3a or #4, your child will need to be a remote learner until it has been ten days from the date of initial exposure in either question.

If you have answered "No" to the above questions, please continue with this questionnaire and answer the following:



V9.1 3.1.21

**St. Ignatius Parish School**

5. Does your student have **one** of the following symptoms?

Fever of 100.4 or greater and/or chills	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Difficulty breathing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of taste/smell	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered "Yes" to any of the above symptoms, your child(ren) will need to be remote learners and may return per diocesan protocol.

6. Does your student have any of the following symptoms?

Congestion/running nose	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea/vomiting/diarrhea	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue/muscle or body aches	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered "Yes" to any two of the above symptoms, your child(ren) will need to be remote learners and may return per diocesan protocol.

7. My child(ren) will temporarily be a remote learner

☐ yes ☐ no

7a. Date expected back on campus: \_\_\_\_\_

By completing this, I certify that the answers to the above questions are true to the best of my knowledge.



V9.1 3.1.21

**St. Ignatius Parish School**

## APPENDIX I: SAMPLE TESTING LETTER AND WAIVER

### Letter re. Covid-19 Testing for Catholic Schools at Jesuit High School

December 28, 2020

**Dear Families and Employees of:**

Our Lady of Assumption	St. Patrick Academy
St. Ignatius School	St. Robert School
St. John the Evangelist School	St. Rose School
St. Mel School	

**From:** Lincoln Snyder, Superintendent of Schools

Dear Sacramento and Placer Catholic Elementary Community:

We are pleased to announce that we are partnering with Solano County and Urgent Care Now, our partner for Covid-19 screening, to offer Covid-19 screening for our employees and all 6th, 7th, and 8th grade students returning to campus after Christmas break. Covid-19 has been on the rise, and social activities outside our normal Stable Groups - like celebrating holidays - leave us all more vulnerable. The county is offering us a number of testing kits at no cost to our schools, which gives us the opportunity to use antigen screening to establish a baseline for the safest possible return to campus.

Covid-19 antigen screening will take place on **January 3, 2021 from 8am to 3.30pm** for all school employees and all on-campus learners in 6th, 7th, and 8th grades. In the interest of smoothing traffic flow, our recommended testing windows are:

- OLA and St. Ignatius: 8am - 10am
- SJE, St. Mel, and St. Patrick: 10am - 12pm
- St. Robert and St. Rose: 12pm - 2pm

**Our goal is to get everyone tested, so if your window doesn't work, don't worry**



V9.1 3.1.21

**St. Ignatius Parish School**



about it - just come. Please make every effort to arrive before 2.30, as a rush at the end may make it difficult for us to screen all tests in a timely manner.

### Where:

In partnership with Urgent Care Now, Inc., we will conduct the screening at

**Jesuit High School, 4660 Fair Oaks, Sacramento, CA 95864.**

**Please enter campus from Fair Oaks Blvd., turning south onto O'Donnell Drive and then following the signs for the elementary school testing line. After testing, all vehicles will exit onto American River Drive.**



### **Recommended Testing times for January 3 are as follows:**

OLA, St. Ignatius, St. Mel: 8.30am - 11am.

SPA, St. Robert, St. Rose: 11am - 3.30pm.

We are asking this so that we can smooth the number of cars we process at any one time; if you cannot make your recommended test window, feel free to come at another time.

### **How will the car line work at Jesuit High School?**

Please enter the Jesuit High School parking lot at the O'Donnell road entrance and follow the signs.



V9.1 3.1.21

**St. Ignatius Parish School**



**Documents Needed:**

In order to get screened, **the student needs to be accompanied by a parent/legal guardian, and bring the following items on your screening day/time:**

- Parent/Guardian's driver's license or valid ID;
- Waiver and release forms (which are attached to this letter).

No insurance information is needed at this time for the antigen screening.

**If you have the ability to do so, please have the forms completed before you arrive, as it will speed things up.** We will provide the forms to anyone who does not have the ability to bring a hard copy.

**Flow through parking lot:**

- **To help our volunteers direct you, please write “HSPS” in black marker on a sheet of paper and place it on your car’s dashboard.**
- After turning off of Fair Oaks onto O'Donnell Dr., pull forward until you see signage showing you where to go next. Each of the schools will have its own line to help expedite testing and sending results.
- If you can, please print and bring the waiver and release of liability, which I attach to the end of this letter. If you don't have a copy of the waiver, a volunteer will provide you one.

**Testing:**

- Please do not exit your vehicle.
- We will ask to see your ID and then collect the waiver and release.
- You will pass the paperwork to the tester.
- The test will be administered with an anterior nasal swab (not nasopharyngeal) and then processed on site.

**Exit:**

- You will then follow the signs to exit the Jesuit parking lot onto American River Drive. After taking the test, please await your test results, which should take about half an hour. The school will inform the parent of the result, and the student will then be able to proceed to class. Parents, your principal will contact you about the particulars of the start of the day at your school. You will still need to submit the post-holiday declaration (see FAQ, below) and undergo a symptom check, and all other aspects of the protocol will remain in place.

**Make-Up Testing**

If you cannot make the Sunday test, we will have a make-up testing window at Jesuit High



School on Monday, January 4, 2021 at 7am. Please let your school know as soon as possible.

## FAQ

Q: Why are we doing this?

A: Covid-19 is spiking badly in general, and travel and social gatherings during the holidays is greatly contributing to the surge and increasing our risk of contagion on-campus. We want to stay open as a system, and in our conversations with county health, offering testing is one option for mitigating our risk. If we cannot control Covid-19 spread on campus, public health may require us to move to distance learning, and we know how important offering an on-campus presence is for our kids and our communities.

Q: How does this benefit me and my community?

A: Catching Covid-19 early can make a big difference in both treating the disease and preventing its further spread. Everyone is understandably nervous about the current surge in Covid-19, and though testing is not a solution in and of itself, an extra layer of protection will make us objectively safer and reduce anxieties. We've also noticed that testing makes our students more aware of their environments and encourages them to minimize risks.

Q: I recently recovered from Covid-19 and have a note from my doctor. Do I still need to take an antigen test?

No, you do not. You are excused for testing for the period of time as indicated by your doctor.

Q: Who is paying for this?

A: The schools are paying for these tests, and this is not a regularly budgeted expense; at an estimated **\$25 per test**, our schools are bearing a real cost. (Our cost of \$25 is only possible thanks to the support of Urgent Care Now and our county health officers.) **Please consider making a donation to the school to offset the cost of testing if you have the means.** We will be reaching out to the community for support as well.

Q: Are my test results confidential?

A: Yes, your test results will remain confidential. Urgent Care Now will inform the school if someone tests positive, but uses an alphanumeric code instead of names to communicate test results.



Q: Is there any risk of harm to my child?

A: No. The test consists of a swab (like a Q-Tip) of your child's lower nasal cavity, so it is minimally invasive.

Q: What about parent volunteers?

A: Our current protocol discourages volunteers, but effective testing does open the door to us allowing parent volunteers on campus.

Q: Why are you testing the middle school grades?

A: Middle-school-aged kids are at greater risk of contracting and transmitting Covid-19 than younger children, who are not efficient transmitters. Most of the Stable Groups we have had to move to distance learning have been middle school grades.

Thank you for your commitment to Catholic education.

Peace,



Lincoln Snyder

Superintendent and Executive Director of Schools  
The Diocese of Sacramento

## **SARS-CoV-2 (COVID-19) TESTING – WAIVER & RELEASE OF LIABILITY**

The Roman Catholic Diocese of Sacramento has engaged Urgent Care Now, Inc., to perform SARS-CoV-2 (COVID-19) (hereinafter “COVID”) testing on those employees, adult volunteers, and 6th, 7th, and 8th grade students returning to all on-campus activities at St. Ignatius Parish School. Testing results will be provided to the school. All students opting to return to on-campus activities shall be required to participate in the ongoing testing procedures in an effort to limit the spread of COVID and to quarantine any student that tests positive for COVID. Throughout this document, the term “I,” “You” or “Your” shall refer to the minor student by and through the Parent/Guardian signing on his or her behalf.

In consideration for Your participation in on-campus activities, You acknowledge the following:



V9.1 3.1.21

**St. Ignatius Parish School**

1. COVID is a highly contagious disease, the spread of which cannot be completely eliminated, even with the exercise of reasonable and medically recommended precautions;
2. COVID testing is not 100% reliable and, although rare, false positives and false negatives do occur;
3. COVID testing, and all on-campus activities, require You to be in proximity to other people, who may unknowingly be carriers of the disease and may expose You to COVID; and
4. COVID testing does not diminish Your responsibility to adhere to social practices intended to reduce the likelihood of infection, such as frequent hand-washing, social distancing, wearing a face-covering and avoiding gatherings with other people.

You agree that participation in all on-campus activities is voluntary, and as a condition of returning to all on-campus activities, agree to waive any and all claims against the Roman Catholic Bishop of Sacramento, a corporation sole (the Diocese); Pastor of St. Ignatius Parish, Sacramento, a corporation sole; Immunify, Urgent Care Now, Inc., their officers, directors, members, shareholders, faculty, staff, employees, volunteers, agents, vendors and insurers (hereinafter "Releasees") for any and all injury, accident, illness, hospitalization, or death occurring as a result of COVID exposure or infection and/or false-negative or false-positive testing. By attending on-campus activities and participating in the testing procedures, You knowingly assume the risk of exposure to COVID and any resulting illness. This waiver includes all claims except those arising from Releasees' gross negligence.

In order to facilitate accurate and timely testing, contact tracing, and reporting, You waive certain privacy laws and or regulations, including protections under HIPAA and FERPA. This waiver shall only extend to information concerning positive or negative test results gathered by Releasees. For the avoidance of doubt, You permit Releasees to freely share Your information and test results among the school You attend, the Diocese, and Urgent Care Now, Inc.

My signature on this form shall constitute an informed and knowing waiver as required by law. I agree that I have carefully read this agreement, waiver, and release and fully understand its contents. I am aware that this document is a contract between myself and Releasees.

\_\_\_ The Pastor of Our Lady of the Assumption Parish, Carmichael (Our Lady of the Assumption School);

\_\_\_ The Pastor of St. Ignatius Loyola Parish, Sacramento (St. Ignatius School);

\_\_\_ The Pastor of St. John the Evangelist Parish, Carmichael (St. John the Evangelist School);

\_\_\_ The Pastor of St. Mel Parish, Fair Oaks (St. Mel School);

\_\_\_ The Pastor of St. Rose of Lima Parish, Sacramento (St. Patrick Academy);

\_\_\_ The Pastor of St. Robert Parish, Sacramento (St. Robert School);

\_\_\_ The Pastor of St. Rose Parish, Roseville (St. Rose School);

\_\_\_ Other (please specify):\_\_\_\_\_;



Urgent Care Now, Inc., their officers, directors, members, shareholders, faculty, staff, employees, volunteers, agents, vendors and insurers (hereinafter "Releasees") for any and all injury, accident, illness, hospitalization, or death occurring as a result of COVID exposure or infection and/or false-negative or false-positive testing. By attending on-campus activities and participating in the testing procedures, You knowingly assume the risk of exposure to COVID and any resulting illness. This waiver includes all claims except those arising from Releasees' gross negligence.

In order to facilitate accurate and timely testing, contact tracing, and reporting, You waive certain privacy laws and or regulations, including protections under HIPAA and FERPA. This waiver shall only extend to information concerning positive or negative test results gathered by Releasees. For the avoidance of doubt, You permit Releasees to freely share Your information and test results among the school You attend, the Diocese, and Urgent Care Now, Inc.

My signature on this form shall constitute an informed and knowing waiver as required by law. I agree that I have carefully read this agreement, waiver, and release and fully understand its contents. I am aware that this document is a contract between myself and Releasees.

***PARENT/GUARDIAN SIGNATURE REQUIRED IF THE STUDENT IS UNDER THE AGE OF 18***

Your Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

If signing on behalf of of a student under the age of 18:

Parent/Guardian Name : \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**AUTHORIZATION FOR USE OR DISCLOSURE OF HEALTH AND EDUCATION RECORDS**

Completion of this document authorizes the disclosure and use of health information about You. Failure to provide all information requested may invalidate this authorization. Throughout this document, the term "I," "You" or "Your" shall refer to the minor student by and through the Parent/Guardian signing on his or her behalf.

I hereby authorize Urgent Care Now, Inc., a California Professional Corporation, Praxis Testing Strategies Inc a California Professional Corporation,, and the Roman Catholic Diocese of Sacramento to share, and to release to county, state and federal health agencies (as required by law) the following information:



V9.1 3.1.21

**St. Ignatius Parish School**

Any and all information related to SARS-CoV-2 (COVID-19) testing that I am submitted to and any and all negative or positive results from such testing as well as any information I voluntarily offer related to symptoms, temperature or self-monitoring.

I request this information be shared to facilitate my participation in on-campus activities at parish school at which I am enrolled.

This authorization shall expire on May 26, 2021.

I acknowledge that I may refuse to sign this authorization. I further acknowledge that such refusal will preclude me from attending all on-campus activities at the parish school at which I am enrolled.

I acknowledge that I may inspect or obtain a copy of the health information that I am being asked to disclose here.

I acknowledge that I may revoke this authorization at any time, but I must do so in writing and submit it to the following address: Urgent Care Now, Inc. 12417 Fair Oaks Blvd., Ste. 600, Fair Oaks, CA 95628. My revocation will take effect upon receipt, except to the extent that others have acted in reliance upon this authorization.

I have a right to receive a copy of this authorization. (45 C.F.R. § 164.508(c)(4)). Information disclosed pursuant to this authorization could be re-disclosed by the recipient. Such redisclosure is in some cases not prohibited by California law and may no longer be protected by Federal confidentiality law (HIPAA). However, California law prohibits the person receiving my health information from making further disclosure of it unless another authorization for such disclosure is obtained from me or unless such disclosure is specifically required or permitted by law.

To the extent that SARS-CoV-2 (COVID-19) testing, test results, and information regarding symptoms, temperature, and self-monitoring are considered "Education Records" under the Family Educational Rights and Privacy Act (FERPA), I hereby authorize the release of such information to Urgent Care Now, Inc., the Roman Catholic Diocese of Sacramento, and the parish school at which I am enrolled.

***PARENT/GUARDIAN SIGNATURE REQUIRED IF THE STUDENT IS UNDER THE AGE OF 18***

Your Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

If signing on behalf of a student under the age of 18:

Parent/Guardian/Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian/Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



V9.1 3.1.21

**St. Ignatius Parish School**

## APPENDIX J: COVID-19 PREVENTION PROGRAM (CPP)

### Executive Director's Foreword

Counties have notified this executive director that they expect us to follow the format of the CPP template. Our current protocols are in their ninth iteration following successful operation of in-person schools since August and September (depending on the county) in our diocese. As such, our protocols often exceed the expectations of the sample CPP template, and reworking our protocols to match the suggested templates would simply do us and public health a disservice in our coordinated response to this pandemic.

As such, I link to appropriate sections of our CSP throughout the body of this template so that the reviewing health officer can quickly and easily see that our plan meets and exceeds expectations of CDPH. **Note: Author's responses are in blue; all underlined words are clickable links that will take you to the pertinent section of the CSP Plan.**

If you are reviewing this document on behalf of public health, please do not hesitate to contact me by email at [lsnyder@scd.org](mailto:lsnyder@scd.org) or by phone at 916 733 0110 should you have questions or concerns.

Peace,  
Lincoln Snyder

### COVID-19 Prevention Program (CPP) for [The Catholic Schools](#) of [The Roman Catholic Diocese of Sacramento](#)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: [February 1, 2021](#)



V9.1 3.1.21

**St. Ignatius Parish School**

## Authority and Responsibility

**Lincoln Snyder, Executive Director of Catholic Schools**, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

## Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form. We have met and exceeded the level of specificity in Appendix A. Please see the following pages of this attached CSP for detailed plans evaluating and providing for the mitigation of Covid-19 risk in our schools:
- CAL/OSHA COVID-19 PREVENTION PROGRAM
- Safe Environment
- Appendix B: Facility Adjustments
- Appendix C: Protocol Signage
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace. Please see General Protocols of the attached CSP plan for steps evaluating and mitigating employees' potential workplace exposures.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention. Please see Appendix D: Agency Updates for links to pertinent documents on which we have based our protocols.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls. This plan is now in its ninth iteration since July; as such, we have updated it approximately every four weeks.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures. Please see our portal website, [www.scd.org/2021schools](http://www.scd.org/2021schools) , for a Covid-19 Safety Plan for each county and school of the Diocese of Sacramento.

## Employee participation



V9.1 3.1.21

**St. Ignatius Parish School**



Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Maintaining control of classrooms and the school office
- Maintaining control of overall environment, including symptom screening, supervision of adherence to protocols and social distancing, and participation in antigen screening
- Participation in contact tracing
- Teaching students proper conduct
- Regularly reviewing the CSP Plan as a staff (we have averaged more than 1 update per month)

## **Employee screening**

We screen our employees by:

- Please see the following sections of the CSP Plan:
- Antigen Screening
- Screening
- Covid Symptoms and Case Response
- Appendix C: Protocol Signage

## **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

- Should an individual have symptoms or test positive, they will not be allowed on campus.
- Should administration become aware of any behaviors or arrangements not in compliance with this CSP Plan, the school principal will be directed to correct the situation by the next business day.
- Please see the sections entitled COVID Symptoms and Case Response and Appendix E: Communications for detailed information on responses to potential and/or confirmed exposures on campus.

## **Control of COVID-19 Hazards**

### **Physical Distancing**

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by: Please note the following sections in the plan:



- Social Distancing
- Student Stable Groups
- Shared Spaces
- Facility Adjustments
- School Schedules and Routines
- Appendix B: Facility Adjustments
- Appendix C: Protocol Signage

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

## Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

- Please see the section entitled Face Coverings for details on their use on campus.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

## Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Please see the sections entitled HVAC Considerations and Facility Adjustments.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Please see the sections entitled HVAC Considerations and Facility Adjustments.



## **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Please see the sections entitled Healthy Hygiene Practices and Safe Environment.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- Please see the section entitled Safe Environment.

## **Shared tools, equipment, and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields. Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by the employee or by school custodial staff, depending on application. Please see the sections entitled Healthy Hygiene Practices and Safe Environment.

## **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we: please see the sections entitled Healthy Hygiene Practices and Appendix C: Protocol Signage.

## **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed. When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

## **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form.

Each school has an identified contact tracer in the protocol. We will distribute Appendix C to them via the school principal on February 1 with the directive to use the proper form.

Employees who had potential COVID-19 exposure in our workplace will be:

Indicate how the following will be accomplished:



- Offered COVID-19 testing at no cost during their working hours. The Diocese of Sacramento is currently operating COVID-19 Antigen Screening at multiple locations. Should these locations and times not be feasible for the employee to be screened, or should the employee require a PCR test, the school principal shall offer the employee time during working hours to go to their primary care provider, county-operated PCR screening facility, or other licensed provider as appropriate to take a COVID-19 test.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them in an email by the school principal and/or the Catholic School Department.

## System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how: Employees shall report symptoms and hazards to the school principal.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing: the school principal shall notify employees of testing.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures: The entire CSP Plan provides information on the mitigation of Covid-19 hazards.

## Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.



- COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
- An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Please see the section entitled Staff Training and Family Education.

Appendix D: COVID-19 Training Roster will be used to document this training.

Every school has already completed training on Covid-19 protocols with every employee. The school principal will provide a roster of employees to public health officials upon request.

## Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits. This will be accomplished by:
  - The Lay Personnel Department of the Diocese of Sacramento consults with all employees on a case-by-case basis to inform them of their benefits and rights in the case of taking ill with COVID-19. Employees who test positive for COVID-19 may consult with benefits specialist Julianna Aguilera, tel. 916 733 0282, email jaguilera@scd.org.

## Reporting, Recordkeeping, and Access

It is our policy to:



V9.1 3.1.21

**St. Ignatius Parish School**

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Approved this 1st day of February, 2021, by

Lincoln Snyder  
Executive Director of Schools  
The Roman Catholic Diocese of Sacramento  
lsnyder@scd.org  
Tel. 916 733 0110





V9.1 3.1.21

**St. Ignatius Parish School**



V9.1 3.1.21

**St. Ignatius Parish School**