



**DIOCESE OF
SAN JOSE**



**Queen of Apostles School
2020-2021 School Reopening Plan
Updated September 18, 2020**

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A. Overview

The framework for reopening school campuses is based on what is currently known about the transmission and severity of COVID-19 (Coronavirus). The Diocese of San José, in consultation with the Center for Disease Control (CDC), the California Department of Public Health (CDPH), and the Santa Clara County Public Health Department (SCCPHD), will update the framework as needed and as additional information becomes available.

The goals of the 2020-2021 School Plan are to:

- Safeguard the health of the students, parents, employees, and their families
- Reduce the risk of spreading disease in the community
- Ensure ongoing, accessible, high-quality ministry

While the framework for reopening school campuses applies to all elementary schools in the Diocese of San Jose, the protocols included within it are specific to the context of each location. All site-based protocols must comply with the most current order of the Santa Clara County Public Health Department (or the State order if it is more restrictive) and should be responsive to the needs of the local community.

The framework is not exhaustive nor is it a substitute for any existing safety and health-related regulatory requirements for schools. As the COVID-19 situation continues, it is imperative for school leaders to remain current on changes to public health guidance and state/local orders and maintain consistent communication with the school community.

- Santa Clara County Public Health Department
- California Department of Public Health
- Center for Disease Control

B. Prevention / Mitigation

B.1. Physical Distancing

The CDC and local health departments recommend maintaining 6 feet of physical distancing to all extents practicable. Physical distancing should be supported by physical adaptations to spaces, visual reminders (wall and floor signage), clear procedures for movement, limited sharing of resources, and staggered schedules.

To all extents possible, students should remain with the same cohort of students in the same space and staff rotation between cohorts should be limited. Parent and visitor access to the campus should be limited, and external use of the campus for evenings and weekends should comply with the school’s health and safety plan.

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

At a minimum, these protocols should include:

- Arrival/Dismissal
- Restrooms
- Recess
- Lunch
- Hallways/Walkways
- Classrooms
- Front Office
- Other areas relevant to the location

Note – Guidance regarding physical distancing during emergency drills is still in development.

School Protocols for Physical Distancing – Arrival/Dismissal
Arrival 7:30-8:00am (Preschool families will have a separate entrance point than the K-8 program as parents must exit their car and walk their children to the preschool classroom)
Parents will be asked to complete a daily health screening on behalf of each child in their family via Parent Square.
Parents will put a provided name plate to place in the windshield of their car with their family name to help streamline the identification process of students as they arrive.
Staff members will be present to ensure that a screening has been completed prior to the student getting out of the car. Students will be waved to exit their car. Kindergarten students will be walked to the classroom by a staff member. Students in grades K-5 will enter

classrooms on the parking lot side and grade 6 will enter classrooms on the courtyard side so limit any cross traffic.

Students will walk from the entrance directly to their classroom where the teacher will greet them at the door and have them sanitize their hands using hand sanitizer in the classroom. Students under the age of 9 will only use hand sanitizer under adult supervision. Students (and preschool parents) must wear face coverings once they step out of the car and as they walk to their classroom

Note: Drivers may not exit vehicles. All screening information is confidential.

Preschool families will stand on markers that are spaced 6 feet apart from one another outside of the classroom. Preschool families will also be asked to complete the daily health screening for each child in their family via Parent Square. The director will meet with each parent at drop off at the preschool entrance door and take the child's temperature. Students only will walk into the classroom. Supervision will be provided to discourage congregation of parents during arrival.

Dismissal

Grades K-2 will dismiss at 2:45pm and grades 3-6 will dismiss at 3:00pm. Students will remain in the classroom until their parents' car is in one of the two loading spots. Staff members will be located in the parking lot and use walkie talkies to call student names to walk to the pick up spots. Parents will utilize the same name tag provided for arrival for dismissal. Students will walk directly from the classroom to their parents' car. Students will wear masks from the classroom to the car.

Preschool families will utilize the same entrance that they used during arrival for dismissal. They will be required to wear face coverings as they walk to and from their vehicle. Preschool families will stand on markers that are spaced 6 feet apart from one another outside of the classroom as they pick up their child. The director will walk each preschooler to the door to meet their parent. Preschool students will be required to wear masks as they walk to their vehicle. Supervision will be provided to discourage congregation of parents during dismissal.

Late Arrivals/Early Pick Ups

Once drop off is completed for the morning, the main drive in gate to the school will be closed. The gate on the Mitty Way side of campus will be the only entrance for any late drop offs or pick ups. Parents of students who arrive late will be required stop at the office to check in prior to going to the classroom.

For early pick ups, parents will be required to use the gate on Mitty Way to enter. Parents will be required to wear a mask and walk to the office.

Parents will be encouraged to limit tardiness or early pick ups. Parents will also be encouraged to call ahead prior to late arrival or early pick up. Parents who do late drop off/early pick up will be required to wear masks while walking to and from their cars.

- Campus maps and staggered schedules will be communicated to school parents and are available upon parent request.

School Protocols for Physical Distancing – Restrooms

Restrooms

Restrooms have been mapped out and maximum capacity established for each restroom that allows for safe social distancing. Geary Hall restrooms will be available for students in grades K-3 (2 students at a time). Main restrooms will be available for students in grades 4-8 (Girls--4 students, Boys--3 students). Gym restroom (2 students at a time).

Signage will be posted in the restrooms to remind about hygiene practices and physical distancing.

Toilets and Urinals- every other stall will be blocked off

Sinks- every other sink will be available for use

- Students will be asked to use hand sanitizer stations in the classroom prior to walking to the restroom.
- After a cohort has used the restroom, it will need to be sanitized (faucets are touchless):
 - Stall doors/handles
 - Paper towel dispenser handle
 - Soap dispenser
 - Toilet paper dispenser
- Restroom during non-scheduled breaks
 - Each class will be provided with color coded bathroom passes
 - Bathroom passes will be hung on hooks outside of the bathroom to indicate when occupied—bathroom passes will be placed in a bin to be disinfected once back in the classroom
 - Students who are not in the same cohort must wait on markers outside of the bathroom until the occupants are out
 - In an emergency situation where the restroom is not available, the student may use the office workroom restroom

- Campus maps and staggered schedules will be communicated to school parents and are available upon parent request.

School Protocols for Physical Distancing – Recess

Three different places have been identified for recess: 1. Primary Playground (blacktop), 2. Primary Grass area, 3. School Parking Lot. One cohort can play on the primary playground blacktop, one cohort on the primary grass area, and four cohorts maximum can play in the school parking lot. A fence separates the students on the primary blacktop from the students on the primary grass area. Cones will be utilized to create the boundaries for the cohorts playing in the parking lot. Different cohorts will be spaced 25 feet from one another.

Equipment will not initially be allowed and will be slowly re-introduced to recess. Teachers and students will create class games that can be played at a distance without equipment when students first return to campus. As equipment is re-introduced, equipment will be color coded and labeled. Each class will have their own equipment bin which will be stored inside of the classroom. When equipment is returned to the classroom it will be placed in a bin to be disinfected.

Recess and lunch monitors will carry first aid kits that include hand sanitizer, face coverings, and gloves.

- Campus maps and staggered schedules will be communicated to school parents and are available upon parent request.

School Protocols for Physical Distancing – Lunch

Lunch will be held outside as much as possible and weather permitting. Kindergarten will eat on tables behind Geary Hall and will not share this space with other classes. Tables in the courtyard will be spaced to allow students to physically distance while eating. Spaces where students may sit will be marked on each table, six feet from one another. Each seat will be six feet away from the nearest seat and cohorts will be seated 25 feet from one another. Face coverings will be permitted to be taken off while students are eating, and students will be asked to put their face coverings back on after they have finished eating.

Classes will eat inside of the classroom during inclement weather or poor air quality.

Students will be encouraged to bring their individually packaged lunch from home.

Choicelunch will continue to be the “hot lunch” option for the school. They have created an “a la carte” system to make their lunches contactless and individually wrapped. You can find more information about Choicelunch here: <https://www.choicelunch.com/> Lunches ordered through Choicelunch will be delivered directly to the classroom.

- Campus maps and staggered schedules will be communicated to school parents and are available upon parent request.

School Protocols for Physical Distancing – Hallways/Walkways

Arrows are placed on the ground to indicate traffic patterns for all walkways. Stickers are also placed on the floor in areas where individuals may have to “wait” such as outside of the classroom, the restroom, and outside of the office. Walkways are one way to the extent possible with two way lanes available in the larger walkway areas. In Geary Hall where only one entrance is available, “wait” stickers will be placed on the ground to avoid cross traffic.

- Campus maps and staggered schedules will be communicated to school parents and are available upon parent request.

School Protocols for Physical Distancing – Classrooms

Each classroom has been measured and only necessary furniture (teacher and student desks) remain in the classroom. All other furniture has been removed to maximize distancing. Desks in grades K-5 are distanced 6 feet part from one another which allows for a set number of students per classroom. The teacher’s desk in all classrooms is six feet from student desks. Walkways have been established to allow for limited cross traffic.

Student supply lists have been revised so that all students have their own materials. Any materials that are considered communal such as math manipulatives will be individually assigned to students and disinfected after any use.

Stable cohorts of students will be established with the same staff with the cohort throughout the day. Specialty classes such as art and Spanish will have classes zoomed into the main classroom. Instruction will be held outdoors as much as possible. Spaces around campus, such as behind Geary Hall, in the courtyard (when not being utilized for lunch), the grass field (when not being used for recess), and the blacktop (when not being utilized for recess) will all be used for outdoor instruction. If tables in the courtyard are used, they will be disinfected after use. Students will be asked to bring a towel to place on the ground to mark spaces when they are outside. All classroom windows and doors will remain open to increase ventilation. They may need to be closed due to air quality or inclement rain or wind.

Grade	Current Enrollment (9/17/2020)	Classroom Capacity (6' distancing)	Anticipated number of students returning onsite	Rationale for Safely Exceeding Cohort of 14
K	17	15	9-10	X
1 st	15	19	3	X
2 nd	17	19	6-10	X
3 rd	24	22	9-11	X
4 th	27	22	9-13	X
5 th	23	22	5-10	X
6 th	33	21	11-21	Students in 6 th grade would be in a hybrid schedule and split into 2 cohorts

- Campus maps and staggered schedules will be communicated to school parents and are available upon parent request.

School Protocols for Physical Distancing – Front Office

The main office of the school has one door marked as entrance and one marked as exit. Stickers have been placed on the ground to indicate where people may stand as they wait. A maximum number of

people has been designated for the waiting area and is posted. All furniture for sitting has been removed. A plexiglass separator has been installed in the office window to allow for distancing.

Only necessary visitors will be allowed on campus, such as the fire marshal, maintenance workers, and delivery services. They will all be required to use the Mitty Way entrance, wear masks, and maintain physical distance.

School Protocols for Physical Distancing – Faculty Room/Workroom

Both the faculty room and workroom have only one entrance and exit to the rooms. Both rooms have restrooms that are designated as the adult restrooms on campus. A maximum number of people has been designated and posted in each room. Stickers indicating traffic patterns have been placed on the ground in each room.

The faculty room will be closed for eating or gathering purposes.

School Protocols for Physical Distancing – Geary Hall (Community Center)

Geary Hall has restrooms used by students. The room has one doorway for student use during the day. Walkways have been established using stickers on the ground to indicate traffic patterns. Stickers have also been placed on the ground to wait outside of the restroom if the maximum number of students allowed in the restroom has been met. This room will not be utilized during the school day.

School Protocols for Physical Distancing – Fr. Jim Mifsud Community Center (Gym/Meeting Rooms)

The Fr. Jim Mifsud Community Center has restrooms used by students. Walkways have been established using stickers on the ground to indicate traffic patterns. Stickers have also been placed on the ground to wait outside of the restroom if the maximum number of students allowed in the restroom has been met.

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In an actual emergency, the most urgent of needs will be met first.

Fire Drills

The school will schedule fire drills for cohorts at different times to promote the most physical distancing between cohorts. Students in each cohort will line up in their designated space with six feet physical distancing.

Earthquake Drills

These will be conducted in each classroom which will have students physically distanced from one another.

B.2. Hygiene Measures

The CDC and local health departments recommend that schools explicitly teach and reinforce healthy hygiene practices for students and staff, including washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

At a minimum, these protocols should include:

- Explicitly teaching and reinforcing healthy hygiene practices
- Face coverings

School Protocols for Promoting Healthy Hygiene Practices
<p>Adequate supplies of soap, hand sanitizer, disposable masks, gloves, and sanitation/disinfecting supplies will be kept on campus.</p> <p>Each student will be asked to have his/her own supplies at his/her desk to minimize sharing of supplies. Materials that do need to be shared will be disinfected prior to the next use.</p> <p>High touch surfaces will be disinfected throughout the day.</p>
<p>Explicit instruction of healthy hygiene practices</p> <ul style="list-style-type: none"> • Teach and reinforce proper handwashing technique, proper use of hand sanitizer, avoiding contact with one's eyes, nose, and mouth, covering coughs and sneezes, how to wear a face covering, face covering hygiene and proper wearing/taking off/storage of face coverings. • It will be verified by asking students to model these practices • Post signage in high visibility areas to remind students and staff of proper techniques for handwashing and covering of coughs and sneezes and other prevention measures. • Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings and hand sanitizers (with at least sixty percent ethyl alcohol) for staff and students who can safely use hand sanitizer. • Model, practice, and monitor handwashing, particularly for TK-3rd grades. • Develop routines to ensure students use hand sanitizer prior to and after using the restroom. • Students under the age of nine should use hand sanitizer only under adult supervision.
<p>Reinforcing healthy hygiene practices</p> <ul style="list-style-type: none"> • Individual teachers will reinforce hygiene practice on a daily basis for the first few weeks when we are back on campus. • Signage (developmentally appropriate) will be in all bathrooms to reinforce using pictures and words.
<p>Face Coverings</p> <ul style="list-style-type: none"> • Teachers and staff

- All adults must wear a cloth face covering at all times while on campus, except while eating or drinking.
- Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
- Any staff who is unable to wear a face covering will not be assigned to work with children.
- Students
 - All students (Kindergarten through 8th grade) are required to wear cloth face coverings:
 - while arriving and departing from school campus;
 - in any area outside of the classroom (except when eating, drinking, or engaging in physical activity);
 - while waiting for or riding on a school bus.
 - The school will be more restrictive and all students in grades K-8 will be required to wear face coverings while inside the classroom and in stable cohorts.
 - Please note, as of 7.17.2020, CDPH requires face coverings at all times for students in grades 3 and up.
 - Middle school/junior high school must use cloth face coverings when in the classroom even if they are in a stable classroom cohort.
 - Students excluded from face covering requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering.
 - Signage will be posted in high visibility areas to remind students and staff of (1) when and where face coverings are required and (2) appropriate use of face coverings.
 - The school will communicate with all staff and families regarding expectations for use of face coverings at school and how to wash face coverings.
 - The school will educate students, particularly younger elementary school students, on the rationale and proper use of face coverings
- Disposable masks are available for students and adults should their mask become unusable.
- Face covering breaks will be scheduled for students.
- Face shields are available for those who request them. Face shields will only be worn in addition to a face covering.
- For phonological instruction, teachers may wear a face covering with a clear section over the mouth

B.3. Cleaning and Maintenance

Health departments recommend frequent cleaning and sanitation of high touch surfaces and indoor spaces. When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions.

In addition, resource/equipment sharing should be limited to all extents practicable. Drinking fountains should be suspended or replaced with refillable water bottle stations. As of July 17, 2020, SCC currently allows play structure use if it is limited to one cohort at a time, students wash hands before/after use, and high touch surfaces are disinfected between cohorts.

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

At a minimum, these protocols should include:

- Sanitation schedule / responsibility

School Sanitation Protocol		
Category	Frequency/Schedule	Person(s) Responsible
Classrooms	End of day	Facilities Manager Custodial Service
Shared equipment/resources	End of day—red and green buckets will be used (red for unsanitized and green for sanitized (safe to use))	Facilities Manager Principal Teachers
Shared Spaces (hall, gym, etc.)	At lunch and at the end of the day	Facilities Manager
Front Office	Morning (after drop off is complete) After recess After lunch End of the Day	Office Manager
High touch surfaces	Classrooms—at lunch and at the end of the day	Classroom teachers
Restrooms	After class scheduled restroom breaks At lunch After school	Facilities Manager Principal Teachers
Faculty Room and Work Room	Morning (after drop off is complete) After recess After lunch	Office Manager

	End of the Day	
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B.4. Food Service

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

Please note that SCC also requires schools to follow the guidelines provided by the County Department of Environmental Health to prevent transmission of COVID-19 in food facilities.

At a minimum, these protocols should include:

- Student Food Service
- Adult Food Service

School Protocols for Student Food Service
ChoiceLunch is the hot lunch provider for the school. Lunches will be individually wrapped upon delivery and delivered directly to the class by a staff member. Students will be encouraged to bring an individual lunch from home.

School Protocols for Adult Food Service
The staff will bring their own lunch. If lunch is purchased, it will be individually wrapped meals. Staff will eat outside, to all extents possible. Staff will maintain physical distancing during lunch breaks and will not be allowed to eat in the faculty breakroom.

B.5. Extended Care/Extra-curricular Activities/Athletics/School Events

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

At a minimum, these protocols should include:

- School Events
- Extended Care
- Extra-curricular Activities
- Athletics

Please note - School events and extra-curricular activities must follow all physical distancing and cohort requirements. Field trips will not be taken at this time. Athletics are postponed through December and will be evaluated at that time.

School Protocol for School Events
School wide events will not be permitted. When more than one cohort will attend an in person event together, cohorts will remain 25 feet apart from each other and cohorts will not mix with one another. Visitors will not be permitted to participate. It will be a priority to schedule virtual events.

School Protocol for Extended Care
Extended Care is postponed and will be evaluated at a later date.

School Protocol for Extra-Curricular Activities
In person extra-curricular activities are postponed will be evaluated at a later date. All extra curricular activities will be held virtually until that date.

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

C. Monitoring

C.1. Health Screenings

All employees, students, and visitors will be screened prior to entering the school campus each day. This screening will include a questionnaire that includes the questions in the image below (as of July 8, 2020, SCC does not require an in-person temperature check). If an employee, student, or visitor answers affirmative to any of the screening questions, he/she must stay home. If a screening is performed at school and any employee, student, or visitor answers affirmative to any of the screening questions, he/she may not enter the school building and must leave the campus immediately.

Staff and students’ parents or guardians can conduct symptom screening at-home, prior to arrival. Symptom screenings do not need to be performed by a nurse or other health professional.

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

The screening questions recommended by Santa Clara County outlined in the figure to the right will be used on the daily health screening on Parent Square

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
Yes – STAY HOME and seek medical care.
2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.
Yes – STAY HOME and seek medical care and testing.
3. a. Have you had any one or more of these symptoms today or within the past 3 days?
<ul style="list-style-type: none"> <li style="width: 50%; margin-right: 50%;">• Fever or chills <li style="width: 50%;">• Shortness of breath or difficulty breathing <li style="width: 50%;">• Cough <li style="width: 50%;">• Loss of taste or smell
Yes – STAY HOME and seek medical care and testing.
b. Have you had any one or more of these symptoms today or within the past 3 days and that are new or not explained by another reason?
<ul style="list-style-type: none"> <li style="width: 50%; margin-right: 50%;">• Fatigue <li style="width: 50%;">• Sore throat <li style="width: 50%;">• Muscle or body aches <li style="width: 50%;">• Nausea, vomiting, or diarrhea <li style="width: 50%;">• Headache
Yes – STAY HOME and seek medical care and testing.

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

At a minimum, these protocols should include:

- Employee Screenings
- Visitor Screenings
- Student Screenings

School Protocols for Health Screenings
<p>Employees</p> <ul style="list-style-type: none"> • All employees will complete a daily health screening via Parent Square. • If any question is answered with an affirmative answer, the employee will be required to stay home. • Signs will be posted around campus instructing individuals not to enter campus if they are exhibiting any COVID-19 symptoms.
<p>Visitors</p> <ul style="list-style-type: none"> • Visitors will have limited access to school campus • Any parent/guardian coming onto campus must complete the health screening form via Parent Square. If a parent/guardian does not complete a health screening form

prior to arriving, he/she will be asked the screening questions before being allowed to enter the school building.

- If a parent/guardian answers affirmative to any question, he/she will not be allowed in the school building and will be required to leave campus immediately.

Students

- Parents will be asked to complete the health screening questions via Parent Square prior to arriving at school.
- Upon arrival, students will only be allowed to exit the car if they have completed the health screening.
- If any question is answered with an affirmative answer, the student will be required to stay home.

C.2. COVID-19 Testing and Reporting

As of August 7, 2020, Santa Clara County requires the following protocol for all schools:

Require students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.

- Positive test results:
 - Require that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
 - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, take actions as required in *Section 3 (Part D of the Plan)* below.
- Negative test results:
 - Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.
 - Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative.
 - Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation.
 - Documentation of negative test results must be provided to school administration.
 - (SCC Recommendation) In lieu of a negative test result, allow symptomatic students and staff to return to work/school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when *additional* designing school-specific protocols.

Surveillance Testing

In compliance with the [California Department of Public Health Guidelines](#), all school staff who have contact with students or other staff will participate in surveillance testing on a bimonthly basis as testing

capacity permits – rotating 50% of staff to be tested every month to ensure all staff are tested within a two-month period. Staff may be tested by their primary health care provider or at one of the community testing sites. A listing of community sites can be found at www.sccfreetest.org.

D. Response to Suspected or Confirmed Cases and Close Contacts

As of August 7, 2020, Santa Clara County requires the following protocol for all schools:

- Please note that this guidance may be updated by the County, and all schools must remain in compliance with the most recent County orders.

Suspected COVID-19 Case(s) Response:

- Identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms.
 - The Math Lab will be utilized as an isolation room
- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.

Confirmed COVID-19 Case(s) Response:

- School administrators should notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by emailing coronavirus@phd.sccgov.org and calling (408) 885-4214. Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws. Information concerning confidentiality can be found [here](#).
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.
- If stable classroom cohorts have been maintained: All students and staff within the same classroom cohort as the confirmed COVID-19 case should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and remain quarantined at home for 14 days.
- For middle schools/junior high schools, or any settings in which stable classroom cohorts have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. A close contact is someone who has been within six feet of the case for a prolonged period of time (at least 15 minutes) regardless of face covering use. Close contacts should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and should remain quarantined at home for 14 days.
- For all settings: Provide information regarding close contacts to the County of Santa Clara Public Health Department via secure fax or email.
- No actions need to be taken for persons who have not had close contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

Return to Campus after Testing:

Positive test results

- Symptomatic individuals who test positive for COVID-19 can return at least 10 days since symptoms first appeared AND at least 3 days with no fever AND improvement in other symptoms.
- Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result.

Negative test results

- Symptomatic individuals, who are not close-contacts and who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
 - Documentation of a negative test result should be provided to school administrators.
 - In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 7 days after exposure, and remain asymptomatic, can return 14 days after the date of last exposure to the case. If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case’s isolation period ends.

Communication Plan for Positive Cases

In compliance with the Santa Clara County Public Health Department, the school will use the County communication protocols and templates for the following 3 scenarios:

- When a student or staff member in a cohort has been in close contact with a COVID-19 case
- When a student or staff member in a cohort tests positive for COVID-19
- When a student or staff member tests positive in a non-cohort setting

Privacy requirements for FERPA and HIPAA will be maintained.

Triggers for Transitioning to Distance Learning

In compliance with the [California Department of Public Health Guidelines](#), the school will consult with the Santa Clara County Public Health Department and the Diocese of San Jose Department of Catholic Schools to determine when a temporary transition to distance learning is necessary. This transition will typically last for 14 days. During this time, cleaning and disinfection of the school campus will occur. While decisions for transitioning to distance learning will be made in consultation (taking into account local health conditions, geographic location, size of the campus, etc.), the decisions will be based on the following general guidelines from the California Department of Public Health:

Reported Positive Cases of COVID-19	Action
1+ staff/student in a stable cohort	Cohort transitions to Distance Learning
5% of staff/students in a school (within a 14-day period)	School transitions to Distance Learning
25% of elementary schools within the Diocese transition to Distance Learning as a result of the above (within a 14-day period)	All elementary schools within the Diocese transition to Distance Learning

E. Reopening Learning Plan

- The Reopening Learning Plan will be communicated to school parents and is available upon parent request.

F. Distance Learning Plan

- The Distance Learning Plan will be communicated to school parents and is available upon parent request. A full Distance Learning option is available for the 2020-2021 school year for all school families who request it.

G. Communication Plan

- Weekly newsletters will be posted to Parent Square for all families with updates on school plans.
- Virtual informational sessions for parents to share updates and elicit feedback.
- Parent Surveys to allow for feedback from individuals unable to make virtual information/feedback sessions.
- Updates at Parent Advisory Committee meetings, monthly.

Staff Training

All staff and volunteers participate in the online Diocesan Reopening Training, which outlines the guidelines for mitigating the spread of COVID-19 and maintaining a healthy work environment.

The school will also complete the following to train staff on the school-specific protocols:

- Zoom sessions will be held prior to reopening on health screening, hygiene, supervision, disinfecting
- Zoom sessions will be held prior to reopening to ensure that all know the protocol for suspected or confirmed cases of COVID-19
- Zoom sessions will be held to verify that all understand their role in reopening

H. Community Involvement

An initial draft of the reopening plan was created by a group of staff members, the leadership team, and principal. Updates were provided to families as to the progress. The initial draft was then shared with the entire staff, a group of parents who indicated that they wanted to provide input, and the pastor. A google form was used to elicit feedback on the plan. The feedback was posted in the principal's newsletter along with next steps. Revisions were then made to the draft. This new draft will be shared with the entire parent community where they will be asked for feedback.

In staff feedback, more clarification was added to the plan on sanitization and disinfecting protocols as well as who is responsible for each.

Twenty-one responses were gathered from parents. Questions surrounding arrival and departure will need to be evaluated as the plan is put into action as many questions surrounded these two times. More detail was also asked for on suspected or confirmed cases, which will need to be addressed with parents so they understand the SCCDPH guidelines.

Regular updates are scheduled for the parent community via Parent Square. One update is provided on Monday and the second on Wednesday each week. The Parent Advisory Committee meets once a month where they too will be provided with updates.

The revised plan was shared with the pastor on August 31st who will share it with the parish council. The revised plan was also shared via email with Archbishop Mitty High School administration on September 3rd to elicit any feedback/input/concerns as they are next door.