

DIOCESE *of* SACRAMENTO  
**CATHOLIC SCHOOLS**

**RETURN-TO-SCHOOL PLAN  
AND WAIVER APPLICATION:  
COVID-19 PROTOCOLS AND WAIVER COMPONENTS  
FOR SCHOOLS REQUIRING WAIVERS**

**St. James School**  
1215 B Street  
Davis, CA 95616



V 2.22

September 24, 2020

## PRINCIPAL'S MESSAGE

Dear St. James School Families:

Since March 16, 2020, we have experienced, and continue to experience, challenging times and uncharted territory. Everything—from school instruction, summer plans, the way we organize our daily life, etc.—has changed drastically. Through all of this, we have been working to plan our return to school and enhance distance learning program. Our main focus is the health, safety, and well-being of our entire St. James community.

The following plan has been developed with State and County guidelines to help mitigate, not eliminate, the COVID-19 pandemic. No single action can eliminate the risk of virus transmission, but collectively, with implementation of coordinated efforts, we can reduce risk.

Our Return-to-School document outlines how the St. James School community will practice virus mitigation when on campus. It is critical for all members of our community to take precautions when away from campus. We are asking more of our teachers and staff in order for our plan to work safely. We are also asking more of our students and families. What happens away from our school building does have a major impact on the risk of bringing the virus to our community. ***One of the most important expressions of being a community right now is doing your part to keep the virus away from school.*** We are asking our teachers, staff, students, and families to continue to observe social distancing, wear masks, and practice all other virus mitigation practices. While data points to the virus being less risky for our youth, the staff and other adults deserve the consideration to ensure their health and safety.

We are in the midst of celebrating our 55<sup>th</sup> anniversary. For 55 years, St. James has withstood many historical events, and this is another moment in our history. One of the many opportunities presented to all of us lately has been an acknowledgement of our shared humanity, and as the St. James School schoolwide expectations state, we are FALCONS who are “faith-filled disciples, academic thinkers, loving friends, creative artists, Olympian teammates, and environmental stewards.” While this upcoming school year will look different, our mission and values of our St. James community remain the same.

Live Jesus in Our Hearts, Forever!  
God bless,  
Heather Church, Principal

*2020-2021 Return-to-School Plan is a living document. This document will be reviewed and updated regularly to best navigate the COVID-19 pandemic. 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 2020-2021 Plan will be shared and updated to our community via SchoolSpeak.*



## INTRODUCTION

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

Our priorities are:

1. **Mission:** St. James School, in partnership with its parents, respects individual differences while striving to develop a Christian community. We dedicate ourselves to provide: academic excellence, opportunities for success, role models of Gospel values, and an environment that nurtures self-worth.
2. **Together:** Protecting our most vulnerable populations is a moral and ethical obligation in caring for others as a community.
3. **Safety:** Mitigating and slowing the growth of COVID in the context of returning to our community. 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. Cohorts: In the spirit of “reducing the denominator,” students are organized into discrete cohorts to minimize the spread of COVID-19 between groups.
  - b. Hygiene: Within cohorts, we will emphasize strong, hygienic practices.
  - c. Distance options: If a student or their family member is in a higher-risk group or families are feeling anxious or uncomfortable, we will give them the option of remaining part of the community and classroom by continuing remote learning once we have returned to campus for instruction.
4. **Social and Emotional Well-being:** St. James is committed to the social and emotional well-being of our students and staff. We must do our best to ensure a smooth transition back to school for our students and staff in any capacity they may need. We must work together to check-in with how they are feeling, assess individual needs, and provide the necessary support during these challenging times.
5. **Presence:** We are committed to keeping school open daily. We do not want to burden parents with challenging schedules that prevent them from working a full workday - we want our students at school in their cohort for the full day.
6. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level in their faith and all core academic standards.

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.



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# GENERAL PROTOCOLS

## Social Distancing

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying the Health and Human Services (HHS) recommended distance of 6 feet from others and eliminating contact with others whenever possible.

- All persons on campus will practice social distancing of six feet whenever possible and a minimum of three feet where impossible.
- Face coverings will be required by all when < 6 feet apart.
- Close contact interactions (for the purposes of determining contact tracing) is considered < 6ft and > 15 minutes. Cohorts 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 Cohorts

St. James School has one class per grade-level. Each class will be its own cohort. These cohorts will be stable and will have minimal contact with other groups or individuals who are not part of their cohort.

- Students will operate in cohorts at all times (courses, recess, lunches, etc.).
- Cohorts are not to share instructional spaces unless thorough cleaning occurs between uses.
- Students will have a designated space solely for their use in their classrooms and the extended care space.
- Students will not share workspaces, supplies, or work in groups (social distancing will be in effect).



## Family Choice

We understand that some students will need to learn from home throughout this pandemic, or families may choose to keep their child(ren) at home. All classes will be designed to support students from home via remote learning. We will not require families to give reasons for their choices, but ask that families stay in communication with us. We are a community and are here to serve our community's needs to the best of our ability.

## Shared Spaces

Employees are encouraged to disinfect their workspace multiple times throughout the day, paying special attention to commonly touched surfaces. St. James has alcohol-based hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces. Our site custodial team will clean all workspaces at their designated cleaning time and all rooms will be disinfected each evening with electrostatic misters.

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

## Classrooms

- Student desks will be designated for each person and desks will be spread out to maximize space.
- Windows will be opened for proper ventilation.
- Classroom rugs and superfluous furniture will be removed and individual desks installed.
- Students have their own designated desk with their own supplies and water bottle.
- Student desks will have personal class shield dividers.
- Teachers will utilize outdoor space as much as possible.

## Other Facility Adjustments

- Outdoor drinking fountains are turned off.
- Hooks are installed outside of the Science lab for student backpacks.

## Office Capacity

- Site will restrict the number of persons in the offices to maintain social distancing.





## Staff Lounge

- Staff lounge will be closed except for a scheduled copy machine use time.
- Staff meetings will be virtual or socially distanced, even for employees in the same office or school.
- This area will be closed for eating. 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.

## Asmundson Room/Memorial Center

- The Asmundson Room will be converted for use to ensure social distancing in the after school Extended Care program.

## Screening

- Students, parents, and staff must conduct a daily self-check ([See Appendix C Protocol Signage](#)) 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 ([See Appendix B](#)). St. James School is using a Google Form 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.**
- When students arrive to their classroom each morning, their temperature will be taken by the classroom teacher or aide prior to entering the classroom.
- 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.



## 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

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

St. James School will have extra masks on hand for people who come on 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.

Per [CDPH/CalOSHA Industry-Specific Guidance](#):

- Face coverings must be used in accordance with CDPH guidelines unless a person is exempt, as explained in these guidelines.
- The school will review the proper wear and care of face coverings with all staff, students, families, and anyone present on campus.
- The school shall frequently remind students and staff not to touch the face covering and to wash their hands frequently.
- Information for staff and families in the school community on the proper use, removal, and washing of cloth face coverings can be found here: [How to Wash Masks](#)
- Training has been provided on policies on how people who are exempted from wearing a face covering will be addressed (see policies below).

## FACE MASKS FOR STUDENTS



The CDPH guidelines strongly encourage masks for children 2 years through 2nd grade, and mandate them for older students; 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.
- Students engaging in socially distanced (6' separation) outdoor physical activity.
- Persons who have difficulty breathing or who are otherwise unable to remove the face covering without assistance may only be exempted from wearing a face mask with the express permission of the principal, and only after the principal has explored other options, like distance learning, to accommodate the individual.

A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced.

When a cloth face covering is temporarily removed, it should be placed in a clean area such as a lunchbox or paper bag sent from home. If needed, paper bags (marked with the student's name and date) will be available 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.

- **In limited situations**, where face coverings cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs) **a face shield can be used by staff** in the classroom instead of a cloth face covering as long as the wearer maintains physical distance from others. Staff must return to wearing a face-covering outside of the classroom.”<sup>1</sup>

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

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

- Students engaging in socially distanced (6' separation) outdoor physical activity.
- **In limited situations** where face coverings cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs) **a face shield can be used** by staff in the classroom instead of a cloth face

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



covering 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: [CDC Guidelines Use of Masks](#)

## Gloves

- **All custodians and food services personnel must wear gloves**
- St. James School will 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 ([See Appendix D](#)).
- The principal will review the full Return-to-School plan with faculty and staff prior to students returning to campus.
- Parents must review and acknowledge the plan prior to their students returning to campus. Principals will present the plan to their communities 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 ([See Appendix B](#)).
- Teachers will provide initial and routine instruction in social distancing and health practices to their students in keeping with all provisions of this protocol.
- St. James School will highlight any changes to this Plan via their information system, and post the updated Plan 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, friendships, salads, etc.)

## Educational Achievement Specialist (EAS) Support

Students who receive EAS services will be supported in the following ways:

- Students will be scheduled at various times in Mrs. Banister's room, the St. Ignatius room, and/or outdoors to allow for social distancing and disinfecting of area.
- Virtual sessions will be utilized for students not at school due to remote learning.

## Cleaning & Disinfection Routine

St. James School will use disposable paper towels for student sanitation purposes:

- Students will be provided with clean paper towels at each interval that requires cleaning of their areas.
- Teacher will spray the area with 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 cohorts, 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

Food delivery, outside those provided through the school's official food service programs, and student sharing of food items is not permitted. Personal package deliveries are not permitted.

## Travel Restrictions

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

## COVID Symptoms and Case Response

### Definitions

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

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

### 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 Tracer is: Laura Spelman, Office Assistant
- Contact tracer is trained and completed the following courses on contact tracing:
  - Coursera Option: <https://www.coursera.org/learn/contact-tracing-for-covid-19>
  - Contact Tracing Course: <http://www.uclaextension.edu/ca-vta>



## Symptoms

### Students

- Fever of 100.4 degrees or higher
- Chills
- Cough
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Fatigue
- Muscle or body aches
- New onset of severe headache, especially with a fever
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Diarrhea, vomiting, or abdominal pain
- 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
- Diarrhea, nausea or vomiting

## 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 use the school's designated testing laboratory:



Alcala Testing & Analysis Services  
David Hogan  
760-705-0803  
davidhogan@alcalalabs.cpm

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





## 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> All symptomatic persons 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>• Persons who have symptoms consistent with COVID-19, even with a negative test, should continue to isolate until they meet CDC criteria for discontinuation of isolation, unless they have a note from a medical provider that provides an alternative diagnosis.</li> </ul> <p>All persons in the COVID-positive person’s cohort 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 (page 18).</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 instructed to quarantine/monitor for symptoms, even if they test negative, for a full 14 days after last exposure to the person testing positive for COVID.

Household contacts can end quarantine 14 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 14 days.
- Close contacts include the entire cohort and any non-cohort members who have been within 6 feet for 15 minutes or more.
- Even if a cohort 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>Persons who have symptoms consistent with COVID-19, even with a negative test, should continue to isolate until they meet CDC criteria for discontinuation of isolation, unless they have a note from a medical provider that provides an alternative diagnosis.</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 14 days after the date of last exposure to COVID-19 positive non-household contact.</li> <li>Household contacts can end quarantine 14 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 E](#))

**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:

**State Criteria for Allowing In-Person Instruction:** ([as of August 28, 2020](#))

- a) **Closure:** A school must close in-person instruction if the County is placed on the widespread tier (purple/tier 4). If the County is added to the widespread tier before school resumes, schools must conduct distance learning until the county meets the criteria for the substantial tier (red/tier 3) for 14 days. If the County is added to the widespread tier, superintendents (in consultation with labor, parent, and community organizations) may request a waiver for elementary schools for in-person instruction. The county department of public health publishes, reviews, and approves all waiver applications.
- b) **Reopening:** The school can reopen in-person instruction after the County has been in the substantial tier for at least 14 days. The county department of public health publishes, reviews, and approves all waiver applications.

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

- c) **Individual School Closure:** Closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the County Health Officer. For example, school closure may be appropriate in any of the following scenarios:
  - i) Multiple cases in multiple cohorts at a school.
  - ii) There are at least 5 percent of the total number of teachers/student/staff cases within a 14-day period, depending on the size and physical layout of the school.
  - iii) Public health investigation or other local epidemiological data results in the County Health Officer recommending school closure.
- d) **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:
  - i) Cleaning and disinfection have occurred.
  - ii) Public health investigation is complete.
  - iii) 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 [COMMUNITY, WORK & SCHOOL](#)). In addition, the process outlined below will routinely serve to protect everyone and reduce the risk of spread of infection.

### Product Guides

#### Hand Sanitizer

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

- Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
- Do not use hand sanitizers that may [contain methanol](#), which can be hazardous when ingested or absorbed.

#### Cleaner

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

### General Disinfection Measures

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, microwaves, coffee machines	At the end of each use/day
<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.
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, we have considered alternatives such as installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.
- Classroom and facility air filters have been upgraded to MERV-13 filters.
- Replace and check air filters and filtration systems to ensure optimal air quality on a schedule.
- Ensure proper ventilation during cleaning and disinfecting.
- When cleaning, air out the space before children arrive; plan to do a thorough cleaning when children are not present.

## School Procured Additional Supplies

Item	Quantity	Notes
Hand Pump Sprayer	1/classroom	For teachers to spray desks for students to wipe down.



Staff Gloves	500 count/class	Nitrile gloves
Cleaning Solution		Alcohol-based
Electrostatic Mister	2/school	Used daily to disinfect entire school
Student wipes		For cleaning personal work surface in classroom
Restroom Soap Dispensers	12/school	Automated
Hand Sanitizer Dispensers	12/school	Automated
IR Therm	12/school	Housed in the school office, individual classrooms, and Extended Care
Acrylic/Plexiglass		Office counter, principal office desk, TK/K table barriers, individual student barriers, and other areas where needed

## 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	With drinking fountains turned off, students will be encouraged to fill bottles at home.
Clean cloth face mask	1 or more/day	
Towel	1	Students will bring a towel or beach towel for use to sit on during outdoor instruction, work, or lunch.

## Facility Adjustments

- Office to be installed with an autosense hand sanitizer dispenser and soap dispenser in the nurse's station.



- Asmundson Room has been converted to a space to ensure social distancing in Extended Care.
- Science lab converted to 5<sup>th</sup> grade classroom to allow for social distancing.
- Autosense soap to be installed in all restrooms.
- Autosense hand sanitizers to be installed throughout campus.
- Classroom rugs, group tables, and extra furniture have been removed and individual desks or tables installed with six-foot gapping between student stations.
- 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 will be posted around campus and distributed to families.
- Electrostatic disinfecting machines have been purchased for daily disinfecting of entire campus.





## School Schedules and Routines

### Morning Drop-Off

Drop-Off Hours: 8:05AM – 8:25 AM

Staffing: Teachers and Aides



#### Protocol:

- Gates open at 8:05am. All drivers drop students at the designated gate.
- Drivers whose last name begins A-M will use the B Street parking lot and gate entrance. Drivers whose last name begins with N-Z will use the 14<sup>th</sup> Street parking lot and gate entrance. (TK and K families are welcome to use the B Street parking lot and gate entrance as it is a much closer distance to the TK and K classrooms.)
- Children exit the vehicle from the passenger side (with mask on) and have belongings with them.
- Drivers should not leave the vehicles.
- Both 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.



## 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 (Zone 1, Zone 2, and Zone 3). Play structures will not be in use.

### Morning Recess

During recess time, students in Zone 1 will use the courtyard bathrooms. Students in Zone 2 and Zone 3 will use the bathrooms in the Memorial Center.

GRADE	AM RECESS
TK	10:00-10:25
K	10:15-10:40
1	10:25-10:45
2	10:30-10:45



<b>3</b>	9:55-10:10
<b>4</b>	9:55-10:10
<b>5</b>	9:55-10:10
<b>6</b>	10:45-11:00
<b>7*</b>	10:45-11:00
<b>8*</b>	10:45-11:00

\*Not included in waiver.



## Lunch

During lunch, students must remain in their cohort.

### Schedule:

Time	Activity	Grade Level (Teacher or Aid Staffing)			
11:30-11:50	Lunch	3 (Aide)	4 (Aide)	5 (Aide)	
11:50-12:10	Recess	3 (Aide)	4 (Aide)	5 (Aide)	
12:00-12:20	Lunch	TK (Aide)	K (Aide)	1 (Aide)	2 (Aide)
12:20-12:40	Recess	TK (Aide)	K (Aide)	1 (Aide)	2 (Aide)
12:30 – 12:50	Lunch	6 (Aide)	7* (Aide)	8* (Aide)	
12:50-1:15	Recess	6 (Aide)	7* (Aide)	8* (Aide)	

**Protocol:** Students will eat lunch at their assigned seats in their classrooms. The hot lunch program, staffed internally by a masked and gloved aide, will deliver to classrooms. Students will put their trash in their classes' hall trash can. Students will recess in separate areas of the campus (Zones 1-3). Play structures will not be in use.

\*not included in waiver

## Masses

Mass, prayer services, and other faith events must be held in accordance with Diocesan guidelines for Mass. This includes holding such events outdoors, with 6 feet distance between students, all participants in masks, no singing, and no commingling of cohorts. If the school is operating under a waiver, such events during the school day are limited to the grades which have received a waiver.



## After School Pick-Up

**Location:** B Street parking lot loop

**Waiting area:** 14 Street parking lot

**Dismissal Time:** St. James School will have a staggered dismissal time.

- 2:40pm TK/K/1<sup>st</sup>/2<sup>nd</sup> grade
- 2:55pm 3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> grade
- 3:10pm 6<sup>th</sup>/7<sup>th</sup>\*/8<sup>th</sup>\* (\*not included in waiver)

**Minimum Day Dismissal Time:** St. James School will have a staggered dismissal time.

- 11:40am TK/K/1<sup>st</sup>/2<sup>nd</sup> grade
- 11:55am 3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> grade
- 12:10pm 6<sup>th</sup>/7<sup>th</sup>\*/8<sup>th</sup>\* (\*not included in waiver)

**Staffing:** Teachers and Aides

### Protocol:

- Parking lot gates will open beginning at 2:30pm.
- Students will be guided to their designated pick-up location on the sidewalk of the B Street parking lot loop. Students will wait with their teacher and grade-level cohort.
- Children should enter the vehicle from the passenger side.
- Drivers should not leave their vehicles.

## Extended Care

**Hours of Operation:** Morning Shift 7:00am-8:05am; Afternoon Shift 2:40pm-6:00pm

**Staffing:** School employees

**Protocol:** Extension will be held in the converted cafeteria space (Asmundson Room) with distanced and assigned student desks. Each student will have their own supplies, and the space has its own set of restrooms. They will be the only population to use the space during the course of the day. The facility will be cleaned between shifts. Parents will pick-up and drop-off at the cafeteria entrance; they will not be admitted into the space.



## APPENDIX A: FAQ

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

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

### **What about the traditional before school starts recess?**

*There will be no outdoor before school recess. Students will go directly to their classroom upon arrival instead of recess before school from 8:05-8:25 AM.*

### **What if a student needs to use the restroom?**

*Restroom time is scheduled for cohorts on an hourly basis to support social distancing. Restroom use outside the allotted time will still entail social distancing, and follow restroom sanitation protocols. If a student must use the restroom outside the allotted time, they shall go to the restroom, wait on the designated marks (6 feet apart) until the restroom is available, and then return directly to class, maintaining social distance and wearing a face mask at all times.*

### **What is the plan for inclement weather recess and physical education?**

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

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

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





## APPENDIX B: FACILITY ADJUSTMENTS



## APPENDIX C: PROTOCOL SIGNAGE



### Additional Details

- Please Keep Safe Distance will be used to make 6 foot spots in the hallways.





## Surface Cleaning

ROMAN CATHOLIC  
DIOCESE OF SACRAMENTO



COVID 19  
RESPONSE PROTOCOLS

### SURFACE CLEANING

STAFF	<b>SPRAY</b> 	<b>WAIT</b> 	<b>WIPE</b> 	STUDENT	
		<b>FOLD</b>			<b>BAG</b>

**BEFORE & AFTER SNACK & LUNCH**

### Additional Details

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



## Restroom Use

ROMAN CATHOLIC  COVID 19  
 DIOCESE OF SACRAMENTO RESPONSE PROTOCOLS

### RESTROOM USE

**LOOK, ENTER IF OPEN SINK**



**STOP**

**1**



**PER**





**USE STALL**



**PREP TOWEL**



**WASH**

**RESPECT EVERYONE'S SPACE**

---


### Additional Details

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



# 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



## Daily Health Screening (St. James School employees)

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: \_\_\_\_\_



# Student Checklists

## Home Checklist for the Front Door

A vertical checklist graphic with a white background and a blue and red color scheme. At the top is a school crest. Below it, the text "GOOD MORNING!" is centered. A red horizontal band contains three items: "SMILE" with a smiley face icon, "CHECK TEMPERATURE" with a person's head and a thermometer icon, and "WASH" with a hand-washing icon. Below this is a blue horizontal band with three items: a pencil holder icon, a hand-washing icon, and a checklist icon. The text "DO YOU HAVE YOUR SUPPLIES?" is centered below these icons. At the bottom of the graphic, the text "HAVE A GREAT DAY!" is centered. A thin gold line separates this from a white footer containing the words "FAITH", "COMMUNITY", and "GROWTH" spaced out.

**GOOD MORNING!**

SMILE CHECK TEMPERATURE WASH

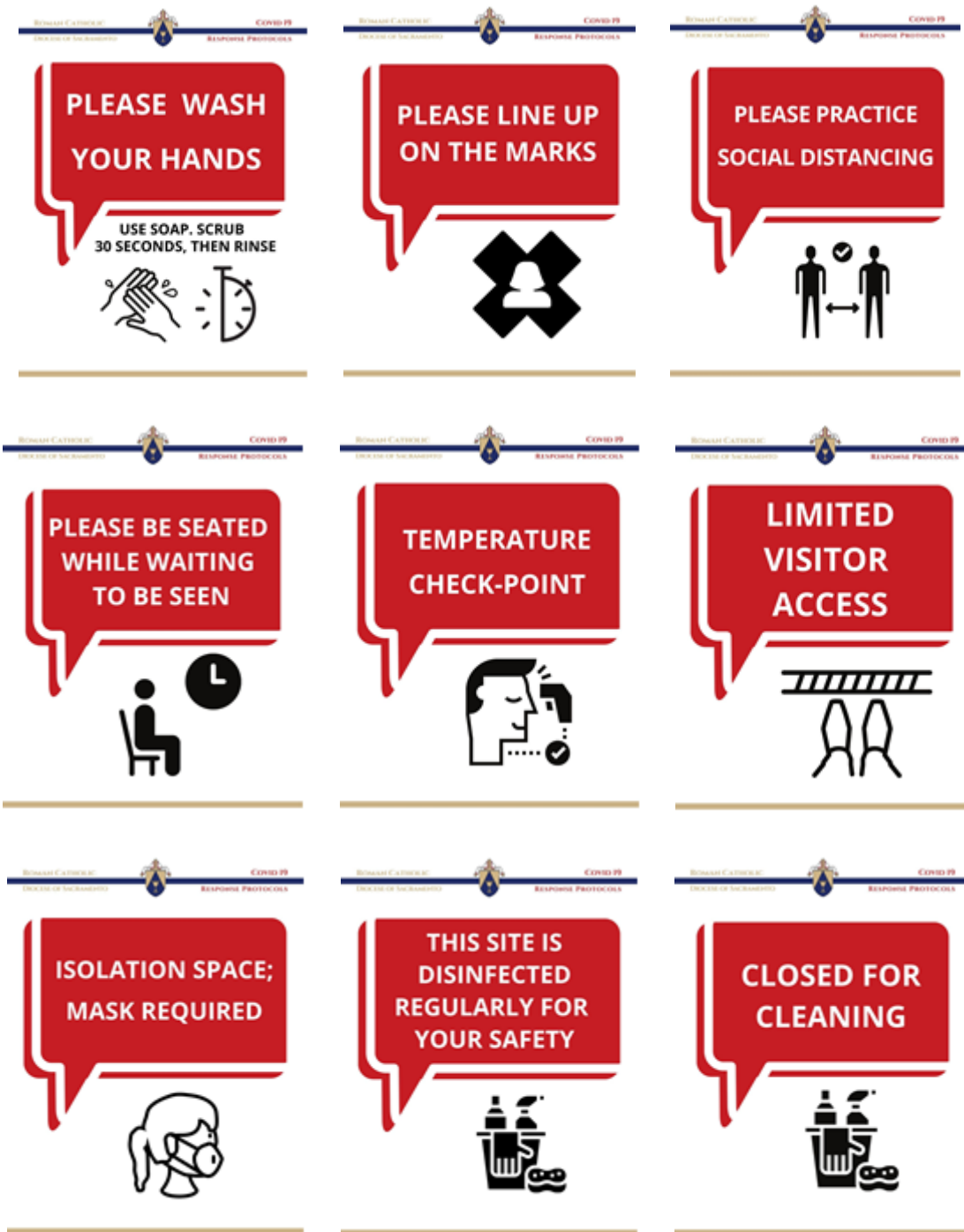
DO YOU HAVE YOUR SUPPLIES?

**HAVE A GREAT DAY!**

FAITH COMMUNITY GROWTH




# Additional Facility Signage





## 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.

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Diocese of Sacramento Catholic Schools  
[www.scd.org/schools](http://www.scd.org/schools)

Symptoms of COVID-19  
Revised 8/09/20 02





### Student and Parent Self-check for Symptoms of COVID-19

- Fever of 100.4 degrees or higher
- Chills
- Cough
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Fatigue
- Muscle or body aches
- New onset of severe headache, especially with a fever
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Diarrhea, vomiting, or abdominal pain



# Restroom Daily Checklist

Date: \_\_\_\_\_ Restroom Area (circle): boys girls Memorial Center

Area/ Time	Before School	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	End of Day
Floors									
Sinks									
Toilets									
Toilet Paper									
Soap									
Urinals									
Towels									
Trash									



## APPENDIX D: AGENCY UPDATES

### Yolo County COVID Community Testing

Information for students and families:

<https://covidtesting.yolocounty.org>

CA Department of Public Health Guidance <https://covid19.ca.gov/pdf/guidance-schools.pdf>

### CDC Decision-Making Tree

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

### 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



## 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



# St. James School

*Building Faith • Building Minds • Building Futures*

[Date]

Dear St. James 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 St. James 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 child for symptoms and keep him/her 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.

Yolo County Public Health has been notified. St. James 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. Additional resources can be found at the following website:

Yolo County COVID-19 information (local news and data, testing information, and more):

<https://www.yolocounty.org/health-human-services/adults/communicable-disease-investigation-and-control/novel-coronavirus-2019>

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

Thoughtfully,

Heather Church, Principal

1215 B STREET, DAVIS, CA 95616 • 530.756.3946 • SJSDAVIS.COM



## Close Contact Letter



# St. James School

*Building Faith • Building Minds • Building Futures*

[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 at least 15 minutes. The last date of known exposure was \_\_\_\_\_[date].

Yolo County Public Health advises that your child immediately stay at home, except to get medical care, even if he/she does 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. 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 Yolo 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 a 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.

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

- Yolo County COVID-19 information (local news and data, testing information, and more): <https://www.yolocounty.org/health-human-services/adults/communicable-disease-investigation-and-control/novel-coronavirus-2019>
- 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.

Thoughtfully,

Heather Church, Principal

1215 B STREET, DAVIS, CA 95616 • 530.756.3946 • SJSDAVIS.COM





## Symptoms Letter



# St. James School

*Building Faith • Building Minds • Building Futures*

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.

To return to school, wait at least 10 days after symptom onset, 24 hours with no fever (and no fever reducing medication), and improvement in other symptoms. 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 your child tests positive, please notify school administration immediately.** If your child tests negative for COVID-19, he/she should remain home at least 24 hours with no fever (without fever reducing medicine) and symptoms improvement. 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, or, follow the 10 days after symptom onset, 24-hour fever-free rule outlined above.

Our Remote Learning Liaison will connect with you ASAP to discuss providing instruction during this hiatus.

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:

- Yolo County COVID-19 information (local news and data, testing information, and more):  
<https://www.yolocounty.org/health-human-services/adults/communicable-disease-investigation-and-control/novel-coronavirus-2019>

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

Thoughtfully,

Heather Church, Principal

1215 B STREET, DAVIS, CA 95616 • 530.756.3946 • SJSDAVIS.COM





## Scenario 3 - Quarantine Letter



August ZZ, 2020

Dear X School Parent or Guardian,

This letter serves as notification that a student or staff member of your cohort at St. James 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, Yolo 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.

The members of your family who were on campus that day must quarantine and monitor for symptoms for a full 14 days after August ZZ. *Testing does not shorten the 14-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 Heather Church at (530) 756-3946.

Sincerely,

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



## APPENDIX F: DISTANCE LEARNING

The Distance Learning opportunities provided by St. James 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 the child when the time comes to return.
- B. Cohort Distance Learning - If the health department sends a cohort to distance learning, the entire cohort will be provided with a daily program that will include 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 cohort scenario, but with additional whole school content such as streamed announcements, masses, assemblies, and music. Students on independent, remote learning will be folded into the entire site distance learning program.

### Distance Learning

#### Communication

- Principal and teachers will post and email weekly announcements on SchoolSpeak to parents.
  - Friday prayer service link will be shared with parents on SchoolSpeak.
- Teachers post daily/weekly lesson plans for students and parents.
  - Lesson plans are posted on Google Classroom.
- Classroom teachers and aides are available throughout the school day to respond to student (and parent) questions, concerns, and needs.
- St. James School is focusing on building community and individual relationships with students and families.
- Teachers are available 8:00am-3:30pm along with additional times.



- It is important for students to learn to communicate their needs with their teachers. Teachers will also focus lessons on etiquette during distance learning, including appropriate emails and Zoom expectations.
- 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

- Google Forms are used to collect attendance data. Data is compiled using Google Sheets.
- This attendance form will be emailed every day before 8:00 am during our Distance Learning Days.
  - Parents complete this attendance form EVERY school day before 9 am for EVERY child in your family to be counted as present.
  - Parents submit a separate form for each child daily.
  - Only one parent needs to respond to the daily attendance email.

## Daily Lesson Plans

Lesson plans will be posted each day on **Google Classroom**.

## School Day

The school day will begin between 8:30 and 9:00 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

- Prayer**
- English Language Arts**
- Math**
- Religion and Virtue Education**
- Social Studies**
- Science**
- Enrichments (PE/Music)**
- Check-Ins** with individual students or small groups



- ❑ **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 shared with 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

- Students who do not have a home device will have the option to check out a device from St. James School.
- Families will review and sign a technology agreement.
- Teachers will provide student and parent support in using the school communication platforms.
- Teachers will send websites and apps that will be used and include student log-in information.

Here are some of the applications and sites that St. James School will be commonly using 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.

### School Communication Platform

#### Google Classroom

- Examples of Synchronous Instruction Platforms
  - Zoom
  - Google Meets



- 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.
- Examples of Asynchronous Instruction
  - Accelerated Reader
  - Freckle
  - Black Catholic History
  - Nearpod
  - We Believe
  - Studies Weekly
  - Mystery Science
  - Elevate Science
  - Envision Math

## 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). Posts content for Teacher Liaison review a week in advance for collaborative and clarification purposes.

#### Teacher Liaison

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



**Student**

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

**Next Steps & Additional Information**

Should your child's cohort or the school move to distance learning, this remote learning schedule would change to a full distance learning schedule (more streamed course content, etc.)



## 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 an online 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 Pastoral Council 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 and surveys held 8/3, 8/5, 8/6, 8/11, 9/10
    - i. August staff survey results: 4.5% of staff in support of waiver; 95.5% of staff not in support of waiver
    - ii. September staff survey results: 27.3% of staff in support of waiver; 72.7% of staff not in support of waiver
  - b. Parent meetings and surveys held 8/6-8/13 and 9/10-9/15
    - i. August parent survey results: 22.2% of parents in support of waiver; 77.8% not in support of waiver
    - ii. September parent survey results: 56.7% of parents in support of waiver; 43.2% of parents not support in waiver
  - c. Pastor meetings and Parish Council meeting held 8/6, 8/7, and 9/14
    - i. August meeting: pastor and council were not in support of waiver
    - ii. September meeting: pastor and council in support of waiver





## 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](#)

**Cohorting:** 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 cohort.

Go to: [Student Cohorts 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 cohorts.

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>

