

DIOCESE *of* SACRAMENTO
CATHOLIC SCHOOLS

UPDATED RETURN-TO-SCHOOL PLAN

COVID-19 PROTOCOLS
FOR ELEMENTARY SCHOOLS

St. John Notre Dame

Learning and Serving with Christ



V 8.0

January 1, 2021

INTRODUCTION

We have created this plan to mitigate the impact of COVID-19 and help our employees, students, and families feel safe upon returning to our school. Our needs and responses are different from public schools. Our site populations are relatively small, and we do not face certain complications like bussing, large special needs populations, collective bargaining, and ADA funding mechanisms. The guidelines in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), California Department of Public Health (CDPH), and county health departments.

Our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID in the context of returning to our ministry. Understanding that there is an inherent risk to being in session on campus while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need to maintain a semblance of normalcy for our children and their development.
 - a. **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 practice.
 - c. **Distance options:** If any family so desires, we will give them the option of continuing independent, remote learning, with the understanding that we will work together to minimize change and disruption for students.
2. **Presence:** Keeping school open daily. We do not want to burden parents with challenging schedules that prevent them from working a full workday - we want our students at school in their cohort for the full day.
3. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level in their faith and all core academic standards.

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



TABLE OF CONTENTS

INTRODUCTION	1
GENERAL PROTOCOLS	5
Behavioral Assessments	5
Antigen Screening	5
Social Distancing	5
Student Cohorts	6
Shared Spaces	6
Classrooms	6
Other Facility Adjustments	7
Office Capacity	7
Staff Lounge	7
Hall/Gym	7
Screening	7
Personal Protective Equipment (PPE)	8
Face Coverings	8
Gloves	10
Staff Training and Family Education	10
Delivering Instruction	10
Cleaning & Disinfection Routine	11
Healthy Hygiene Practices	11
Visitor & Volunteer Protocols	12
Food & Package Delivery	12
Travel Restrictions	12
COVID Symptoms and Case Response	13
Contact Tracers	13
Symptoms	13
Testing	14
Response to Confirmed/Suspected COVID-19 Cases and Close Contacts (TABLE 1)	15
Steps to Take in Response to Negative COVID-19 Test Result (TABLE 2)	17
SAFE ENVIRONMENT	18
Product Guides	19
General Disinfection Measures	19
Safe Water	19
HVAC Considerations	20



School Procured Additional Supplies	20
Supplies Provided by Families/Students	21
FACILITY ADJUSTMENTS	21
School Schedules and Routines	23
Morning Drop-Off	23
Recess and Physical Education	24
Morning Recess	25
Lunch	26
Masses	28
After School Pick-Up	28
Extended Care	29
APPENDIX A: FAQ	30
APPENDIX B: FACILITY ADJUSTMENTS	31
APPENDIX C: PROTOCOL SIGNAGE	33
Daily Health Screening (Adults)	41
Additional Facility Signage	43
Student Symptom Decision Tree	44
Symptom Flyer	45
Adult Checklist	46
Student Checklist	47
APPENDIX D: AGENCY UPDATES	49
CDPH Guidance: https://covid19.ca.gov/pdf/guidance-schools.pdf	49
Sacramento County COVID Community Testing	49
CDC Decision-Making Tree	49
Campus Access	49
Hygiene and PPE	49
Cleaning and Disinfecting	49
Information for Staff Training	49
Communication with School Community	49
Food Services	49
APPENDIX E: COMMUNICATIONS	51
Cases and Exposures Correspondence	51
Confirmed Case Letter	51
Close Contact Letter	52
Symptoms Letter	53



Scenario 3 - Quarantine Letter	54
APPENDIX F: DISTANCE LEARNING	56
Overview	56
Roles and Responsibilities	56
Parent Communication	56
Technology Support	57
Student Communication	58
Assignment Delivery	58
Teachers' Availability to Students	59
Attendance	59
Acknowledgement and Consent	60
Independent, Remote Learning for Students	64
Overview	64
Roles and Responsibilities	64
Next Steps & Additional Information	64
APPENDIX G: APPLICATION FOR WAIVER	65
Waiver Application Cover Form	65
Background Information	65
APPENDIX H: POST-BREAK QUESTIONNAIRE	69
APPENDIX I: SAMPLE TESTING LETTER AND WAIVER	71



GENERAL PROTOCOLS

Behavioral Assessments

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

Antigen Screening

- In response to the recent dramatic spike in Covid-19, and as a condition for a return to on-site learning, schools may require employees and students wishing to return to campus to undergo antigen screening by our medical partners Urgent Care Now, Inc. at a place and time as designated by the Catholic School Department. A sample test letter and waiver form are available in [Appendix I](#).
- Should families not wish to test with Urgent Care Now, they may provide their own Covid-19 test result issued by a licensed medical provider. The time at which the test was taken must be less than 72 hours from the intended return to campus.
- We are currently providing for the testing of employees and middle school students in a number of locations, and will update screening policy based on our analysis of results in collaboration with county health departments.
- Should families not wish to undergo antigen testing or provide their own test result, students will be required to remain in distance mode until such time that the school discontinues mandatory testing.

Social Distancing

- All persons on campus will practice social distancing of six feet or more as practicable.
- Close contact interactions (for the purposes of determining contact tracing) is considered less than 6ft and longer than a cumulative total of 15 minutes or more over a 24-hour period.
- 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

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

- Outdoor spaces will be utilized as much as possible.
- 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 and staff will not share workspaces or supplies.

Shared Spaces

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

Classrooms

- Student desks will be designated for each person and desks will be spread out to maximize space. Where individual desks are not available, proper spacing will be utilized.
- Windows and doors, weather permitting, will be opened for proper ventilation.
- Classroom group tables and superfluous furniture will be removed and individual desks installed, in grades 1 through 8 classrooms.
- Students have their own designated desk/space with their own supplies and water bottle.
- Student backpacks will remain with the student throughout the day.
- Teachers will utilize outdoor space as much as possible.
- Plexiglass protective barriers between teachers and students have been installed in classrooms.



Other Facility Adjustments

- Extended Care, the Tech Lab, and the gym will be safely divided to accommodate sub cohorts, if necessary.
- Water bottle filling stations have been installed throughout campus to replace drinking fountains wherever possible.

Office Capacity

- SJND will restrict the number of persons in the offices to maintain social distancing.
- Only one family at a time is allowed to be in the front office along with office personnel.
- Plexiglass protective panels have been installed between office personnel and visitors.

Staff Lounge

- Staff lounge will restrict the number of persons in the lounge to two employees at a time, well distanced. Employees are encouraged to access what they require and quickly vacate the area. Employees are requested not to eat in this area. Devices/surfaces touched should be cleaned after each use.
- Copy machine area is also likewise restricted to two persons at a time, well distanced. Devices/surfaces touched should be cleaned after each use.
- Staff meetings will be virtual, even for employees in the same office or school.
- Shared appliances such as the coffee machine refrigerator and microwave can be used one employee at a time and will be disinfected often.

Hall/Gym

Halls and gyms can serve alternate uses as needed, so long as the protocol is followed.

Screening

- **Please see the updated symptom checklist on page 38. This protocol now distinguishes between higher-risk and lower-risk symptoms.**
- Students and staff must conduct a daily self-check ([See Student Symptom Decision Tree](#)) before they come to campus.
- Designated screeners: School employees may all function as designated screeners for students and non-employees. The principal or school office staff may serve as screeners for faculty and staff if a third-party screener is required.
- A temperature check and symptom check will be conducted for all persons entering campus, and staff will complete an additional screening document ([Adult Checklist](#)).



A school may opt to use a Google Form or similar electronic document for employees as approved by the Catholic School Department. Unless otherwise so directed by the county health officer, the maximum temperature for someone to be admitted to campus is 100.4 degrees Fahrenheit.

- During the day, any person experiencing or showing symptoms will report to the office designated isolation space for screening.
- The principal will retain a record of employee temperatures in a locked cabinet for a minimum of 90 days.
- If a staff member already at school shows symptoms described above, a supervisor will allow them to go home without penalty for that day.
- The Diocese is working with County Health Departments to provide testing for students and employees at regular intervals. Principals have received an HR memorandum to that effect.
- The school principal and/or contact tracers shall update the Catholic School Department Executive Assistant every Monday morning regarding confirmed COVID-19 cases amongst staff and students from the previous week.

Personal Protective Equipment (PPE)

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

- Wash your hands often with soap and water for at least 30 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.

Face Coverings

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

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

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

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.



- Teaching and reinforcing the use of face coverings, or in limited instances, face shields: 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: <https://bit.ly/washingfacecovering>
- Training will be 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 secure personal unit (pocket, lunch pail, clean bag labeled with student name/date, etc.) 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.”¹

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 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:
<https://bit.ly/washingfacecovering>

Gloves

- **All custodians and food services personnel must wear gloves**
- Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.
- Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Staff Training and Family Education

Delivering Instruction

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

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



- Parents must review and acknowledge the plan prior to their students returning to campus. Principals will present the plan to their communities by webinar and make themselves available for questioning.
 - The school will distribute all diocesan communication and public service announcements pertaining to the plan.
 - The school will draw particular attention to at-home and at-school screening, PPE, and hygienic procedures and materials ([See Personal Protective Equipment \(PPE\)](#)).
- Teachers will provide initial and routine instruction in social distancing and health practices to their students in keeping with all provisions of this protocol.
- Schools will 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.)

Cleaning & Disinfection Routine

- Teachers will spray the area with disinfectant to ensure proper coverage and wait times.
- Paper towels will be utilized for wiping where necessary and disposed of properly.
- The site custodial team will clean and disinfect all workspaces at their designated cleaning time each evening utilizing an electrostatic device that is equipped to disinfect specifically for the COVID-19 virus.
- The school is following the EPA's Six Steps for Safe & Effective Disinfectant Use <https://www.epa.gov/pesticide-registration/six-steps-safe-effective-disinfectant-use>

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

Sharing food is prohibited at all times. Personal food and/or personal package deliveries are not allowed. Students must bring their own food to school or purchase meals through the approved food service program.

Travel Restrictions

The following statement outlines our policy on travel by members of the community:

Prudence dictates that one should limit one's travel plans during a pandemic. If travel is necessary, the Catholic School Department highly recommends that everyone within our school communities abide by the travel restrictions and quarantine rules provided by the country or state to which they are visiting. We encourage all school families and employees to diligently continue to follow CDC guidelines with regards to social distancing, mask wearing, and proper hygiene. It will be up to each principal to encourage all members of the school community to continue practicing safety protocols, whether they are home or traveling. In addition, out of an abundance of caution, a principal will suggest and encourage parents to have their student receive remote instruction for two weeks upon



the return from travel. As always, all school employees should be reminded that their conscientious demonstration of safe behaviors outside of school is a gift to their students.

COVID Symptoms and Case Response

Definitions

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: **Keith Martin, SJND principal**
- Contact tracers must be trained either by the county within which the school resides, or take one of the following courses on contact tracing:
 - Webinar-Based as recommended by the CDC:
<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/general-training-modules.html>
 - Coursera Option:
<https://www.coursera.org/learn/contact-tracing-for-covid-19>

Symptoms

Our protocol now distinguishes between high-risk and low-risk symptoms. **Please see [Student Symptom Decision Tree](#) on page 39.**

Students

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



Adults

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

Testing

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

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



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>Student/staff are isolated at the site in the designated office space until they can be sent home or to a healthcare facility per CDPH guidance</p> <p>To return to school: Please see the chart on Page 38 for direction on distinguishing between high-risk and low-risk symptoms. All symptomatic persons (eg, one high-risk or two low-risk symptoms) should be tested for COVID-19.</p> <ul style="list-style-type: none"> • 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). • If they test negative, they can return 72 hours after symptoms resolve. <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"> • If student/staff tests positive, see Scenario 3. • If student/staff tests negative, see Table 2 below. <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><u>School site will remain open</u></p>	<p>COVID-19 symptoms letter provided to the individual or individual’s guardian (See Appendix E)</p>



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

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

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

School site will remain open

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

SCENARIO 3: STUDENT OR STAFF MEMBER TESTS POSITIVE

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

Student/staff that tested positive:

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

School-based close contacts:

- Identified and instructed to self-quarantine and monitor symptoms for 10 days.
- Close contacts include the entire cohort and any non-cohort members who have been within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period.
- 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"> If a symptomatic school member testing negative had a known close-contact exposure to a COVID-positive person, they must complete a 10-day quarantine, even with a negative test. If the symptomatic person testing negative did not have a known exposure, they can return to school 72 hours after their symptoms resolve. 	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"> Student/staff must remain in quarantine for a full 10 days after the date of last exposure to COVID-19 positive non-household contact. Household contacts can end quarantine 10 days after their last exposure to the positive household member. If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation. 	No action is needed
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	
Can return to school/work immediately	No action is needed

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



Additional Details

Distance Learning

Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk by providing options such as virtual learning or independent study ([See Appendix F](#))

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

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

- 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 <https://bit.ly/cdcwater>). 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
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	After each recess
Common Areas	Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

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

Safe Water

- Use of drinking fountains is suspended; water bottle filling stations are provided.



- Flushing our water system and additional measures as needed have been taken per CDC guidelines to minimize the risk of Legionnaires' disease and other diseases associated with water.

HVAC Considerations

- Fresh outdoor air is introduced as much as possible - when using air conditioning, the setting that brings in outside air is used.
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, we have considered alternatives such as installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.
- Replace and check air filters and filtration systems to ensure optimal air quality on a schedule.
- Ensure proper ventilation during cleaning and disinfecting.
- When cleaning, air out the space before children arrive; plan to do a thorough cleaning when children are not present.
- All HVAC systems have been replaced in the past 12 months in rooms 1-9.

School Procured Additional Supplies

Item	Quantity	Notes
<u>Hand Pump Sprayer</u>	1/classroom	For teachers to spray desks for students to wipe down.
Bulk Hand Sanitizer	1/site	Refill station
Individual Pumps	1/person	1 per student/ 1 per teacher
Cleaning Solution	As needed	Alcohol-based
IR Therm	14	2 Housed in the school office; 1 per grade level teacher
Acrylic/Plexiglass	33	Office counters Teacher desks, 4' x 32" desktop station Teacher standing barriers, 6' x 3' standing station
Peroxide Multi	1 per room	Refillable containers provided



Surface Cleaner & Disinfectant		
Face Masks	1 per staff/ faculty	All employees will receive a face mask Disposable masks have been purchased to provide to students that come to school without a mask.
Face Shields	1 per student/staff/ faculty	All members of school campus community will receive a face shield; disinfected nightly

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	Students will be encouraged to fill bottles at home. They will have access to the water bottle filling stations throughout the day.
Backpack	1	Students may hang their backpacks on the back of their chairs which will be at a distance as to not touch other backpacks or students.
Clean cloth face mask	1	Per student
Pencil case	1	Per student
Personal Hand Sanitizer	1	Per student

FACILITY ADJUSTMENTS

- The Extended Care room, school gym, and the Tech Lab will be converted into additional classrooms to be used for sub cohorts during the instructional day.
- Classroom rugs, group tables, and extra furniture has been removed, and individual desks or tables installed with six-foot gaps between student stations as practicable.
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Signage has been added to the campus for social distancing reminders.
- Social distancing and best practices signage posted around campus and distributed to families



- Plexiglass guards have been added to the office desks and teacher desks
- Public space (eg, number of seats) have been removed from the front office
- EcoLab sanitation station



School Schedules and Routines

Morning Drop-Off

Drop-Off Hours: 7:40 AM - 8:00 AM

Staffing: Teachers and Aides



Protocol:

- Children exit the vehicle from the passenger side 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.
- There are markings on walkways indicating 6 feet distance.



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.



Morning Recess

9:10 to 9:30 - Grades 1-4					
Grade	Monday	Tuesday	Wednesday	Thursday	Friday
1	Upper Blacktop	Lower Blacktop	Upper Field	Lower Blacktop	Upper Blacktop
	George	Mendoza	Portelli	Heiler	Portelli
2	Lower Blacktop	Upper Field	Lower Field	Upper Field	Lower Blacktop
	A Hurtado	Penrose	M Smith	George	George
3	Upper Field	Lower Field	Upper Blacktop	Lower Field	Upper Field
	M Smith	Heiler	Heiler	Jenkins	M. Smith
4	Lower Field	Upper Blacktop	Lower Blacktop	Upper Blacktop	Lower Field
	Portelli	George	George	Tiglao	Baxter
10:10 to 10:30 - Grades 5-8					
Grade	Monday	Tuesday	Wednesday	Thursday	Friday
5	Lower Blacktop	Upper Field	Lower Field	Upper Blacktop	Upper Blacktop
	Pecha	L Smith	Crandall	Penrose	Balga
6	Upper Blacktop	Lower Blacktop	Upper Field	Lower Field	Lower Blacktop
	Balga	Styren	L Smith	Styren	L Smith
7	Upper Field	Lower Field	Upper Blacktop	Lower Blacktop	Upper Field
	Crandall	M. Smith	Balga	Heiler	M. Smith
8	Lower Field	Upper Blacktop	Lower Blacktop	Upper Field	Lower Field
	Styren	Balga	Styren	M Smith	Penrose



Lunch

During lunch, students must remain in their cohort, and the cohorts must remain socially distant from other cohorts.

Lunch/Recess					
12:15 to 12:35 Lunch - Grades 1 - 3					
<i>Yard Duty 1 - Benches outside 1 through 4, Grades 1 and 3 Eating Lunch</i>					
<i>Yard Duty 2 - Prayer Garden, 2nd Grade Eating Lunch</i>					
<i>Yard Duty 3 - Field (needed at a later time)</i>					
<i>Yard Duty 4 - Upper Blacktop</i>					
<i>Yard Duty 5 - Lower Blacktop</i>					
12:35 to 12:55 pm					
<i>Yard Duty 1 - Outside 5th grade - 5th Grade Eating Lunch</i>					
<i>Yard Duty 2 - Ampitheatre, Grade 4 Eating Lunch</i>					
<i>Yard Duty 3 - Field</i>					
<i>Yard Duty 4 - Upper Blacktop</i>					
<i>Yard Duty 5 - Lower Blacktop</i>					
<i>Mrs. Styren - 6th grade Eating Lunch Covered Quad</i>					
<i>Ms. Balga - 7th grade Eating Lunch Kindergarten Lunch Tables</i>					
<i>Mr. Crandall - 8th grade Eating Lunch Prayer Garden</i>					
12:55 to 1:10 pm Grades 6-8					
<i>Yard Duty 3 - Field</i>					
<i>Yard Duty 4 -Upper Blacktop</i>					
<i>Yard Duty 5 - Lower Blacktop</i>					
12:15 to 12:35 - Grades 4-5					
Grade	Monday	Tuesday	Wednesday	Thursday	Friday



4	Upper Blacktop	Lower Blacktop	Upper Blacktop	Lower Blacktop	Upper Blacktop
5	Lower Blacktop	Upper Blacktop	Lower Blacktop	Upper Blacktop	Lower Blacktop
12:35 to 12:55 pm Grades 1 - 3					
Grade	Monday	Tuesday	Wednesday	Thursday	Friday
1	Upper Blacktop	Field	Lower Blacktop	Upper Blacktop	Field
2	Lower Blacktop	Upper Blacktop	Field	Lower Blacktop	Upper Blacktop
3	Field	Lower Blacktop	Upper Blacktop	Field	Lower Blacktop
12:55 to 1:10 pm Grades 6-8					
Grade	Monday	Tuesday	Wednesday	Thursday	Friday
6	Upper Blacktop	Field	Lower Blacktop	Upper Blacktop	Field
7	Lower Blacktop	Upper Blacktop	Field	Lower Blacktop	Upper Blacktop
8	Field	Lower Blacktop	Upper Blacktop	Field	Lower Blacktop

Protocol: Students will eat lunch at their assigned seats in their classrooms or assigned outdoor areas as much as possible when weather permits. Students will put their trash in their class/room trash can.

Students will play in their assigned areas, weather permitting. 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 encouraged. Teachers will clean doorknobs after each recess. Students will recess in separate areas of the campus as indicated on the chart above. Play structures will not be in use for grades 1 - 8



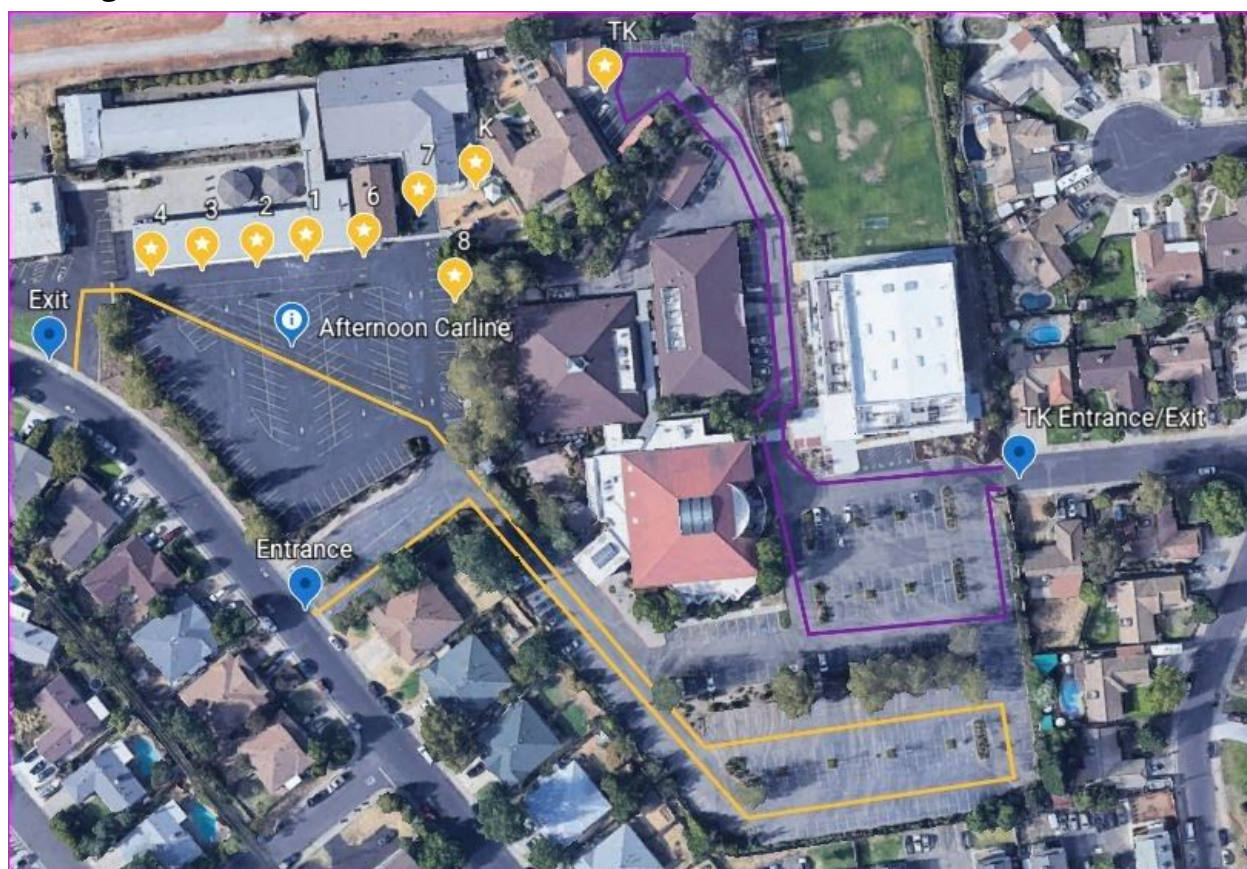
Masses

No on-site masses are scheduled at this time due to COVID-19 protocols and concern for elderly parishioners who attend mass daily at St. John the Baptist Parish. Classes will attend mass virtually within their cohort and sub cohort during Religion class.

After School Pick-Up

Time: 12:00 pm TK, 2:30 - 2:45pm K - 8

Staffing: Teachers and Aides



Protocol:

- Campus will open beginning at 2:30pm.
- Students will be guided to their designated pick-up location and 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: Extended Care will be available beginning September 21, 2020. Grades K through 6th grade 6:45 AM - 7:40 AM and Grades K through 6th grade 2:30 PM - 6:00 PM; TK 12:00 to 2:30 PM on full days only, TK will be picked up at TK backdoor. There is no TK Extended Care option on half days.

Staffing: School employees

Protocol: Extension will be held in the extended care room and each student will have their own supplies and seating. There will be limited student spaces available in this program to ensure safe distancing. An online sign-up sheet will be posted on the internal website every Friday at 7 PM for the following week. Please send a snack and refillable water bottle if attending the program as SJND will NOT be supplying any food. Parents will not be admitted into the student space.



APPENDIX A: FAQ

What if a student arrives late?

Students who arrive at school late will enter at the Prayer Garden gate. Parents/Guardians will call the school office, state their name and their student name. Office staff will sign students in. Students will go directly to class.

What if a student needs to use the restroom?

Restroom time is scheduled for a class during their allotted recess times and at other class specific times during the day. Use outside of the schedule will be on a limited, case-by-case basis. *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. Students will utilize hand sanitizer when returning to their workspace.*

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

Students will remain in their classroom if it rains, or the air quality prohibits being outside.

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

The extension employee at the will radio the employee with the students on the playground to send the student to EDP.

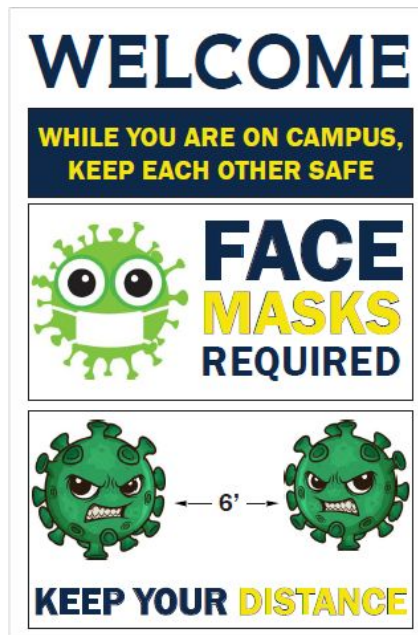


APPENDIX B: FACILITY ADJUSTMENTS





APPENDIX C: PROTOCOL SIGNAGE



Have you filled out your
Health Screening
today?





Surface Cleaning



Additional Details

- Teacher will spray area to ensure wait time and proper coverage/disinfecting
- Evening cleaning crew will use electrostatic disinfectant to further ensure safety



Restroom Use



Additional Details

- No more students in a restroom than sinks
- Students will disinfect hands at their desk space upon returning to class



Teacher Cleaning Expectations



Additional Details


- Teacher will spray area to ensure wait time and proper coverage/disinfecting
- Teachers will routinely disinfect high use areas such as door knobs, throughout the day
- Evening cleaning crew will electrostatic disinfectant to further ensure safety



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





Have you filled out your
Health Screening
today?



SJND COVID-19 SCREENING QUESTIONNAIRE

Please respond to each of the following questions truthfully and to the best of your ability. Your participation is important to help us take precautionary measures to protect you and our other employees.

* Required

Name: *

Your answer



What was your temperature today? (Degrees F) *

Your answer



Are you currently experiencing, or have you experienced in the past 14 days, any of the following symptoms? (Please take your temperature before you answer this question.) *

	Yes	No
Fever (100.4° F/37.8° C or greater)	<input type="radio"/>	<input type="radio"/>
Cough	<input type="radio"/>	<input type="radio"/>
Shortness of breath or difficulty breathing	<input type="radio"/>	<input type="radio"/>
Sore throat	<input type="radio"/>	<input type="radio"/>



Daily Health Screening (Adults)

Name: _____

Position: _____

Supervisor's Name: _____

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

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

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

Fever

Muscle pain

Sore throat

Chills

Headache

New loss of taste or smell

Repeated shaking with chills

If yes, circle symptoms and see your supervisor immediately.

Running Record

Date	Temp	Symptoms (Y/N)	Screened by	Signature

< OFFICE USE ONLY >

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

Then, complete the following section of this form:

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

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

Date the employee returned to work: _____



Student Checklists

Home Checklist for the Front Door



GOOD MORNING!

SMILE	CHECK TEMPERATURE	WASH
		

		
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DO YOU HAVE YOUR SUPPLIES?

HAVE A GREAT DAY!

FAITH	COMMUNITY	GROWTH
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End of School Day Reminders



END OF DAY!

SMILE	CHECK LIST	CLEAN
		

	
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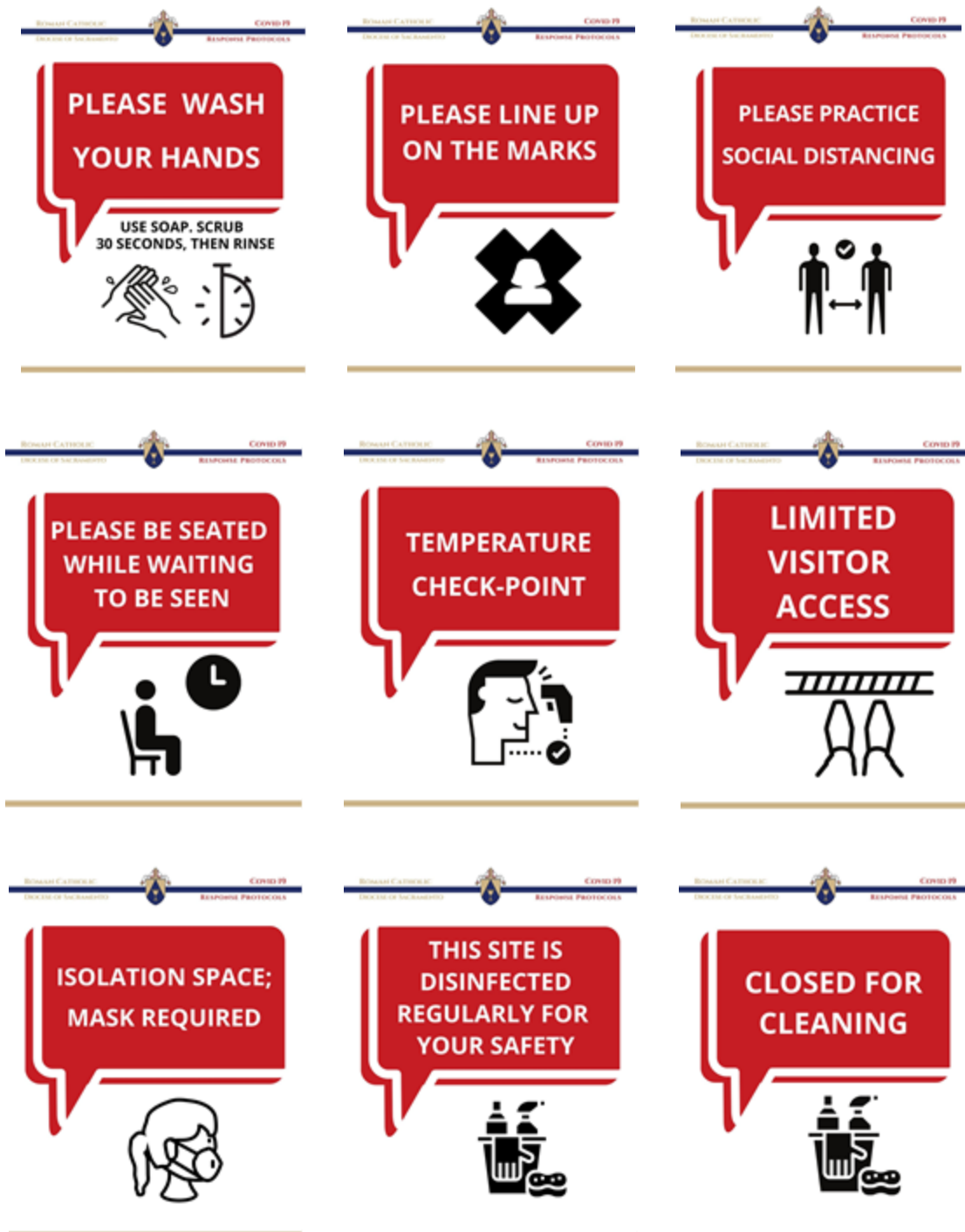
DONT FORGET TO WASH TOWELS & RETURN

HAVE A GREAT AFTERNOON!

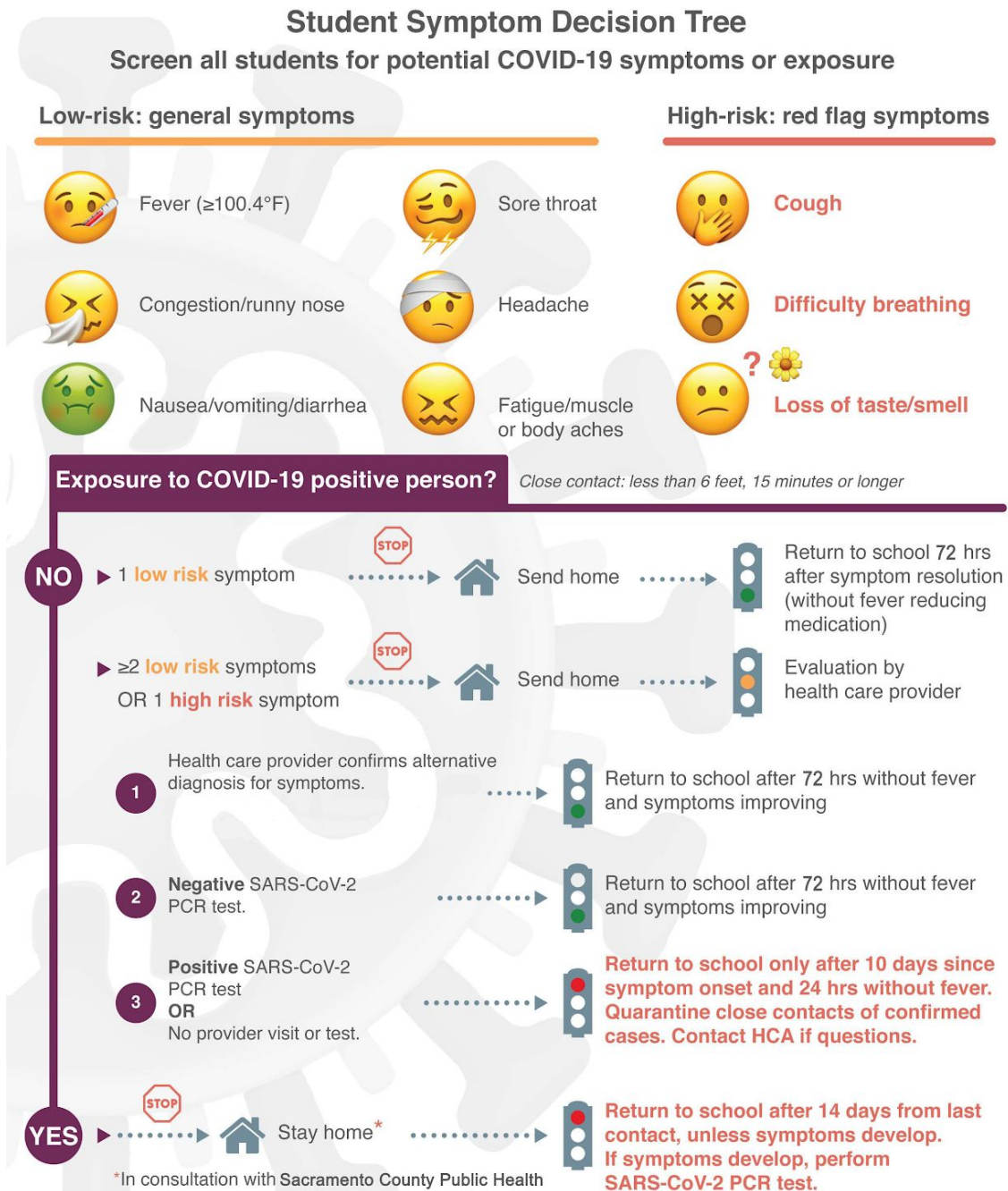
FAITH	COMMUNITY	GROWTH
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Additional Facility Signage



Student Symptom Decision Tree



Symptom Flyer



Symptoms of COVID-19 and Keys to Remaining Vigilant

What To Look For

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

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

How You Can Help

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

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

Additional Information

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



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

Diocese of Sacramento Catholic Schools
www.scd.org/schools

Symptoms of COVID-19
Revised 8/29/20 v2





Adult Checklist

 Adult Checklist for Symptoms of COVID-19	 Adult Checklist for Symptoms of COVID-19
Name: _____	Name: _____
Date: _____	Date: _____
<input type="checkbox"/> Fever of 100.4 degrees or higher: _____ °F <input type="checkbox"/> Chills <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath/ difficulty breathing <input type="checkbox"/> Fatigue <input type="checkbox"/> Muscle or body aches <input type="checkbox"/> Headache <input type="checkbox"/> New loss of taste or smell <input type="checkbox"/> Sore throat <input type="checkbox"/> Congestion or runny nose <input type="checkbox"/> Nausea or vomiting <input type="checkbox"/> Diarrhea	<input type="checkbox"/> Fever of 100.4 degrees or higher: _____ °F <input type="checkbox"/> Chills <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath/ difficulty breathing <input type="checkbox"/> Fatigue <input type="checkbox"/> Muscle or body aches <input type="checkbox"/> Headache <input type="checkbox"/> New loss of taste or smell <input type="checkbox"/> Sore throat <input type="checkbox"/> Congestion or runny nose <input type="checkbox"/> Nausea or vomiting <input type="checkbox"/> Diarrhea
Notes:	Notes:

Confirmed with Sacramento County 9-11-20



Student Checklist

 Student Checklist for Symptoms of COVID-19	 Student Checklist for Symptoms of COVID-19
Name: _____	Name: _____
Grade: _____ Date: _____	Grade: _____ Date: _____
<input type="checkbox"/> Fever of 100.4 degrees or higher: _____ °F <input type="checkbox"/> Sore throat <input type="checkbox"/> New uncontrolled cough that causes difficulty breathing <i>(for students with chronic allergic/asthmatic cough, a change in their cough from baseline)</i> <input type="checkbox"/> Diarrhea, vomiting, or abdominal pain <input type="checkbox"/> New onset of severe headache, especially with a fever. <i>(If a student is exhibiting symptoms refer to student health history form)</i>	<input type="checkbox"/> Fever of 100.4 degrees or higher: _____ °F <input type="checkbox"/> Sore throat <input type="checkbox"/> New uncontrolled cough that causes difficulty breathing <i>(for students with chronic allergic/asthmatic cough, a change in their cough from baseline)</i> <input type="checkbox"/> Diarrhea, vomiting, or abdominal pain <input type="checkbox"/> New onset of severe headache, especially with a fever. <i>(If a student is exhibiting symptoms refer to student health history form)</i>
Notes: _____	Notes: _____

Confirmed with Sacramento County 9-11-20



Restroom Daily Checklist

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



APPENDIX D: AGENCY UPDATES

CDPH Quarantine Rules Updated December 14, 2020

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

Sacramento County COVID Community Testing

[Information for students and families](#)

CDC Decision-Making Tree

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

Campus Access

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

Hygiene and PPE

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

Cleaning and Disinfecting

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

Information for Staff Training

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

Communication with School Community

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

Food Services

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





COVID-19 Workplace Exposure Reporting

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

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

1. FOLLOW



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

2. REPORT



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

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

3. PREPARE



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

- Completing the Yolo County Workplace COVID Toolkit (located at www.yolocounty.org/coronavirus-roadmap) 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.

Yolo County • 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

[School Letterhead]

[Date]

Dear (Name of School) School Parents/Guardians:

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

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

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

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

(Insert County COVID-19 Portal Page Here)



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

Respectfully,

[Principal Name and Contact Information]

Close Contact Letter

[School Letterhead]

[Date]

Dear Parents/Guardian of _____ (student name):

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

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

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

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

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



- [Insert County COVID-19 portal page link here]
- Centers for Disease Control and Prevention (latest information on symptoms, how to protect other household members, cleaning, and more):
www.cdc.gov/coronavirus
- (Updates about our school's situation)

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

Respectfully,

[Name and contact information of principal]

Symptoms Letter

[School Letterhead]

Dear Parent or Guardian:

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

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

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:



- [Insert county COVID-19 portal page link here]

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

Respectfully,

[Principal name and contact information]

Scenario 3 - Quarantine Letter



DIOCESE of SACRAMENTO
CATHOLIC SCHOOLS

August ZZ, 2020

Dear X School Parent or Guardian,

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

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

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



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

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

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

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

Sincerely,

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

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



APPENDIX F: DISTANCE LEARNING

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, distance learning program.

Content

Instruction in religion, math, language arts, science, and social studies will be provided to all students.

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).

Technical Liaison and Administration

Provides additional community connectivity content such as checking in with students and teachers and providing on-demand support. Serves the teachers, students and parents an additional point of contact regarding technology during the course of the day for assistance (through Google classroom, email, or phone).

Student

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

Parent Communication

Teachers will be available between 8 am and 3 pm Monday through Friday with the exception of school holidays. Specific online class schedules are listed in this document. Administrators will provide “all school” communication, homeroom teachers will lead communication in grades TK-5, and middle school departmentalized teachers will provide communication on their class plans and progress.

- Communication Vehicles
 - SchoolSpeak



- Google Classroom
- SeeSaw
- Middle School Headquarters Website
- Rate
 - Teachers will post assignments/resources for the following week by Friday at 6 pm.
 - Administration will post community messages weekly
 - Parents will have access to resources on a daily basis
 - Teachers in grades 1 - 8 will update grades weekly
 - TK and K will provide information on student progress bi-weekly
 - Homeroom teachers will post weekly classroom announcements to SchoolSpeak, providing parents with an overview of the topics to be covered and encouraging community growth in faith formation

Technology Support

During DL, unless a stay-at-home order is dictated, teachers will be on campus utilizing both school technology and support from the SJND Tech Team:

- Felicia Heiler, Tech Director
- Austin Otto
- Sue Styren

Students that require devices to use at home have the opportunity to check-out devices from SJND. Families choosing this option are financially responsible for the device loaned. A Technology Equipment Use Agreement will be filled with the Tech Director.

Pre-school year technology and distance learning orientation opportunities are being offered for both families and staff.

- Individual needs assessment meetings with all faculty (July/August)
- New Family, Parent & Student Orientation (August)
- 3rd Grade Student Chromebook 101 (August)
- Student Equipment, Passwords, Resource Pickup (August)
- Back-to-School Looms & Zooms (August)
- Resource Tutorials for Parents and Students (Loom & Zoom)
 - Posted for access throughout the year



Student Communication

Teachers need to be available between 8:00-3:00 M-F on campus.

- Modalities
 - Synchronous
 - Asynchronous
- Tools
 - SchoolSpeak
 - Google Classroom
 - SeeSaw
 - Middle School Headquarters Website
 - Zoom
 - Loom
 - IXL
 - Reading Counts
 - Nearpod
 - StarFall
 - PearDeck
 - BrainPop
 - Google Suite
 - Flipgrid
 - Padlet
 - ExplainEverything
 - Desmos
- Rate
 - Grades 1 - 5 will deliver live instruction in combination with asynchronous instruction between 8 am and 11 am daily
 - Grades 6 - 8 will deliver live instruction in combination with asynchronous instruction between 11 am and 3 pm daily
 - Optional Physical Conditioning classes will be offered to class cohorts weekly

Assignment Delivery

- Student assignments will be posted on one or more of the following:
 - SchoolSpeak
 - Google Classroom
 - SeeSaw
 - Middle School Distance Learning Document



Teachers' Availability to Students

- Teachers will have posted virtual office hours
- Tutorial session will be posted
- Times will vary by grade

Attendance

Student attendance will be taken daily. Teachers may use Google Forms for daily attendance or via a live video conference. Evidence of completed student work must be available in order to be marked "present" for the day. Attendance should be completed by 5 pm each night and recorded in SchoolSpeak or shared with the school secretary for recording.

Distance Learning Expectations

Expectations for Students

- Students must attend class via Zoom/Google Meet
- Students must be on camera during the entire Zoom
 - A plain background or digital background is encouraged
- Students must participate in live lessons when requested by teachers

Expectations for Teachers

- Post weekly overview by 6 pm on Friday for the next week on LMS
- Work closely and consistently with students with ILPs
- Set clear and consistent norms and expectations - all teachers don't have to be identical but they should be similar/aligned/not contradictory
- Set clear parameters about how and when you can be reached
- The expectation is to return emails (parent or student) within 48 hours.



Distance Learning Best Practices



Acknowledgement and Consent

Dear Parents and Guardians:

Because of the school closures due to the coronavirus (COVID-19), SJND is providing distance learning opportunities in order to provide your student with ongoing access to learning. This form identifies the distance learning opportunities, or platforms, that SJND may use and asks for you to sign and return the attached form for your student to participate in these opportunities.



Distance learning is instruction in which the student and instructor are in different locations. Distance learning is being defined by the State of California to include video or audio instruction in which the primary mode of communication between the student and instructor is online interaction, instructional television, video, tele-courses or conferences, or other instruction that relies on computer, virtual or communications technologies. It may also include the use of print materials incorporating assignments that are the subject of written or oral feedback. The aim of distance learning is to allow educators to provide ongoing instruction and high quality educational opportunities.

SJND anticipates, at this time, utilizing the following platforms to support your student during this period:

- Zoom – <https://zoom.us/docs/en-us/childrens-privacy.html>
- Google G Suite – https://gsuite.google.com/terms/education_privacy.html
- Additional online tools may be utilized depending on grade level, such as IXL, Splash Math, Khan Academy, Code.org, BrainPop, etc.

The use of technology for the provision of educational opportunities through distance learning may result in the creation of pupil records not in SJNDs control as well as student-generated content, and may result in the unintended revelation of personally identifiable student information beyond SJND's control. We acknowledge that many technology platforms maintain data shared on their platforms and want to provide you notice of the same.

SJND will endeavor to work with the technology companies utilized in the provision of distance learning opportunities to ensure the privacy of our students is maintained consistent with all relevant federal and state laws, including the Federal Educational Rights and Privacy Act (FERPA). We expect these companies will act consistently with common standards of student privacy used when providing educational services. We will make our best efforts to ensure that the collection and use of any student data is limited to educational purposes only and seek to prevent the unauthorized release of student information or use of student data for marketing purposes.

Confidentiality

I understand and acknowledge:

- ❖ My child has the right to confidentiality as it pertains to distance learning to the extent possible, and within SJND's control.



- ❖ I understand, by law, there are exceptions to confidentiality, including mandated reporting of child, elder, and dependent adult abuse as well as safety concerns related to danger to self and danger to others. I understand SJND may have to break confidentiality under these circumstances.

Technology

I understand and acknowledge:

- ❖ I am responsible for providing and maintaining acceptable bandwidth for my child to actively participate in distance learning with SJND.
- ❖ It is my responsibility to ensure that I have a video **and** audio enabled device available for my child to participate in distance learning.
- ❖ If I borrow a device from SJND I am financially responsible for that item should it be damaged in any way while under my supervision.
- ❖ My child needs to log in with their first and last name when attending a virtual session.
- ❖ My teacher will conduct educationally-related instruction by way of distance learning in a confidential setting.
- ❖ I further understand it is illegal to record any instruction or educational session without the prior written consent of the principal and teacher.
- ❖ I understand that the lessons may be recorded by SJND for student use within the confines of the class.
- ❖ I have the right to discuss any of this information with the teacher and/or principal and to ask questions I may have.
- ❖ I can withdraw my consent to this form at any time by providing written notice to the principal.

Behavior

I understand and acknowledge:

- ❖ Students should not utilize distracting backgrounds when online.
- ❖ I acknowledge and reaffirm my agreement under the school's, *Acceptable Use Policy*, and the school's rights to monitor, regulate bullying, and set expectations for good behavior while using this platform.
- ❖ SJND Parent-Student Handbook applies to both on campus and distance learning protocols



Decorum and Appearance

I understand and acknowledge:

- ❖ I am responsible for providing a work space for my student. A clean, non-distracting work environment is ideal. Each student needs to be seated at a desk or table during DL hours with minimal distractions. (A headset for the student can be used to help minimize background noise.)
- ❖ My student needs to be in school appropriate attire that is clean and avoids any unnecessary distraction. Students should look presentable and professional as they are expected to share their screen to engage in online discussions with their classmates and teacher. Sleepwear and immodest clothes should be avoided.

Attendance

I understand and acknowledge:

- ❖ It is my responsibility to ensure that my child participates daily in online instruction, reports to class, and engages in the learning opportunities offered to them through distance learning.
- ❖ Attendance is recorded by evidence of student active online engagement each day.
- ❖ My student is expected to participate in the school sessions throughout the entire school day.
- ❖ Work missed because of absence must be made up within the timeline set forth by the course teacher. Any work not completed within this period shall result in no credit for the missed assignment.
- ❖ In the case of an extended illness or other extenuating circumstances, the parent must contact SJND Administration.

My signature below indicates I have read this consent form, understand, and agree to the guidelines outlined in *SJND Distance Learning Acknowledgement and Consent*, including the rules of confidentiality, use of technology, behavior policy, decorum and appearance policy, and attendance policy.

Parent Signature _____

Date _____



Student Name(s) and Grade: _____

A link to this agreement will be available on the SJND SchoolSpeak website. Please be sure to electronically acknowledge prior to August 17, 2020. If you have any questions please feel free to contact Deirdre O'Connor, deirdre.oconnor@sjnds.org

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

Next Steps & Additional Information

Should your child's 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): St. John Notre Dame

School Type: Parochial/Private

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

Number of schools: One

Enrollment: 337

Superintendent (or equivalent) Name: Lincoln Snyder

Address: 309 Montrose Drive, Folsom, CA 95630

Grades/Number of Students Proposed to be Reopened:

TK/18 K/34 1st/34 2nd/38 3rd/33 4th/34 5th/39 6th/39

Date of Proposed Reopening: September 14, 2020

Name of Person Completing Application: Keith Martin, Principal SJND

Phone Number: 916-985-4129

Email: keith.martin@sjnds.org

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 held 8/5, 8/6 and 8/10
 - b. CSAC meeting scheduled for 8/11
 - c. Parish Council meeting scheduled for TBD

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).

☐ **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>



APPENDIX H: POST-BREAK QUESTIONNAIRE

Diocese of Sacramento Catholic Schools - Post-Christmas-Break Questionnaire:

January 5, 2021

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

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

☐ Yes (True) ☐ No (False)

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

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

☐ Yes ☐ No

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

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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

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

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

Fever of 100.4 or greater and/or chills ☐ Yes ☐ No

Cough ☐ Yes ☐ No

Difficulty breathing ☐ Yes ☐ No

Loss of taste/smell ☐ Yes ☐ No



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

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

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

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

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

☐ yes ☐ no

7a. Date expected back on campus: _____

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



APPENDIX I: SAMPLE TESTING LETTER AND WAIVER



Letter re. Covid-19 Testing for Catholic Schools at St. John Notre Dame, Folsom

December 30, 2020

To the Families and Employees of:

- St. John Notre Dame School, Folsom
- Holy Trinity School Ministry, El Dorado Hills

From: Lincoln Snyder, Superintendent of Schools

Dear Catholic School Community:

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

Covid-19 antigen screening will take place on **January 4 from 9.30am to 11am** for all school employees and all on-campus learners in 6th, 7th, and 8th grades. **Please make every effort to come early, as a rush at the end may make it difficult for us to screen all tests in a timely manner.**

Where:

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

John Notre Dame School, 309 Montrose Dr, Folsom, CA 95630



You will enter the parking lot off Montrose Dr. as with regular school dropoff. Look for signs that say “SCHOOL TESTING.” The drawing below shows how you will proceed as you drive through campus:



Flow through parking lot:

- To help our volunteers direct you, **please write your school name in black marker on a sheet of paper and place it on your car's dashboard.** We will direct you into the proper lane - look for signage.
- If you can, please print and bring the waiver and release of liability, which I attach to the end of this letter. If you don't have a copy of the waiver, a volunteer will provide you one.

Testing:

- Please do not exit your vehicle.
- We will ask to see your ID and then collect the waiver and release.
- You will pass the paperwork to the tester.
- The test will be administered with a nasal swab and then collected.

Exit:

- You will then follow the signs to the exit, **turning right onto Montrose Dr.**
- After taking the test, please head home to await your test results. The school will



inform the parent of the result, and the student will then be able to come to campus the next day.

FAQ

Q: Why are we doing this?

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

Q: How does this benefit me and my community?

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

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

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

Q: Who is paying for this?

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

Q: Are my test results confidential?

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



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

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

Q: What about parent volunteers?

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

Q: Why are you testing the middle school grades?

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

Thank you for your commitment to Catholic education.

Peace,



Lincoln Snyder

Superintendent and Executive Director of Schools

The Diocese of Sacramento

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

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

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

1. COVID is a highly contagious disease, the spread of which cannot be completely eliminated, even with the exercise of reasonable and medically recommended precautions;



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

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

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

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

PARENT/GUARDIAN SIGNATURE REQUIRED IF THE STUDENT IS UNDER

THE AGE OF 18 Your Name: _____

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

Parent/Guardian Name : _____ Date: _____

_____ Parent/Guardian Signature:

_____ Date: _____



AUTHORIZATION FOR USE OR DISCLOSURE OF HEALTH AND EDUCATION RECORDS

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

I hereby authorize Urgent Care Now, Inc., a California Professional Corporation, JIJM2020 LLC, a Delaware Limited Liability Company, and the Roman Catholic Diocese of Sacramento to share, and to release to county, state and federal health agencies (as required by law) the following information:

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

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

This authorization shall expire on May 26, 2021.

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

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

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

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

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



PARENT/GUARDIAN SIGNATURE REQUIRED IF THE STUDENT IS UNDER

THE AGE OF 18 Your Name: _____ Date of

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

Parent/Guardian/Employee Name: _____ Date:

_____ Parent/Guardian/Employee Signature:

_____ Date: _____

