

**2020-2021
Reopening Operations Plan
St. Bernard's Catholic School**

Updated September 16, 2020

Diocese of Stockton



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ABOUT OUR SCHOOL

St. Bernard's Catholic School

CONTACT INFORMATION

Principal	Patricia Paredes
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Email Address	pparedes@st-bernardschool.org
Website	www.st-bernardschool.org
School Liaison to County for COVID-19	Patricia Paredes, Principal

PROFILE

Enrollment	158
Average Class Size	18
Teaching Staff	13
Non-Teaching Staff	10
Average Classroom Square Footage	870

REOPENING PLANNING TEAM includes:

1. *Patricia Paredes - Principal*
2. *Denise King - Assistant Principal, Teacher & School Parent*
3. *Robbin Pombo - School Secretary*
4. *Suzanne Barnes - Bookkeeper*
5. *Karen Abelar - Preschool Director*
6. *School Advisory Committee Members*

St. Bernard's Catholic School is scheduled to start the 2020/21 academic year on August 10, 2020.

This plan was reviewed by our Catholic Schools Office.

This plan was approved by the Catholic Schools Office Advisory Council on June 23, 2020.

PURPOSE

The purpose of this plan is to be prepared to reopen St. Bernard's Catholic School during the COVID-19 pandemic in order to provide continuity of instruction for all students and to prioritize the health and safety of all students and staff.

The COVID-19 pandemic and the resulting shelter-in-place have taken a toll on the social, emotional, and educational needs of students and staff. We recognize that the virus will stay in circulation until a vaccine is developed, widely available and utilized.

We understand that as the community transmission rates change during the course of the academic year, intermittent school closures may occur. The plans developed are flexible and restrictions can be tightened and relaxed as the data at the local level changes over time.

In the development of this plan, the following documents were utilized:

- CDC tool to guide schools to reopen
- Governor Gavin Newsom's California's Roadmap to Modify the Stay-at-Home Order, which describes six indicators that must be met in order for his executive order to be relaxed ([Phase 2 of the California Roadmap](#))
- [California Department of Public Health: Industry Guidance](#) (June 5, 2020 and July 17, 2020)
- [San Joaquin County School Year Planning](#)

This plan describes what protocols will be followed in order to open our school during the COVID-19 pandemic. For the safety and well being of all community members, external parish and community organizations will be unable to utilize the site and campus resources until it is safe to do so. This will be regularly evaluated by the administration and Reopening Planning Team. Identified deficiencies will be corrected.

CDC CONSIDERATIONS FOR SCHOOLS *(Updated May 19, 2020)*

SCHOOLS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist administrators in making (re)opening decisions regarding K-12 schools during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Is the school ready to protect children and employees at higher risk for severe illness?
- ✓ Are you able to screen students and employees upon arrival for symptoms and history of exposure?

ANY
NO



Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Encourage social distancing through increased spacing, small groups and limited mixing between groups, if feasible
- ✓ Train all employees on health and safety protocols

ALL
YES

ALL
YES

ANY
NO



Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of students and employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if students or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- ✓ Monitor student and employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ALL
YES

ANY
NO



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

GOAL FOR ST. BERNARD'S CATHOLIC SCHOOL

To ensure all our students receive a high-quality, in person Catholic education while following all health and safety protocols to prevent the spread of COVID-19 in the community and on the school campus.

The key principles that drive this plan are:

1. Keeping students and staff safe and healthy
2. Ensuring access to quality, in person Catholic education
3. Providing learning environments that are engaging and keep learning moving forward
4. Establishing alternative plans to respond to possible changes in the school's healthy status
5. Providing flexibility to accommodate for the unique needs of our school and program
6. Involving key stakeholders in the planning process

To this end, the following four scenarios are kept in mind throughout the plan

<p>Full Return to Campus</p> <p>CONDITIONS:</p> <ul style="list-style-type: none"> ● All preventative measures and protocols are in place and working ● Records indicate the overall health of staff and students without fevers of 99.3 degrees Fahrenheit and above and/or without showing COVID-19 related symptoms is stable. ● Local and/or state public health officials do not mandate cohort size 	<ul style="list-style-type: none"> ● No limits to class size ● Students attend school in cohorts five days a week. ● Cohorts are in their regularly assigned classrooms ● All students and staff are screened daily upon arrival at school for a temperature and COVID-19 symptoms ● Protocols to minimize transmission are in place (i.e. handwashing, minimizing contact, cohorts) ● All staff must use face coverings in accordance with CDPH guidelines. In limited situations where a face covering 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 instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom. ● Staff will be required to wear gloves when screening students for temperature and/or symptoms and when cleaning and disinfecting surfaces ● Students in grades K - 2 will be highly encouraged to wear face coverings whenever possible and practical; students in grades 3 - 8 will be required to wear face coverings. Students not complying with CDHP guidelines will be required to go home and access education remotely. ● Social distancing with 6' apart protocols are in place, when practical, particularly in all common areas and in extended care, when cohorts may mix ● Large gatherings are suspended until further notice ● Extended Care provided before and after school
<p>Full Return to Campus with Reduced Class Size</p> <p>CONDITIONS:</p> <ul style="list-style-type: none"> ● All preventative measures and 	<ul style="list-style-type: none"> ● Cohort size will be reduced to accommodate social distancing measures and will be based on classroom square footage ● Students attend school in reduced cohorts five days a week, if there is enough staff available for instruction

<p>protocols are in place and working</p> <ul style="list-style-type: none"> Records indicate there is an increase in the number of staff and students with fevers of 99.3 degrees Fahrenheit and above and/or showing COVID-19 related symptoms Local and/or state public health officials mandate reduction in class cohorts 	<p>and supervision</p> <ul style="list-style-type: none"> Cohorts meet in assigned rooms All students and staff are screened daily upon arrival at school for a temperature and COVID-19 symptoms Protocols to minimize transmission are in place (i.e. handwashing, minimizing contact, cohorts) All staff must use face coverings in accordance with CDPH guidelines. In limited situations where a face covering 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 instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom. Staff are required to wear gloves when screening students for temperature and/or symptoms and when cleaning and disinfecting surfaces. Students in grades K - 2 will be highly encouraged to wear face coverings whenever possible and practical; students in grades 3 - 8 will be required to wear face coverings. Students not complying with CDHP guidelines will be required to go home and access education remotely. Social distancing with 6' apart protocols are in place, when practical, particularly in all common areas and in extended care, when cohorts may mix Large gatherings are suspended until further notice Extended Care provided before and after school on days that students are on campus
<p>Blended Learning Model with students on campus 2- 3 days a week and distance learning the other days.</p> <p>CONDITIONS:</p> <ul style="list-style-type: none"> All preventative measures and protocols are in place and working Records indicate there is an increase in the number of staff and students with fevers of 99.3 degrees Fahrenheit and above and/or showing COVID-19 related symptoms Local and/or state public health officials mandate staggered instructional model 	<ul style="list-style-type: none"> Cohort set at 13 students or less per room Students attend school in cohorts in their regularly assigned classrooms Blended Learning Model of instruction implemented, with students attending 2-3 days a week on campus and distance learning the other days. When on campus, <ul style="list-style-type: none"> all students and staff are screened daily upon arrival at school for a temperature and COVID-19 symptoms Protocols to minimize transmission are in place (i.e. handwashing, minimizing contact, cohorts) All staff must use face coverings in accordance with CDPH guidelines. In limited situations where a face covering 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 instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.

	<ul style="list-style-type: none"> ○ Staff are required to wear gloves when screening students for temperature and/or symptoms and when cleaning and disinfecting surfaces ○ Students in grades K - 2 will be highly encouraged to wear face coverings whenever possible and practical; students in grades 3 - 8 will be required to wear face coverings. Students not complying with CDHP guidelines will be required to go home and access education remotely. ● Social distancing with 6' apart protocols are in place, when practical, particularly in all common areas and in extended care, when cohorts may mix ● Large gatherings are suspended until further notice ● Extended Care provided before and after school on days in attendance at school
<p>Distance Learning Model</p> <p>CONDITIONS:</p> <ul style="list-style-type: none"> ● All preventative measures and protocols are in place but are not working ● Records indicate there is an outbreak within the school by the number of staff and students with fevers of 99.3 degrees Fahrenheit and above and/or showing COVID-19 related symptoms ● There is a confirmed COVID-19 case in which the infected person(s) may have potentially infected the school and others ● Local and/or state public health officials mandate Shelter at Home order 	<ul style="list-style-type: none"> ● Campus is temporarily closed to in person class instruction ● Staff may access office or classroom, if deemed safe to do so ● All staff are screened daily upon arrival at school for a temperature and COVID-19 symptoms ● Protocols to minimize transmission are in place (i.e. handwashing, minimizing contact) ● All staff must use face coverings in accordance with CDHP guidelines. In limited situations where a face covering 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 instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom. ● Staff are required to wear gloves when cleaning and disinfecting surfaces ● Social distancing with 6' apart protocols are in place, when practical, particularly in all common areas ● Large gatherings are suspended until further notice ● Extended Care will not be provided

HEALTH AND SAFETY

Required Health and Safety Actions

<p>How will you monitor symptoms of all students and staff upon entry?</p>	<p>To help prevent the spread of COVID-19 and reduce the potential risk of exposure to members of our community, students and staff will be required to submit daily to a temperature reading and be asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test</p> <p>In addition, staff and parents/guardians are to complete a screening COVID-19 symptoms survey regarding the following symptoms and to update if conditions change:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath or difficulty breathing <input type="checkbox"/> Chills <input type="checkbox"/> Repeated shaking with chills <input type="checkbox"/> Muscle pain <input type="checkbox"/> Headache <input type="checkbox"/> Sore throat <input type="checkbox"/> Loss of taste or smell <input type="checkbox"/> Diarrhea <input type="checkbox"/> Feeling feverish or a measured temperature of 99.3 degrees Fahrenheit or greater <input type="checkbox"/> Known close contact with a person who is lab-confirmed to have COVID-19 <p>All screening information will be kept confidential.</p> <p>Students will have their temperature checked daily with a no touch thermometer by staff upon entry to campus.</p> <p>Staff will have their temperature checked with a no touch thermometer by the school secretary upon entry to campus.</p> <p>Students and staff will be sent home if registering 99.3 degrees Fahrenheit and above and/or indicating respiratory symptoms.</p> <p>Records of temperatures 99.3 degrees Fahrenheit and above and COVID-19 related symptoms will be kept to establish if the spread is increasing in the school.</p> <p>Parents and staff will be trained on how to identify and self monitor COVID-19 symptoms.</p>
<p>What are your health and safety protocols for all students and staff?</p>	<p>Students and staff will be reminded daily to use appropriate hygiene practices</p> <ul style="list-style-type: none"> ● Wash hands often with soap and water for at least 20 seconds. ● Use hand sanitizer with greater than 60% ethanol or 70% isopropanol, if soap and water are not available

	<ul style="list-style-type: none"> ● Avoid touching eyes, nose, and mouth ● Cover mouth and nose with a tissue when coughing or sneezing or use the inside of the elbow <p>Staff will be required to:</p> <ul style="list-style-type: none"> ● use face coverings in accordance with CDPH guidelines. In limited situations where a face covering 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 instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom. ● wear gloves when screening students for temperature and/or symptoms and when cleaning and disinfecting surfaces ● practice and maintain safe distancing protocols whenever possible ● take daily temperature and conduct symptom self-screening ● clean and disinfect frequently touched surfaces daily ● remain home when feeling symptomatic <p>Students will be reminded daily to:</p> <ul style="list-style-type: none"> ● remain with their classmates at all times, including structured recess ● not visit another classroom outside of their grade level ● not transport school materials back and forth between school and home, as much as possible ● not bring toys to school or have accessories hanging from their backpacks ● not share spaces, supplies or work in small groups ● practice and maintain safe distancing protocols whenever possible and practical ● use restrooms at designated times whenever possible and practical ● remain home when feeling symptomatic <p>Students in grades K - 2 will be highly encouraged to wear face coverings whenever possible and practical; students in grades 3 - 8 will be required to wear face coverings. Students not complying with CDHP guidelines will be required to go home and access education remotely.</p> <p>Training will be provided for all protocols.</p> <p>Flu vaccinations will be promoted to parents and staff as a proactive measure that can be taken to lessen the likelihood of school closures due to the combined impact of seasonal influenza and COVID-19.</p>
<p>What are the protocols in the classroom and in other spaces on the campus?</p>	<p>Students will be assembled in class cohorts. These cohorts will abide by the following</p> <ul style="list-style-type: none"> ● Cohorts will consist of groups of same grade students up to state/county restrictions. ● Students will remain with their classmates at all times, including structured recess; teachers will rotate between

rooms for middle school and specials as needed.

- Students are not to visit another classroom outside of their grade level.
- Any student showing signs of illness will have their temperature taken in the office, and students with a temperature 99.3 degrees Fahrenheit and above or showing any respiratory symptoms will be isolated and sent home.
- Students will be trained on the required social distancing protocols and health practices.
- Students will be mindful of the social distancing and health practices or they will not be allowed on campus.
- Students will have a designated space, solely for their use in their classrooms and in the extended care space.
- School materials will not travel back and forth to school and home, as much as possible.
- Students will not share spaces, supplies, or work in small groups; distancing will remain throughout the day whenever possible and practical.
- Student belongings will be separated and placed in individually labeled storage containers, cubbies or areas.
- Students will use restrooms at designated times whenever possible and practical; the number of students admitted into a restroom at a time will be no more than the number of sinks in the restrooms. Barriers will be used to separate sink spaces

In addition to staggering recess and physical education times, in order to reduce the number of potential cross cohort contacts, designated play spaces will be assigned to cohorts and/or grade bands, e.g., K - 2, 3 - 5, and 6 - 8, with cleaning and disinfecting protocols in place between use. Recesses and physical education will utilize these designated spaces, limiting free play to ensure distancing. Non-contact activities such as jump rope, calisthenics, etc. will be the standard. At the beginning and end of each session, teachers will prop open classroom doors for exiting and reentry.

Rooms typically visited by many classes, e.g. library, computer lab, science lab, gymnasium, etc., will be suspended until it is deemed safe to do so by public health officials. Staff, if not using an outdoor space, will rotate through the classrooms and upon entry into each classroom will be required to sanitize hands and wear a cloth mask.

Activities that involve singing must only take place outdoors.

Child Care will be held in the school-age room located in the preschool building with assigned student desks, each equipped with barriers to assist with distancing as is practical. Each student will have their own supplies. The space has its own set of restrooms. Parents will pick-up and drop-off outside the entrance and will not be admitted into the space. The facility will be cleaned after use.

The lunch program will be suspended until it is deemed safe to resume by the public health officials. Students will bring lunch from home and eat in the classroom or outdoor designated space,

weather permitting.

While in common areas, employees, students, parents, and visitors will be required to practice social distancing per the Department of Health and Human Services (HHS) recommended 6' distance from others and eliminating contact with others whenever possible.

Traffic Flow Maps will be established with taped lines on the floor to mark the walking direction throughout the campus, in order to maintain the social distancing requirements as practical as possible.

All extracurricular events/activities which require close contact, including informal meet-ups and visiting, will be suspended or avoided until it is deemed safe to resume by the public health officials.

Employees will be required to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Alcohol-based hand sanitizers, with greater than 60% ethanol or 70% isopropanol, and cleaning products will be accessible throughout the workplace to disinfect frequently touched objects and surfaces. In addition, the custodian will clean and disinfect all workspaces at the designated time.

Please refer to the Sanitation Plan (Appendix C), which covers protocols on cleaning and sanitizing classrooms, offices, hallways, shared equipment, etc.

There will be limited access to specified workspaces to reduce exposure to risks and ensure employee safety. Workspace usage will be as follows:

- Office Capacity – The secretary will monitor the number of persons in the office, enforcing the 6' social distancing requirement as practical
- Small Hall – This space will be available to use during the school day and for meetings. Signage indicating capacity limits, in case of necessary usage, will be placed on the doors. All staff meetings will be virtual, unless 6' social distancing can be maintained.
- Staff Kitchenette – This space will have limited access, for use of shared appliances such as coffee machine, refrigerator, water dispenser, soda machine, and microwaves. Disposable cups, cutlery, and plates will be available. Upon entry each person must wash their hands and wear a face covering. Signage indicating restrictions will be posted.
- Breakroom / Staff Lounge – This space will have limited access, i.e., four persons at a time, keeping 6' of social distancing. Employees must wear a face mask except when eating or drinking.
- Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted. Each employee will clean and disinfect the copy machines after use.

<p>What are your protocols for student drop off and pick up?</p>	<p>Minimizing contact at school between students, staff, families and the community at the beginning and end of the school day will be prioritized.</p> <p>The morning drop off protocol will include the following:</p> <ul style="list-style-type: none"> ● Parents/guardians will not be permitted in the building or classrooms. ● All parents will be strongly encouraged to use the car line. If parents choose to walk their children to school, they will have to wait by the gate for a staff member to take the children’s temperature before entering the campus. ● There will be a staggered schedule for drop off: 7:50 - 8:00 a.m. for 6th through 8th 8:00 - 8:10 a.m. for 3rd through 5th 8:10 - 8:25 a.m. for Kindergarten, 1st, 2nd, and families with multiple children ● At 7:50 a.m. the gates will open, parents will wait in the car line for a staff member to do a temperature check of the children before dropping the students off in the school parking lot; parent/guardian will remain in their vehicle. If a temperature of 99.3 or higher is detected, parents will take their children home. ● The outside doors will be propped open until 8:25 a.m. for students to enter by their designated door. ● Teachers will be at their classroom doors to admit students. ● Students will be required to sanitize their hands upon entering the classroom. Each classroom is equipped with a hand sanitizer dispenser. ● Students will enter and go directly to their assigned seat. ● The front door of the building will be open for latecomers until 8:30 a.m. ● After 8:30 a.m. parents must park and walk the student(s) to the front door for the office staff to do a temperature check of the children before entering the building. <p>The afternoon pick up protocol will include the following:</p> <ul style="list-style-type: none"> ● Parents/guardians will not be permitted in the building or classrooms. ● There will be a staggered schedule for pick up: 2:15 - 2:30 p.m. for Pre-K and Kindergarten ONLY 2:30 - 2:45 p.m. for 1st and 2nd grade 2:45 - 3:00 p.m. for 3rd through 5th grade 3:00 - 3:15 p.m. for 6th through 8th grade Siblings may get picked up with the oldest sibling ● Parents using a drive thru protocol will enter the school parking lot to pick up students; parent/guardian will remain in their vehicle ● Students will line up by grade, following social distancing protocols, and will be walked to their car by their teacher.
<p>What are your health and safety protocols for visitors and deliveries?</p>	<p>Only scheduled school personnel will be allowed on campus during preparation for reopen. Once school is back in session on campus, visitors will be limited while COVID-19 risk persists as determined by county HHS.</p>

	<p>Only essential visitors, as approved by the principal, will be allowed on the school campus/in the school building until it is deemed safe by county officials to allow non-essential visitors. Visitor access to campus is conditional on the visitor passing the same screening process as staff.</p> <p>Visitors will be required to wear a face mask and follow all other protocols as required of staff.</p> <p>All non-essential deliveries, including food, personal items, will be suspended until it is deemed safe by county officials.</p> <p>Food and any personal items are to be kept at an assigned space. Bringing or sharing refreshments is prohibited in order to limit the risk of contamination.</p> <p>St. Bernard's Catholic School will discontinue staff travel to conferences and workshops until further notice. Staff is to report any private travel outside the county, state, or internationally.</p>
<p>How will you handle students or staff who become sick while on campus?</p>	<p>If a student or staff member becomes ill at school, he/she may be instructed to go home or to the nearest health center.</p> <p>If a student or staff member exhibits symptoms that could be COVID-19 related and do not get evaluated by a medical professional or tested for COVID-19, administration will respond under the premise that the employee or student has contracted COVID-19 and may not return to work/school until criteria have been met, including at least 3 days with no fever without taking fever reducing medication, symptoms have improved and at least 10 days since symptoms first appeared.</p> <p>See Appendix L: Return to School Guidelines</p> <p>If another classmate or staff member is considered to have been exposed to COVID-19 at school, he/she may be instructed to go home or to the nearest health center.</p> <p>The school will identify individuals who have been in close contact (within six feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts.</p> <p>All areas in which ill students or staff members may have had contact will be cleaned and disinfected per the Sanitation Plan (Appendix C).</p>
<p>How will you inform/teach/train these expectations prior to staff and student return?</p>	<p>St. Bernard's Catholic School will produce site specific training videos, e.g., morning drop off and pick up, recess expectations, traffic flow map, and distribute to parents, staff, and students in advance of the opening of the school campus. Parents and staff will be required to sign that they have reviewed.</p> <p>St. Bernard's Catholic School will work with the Catholic Schools Office of the Diocese of Stockton to produce general training videos, e.g., self monitoring, cleaning and disinfecting, social distancing, classroom set ups, etc.</p>

<p>How will school officials 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 will they be given while waiting for test results?</p>	<p>Per the CDHP Guidelines, a student or staff member with COVID-like symptoms will be sent home immediately and will be encouraged to get tested.</p> <p>Students or staff members who have come in close contact with a confirmed COVID-19 case will be sent home immediately, be asked to quarantine for 14 days from last exposure, and be encouraged to get tested. The Safe Environment Coordinator or the Principal will send out a Parent Alert through ParentsWeb to notify all parents and staff of a possible exposure to COVID-19 and encourage them to get tested.</p> <p>As a precautionary measure, the Safe Environment Coordinator will prepare the contact logs of attendance and room usage to begin the process of contact tracing.</p> <p>While waiting for test results, staff and students will be asked to follow the CDC guidelines (see Appendix L: Return to School Guidelines)</p>
<p>Describe how staff will be tested periodically to detect asymptomatic infections.</p>	<p>As the prevalence of testing becomes available, we will be prepared to begin undergoing testing for staff, even when asymptomatic. Our goal is to have over half of the staff tested within the first three months of the reopening of the school campus, if feasible, and bimonthly thereafter. We are working with our insurance provider and public medical agencies to see how to procure and make testing readily available.</p>

Health Hygiene Practices

<p>How will you implement disease prevention behaviors into the culture of the school?</p>	<p>All employees, parents, and students will be trained prior to the first day of school using various media, including print, visual, and videos.</p> <p>Signage with prevention messages will be prominent throughout the campus, e.g., proper handwashing, coughing and sneezing etiquette.</p> <p>There will be set expectations for preventative behaviors, which will be modeled by all adults, e.g., sanitizing, disinfecting, proper use of PPE.</p> <p>The facilities will be staged for success, e.g., barriers in place in bathrooms, in the office, between desks whenever possible. Hand sanitizer stations will be placed throughout the campus.. Adequate supplies will be available in the classrooms and throughout the facilities, e.g., tissues, hand sanitizer, disinfectant wipes, etc.</p>
<p>How will you teach refresher lessons to keep knowledge of disease prevention behaviors in the forefront?</p>	<p>St. Bernard's Catholic School holds weekly assemblies, which will be virtual until it is deemed safe to hold them in person by public health officials. Regularly, prevention reminders will be incorporated into these assemblies.</p>

	<p>Each week St. Bernard's Catholic School sends home an email newsletter. A section will be devoted to healthy hygiene practices.</p> <p>Signage of preventative behaviors will be displayed throughout the school, especially in the hallway and outside the restrooms.</p>
How will you continue to reinforce strategies with students who are following the health and safety protocols?	At weekly assemblies, recognition will be given to students/cohorts for following the health and safety protocols. Recognition may be in the form of verbal and/or written recognition or possibly a reward. Recognition of students/cohorts will be incorporated into the weekly newsletter.

Required PPE Use

What PPE is required for students and staff and under what circumstances?	<p>All staff must use face coverings in accordance with CDPH guidelines. In limited situations where a face covering 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 instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.</p> <p>Staff will be required to wear gloves when screening students for temperature and/or symptoms and when cleaning and disinfecting surfaces.</p> <p>Students in grades K - 2 will be highly encouraged to wear face coverings whenever possible and practical; students in grades 3 - 8 will be required to wear face coverings. Students not complying with CDHP guidelines will be required to go home and access education remotely.</p>
What training is needed for PPE?	St. Bernard's Catholic School will work with the Catholic Schools Office of the Diocese of Stockton to produce general training videos for the proper way to wear, maintain, remove, and replace face coverings and gloves.
How will changes in PPE be communicated to all stakeholders?	<p>Any changes in PPE will be communicated to parents and staff through the dedicated section in the weekly newsletter.</p> <p>Updated signage will be posted as necessary for any additional community members, e.g. vendors and approved visitors.</p>

Cleaning Procedures and Schedules to Prevent Disease Transmission

<p>How will you promote frequent hand washing and prevent overcrowding at handwashing locations?</p>	<p>There will be a staggered schedule for restroom use by cohorts.. Students will use restrooms only at designated times, as best as possible. The number of students admitted into a restroom at a time will be no more than the number of sinks in the restrooms. Barriers will be used to separate sink spaces.</p> <p>Students will be required to wash or sanitize hands, at a minimum, each time before entering the classroom and before and after lunch. Students 9 years old and under will be supervised by a teacher or staff member when using hand sanitizer.</p> <p>Hand sanitizer stations are located in every classroom to reduce overcrowding in the restrooms and to enable frequent hand sanitation. Students 10 years old and older may also have hand sanitizer within their personal box of supplies; hand sanitizer should not be shared.</p>																		
<p>What are the routine cleaning and disinfection procedures and their frequency?</p>	<p>Each area will be cleaned and disinfected as described in the Sanitation Plan (Appendix C). Frequency of cleaning will be as noted below.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="padding: 5px;">Category</th> <th style="padding: 5px;">Area</th> <th style="padding: 5px;">Frequency</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Workspaces</td> <td style="padding: 5px;">Classrooms, Offices</td> <td style="padding: 5px;">At the end of each use/day</td> </tr> <tr> <td style="padding: 5px;">Appliances</td> <td style="padding: 5px;">Refrigerator, microwaves, coffee machine, soda machine, water dispenser</td> <td style="padding: 5px;">At the end of each use/day and/or between use</td> </tr> <tr> <td style="padding: 5px;">Electronic Equipment</td> <td style="padding: 5px;">Copier machines, shared computers, telephones, keyboards, mouse</td> <td style="padding: 5px;">At the end of each use/day and/or between use</td> </tr> <tr> <td style="padding: 5px;">General Used Objects</td> <td style="padding: 5px;">Handles, doorknobs, light switches, restrooms</td> <td style="padding: 5px;">After each recess/PE</td> </tr> <tr> <td style="padding: 5px;">Common Areas</td> <td style="padding: 5px;">Computer Lab, Science Lab, Library, Small Hall, Gym, Common Areas</td> <td style="padding: 5px;">At the end of each use/day; between groups</td> </tr> </tbody> </table> <p>Rugs, group tables, superfluous furniture and bulletin/wall decor will be limited to enable effective and efficient cleaning and disinfecting.</p>	Category	Area	Frequency	Workspaces	Classrooms, Offices	At the end of each use/day	Appliances	Refrigerator, microwaves, coffee machine, soda machine, water dispenser	At the end of each use/day and/or between use	Electronic Equipment	Copier machines, shared computers, telephones, keyboards, mouse	At the end of each use/day and/or between use	General Used Objects	Handles, doorknobs, light switches, restrooms	After each recess/PE	Common Areas	Computer Lab, Science Lab, Library, Small Hall, Gym, Common Areas	At the end of each use/day; between groups
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<p>What are the classroom procedures for teachers and staff to clean desktops at the start of each new class and after use, if a student must change rooms?</p>	<p>Students will not switch classrooms until public health officials indicate it is safe to do so. If students use the library, science lab or computer lab, staff will be required to clean and disinfect workspaces after each use, giving special attention to commonly touched surfaces. The site custodian will clean and</p>																		

	<p>disinfect all workspaces at the close of each school day.</p> <p>Please refer to the Sanitation Plan (Appendix C), which covers protocols on cleaning and sanitizing classrooms, offices, hallways, shared equipment, etc.</p>
<p>What cleaning supplies will be provided and how will teachers and staff obtain these cleaning supplies?</p>	<p>Employees will be required to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Cleaning and disinfecting products will be provided to each employee, with additional supplies being accessible throughout the workplace.</p> <p>Each classroom will be equipped with</p> <ul style="list-style-type: none"> ● Alcohol-based hand sanitizers, with greater than 60% ethanol or 70% isopropanol, ● Gloves ● Bucket and paper towels ● Hand pump sprayer and disinfectant solution ● Disinfectant wipes
<p>What is the schedule for campus staff to disinfect touch points and surfaces regularly?</p>	<p>Staff will be required to disinfect their own workspace throughout the day, giving special attention to commonly touched surfaces. Alcohol-based hand sanitizers, with greater than 60% ethanol or 70% isopropanol, and cleaning and disinfectant products will be accessible throughout the workplace to disinfect frequently touched objects and surfaces.</p> <p>The site custodian will clean and disinfect all workspaces at the close of each school day.</p>
<p>What are the procedures for disinfection of rooms where people with respiratory symptoms or fever have been?</p>	<p>Per CDC guidelines, the following procedures will be used:</p> <ul style="list-style-type: none"> ● Move students/staff out of the room. ● Close off areas used by the person who is sick. ● Open outside doors and windows to increase air circulation in the area. ● Wait 24 hours before cleaning or disinfecting, or as long as possible. ● Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment. ● Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available. ● Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms. ● Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility. ● Continue routine cleaning and disinfection.
<p>Who will conduct routine cleaning if a custodian is absent?</p>	<p>St. Bernard's Catholic School has identified a staff member who can stand in anytime the custodian is unable to perform his regular duties. This staff member is trained in proper cleaning and disinfecting.</p>

<p>How will you train custodial staff to safely use disinfectants and sanitizers?</p>	<p>St. Bernard's Catholic School will work with the Catholic Schools Office of the Diocese of Stockton to produce general training videos, e.g., cleaning and disinfecting.</p>
<p>Have you recently changed air conditioning/heater filters? How will you ensure adequate ventilation?</p>	<p>Filters are changed and/or washed in the fall and the spring.</p> <p>St. Bernard's Catholic School in an enclosed facility. Weather permitting, classroom windows and hallway doors will be open as much as possible to ensure adequate ventilation. Should it not be permissible to keep doors and windows open due to safety, outdoor temperatures or student sensitivity to allergens, rooms will be open before and after school for ventilation and during recesses, when appropriate.</p>

Required Physical Distancing

<p>How will you ensure social distancing of 6 feet in classrooms, assemblies, lining up?</p>	<p>Minimizing contact between adults at all times will be prioritized.</p> <p>Use of non-classroom space for instruction, including regular use of outdoor space, will be utilized as feasible</p> <p>Social distancing will be applied whenever possible, particularly in common areas such as play areas, hallways, and offices.</p> <p>Traffic flow maps will be established.</p> <p>6' markatons will be established throughout the campus, particularly in the hallways, office areas, gymnasium, extended care, lines for pick up, temperature reads, etc.</p> <p>In classrooms space between desks will be maximized. Distance between teacher and other staff desks will be at least six feet away from student desks. Ways to establish separation of students through other means will be considered, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact. Using privacy boards or clear screens to increase and enforce separation between staff and students will be considered.</p> <p>Classes will congregate only in cohorts; in person assemblies and shared spaces will be suspended until public health officials deem it safe to do so.</p> <p>Staff will monitor that social distancing protocols are being followed.</p>
<p>What commonly shared spaces will be closed? Library? Staff lounge?</p>	<p>Common areas will either be closed or limited depending on room square footage. Signage indicating restrictions will be posted and updated as necessary.</p>

<p>Will offices and classrooms need to be rearranged to accommodate physical distancing of 6 feet?</p>	<p>All offices and classrooms will need to be void of extraneous furniture and clutter to maximize social distancing measures, as permissible in the assigned space.</p> <p>Classroom density may be reduced to increase social distancing and will be based on room square footage.</p>
<p>What will be the desk configurations?</p>	<p>Desk/tables will be in rows with students all facing in the same direction to minimize face-to-face contact. Desks will be separated as much as possible for the assigned space.</p>
<p>Are you able to stagger times when students and staff are moving outside their classrooms/work areas to reduce the number of potential contacts and require students to stay 6 feet apart when transitioning from one space to another?</p>	<p>Staggered recess and bathroom schedules will be implemented to reduce the number of potential contacts and require students to maintain social distance when transitioning from one space to another.</p>
<p>How will you ensure cohorts of students do not mix?</p>	<p>Cohorts will remain in their classroom or with their classmates at all times.</p> <p>Designated /staggered bathroom schedules will be implemented, as much as possible.</p> <p>Designated play spaces and times will be assigned to cohorts.</p> <p>Traffic flow maps will be instituted to reduce congestion or mixing in common areas.</p>
<p>What meetings will be held virtually rather than in person?</p>	<p>Virtual meetings will continue as needed when room capacity to safely position staff 6' apart is not feasible.</p> <p>At St. Bernard's Catholic School we may be able to hold in-person staff meetings in the gym, when available, staying 6' apart.</p>
<p>Will any employees who do not work directly with students continue working from home rather than at the school site?</p>	<p>All employees work directly with students at the school site. In the event that we have to return to distance learning, employees may be able to work from home, as long as their duties can be performed remotely.</p>
<p>Will employees need to work alternating shifts to avoid having too many employees in a particular space like shared offices?</p>	<p>St. Bernard's Catholic School has a limited staff and all office spaces can be configured to accommodate the social distancing of 6' for employees. Should there be a health reason to limit one person to the office, alternative shifts will be permitted, if practical.</p>

Attendance and Health Policies

<p>What is your attendance policy?</p>	<p>While students are on campus, attendance will be taken as designated in the Parent/Student Handbook.</p> <p>In the blended or remote learning model, attendance will be taken daily at virtual meetings with students or through parent communication via email.</p>
<p>What is your system for updating all internal and external stakeholders (families, students, employees, contracted providers and vendors) on changes in the exclusion criteria as new information develops?</p>	<p>Updates to parents and staff will be communicated through email and the dedicated section in the weekly newsletter.</p> <p>Communication to contracted providers, vendors, and others will be included in the Covid-19 section of the school website.</p>
<p>What is your policy/guidance on self-screening and exclusion policy for volunteers and contracted providers?</p>	<p>All students, parents, and staff will be trained on self-screening as the first step before entering the school campus.</p> <p>Only essential visitors*, as approved by the principal, will be allowed on the school campus/in the school building until it is deemed safe by county officials to allow non-essential visitors. Visitor access to campus is conditional on the visitor passing the same screening process as staff.</p> <p>Visitors will be required to wear a face mask and follow all other protocols as required of staff.</p> <p>All non-essential deliveries, including food, personal items, will be suspended until it is deemed safe by county officials.</p> <p><i>*Essential visitors include but are not limited to: mail person, vendor delivery person, contracted services personnel.</i></p>
<p>What is your guidance for leave options and continuance of any remote work options and where will employees find this information?</p>	<p>School administration will consult and collaborate with parish administration and diocesan Director of Human Resources to make necessary determinations and provide information to all employees.</p>
<p>How will supervisors handle concerns about a volunteer or contracted employee who displays respiratory symptoms and those who resist leaving work?</p>	<p>If a volunteer or contracted employee exhibits symptoms that could be COVID-19 related and do not get evaluated by a medical professional or tested for COVID-19, administration will act under the premise that he/she has contracted COVID-19 and may not return to school until the return criteria have been met, including at least 3 days with no fever without taking fever reducing medication, symptoms have improved and at least 10 days since symptoms first appeared.</p> <p>See Appendix L: Return to School Guidelines</p> <p>If a volunteer or contracted employee refuses to leave the premises, local authorities will be called to escort him/her off campus. St. Bernard's Catholic School will work with the Human Resources Office of the Diocese of Stockton for guidance and information.</p>

Plans for Situational Awareness and Consultation with Local Health Authorities

Who will monitor and share updates from California Public Health?	Plans for situational awareness will be monitored at the diocesan level by the Catholic Schools Office and at the local level by school and parish administration.
Who will monitor and share updates from CDC?	Plans for situational awareness will be monitored at the diocesan level by the Catholic Schools Office and at the local level by school and parish administration.
Who will monitor and share updates from the Diocesan Office?	School and parish administration will monitor and share updates from the diocesan office.
Who will monitor and share updates from the San Joaquin County Office of Education?	School principal, with assistance from the Reopening Planning Team, will monitor and share updates from the San Joaquin County Office of Education.
Who will monitor and share updates from San Joaquin County Health Department?	School principal, with assistance from the Reopening Planning Team, will monitor and share updates from the San Joaquin County Health Department.

Procedures for Communicating Confirmed Cases

What are your written procedures for communicating about confirmed cases and with who?	<p>If a student or staff member has been identified with COVID-19, the school administrator will seek guidance from local health officials to determine when students and staff should return to school and what additional steps are needed for the school community. In addition, students and staff who are well, but are taking care of or share a home with someone with a case of COVID-19, will be asked to follow instructions from local health officials to determine when to return to school.</p> <p>The school will identify individuals who have been in close contact (within six feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts.</p> <p>The school administration will work with the local health department and other relevant leadership to communicate the possible COVID-19 exposure to the school community. This communication to the school community will align with the communication plan in the school's emergency operations plan. In such a circumstance, it is critical to maintain confidentiality of the student or staff member.</p> <p>Local health officials may recommend temporary school dismissals. Local health officials' recommendations for the scope (e.g., a single school, a full district) and duration of school dismissals will be made on a case-by-case basis based on the most up-to-date information about COVID-19 and the specific cases in the impacted community. Dismissals may be 14 days or longer, depending on the situation in the community.</p>
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	<p>When a possible case of COVID-19 has been brought to the attention of administration, the following steps are to be followed:</p> <ul style="list-style-type: none"> ● Confirm the information with the family ● Contact public health officials for guidance ● Based on guidance, draft a communication to be sent out to all families. The school is not legally able to reveal the name of the staff, parent or student ● Contact the family to let them know what statement is going out and when. This is not a discussion; it is a courtesy. There may be some slight rephrasing, but not if the statement that is going out has been advised by public health. ● Communication is to contain next steps and/or requirements for re-entry into the school. ● Communication will be shared with another Catholic school, if there is a case of shared family member; decide on a shared day and time to send out the communication
<p>How will you train staff about how to report confirmed cases?</p>	<p>St. Bernard's Catholic School will work with the Catholic Schools Office of the Diocese of Stockton to produce/acquire general training videos.</p>
<p>How will you collect information about student and staff illness?</p>	<p>Records of temperatures of 99.3 degrees Fahrenheit and higher and COVID-19 related symptoms will be kept to establish if the spread is increasing in the school. Staff absenteeism, student illness and symptoms, COVID-19 and non-COVID-19 related, will be recorded and monitored by school office staff.</p>
<p>How will you communicate any trend information to the district and/or the County Health Department?</p>	<p>When an incident of COVID-19 is reported to the administration, the local county health official will be contacted to discuss next steps.</p> <p>Records of temperatures of 99.3 degrees Fahrenheit and higher and COVID-19 related symptoms, without identifying information, will be shared with county health officials.</p>
<p>How will the school facilitate the contact and tracing of individuals who are suspected of or confirmed to have COVID-19?</p>	<p>The school's Safe Environment Coordinator will maintain all necessary records (including temperature logs, student attendance logs, and staff attendance logs) to facilitate contact tracing and, along with the principal, will serve as a liaison to the County Office of Public Health and any other necessary health agencies.</p>

INSTRUCTIONAL PROGRAMS

Instructional Model/Models

Describe your instructional model in detail. (Traditional, blended/hybrid, distance learning, etc.)

The instructional model to be employed will be based on the level of restriction to the school campus.

Under the following conditions:

- All preventative measures and protocols are in place and working
- Records indicate the overall health of staff and students without fevers 99.3 degrees Fahrenheit and higher and/or without showing COVID-19 related symptoms is stable.
- Local and/or state public health officials do not mandate cohort size

St. Bernard's Catholic School will facilitate a Full Return to Campus and employ a Traditional Instructional Model.

Under the following conditions:

- All preventative measures and protocols are in place and working
- Records indicate there is an increase in the number of staff and students with fevers 99.3 degrees Fahrenheit and higher and/or showing COVID-19 related symptoms
- Local and/or state public health officials mandate reduction in class cohorts

St. Bernard's Catholic School will facilitate a Full Return to Campus with Reduced Class Size to increase social distancing measures. A Traditional Instructional Model will be employed.

	<p>Under the following conditions:</p> <ul style="list-style-type: none"> • All preventative measures and protocols are in place and working • Records indicate there is an increase in the number of staff and students with fever 99.3 degrees Fahrenheit and higher and/or showing COVID-19 related symptoms • Local and/or state public health officials mandate staggered instructional model 	<p>St. Bernard's Catholic School will reduce class sizes to 13 students or less per room and move to a Blended Learning Model with students on campus 2 - 3 days a week and distance learning the other days</p>
	<p>Under the following conditions:</p> <ul style="list-style-type: none"> • All preventative measures and protocols are in place but are not working • Records indicate there is an outbreak within the school by the number of staff and students with fevers 99.3 degrees Fahrenheit and higher and/or showing COVID-19 related symptoms • There is a confirmed COVID-19 case in which the infected person(s) has potentially infected the school and others. • Local and/or state public health officials mandate Shelter at Home order 	<p>St. Bernard's Catholic School will temporarily close the campus to in person class instruction and launch the Distance Learning Model.</p>

<p>Include the logic for choosing a particular model.</p>	<p>Please see above.</p>
<p>Will students return to their classrooms in a normal scenario because space and class size already allow for physical distancing?</p>	<p>In as many instances as possible, students will resume in person instruction in the designated grade level classroom. Should a cohort be too large for adequate distancing, the gymnasium may need to be used.</p>
<p>Will you continue with a distance learning model? If so, what type and for which grade levels?</p>	<p>The priority for St. Bernard's Catholic School is to return to campus for full day in person instruction. Distance learning option may be available to families which remain enrolled in St. Bernard's Catholic School, but do not wish to return to campus for the time being due to health concerns of a child and/or family member.</p>
<p>Will you use a hybrid model (in person and distance learning)? Synchronous and asynchronous?</p>	<p>Please see above.</p>
<p>Will you use an online distance learning model and if so, what platform will you use and what devices and connectivity are still needed?</p>	<p>St. Bernard's Catholic School will use Google Suite for Education, including Google Classroom and Google Meets for instruction and collaboration. Teachers may use additional software and products to enhance teaching and learning. Students may use a variety of devices at home; Chromebooks are available for each student, if needed during distance learning.</p>
<p>What permissions do you need? From who?</p>	<p>For both the Distance Learning Model and Blended Learning Model, all families will be required to complete the Permission Form allowing recording of all sessions.</p>
<p>Will you be using a phased opening?</p>	<p>The priority for St. Bernard's Catholic School is to return to campus for full day in person instruction as soon as possible, and we will follow local and state guidance</p>
<p>How will you measure and address learning loss?</p>	<p>In September of 2020, all students will take the standardized assessment through STAR Renaissance in both Reading and Math.</p> <p>Teachers will also administer entry level assessments to gauge grade level readiness on grade level learning standards.</p> <p>Instruction will be designed and paced based on ongoing assessment data. Support for a variety of student learning needs will be provided by teachers and support staff, as much as possible.</p>

Technology and Infrastructure

What are your network and infrastructure needs to support your instructional plan?	St. Bernard's Catholic School will upgrade its bandwidth to support 1:1 devices. Approximately 180 devices may be used at one time.
How to plan to address the digital divide for your student population?	For families who may not have devices at home for distance or blended learning models, devices are made available for check out.
What processes have you implemented or developed to safeguard the devices and to make sure that they are appropriately used?	St. Bernard's Catholic School uses Cisco Umbrella for safe internet access at school and Google Admin for security when students are connected to the internet, at home or school, using their Google account with or without school-owned devices.

Preschool and Childcare

Will the preschool open when school opens?	Yes. St. Bernard's Catholic Preschool will follow the same schedule as St. Bernard's Catholic School.
Are there any current unmet needs for providing childcare to families of essential workers?	No.
Do we have fiscal models that reflect licensing requirements that limit the number of children in a classroom?	Our preschool works in concert with licensing requirements. To help abide by California Childcare Licensing requirements of a 12:1 child:teacher ratio, preschool classrooms will be divided into two separate cohorts, keeping the same children and teacher with each group, to the greatest extent possible.
Do we need to modify classrooms to assist preschool children with physical distancing?	All classrooms will need to be void of extraneous furniture and clutter to maximize social distancing measures, as permissible in the assigned space. Classrooms will rearrange furniture and play spaces to maintain 6 feet of separation, when possible. For preschool napping, mats will be 6 feet apart, with heads in opposite directions. Preschool staff will create "pod spaces" within their cohort to help students with physical distancing. Preschool classes will schedule more classroom cohorts opportunities for outside learning experiences, weather permitting.
Do all childcare classrooms have appropriate cleaning supplies and any necessary PPE?	Yes.
Do we have a plan for a hybrid model of preschool due to physical distancing limitations?	If cohort sizes and/or the number of students in the building need to be reduced, our five day program may be modified or suspended. St. Bernard's Catholic Preschool will follow the same plan as St. Bernard's Catholic School.
Do we need to increase our full day/child care spaces to support essential workers?	Yes. With the likelihood of intermittent closures throughout the academic year, it may be necessary to extend our Child Care licensure to allow for the library to be used as an additional space.

CATHOLIC IDENTITY

Celebration of Catholic Rituals and School Traditions

What health and safety protocols will be used when Mass is celebrated?	St. Bernard's Catholic School will follow the guidelines issued by the Bishop of the Diocese of Stockton. See Appendix H: Diocesan Protocols for Mass.
What health and safety protocols will be used when holding prayer services?	St. Bernard's Catholic School will follow the guidelines issued by the Bishop of the Diocese of Stockton. See Appendix H: Diocesan Protocols for Mass.
What adjustments need to be made for major school events such as Grandparents Day, Christmas Program, Catholic Schools Week, etc.?	In order to maintain social distancing guidelines, school events that require students/parents to congregate will be limited and modified as guidelines change. These changes or modifications may include postponing events, cancelling events, creating online options, and/or limiting attendance.

PERSONNEL

General Personnel

How might evaluation timelines shift?	Evaluation and observations will continue as scheduled. Faculty and staff will be given the option to meet in person with distancing guidelines in place or via virtual platforms such as Zoom or Google Meet.
How have employees been prepared to return? Have all their concerns been identified and addressed ?	End of the school year meetings were conducted with each teacher to review remote learning performance, address concerns, and discuss possible options and modifications to the upcoming 2020-21 school year. Employees will be given a survey to identify their concerns and will receive training before return. Updates will be provided throughout the school year..
Do we need to consider any staffing changes to support operational changes?	Staffing changes have been considered to implement health and safety protocols and increase student supervision. The fiscal impact of these changes is currently being assessed.
Should you use job-alike groups to examine routines used to prepare for next year and develop alternatives for accomplishing those needs (i.e. student enrollment, distribution of books, etc.)	A Reopening Planning Team has been established and consulted to address needs and prepare for possible scenarios. Weekly meetings have taken place to identify additional tasks and what responsibilities each staff member may be assigned as needs arise.
Should you modify schedules for staff?	Support Staff schedules will be modified to be available for staggered recess, restroom and lunch times, arrival and dismissal. Support staff will also begin the school year five days earlier (same as teachers) to train, prepare for distribution of supplies, and to assist teachers in classroom preparation.
How might you hold all staff meetings virtually?	Since March 2020, staff meetings have taken place via Google Meets. This platform will continue to be used for staff meetings.

Professional Development

How are you monitoring and supporting teacher growth in regards to technology and distance learning?	The Catholic Schools Office has surveyed all students, parents, and teachers regarding their distance learning experience. Responses have surfaced needs. In addition, 1:1 end of year meetings have included discussions on needs and areas for growth. Each teacher has set professional growth goals to this end. The Catholic Schools Office is also working to create a list of accessible training for teachers and/or provide training.
Do you need to train staff on updated COVID-19 risk factors and protective measures?	Along with the Catholic Schools Office, we continue to monitor the latest findings related to COVID-19 risk factors and protective measures and develop plans to train and support students, parents, and staff as appropriate.
Are you providing collaboration and PLC time for teachers and staff?	Currently PLC time is part of the school and diocesan schedule.

<p>Do you need PD on how to support students who have fallen behind?</p>	<p>Along with the Catholic Schools Office, we continue to monitor student academic growth through standardized testing results. Based on findings, St. Bernard's Catholic School supports students through our Student Success Team (SST) model, through which we develop individualized learning plans.</p>
<p>Do you have coaching support for teachers?</p>	<p>The Catholic Schools Office currently has a Curriculum and Instruction Coordinator who works with administrators and teachers to support professional development. Our Assistant Principal provides coaching to teachers who need support.</p>

FAMILY ENGAGEMENT AND SUPPORT

Family Engagement and Support

<p>How will you engage families in this plan?</p>	<p>St. Bernard's Catholic School established a Reopening Planning Team, which is composed of staff and parents. This team is responsible for drafting the plan, providing feedback, and monitoring the execution of the plan.</p> <p>Our Reopening Plan has been reviewed and approved by the Schools Advisory Committee, which is composed of appointed members of the school community.</p>
<p>What two-way communication channels do you have in place to share information about plan changes and to receive feedback?</p>	<p>Please see above.</p>

Social and Emotional Well-Being

<p>What access do students have to 1:1 interaction with adults?</p>	<p>Students have access to 1:1 interaction with teachers and staff at school, following the social distancing guidelines. Social interaction with teachers and staff is maintained during distance learning.</p>
<p>What systems do we have for reaching out to students to identify and assess needs?</p>	<p>Either on campus or through distance learning, teachers reach out to students using a variety of techniques, e.g., 1:1 conversations, shared writing, surveys, etc. to identify and assess their social and emotional needs.</p>
<p>Do we have a system for checking in with parents on a regular basis to offer support and resources?</p>	<p>Teachers check in with parents on a regular basis through email to offer support and resources for academic needs. Social and emotional support will be included.</p>
<p>How will we engage families that are not participating in distance learning activities outside of the physical classroom?</p>	<p>Teachers will check in daily with families/students to record attendance. If students are not participating in distance learning activities, and email or phone calls are not effective, the administration may need to contact families to check in and offer support.</p>
<p>Will we implement social-emotional learning lessons to develop strong coping skills?</p>	<p>Yes. The K-5 schedule has a designated time each week for social-emotional learning lessons. Middle school will integrate social-emotional lessons during their check-in and homeroom times.</p>
<p>Do we have a plan for supporting "re-entry"?</p>	<p>We will develop a plan to address the social and emotional needs of our students as they re-enter the school campus. We are aware that there may be mixed emotions and behaviors expressed once we are back on campus. Care and compassion, as well as resilience and responsibility, will be the foundation of our action plan.</p>

How can we provide students and families access to mental and emotional support such as prayer, relaxation, arts, and recreation?	Either on campus or remotely, students will participate in prayer and art class. As opportunities for recreation arise in the community, we will pass on the information to our families.
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Mental Health Supports

Are staff equipped to respond to students in crisis?	St. Bernard's Catholic School has access to counselling services through Catholic Charities (Diocese of Stockton). Training in the area of mental health will be explored.
Are supports available for students who have known challenges?	St. Bernard's Catholic School utilizes a Student Success Team (SST) model to support students academically as well as socially and emotionally. As part of the process, support plans are developed. Teachers, parents, administration and students, if appropriate, are involved in this process.
Do you have a process for triaging students that are more at risk for having experienced trauma as a result of COVID-19 (those students with preexisting mental health conditions and those that were directly impacted by the pandemic)?	Teachers and administration will reach out to families of students who were identified as being more at risk due to mental health struggles before the pandemic. Regular follow-up with families will be coordinated by teachers and the administration.
Do you need counselors, school psychologists?	St. Bernard's Catholic School does not currently have the financial resources to hire a full time counselor and/or psychologist. We do have access to counselors through Catholic Charities (Diocese of Stockton). We will continue to work with our Catholic Schools Office to increase resources.
To what extent are staff comfortable with responding to students exhibiting mental health needs?	Staff responds to students' mental health needs as much as possible within the classroom setting. However, if they become uncomfortable with the situation, the principal provides support.
Which staff have participated in basic mental health trainings? Which staff do we need to prioritize to get this training?	It will be beneficial for all staff to participate in basic mental health training. We will work with our Catholic Schools Office to explore resources.

Communications

Describe your communications plan in detail.	See Appendix J
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This plan was developed in consultation with school and program leaders, Diocesan leadership and the San Joaquin County Public Health Officer. It takes into account the feedback from students, families, staff, and administrators.

APPENDICES

APPENDIX A: GUIDING PRINCIPLES TO KEEP IN MIND

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **More Risk:** Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#)) and environmental [cleaning and disinfection](#) are important principles that are covered in this document. Fortunately, there are a number of actions school administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities.

Promoting Behaviors that Reduce Spread

Schools may consider implementing several strategies to encourage behaviors that reduce the spread of COVID-19.

- Staying home when appropriate
- Educate staff and families about when they/their child(ren) should [stay home](#) and when they can return to school.
 - Actively encourage employees and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. Develop policies that encourage sick employees and students to stay at home without fear of reprisal, and ensure employees, students, and students' families are aware of these policies. Consider not having perfect attendance awards, not assessing schools based on absenteeism, and offering virtual learning and telework options, if feasible.
 - [Staff and students should stay home](#) if they have tested positive for or are showing COVID-19 [symptoms](#).
 - Staff and students who have recently had [close contact](#) with a person with COVID-19 should also [stay home and monitor their health](#).
- CDC's criteria can help inform when employees should return to work:
 - [If they have been sick with COVID-19](#)
 - [If they have recently had close contact with a person with COVID-19](#)
- Hand Hygiene and Respiratory Etiquette
 - Teach and reinforce [handwashing](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

- Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Face Coverings
 - Teach and reinforce use of [face coverings](#). Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by all staff and students in 3rd through 8th grade and are most essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently. Information should be provided to staff, students, and students' families on [proper use, removal, and washing of cloth face coverings](#).
 - Note: [Cloth face coverings](#) should not be placed on:
 - Children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
 - [Face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. [Face coverings](#) are not surgical masks, respirators, or other medical personal protective equipment.
- Adequate Supplies
 - Support [healthy hygiene](#) behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60% alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, face coverings (as feasible) and no-touch trash cans.
- Signs and Messages
 - Post [signs](#) in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs, such as by [properly washing hands](#) and [properly wearing a face covering](#).
 - Broadcast regular [announcements](#) on reducing the spread of COVID-19
 - Include messages (for example, [videos](#)) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school [social media accounts](#)).
 - Find free CDC print and digital resources on CDC's [communications resources](#) main page.

Maintaining Healthy Environments

Schools may consider implementing several strategies to maintain healthy environments.

- Cleaning and Disinfection
 - [Clean and disinfect](#) frequently touched surfaces within the school at least daily or between use as much as possible. Use of shared objects (e.g., physical education equipment, art supplies, toys, games) should be limited when possible or cleaned between use.
 - Develop a schedule for increased, routine cleaning and disinfection.
 - Ensure [safe and correct use](#) and storage of [cleaning and disinfection products](#), including storing products securely away from children. Use products that meet [EPA disinfection criteria](#)

- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
- Shared Objects
 - Discourage sharing of items that are difficult to clean or disinfect.
 - Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
 - Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
 - Avoid sharing electronic devices, books, games or learning aids.
- Ventilation
 - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., triggering asthma symptoms) to children using the facility.
- Water Systems
 - To minimize the risk of [Legionnaires' disease](#) and other diseases associated with water, [take steps](#) to ensure that all water systems and features are safe to use after a prolonged facility shutdown. Drinking fountains will be closed. Staff and students are encouraged to bring their own water to minimize use and touching of water fountains.
- Modified Layouts
 - Space seating/desks will be separated as far as practical and feasible.
 - Turn desks to face in the same direction (rather than facing each other) or have students sit on only one side of tables, spaced apart.
- Physical Barriers and Guides
 - Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart.
 - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times.
- Communal Spaces
 - Close communal use shared spaces such as gymnasium and playgrounds with shared playground equipment if possible; otherwise, stagger use and [clean and disinfect](#) between use.
 - Add physical barriers, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart.
- Food Service
 - Have children bring their own lunch, ensuring the [safety of children with food allergies](#).
 - Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water. Individuals should [wash their hands](#) after removing their gloves or after directly handling used food service items.
 - If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the [safety of children with food allergies](#).

Maintaining Healthy Operations

Schools may consider implementing several strategies to maintain healthy operations.

- Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19
 - Offer options for staff at [higher risk for severe illness](#) (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., modified job responsibilities that limit exposure risk).
 - Offer options for students at [higher risk of severe illness](#) that limit their exposure risk (e.g., virtual learning opportunities).
 - Consistent with applicable law, put in place policies to protect the privacy of people at [higher risk for severe illness](#) regarding underlying medical conditions.
- Regulatory Awareness
 - Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.
- Gatherings, Visitors, and Field Trips
 - Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.
 - Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county, state, country).
 - Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and PTC events, as possible.
- Identifying Small Groups and Keeping Them Together (Cohorting)
 - Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
 - Limit mixing between groups if possible.
- Staggered Scheduling
 - Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
 - When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others, especially if social distancing is recommended by state and local health authorities.
- Designated COVID-19 Point of Contact
 - Designate a staff person to be responsible for responding to COVID-19 concerns. All school staff and families should know who this person is and how to contact them.
- Participation in Community Response Efforts
 - Consider participating with local authorities in broader COVID-19 community response efforts.
- Communication Systems
 - Consistent with applicable law and privacy policies, put systems in place for:
 - Having staff and families self-report to the school if they or their student have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19](#) (e.g. see “Notify Health Officials and Close Contacts” in the Preparing for When Someone

Gets Sick section below) and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).

- Notifying staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).
- Leave (Time Off) Policies and Excused Absence Policies
 - Implement flexible sick leave policies and practices that enable staff to stay home when they are sick, have been exposed, or caring for someone who is sick.
 - Examine and revise policies for leave, telework, and employee compensation.
 - Leave policies should be flexible and not punish people for taking time off, and should allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
 - Develop policies for return-to-school after COVID-19 illness. CDC's [criteria to discontinue home isolation and quarantine](#) can inform these policies.
- Back-Up Staffing Plan
 - Monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up staff.
- Staff Training
 - Train staff on all safety protocols.
 - Conduct training virtually or ensure that [social distancing](#) is maintained during training.
- Recognize Signs and Symptoms
 - Conduct daily health checks (e.g., temperature screening and/or [symptom checking](#)) of staff and students.
 - Health checks should be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. School administrators may use examples of screening methods in CDC's supplemental [Guidance for Child Care Programs that Remain Open](#) as a guide for screening children and CDC's [General Business FAQs](#) for screening staff.
- Sharing Facilities
 - Require any organizations that share or use the school facilities to also follow these considerations.
- Support Coping and Resilience
 - Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
 - Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.
 - Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
 - Consider posting signages [Catholic Charities Counseling Program](#), the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746 to connect with a trained crisis counselor.

Preparing for When Someone Gets Sick

Schools may consider implementing several strategies to prepare for when someone gets sick.

- Advise Staff and Families of Sick Students of Home Isolation Criteria
 - Sick staff members or students should not return until they have met CDC's [criteria to discontinue home isolation](#).
- Isolate and Transport Those Who are Sick
 - Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case.
 - Immediately separate staff and [children](#) with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance for caring for oneself and others](#) who are sick.
 - Work with school administration to identify an isolation room or area to separate anyone who has COVID-19 symptoms.
 - Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.
- Clean and Disinfect
 - Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#)
 - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure [safe and correct use](#) and storage of [cleaning and disinfection products](#), including storing products securely away from children.
- Notify Health Officials and Close Contacts
 - In accordance with state and local laws and regulations, school administrators should notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)
 - Inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.

Play Area Map

School Entrance

Black Top Play Area

<p>Morning Recess 10:00 Kindergarten 10:15 2nd Grade 10:30 4th Grade 10:45 6th & 7th Grade</p>	<p>Afternoon Recess 12:15 1st Grade 12:45 5th Grade 1:05 8th Grade</p>
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Gate Gate

Playground Equipment Closed

Back Grass Play Area

Grass Area	<p>Morning Recess 10:00 1st Grade 10:15 3rd Grade 10:30 5th Grade 10:45 8th Grade</p>	<p>Afternoon Recess 12:15 Kindergarten & 2nd Grade 12:45 3rd & 4th Grade 1:05 6th & 8th Grade</p> <p>Note: The grass area and basketball courts will be divided in half to accommodate two grades following social distancing guidelines.</p>	Basketball Courts
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Classroom Square Footage

K - 793 sq. ft. for the main room; Small room off the back has 285 sq. ft.

1 - 854 sq. ft., 25'-6" X 33'-6"

2 - 854 sq. ft., 25'-6" X 33'-6"

3 - 854 sq. ft., 25'-6" X 33'-6"

4 - 854 sq. ft., 25'-6" X 33'-6"

5 - 896 sq. ft., 26'-9" X 33'-6"

6 - 890 sq. ft., 26'-9" X 33'-6"; Deducted 6 sq. ft. for sink

7 - 890 sq. ft., 26'-9" X 33'-6"; Deducted 6 sq. ft. for sink

8 - 854 sq. ft., 25'-6" X 33'-6"

Library - 675 sq. ft.

Science Lab - 809 sq. ft., 26'-9" X 30'-3"

Technology Lab - 376 sq. ft., 22'-6" X 16'-9"

Total of all rooms: 9,884 sq. ft.

Additional space:

Small Hall - 828 sq. ft., 25'-6" X 32'-6"

Classroom Square Footage (continued)

		6' net		6' gross		4.6' net
	SQ. FT.	50 sq. ft.	40 sq. ft.	36 sq. ft.	30 sq. ft.	20 sq. f.t
K-Main Rm.	793	15	19	22	26	39
Grade 1	854	17	21	23	28	42
Grade 2	854	17	21	23	28	42
Grade 3	854	17	21	23	28	42
Grade 4	854	17	21	23	28	42
Grade 5	896	17	22	24	29	44
Grade 6	890	17	22	24	29	44
Grade 7	890	17	22	24	29	44
Grade 8	854	17	21	23	28	42
Library	675	13	16	18	22	33
Sc. Lab	809	16	20	22	26	40
Tech. Lab	376	7	9	10	12	18
Sm. Hall	828	16	20	23	27	41

APPENDIX C: SITE SANITATION PLAN

CLASSROOM			
WHAT	HOW	WHEN*	WHO
High Touch Areas <ul style="list-style-type: none"> • Door Knobs • Doors and Door Jams • Light Switches • Desk Tops • Chairs • Filing Cabinets • Bookcases • Sinks and Faucets (if applicable) 	Wear disposable gloves Clean with soap and water Disinfect with The Germ Buster Pro with Neutra-Tec 64	Twice daily (during recess) Nightly	Teachers & support staff Custodian
Low Touch Area	Wear disposable gloves Disinfect with The Germ Buster Pro with Neutra-Tec 64	Nightly	Custodian
Soft Areas	Wear disposable gloves Disinfect with The Germ Buster Pro with Neutra-Tec 64	Nightly	Custodian
Flooring	Dust mop Vacuum carpets	Nightly	Custodian
Window/Sills	Wear disposable gloves Disinfect with The Germ Buster Pro with Neutra-Tec 64 Vacuum window sills	Nightly Once a week	Custodian Custodian
Trash Bin	Wear disposable gloves Empty and replace bags Disinfect with The Germ Buster Pro with Neutra-Tec 64	Nightly	Custodian
Electronic Equipment (phone, laptop, document camera, monitor, keyboard, mouse, Smartboard, Chromebooks)	Wear disposable gloves Pour one part alcohol and one part water into a spray bottle. Spray cloth with the solution and wipe down.	After each use/end of the day	Teachers & support staff

*immediately if soiled

SHARED CLASSROOM			
WHAT	HOW	WHEN*	WHO
High Touch Areas <ul style="list-style-type: none"> • Door Knobs • Doors and Door Jams • Light Switches • Desk Tops • Chairs • Filing Cabinets • Bookcases • Sinks and Faucets (if applicable) 	Wear disposable gloves Clean with soap and water Disinfect with The Germ Buster Pro with Neutra-Tec 64	Twice daily (during recess) Nightly	Teachers & support staff Custodian
Low Touch Area	Wear disposable gloves Disinfect with The Germ Buster Pro with Neutra-Tec 64	Nightly	Custodian
Soft Areas	Wear disposable gloves Disinfect with The Germ Buster Pro with Neutra-Tec 64	Nightly	Custodian
Flooring	Dust mop Vacuum carpets	Nightly	Custodian
Window/Sills	Wear disposable gloves Disinfect with The Germ Buster Pro with Neutra-Tec 64 Vacuum window sills	Nightly Once a week	Custodian Custodian
Trash Bin	Wear disposable gloves Empty and replace bags Disinfect with The Germ Buster Pro with Neutra-Tec 64	Nightly	Custodian
Electronic Equipment (phone, laptop, document camera, monitor, keyboard, mouse, Smartboard, Chromebooks)	Wear disposable gloves Pour one part alcohol and one part water into a spray bottle. Spray cloth with the solution and wipe down.	After each use/end of the day	Teachers & support staff

*immediately if soiled

OFFICES			
WHAT	HOW	WHEN*	WHO
High Touch Areas <ul style="list-style-type: none"> • Door Knobs • Doors and Door Jams • Light Switches • Desk Tops • Chairs • Filing Cabinets • Drawer handles • Desk items, eg. stapler, pens, clips • Countertops • Sneeze guards 	Wear disposable gloves Clean with soap and water Disinfect with Space Sanitizer Mister	Twice daily Throughout the day	Office Staff Office Staff
Low Touch Area	Wear disposable gloves Disinfect with Space Sanitizer Mister	Nightly	Custodian
Soft Areas	Wear disposable gloves Disinfect with Space Sanitizer Mister	Nightly	Custodian
Flooring	Vacuum carpets	Nightly	Custodian
Window/Sills	Wear disposable gloves Disinfect with Space Sanitizer Mister	Nightly	Custodian
	Vacuum window sills	Once a week	Custodian
Trash Bin	Wear disposable gloves Empty and replace bags Disinfect with Space Sanitizer Mister	Nightly	Custodian
Electronic Equipment (phone, monitor, keyboard, mouse)	Wear disposable gloves Pour one part alcohol and one part water into a spray bottle. Spray cloth with the solution and wipe down.	After each use/end of the day	Office Staff

*immediately if soiled

COMMON AREAS (e.g., Copy Room, Staff Room, Staff Kitchen)			
WHAT	HOW	WHEN*	WHO
High Touch Areas <ul style="list-style-type: none"> • Door Knobs • Doors and Door Jams • Light Switches • Desk/Table Tops • Chairs • Filing Cabinets • Bookcases • Drawer handles • Sink and faucets (if applicable) 	Wear disposable gloves Clean with soap and water Disinfect with The Germ Buster Pro with Neutra-Tec 64	After each use Nightly	User Custodian
Low Touch Area	Wear disposable gloves Disinfect with The Germ Buster Pro with Neutra-Tec 64	Nightly	Custodian
Soft Areas	Wear disposable gloves Disinfect with The Germ Buster Pro with Neutra-Tec 64	Nightly	Custodian
Flooring	Sweep and wet mop	Nightly	Custodian
Window/Sills	Wear disposable gloves Disinfect with The Germ Buster Pro with Neutra-Tec 64	Nightly	Custodian
	Vacuum window sills	Once a week	Custodian
Trash Bin	Wear disposable gloves Empty and replace bags Disinfect with The Germ Buster Pro with Neutra-Tec 64	Nightly	Custodian
Electronic Equipment (soda machine, coffee maker, refrigerator, microwaves)	Wear disposable gloves Pour one part alcohol and one part water into a spray bottle. Spray cloth with the solution and wipe down.	After each use	User
		End of the day	Office Staff

*immediately if soiled

BATHROOMS			
WHAT	HOW	WHEN	WHO
High Touch Areas <ul style="list-style-type: none"> • Door Handles • Doors and Door Jams • Light Switches • Countertops • Toilet Flush Mechanism • Toilet paper dispenser • Soap dispenser • Sinks and Faucets 	Wear disposable gloves Clean and disinfect with Q.T.3 Disinfect with The Germ Buster Pro with Neutra-Tec 64	After every recess Nightly Nightly	Yard Supervisor Custodian Custodian
Low Touch Area	Wear disposable gloves Disinfect with The Germ Buster Pro with Neutra-Tec 64	Nightly	Custodian
Flooring	Sweep and wet mop Disinfect with Re-Juv-Nal 16	Nightly	Custodian
Window/Sills	Wear disposable gloves Disinfect with The Germ Buster Pro with Neutra-Tec 64 Dust window sills	Nightly Once a week	Custodian Custodian
Trash Bin	Wear disposable gloves Empty and replace bags Disinfect with The Germ Buster Pro with Neutra-Tec 64	Nightly	Custodian

*immediately if soiled

HALLWAYS/CORRIDORS

WHAT	HOW	WHEN	WHO
High Touch Areas <ul style="list-style-type: none"> • Door Knobs • Doors and Door Jams • Light Switches • Chairs 	Wear disposable gloves Clean with soap and water Disinfect with The Germ Buster Pro with Neutra-Tec 64	After each recess After dismissal Nightly	Office Staff/Support Staff/Teachers Custodian
Low Touch Area	Wear disposable gloves Disinfect with The Germ Buster Pro with Neutra-Tec 64	Nightly	Custodian
Soft Areas	Wear disposable gloves Disinfect with The Germ Buster Pro with Neutra-Tec 64	Nightly	Custodian
Flooring	Sweep and wet mop	Nightly	Custodian
Trash Bin	Wear disposable gloves Empty and replace bags Disinfect with Q.T.3	Nightly	Custodian

*immediately if soiled

GYMNASIUM (also used as CAFETERIA - CLOSED FOR MEALS)

WHAT	HOW	WHEN	WHO
High Touch Areas <ul style="list-style-type: none"> ● Door Knobs ● Doors and Door Jams ● Light Switches ● Sinks and Faucets ● Bleachers 	Wear disposable gloves Clean with soap and water Disinfect with The Germ Buster Pro with Neutra-Tec 64	After each use At arrival	PE Teacher or Recess Supervisor Parish Maintenance Staff
Low Touch Area	Wear disposable gloves Disinfect with The Germ Buster Pro with Neutra-Tec 64	Daily	Parish Maintenance Staff
Flooring	Dust mop and wet mop	Daily	Parish Maintenance Staff
Windows	Disinfect with The Germ Buster Pro with Neutra-Tec 64	Daily	Parish Maintenance Staff
Trash Bins	Wear disposable gloves Empty and replace bags Disinfect with Q.T.3	Daily	Parish Maintenance Staff

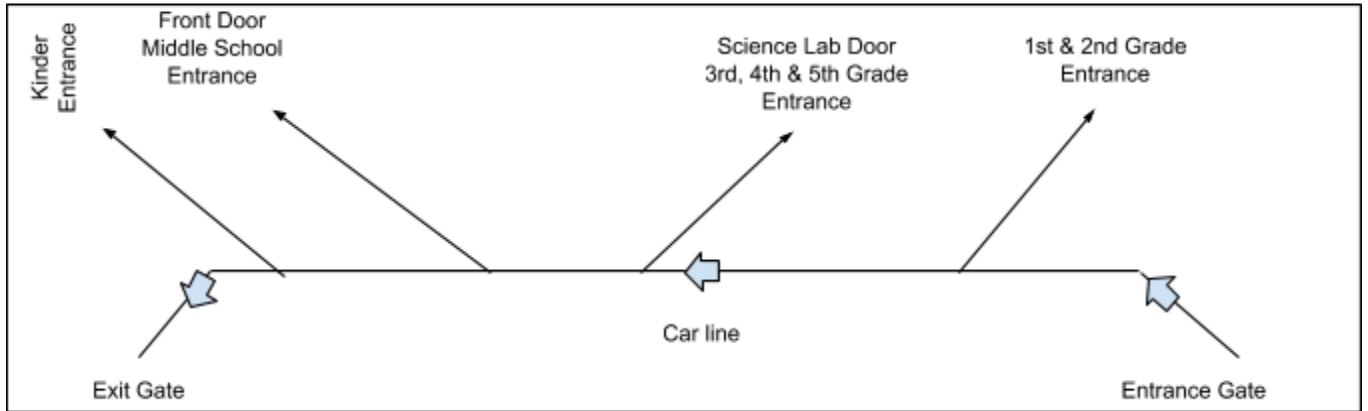
*immediately if soiled

If Someone Gets Sick

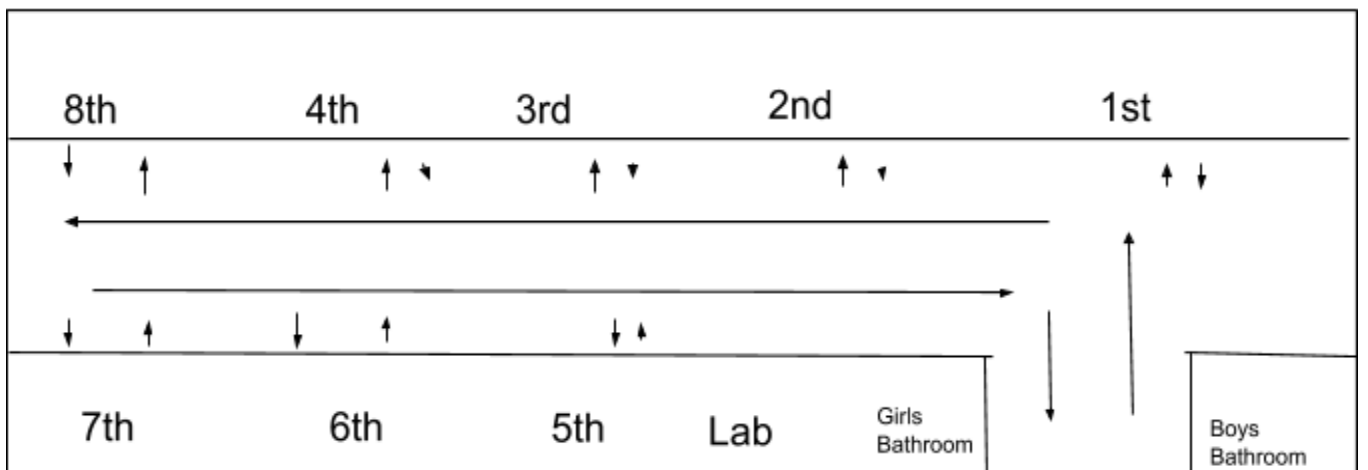
What are the procedures for disinfection of rooms where people with respiratory symptoms or fever have been?	Per CDC guidelines, the following procedures will be used: <ul style="list-style-type: none"> ● Close off areas used by the person who is sick. ● Open outside doors and windows to increase air circulation in the area. ● Wait 24 hours before cleaning or disinfecting, or as long as possible. ● Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment. ● Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms. ● Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility. ● Continue routing cleaning and disinfection.
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APPENDIX D: TRAFFIC FLOW CHARTS

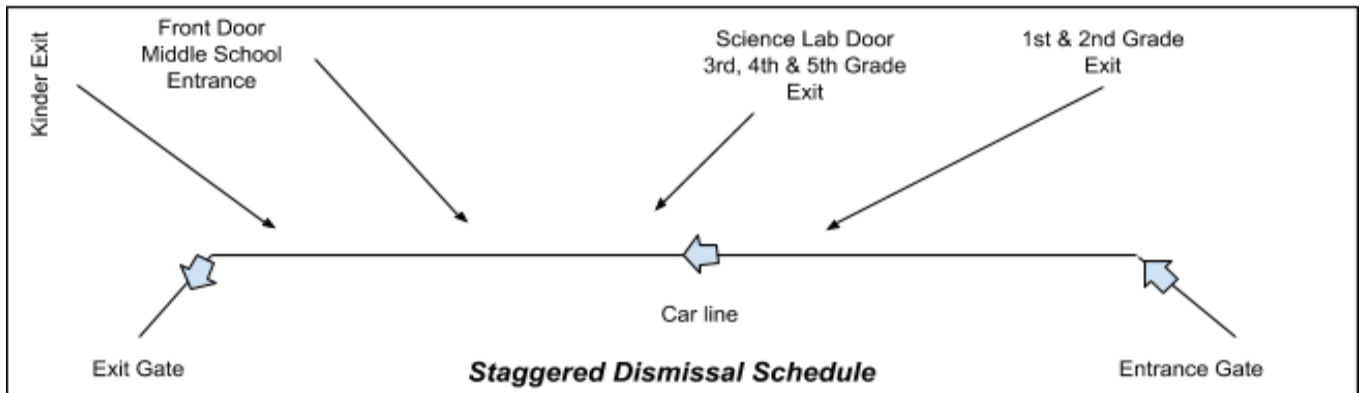
ARRIVAL



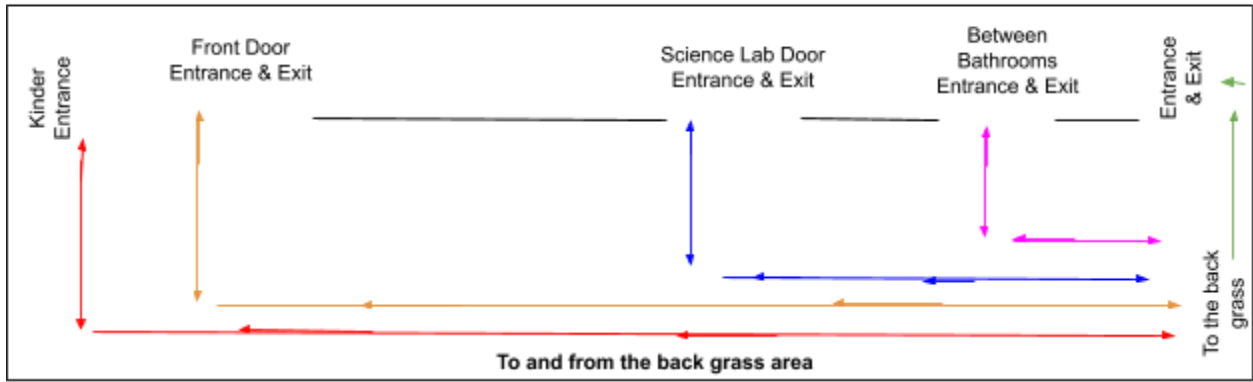
HALLWAY



DISMISSAL



RECESS



- | | |
|---------------------|------------------|
| Kindergarten | 5th Grade |
| 1st Grade | 6th Grade |
| 2nd Grade | 7th Grade |
| 3rd Grade | 8th Grade |
| 4th Grade | |

Signage Folder: Please find the following signage in this [FOLDER](#).

- Surface Cleaning
- Restroom Use
- Keeping Classroom Clean
- Please Wash Your Hands
- Please Practice Social Distancing
- Please Line Up on the Marks
- Limited Visitor Access
- Please Be Seated While Waiting To Be Seen
- Temperature Check-Point
- Isolation Space - Mask Required
- The Site is Disinfected Regularly For Your Safety
- Closed for Cleaning
- Student Good Morning Protocol
- Student End of Day Protocol
- Staff Campus Entry Screening

Other Signage

- Proper Wearing of PPE
- Symptoms of Illness
- Play Area Map
- Recess and Lunch Schedules
- Use of Traffic Flow Map
- Morning Drop-off and After School Pick-up Procedures

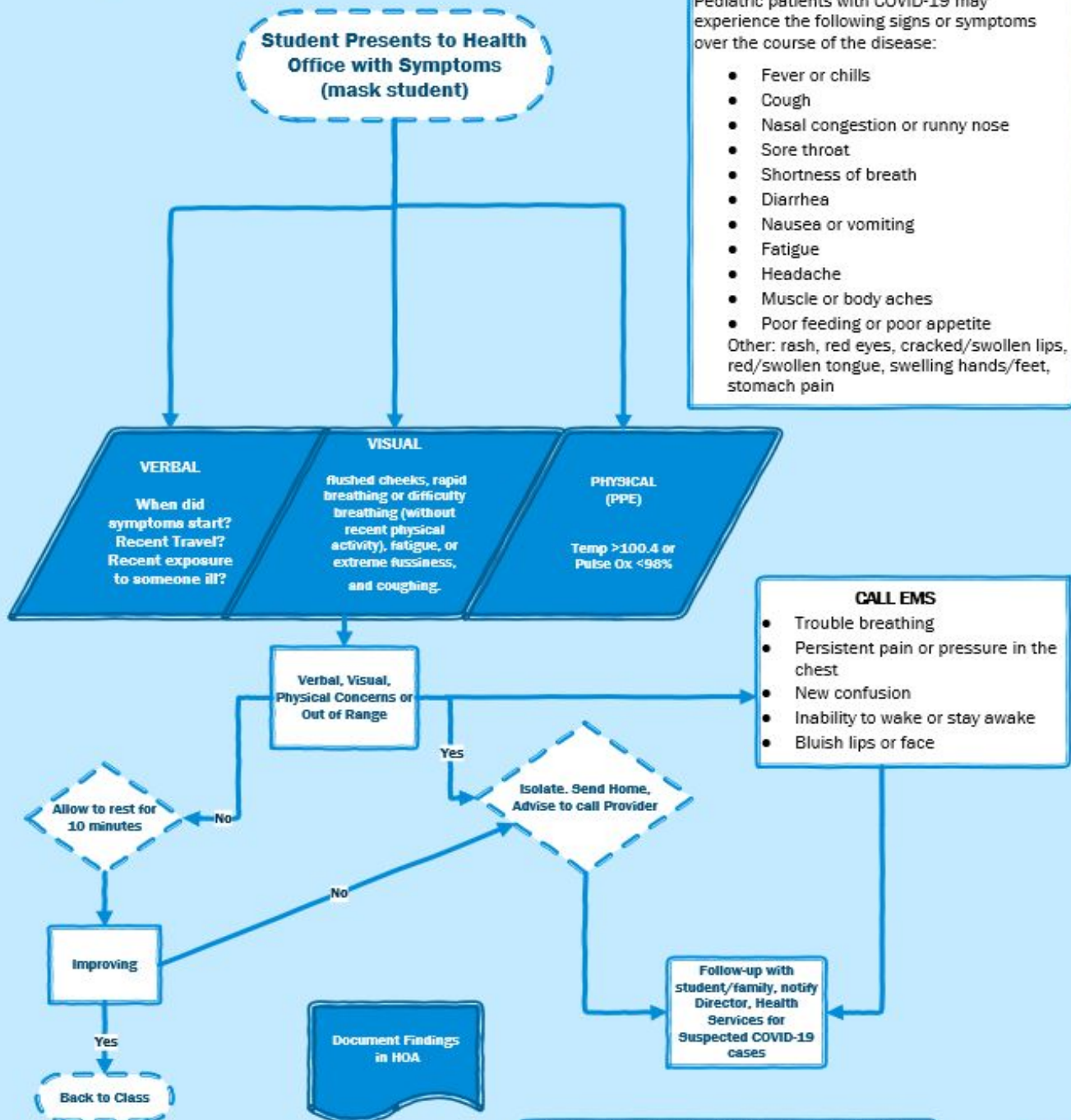
COVID 19 Screening Flowchart

COVID-19 Screening Flowchart

This flowchart will be used for health staff to provide guidance on students who may present to the health office with COVID-19 like symptoms. This does not replace judgement based on identified findings.

Pediatric patients with COVID-19 may experience the following signs or symptoms over the course of the disease:

- Fever or chills
 - Cough
 - Nasal congestion or runny nose
 - Sore throat
 - Shortness of breath
 - Diarrhea
 - Nausea or vomiting
 - Fatigue
 - Headache
 - Muscle or body aches
 - Poor feeding or poor appetite
- Other: rash, red eyes, cracked/swollen lips, red/swollen tongue, swelling hands/feet, stomach pain



<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

When to Visit the Office

Teachers may contact the school office prior to sending the student to the office if they are uncertain or need guidance about student care. Students should be triaged before they come to the office. If students or staff arrive at the office, those potentially feeling ill with COVID-19 symptoms should immediately be relocated to an isolation area so as not to “contaminate” general health office space.

VALID OFFICE VISIT	CLASSROOM-BASED SERVICES
<ul style="list-style-type: none"> ● Symptoms of COVID-19 ● Scheduled medications that may not be delivered by classroom staff; allow physical distancing; stagger times ● Avulsed tooth ● Altered levels of consciousness/concussion ● Difficulty breathing ● Head injury/complaining of neck pain- DO NOT move, keep the student calm. Call 9-1-1 ● Sudden vision impairment ● SEVERE bleeding or other traumatic injury; Call 9-1-1 ● Severe abdominal/groin pain ● Seizure (uncontrolled movement) do not hold down, remove objects that may cause injury ● Signs and symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C), which may include rash, swollen red eyes, hands, and feet. 	<ul style="list-style-type: none"> ● Minor Toothache / Primary Tooth comes out ● Small paper cuts, abrasions, picked scabs ● Small wound care ● Ice pack for small bumps/bruises. Call the office for delivery ● Localized bug bites ● Minor headache or fatigue with no other symptoms ● Mild stomach ache or nausea ● Readily controlled nosebleeds, where the student can deliver self-care ● Anxiety/stress/psychological issue Try calming techniques and/or call office staff

APPENDIX F: PURCHASE LIST

Item	Quantity	Notes
Hand Pump Sprayer	1/classroom	For teacher use
Staff Gloves	100 count/class	Nitrile gloves
Bulk Hand Sanitizer	TBD	To refill dispensers in each classroom
Disinfectant Solution	TBD	Q.T.3 EPA Registration Number 6836-349
Paper Towels	1/student	For cleaning personal work surfaces
Bucket	1/class	To keep hand pump sprayer and a roll of paper towels
Pencil box/supply bin	1/student	
No touch thermometer	1 per classroom 2 in the office 4 for arrival procedure	
Acrylic/Plexiglass	7	Office counter & isolation space Multi-person restrooms, between sinks

APPENDIX G: TRAINING

TRAINING	DATE	FACILITATOR/MEDIA	AUDIENCE
Identify and monitor COVID-19 symptoms.	Before opening the school campus & ongoing	Video	Parents, Principal, Teachers, Staff, Substitutes
Proper use of PPE	Before opening the school campus & ongoing	Video	Parents, Principal, Teachers, Staff, Students, Substitutes,
Proper Cleaning and Disinfecting Protocols	Before opening the school campus & ongoing	Review Sanitation Plan Video	Parents, Principal, Teachers, Staff, Substitutes
Educational Tools: <ul style="list-style-type: none"> • Blended Classroom Model • Flipped Classroom Model • Differentiation and effective strategies • Assessment tools • Identifying and planning for Focus Standards • Curriculum mapping 	At weekly faculty meetings	Professional Reading Educational Videos Sustained Learning Website	Principal, Teachers, Substitutes
Use and Storage of personal items	First day back on campus & ongoing	Demonstratio/Practice on campus	Students, Teachers, Staff, Substitutes
Social Distancing Protocols	Before opening the school campus, first day on campus & ongoing	Demonstratio/Practice on campus	Parents, Teachers, Staff, Students, Substitutes
Creating classroom environments respecting social distancing	Before opening the school campus, first day on campus & ongoing	Demonstratio/Practice on campus	Administration, Teachers, Staff
Use of Traffic Flow Map	Before opening the school campus, first day on campus & ongoing	Demonstratio/Practice on campus	Everyone on campus, including essential visitors
Restroom and Recess Routines	First day on campus & ongoing	Demonstration/Practice on campus	Students, Teachers, Staff, Substitutes
Beginning of the day and End of the day procedures	Before opening the school campus, first day on campus & ongoing	Simulation Demonstration/Practice on campus	Administration, Teachers, Staff, Students
How to report confirmed cases of COVID 19	Before opening the school campus & ongoing	Guidelines from CDC	Administration, Parents, Teachers, Staff

APPENDIX H: DIOCESAN PROTOCOLS FOR MASS

Please click here for [Diocesan Directives for Reopening for Public Masses](#).

Directives will be updated as we move through the phases of reopening the community.

APPENDIX I: STANDARD STUDENT SUPPLY LIST

Item	Quantity	Notes
Labeled Cloth Face Masks	2/student	Bring from home
Paper Towels	1/student	Stored in the classroom To clean desktops, work surfaces
Labeled Ziplock Bag	2/student	For storing clean and soiled face masks
Labeled Pencil box/supply bin	1/student	To keep at school

APPENDIX J: COMMUNICATION PLAN

Overview

St. Bernard's Catholic School is working closely with the San Joaquin County Health Department on guidance for students, parents, and staff to prepare for and prevent the spread of COVID-19. Additionally, St. Bernard's Catholic School is working with the Catholic Schools Office of the Diocese of Stockton to provide support for educators, parents, and students regarding different instructional models and social-emotional supports.

Looking ahead, St. Bernard's Catholic School seeks to help all key stakeholders of the community be prepared for a smooth transition back to in-classroom learning. This plan outlines our core communication goals during this time, all intended to foster community health and support.

Goals

1. Students, staff, and the community receive timely information on St. Bernard's Catholic School's preparation for and response to COVID-19.
2. Students, staff, and families feel supported with a full spectrum of academic, social, and emotional resources.
3. St. Bernard's Catholic School is prepared for a smooth transition back to onsite learning and the possibility of implementing a blended/hybrid or distance learning model, if necessary.

Key Messages

- Schools have a critical role to play in “flattening the curve,” which keeps our healthcare system from getting overwhelmed so that lives can be saved.
- Whether attending school on campus or through distance learning, school is not closed. Educators are working diligently to maintain and progress academic learning.
- Building high-quality programs that are responsive to the health of the school community takes time.
- St. Bernard's Catholic School, together with the Catholic Schools Office, is working hard to help set up systems that serve all children well.
- St. Bernard's Catholic School appreciates families' patience during this challenging time. We know that families feel a range of new pressures, challenges, and burdens and we are partners in this journey.

Audiences

- Current Parents
- Students
- Faculty & Staff, including contracted services and substitutes
- Parent Teacher Club
- School Advisory Committee
- Donors
- Pastor & Parish Office
- Connected parish ministries, e.g., Faith Formation, CYO, local Catholic high schools, ministries which use the facilities during the week, etc.
- Prospective Families
- Outside Vendors
- Visitors/Volunteers

Communications Program

Strategic Planning / Messaging

- Update FAQs as information changes.
- Provide internal talking points document to guide St. Bernard's Catholic School teachers, Pastor, and School Advisory Committee (SAC) to respond to questions from the community
- Participate in diocesan meetings to ensure consistent messaging.
- Develop a schedule that ensures regular updates to the website, social media, newsletters, etc., so that the community feels informed.
- Monitor social media comments and metrics, as well as website metrics if applicable, to determine what information is proving most useful to the community.

Media Relations

- Respond to media inquiries promptly, prior consultation with the Pastor and CSO.
- Pitch stories that proactively convey St. Bernard's Catholic School's response: i.e. return to campus, community outreach, distance learning, etc.

Internal Communications

- In all messaging, convey that St. Bernard's Catholic School cares and will take all steps possible to address individual needs – children at home, sick family member(s), etc.
- Dedicate a space on the school website for staff, parents, and community members as a hub of resources, including FAQs.
- Hold virtual meetings weekly with staff
- Consider holding virtual meetings monthly with parents

Community Relations

- Consider providing a presentation to parents outlining all St. Bernard's Catholic School actions to date
- Ensure that all public-facing communications are translated into Spanish, if needed.
- Be responsive to social media/email/phone inquiries. Answer most commonly asked questions on the website.

Website / Collateral

- Update website any time there is new information to share.
- Develop and maintain an online list of resources for families.

Social Media/ Visual Storytelling

- Post frequently during the week to social media accounts, e.g., Facebook and Twitter.
- Use graphic, photo, or video with all posts. Graphics should be reassuring and not scary (i.e. avoid images of the virus itself; focus more on children doing activities with parents, handwashing, etc.)
- Consider creating and posting short videos.

APPENDIX K: FACILITY ADJUSTMENTS

Area	Change	Definite (D) Potential(P)	Permanent Y or N	\$
Office	Install a Space Sanitizing Mister.	D	N	
Restrooms	Install barriers between sinks.	D	N	
Classrooms	Rugs, group tables, and superfluous furniture have been removed.	D	N	
Classrooms	Individual desks separated as far as practical.	D	N	
Classrooms	Students have their own designated space with their own supplies and water bottle.	D	N	
Library	Converted as an additional space, so spaces are not shared by more than a single class.	P	N	
Library	Install a Space Sanitizing Mister.	D	N	
Computer Lab	Converted as an additional space, so spaces are not shared by more than a single class.	P	N	
Computer Lab	Install a Space Sanitizing Mister.	D	N	
Science Lab	Converted as an additional space, so spaces are not shared by more than a single class.	P	N	
Gymnasium	Converted as an additional space, so spaces are not shared by more than a single class.	P	N	
Outdoors	Spots outside classrooms and restrooms are designated six feet apart for student line up and pick up.	D	N	
Hallways/ Corridors	Marked traffic flow for minimized contact.	D	N	
Other	Social distancing and best practices signage posted	D	N	

APPENDIX L: RETURN TO SCHOOL GUIDELINES

The most recent CDC guidance should be consulted prior to allowing the employee to return to work.

Employees	Minimum Criteria for Return to Work (As of June 7, 2020)	CDC Reference Page
<p>Symptomatic Positive Employees with symptoms who are laboratory confirmed to have COVID-19</p>	<p>At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, at least 10 days have passed since symptoms first appeared.</p>	<ul style="list-style-type: none"> ● For employee cases who did not require hospitalization ● For employee cases who required hospitalization
<p>Asymptomatic Positive Employees who never had symptoms and are laboratory confirmed to have COVID-19</p>	<p>A minimum of 10 days have passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed cases with symptoms apply.</p>	<ul style="list-style-type: none"> ● For employee cases who did not require hospitalization
<p>Symptomatic Negative Employees who had symptoms of COVID-19 but test result returned negative</p>	<p>Use the same criteria for return to work as laboratory confirmed cases.</p>	
<p>Asymptomatic Negative Employees who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative</p>	<p>Employees should quarantine at home for 14 days after the last known close contact with the case patient. Symptoms can develop even after testing negative within 14 days after exposure. The LHD may consider allowing earlier return to work only for an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.*</p>	
<p>Symptomatic Untested Employees who had symptoms of COVID-19 but were not tested</p>	<p>Testing is highly recommended. If the employee cannot be tested, use the same criteria for return to work as laboratory confirmed cases.</p>	

<p>Asymptomatic Untested Employees who had close contact with a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms.</p> <p>OR Employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from LHD or healthcare provider, and do not have symptoms.</p>	<p>Employees should be quarantined at home for 14 days after the last known close contact with the case patient. Testing is highly recommended; if testing has not occurred, the LHD may consider allowing an employee who had close contact to a confirmed case to continue to work only in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.*</p> <p>Employees who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for return to work should be used as laboratory-confirmed cases.</p>	<ul style="list-style-type: none"> ● For employee cases who did not require hospitalization ● Critical workers implementing safety practices
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APPENDIX M: SPORTS AND EXTRACURRICULAR ACTIVITIES

- ❑ Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states are not permitted at this time.
- ❑ Youth sports and physical education are permitted only when the following can be maintained: (1) physical distancing of at least six feet; and (2) a stable cohort, such as a class, that limits the risks of transmission (see CDC Guidance on Schools and Cohorting). Activities should take place outside to the maximum extent practicable.
- ❑ For sports that cannot be conducted with sufficient distancing or cohorting, only physical conditioning and training is permitted and ONLY where physical distancing can be maintained. Conditioning and training should focus on individual skill building (e.g., running drills and body weight resistance training) and should take place outside, where practicable. Indoor physical conditioning and training is allowed only in counties where gyms and fitness centers are allowed to operate indoors.
- ❑ Avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
- ❑ Consistent with guidance for gyms and fitness facilities, cloth face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering). Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.
- ❑ Youth sports programs and schools should provide information to parents or guardians regarding this and related guidance, along with the safety measures that will be in place in these settings with which parents or guardians must comply.
- ❑ Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.