

**St. Bernard's Catholic School
COVID SAFETY PLAN
2020-21**

January 31, 2021

Diocese of Stockton



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ABOUT OUR SCHOOL

St. Bernard's Catholic School

CONTACT INFORMATION

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School Liaison to County for COVID 19	Patricia Paredes, Principal

PROFILE

Enrollment	158
Average Class Size	18
Teaching Staff	13
Non-Teaching Staff	10

PREFACE

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

- [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year \(January 14, 2021\)](#)
- [Cal/OSHA Prevention Program \(CPP\)](#)
- [COVID-19 School Guidance Checklist](#)
- [CA Safe Schools for All Hub](#)
- [Blueprint for a Safer Economy](#)
- [St. Bernard's Catholic School Reopening Plan \(Approved September 2020\)](#)

CAL/OSHA COVID19 PREVENTION PROGRAM (CPP)

St. Bernard's Catholic School CPP

COVID-19 SCHOOL GUIDANCE CHECKLIST

St. Bernard's Catholic School Checklist

St. Bernard's Catholic School REOPENING PLANS

STABLE GROUP BY GRADE LEVEL/STRUCTURES

K - 5:

Students will be assembled in stable groups by grade level. These groups will abide by the following:

- Stable groups will consist of same grade students up to state/county restrictions.
- Stable groups may consist of all students within the class or portion of the class as in a hybrid model.
- Students will remain with their classmates at all times, including structured recess & lunch;
- Students are not to visit another classroom outside of their group or grade level.
- Students will have a designated space, solely for their use in their classrooms and in the extended care space, if applicable.
- 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).
- Stable groups will meet in their regularly assigned classrooms.

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 as needed.

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; teachers will clean door knobs after each recess/PE.

Rooms typically visited by many classes, e.g., library, computer lab, science lab, lunch room, etc., will be suspended until it is deemed safe to do so by public health officials.

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 will be eaten in the classroom or outdoor designated space.

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.

PE will be held in an outdoor location as much as possible. When not feasible, the PE teacher will increase distance between self and students (if possible to 12') or utilize a remote platform.

Any staff, outside of the stable group, entering a classroom will be required to sanitize hands, wear a face covering, and limit time in the classroom to 15 minutes or less

MIDDLE SCHOOL:

Students will be assembled in stable groups by grade level. These groups will abide by the following:

- Stable groups will consist of same grade students up to state/county restrictions.
- Stable groups may consist of all students within the class or portion of the class as in a hybrid model.
- Students will remain with their classmates at all times, including structured recess & lunch; teachers will rotate between rooms for upper grades and specials as/if needed; number of rotations and teachers will be minimized as much as possible.
- Students are not to visit another classroom outside of their group or grade level.
- Students will have a designated space, solely for their use in their classrooms and in the

extended care space, if applicable.

- 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).
- Stable groups will meet in their regularly assigned classrooms.

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 as needed.

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; teachers will clean door knobs after each recess/PE.

Rooms typically visited by many classes, e.g., library, computer lab, science lab, lunch room, etc., will be suspended until it is deemed safe to do so by public health officials.

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 will be eaten in the classroom or outdoor designated space.

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.

PE will be held in an outdoor location as much as possible. When not feasible, the PE teacher will increase distance between self and students (if possible to 12') or utilize a remote platform.

Any staff, outside of the stable group, entering a classroom will be required to sanitize hands, wear a face covering, and limit time in the classroom to 15 minutes or less.

HIGH SCHOOL:

CHILD CARE:

Child care will be held in a designated space determined by enrollment in the program. Each student will be assigned a desk, 6' apart from other students' desks, and equipped with barriers to assist with distancing as is practical. Each student will have their own supplies,

Child care will be the only population to use the space during the course of the day. The facility will be cleaned before and after the morning shift. Parents will pick-up and drop-off at a designated spot and will not be admitted into the space.

ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

ARRIVAL & DEPARTURES:

Minimizing contact at school between students, staff, families, and the community at the beginning and end of the school day will be prioritized.

The morning drop off protocol will include the following:

- Parents/guardians will not be permitted in the building or classrooms.
- Parents will use a drive-thru protocol and will use a designated parking lot to drop students off; parents/guardians will remain in their vehicle.
- All entry doors will be propped at arrival and dismissal times. .

- When dropped off, students will be directed to enter and their temperature will be taken by staff.
- If no temperature has been detected, students will be required to sanitize their hands prior to entering the classroom.
- Teachers will be at their doors to admit students.
- Students will enter and go directly to their assigned seat.

The afternoon pick up protocol will include the following:

- Parents/guardians will not be permitted in the building or classrooms.
- Parents will use a drive-thru protocol and will use a designated parking lot to pick up students; parents/guardians will remain in their vehicle.
- Larger stable groups will remain in their classrooms and staff will call them to be released.
- Smaller stable groups will line up by grade and will be released by their teacher to their car.

RECESSES/LUNCHESES:

Recess and lunches will be staggered 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 as needed.

RESTROOMS:

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.

HALLWAYS:

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

OFFICE VISITS:

Visits to the office by students will be allowed only for valid reasons. (see Appendix: When to Visit Office)

FACE COVERINGS/AND OTHER ESSENTIAL PROTECTIVE GEAR

STUDENTS:

Students in all grade levels K-12 will be required to wear face coverings at all times, while at school, unless exempted. (see Appendix: Face Covering Exemptions)

Further guidance:

- A cloth face covering or face shield may be removed for meals, snacks, or when it needs to be replaced. When a cloth face covering is temporarily removed, students will be reminded to place it in a clean, safe area, clearly marked with the student’s name and date, until it needs to be put on again.
- Participants in youth and adult sports will be required to wear face coverings when participating in the activity, even with heavy exertion as tolerated, both indoors and outdoors.
- Persons exempted from wearing a face covering due to a medical condition will be required to wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- Additional masks will be available to students who inadvertently fail to bring a face covering to school.
- Under CDPH guidelines, students who refuse to wear a face mask as required will be sent home and required to access learning remotely.

- St. Bernard's Catholic School will provide training for the proper way to wear, maintain, and remove, as well as when to replace face coverings

For any shared facility, St. Bernard's Catholic School will post signage if there is a space in which unmasked or sub-optimally masked individuals use the environment.

When feasible, additional mitigation strategies (or fortifying existing mitigation strategies) to optimize safety will be used. These may include increasing the frequency of asymptomatic tests offered to unmasked or sub-optimally masked individuals, employing longer social distances, installing clear physical barriers, reducing duration of time in shared environments, and opting for either outdoor or highly-ventilated indoor educational spaces, as possible.

STAFF:

All staff must use face coverings in accordance with CDPH guidelines.

Further guidance:

- St. Bernard's Catholic School will recommend disposable 3-ply surgical masks, which are more effective than cloth face coverings
- Bandanas, gaiters and similar face coverings are not acceptable.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, a face shield with a drape may be used as long as the wearer maintains physical distance from others.
- Staff must return to wearing a face covering outside of the classroom.
- St. Bernard's Catholic School will provide training for the proper way to wear, maintain, and remove, as well as when to replace face coverings

OTHER PPE:

- Workers or other persons handling or serving food must use gloves in addition to face coverings.
- Staff will be required to wear gloves when screening students for temperature and/or symptoms, handling frequently touched items/surfaces, and/or when cleaning and disinfecting surfaces to supplement frequent handwashing or use of hand sanitizer.
- Custodial staff and any other workers who clean and disinfect the school site will be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions.

Any changes in PPE requirements will be communicated to parents and staff through a weekly newsletter.

CHECKING FOR SIGN, SYMPTOMS, AND EXPOSURES/HEALTH SCREENING

STUDENTS:

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to members of our community, parents/guardians and capable students are to complete a screening COVID-19 symptoms survey and/or provide an update if household conditions change PRIOR to coming to campus.

When positivity rates are high in the local area, parents/guardians and capable students will be required to submit to a daily 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 UPON ARRIVING on campus.

COVID-19 symptoms survey will include:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than 99.3 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

Students registering a temperature above 99.3 degrees Fahrenheit, or experiencing one or more COVID symptoms, will be sent home immediately and will be required to wait in a designated isolation room if necessary.

Records of temperatures above 99.3 degrees Fahrenheit and COVID-19 related symptoms will be kept.

Parents/guardians will be provided with the list of COVID-19 symptoms, trained on how to identify and self monitor COVID-19 symptoms, and instructed to keep their child at home if the child is feeling ill or has symptoms of COVID-19, even if symptoms are very mild. Symptomatic testing will be strongly encouraged.

STAFF:

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to members of our community, staff are to complete a screening COVID-19 symptoms survey and/or provide an update if household conditions change PRIOR to coming to campus.

When positivity rates are high in the local area, staff will be required to submit to a daily 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 UPON ARRIVING on campus.

COVID19 symptoms survey will include:

- Cough
- Shortness of breath or difficulty breathing
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- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than 99.3 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

Staff registering a temperature above 99.3 degrees Fahrenheit or experiencing one or more COVID symptoms will be sent home immediately and will be required to wait in a designated isolation room if necessary.

Records of temperatures above 99.3 degrees Fahrenheit and COVID19 related symptoms will be kept.

Staff will be provided with the list of COVID-19 symptoms, trained on how to identify and self monitor COVID-19 symptoms, and instructed to stay home if feeling ill or experiencing symptoms of COVID-19, even if symptoms are very mild. Symptomatic testing will be strongly encouraged.

Staff and students who have recently had close contact with a person with a confirmed case of COVID-19 are requested to stay home.

Students who are well enough to work from home are allowed to access learning remotely. Staff who are well enough to work from home are allowed to do so, when possible.

During the course of any day, when student and/or staff are on campus

- Staff and students will be asked to self-monitor throughout the day for signs of illness; staff are to observe students for signs or symptoms of illness to support students who are less able to self-monitor or less likely to self-report.
- Any students or staff exhibiting one or more symptoms will be required to wait in the identified isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- If a student is exhibiting one or more symptoms of COVID-19, staff will communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.
- Unless the LHD recommends otherwise, asymptomatic contacts (students or staff) of the symptomatic individual will not be excluded from school until test results for the symptomatic individual are known.

Staff and students are able to return to school after exclusion for symptoms at home or in school when::

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- Other symptoms have improved; and
- They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

HEALTHY HYGIENE PRACTICES

STUDENTS & STAFF:

Students and staff will be reminded daily to use appropriate hygiene practices:

- Wash hands often throughout the day, including before and after eating; after coughing or sneezing; with soap and water for at least 30 seconds.
- Use hand sanitizer with greater than 60% ethanol or 70% isopropanol, if soap and water are not available; hand sanitizers that may contain methanol will be avoided.
- Children under age 9 are to only use hand sanitizer under adult supervision. [Poison Control: 1-800-222-1222].
- Avoid touching eyes, nose, and mouth
- Cover mouth and nose with a tissue when coughing or sneezing or use the inside of the elbow
- Staff will model and practice handwashing with class to reinforce healthy habits and monitor proper handwashing.

The facilities will be staged for success:

- Frequent hand sanitizer stations will be placed throughout the campus to reduce overcrowding in the restrooms and to enable frequent hand sanitation.
- Handwashing stations will be placed throughout the school site and near classrooms to minimize congregating in bathrooms to the extent practicable.
- Adequate supplies will be available in the classrooms and throughout the facilities, e.g., tissues, sanitizers, disinfectant wipes, no-touch trash cans, face coverings, etc..
- Students will have their personal box of supplies and materials

- Barriers will be placed in bathrooms, in the office, between desks whenever possible.

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.

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 and under will be provided hand sanitizer by teacher/staff members.

All employees, parents and students will be trained prior to the first day on proper handwashing, coughing and sneezing etiquette.

Signage with prevention messages will be prominent throughout the campus, e.g., proper handwashing, coughing and sneezing etiquette.

There will be set expectations for preventative behaviors, which will be modeled by all adults, e.g., sanitizing, disinfecting, proper use of PPE.

St. Bernard's Catholic School will use visual media to promote and remind students and staff of healthy hygiene practices which may include:

- assemblies, which will be virtual until it is deemed safe to hold them in person by public health officials.
- weekly newsletter, with a section devoted to healthy hygiene practices.
- prominent signage promoting preventive behaviors
- student/cohort recognition awards for following health and safety protocols. Recognition may be verbal and/or written as well as a reward, e.g., free dress pass.

INFECTION MITIGATION STRATEGIES/IDENTIFICATION AND TRACING OF CONTACTS

See [STEPS WHEN THERE IS A CONFIRMED OR SUSPECTED CASE OF COVID-19 IN A SCHOOL](#)

St. Bernard's Catholic School will employ a layered approach to infection mitigation strategies, including the following:

- Face coverings
- Stable groups
- Physical distancing
- Adequate ventilation
- Hand hygiene
- Symptom and close contact exposure screening, with exclusion from school for staff or students with symptoms or with confirmed close contact.

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.

DISTANCING INSIDE & OUTSIDE of the CLASSROOM/PHYSICAL DISTANCING

CLASSROOM SPACE:

Classroom configuration will be as follows:

- Teacher and other staff desks will be 6 feet away from students and other staff desks.
- Student chairs will be at least 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made, including considering the use of other facilities.
- Student chairs will be at least 4 feet apart.
- When 6 feet of distance is not possible, optimize ventilation, use of privacy boards or clear screens, and/or desk arrangements to minimize face-to-face contact will be used.

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. Classroom density may be reduced to increase social distancing measures.

Students will be reminded daily to practice and maintain safe distancing protocols whenever possible and practical. 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.

OUTSIDE SPACE:

Use of non-classroom space for instruction, including regular use of outdoor space, will be utilized, as often as feasible. Social distancing protocols of 6' apart will be instituted.

Outdoor singing will be permitted, provided that precautions such as physical distancing and mask wearing are implemented to the maximum extent possible. Physical distancing beyond 6 feet will be strongly recommended for any of these activities.

OFFICES/WORKSPACES:

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

- Office Capacity will be monitored for the number of persons in the office(s) at a time.
- Signage indicating closure/capacity limits will be placed on conference room doors.
- All meetings will be conducted virtually, e.g., Google Meet, even for employees in the office or school.
- Breakroom or Staff Lounge will be open with limited access, i.e., two persons at a time, for use of shared appliances such as coffee machines, refrigerators, and microwaves. Disposable cups, cutlery and plates will be used. Upon entry each person must sanitize hands and wear a face covering. Signage indicating restrictions will be posted.
- Copy Room will be open with limited access, i.e., two persons at a time. Signage indicating restrictions will be posted.

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.

VISITORS/VENDORS

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.

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.

Visitors will be required to wear a face mask and follow all other protocols as required of staff.

All non-essential deliveries, including food, personal items, will be suspended until it is deemed safe by county officials.

Food and any personal items are to be kept at assigned space. Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice.

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.

COMMON AREAS:

Social distancing of 6' and face coverings will be required in all common areas. Efforts to mitigate infection may include

- Create 6' markations throughout the campus, particularly in the hallways, office areas, gymnasium, extended care, lines for pick up, etc
- Establish traffic flow maps
- Suspend large gatherings, including assemblies
- Suspend or limit use of common spaces
- Signage indicating restrictions will be posted and updated as necessary.
- Assign areas to different cohorts
- Stagger schedules
- Eat lunch in the classrooms or outdoors, ensuring physical distancing, hand hygiene before and after eating

See [ENTRANCE EGRESS and MOVEMENT WITHIN A SCHOOL](#) for more information.

TRAIN ALL STAFF AND EDUCATE FAMILIES

All staff and families will be provided training/support materials in the following areas prior to the start of in person instruction :

- Proper use, removal, and washing of face coverings
- Physical distancing guidelines and their importance
- Symptoms screening practices
- COVID-19 specific symptom identification
- How COVID-19 is spread
- Enhanced sanitation practices
- The importance of staff and students not coming to school if they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID- 19.
- Morning drop off and pick up
- Recess expectations
- Traffic flow map
- Classroom set ups

For staff,

- COVID-19 specific symptom identification and when to seek medical attention.
- The employer's plan and procedures to follow when staff or students become sick at school.

- The employer's plan and procedures to protect staff from COVID-19 illness.

K-12 SCHOOL TESTING

STAFF:

St. Bernard's Catholic School strongly recommends response and symptomatic testing to all staff members. Staff are able to return to school after required quarantine of 14 days from last exposure as close contact with a confirmed case, if asymptomatic. Staff are able to return to school after exclusion for symptoms at home or in school when:

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- Other symptoms have improved; and
- They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 14 days have passed since symptom onset.

Per our LHD, staff are not required to participate in asymptomatic testing.

Staff will be provided with a list of testing sites options.

Upon notification of a confirmed case, staff members are notified within 24 hours whether they have been exposed or if there was a case on campus but they were not exposed.

STUDENTS:

St. Bernard's Catholic School strongly recommends response and symptomatic testing to all students/parents. Students are able to return to school after required quarantine of 14 days from last exposure as close contact with a confirmed case, if asymptomatic. Students are able to return to school after exclusion for symptoms at home or in school when:

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- Other symptoms have improved; and
- They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 14 days have passed since symptom onset.

There is no asymptomatic testing cadence planned for students.

Upon notification of a confirmed case, families are notified within 24 hours whether their child has been exposed or if there was a case on campus and their child was not exposed.

IDENTIFICATION AND REPORTING OF CASES

See [STEPS WHEN THERE IS A CONFIRMED OR SUSPECTED CASE OF COVID-19 IN A SCHOOL](#)

COMMUNICATIONS PLANS

See [STEPS WHEN THERE IS A CONFIRMED OR SUSPECTED CASE OF COVID-19 IN A SCHOOL](#)

GENERAL MEASURES

To determine current disease levels and control measures in our community and continue communication with local and state authorities, St. Bernard's Catholic School will:

- Consult with our LHO, or designated public health staff, who are best positioned to monitor and provide advice on local conditions.
- Collaborate with other schools and school partners in our region, including the county office of education.
- Access State Technical Assistance resources available for schools and for LHDs to support safe and successful in-person instruction, available on the Safe Schools for All Hub.
- Regularly review updated guidance from state agencies, including CDPH and California Department of Education.
- Per Cal/OSHA requirements noted above, establish a written CPP at every facility, perform a comprehensive risk assessment of all work areas and work tasks, and designate a person at each school to implement the plan.

VENTILATION

As a mitigation strategy, St. Bernard's Catholic School will

- Ensure sufficient ventilation in all school classrooms and shared workspaces per American Society of Heating, Refrigerating, and Air- Conditioning Engineers (ASHRAE) guidance on ventilation.
- Contact a mechanical engineer, heating, ventilation, and air conditioning (HVAC) design professional, or mechanical contractor in order to evaluate your ventilation system in regards to the ASHRAE guidance.
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons in the facility, consider alternatives. For example, maximize central air filtration for HVAC systems by using filters with a minimum efficiency reporting value (MERV) of at least 13.
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices and other spaces.
- If not able to properly ventilate indoor instructional spaces, outdoor instruction will be used as possible.(use caution in poor air quality conditions).
- Filters are on a replacement cycle in the fall and the spring.

Specific practices the school will avoid:

- Classrooms with no ventilation.
- Classrooms with increased airflow across occupants (e.g., air conditioners or fans blowing into the classroom or overhead fans creating air currents across occupants).

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 due to outdoor temperatures or student sensitivity to allergens, rooms will be open before and after school for up to 2 hours and during recesses, if appropriate.

CLEANING AND DISINFECTION

“Cleaning” involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks. “Disinfection” kills germs on surfaces using specific agents.

To ensure the cleanliness of the school facilities:

- If a case has been identified, the spaces where the case spent a large proportion of their time (e.g., classroom, or administrator’s office if an administrator) will be disinfected, noting that frequent disinfection can pose a health risk to children and students due to the strong chemicals often used and so is not recommended in the school setting unless a case has been identified.
- Staff will clean frequently-touched surfaces at school daily. Frequently touched surfaces in the school include, but are not limited to:
 - Sink handles.
 - Shared tables, desks, or chairs. If a school has morning and afternoon stable groups, the desks and tables are considered shared and should be cleaned before the next group arrives. Desks or chairs do not need daily cleaning if only used by one individual during the day.
 - Door handles.
 - Shared technology and supplies.
 - If used, outdoor playgrounds/natural play areas only need routine maintenance. Children will wash or sanitize their hands before and after using these spaces. When hand hygiene is emphasized, cleaning of outdoor structures play is not required between cohorts.
- To reduce the risk of asthma and other health effects related to disinfection, the school will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
- St. Bernard's Catholic School will :
 - Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthmatic attacks.
 - Follow label directions for appropriate dilution rates and contact times.
 - Provide workers training on the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act. Custodial staff and any other workers who clean and disinfect the school site will be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of the reach of children and stored in a space with restricted access.
 - Establish a cleaning schedule in order to avoid both under- and over-use of cleaning products.
 - Ensure safe and correct application of disinfectant and keep products away from students.
 - Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible for example by opening windows where practicable. When disinfecting, air out the space before students arrive disinfection should be done when students are not present.
 - Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.

Each classroom will be equipped with

- Alcohol-based hand sanitizers, with greater than 60% ethanol or 70% isopropanol,
- Gloves
- Bucket
- Clean Soap and Access to water

- Hand pump sprayer and disinfectant solution
- Disinfectant wipes
- Space Sanitizing Mister which kills 99.9% of airborne virus, bacteria & germs

Rugs, group tables, superfluous furniture and bulletin/wall decor will be limited to enable effective and efficient cleaning and disinfecting.

St. Bernard's Catholic School has identified a standby custodian who can stand in anytime our custodian is unable to perform his/her regular duties. This standby custodian is trained in proper cleaning and disinfecting.

STAFF-TO-STAFF INTERACTIONS

Because adults (>18 years old) appear to be more infectious overall than children, staff are reminded of the real possibility of staff-to-staff transmission. Staff are reminded regularly of the implications of

- eating and drinking indoors without being physically distant (for instance, in break rooms or common areas).
- not maintaining physical distancing of six feet
- not using face coverings in accordance with CDPH guidelines and Cal/OSHA standards.

All staff meetings, professional development training and education, and other activities involving staff are conducted with physical distancing measures in place, outside, or virtually, where physical distancing is a challenge.

Use of indoor common areas are suspended or limited until deemed safe.

LIMIT SHARING

As a mitigation strategy, the school will:

- Suspend the use of site resources that necessitate sharing or touching items, e.g., drinking fountains.
- Limit use and sharing of objects and equipment, items such as electronic devices, clothing, toys, games, and art supplies to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean between uses. Cleaning shared objects between uses (for example with microfiber cloths or baby wipes) can help to physically remove germs on surfaces.
- Ensure adequate supplies to minimize sharing of high-touch materials.
- Keep each student's individual belongings separated and in individually labeled storage containers, cubbies or areas.
- Serve individually plated or bagged meals only.

MAINTAIN HEALTHY OPERATIONS

To maintain a healthy operation, St. Bernard's Catholic School will

- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor symptoms among students and staff on school site to help isolate people with symptoms as soon as possible.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Other staff should know who the liaisons are and how to contact them. The liaison will be trained to coordinate the documentation and tracking of possible exposures, in order to notify local health officials, staff and families in a prompt and responsible manner. This will support local health department contact tracing efforts.
- Maintain communication systems that allow staff and families to self-report symptoms and

receive prompt notifications of exposures, exclusions, and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.

- Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as distance learning.

STEPS WHEN THERE IS A CONFIRMED OR SUSPECTED CASE OF COVID-19 IN A SCHOOL

CONFIRMED COVID-19 CASE

In the event of a positive case, the school will:

1. Notify the LHD of any newly reported case of COVID-19 in a student or staff member.
2. If the case is present at school at the time the school is notified, the case must go home and be excluded from school for at least 14 days from symptom onset date or, if asymptomatic, 10 days from the date the specimen was collected for the positive test.
3. Send a notice, developed in collaboration with the LHD, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the LHD to notify exposed people. (see [APPENDIX: Sample Notification](#)).
4. Arrange for cleaning and disinfection of the classroom and primary spaces where case spent significant time (see Cleaning and Disinfection above for recommendations). This does not need to be done until students and staff in the area have left for the day.
5. Implement online/distance learning for student cases if they are well enough to participate.

St. Bernard's Catholic School will follow the Required COVID-19 Reporting Guidelines:

- The school will notify the local health officer of any known case of COVID-19 among any student or employee who was present on campus within the 10 days preceding a positive test for COVID-19. Specifically, the school shall report the following information:
 - The full name, address, telephone number, and date of birth of the individual who tested positive;
 - The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
 - The full name, address, and telephone number of the person making the report.
- This information shall be reported to the local health officer by telephone within **twenty-four hours** from the time an individual within the local educational agency or private school is first made aware of a new case.
- The school liaison to the LHD is: Patricia Paredes, Principal.

MEASURES FOR WHEN A CLUSTER OR OUTBREAK IS BEING INVESTIGATED AT A SCHOOL

When either a school or LHD is aware that an outbreak may be underway, the LHD will investigate, in collaboration with the school, to determine whether these cases had a common exposure at school (e.g., a common class or staff member, bus ride, or other common exposures outside of school). CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).

During the investigation, the school will:

1. Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations (see [APPENDIX: Sample Notification](#)).
2. Identify, as part of the CSP, one or more school staff member who can liaise with the LHD regarding the cluster/outbreak investigation by confirming which classes and stable groups included confirmed cases or symptomatic students and staff members, and if recent events or

gatherings involved any cases or symptomatic persons. ([see About Our School](#))

3. Identify absenteeism among those in affected classes or stable groups, and coordinate with the LHD to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the case's infectious period.
4. Coordinate with the LHD to share a line list of cases and contacts with dates present at or absent from school.
5. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
6. Coordinate with the LHD on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.
7. Coordinate with the LHD on whether and when the school should be closed and reopened.
8. Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of SARS-CoV2 at the school or in the general community, and repeat recommendations for prevention and control measures ([see APPENDIX: Sample Notification](#)).
9. Implement online/distance teaching and learning during school closure.
10. Arrange for cleaning and disinfection of the entire school before reopening in the case of closure.

SCHOOL CLOSURE DETERMINATIONS

Individual school closure, in which all students and staff are not on campus, will be recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure should be done in consultation with the LHO. Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- The LHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Length of closure: 14 days, or according to a decision made in consultation with the LHO.

ADDITIONAL INFORMATION

VACCINES FOR K-12 SCHOOLS

Per CDPH guidance,

- staff will be strongly encouraged to receive the COVID-19 vaccine at the first opportunity.
- students and staff will be strongly encouraged to be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
 - Protect the school community.
 - Reduce demands on health care facilities.
 - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

TRAVEL REQUIREMENTS

The State of California has updated its travel policy with the following provisions:

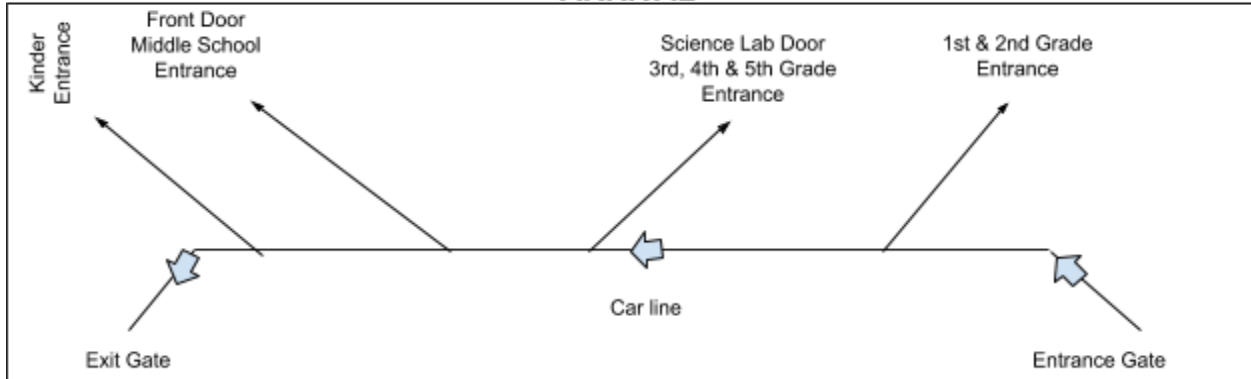
- Non-essential travel (for recreational purposes) should be limited to 120 miles from the person's home.
- Californians who travel outside the state or the country should quarantine for 10 days upon their return to California.
- Visitors to California from other states and countries must also quarantine for 10 days upon their entry into California.

With this in mind, all staff and parents are asked to limit recreational travel to no more than 120 miles from their home. All school community members are notified that if they must travel outside of California or outside of the United States, they will be required to quarantine for 10 days upon their return to California.

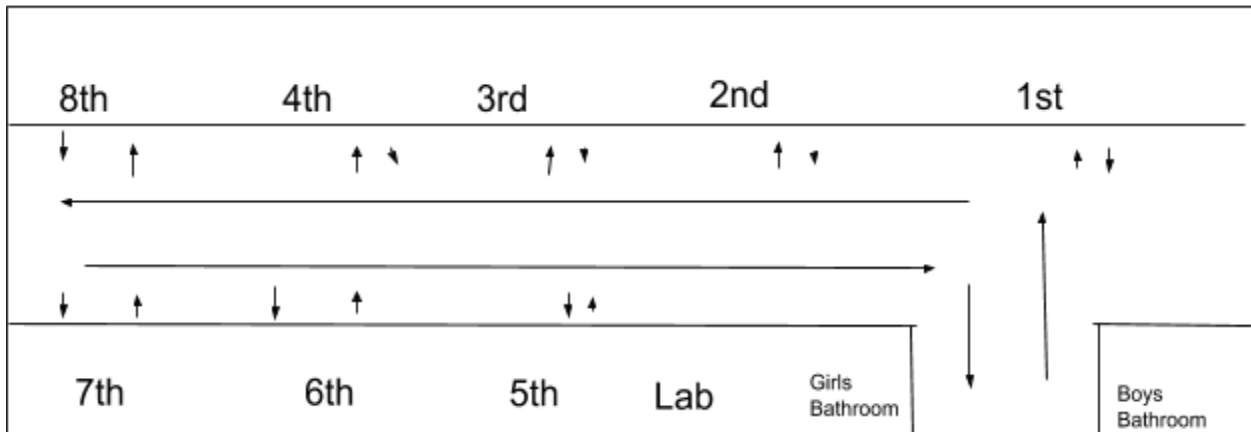
APPENDICES

APPENDIX: TRAFFIC FLOW CHART

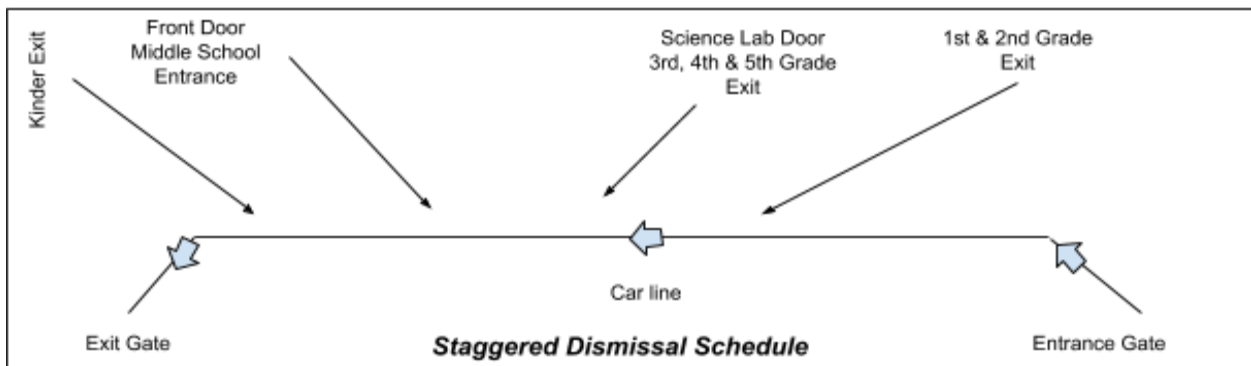
ARRIVAL



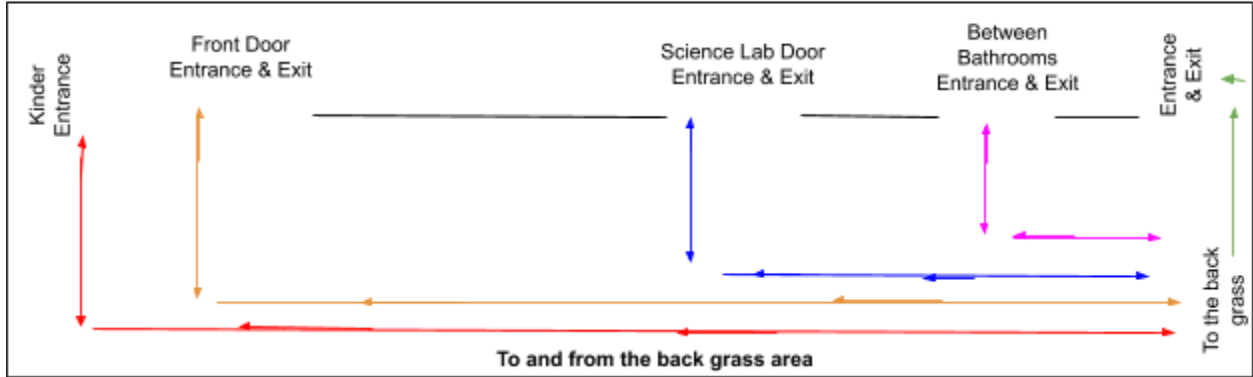
HALLWAY



DISMISSAL



RECESS



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

APPENDIX: SAMPLE NOTIFICATIONS

[CLICK HERE FOR SAMPLES](#)
San Joaquin County

APPENDIX: DECISION MAKING FLOWCHART

[NOW WHAT? DECISION-MAKING FLOWCHART](#)

APPENDIX: St. Bernard's Catholic School REOPENING PLAN & WAIVER

[REOPENING PLAN](#)

(Approved By County And State in September 2020)

[WAIVER APPLICATION](#)

(Approved By County And State in September 2020)

APPENDIX: EXEMPTION POLICY FOR FACE COVERINGS

Based on California Department of Public Health's GUIDANCE FOR THE USE OF FACE COVERINGS (Revised June 29, 2020) Excerpt below relates to the school environment.

The CDPH guidance mandates that face coverings be worn state-wide in the circumstances and with the exceptions outlined below and are not a substitute for physical distancing, washing hands, and staying home when ill.

What is a cloth face covering? A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

In California, persons older than 2 years old must wear face coverings when they are in high-risk situations, including but not limited to:

- Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
- In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.
- While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.

Individuals are exempt from wearing a face covering for reasons including but not limited to:

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons ..., while they are eating or drinking, provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
- Persons who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others.

Note: Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

APPENDIX: WHAT TO DO IF THERE IS A CONFIRMED/SUSPECTED CASE

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

	Student or Staff with:	Action	Communication with school community
1.	COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom screening: per CDC Symptom of COVID-19 .	<ul style="list-style-type: none"> Send home if at school. Recommend testing (if positive, see #3, if negative, see #4). School/classroom remain open. 	<ul style="list-style-type: none"> No action needed.
2.	Close contact (†) with a confirmed COVID-19 case.	<ul style="list-style-type: none"> Send home if at school. Exclude from school for 10 days from last exposure, per CDPH quarantine recommendations. Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative). School/classroom remain open. 	<ul style="list-style-type: none"> Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.
3.	Confirmed COVID-19 case infection.	<ul style="list-style-type: none"> Notify the LHD. Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. Identify school contacts (†), inform the LHD of identified contacts, and exclude 	<ul style="list-style-type: none"> School community notification of a known case. Notification of persons with

		contacts (possibly the entire stable group (††)) from school for 10 days after the last date the case was present at school while infectious. <ul style="list-style-type: none"> Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion). Disinfection and cleaning of classroom and primary spaces where case spent significant time. School remains open. 	potential exposure if case was present in school while infectious
4.	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	<ul style="list-style-type: none"> May return to school after 24 hours have passed without fever and symptoms have started improving. School/classroom remain open. 	<ul style="list-style-type: none"> Consider school community notification if prior awareness of testing.

(†) A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) See Stable Group Guidance for definition of a stable group. In some situations, (e.g., when seating charts are used, face covering is well adhered to, and teachers or staff have observed students adequately throughout the day), contact tracing and investigation may be able to determine more precisely whether each stable group member has been exposed. In this situation, those who were not close contacts could continue with in-person instruction.

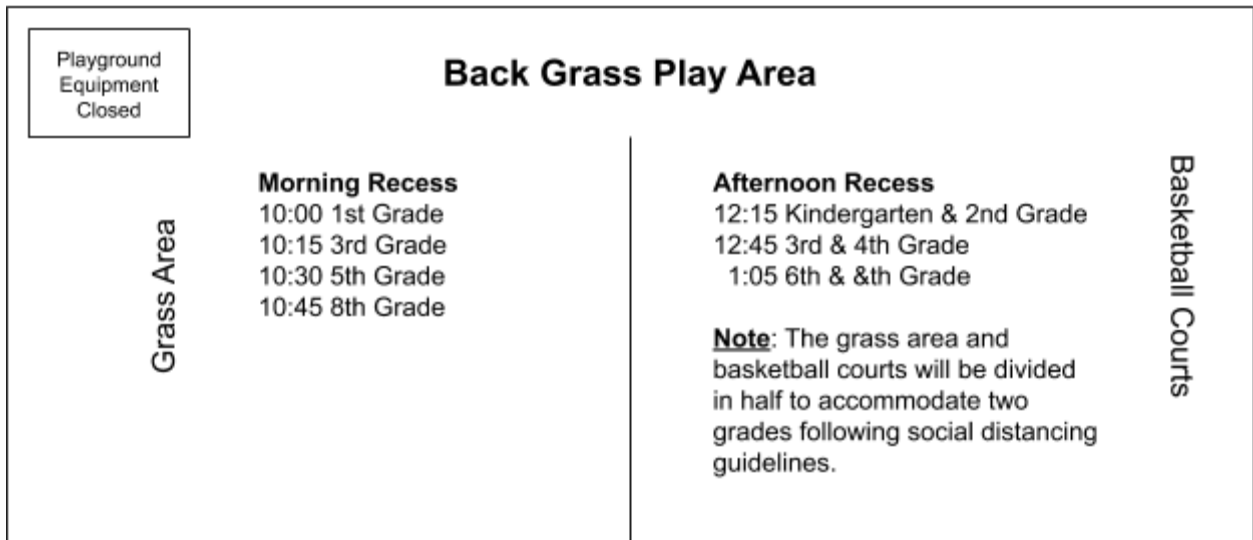
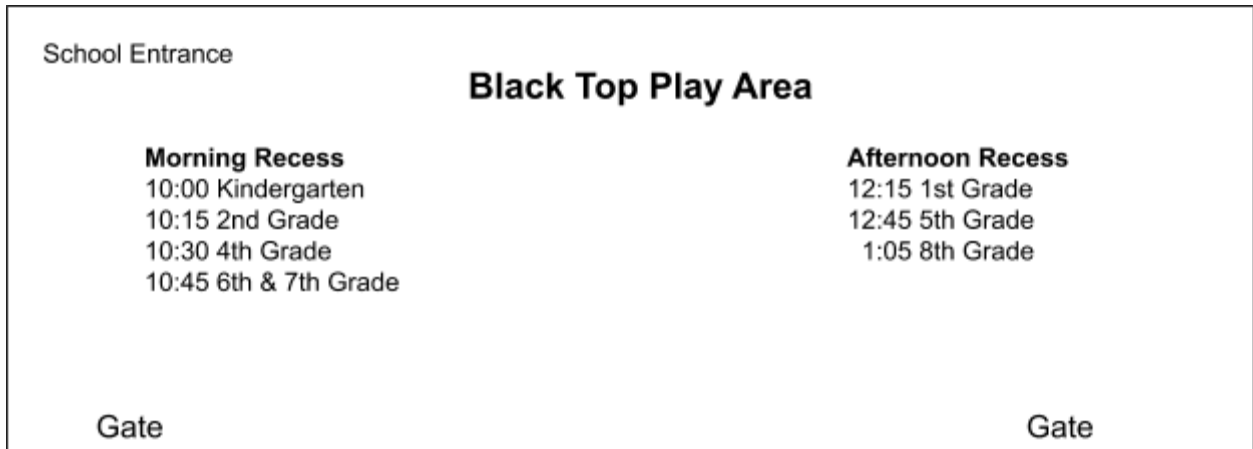
APPENDIX: WHEN TO VISIT THE OFFICE

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: CAMPUS USAGE CHART

Play Area Map



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: CLEANING & DISINFECTION 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: SIGNAGE

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

APPENDIX: 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	Simulation Demonstration/Practice on campus	Administration, Teachers, Staff, Students

	& ongoing		
How to report confirmed cases of COVID 19	Before opening the school campus & ongoing	Guidelines from CDC	Administration, Parents, Teachers, Staff

APPENDIX: 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
Symptomatic Positive Employees with symptoms who are laboratory confirmed to have COVID-19	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.	<ul style="list-style-type: none"> For employee cases who did not require hospitalization For employee cases who required hospitalization
Asymptomatic Positive Employees who never had symptoms and are laboratory confirmed to have COVID-19	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.	<ul style="list-style-type: none"> For employee cases who did not require hospitalization
Symptomatic Negative Employees who had symptoms of COVID-19 but test result returned negative	Use the same criteria for return to work as laboratory confirmed cases.	
Asymptomatic Negative Employees who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative	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.*	
Symptomatic Untested Employees who had symptoms of COVID-19 but were not tested	Testing is highly recommended. If the employee cannot be tested, use the same criteria for return to work as laboratory confirmed cases.	

<p>Asymptomatic Untested Employees who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms. 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.* 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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