



St. Rose Catholic School

RETURN-TO-CAMPUS PLAN

IN RESPONSE TO COVID-19

October 9, 2020

Introduction

The Saint Rose School administration and re-opening task force has created this plan to aid in navigating the reestablishment of our school to enable employees, students, and families to feel safe and to reduce the impact of COVID-19 exposures upon returning to the campus. The guidelines referenced in this plan are based on guidance from the Sonoma County Department of Health, the Sonoma County Office of Education (SCOE) and the Centers for Disease Control and Prevention (CDC). Regular updates will be made to this plan based on information provided by the CDC and applicable federal, state and local agencies.

- [Sonoma County Roadmap To a Safe Reopening](#)
- [The Centers for Disease Control: Considerations for Schools](#)
- [California Department of Public Health: Covid-19 Reopening and In-Person Learning](#)
- [California Department of Public Health: Covid-19 Industry Guidance: Schools and School Based Programs](#)
- [Leading with Hope: A Reflective Guide for Catholic Schools in a New Reality](#)

Guiding Principles

In the midst of a Catholic faith community, students at St. Rose learn that God loves each of us and our loving response to God leads to a more fulfilling life. The administration and staff in partnership with the parents who are the primary educators of their students are committed to assisting students in developing their full potential through a program that stimulates spiritual, intellectual, social, emotional, and physical development.

The best way to realize our mission statement above is through in-person instruction with our students on campus. In order to facilitate this and ensure the continued well-being of our employees and students during the COVID-19 Pandemic the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

SECTION 1: ON CAMPUS SAFETY OF STUDENTS, STAFF AND VISITORS

Employee Screening and Protocols

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our students and employees, employees will complete daily self-screening each morning as they enter the building. This includes a temperature reading and self-assessment related to COVID-19 symptoms including:

- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Shortness of breath or difficulty breathing
- Cough
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Known close contact with a person who is lab confirmed to have COVID-19
- Known close contact with a person who is suspected by their physician of having COVID-19 but is awaiting lab results.

Student Health Screening at Home

We ask that parents monitor their children for COVID 19 symptoms at home. Children who exhibit any of the symptoms listed should stay home. Vigilance with keeping all sick children at home is imperative.

Watch for symptoms such as:

- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Shortness of breath or difficulty breathing
- Cough
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Known close contact with a person who is lab confirmed to have COVID-19
- Known close contact with a person who is suspected by their physician of having COVID-19 but is awaiting lab results.

Any student or employee who has had close contact with a person with a Covid positive test or a pending Covid test result will be required to stay home according to the 14 day quarantine policy.

Student Health Screening at School & Arrival on Campus

Kindergarten students will enter the campus through the gate closest to their classroom. The teacher will use a no-contact thermometer to take students' temperatures. Temperatures must be less than 100.4 Fahrenheit. Then students will proceed to the two hand washing stations monitored by the teacher's aide and wash up before they enter the classroom. Parents may accompany their Kindergarten child to the gate but will not be allowed to enter campus.

Students in Grades 1 – 8 will be dropped off at the circle. Parents may not leave vehicle. No-contact thermometers will be used to take students' temperatures. Temperatures must be less than 100.4 Fahrenheit. Students will then proceed to the hand washing station located on the playground (Eight stations) and wash up before they go directly to their classrooms.

Students will remain six feet apart throughout this process as indicated by markings on the pavement. Teachers and support staff will provide close supervision at the various stations.

Mask Requirement

All school employees and K – 8th grade students will be required to put on their masks before they leave the vehicle in which they arrived. Employees and students will wear masks all day except when they are eating or recreating outside.

We have ordered lanyards for each student. The lanyards snap onto the face mask which is provided by the parent. The purpose of the lanyard is to eliminate dropping or losing the face mask. Since students are not required to wear the masks outside as long as they are distancing, the lanyard will keep students from misplacing or mixing up their mask with another child's.

The school has a large supply of replacement masks for any child who may need one. Students who refuse to wear masks may not remain on campus.

Social Distancing

St. Rose School employees and students will practice social distancing of six feet, especially when any interaction is sustained. Measures have been implemented to discourage congregating that can happen with traffic flow patterns. Ad-hoc interactions, gatherings, and visiting are to be avoided. Although momentary close contacts may happen, close adult supervision of students will prevent these from becoming prolonged. Students who won't comply with social distancing protocols may not remain on campus.

Close contact interactions, for the purposes of contact tracing, are considered to be less than six feet apart for 15 minutes or longer. Cohorts are considered close contacts, even while distancing, due to the prolonged indoor exposure.

Visitor / Volunteer Restrictions

Visitors and volunteers will not be allowed on campus unless special arrangements have been made and the visit is absolutely necessary. Any visitors must follow the same protocols that have been put in place for employees.

The front doors will be locked at all times. Parents should send a note or call the school office ahead of time for early pick-ups. When parents arrive on campus, they should check in at the office window and wait outside until the child is sent out. Late arrivals should check in at the school office window to arrange temperature check and hand sanitizing before student is admitted to the classroom.

Items that must be dropped off during the school day can be placed on the bin in front of the school.

Learning Cohorts & Classroom Layouts

Due to class size and classroom space, the Kindergarten, Sixth, Seventh, and Eighth grade students will be able to learn in individual classrooms with a full-class cohort while maintaining the recommended six foot distance between desks with all desks facing forward.

Students in Grades 1 – 5 will be split into two cohorts per grade with approximately fourteen students per cohort. The recommended six foot distance guideline will be observed with all desks facing forward.

Students will not move from classroom to classroom until the space has been thoroughly cleaned. Teachers will move to the students for grades that are departmentalized. Support staff will be assigned to teams in order to limit their interactions with students of other grade levels.

Our classrooms are fitted with high-quality ERV systems which will be operated on high throughout the pandemic (unless the outside air quality becomes unhealthy). Students will be provided with individual sets of books and supplies in plastic carrying boxes in order to eliminate cross-contamination due to sharing of learning implements.

Surfaces will be kept clear and extra furniture has been stored in order to facilitate cleaning.

Grade	Cohort	Space(s)
K	Full class cohort	Kindergarten classroom
1	Two sub-cohorts	Gr. 1 Classroom, Y Room
2	Two sub-cohorts	Gr. 2 Classroom, Media Center
3	Two sub-cohorts	Gr. 3 Classroom, Chapel
4	Two sub-cohorts	Gr. 4 Classroom, Science Lab
5	Two sub-cohorts	Gr. 5 Classroom, Gr. 7 classroom
6	One cohort	Gr. 6 Classroom
7	One cohort	New Classroom space in gym
8	One cohort	Gr. 8 Classroom

Grades with two cohorts: Cohort A will be in the classroom with the teacher for the first half of the school day. Cohort B will be with the teacher aide. Halfway through the day, the spaces will be cleaned and cohort B will be with the teacher while cohort A is with the teacher aide. The cohorts will alternate weeks so that the first week Cohort A will have the teacher in the morning. The second week Cohort B will have the teacher in the morning. The main body of lessons will be taught when the cohort is with the teacher. The time with the teacher aide will be spent completing assignments, projects, and practicing skills digitally.

Classrooms

- Students will all sit at their own designated desk which have been placed six feet apart.
- The ERV ventilation system in the main building will be utilized to bring in fresh air and push out stale air. Teachers and staff using other learning spaces will leave doors and windows opened for fresh ventilation.
- Professional cleaning will happen in each classroom every evening. Classroom spaces will be sanitized before student cohorts switch classrooms according to CDC guidelines. Student restrooms will be cleaned professionally each evening and sanitized mid-day. Classroom surfaces will be cleared of extra objects to facilitate cleaning and excess furniture is being stored.

Hygiene during the School Day

Teachers will supervise students as they wash their hands upon arrival at school and before they eat. Students will be constantly encouraged to wash their hands after using the restroom. They will also use hand sanitizer which will be available in every classroom with wall-mounted and pump dispensers. Students will be trained in the correct hand-washing protocol during Zoom sessions before the return to campus. Teachers will also prepare students for all of the other safety procedures before they return to campus.

Student Restroom Procedures

Kindergarten will use the restroom that is located within their classroom space. It will be closely monitored for sanitary purposes throughout the day by the teacher and teacher aide. It will be professionally cleaned halfway through the day and again at night.

Seventh Grade students will use the restrooms in the gym. Only one student will be allowed in each restroom at a time.

Students in the other grades will use the main student restrooms that have been modified to meet social distancing parameters. A staff member will be stationed in the hallway to ensure that there are no more than two students at a time in each restroom and that cohorts don't mix.

Lunchtime

Students will eat lunch in their classrooms at their own desks or, weather permitting, outside sitting six feet away from each other. Lunches will not be prepared on site and students will not be allowed to share their lunches. On a revolving basis individual cohorts may use the covered eating area since social distancing can be accomplished for up to 32 students at a time. Tables will be sanitized after each use.

Water Bottles

Drinking fountains may not be used and have been covered. Each student will be responsible for bringing a filled water bottle to school. Filling stations will be provided.

Back Packs

Students will keep back packs with them at their desks and back packs will move with the Grade 1 to 5 students when they switch classrooms.

Recess/Recreational Time

All students will have periods of recreation three times a day – a morning recess, an afternoon recess, and playtime during the lunch period. Recesses will be scheduled so that fewer students will be on the yard in order to maintain social distancing among cohorts. In keeping with state guidelines, students may remove their masks while recreating outside but may not share play equipment.

After School Sports and Other Extra Curricular Activities

All of these activities are put on hold until further notice.

Dismissal

Dismissal will be staggered. All student dismissal will occur in front of school, in the traffic circle. Students in K – 3 who do not have siblings in the school will be dismissed first. Students in Grade 4 – 8 and younger students with siblings will be next. Grade level cohorts will be lined up in single file lines with markers every six feet. Drivers will flow through the circle, stopping only to load children. Drivers may not get out of their vehicles unless assisting a younger child into the vehicle. Exact dismissal times are still to be determined.

Student Compliance with Safety Measures

It is essential that students comply with all of the measures that have been put in place for their safety and the safety of the adults who work at St. Rose. St. Rose students in all age groups have demonstrated their ability to abide by safety measures during countless disaster drills. They readily adapted to the rules and regulations that were put in place while our school was temporarily re-located due to the Tubbs Fire. We realize that compliance will not be perfect at every moment of the day, but feel certain our students will rise to the occasion as they have always done in the past. Students who have repeated difficulty abiding by the on-campus protocol will be required to switch to the off campus program.

Social and Emotional Well-Being of Students and Staff

We will continue to provide resources through our school counselor, Kathleen Aymar. Teachers will be prepared to support students with age-appropriate classroom discussion about current community conditions and student concerns. Parents will be notified by the teacher, counselor, or principal if their child is exhibiting a level of concern that requires follow-up at home.

Faculty & Staff Training

It is very important that all St. Rose employees understand the safety requirements, expectations, and protocols that are being instituted to prevent the spread of the virus. Teachers and support staff will be trained in all of the safety and cleaning protocols prior to the opening of the campus to students. They will also be provided with written guidelines. Ongoing adjustments to protocols will be a frequent subject of Zoom discussions and written communication.

All safety topics will be reinforced with appropriate signage.

Topics to Be Covered in Training:

- Enhanced Sanitation and Hand-washing Practices
- Procedures for Social Distancing
- Use of Face Coverings
- Health Screening Practices
- Covid-19 specific symptom identification
- Practices specific to St. Rose School on conducting school safety, including drop-off and pick-up procedures, recess procedures, student restroom use, etc.

Travel Restrictions

The Diocese of Santa Rosa and St. Rose School have discontinued staff travel to conferences or workshops until further notice. All school field trips, other than virtual trips, are discontinued until further notice.

SECTION 2: HEALTH PROTOCOLS

Contact Tracing

The school principal and the office manager have both completed the John Hopkins University Covid-19 Contact Tracing course.

Periodic Surveillance Testing of Staff and Students

To be determined.

School Employees Exhibiting Symptoms

If an employee becomes ill at work or is exhibiting symptoms of COVID19, he or she will be asked to leave campus, go home and contact his or her health care provider. Employees returning to work from an approved medical leave should contact school administration. They may be asked to submit a healthcare provider's note before returning to work.

If an employee has been diagnosed with COVID19, he or she may return to work when all three criteria are met:

1. 24 hours have passed with no fever above 100.4 F without the use of fever-reducing medications); and
2. Respiratory symptoms (cough, shortness of breath, etc.) have improved
3. At least 10 days have passed since symptoms first occurred

If an employee has symptoms that could be COVID19 and does not get evaluated by a medical professional or tested for COVID19, it will be assumed that they have COVID19 and may not return to work until the three criteria listed above have been met.

Students Exhibiting Signs/Symptoms of Covid 19 Illness

Students who exhibit symptoms of illness during the school day will be isolated immediately in the designated isolation area (Faculty Room which is no longer being used by adults). Parents will be required to pick up sick children within 60 minutes of the notification of illness. Only one child will be allowed in the isolation room. The lobby of the gym is the back-up isolation space. Supervision will be provided by the principal or office manager.

If a student has been diagnosed with COVID19, he or she may return to school when all 3 criteria are met:

1. At least 24 hours have passed with no fever above 100.4 F without the use of fever-reducing medications); and
2. Respiratory symptoms (cough, shortness of breath, etc) have improved
3. At least 10 days have passed since symptoms first occurred.

Student or Employee with Suspected Exposure

These steps will be followed:

1. Quarantine the person in a specific room away from others in the home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. School administrator
3. In case of an emergency, call 911 and let them know you have been exposed to COVID19. Then follow their instructions.

Returning to School after an Illness

The parent of a student who has been absent for any medical reason should contact the school office prior to the planned return date. The parent may be asked to submit a health care provider's note before the student is allowed to return to school.

If a student has been diagnosed with COVID19, he or she may return to school when all three criteria are met:

1. 24 hours have passed with no fever above 100.4 F without the use of fever-reducing medications); and
2. Respiratory symptoms (cough, shortness of breath, etc.) have improved
3. At least 10 days have passed since symptoms first occurred

If a student has symptoms that could be COVID19 and does not get evaluated by a medical professional or tested for COVID19, it will be assumed that they have COVID19 and may not return to school until the three criteria listed above have been met.

Confirmed Illness of Covid-19 in a Student or Employee Who May Have Exposed Others at School

These steps will be followed by school personnel:

1. Inform Sonoma County Health Department for guidance
2. If the student or employee has been at school within the proceeding 24 hours, then any areas considered contaminated will be closed off and disinfected using deep cleaning protocols.
3. Contact tracing will be conducted by certificated school personnel.
4. Incidents of a confirmed Covid-19 illness in an employee or student who was recently present at school will be communicated to the school community. Such communication will protect the privacy of the individual and names of those who test positive will not be released.
5. Incidents of possible exposure will be documented while maintaining confidentiality as required by state confidentiality laws.

6. Students and employees that have been notified that they were in close contact with someone diagnosed with Covid-19 will not be able to return to campus until they have met the CDC's criteria of a 14-day home quarantine from the time of contact. According to the CDPH the following steps should be utilized to determine if a student or employee who has been tested or is showing symptoms needs to self quarantine and for how long:

Student or Employee with Suspected Exposure to A Person Who Has or Is Suspected to Have Covid 19 Illness While Not At School

For individuals who have had close contact (less than 6 feet for at least 15 minutes) with a person who is COVID-19 positive, (with or without a mask), the CDPH recommends:

- Student or employee is to stay home and quarantine for 14 days per CDC recommendations.
- Contact the following (in order of priority) and let them know you have been exposed.
 1. Your healthcare provider
 2. School Administrator

Considerations for Partial or Total Closure of School

Sonoma County Department of Health will make the determination if school closure is necessary and will advise on the probable duration of school closure. In the event St. Rose School is ordered to close for on-campus instruction, the school will immediately transition to distance learning.

Communication Methods

St. Rose School already had strong communication methods in place. Parents should check their email often, read the weekly school bulletin carefully, and watch for text messages. **Personal Protective Equipment (PPE)**

In order to minimize exposure to COVID-19, PPE will be used to prevent certain exposures. PPE can include:

Masks: Face masks are an important part of employee and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Face Shields

These may be worn by primary teachers for brief periods in order to conduct particular lessons in phonics and literacy.

Social distancing will be practiced even with the use of gloves and masks.

Personal Workspace / Classroom

All St. Rose employees and students are prohibited from visiting classrooms outside of their team and/or grade level. Employees will disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces. Approved cleaning sprays are available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

There is limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– St. Rose School will be monitoring the number of employees in the main office and copy rooms until the risk of infection is over.

Faculty/Staff Room–This space will be closed for use until further notice and will be used as the Isolation Room for a person with suspected Covid illness that occurs during the school day.

Facilities Cleaning

The safety of our employees and students is our first priority. Upon reopening, our schools will have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the cleaning of the office and school before employees and students return, the cleaning steps outlined below will be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, offices	At the end of each use/day
Appliances	Refrigerators, microwaves, coffee machines	At the end of each use/day
Electronic Equipment	Copier machines, shared computer monitors, TV's, telephones, keyboards	After each use
Generally Used Objects	Handles, light switches, sinks, restrooms	At least 2 times a day
Common Areas	Not in use	

Deep Cleaning and Disinfection Protocol

Deep cleaning will be triggered when an active employee or student is identified as suspected infection or has a positive test for COVID 19 within 24 hours of being present on campus.

Signage

Signage on safe practices during the pandemic are placed throughout the offices and school. Six foot markers will be placed anywhere that students line up.

Food Delivery

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. Teachers may not hand out candy or snacks in class and are encouraged to use non-material incentives.

When A Student or Person Is Sick

If an employee or student becomes ill while on campus, he/she will immediately report to the **isolation room** in order to help protect other employees and students and prevent the potential spread of the virus.

- Those attending the suspected infected person should also wear a protective mask, gloves, and facial shield while working with the suspected infected person.
- The ill employee will be directed to leave work or the parent of the student will be called to be picked up and taken home.
- The administrator must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the person should not be provided.*
- If indicated, employees and school families will be advised that they may have been in contact with a suspected employee and to continue to perform self-screening every morning while they are at home.
- The isolation area and suspected employee's or student's work area/classroom will be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

Receiving and Returning Student Work during School Closure

In order to support our students instructionally while they are at home, we are offering a paper solution for families that do not have access to the Internet. This system will involve distributing paperwork packets to families for the students to complete while distance learning.

PACKET PREPARATION

1. Any location in our school used for packet preparation will be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.
2. The school will use envelopes that do not require moistening to seal.

PACKET RETURN

Packets are returned to school on Friday afternoons from 3:00 to 5:00 PM. Teachers who handle packets immediately will wear gloves.

The CDC states that the possibility of transmission from handling paper is extremely rare. The guidance goes on the state that paper is safe to handle after 24 hours. School employees will not handle any student work that is turned in on Fridays until Monday morning. If any teacher would like to get a jump start on correcting they may come to school on Saturday after 3:00 PM to pick up papers. Best practice states that hand washing/hand sanitizer should be used often.

Our pick up/ drop off location is the front entrance of the school. Clearly marked bins are placed six feet apart for parents to drop off assignments. Parents maintain distance from other parents while dropping off packets and are told not to come if they are symptomatic. Any parent who has any symptoms of or exposure to Covid 19 is not allowed to pick up/drop off.