



*A Parish Ministry*

# **2020-2021 Reopening Operations Plan St. Luke School**

*Created June 17, 2020  
Revised August 31, 2020*

**Diocese of Stockton**



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# ABOUT OUR SCHOOL

## ST. LUKE CATHOLIC ELEMENTARY SCHOOL

### CONTACT INFORMATION

Principal	Harrison Brehm
Address	4005 N. Sutter St., Stockton, CA 95204
Phone Number	209-464-0801
Email Address	contactus@stlukestockton.org
Website	<a href="http://stlukestockton.com/">http://stlukestockton.com/</a>

### PROFILE

Enrollment	210
Average Class Size	23.3
Teaching Staff	12
Non-Teaching Staff	11
Average Classroom Square Footage	806 ft. <sup>2</sup>

Reopen Planning Team members include:

1. *Harrison Brehm, Principal*
2. *Caitlin Lackmann, Teacher*
3. *Lydia Tinder, Librarian and School Finance Board Chair*
4. *Lauren Elias, Parent*
5. *Cristina Goucher, RN, Parent*
6. *Joseph Schillace, Parent*
7. *Christine Johnson, Parent*
8. *Wes Johnson, Parent*

St. Luke School is scheduled to start the 2020/21 academic year on August 17, 2020.

This plan was reviewed by our Catholic Schools Office..

This plan was approved by the St. Luke School Catholic School Advisory Council on June 22, 2020.

## PURPOSE

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

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

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

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

- CDC Considerations for Schools to Reopen, updated May 19, 2020
- Governor Gavin Newsom's California's Roadmap to Modify the Stay-at-Home Order, which describes six indicators that must be met in order for his executive order to be relaxed ([Phase 2 of the California Roadmap](#))
- [California Department of Public Health's Guidance for Schools and School-Based Programs released on June 5, 2020](#) (June 5, 2020 and July 17, 2020)
- [Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
- [San Joaquin County Office of Education 2020-2021 School Year Planning: A Guide to Address the Challenges of COVID-19](#)

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

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

## SCHOOLS DURING THE COVID-19 PANDEMIC



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

### Should you consider opening?

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

ANY  
NO



### Are recommended health and safety actions in place?

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

ANY  
NO



### Is ongoing monitoring in place?

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

ANY  
NO



ALL  
YES

OPEN AND  
MONITOR



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

# GOAL FOR ST. LUKE SCHOOL

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

The key principles that drive this plan are:

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

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

<p>Full Return to Campus</p> <p>CONDITIONS:</p> <ul style="list-style-type: none"> <li>• All preventative measures and protocols are in place and working.</li> <li>• Records indicate the overall health of staff and students, which is measured by fevers over 38° Celsius (100.4° Fahrenheit) and/or showing COVID-19 related symptoms, is stable.</li> <li>• Local and/or state public health officials do not mandate cohort size.</li> </ul>	<ul style="list-style-type: none"> <li>• No limits to class size</li> <li>• Students attend school in cohorts five days a week.</li> <li>• Cohorts are in their regularly assigned classrooms</li> <li>• All students and staff are screened daily upon arrival at school for a temperature and COVID-19 symptoms</li> <li>• Protocols to minimize transmission are in place (i.e. handwashing, minimizing contact, cohorts, etc.)</li> <li>• All staff must use face coverings in accordance with CDPH guidelines unless exempted. In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs), a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom*.</li> <li>• Staff will be required to wear gloves when screening students for temperature and/or symptoms and when cleaning and disinfecting surfaces.</li> <li>• Students in grades K - 2 will be highly encouraged to wear face coverings whenever possible and practical; students in grades 3 - 8 will be required to wear face coverings unless exempted. Students not complying with CDHP guidelines and not exempted will be required to go home and access education remotely.*</li> <li>• Social Distancing with 6' apart protocols are in place, when practical, especially in all common areas and in extended care, when cohorts may mix.</li> <li>• Large gatherings are suspended until further notice.</li> <li>• Extended Care provided before and after school with measures to prevent cohorts mixing.</li> </ul>
<p>Full Return to Campus with Reduced Class Size</p> <p>CONDITIONS:</p>	<ul style="list-style-type: none"> <li>• Cohort size will be reduced to accommodate social distancing measures and will be based on classroom square footage.</li> <li>• Students attend school in reduced cohorts five days a</li> </ul>

<ul style="list-style-type: none"> <li>• All preventative measures and protocols are in place and working.</li> <li>• Records indicate the overall health of staff and students, which is measured by fevers over 38° Celsius (100.4° Fahrenheit) and/or showing COVID-19 related symptoms, is stable.</li> <li>• Local and/or state public health officials mandate reduction in class cohorts.</li> </ul>	<p>week.</p> <ul style="list-style-type: none"> <li>• Cohorts meet in assigned rooms.</li> <li>• All students and staff are screened daily upon arrival at school for a temperature and COVID-19 symptoms.</li> <li>• Protocols to minimize transmission are in place (i.e. handwashing, minimizing contact, cohorts, etc.)</li> <li>• All staff must use face coverings in accordance with CDPH guidelines unless exempted. In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom*.</li> <li>• Staff are required to wear gloves when screening students for temperature and/or symptoms and when cleaning and disinfecting surfaces</li> <li>• Students in grades K - 2 will be highly encouraged to wear face coverings whenever possible and practical; students in grades 3 - 8 will be required to wear face coverings unless exempted. Students not complying with CDHP guidelines and not exempted will be required to go home and access education remotely.*</li> <li>• Social Distancing with 6' apart protocols are in place, when practical, especially in all common areas and in extended care, when cohorts may mix.</li> <li>• Large gatherings are suspended until further notice.</li> <li>• Extended Care provided before and after school on days with measures to prevent cohorts mixing.</li> </ul>
<p>Blended Learning Model with students on campus 2 - 3 days a week and distance learning the other days.</p> <p>CONDITIONS:</p> <ul style="list-style-type: none"> <li>• All preventative measures and protocols are in place and working</li> <li>• Records indicate the overall health of staff and students, which is measured by fevers over 38° Celsius (100.4° Fahrenheit) and/or showing COVID-19 related symptoms, is stable.</li> <li>• Local and/or state public health officials mandate staggered instructional model.</li> </ul>	<ul style="list-style-type: none"> <li>• Cohort set at 15 students or less per room.</li> <li>• Students attend school in cohorts in their regularly assigned classrooms</li> <li>• Blended model of instruction implemented, with students attending 2 -3 days a week on campus and with 2-3 days of distance learning.</li> <li>• When on campus, <ul style="list-style-type: none"> <li>○ All students and staff are screened daily upon arrival at school for a temperature and COVID-19 symptoms</li> <li>○ Protocols to minimize transmission are in place (i.e. handwashing, minimizing contact, cohorts, etc.)</li> <li>○ All staff must use face coverings in accordance with CDPH guidelines unless exempted. In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom*.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ Staff are required to wear gloves when screening students for temperature and/or symptoms and when cleaning and disinfecting surfaces</li> <li>○ Students in grades K - 2 will be highly encouraged to wear face coverings whenever possible and practical; students in grades 3 - 8 will be required to wear face coverings unless exempted. Students not complying with CDHP guidelines and not exempted will be required to go home and access education remotely.*</li> <li>● Social Distancing with 6' apart protocols are in place, when practical, especially in all common areas and in extended care, when cohorts may mix.</li> <li>● Large gatherings are suspended until further notice.</li> <li>● Extended Care provided before and after school on days in attendance at school with measures to prevent cohorts mixing.</li> </ul>
<p>Distance Learning Model</p> <p>CONDITIONS:</p> <ul style="list-style-type: none"> <li>● All preventative measures and protocols are in place but are not working.</li> <li>● There is a confirmed COVID-19 case in which the infected person(s) has potentially infected the school and others.</li> <li>● Records indicate there is an outbreak within the school by the number of staff and students with fevers over 38° Celsius (100.4° Fahrenheit) and/or showing COVID-19 related symptoms.</li> <li>● Local and/or state public health officials mandate Shelter at Home order.</li> </ul>	<ul style="list-style-type: none"> <li>● Campus is temporarily closed to in-person class instruction</li> <li>● Staff may access office or classroom if deemed safe to so and to facilitate distance learning.</li> <li>● All staff are screened daily upon arrival at school for a temperature and COVID-19 symptoms.</li> <li>● Protocols to minimize transmission are in place (i.e. handwashing, minimizing contact, cohorts, etc.)</li> <li>● All staff must use face coverings in accordance with CDHP guidelines unless exempted. In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom*.</li> <li>● Staff are required to wear gloves when cleaning and disinfecting surfaces.</li> <li>● Social Distancing with 6' apart protocols are in place, when practical, particularly in all common areas</li> <li>● Large gatherings are suspended until further notice.</li> <li>● Extended Care will not be provided.</li> </ul>

\* See APPENDIX: Exemption Policy For Face Coverings.

# HEALTH AND SAFETY

## Required Health and Safety Actions

<p>How will you monitor symptoms of all students and staff upon entry?</p>	<p>To help prevent the spread of COVID-19 and reduce the potential risk of exposure to members of our community, students and staff will be required to submit daily to a temperature reading and be asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test</p> <p>In addition, staff and parents/guardians are to complete a screening COVID19 symptoms survey regarding the following symptoms and to update if conditions change.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cough</li> <li><input type="checkbox"/> Shortness of breath or difficulty breathing</li> <li><input type="checkbox"/> Chills</li> <li><input type="checkbox"/> Repeated shaking with chills</li> <li><input type="checkbox"/> Muscle pain</li> <li><input type="checkbox"/> Headache</li> <li><input type="checkbox"/> Sore throat</li> <li><input type="checkbox"/> Loss of taste or smell</li> <li><input type="checkbox"/> Diarrhea</li> <li><input type="checkbox"/> Feeling feverish or a measured temperature greater than 38° Celsius (100.4° Fahrenheit)</li> <li><input type="checkbox"/> Known close contact with a person who is lab confirmed to have COVID-19</li> </ul> <p>All screening information will be kept confidential.</p> <p>Students will have their temperature checked daily with a no-touch thermometer by staff upon entry to campus.</p> <p>Staff will also have their temperature checked with a no-touch thermometer in the office upon entry to campus, and will be provided clean gloves.</p> <p>Students and staff will be sent home if registering above 38° Celsius (100.4° Fahrenheit) or are indicating respiratory symptoms. A more-detailed list of symptoms can be found on p. 14.</p> <p>Records of temperatures above 38° Celsius (100.4° Fahrenheit) and COVID-19 related symptoms will be kept to establish if the spread is increasing in the school.</p> <p>Parents and staff will be trained on how to identify and self monitor COVID-19 symptoms.</p>
<p>What are your health and safety protocols for all students and staff?</p>	<p>Students and staff will be reminded daily to use appropriate hygiene practices:</p>

	<ul style="list-style-type: none"> <li>● Wash hands often with soap and water for at least 30 seconds.</li> <li>● Use hand sanitizer with greater than 60% ethanol or 70% isopropanol, if soap and water are not available.</li> <li>● Avoid touching eyes, nose, and mouth.</li> <li>● Cover mouth and nose with a tissue when coughing or sneezing, or use the inside of the elbow.</li> </ul> <p>Staff will be required to:</p> <ul style="list-style-type: none"> <li>● All staff must use face coverings in accordance with CDPH guidelines unless exempted. In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom*.</li> <li>● wear gloves when screening students for temperature and/or symptoms and when cleaning and disinfecting surfaces.</li> <li>● practice and maintain safe distancing protocols whenever possible.</li> <li>● take daily temperature and conduct symptom self-screening.</li> <li>● clean and disinfect frequently touched surfaces daily.</li> <li>● remain home when feeling symptomatic.</li> </ul> <p>Students will be reminded daily to:</p> <ul style="list-style-type: none"> <li>● remain with their classmates at all times, including structured recess.</li> <li>● not to visit another classroom outside of their team or grade level.</li> <li>● not share spaces, supplies, or work in small groups.</li> <li>● practice and maintain safe distancing protocols whenever possible and practical.</li> <li>● use restrooms at designated times.</li> <li>● remain home when feeling symptomatic.</li> </ul> <p>Students in grades K - 2 will be highly encouraged to wear face coverings whenever possible and practical; students in grades 3 - 8 will be required to wear face coverings unless exempted. Students not complying with CDHP guidelines and not exempted will be required to go home and access education remotely.*</p> <p>Training will be provided for all protocols.</p> <p>Flu vaccinations will be promoted to parents and staff as a proactive measure that can be taken to lessen the likelihood of school closures due to the combined impact of seasonal influenza and COVID-19.</p> <p>* See APPENDIX: Exemption Policy For Face Coverings.</p>
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<p>What are the protocols in the classroom and in other spaces on the campus?</p>	<p>Students will be assembled in class cohorts. These cohorts will abide by the following policies:</p> <ul style="list-style-type: none"> <li>• Cohorts will consist of groups of same grade students up to state/county restrictions.</li> <li>• Students will remain with their classmates at all times, including structured recess; teachers will rotate between rooms for upper grades and specials as needed.</li> <li>• Students are not to visit another classroom outside of their team or grade level.</li> <li>• Any student showing signs of illness will have their temperature taken in the office, and students with a temperature above 38° Celsius (100.4° Fahrenheit) or showing any respiratory symptoms will be isolated and sent home.</li> <li>• Students will be trained on the required social distancing protocols and health practices.</li> <li>• Students will be mindful of the social distancing and health practices, or they will not be allowed on campus.</li> <li>• Students will have a designated space, solely for their use in their classrooms and in the extended care space, as much as possible.</li> <li>• Students will not share spaces, supplies, or work in small groups (distancing will remain throughout the day whenever possible and practical).</li> <li>• Student belongings will be separated and placed in individually labelled containers.</li> <li>• 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.</li> </ul> <p>In addition to staggering recess and physical education times, we will reduce the number of potential cross-cohort contacts. Play spaces will be assigned to cohorts and/or grade bands, e.g., k - 2, 3 - 5, and 6 - 8, with cleaning and disinfecting protocols in place between use. Recesses and physical education will utilize these designated spaces, limiting free play to ensure distancing. Non-contact activities such as jump rope, solo dance, calisthenics, etc. will be the standard. At the beginning and end of each session, teachers will prop open classroom doors for exiting and reentry; staff will clean doorknobs after each recess/PE.</p> <p>Rooms typically visited by many classes, e.g., library, art room, specials rooms, gymnasium, etc., will be suspended until it is deemed safe to do so by public health officials. Program staff, if not using an outdoor space, will rotate through the classrooms and upon entry into each classroom will be required to sanitize hands and wear a mask or face screen and practical.</p> <p>Activities that involve singing must only take place outdoors.</p> <p>Child care will be held in a designated space determined by enrollment in the program. Each student will be assigned</p>
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	<p>student desks, each equipped with barriers to assist with distancing as is practical , and 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 morning shift. Parents will pick-up and drop-off at the doors of the gym and will not be admitted into the space.</p> <p>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.</p> <p>While in common areas, employees, students, parents, and visitors will be required to practice safe distancing per the Department of Health and Human Services (HHS) recommended 6 feet distance from others and eliminating contact with others whenever possible.</p> <p>Traffic Flow Maps and/or signs 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.</p> <p>All Extracurricular events/activities, which require close contact, including informal meet-ups and visiting, will be suspended/ will be avoided until it is deemed safe to resume by the public health officials.</p> <p>Employees will be required to disinfect their own workspace throughout the day, giving special attention to commonly touched surfaces. Alcohol-based hand sanitizers, with greater than 60% ethanol or 70% isopropanol, and cleaning products will be accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones and keyboards. In addition, the site custodial team will clean all workspaces at their designated cleaning time.</p> <p>Please refer to APPENDIX: Site Sanitation Plan, which covers protocols on cleaning and sanitizing classrooms, offices, hallways, shared equipment and if someone gets sick etc.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• Office Capacity– the school secretary will monitor the number of persons in the office(s)</li> <li>• Conference Rooms– all conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Google Meet or Zoom as a virtual option even for employees in the office or school.</li> <li>• Breakrooms or Teacher Lounge/Multipurpose Room–These spaces will have limited access, i.e., for use of shared appliances such as coffee machines, refrigerators, and microwaves. Disposable cups, cutlery,</li> </ul>
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	and plates will be used. Upon entry each person must sanitize hands and wear a face covering. Signage indicating restrictions will be posted.
What are your protocols for student drop off and pick up?	<p>Minimizing contact at school between students, staff, families and the community at the beginning and end of the school day will be prioritized.</p> <p>The morning drop off protocol will include the following:</p> <ul style="list-style-type: none"> <li>• Parents/guardians will not be permitted in the building or classrooms.</li> <li>• Parents will use a drive-thru protocol and will use the church parking lot to drop students off; parents/guardians will remain in their vehicles.</li> <li>• All entry doors will be propped open 20 minutes before the starting bell and will be closed 5 minutes after the bell.</li> <li>• When dropped off, students will have their temperature taken by staff in their car.</li> <li>• If no temperature has been detected, students will be required to sanitize their hands prior to entering the classroom.</li> <li>• Teachers will be at their doors to admit students.</li> <li>• Students will enter and go directly to their assigned seat.</li> </ul> <p>The afternoon pick-up protocol will include the following:</p> <ul style="list-style-type: none"> <li>• Parents/guardians will not be permitted in the building or classrooms.</li> <li>• Parents using a drive-thru protocol and will use the church parking lot to pick up students; parents/guardians will remain in their vehicles.</li> <li>• Students will line up by grade at 3:00 pm and will be released by their teacher to their car.</li> </ul>
What are your health and safety protocols for visitors and deliveries?	<p>Only scheduled school personnel will be allowed on campus during preparation for reopen. Once school is back in session on campus, visitors will be limited while COVID-19 risk persists as determined by county HHS.</p> <p>Only essential visitors, as approved by the principal, will be allowed on the school campus/in the school building until it is deemed safe by county officials to allow non-essential visitors. Visitor access to campus is conditional on the visitor passing the same screening process as staff.</p> <p>Visitors will be required to wear a face mask and follow all other protocols as required of staff.</p> <p>All non-essential deliveries will be suspended until it is deemed safe by county officials.</p> <p>Food and any personal items are to be kept at assigned space. Bringing or sharing refreshments is prohibited in order to limit the risk of contamination.</p>

	<p>St. Luke School will discontinue staff travel to conferences and workshops until further notice. Staff is to report any private travel outside the County, State, or Internationally.</p>
<p>How will you handle students or staff who become sick while on campus?</p>	<p>If a student or staff member becomes ill at school, he/she may be instructed to go home or to the nearest health center.</p> <p>If a student or staff member exhibits any ONE of the following symptoms (from other than pre-existing medical diagnoses), he/she is to go home and/or seek medical attention immediately:</p> <ul style="list-style-type: none"> <li>• Fever at or above 38° Celsius (100.4° Fahrenheit)</li> <li>• Shortness of breath, or pain or difficulty breathing</li> <li>• Chills</li> <li>• Diarrhea</li> </ul> <p>If a student or staff member exhibits TWO or more of the following symptoms (other than pre-existing medical diagnoses), he/she is to go home and/or seek medical attention immediately:</p> <ul style="list-style-type: none"> <li>• Muscle aches</li> <li>• Headache</li> <li>• Cough</li> <li>• Sudden loss of taste or smell (absent nasal congestion)</li> <li>• Sore throat</li> </ul> <p>If a student or staff member exhibits symptoms that could be COVID-19 related and do not get evaluated by a medical professional or tested for COVID-19, administration will respond under the premise that the employee or student has contracted COVID-19 and may not return to work/school until the criteria have been met, including at least 3 days with no fever without taking fever reducing medication, symptoms have improved and at least 10 days since symptoms first appeared.</p> <p>See APPENDIX: Return to School Guidelines</p> <p>If another classmate or staff member is considered to have been exposed to COVID-19 at school, he/she may be instructed to go home or to the nearest health center.</p> <p>The school will identify individuals who have been in close contact (within six feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts.</p> <p>All areas in which ill students or staff member may have had contact will be cleaned and disinfected as per the Sanitation Plan.</p>
<p>How will you inform/teach/train these expectations prior to staff and student return?</p>	<p>St. Luke School will produce site-specific training videos, e.g., morning drop off and pick up, recess expectations, traffic flow map, and distribute to parents, staff and students in advance of the school year. Parents and staff will be required to sign that they have reviewed.</p> <p>St. Luke School will produce general training videos, e.g., self monitoring, cleaning and disinfecting, social distancing, classroom set ups, with end of unit assessment and a completion certificate, which will be submitted to the office.</p>

## Health Hygiene Practices

How will you implement disease prevention behaviors into the culture of the school?	<p>All employees, parents, and students will be trained prior to the first day of school using various media, including print, visual and videos.</p> <p>Signage with prevention messages will be prominent throughout the campus, e.g, proper handwashing, coughing and sneezing etiquette.</p> <p>There will be set expectations for preventative behaviors, which will be modeled by all adults, e.g., sanitizing, disinfecting, proper use of PPE.</p> <p>The facilities will be staged for success, e.g., barriers in place in bathrooms, in the office, between desks whenever possible. Frequent hand sanitizer stations will be placed throughout the campus. Adequate supplies will be available in the classrooms and throughout the facilities, e.g., tissues, sanitizers, disinfectant wipes, etc.</p>
How will you teach refresher lessons to keep knowledge of disease prevention behaviors in the forefront?	<p>St. Luke School holds daily assemblies, which will be over the announcements until it is deemed safe to hold them in person by public health officials. Regularly, prevention reminders will be incorporated into these assemblies.</p> <p>Each week St. Luke School sends home a digital weekly newsletter. A section will be devoted to healthy hygiene practices.</p> <p>A prominent bulletin board will be dedicated to preventative behaviors and managed by student council.</p>
How will you continue to reinforce strategies with students who are following the health and safety protocols?	<p>At weekly assemblies, recognition will be given to students/cohorts who are following the health and safety protocols. Recognition may be in the form of verbal and/or written recognition as well as a reward, e.g. free dress pass.</p> <p>Recognition of students/cohorts will be incorporated into the weekly newsletter.</p> <p>Recognition of students/cohorts will be noted on the prominent bulletin board dedicated to preventative behaviors.</p>

## Required PPE Use

What PPE is required for students and staff and under what circumstances?	<p>All staff must use face coverings in accordance with CDPH guidelines unless exempted. In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom*.</p>
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	<p>Staff will be required to wear gloves when screening students for temperature and/or symptoms and when cleaning and disinfecting surfaces.</p> <p>Students in grades K - 2 will be highly encouraged to wear face coverings whenever possible and practical; students in grades 3 - 8 will be required to wear face coverings unless exempted. Students not complying with CDHP guidelines and not exempted will be required to go home and access education remotely.*</p> <p>* See APPENDIX: Exemption Policy For Face Coverings.</p>
What training is needed for PPE?	St. Luke School will produce general training videos for the proper way to wear and maintain, and remove, as well as when to replace, face coverings and gloves.
How will changes in PPE be communicated to all stakeholders?	<p>Any changes in PPE will be communicated to parents and staff through the dedicated section in the weekly newsletter (the "Newsbrief").</p> <p>Updated signage will be posted as necessary for any additional community members, e.g., vendors and approved visitors.</p>
How will school officials ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results?	<p>Per the CDHP Guidelines, any student or staff member with COVID-like symptoms, will be sent home immediately and will be encouraged to get tested.</p> <p>Students or staff members who have come in close contact with a confirmed COVID 19 case will be sent home immediately, be asked to quarantine for 14 days from last exposure and be encouraged to get tested. The Safe Environment Coordinator or the Principal will send out a ParentAlert through ParentsWeb to notify all parents and staff of a possible exposure to COVID-19 and encourage them to get tested.</p> <p>As a precautionary measure, the Safe Environment Coordinator will prepare the contact logs of attendance and room usage to begin the process of contact tracing.</p> <p>While waiting for test results. staff and students will be asked to follow the CDC guidelines (see Appendix:RETURN TO SCHOOL GUIDELINES</p>
Describe how staff will be tested periodically to detect asymptomatic infections.	As the prevalence of testing becomes available, we are ready to begin undergoing testing for staff, even when asymptomatic. We will follow county and state recommendations for periodic testing. We are currently working with our insurance provider and public medical agencies to see how to procure and make testing readily available to staff at a feasible cost and with a 24-48 reporting timeline. We also hope to partner with our local county public health office and office of education, as in San Diego County which is making testing provisions available to Catholic school employees at no cost. With the recent state partnership with PerkinElmer, we also help to make regular interval testing possible.

## Cleaning Procedures and Schedules to Prevent Disease Transmission

How will you promote frequent hand washing and prevent overcrowding at handwashing locations?	<p>Hand washing stations in classrooms and restrooms will be designated for cohorts. Students will use restrooms only at designated times, as best as possible. The number of students admitted into a restroom at a time will be no more than the number of sinks in the restrooms. Barriers will be used to separate sink spaces.</p> <p>Students will be required to wash or sanitize hands, at a minimum, each time before entering the classroom and before and after lunch. Students 9 years and under will be provided hand sanitizer by teacher/staff member.</p> <p>Hand sanitation stations will be placed throughout the campus to reduce overcrowding in the restrooms and to enable frequent hand sanitation. Caution and supervision will be used for young children’s use of hand sanitizer. When advisable, students will also have, within their personal box of supplies and materials, hand sanitizer.</p>																		
What are the routine cleaning and disinfection procedures and their frequency?	<p>Each area will be cleaned and disinfected as described in the APPENDIX: Site Sanitation Plan. Frequency of cleaning will be as noted below.</p> <table><tr><th>Category</th><th>Area</th><th>Frequency</th></tr><tr><td>Workspaces</td><td>Classrooms, Offices</td><td>At the end of each use/day</td></tr><tr><td>Appliances</td><td>Refrigerators,Microwaves, Coffee Machines</td><td>Daily</td></tr><tr><td>Electronic Equipment</td><td>Copier machines, shared computer monitors, TV’s, Telephones, keyboards</td><td>At the end of each use/day and/or between use</td></tr><tr><td>General Used Objects</td><td>Handles, light switches, sinks, restrooms</td><td>Several times throughout the day</td></tr><tr><td>Common Areas</td><td>Library, Conference rooms, Gyms, Common Areas</td><td>At the end of each use/day; between groups</td></tr></table> <p>Rugs, group tables, superfluous furniture and bulletin/wall decor will be limited to enable effective and efficient cleaning and disinfecting.</p>	Category	Area	Frequency	Workspaces	Classrooms, Offices	At the end of each use/day	Appliances	Refrigerators,Microwaves, Coffee Machines	Daily	Electronic Equipment	Copier machines, shared computer monitors, TV’s, Telephones, keyboards	At the end of each use/day and/or between use	General Used Objects	Handles, light switches, sinks, restrooms	Several times throughout the day	Common Areas	Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups
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What are the classroom procedures for teachers and staff to clean desktops and doorknobs at the start of each new class if a student must change rooms?	<p>Until public health officials indicate it is safe for students to switch classrooms, staff will be required to disinfect their own workspace throughout the day, giving special attention to commonly touched surfaces. Alcohol-based hand sanitizers, with greater than 60% ethanol or 70% isopropanol, and</p>																		

	<p>cleaning and disinfectant products will be accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones, keyboards, desktops, light switches, and doorknobs. The site custodian/ custodial team will clean all workspaces at the close of each school day..</p> <p>Please refer to the APPENDIX: Site Sanitation Plan, which covers protocols on cleaning and sanitizing classrooms, offices, hallways, shared equipment and if someone gets sick etc.</p>
What cleaning supplies will be provided and how will teachers and staff obtain these cleaning supplies?	<p>Employees will be required to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces, especially for shared workspaces. Cleaning and disinfecting products will be provided to each employee, with additional supplies being accessible throughout the workplace.</p> <p>Each classroom will be equipped with</p> <ul style="list-style-type: none"> <li>● Alcohol-based hand sanitizers, with greater than 60% ethanol or 70% isopropanol,</li> <li>● Gloves</li> <li>● Bucket</li> <li>● Clean Soap and Access to water</li> <li>● Hand pump sprayer and Disinfectant solution</li> <li>● Disinfectant wipes</li> </ul>
What is the schedule for campus staff to disinfect touch points and surfaces regularly?	<p>Staff will be required to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Alcohol-based hand sanitizers, with greater than 60% ethanol or 70% isopropanol, and cleaning and disinfectant products will be accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones, keyboards, desktops, light switches, and doorknobs.</p> <p>The site custodian/ custodial team will clean all workspaces at the close of each school day.</p>
What are the procedures for disinfection of rooms where people with respiratory symptoms or fever have been?	<p>Per CDC guidelines, the following procedures will be used:</p> <ul style="list-style-type: none"> <li>● Move students /staff out of room</li> <li>● Close off areas used by the person who is sick.</li> <li>● Open outside doors and windows to increase air circulation in the area.</li> <li>● Wait 24 hours before cleaning or disinfecting, or as long as possible.</li> <li>● Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards.</li> <li>● Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.</li> <li>● Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.</li> <li>● Consider temporarily turning off room fans and the</li> </ul>

	<p>central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.</p> <ul style="list-style-type: none"> <li>Continue routing cleaning and disinfection.</li> </ul>
Who will conduct routine cleaning if a custodian is absent?	St. Luke 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.
How will you train custodial staff to safely use disinfectants and sanitizers?	St. Luke School will produce general training videos, , e.g., cleaning and disinfecting, with end of unit assessment and a completion certificate, which will be submitted to the office.
Have you recently changed air conditioning/heater filters? How will you ensure adequate ventilation?	<p>Filters are on a replacement cycle and will be replaced monthly.</p> <p>St. Luke School is not an enclosed facility. As such and with weather permitting, doors and classroom windows 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 as much as possible and during recesses, if appropriate.</p>

## Required Physical Distancing

How will you ensure social distancing of 6 ft in classrooms, locker rooms, cafeterias, assemblies, lining up?	<p>Minimizing contact between adults at all times will be prioritized.</p> <p>Use of non-classroom space for instruction, including regular use of outdoor space will be utilized, as feasible</p> <p>Social distancing will be applied whenever possible, particularly in common areas such as play areas, hallways, office. The use of lockers will be eliminated.</p> <p>Traffic flow maps will be established.</p> <p>6' markatons will be established throughout the campus, particularly in the hallways, office areas, gymnasium, extended care, lines for pick up, temperature reads, etc.</p> <p>In classrooms, space between seating and desks will be maximized. Distance teacher and other staff desks will be at least six feet away from student desks. Ways to establish separation of students through other means if practicable will be considered, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact. Using privacy boards or clear screens to increase and enforce separation between staff and students will be considered.</p> <p>Classes will congregate only in cohorts; in person assemblies and shared spaces will be suspended until public health officials deem it safe to do so.</p>
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	Staff will monitor.
What commonly shared spaces will be closed? Libraries? Staff lounges?	Common areas will either be closed or limited to one person at a time. Signage indicating restrictions will be posted and updated as necessary.
Will offices and classrooms need to be rearranged to accommodate physical distancing of 6 feet?	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.
What will be the desk configuration?	Desks/tables will be in rows with students all facing in the same direction to minimize face-to-face contact. Desks will be separated as much as possible for the assigned space.
Are you able to stagger times when students and staff are moving outside their classrooms/work areas to reduce the number of potential contacts and require students to stay six feet apart when transitioning from one space to another?	Yes, staggered recess and bathroom schedules will be implemented to reduce the number of potential contacts and require students to maintain social distance when transitioning from one space to another.
How will you ensure cohorts of students do not mix?	Cohort will remain in their classroom or with their classmates at all times.  Designated /staggered bathroom schedules will be implemented, as much as is possible.  Designated play spaces, workspaces, and times will be assigned to cohorts, including during Extended Care.  Traffic flow maps will be instituted to reduce congestion or mixing in common areas.
Will foreign exchange students be allowed at schools?	Foreign exchange students will not be allowed to be enrolled St. Luke School until feasible as recommended by County Public Health.
What meetings will be held virtually rather than in person?	Yes, virtual meetings will continue as needed when room capacity to safely position staff 6' apart is not feasible.
Will any employees who don't work directly with students continue working from home rather than at the school site?	Yes, as appropriate to work responsibilities.
Will employees need to work alternating shifts to avoid having too	St. Luke 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

many employees in a particular space like shared offices?	person to the office, alternative shifts will be permitted, if practical.
<b>Attendance and Health Policies</b>	
What is your attendance policy?	<p>While students are on campus, attendance will be taken as designated in the Parent/Student Handbook.</p> <p>In the blended or remote learning model, attendance will be taken daily through RenWeb by the teachers with parental verification.</p>
What is your system for updating all internal and external stakeholders (families, students, employees, contracted providers and vendors) on changes in the exclusion criteria as new information develops?	Any updates will be communicated to parents and staff through the dedicated section in the weekly newsletter, by email, and/or on the website.
What is your policy/guidance on self-screening and exclusion policy for volunteers and contracted providers?	<p>All students, parents and staff will be trained on self-screening as one step in the entry onto campus protocol.</p> <p>Only essential visitors*, as approved by the principal, will be allowed on the school campus/in the school building until it is deemed safe by county officials to allow non-essential visitors. Visitor access to campus is conditional on the visitor passing the same screening process as staff.</p> <p>Visitors will be required to wear a face mask and follow all other protocols as required of staff.</p> <p>All non-essential deliveries will be suspended until it is deemed safe by county officials.</p> <p><i>*Essential visitors include but are not limited to: mail person, vendor delivery person, contracted cleaning services, lunch provider and milk delivery, commercial maintenance personnel.</i></p>
What is your guidance for leave options and continuance of any remote work options, and where will employees find this information?	School administration will consult and collaborate with parish administration and diocesan Director for Human Resources to make necessary determinations and provide information to all employees.
How will supervisors handle concerns about a volunteer or contracted employee who displays respiratory symptoms and those who resist leaving work?	<p>If a volunteer or contracted employee exhibits symptoms that could be COVID-19 related and do not get evaluated by a medical professional or tested for COVID-19, administration will act under the premise that he/she has contracted COVID-19 and may not return to school until the return criteria have been met, including at least 3 days with no fever without taking fever reducing medication, symptoms have improved and at least 10 days since symptoms first appeared.</p> <p>See APPENDIX: Return to School Guidelines</p> <p>If a volunteer or contracted employee refuses to leave the premises, local authorities will be called to escort him/her off campus.</p>

## Plans for Situational Awareness and Consultation with Local Health Authorities

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

## Procedures for Communicating Confirmed Cases

What are your written procedures for communicating about confirmed cases and with who?	<p>If a student or staff member has been identified with COVID-19, school and program administrators will seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 will be asked to follow instructions from local health officials to determine when to return to school.</p> <p>The school will identify individuals who have been in close contact (within six feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts.</p> <p>Schools will work with the local health department and other relevant leadership to communicate the possible COVID-19 exposure to the school community. This communication to the school community will align with the communication plan in the school's emergency operations plan. In such a circumstance, it is critical to maintain confidentiality of the student or staff member.</p> <p>Local health officials may recommend temporary school dismissals. Local health officials' recommendations for the scope (e.g., a single school, a full district) and duration of school dismissals will be made on a case-by-case basis based on the most up-to-date information about COVID-19 and the specific cases in the impacted community. Dismissals may be 14 days or longer, depending on the situation in your community.</p>
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	<p>When a possible case of COVID-19 has been brought to the attention of administration, the following steps are to be followed:</p> <ul style="list-style-type: none"> <li>• Confirm the information with the family</li> <li>• Contact public health officials for guidance</li> <li>• Based on guidance, draft a communication to be sent out to all families. Remember that you are not legally able to reveal the name of the staff, parent or student</li> <li>• Contact the family to let them know what statement is going out and when. This is not a discussion; it is a courtesy. There may be some slight rephrasing, but not if the statement is going out, if that is what has been advised by public health.</li> <li>• Communication is to contain next steps and /or requirement for re-entry into the school.</li> <li>• Share the communication if another Catholic School has a shared spouse or sibling</li> <li>• Decide on a shared day and time to send out the communication</li> </ul>
How will you train staff about how to report confirmed cases?	St. Luke School will produce general training videos.
How will you collect information about student and staff illness?	Records of temperatures above 38° Celsius (100.4° Fahrenheit) and COVID-19 related symptoms will be kept to establish if the spread is increasing in the school.
How will you communicate any trend information to the district and/or the County Health Department?	<p>When an incident of COVID-19 is reported to administration, the local county health official will be contacted to discuss next steps.</p> <p>Records of temperatures above 38° Celsius (100.4° Fahrenheit) and COVID-19 related symptoms, without names, will be shared with county health officials.</p>
How will the school facilitate the contact and tracing of individuals who are suspected of or confirmed to have COVID-19?	The school's Safe Environment Coordinator will maintain all necessary records (including temperature logs, student attendance logs, and staff attendance logs) to facilitate contact tracing and, along with the principal, will serve as a liaison to the County Office of Public Health and any other necessary health agencies.



# INSTRUCTIONAL PROGRAMS

*Instructional plans will be reviewed with the Catholic Schools Office; not the County Public Health..*

## Instructional Model/Models

Describe your instructional model in detail. (Traditional, blended/hybrid, distance learning, etc.)	<p>The instructional model to be employed will be based on the level of restriction to the school campus.</p> <table border="1"> <tr> <td data-bbox="699 428 1053 1157"> <p>Under the following conditions:</p> <ul style="list-style-type: none"> <li>• All preventative measures and protocols are in place and working</li> <li>• Records indicate the overall health of staff and students, which is measured by fevers over 38° Celsius (100.4° Fahrenheit) and/or showing COVID-19 related symptoms, is stable.</li> <li>• Local and/or state public health officials do not mandate cohort size</li> </ul> </td><td data-bbox="1053 428 1411 1157"> <p>St. Luke School will facilitate a Full Return to Campus and employ a traditional instructional model.</p> </td></tr> <tr> <td data-bbox="699 1157 1053 1856"> <p>Under the following conditions:</p> <ul style="list-style-type: none"> <li>• All preventative measures and protocols are in place and working</li> <li>• Records indicate there is an increase in the number of staff and students with fevers over 38° Celsius (100.4° Fahrenheit) and/or showing COVID-19 related symptoms</li> <li>• Local and/or state public health officials mandate reduction in class cohorts</li> </ul> </td><td data-bbox="1053 1157 1411 1856"> <p>St. Luke School will facilitate a Full Return to Campus with reduced class size to increase social distancing measures. A traditional instructional mode will be employed.</p> </td></tr> <tr> <td data-bbox="699 1856 1053 1948"> <p>Under the following conditions:</p> </td><td data-bbox="1053 1856 1411 1948"> <p>St. Luke School will reduce class sizes to <b>15</b> students</p> </td></tr> </table>	<p>Under the following conditions:</p> <ul style="list-style-type: none"> <li>• All preventative measures and protocols are in place and working</li> <li>• Records indicate the overall health of staff and students, which is measured by fevers over 38° Celsius (100.4° Fahrenheit) and/or showing COVID-19 related symptoms, is stable.</li> <li>• Local and/or state public health officials do not mandate cohort size</li> </ul>	<p>St. Luke School will facilitate a Full Return to Campus and employ a traditional instructional model.</p>	<p>Under the following conditions:</p> <ul style="list-style-type: none"> <li>• All preventative measures and protocols are in place and working</li> <li>• Records indicate there is an increase in the number of staff and students with fevers over 38° Celsius (100.4° Fahrenheit) and/or showing COVID-19 related symptoms</li> <li>• Local and/or state public health officials mandate reduction in class cohorts</li> </ul>	<p>St. Luke School will facilitate a Full Return to Campus with reduced class size to increase social distancing measures. A traditional instructional mode will be employed.</p>	<p>Under the following conditions:</p>	<p>St. Luke School will reduce class sizes to <b>15</b> students</p>
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<p>Include the logic for choosing a particular model.</p>	<p>Please see above.</p>				
<p>Will students return to their classrooms in a normal scenario</p>	<p>In as many instances as possible, students will resume in person instruction in the designated grade level classroom.</p>				

because space and class size already allow for physical distancing? Will the instructional program be the same as it was prior to the pandemic?	Should the cohort be too large for adequate distancing, other facilities, e.g., gymnasium, social hall, etc., may be used.
Will you continue with a distance learning model? If so, what type and for which grade levels or programs?	The priority for St. Luke School is to return to campus for full day in person instruction. Distance learning option will be available to any families which remain enrolled in St. Luke School but do not wish to return to campus for the time being.
Will you use a hybrid model (in person and distance learning)? Synchronous and asynchronous?	Please see above.
Will you use an online distance learning model and if so, what platform will you use, and what devices and connectivity is still needed?	Depending upon grade level suitability and availability, we will utilize a mixture of learning management softwares, including but not limited to Google Suite for Education, especially Google Classroom. School-issued Chromebooks and/or personal devices will be used to access online curricula and assignments.
What platform will you use?	Please see above.
What permissions do you need? From who?	For both the Distance Learning Model and Blended Learning Model, all families will be required to complete the Permission Form allowing recording of all sessions.
Will you be using a phased opening?	The priority for St. Luke School is to return to campus for full day in person instruction as soon as possible, and we will follow local and state guidance.
How will you measure and address learning loss?	In August of 2020, all students will take the standardized assessment through STAR Renaissance in both Reading and Math.

## Technology and Infrastructure

What are your network and infrastructure needs to support your instructional plan?	St. Luke School currently has the capacity to support a 1:1 devices.
How to plan to address the digital divide for your student population?	For families who may not have devices at home for the remote or blended learning models, devices are made available for check out.
What processes have you implemented or developed to safeguard the devices and to make sure that they are appropriately used?	St. Luke School currently uses GoGuardian for safe internet access.

## Preschool and Childcare

*Preschool and Childcare plans will be reviewed with the Principal and Licensing; not the County Public Health.*

Do preschools open when schools open?	The preschool will open in the same month as the school.
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Are there any current unmet needs for providing childcare to families of essential workers?	Yes, currently St. Luke School offers extended care but this does allow us to offer child care for students when the campus is closed. With the likelihood of intermittent closures throughout the school, it will be necessary to acquire Child Care licensure at each site to allow schools to provide care for students.
Do we have fiscal models that reflect Licensing requirements that limit the number of children in a classroom?	Our preschool works in concert with Licensing requirements.
Do we need to modify classrooms to assist preschool children with physical distancing?	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.
Do all childcare classrooms have appropriate cleaning supplies and any necessary PPE?	Yes
Do we have a plan for a hybrid model of preschool due to physical distancing limitations?	If cohort sizes need to be reduced and/or the number of students in the building, our five-day program may be suspended, to increase distancing measures.
Do we need to increase our full day/child care spaces to support essential workers?	Yes, with the likelihood of intermittent closures throughout the school, it will be necessary to acquire Child Care licensure at each site to allow schools to provide care for students.

# CATHOLIC IDENTITY

## Celebration of Catholic Rituals and School Traditions

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

# PERSONNEL

## General Personnel

How might evaluation timelines shift?	Evaluation and observations will continue as scheduled. Faculty and staff will be given the option to meet in person with distancing guidelines in place or via virtual platforms such as Zoom or Google Meet.
How have employees been prepared to return? Have all their concerns been identified and addressed ?	Employees have been provided updates. End of the year meetings were conducted with each teacher and support staff to review remote learning performance, address concerns, and discuss various options and modifications to the upcoming 2020-21 school year.
Do you need to consider any staffing changes to support operational changes?	Staffing changes have been considered, and the fiscal impact is currently being assessed.
Should you use job-alike groups to examine routines used to prepare for next year and develop alternatives for accomplishing those needs (i.e., student enrollment, distribution of books, etc.)?	A Reopening Planning Team has been established and consulted to address needs and prepare for possible scenarios. One-on-one staff meetings have taken place to identify additional tasks and what responsibilities each member may be assigned as needs arise.
Should you modify schedules for staff?	Support Staff schedules will be modified to be available for staggered recess and lunch times. Support staff will also begin the school year earlier to train, prepare for distribution of supplies, and to assist teachers in classroom preparation.
How might you hold all staff meetings virtually?	Since March 16, 2020, regular staff meetings have taken place via Zoom and Google Meet. These platforms will continue to work for staff meetings.

## Professional Development

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

Do you need PD on how to support students who have fallen behind?	Along with the Catholic Schools Office, we continue to monitor student academic growth through standardized testing results. Based on findings, St. Luke School supports students through our Student Success Team model, through which we develop individualized learning plans.
Do you have coaching support for teachers?	The Catholic Schools Office currently has a Curriculum And Instruction Coordinator who works with administrators and teachers to support professional development. As part of our Three Year Deep Dive, the coordinator is developing site specific Math Lead Teachers who are being supported to serve as coaches to colleagues.

# FAMILY ENGAGEMENT AND SUPPORT

## Family Engagement and Support

How will you engage families in this plan?	<p>St. Luke School established a Reopening Planning Team, which is composed of staff, parents and community members. This team is responsible for drafting the plans, providing feedback, and monitoring the execution of the plan. As needed, additional parents and community members, with expertise in areas related to the plan, have been brought into the planning discussions.</p> <p>Our Reopening Plan has been reviewed and approved by the Schools Advisory Council, which is comprised of elected and appointed members of the parish community.</p>
What two-way communication channels do you have in place to share information about plan changes and to receive feedback?	Please see above.

## Social and Emotional Well-Being

What access do students have to 1:1 interaction with adults?	In most cases with distance learning, students had the ability to interact (typically via Google Meet) with their teachers.
What systems do we have for reaching out to students to identify and assess needs?	Faculty will be trained to be on the lookout for situations and students where there are concerns to the students' welfare.
Do we have a system for checking in with parents on a regular basis to offer support and resources?	We have utilized staff to systematically contact families to check on their needs.
Are we connecting families to crisis supports such as food pantries, rent/mortgage/utility assistance, unemployment benefits, etc.?	As available, we are able to post links to agencies that can offer these forms of support.
How will we engage families that are not participating in distance learning activities outside of the physical classroom?	As in the past, frequent communication from various staff members of the school will be done to reach out to those families and to consider other avenues to facilitate online distance learning.
How do we partner with community partners to provide support?	St. Luke School will continue to welcome any community members or organizations that specialize in providing these forms of assistance.
Will we implement social-emotional learning lessons to develop strong coping skills?	Yes.
Do we have a plan for supporting	We are currently exploring resources to facilitate students' and



"re-entry"?	staff's return to in-person instruction and interaction.
How can we provide students and families access to mental and emotional support such as online therapy, meditation, relaxation, arts, and recreation?	We can develop more activities for students and families to find moments together to celebrate, rest, and recreate, including through online media. We can find and share webinars and resources with parents to foster more means of mental and emotional care.

## Mental Health Supports

Are staff equipped to respond to students in crisis?	St. Luke School has access to counselling services through Catholic Charities. Training in the area of mental health will be developed.
Are supports available for students who have known challenges?	St. Luke School utilizes a Student Success Team model to support students academically as well as socially and emotionally. As part of the process, support plans are developed. Teachers, parents, administration and students, if appropriate are involved in this process.
Do you have a process for triaging students that are more at risk for having experienced trauma as a result of COVID-19 (those students with preexisting MH conditions and those that were directly impacted by the pandemic)?	Our best remedy of seeking a process in this domain would be through consultation with Catholic Charities.
Do you have a way to assess and identify students struggling with trauma?	Our best remedy of seeking a process in this domain would be through consultation with Catholic Charities.
Do you need counselors, school psychologists?	St. Luke School does not currently have the financial resources to hire a full time counselor and/or psychologist. We do have access to counselors through Catholic Charities. Our families have access to school psychologists through our local school district. We would continue to work with our Catholic Schools Office to increase resources.
To what extent are staff comfortable with responding to students exhibiting mental health needs?	While the staff are eager to help, they would prefer to act with professional guidance rather than act without training or guidance.
Which staff have participated in basic mental health trainings? Which staff do we need to prioritize to get this training?	All staff will be expected to participate in basic mental health training.

## Communications

Describe your communications plan in detail.	See Appendix J
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## APPENDICES

## APPENDIX A: GUIDING PRINCIPLES TO KEEP IN MIND

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

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

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

### Promoting Behaviors that Reduce Spread

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

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

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

## Maintaining Healthy Environments

Schools may consider implementing several strategies to maintain healthy environments.

- Cleaning and Disinfection
  - [Clean and disinfect](#) frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school and on school buses at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.
  - If transport vehicles (e.g., buses) are used by the school, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth

- face coverings). To clean and disinfect school buses or other transport vehicles, see guidance for [bus transit operators](#).
  - Develop a schedule for increased, routine cleaning and disinfection.
  - Ensure [safe and correct use](#) and storage of [cleaning and disinfection products](#), including storing products securely away from children. Use products that meet [EPA disinfection criteria](#)
  - Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
- Shared Objects
  - Discourage sharing of items that are difficult to clean or disinfect.
  - Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
  - Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
  - Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Ventilation
  - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.
- Water Systems
  - To minimize the risk of [Legionnaire's disease](#) and other diseases associated with water, [take steps](#) to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.
- Modified Layouts
  - Space seating/desks at least 6 feet apart when feasible.
  - Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
  - Create distance between children on school buses (e.g., seat children one child per row, skip rows) when possible.
- Physical Barriers and Guides
  - Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
  - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating "one way routes" in hallways).
- Communal Spaces
  - Close communal use shared spaces such as dining halls and playgrounds with shared playground equipment if possible; otherwise, stagger use and [clean and disinfect](#) between use.
  - Add physical barriers, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart.
- Food Service

- Have children bring their own meals as feasible, or serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the [safety of children with food allergies](#).
- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should [wash their hands](#) after removing their gloves or after directly handling used food service items.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the [safety of children with food allergies](#).

## Maintaining Healthy Operations

Schools may consider implementing several strategies to maintain healthy operations.

- Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19
  - Offer options for staff at [higher risk for severe illness](#) (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework, modified job responsibilities that limit exposure risk).
  - Offer options for students at [higher risk of severe illness](#) that limit their exposure risk (e.g., virtual learning opportunities).
  - Consistent with applicable law, put in place policies to protect the privacy of people at [higher risk for severe illness](#) regarding underlying medical conditions.
- Regulatory Awareness
  - Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.
- Gatherings, Visitors, and Field Trips
  - Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.
  - Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
  - Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.
  - Pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches, and communities.
- Identifying Small Groups and Keeping Them Together (Cohorting)
  - Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
  - Limit mixing between groups if possible.
- Staggered Scheduling
  - Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
  - When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others, especially if social distancing is recommended by state and local health authorities.

- Designated COVID-19 Point of Contact
  - Designate a staff person to be responsible for responding to COVID-19 concerns (e.g., school nurse). All school staff and families should know who this person is and how to contact them.
- Participation in Community Response Efforts
  - Consider participating with local authorities in broader COVID-19 community response efforts (e.g., sitting on community response committees).
- Communication Systems
  - Put systems in place for:
    - Consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their student have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19](#) (e.g. see “Notify Health Officials and Close Contacts” in the Preparing for When Someone Gets Sick section below) and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).
    - Notifying staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).
- Leave (Time Off) Policies and Excused Absence Policies
  - Implement flexible sick leave policies and practices that enable staff to stay home when they are sick, have been exposed, or caring for someone who is sick.
    - Examine and revise policies for leave, telework, and employee compensation.
    - Leave policies should be flexible and not punish people for taking time off, and should allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
  - Develop policies for return-to-school after COVID-19 illness. CDC’s [criteria to discontinue home isolation and quarantine](#) can inform these policies.
- Back-Up Staffing Plan
  - Monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up staff.
- Staff Training
  - Train staff on all safety protocols.
  - Conduct training virtually or ensure that [social distancing](#) is maintained during training.
- Recognize Signs and Symptoms
  - If feasible, conduct daily health checks (e.g., temperature screening and/or or [symptom checking](#)) of staff and students.
  - Health checks should be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. School administrators may use examples of screening methods in CDC’s supplemental [Guidance for Child Care Programs that Remain Open](#) as a guide for screening children and CDC’s [General Business FAQs](#) for screening staff.
- Sharing Facilities
  - Encourage any organizations that share or use the school facilities to also follow these considerations.
- Support Coping and Resilience

- Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
- Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.
- Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
- Consider posting signages for the national distress hotline: 1-800-985-5990, or text TalkWithUsto 66746

## Preparing for When Someone Gets Sick

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

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



## APPENDIX B: CAMPUS USAGE CHART

Full Return to Campus	All 9 Classrooms Front Office Staff Members' Offices Gymnasium Social Hall <i>(not Art Classroom, not Library, not Playground, not Small Groups Room)</i>
Full Return to Campus with Reduced Class Size	See above.
Blended Learning Model with students on campus 2 - 3 days a week and distance learning the other days.	See above.

### Classroom Density

Our average classroom size is 806 square feet with an average class size being 23.3 students, leaving 34.59 square feet per student.

### Other Facilities Usage

While students may not use shared common areas (e.g., art classroom, library), staff members may use those rooms for storage or personal working areas.

## APPENDIX C: SITE SANITATION PLAN

### **Sanitation Plan**

Insert Sanitation Plan that covers the commercial, custodial, employee office, and if someone gets sick etc. how to plan.

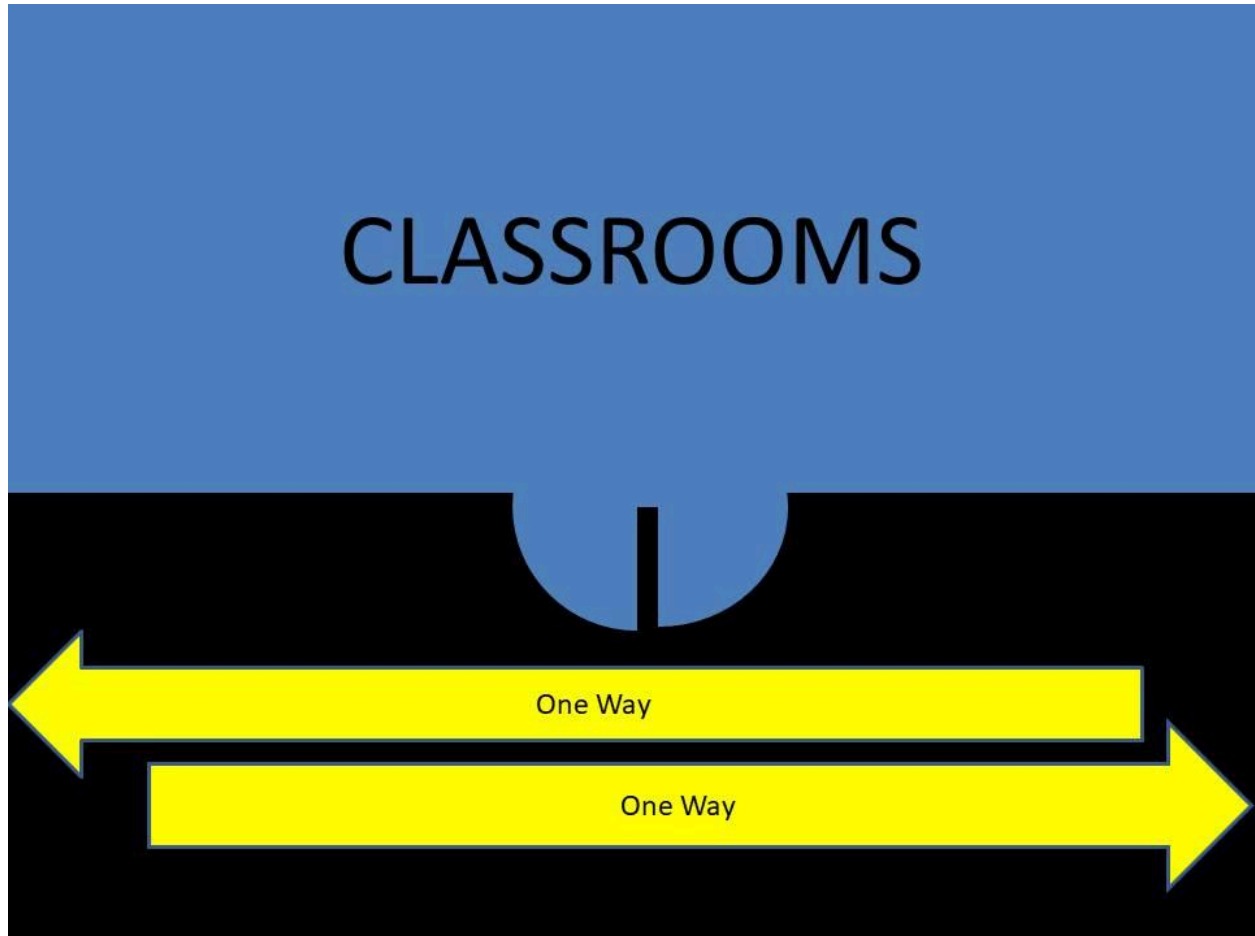
Below is our Sanitation Plan and Regimen:

[https://docs.google.com/document/d/1JsDjp1ul6\\_tefAAszcljEhkDnbr33almeS0yximGZZA/edit?usp=sharing](https://docs.google.com/document/d/1JsDjp1ul6_tefAAszcljEhkDnbr33almeS0yximGZZA/edit?usp=sharing)

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

## APPENDIX D: TRAFFIC FLOW CHART

Our campus is not an enclosed campus. Our classrooms open immediately to the outside. We will designate lanes and directions of travel (similar to vehicular traffic) to facilitate travel without congestion. Fire drill routes and other emergency routes will not be altered at this time, unless advised otherwise.



## APPENDIX E: 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

### Proper Wearing of PPE

### Symptoms of Illness

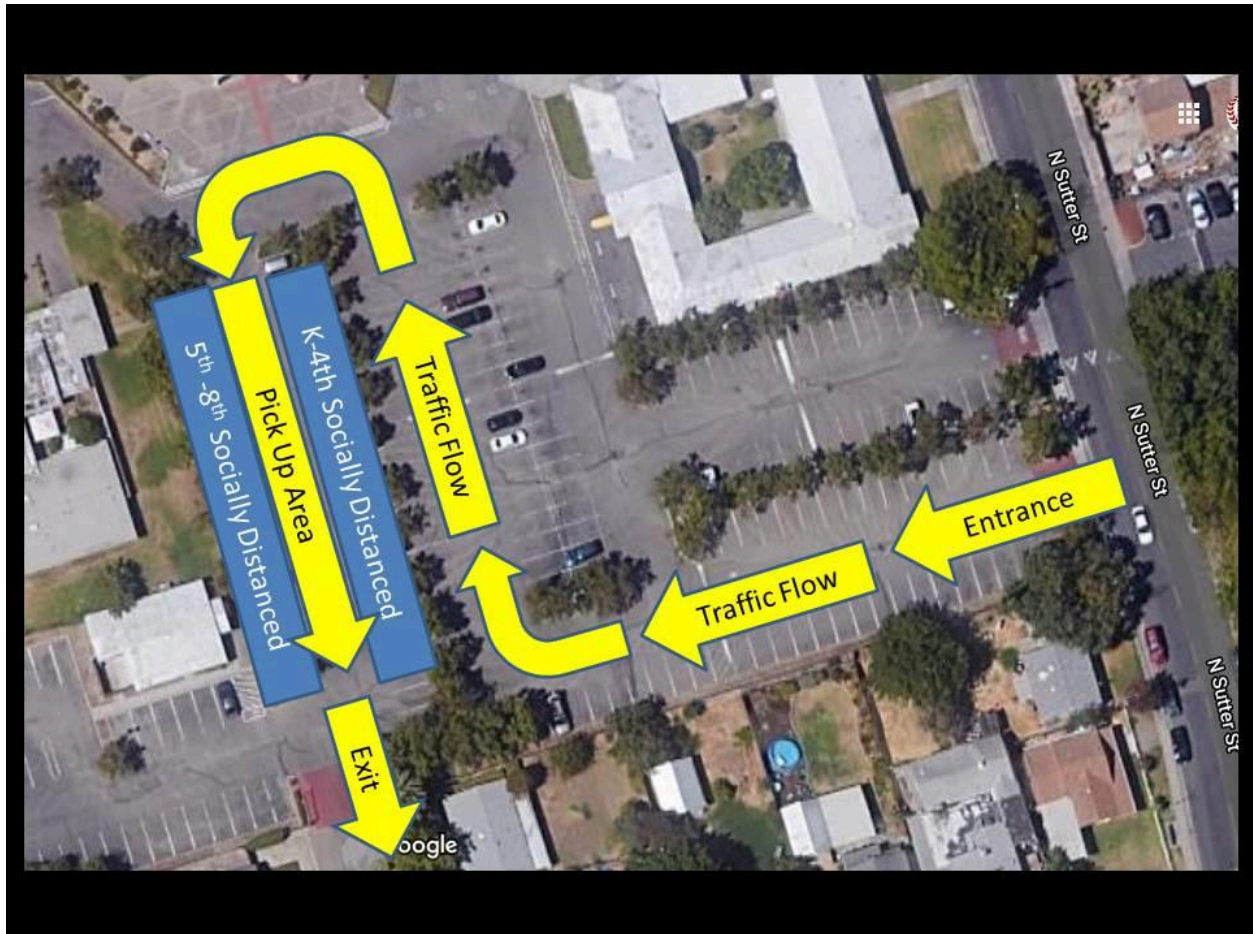
### Recess and Lunch Schedules

### Use of Traffic Flow Map

See Appendix D.

## Morning Drop-off and After School Pick-up Procedures

Our morning drop-off procedure will remain the same, other than the temperature screening done in the cars.



## Additional Facility Signage

# COVID-19 Screening Flowchart

## COVID-19 Screening Flowchart

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

**Student Presents to Health Office with Symptoms (mask student)**

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

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

### VERBAL

When did symptoms start?  
Recent Travel?  
Recent exposure to someone ill?

### VISUAL

flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and coughing.

### PHYSICAL (PPE)

Temp >100.4 or Pulse Ox <98%

Verbal, Visual, Physical Concerns or Out of Range

Yes

Isolate. Send Home, Advise to call Provider

Allow to rest for 10 minutes

No

Improving

Yes

Back to Class

Document Findings in HOA

### CALL EMS

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Follow-up with student/family, notify Director, Health Services for Suspected COVID-19 cases

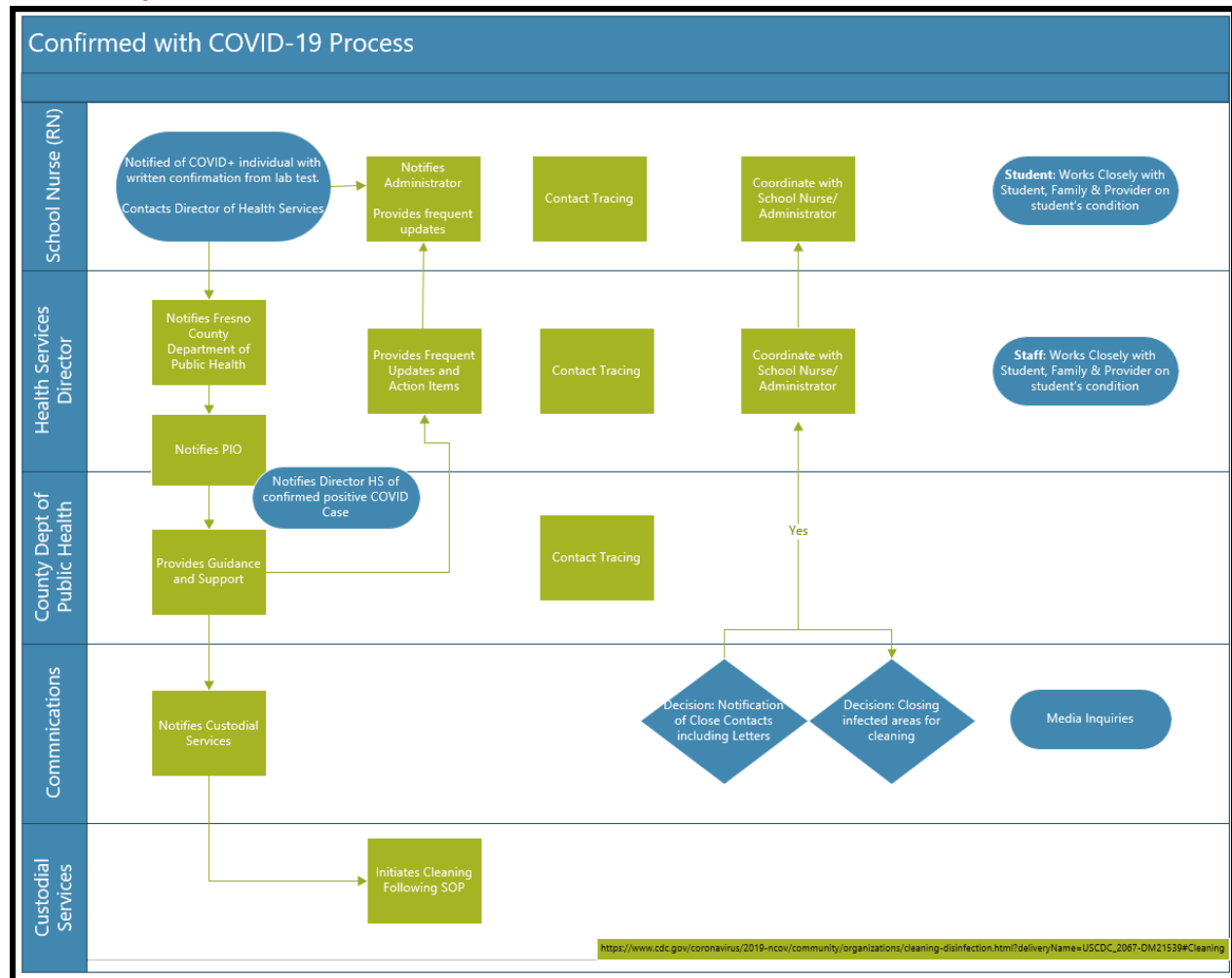
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Page 1

# Confirmed COVID 19 Case Process

*Draft only*



## Restroom Use

### Additional Details

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

## 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"> <li>• Symptoms of COVID-19</li> <li>• Scheduled medications that may not be delivered by classroom staff; allow physical distancing; stagger times</li> <li>• Avulsed tooth</li> <li>• Scheduled Specialized Physical Health Care Procedures               <ul style="list-style-type: none"> <li>○ Diabetic care</li> <li>○ Catheterization</li> <li>○ GTube Feedings</li> </ul> </li> <li>• Altered levels of consciousness/concussion</li> <li>• Difficulty breathing</li> <li>• Head injury/complaining of neck pain- DO NOT move, keep the student calm. Call 9-1-1</li> <li>• Sudden vision impairment</li> <li>• Diabetic “lows” or unconscious</li> <li>• SEVERE bleeding or other traumatic injury; Call 9-1-1</li> <li>• Severe abdominal/groin pain</li> <li>• Seizure (uncontrolled movement) do not</li> </ul>	<ul style="list-style-type: none"> <li>• Scheduled medications where educational staff may be taught to deliver medications (this means medication will need to be locked up in the respective classroom)</li> <li>• Health services personnel visit classrooms and administer medication to the student (similar to hospital model).</li> <li>• To the extent possible, students self-administer medication that may be self-carried by law.</li> <li>• Minor Toothache / Primary Tooth comes out</li> <li>• Small paper cuts, abrasions, picked scabs.</li> <li>• Wound care/ Ice pack for small bumps/bruises</li> <li>• Localized bug bites.</li> <li>• Minor headache or fatigue with no other symptoms.</li> <li>• Mild stomach ache or nausea.</li> <li>• Readily controlled nosebleeds, where the student can deliver</li> </ul>



<p>hold down, remove objects that may cause injury</p> <ul style="list-style-type: none"><li>• Signs and symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C), which may include rash, swollen red eyes, hands, and feet.</li></ul>		<p>self-care.</p> <ul style="list-style-type: none"><li>• Anxiety/stress/psychological issue-try calming techniques and/or contact school psychologist or counselor</li></ul>
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## APPENDIX F: PURCHASE LIST

Item	Quantity	Notes
<b>Hand Pump Sprayer</b>	1/classroom	For teacher use to spray desks for students to wipe down.
<b>Staff Gloves</b>	500 count/class	Nitrile gloves
<b>Bulk Hand Sanitizer</b>	2 month supply per classroom	55 gallon drums for refill stations
<b>Labeled Individual Pumps</b>	1/person	8 oz
<b>Disinfectant Solution</b>	2 month supply per classroom and storage area	Alcohol-based
<b>Student Towels/ Ziplock Bags</b>	Enough towels for every student to have two for washing purposes	For cleaning personal work surface and storing clean and soiled towels
<b>Restroom Soap Dispensers</b>	Needing to purchase 4 more so each sink has one	Automated
<b>Pencil box/supply bin</b>	1/student	Already part of standard school supply list
<b>IR Therm</b>	2/school	Housed in school office
<b>Acrylic/Plexiglass</b>	8 acrylic or plexiglass areas for restrooms and main office	Office counter & isolation space Multi Person restrooms
<b>Body Scan Temp</b>	9 thermometers	Being purchased and provided by Cal OES

## APPENDIX G: DIOCESAN PROTOCOLS FOR MASS

Please click here for [Diocesan Directives for Reopening for Public Masses](#). & [Restriction on Indoor Masses](#)

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

## APPENDIX H: FAQ FOR STAKEHOLDERS

**What if, as an employee, I don't feel safe entering the building? Will I still be able to keep my job?**

Contact your administrator or diocesan human resources for clarification and options.

**As a parent, do I have to send my child/ren to school if I am not comfortable doing so?**

No

**Are we ever going to have to close the campus? How and who will make that decision?**

While we do not wish to stop in-person learning, we may have to depending on the orders of the county, state, or federal government. Once their orders or guidance is made, the pastor and principal will make the decision for closing the campus.

**What happens if my child or my child's teacher gets sick?**

If your child gets sick, s/he must remain home or be sent home until the criteria are met, as specified earlier. If your child's teacher gets sick, a substitute teacher will be utilized.

**If we are restricted from entering the building how can I meet with my child's teacher?**

You may make an appointment to call or schedule a virtual meeting with your child's teacher, should the need arise.

**If I choose to keep my child home, will I get a discount on the tuition?**

No.

**What if a student arrives late?**

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

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

Grades will have a newly assigned structured recess time slot with their teacher scheduled near the start of the school day in lieu of recess before school from 8:00-8:15AM.

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

Restroom time is scheduled as a class during their allotted lunch recess time.

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

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

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

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

## APPENDIX I: COMMUNICATION PLAN

### Overview

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

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

### Goals

1. Students, staff, and the community receive timely information on St. Luke School's preparation for and response to COVID-19.
2. Students, staff, and families feel supported with a full spectrum of academic, social, and emotional resources.
3. St. Luke School is prepared for a smooth transition back to onsite learning.

### Key Messages

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

### Audiences

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

### Communications Program

#### Strategic Planning / Messaging

- Update FAQs once a week or more often as information changes.

- Provide internal talking points document to guide St. Luke School teachers, pastor and advisory boards respond to questions from the community
- Participate in diocesan meetings to ensure consistent messaging.
- Develop a schedule that ensures regular updates to the website, social media, newsletters, etc. so that the community feels informed.
- Monitor social media comments and metrics, as well as website metrics, to determine what information is proving most useful to the community.

### Media Relations

- Respond to media inquiries promptly.
- Pitch stories that proactively convey St. Luke School's response: i.e. return to campus, community outreach, distance learning, etc.
- Consider writing commentary for submission to local newspapers.

### Internal Communications

- In all messaging, convey that St. Luke School cares and will take all steps possible to address individual needs – children at home, sick family member(s), etc.
- Dedicated a webpage to staff and to parents and community members which provides a hub of resources, including FAQs.
- Hold virtual meetings weekly with staff; monthly with parents

### Community Relations

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

### Website / Collateral

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

### Social Media/ Visual Storytelling

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

### Communication Tactics Chart by Audience Group **SAMPLE**

#### External

Communication	Subject Matter	Frequency	Audience	Method(s) of Delivery
General Update	Executive and Health Officer Orders, County and State messages, partner organization information	As needed	Parents, .....	Email
Diocesan Update	Updates of important information from Bishop and/or CSO	Weekly (Thursdays)	Parents, pastors, .....	Email

Weekly Newsletter	Monthly review of positive staff, student and community stories regarding distance learning,, etc. during pandemic	Weekly (Mondays)	All stakeholders	Email, Facebook, Twitter
Advisory Updates	General updates and information specific to board members and their support of education during this time	As needed	District board members	Email-

#### Internal

Communication	Subject Matter	Frequency	Audience	Method(s) of Delivery
Staff Update	Updates of important information from diocese, County updates, CDE updates	Weekly (Thursdays)	All Staff	Email
Leadership Team Check-In	Descriptions of what is being worked on and by who from each division head	Weekly (Fridays)	County Superintendent	Email
Weekly Newsletter	Monthly review of positive staff, student and community stories regarding distance learning, nutrition services, etc. during pandemic	Monthly (Third Friday of each month)	All stakeholders	Email, Facebook, Twitter
Emergency Messaging to Staff	Emergency notifications	As needed	All Staff	
Principal Communication	Division/ department specific information and updates	Weekly	Student Program Principals	Email



## APPENDIX J: STANDARD STUDENT SUPPLY LIST

Item	Quantity	Notes
Labeled Cloth Face Masks	2/student	We are also requiring that students bring their own, but will keep back-up disposable masks in case they are needed.
Labeled Individual Pumps	1/person	8 oz
Student Towels	2/student	For cleaning personal work surface and storing clean and soiled towels
Labeled Ziplock Bag	3/student	For storing clean and soiled towels and face masks
Labeled Pencil box/supply bin	1/student	This is standard for all students.



## APPENDIX K: FACILITY ADJUSTMENTS

Area	Change	Definite (D) Potential(P)	Permanent	\$
Office	Installed an autosense hand sanitizer dispenser and paper towel dispenser in the nurse's station.	D	Y	
Cafeteria	Converted to extended care space to ensure social distancing	P	N	
Restrooms	Autosense faucets have been installed	P	Y	
Restrooms	Install barriers between sinks	D	N	
Classrooms	Rugs, group tables, and superfluous furniture has been removed	D	N	
Classrooms	Individual desks or tables installed with six foot gapping between student stations		N	
Classrooms	Students have their own designated space (desk/table) with their own supplies, trash can, water bottle, cleaning materials, and hand sanitizer.	D	N	
Gymnasium	Converted as 2 additional spaces so spaces are not shared by more than a single class.	P	N	
Outdoors	Spots outside classrooms and restroom are designated six feet apart for student lineup and for parent pick-up	D	N	
Hallways/ Corridors	Marked traffic flow for minimized contact	D	N	
Sick Area	Create designated sick areas for students who are exhibiting COVID-like symptoms	D	N	
Etc.	Social distancing and best practices signage posted	D	N	

## APPENDIX L: 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.

**Individuals who wish to be exempted from wearing a face covering must provide written documentation of an eligible medical condition signed by a physician. Physician means a California licensed physician of medicine.**

## APPENDIX M: 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
<b>Symptomatic Positive</b> 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 <b>and</b> improvement in respiratory symptoms (e.g., cough, shortness of breath); <b>and</b> , at least 10 days have passed since symptoms first appeared.	<ul style="list-style-type: none"> <li>For employee cases who did not require hospitalization</li> <li>For employee cases who required hospitalization</li> </ul>
<b>Asymptomatic Positive</b> 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"> <li>For employee cases who did not require hospitalization</li> </ul>
<b>Symptomatic Negative</b> Employees who had symptoms of COVID-19 but test result returned negative	Use the same criteria for return to work as laboratory confirmed cases.	
<b>Asymptomatic Negative</b> 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.*	
<b>Symptomatic Untested</b> 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><b>Asymptomatic Untested</b> Employees who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms.</p> <p><b>OR</b> 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"> <li>• For employee cases who did not require hospitalization</li> <li>• Critical workers implementing safety practices</li> </ul>
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## APPENDIX N: ADDITIONAL RESOURCES

- [AFT: A Plan to Safely Re Open](#)
- [American Academy of Pediatrics: Covid 19 Planning Considerations](#)
- [Bellwether: Covid-19 Strategic Planning Toolkit](#)
- [CDC Considerations for Schools](#)
- [CDC Get Your School Ready for Pandemic Flu](#)
- [Getting Smart: How to Re Open Schools](#)
- [Hanover Research: Learning Loss Discovery Guide](#)
- [Hanover Research: Strategies for Maintaining Student Engagement During Remote Learning](#)
- [John Hopkins Center for Health Security: A Plan for a Phased Reopening Guided by Public Health Principles](#)
- [McKinsey & Company: Coronavirus COVID 19: Considerations for Reopening Schools](#)
- [NPR: What it Might Look Like to Safely Reopen Schools](#)
- [PACE Policy Brief: What Does Research Say About Staggered School Calendars?](#)
- [WHO: Considerations for school-related public health measures in the context of COVID-19](#)
- [Unicef Framework for Reopening Schools](#)