



SAINT ROSE
CATHOLIC SCHOOL

2020-2021 Operations Plan **St. Rose Catholic School**

Updated January 20, 2021

Diocese of Monterey



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Part 1: Guidance and Considerations

Purpose

The purpose of this plan is to be prepared to reopen St. Rose Catholic School during the COVID-19 pandemic in order to address learning loss and provide continuity of instruction for all students. The health and safety of all students and staff is a priority.

This Operations Plan has been updated to reflect the State of California's *COVID-19 Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School Year* issues on January 14, 2021.

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

As required, the school has posted a COVID-19 Safety Plan (CSP) on the homepage of the school's website. The CSP includes the school's Cal/OSHA COVID-19 Prevention Program (CPP) and the COVID-19 School Guidance Checklist. The detailed plans describing how our school meets the requirements outlined in the CSP elements are found in this Operations Plan.

The CDC tool to guide schools to reopen is provided on page six. Governor Gavin Newsom's California's Roadmap to Modify the Stay-at-Home Order describes six indicators that must be met in order for his executive order to be relaxed. He also outlines the requirements that local jurisdictions must meet to relax shelter-in-place orders. The Governor noted in his plan that schools may reopen during [phase 2 of the California Roadmap](#).

While most schools established their new school year calendar prior to the pandemic, schools must stand ready to revise start dates if needed depending upon what is allowed by our state and local health officials. This plan describes what protocols will be followed in order to open our school during the COVID-19 pandemic. When schools will open will be communicated at a later date.

Public Health Guidance - Resources and Documents

The development of the school's Operations Plan is based on and consistent with the following public health guidance:

Centers for Disease Control and Prevention

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

<https://www.cdc.gov/coronavirus/2019-ncov/communication/toolkits/schools.html>

California Department of Public Health

Industry Guidance for Schools and School Based Programs (7-17-2020)

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

Industry Guidance for Office Workspaces (7-29-2020)

<https://files.covid19.ca.gov/pdf/guidance-office-workspaces.pdf>

Current Emergency Information from ReadySLO.org

<https://www.readyslo.org/en/index.aspx>

Schools will complete the CDC's *Considerations for K-12 Schools: Readiness and Planning Tool*

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>

In-Person Re-Opening Criteria

On July 17, 2020, the California Department of Public Health released criteria for opening schools to in-person instruction. COVID-19 and Reopening In-Person Learning Framework

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf> (7-17-2020)

In-Person Re-Opening Criteria

Schools and school districts may reopen for in-person instruction at any time if they are located in a local health jurisdiction (LHJ) that has not been on the county monitoring list within the prior 14 days.

If the LHJ has been on the monitoring list within the last 14 days, the school must conduct distance learning only, until their LHJ has been off the monitoring list for at least 14 days.

The County was placed on the State of California's monitoring list on July 13, 2020.

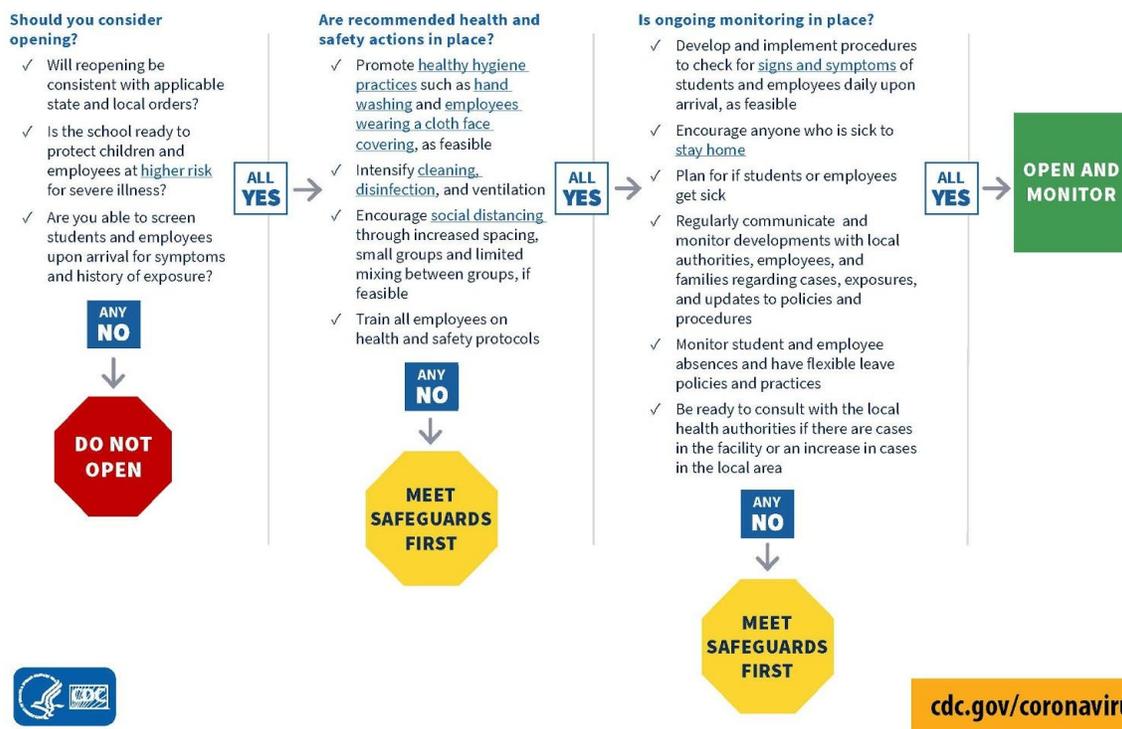
Until the County is off the monitoring list for 14 days, or unless an elementary school waiver is granted from the County Public Health Officer, the school will offer a **distance learning program**.

CDC Considerations for Schools (Updated August 4, 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.



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 [Legionnaires 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 (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).epi
- 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 care 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 a 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 [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.

California Department of Public Health General Measures

- **Planning and Collaboration**
 - The school will consult with its county health officer and county health department to monitor and provide advice on local health conditions.
 - The school collaborates with the Diocese of Monterey Department of Catholic schools and other Catholic schools in development and implementation of its school site operations plan.
 - The school collaborates with the County Office of Education and other schools in the county.

- **Repeated Closures of classes, groups or facilities**
 - In the event that a class, group or the facility is closed for a period of time due to COVID-19 exposure, teachers and students will engage in a distance learning program.
 - Appropriate measures will be taken to ensure thorough cleaning and disinfecting of any locations that were close contact with an individual as outlined in CDC guidance.

- **Use of Facility by External Community Organizations**
 - Upon evaluation of the facility, the school will not allow for the use of the site by external community organizations such as parish religious education, recreational sports, etc.
 - (If the site is in use) External organizations will be required to follow the health, safety and cleaning protocols as outlined in this operations plan.
 - The cost of maintenance will be paid for by the external organization.

- **Students with Access/Functional Needs**
 - California Office of Emergency Services defines “Access and Functional Needs”
(<https://www.caloes.ca.gov/cal-oes-divisions/access-functional-needs>)
 - Access and functional needs (AFN) refers to individuals who are or have:
 - Physical, developmental or intellectual disabilities
 - Chronic conditions or injuries
 - Limited English proficiency
 - Older adults
 - Children
 - Low income, homeless and/or transportation disadvantaged (i.e., dependent on public transit)
 - Pregnant women
 - The principal will identify any employees and/or students who fall under this category and will develop a support plan in consultation with the Diocese of Monterey Superintendent and Director of Human Resources.

Part 2: Goals for St. Rose Catholic School

Bring students and staff back to school safely following all health and safety protocols to ensure all students receive a high-quality Catholic education and continue to prevent the spread of COVID-19 in the community and on school campuses.

The key principles that drive this plan are:

- 1. Keeping students and staff safe and healthy**
- 2. Flexibility must be provided to accommodate for the unique needs of each school and program**
- 3. Ensuring equity and access**
- 4. Providing learning environments that are engaging and keep learning moving forward**
- 5. Key stakeholders are involved in the planning process**

This plan was developed in consultation with school and program leaders, Diocesan leadership and the San Luis Obispo County Public Health Officer. It takes into account the feedback from students, families, staff, and administrator feedback collected through survey data.

Reopen Planning Team members include:

1. Trevor Knable: School principal
2. Lori Chamberlain: Preschool director/school safety coordinator
3. Audrey Roza: Kindergarten teacher/preschool parent
4. Jeannine Visbal: Middle school teacher/assistant principal
5. Justin Buresh: School Advisory Council president/school parent
6. Julie Glunz: Elementary teacher/school parent
7. Jamie Kelton: School parent
8. Tamara Battle: Pediatrician/school parent
9. Jason Borchard: EMS professional/parent

The plan is consistent with applicable state and local orders. It lays out how the school is ready to protect children and employees who are at higher risk for severe illness and how all students and employees will be screened upon arrival for symptoms and history of exposure. The plan also describes how recommended health and safety actions will be in place and how ongoing monitoring will occur.

**The state shelter in place orders were lifted on to be determined.
The local shelter in place orders were lifted on May 16, 2020.**

HEALTH AND SAFETY

Required Health and Safety Actions

- **St. Rose Catholic School staff will monitor symptoms of all students and staff passively and upon entry to the school grounds:**
 - Passive Screening: St. Rose Catholic School will instruct and remind parents and families to screen students before leaving for school. This will include:
 - Temperature checks to ensure temperatures below 100.4 degrees
 - Observation of [symptoms](#) of COVID - 19Parents are asked to keep students home if the child's temperature is at or above 100.4, if they have symptoms consistent with COVID - 19, or they have had close contact with a person diagnosed with COVID - 19.
 - Active Screening: St. Rose Catholic School will engage in active screening of students and faculty as they enter the school grounds. Persons who have a fever of 100.4 or above or other signs of illness will not be admitted to the facility. Employees and parents of students will be encouraged to be alert for signs of illness and to stay home when they are sick. Students and faculty will have their temperature taken daily upon entering the school facility.
 - Employees
 - Entry location: St. Rose Catholic School front gate entrance on Creston Rd.
 - Temperature is taken by the School Administration and administrative assistant(s).
 - Screening of symptoms conducted by Self screen questions asked by school administration and administrative assistant(s).
 - Staff will be asked a yes/no question as to whether or not they have self screened at home. Staff will provide evidence of home self screening via the following website:
<https://www.sparrow.org/OccHealthScreening>
 - Students
 - Entry location: St. Rose Catholic School front gate entrance on Creston Rd.
 - Temperature is taken by the School Administration and administrative assistant(s).
 - Screening of symptoms conducted by Self screen questions asked by school administration and administrative assistant(s).
 - Students/parents will be asked a yes/no question as to whether or not they have self screened at home.

Students will provide evidence of home self screening via the following website:

<https://www.sparrow.org/OccHealthScreening>

- Note: Checklist will be kept to mark as to whether staff and students have had temperature screened and have been asked if they have self screened for symptoms at home. No other data will be maintained due to HIPAA regulations.
- **St. Rose Catholic School students and staff will adhere to the following basic health and safety protocols:**
 - Washing of hands: All students and staff will be required to follow [CDC handwashing guidance](#) and wash hands before eating, after using the restroom, after coughing or sneezing, and upon entering each classroom. Classrooms have all been equipped with “entry door” hand sanitizing equipment.
 - Note: Classroom sanitizing equipment is to assist in hand sanitation, not replace regular handwashing with soap and water.
 - Use of PPE equipment: Students and staff will follow the state of California and San Luis Obispo County Public Health Department guidelines for the use of PPE equipment. If not mandated, it will be recommended that students and staff wear PPE, however, they will have the option of wearing PPE equipment to their comfort level.
 - Temperature and symptom screening: Prior to entry on school grounds, all students and staff will have their temperatures checked via “touchless” forehead thermometers. Those who show a temperature reading of 100.4 degrees Fahrenheit or higher, will be asked to return to home.
 - Confidentiality protocols will be reinforced and enforced by the school administration.
 - Families and staff will be educated on the [COVID - 19 symptoms](#) as stated by the CDC. This education will include, but not be limited to, an addendum in the 2020 - 2021 Family Handbook, [signage and messages](#) posted at school, on social media, and in family packets, as well as the beginning of the year student and parent meetings. Additional education will be taught and reinforced with students on how to carefully and effectively cover mouths when coughing or sneezing, [to remain home when feeling sick or ill](#) or symptomatic, and what to do if one has been in [close contact](#) with someone who has been or is suspected to have been infected with COVID - 19.
 - Note: If other family members present signs of COVID - 19 or answer yes to any questions during screening, access will be denied to the school.
- **St. Rose Catholic School maintenance and cleaning staff will clean and disinfect frequently touched surfaces daily.** These will include, but not be limited to “touch points” such as:
 - Door handles
 - Faucet and toilet handles

- Entry and exit gates
 - Handrails
 - Water bottle refill stations
 - Playground equipment
- St. Rose Catholic School staff, maintenance and cleaning staff will clean and disinfect frequently touched areas between uses. These will include, but not be limited to:
 - Desks and tables
 - Chairs
 - Keyboards, headsets, copy machines, printers
- **If a St. Rose Catholic school student, faculty, or staff member tests positive for COVID - 19 with or without symptoms, the following cleaning protocols will be adhered to:**
 - All on-campus areas that are used by the COVID - 19 positive individual(s) will be closed for a 24 hour time period prior to cleaning and disinfection to minimize the potential for other employees being exposed to respiratory droplets.
 - All windows, doors, and air filtration services will be open and on during the 24 hour waiting period. Windows/Doors to be closed when office staff leave. DO NOT ENTER will be posted on both doors.
 - Note: The use of fans will not be utilized indoors on the St. Rose Catholic School campus during the 2020 - 2021 school year.
 - Cleaning protocols that meet [EPA](#) criteria will be used in potentially infected areas.
 - Person cleaning must wear gloves, facemask, and gown.
 - Note: Other employees, students, and people who use the St. Rose Catholic School facility will be notified of exposure without disclosing identity.
- **St. Rose Catholic School students and staff will adhere to the following classroom, hallway, and open space protocols:**
 - Classrooms: All student desks will be set at the six-foot social distancing. The capacity of children will be based on state and county guidelines allowing for the potential requirement of six-foot social distancing. Each classroom will have a defined “in” door and “out” door with a hand sanitizing station at each “in” door.
 - Note: a six foot social distance spacing of desks will be feasible in multiple classrooms, however, the distance may be closer to four to five feet for larger classrooms.
 - Hallways: Hallway floors will be marked with tape and signage to reflect “one-way” traffic flow. “Line up” areas will be marked with tape to reflect six-foot social distancing protocols if required. Middle school locker transitions will be staggered by grade level, allowing one grade level at lockers at a time. Student lockers will be assigned to ensure six-foot social distancing of students of the same grade level. There will be two lockers between each student of the same grade level.

- Classroom supplies student supplies such as scissors, writing utensils, erasers, glue etc. will not be shared by students. Sharing of items such as digital devices, art supplies, PE equipment will be restricted, if feasible. If not feasible then items will be disinfected between uses.
 - Digital devices will be wiped down by classroom teachers between uses or rotations for classroom sets. For classroom shared sets, devices will be disinfected between uses or rotations and will be disinfected before returning items to storage or switching to another classroom.
- Open areas: playground
 - Before school 7:30 - 8:00: After students are screened and enter through front school gates, students will then proceed to the following locations: schoolyard stations of the field, basketball courts/benches, blacktop/wood chips, classrooms. The rotations will be as follows:
 - Monday: K - 2 (yard) 3 - 8 (classrooms)
 - Tuesday: 3 - 5 (yard) K - 2 and 6 - 8 (classrooms)
 - Wednesday: 6 - 8 (yard) K - 5 (classrooms)
 - Thursday: K - 2 (yard) 3 - 8 (classrooms)
 - Friday: 3 - 5 (yard) K - 2 and 6 - 8 (classrooms)\
 - Note: All preschool students and parents of preschool students will proceed directly to the preschool classroom to be signed in once screening is completed.
 - Recess: recess will be broken down into three different time slots:
 - K - 2
 - 3 - 5
 - 6 - 8
 - Bathroom breakdowns are as follows:
 - First class on each rotation will use restrooms 10 minutes prior to the beginning of recess. (Note: will adjust 3rd period 6th grade accordingly)
 - Second class on each rotation will use restrooms during the first 10 minutes of recess.
 - Third class on each rotation will use restrooms during the last 10 minutes of recess.
 - Schoolyard breakdowns are as follows to ensure to the best of our ability non co-mingling of classes/cohorts:
 - Three schoolyard “stations” per recess:
 - Field
 - Basketball courts/benches
 - Blacktop/wood chips

120 feet and will ensure classes/cohorts remain distanced from one another by a minimum of 15 feet.

- Preschool students will be individually picked up by parent/guardian at the “in” preschool classroom door; parents are asked to bring their own pens for signing their children in and out; required by Licensing.
 - Students who have not been picked up by the end of school will be taken by teacher/cohort leader to extended care occupying the schoolyard during decent weather/prior to standard time and to the Parish Hall during inclement weather/during standard time.
 - Students in extended care will be spaced and limited to interactions with only students in their own class/cohort.
 - Cohorts will not mix and be kept apart from other cohorts including lunch as recess.
- **St. Rose Catholic School will ask visitors to the school to follow the protocol listed below:**
 - Parent visitors/volunteers: Due to current COVID - 19 pandemic, parent volunteers and/or visitors to the St Rose Catholic School Campus will be discouraged. Visitors who must come onto campus will report directly to the school office.
 - Parents: If they are dropping items off for children, items will be left in the school office for school staff to deliver to their children. If they are coming onto campus as they wish to volunteer; they will be informed that in-person volunteering is not being held on campus grounds until further notice.
 - Delivery services: St. Rose Catholic School administration will discourage non-essential deliveries such as GrubHub, Blue Apron, Uber Eats, etc. For essential deliveries such as UPS, FEDEX, USPS, school office personnel will meet delivery persons at the school front gate when they arrive. Delivery personnel will not enter the school gates.
 - Facility use agreements: Groups who use the school grounds (Parish Religious Education, soccer clubs) will receive a copy of the St. Rose Catholic School plan and agree to abide by guidelines laid out in this plan to be able to continue the use of our grounds.
 - Religious Education: when written it will be incorporated into this document.
 - **St. Rose Catholic School students and staff will adhere to the following protocols for those who become sick while on campus:**
 - Upon testing feverish or self-reporting not feeling well prior to school starting:
 - Staff will notify the administration immediately and plan on staying home.

pickup. Students will be required to wear a face-covering while waiting in an isolation area until they are picked up.

- At pickup parents of symptomatic students will be directed to get tested immediately through their health care provider or by visiting [ReadySLO.org](https://www.readySLO.org) for a current list of testing sites.
- Sick bays will be two fold:
 - Regular sick bay in office for those who are not experiencing COVID - 19 related symptoms.
 - Students who are experiencing potential COVID - 19 related problems will use the “outside restroom” (off Pre- K) as a sick bay. Sick bay will be “rested” at least 12 hours prior to cleaning (ideally 24 hours). During time the student is in this sick bay, the door will be open with faculty members outside of the room but in view of the child until parent or emergency contact has arrived to pick the child up.
- Sick students will not be allowed to return to school until they have met [CDC criteria to discontinue home isolation](#).
- Distance learning protocols will follow for students sent home due to illness.
 - Note: students who are at higher risk per CDC guidelines of [medical conditions that the CDC says may have increased risks](#) or who cannot maintain the wearing of a face covering will have the option of virtual learning through an optional independent study program.
- If a St. Rose Catholic School employee or student tests positive for COVID - 19 or suspect that they have COVID - 19 with applicable symptoms the school will adhere to the following protocol:
 - COVID - 19 negative test results: sick students and staff who test negative for COVID - 19 may not return to campus until symptoms have significantly improved and no fever has been present for 24 hours without the aid of fever reducing medication.
 - COVID - 19 positive test results: sick students and staff who test positive for COVID - 19 or do not get tested for COVID - 19 must not return to campus until they have met [CDC Criteria to Discontinue Home Isolation](#) including at least 24 hours with no fever without the aid of fever reducing medication, symptoms have significantly improved, and it has been at least 10 days since symptoms first appeared.
 - Students and staff will be monitored throughout the day for [Symptoms of COVID - 19](#).
 - For a positive case:

- The administrative assistant will immediately document and Mr. Knable (School Principal) will immediately notify local health officials including contact information for exposed students and staff.
 - The Preschool Director will immediately document and notify Community Care Licensing.
- Note: In the scenario of a student being COVID - 19 positive, St. Rose Catholic School will most likely dismiss students and staff for two to five days to allow local health officials to gain a better understanding of the COVID - 19 situations on the school site and for custodial staff to clean and disinfect all surfaces. At this time, the administration will work with local health officials to determine the appropriate steps including whether an extended long term dismissal is necessary to further stop or slow the further spread of COVID - 19 on the St. Rose Catholic School campus.
- Note: Students, staff, and families will be encouraged to get a seasonal flu vaccine especially this school year. As always, Dr. Shannon Berry will provide flu shots for the school staff on October 19, 2020. Families who are unsure or questioning the process of seasonal flu vaccines will be referred a medical professional for consultation.
- Note: School families will be notified by a Diocese of Monterey form that a member of our community has tested positive for COVID - 19. (Please see Appendices 3 and 4 for COVID - 19 potential Exposure and Positive Student/ Employee Forms.) Follow up communications will list processes and protocols moving forward.
- Note: St. Rose Catholic School administration will support the need for for rapid testing by:
 - Immediately contacting the Public Health Department with confirmed cases.
 - Providing detailed contact tracing information for those that are possibly exposed by COVID - 19 positive people.
 - Providing line lists to Public Health.
 - Being willing to transition from in - person learning to distance learning immediately at the desire of the San Luis Obispo Public Health Department.
- **St. Rose Catholic School administration will inform students, families, and staff of all listed expectations prior to the start of the 2020 - 2021 school year by the following measures:**

- Family Handbook: A COVID - 19 “Operations Plan” addendum will be added to the 2020 - 2021 Family Handbook. This addendum will have an additional “Family Agreement of Understanding” form that will be signed and returned at the beginning of the school year along with the Family Handbook Agreement.
- Beginning of the year safety meetings: Prior to students physically starting school morning and evening family safety meetings will be hosted at school to discuss the “Operations Plan”. The numbers at the meeting will be limited to ensure social distancing (or likely Zoom).
 - Safety meetings will be live-streamed on social media to allow those to become informed should they
 - not wish to attend the meeting for safety reasons
 - unable to attend the meeting due to time constraints
 - not able to attend the meeting due to exceeding safe social distancing numbers.
- Principal’s newsletters: Policy, procedures, and protocols will be consistently restated in the principal’s newsletters.
 - A section in the September Principal’s newsletter and social media posts will encourage all staff, students, and families to pursue a seasonal flu vaccination to support not only our school community but Public Health efforts.

Health Hygiene Practices

- **St. Rose Catholic School will institute disease prevention behaviors into the culture of the school:**
 - Prior to the beginning of classes, all faculty and staff will be trained on basic disease prevention procedures to include but not be limited to:
 - [Handwashing](#)
 - [Use of face coverings](#)
 - [Cleaning and disinfecting public spaces](#)
 - [Social distancing recommendations](#)
 - [COVID - 19 symptom checking](#)
 - Prior to the beginning of classes, all faculty and staff will be trained on how to advocate and teach proper [CDC hand washing index](#) guidelines for students.
 - Training materials will be provided by the Diocese of Monterey and Catholic Mutual and will follow CDC guidelines for health and safety.
 - Note: Requests for accommodations for staff who are at higher risk for severe illness may be provided after consultation with the Diocese of Monterey Human Resources.
- **During the school year, reminders will be visible and frequently discussed/stated by:**

- Use of [signage](#) in highly visible areas such as restrooms, hallways, school office, and classrooms
- Written announcements will be posted in the principal’s newsletters, weekly staff newsletters, and social media posts.
- Reminders for students and staff promoted by classroom discussions/projects.
- Faculty and cluster meetings will have time embedded for reminders and new information.
- **Strategies and behaviors will be reinforced to students by:**
 - Faculty and staff promotion of “healthy kids”
 - Social media and school newsletter recognition
 - “Caught You Being Good” recognition within classes/cohorts

Required PPE Use

- **The use of PPE (cloth face coverings/facial barriers and gloves) will be**
 - Required: for faculty and staff, parents and visitors, and students above the age of two at all times, while at school, unless exempted.
 - All staff must use face coverings in accordance with CDPH guidelines
 - CPDH recommends disposable 3-ply surgical masks, which are more effective than cloth face coverings
 - For staff, bandanas, gaiters and similar face coverings are not acceptable.
 - In limited situations where a face covering cannot be used for pedagogical or developmental reasons, a face shield with a drape can be used as long as the wearer maintains physical distance from others
 - Guidelines will follow the [State of California](#) guidance on the wearing of cloth face coverings and the [CDPH guidance on face coverings](#).
 - Face shields may only be worn by:
 - Those with medical reasons exempting them from wearing cloth face coverings explained under the [CDPH](#) guidance on face coverings and will be required to have a doctor’s note.
 - Persons exempted from wearing a cloth face covering will wear a face shield to include a “drape” to be tucked into the wearer’s top.
 - Staff for pedagogical or developmental purposes.
 - Note: Face coverings may be removed during meals and snacks or naps only.
 - Note: Face coverings with an exhalation valve or vent are not acceptable.

- Office staff will be required to maintain social distancing and remain behind a plexiglass office shield when greeting the public.
 - Guidelines will follow recommended safety procedures for the use of protective gloves including:
 - gloves to be worn by all staff when screening students temperatures, symptoms, and sick bays.
 - gloves to be worn by all staff when cleaning and disinfecting surfaces.
 - **The use of PPE (cloth face coverings/facial barriers) will be required per [State of California](#) guidance on the use of PPE.**
 - St. Rose Catholic School will provide:
 - Masks if the employee does not have a face covering or a clean face covering.
 - Surgical masks, face shields, and disposable gloves for employees engaged in symptom screening.
 - Gloves and face coverings for employees engaged in cleaning or custodial matters.
 - Note: St. Rose Catholic School will provide face coverings to be used if a student does not have a face covering or face covering is not clean.
- A cloth face covering or face shield should be removed for meals, snacks or naptime only.
 - When a cloth face covering is temporarily removed, it should be placed in a clean paper bag.
- **In order to comply with this guidance, St. Rose Catholic School must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.**
 - Note: Students who are unable to wear face covering or families who are unwilling to have their child wear a face covering will be offered an “optional” distance learning program.
- To prevent unnecessary exclusions, a disposable mask will be provided to a student who forgets to bring a face covering to school.
- **Face Coverings and Gloves: Staff**
 - All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
 - In limited situations where a face coverings cannot be used (i.e. communicating or assisting young children or those with special needs) a face shield with drape can be used instead of a cloth face covering while in the classroom if the wearer maintains physical distance from others.
 - Workers or other persons handling or serving food must use gloves in addition to face coverings.
 - Employers should consider disposable glove use to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

- **Training requirements for the use of PPE will include:**
 - Training for faculty and staff on [CDC recommendations](#) for proper use, removal, and washing of cloth face coverings.
 - Note: face coverings are not recommended for those who have medical conditions that would make coverings detrimental to them. Additionally, face coverings are not recommended for anyone who is unconscious, incapacitated, or unable to safely remove face coverings without assistance from another party.
- **St. Rose Catholic School Administration will communicate PPE protocol to students, faculty, and stakeholders by:**
 - Use of [signage](#) in highly visible areas such as restrooms, hallways, school office, and classrooms
 - Written announcements will be posted in the principal's newsletters, weekly staff newsletters, and social media posts.
 - Reminders for students and staff promoted by classroom discussions/projects.
 - Faculty and cluster meetings will have time embedded for reminders and new information.
- **In order to comply with this guidance, St. Rose Catholic School will exclude students and adults from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.**

Cleaning Procedures and Schedules to Prevent Disease Transmission

- **St. Rose Catholic School staff will promote the use of frequent handwashing and prevent overcrowding at handwashing stations by:**
 - Promote frequent handwashing:
 - Educating and reinforcing [CDC handwashing guidelines](#) on a daily basis.
 - Placement of [handwashing signage](#) at handwashing stations and in school common areas.
 - Consistently monitoring handwashing soap and sanitization supplies in restrooms and classrooms.
 - Modeling hand washing for our students.
 - Providing hand sanitation stations at "in" door in each classroom
 - Building into the schedule handwashing times prior to eating and returning to the classroom.
 - Prevention of overcrowding at handwashing stations:
 - Scheduled handwashing times prior to eating and going to common areas will be built into the class schedule. Times will be staggered so that only classes/cohorts utilize stations at the same time.
 - Note: All classrooms have sinks and soap dispensers in each room. Routine, non-restroom related handwashing can

be done in each classroom to prevent restroom overcrowding.

- **St. Rose Catholic School will adhere to the following routine in school and after school hours cleaning and disinfection procedures: (all cleaning to follow [CDC recommendations](#), including using disinfectants listed on [EPA Cleaning List N](#) for cleaning and disinfecting public spaces)**
 - During school hours:
 - At 8:00 a.m., after school has started, school janitorial staff will disinfect all door handles, front gate push bars, restroom doors, and high use restroom surfaces such as toilet flushing mechanisms, sink/soap/paper handles, stall doors, including all “touchpoints” on surfaces.
 - After early and late shift break/recesses/lunches school janitorial staff will disinfect all door handles, front gate push bars, restroom doors, high use restroom surfaces, such as toilet flushing mechanisms, sink/soap/paper handles, and stall doors.
 - Lunch tables (if in use) and fixed playground equipment (if in use) will be pressure washed daily.
 - After school hours:
 - Contract company Eco-Wash will continue whole-school evening cleaning procedures:
 - Vacuuming/mopping of floors
 - Sanitization of chairs, desks, doorknobs, common surfaces following CDC recommendations of cleaning and disinfecting public spaces.
 - Fogging of all classrooms, restrooms, toys, and playground equipment on a nightly basis. Solution in fogger will consist of a 1/3 cup bleach to 1 gallon of water solution as stated in [CDC Guidelines for Cleaning and Disinfecting Your Facility](#).
 - Note: Eco-Wash employees will wear full protective gear including masks, gloves, boots, and water repellent body suits.
- **Classroom procedures for teachers to clean and disinfect touchpoints at the start of each new class or if a student must change rooms include:**
 - For the 2020 - 2021 school year (or until deemed safe by San Luis Obispo County Health Department officials) classes/cohorts will not share classrooms or desk/work stations.
 - Cohorts will not rotate and not commingle.
- **St. Rose Catholic School will provide janitorial staff, teachers, and faculty with cleaning supplies. These cleaning supplies will be obtained by:**
 - School supply lists: Each child will be asked to bring three packages of disinfecting wipes and cleaning supplies with their beginning of the year start-up materials.
 - St. Rose Catholic School has entered into a consortium with the San Luis Obispo County Office of Education for bulk purchase of supplies from a

- third party vendor.
 - Western Janitorial will continue to supply St. Rose Catholic School with routine cleaning supplies.
 - Parent/family donations.
 - Eco - Wash, as a contract company, will continue to supply themselves with cleaning supplies necessary for their portion of evening cleaning. They will continue the practice of purchasing from Western Janitorial and submitting reimbursement paperwork to school administration.
- **St. Rose Catholic School will adhere to the following procedures for immediate disinfection of rooms where people with respiratory symptoms or fever have been:**
 - Students and faculty will exit the classroom and will resume instruction either outdoors or in an empty, previously sanitized room in the Adult Learning Center, Library, or Parish Center.
 - Daytime janitorial staff will clean and sanitize all touchpoint surfaces prior to students and staff resuming instruction in the classroom.
- **In the event that school custodian is absent, routine daytime cleaning will be carried out by:**
 - School principal
 - School assistant principal
 - School safety coordinator
 - Front office staff
- **Restroom soap dispensers and classroom hand sanitizer dispensers will be checked and maintained by:**
 - Daily morning and afternoon inspections for dispenser fluid levels.
 - A monthly replacement of batteries in touchless dispensers
 - Proactive maintaining of inventory and ordering of necessary supplies to ensure that a shortage does not occur.
 - Note: all classrooms will have “in” door hand sanitizer dispensers and all restrooms have touch-free soap dispensers located above the sinks. Preschool hand sanitizer dispensers must be out of children's reach; children must be assisted if using hand sanitizer - per licensing. Hand Sanitizer should not replace regular handwashing with soap and water following handwashing guidelines.
- **St. Rose Catholic School custodial staff will be trained on the safe usage disinfectants and sanitizers by:**
 - Reviewing CDC guidelines on [cleaning and disinfecting](#) facilities.
 - Following [EPA guidelines](#) on disinfections criteria.
 - Utilization of disinfectant in accordance with [EPA List N](#).
- **St. Rose Catholic School maintenance staff changed heating and air conditioning filters in May of 2020. To ensure effective filtration, maintenance staff adhere to the following guidelines:**
 - Air filtration devices will be checked on a monthly basis for cleanliness.
 - Air filtration devices will be changed at a minimum of every six months and

have a minimum of a MERV 13 rating as recommended by [ASHRAE](#) recommendations.

- Resources for infection control such as [CDC guidance](#) on infection control in healthcare facilities will be reviewed and taken into consideration.
 - Note: When possible, faculty and staff will be encouraged to have classroom windows and doors open to increase ventilation.
 - Note: St. Rose Catholic School classrooms will not utilize fans indoors during the 2020 - 2021 school year.
 - Note: If necessary, the rental of a portable air cleaning device with a HEPA filter or a MERV 14 or higher rating will be brought into the classroom for those students who may have severe allergies or are prone to asthma attacks due to poor air cleanliness outside.
- **Additional use of outdoor spaces and indoor ventilation:**
 - Outdoor space: The use of outdoors will be encouraged during the 2020 - 2021 school year (weather permitting). While in the hallways and on the school playground, students will adhere to the following policies:
 - Hallways will be marked with blue “painters tape” direction markers to keep the flow of traffic in one direction.
 - Playground will be divided up into three sections to ensure to the best of our ability non co-mingling of classes/cohorts:
 - Three schoolyard “stations” per recess:
 - Field
 - Basketball courts/benches
 - Blacktop/wood chips
 - Classes will be on a three day rotation through the three stations.
 - Classroom ventilation: During the 2020 - 2021 school year, St. Rose Catholic School employees will adhere to the following:
 - Doors and windows will be open (weather permitting) to increase ventilation through the classroom.
 - Doors will still remain in the “locked” position but propped open.
- **Notes on buses and transportation, food service and eating zones:**
 - St. Rose Catholic School does not use buses or vans to transport children to or from school
 - Food preparation or serving of food school prepared food does not take place on the grounds of St. Rose Catholic School. For the 2020 - 2021 school year we will not utilize outside vendors for school. All food will be packaged and prepared by families at home.
 - Students will be eating lunch and snacks outside on the school yard in one of the three zones on the playground. Each zone will contain one cohort.
 - Students will only eat in classrooms if weather does not permit outdoor eating. If eating inside students will be required to maintain a 6 foot distance between one another.

Required Physical Distancing

The specifications that this section is based upon can be found at:

- For childcare: (1) PIN 20-06-CCP dated April 7, 2020:
https://cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN_20-06-CCP.pdf
- (2) CalOSHA Safety and Health Guidance COVID-19 Infection Prevention in Childcare Programs:
<https://www.emergencyslo.org/en/reopening.aspx#4-Childcare-for-those-outside-of-the-essential-workforce>
- (3) CDC *Guidance for Child Care Programs that Remain Open*, April 21, 2020 found at:
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>
- For day camps and summer schools: (1) *CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again May 2020 - INTERIM GUIDANCE FOR SCHOOLS AND DAY CAMPS* found at
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=45>; (2) State references noted above (for childcare) until and unless the State provides more definitive guidance for schools

A six-foot social distancing policy will be used at St. Rose Catholic School with a maximum of 32 children in classrooms that can accommodate that number while taking into six-foot social distancing protocols:

Classroom	*Rough Sq. Footage	Max. Student Cap. W/O Restrictions	Max. Student Cap. W/Restrictions
Pre-K:	1,100	25	20
Kindergarten:	695	32	22
First Grade:	695	32	22
Second Grade:	695	32	22
Third Grade:	695	32	22
Fourth Grade:	850	32	24
Fifth Grade:	695	32	22
Room 6:	735	32	22
Room 7:	735	32	22
Room 8:	640	32	19
Art Room:	800	32	22
Band Room:	600	32	18
Library:	1,300	32	32
ALC "Back Room":	980	32	29
Parish Hall**:	5,700	32	32

*Calculations take into account teachers desks, cabinets, etc.
 Room anticipated to be used as an "alternate" classroom for class displaced due to potential exposure/cleaning.

As of January 20, 2021 St. Rose Catholic School grade levels look like:

- Preschool: 28
- Kindergarten: 22
- First: 21
- Second: 22
- Third: 22
- Fourth: 24
- Fifth: 17
- Sixth: 9
- Seventh: 23
- Eighth: 22

Total: 210 Students
Total Staff Members 25

Note: See appendix 2 for potential student locations per grade level

School protocol to be used for the 2020 - 2021 School Year

- **Classroom spaces to be used:**
 - 2019 - 2020 school year classrooms used: Pre-K, kindergarten, first, second, third, fourth, fifth, 3 middle school classrooms, art room.
 - Anticipated 2020 - 2021 school year classrooms to be used: Pre-K, kindergarten, first, second, third, fourth, fifth, 3 middle school classrooms, art room, parish hall, two rooms in Adult Learning Center, band room, library, and Parish Hall.
- **Changes in daily structure:**
 - Classes in grades K - 8 will remain in stable cohorts.
 - Preschool through 5th grade teachers/cohort leaders will remain with one stable class or cohort.
 - Preschool: Numbers will drop to a maximum of 20 students per day spread between two classrooms.
 - 10 students in traditional preschool and 10 students in the kindergarten classroom (when weather does not allow outdoor time) or outdoor play yard.
 - Outside time will be encouraged on the Preschool Playground. Playground will be divided in half to keep cohort A on one side of the playground while playing. Cohort B will use the other side of the playground.
 - Two staff per classroom
 - A requirement of three full-time staff and one part time staff member.
 - Staff who are currently cleared for Preschool may be re-allocated to preschool classrooms.
 - Preschool program will close early to fulfill cleaning and staffing requirements.
 - Note: 6th - 8th grades will not switch classrooms. They will remain in the same classroom throughout the day (except for P.E.).
- **All efforts will be made to ensure and maintain a 6-foot minimum social distance.**
 - Classroom line up areas will be taped to ensure 6-foot distance between students.
 - Classroom student and teacher chairs/desks/tables will be placed at a minimum of 6 feet distance apart except where 6 feet of social distancing is not possible after a good-faith effort has been made.
 - Under no circumstances will the distance between student chairs be less than 4 feet.
 - If 6 feet of distance is not possible, ventilation will be optimized, desk partitions will be used or desks will be arranged to minimize face-to-face contact.
 - Hallways and classrooms will have traffic control tape located on floors to

- guide the flow of students and faculty.
- Note: if necessary, St. Rose Catholic School will broadcast to other classrooms and students distance learning at home.
- **Large group gatherings will not be permitted.**
 - School will not host weekly flagpole until permitted by county guidelines. The administration will hold a “virtual” flagpole to recognize students/provide information for children.
 - School will not host a monthly “Gospel” awards ceremony until permitted by county guidelines. The administration will hold a virtual and live stream ceremony for all students and families to be able to “attend”.
 - Church gatherings will follow local and state protocols (refer to appendix 1).
 - Middle school students will not be required to change clothing for P.E. classes to limit the amount of crowding in restrooms/locker areas.
 - When able to, meetings will be held virtually including:
 - Faculty and staff meetings
 - SAC Board meetings
 - Note: small group meetings such as PTO Board meetings and cluster meetings can still meet in classrooms with 6-foot social distancing restrictions in effect.
- **Protocols will be followed to minimize transmission of COVID - 19 by:**
 - Washing of hands: All students and staff will be required to follow [CDC handwashing guidance](#) and wash hands before eating, after using the restroom, after coughing or sneezing, and upon entering each classroom. Classrooms have all been equipped with “entry door” hand sanitizing equipment.
 - Use of PPE equipment: Students and staff will follow San Luis Obispo County Public Health Department guidelines for the use of PPE equipment.
 - Temperature and symptom screening: Prior to entry on school grounds, all students and staff will have their temperatures checked via “touchless” forehead thermometers. Those who show a temperature reading of 100.4 degrees Fahrenheit or higher, will be asked to return to home.
 - Families and staff will be educated on the [COVID - 19 symptoms](#) as stated by the CDC. This education will include, but not be limited to, an addendum in the 2020 - 2021 Family Handbook, [signs and messages](#) that are posted at school, on social media, and in family packets, as well as the beginning of the year student and parent meeting. Additional education will be taught and reinforced on how to carefully and practically cover mouths for coughing and sneezing and [to remain home when feeling sick or ill](#) or symptomatic and what to do if one has been in [close contact](#) with someone who has been or is suspected to have been infected with COVID - 19.
 - St. Rose Catholic School maintenance and cleaning staff will clean and disinfect frequently touched surfaces daily.

- Following hallway and classroom traffic flow procedures including:
 - Taping floors for traffic flow.
 - Taping lines for classroom line up.
 - Designating one “in” door and one “out” door per classroom.
- Maintenance of 6 foot social distancing protocols.
- Establishing and maintaining new drop off and pick up procedures and protocol including:
 - Drop off: Students will be dropped off in the parking lot in front of the school. Drive-thru - drop off students (typically third grade and above) will proceed through crosswalk directly to a line for temperature checks. Students who are walked to the school entrance will proceed with their parent/older sibling to line for a temperature check. Two lines will form at the school “pillars” which are 8 feet apart with each student in line standing at a pillar to ensure social distancing. Once students are cleared, they will proceed to the classroom via hallway floor direction tape to drop off school items. Students will then proceed to the designated class line up area and wait for the teacher on designated tape marks.
 - Pick up: Students will proceed to the front of the school with classroom teachers or cohort leaders for larger classrooms. Children will be spread out via grade level/cohort along the front of the school walkway and “flagpole area.”
 - Kindergarten through 5th grade will occupy sidewalk areas from the Adult Learning Center to the northern end of room 1. This area spans 240 feet and will ensure classes/cohorts will remain distanced from each other class by a minimum of 15 feet.
 - 6th - 8th grade will line up along the walkway between the Parish Office and the Southern end of room 7. This area spans 120 feet and will ensure classes/cohorts remain distanced from one another by a minimum of 15 feet.
 - Preschool students will be individually picked up by parent/guardian from the preschool classroom as normal.
 - Students who have not been picked up by the end of school will be taken by teacher/cohort leader to extended care which will be occupying the schoolyard during decent weather/prior to standard time and to the Parish Hall during inclement weather/during standard time.
 - Students in extended care will be spaced and limited to interactions with only students in their own class/cohort.
- Establishing and maintaining new visitor and delivery procedures and protocol including:
 - Parent visitors/volunteers: Due to current COVID - 19 pandemic, parent volunteers and/or visitors to the St Rose Catholic School

campus will be discouraged. Visitors who must come onto campus will report directly to the school office.

- Parents: If they are dropping items off for children, items will be left in the school office for school staff to deliver to their children. If they are coming onto campus as they wish to volunteer; they will be informed that in-person volunteering is not being held on campus grounds until further notice.
- Delivery services: St. Rose Catholic School administration will discourage non-essential deliveries such as GrubHub, Blue Apron, Uber Eats, etc. For essential deliveries such as UPS, FEDEX, USPS, school office personnel will meet delivery persons at the school front gate when they are buzzed in. Delivery personnel will not have to enter inside of school gates.
- Adherence to the following protocols for staff, faculty, and students when they become or suspect that they become sick:
 - Upon testing feverish or self-reporting not feeling well prior to school starting:
 - Staff will notify the administration immediately and plan on staying home.
 - Administration will direct staff members who feel ill to get tested immediately through their health care provider or by visiting [ReadySLO.org](https://www.readySLO.org) for a current list of testing sites.
 - Students' families will notify the front office of students' absence and reason for absence.
 - If feeling in and symptomatic, students will be directed to get tested immediately through their health care provider or by visiting [ReadySLO.org](https://www.readySLO.org) for a current list of testing sites.
 - If a student has been dropped off and the parent has left, the student will be sent to the office and will remain in one of two sick bays and parents/emergency contacts will be contacted for immediate pickup.
 - Students will be required to wear a face-covering while waiting in an isolation area until they are picked up.
 - At pickup parents of symptomatic students will be directed to get tested immediately through their health care provider or by visiting [ReadySLO.org](https://www.readySLO.org) for a current list of testing sites.
 - Sick bays will be two fold:

- Regular sick bay in office for those who are not experiencing COVID - 19 related symptoms.
 - Students who are experiencing potential COVID - 19 related problems will use the “outside restroom” (off Pre- K) as a sick bay. Sick bay will be “rested” at least 12 hours prior to cleaning (ideally 24 hours). During time the student is in this sick bay, the door will be open with faculty members outside of the classroom but in view of the child until parent or emergency contact has arrived to pick the child up.
 - Sick students will not be allowed to return to school until they have met [CDC criteria to discontinue home isolation](#).
- Upon becoming sick or feeling ill after school starts:
 - Staff will notify the administration of sick feelings and will leave school immediately.
 - Administration will direct staff members who feel ill to get tested immediately through their health care provider or by visiting [ReadySLO.org](#) for a current list of testing sites.
 - Students will be sent to the office, will remain in one of two sick bays with curtains pulled closed, and parents/emergency contacts will be contacted for immediate pickup.
 - Students will be required to wear a face-covering while waiting in an isolation area until they are picked up.
 - At pickup parents of symptomatic students will be directed to get tested immediately through their health care provider or by visiting [ReadySLO.org](#) for a current list of testing sites.
 - Sick bays will be two fold:
 - Regular sick bay in office for those who are not experiencing COVID - 19 related symptoms.
 - Students who are experiencing potential COVID - 19 related problems will use the “outside restroom” (off Pre- K) as a sick bay. Sick bay will be “rested” at least 12 hours prior to cleaning (ideally 24 hours). During time the student is in this sick bay, the door will be open with faculty members outside of the room

- but in view of the child until parent or emergency contact has arrived to pick the child up.
 - Sick students will not be allowed to return to school until they have met [CDC criteria to discontinue home isolation](#).
 - Education of, and instilling a culture of disease prevention measures at St. Rose Catholic School by:
 - Education:
 - Prior to the beginning of classes, all faculty and staff will be trained on basic disease prevention procedures (in addition to the yearly training on responding to a medical emergency) to include but not be limited to:
 - [Handwashing](#)
 - [Use of face coverings](#)
 - [Cleaning and disinfecting public spaces](#)
 - [Social distancing recommendations](#)
 - [COVID - 19 symptom checking](#)
 - Prior to the beginning of classes, all faculty and staff will be trained on how to advocate and teach proper [CDC hand washing index](#) guidelines for students.
 - Visible signage and reminders:
 - Use of [signs](#) in highly visible areas such as restrooms, hallways, school office, and classrooms
 - Written announcements will be posted in the principal's newsletters, weekly staff newsletters, and social media posts.
 - Reminders for students and staff promoted by classroom discussions/projects.
 - Faculty and cluster meetings will have time embedded into them for refreshers.
 - Reinforcement of culture:
 - Faculty and staff promotion of "healthy kids".
 - Social media and school newsletter recognition
 - "Caught You Being Good" recognition within classes/cohorts.
 - Encouragement of staff, students and families to obtain a seasonal flu vaccination to help stem illness at St. Rose Catholic School and support local Public Health efforts.
 - Following federal, state, local, and Diocesan guidelines on the use of PPE including:
 - Required: for faculty and staff, parents and visitors, and students two years old and above.
 - Guidelines will follow the [State of California](#) guidance on the wearing of cloth face coverings and the [CDPH guidance on face coverings](#).
 - Face shields with drape may only be worn by:

- Educating and reinforcing [CDC handwashing guidelines](#) on a daily basis.
- Placement of [handwashing signs](#) at handwashing stations and in school common areas.
- Consistently monitoring handwashing soap and sanitization supplies in restrooms and classrooms.
- Modeling hand washing for our students.
- Providing hand sanitation stations at “in” door in each classroom
- Building into the schedule handwashing times prior to eating and returning to the classroom.
- Prevention of overcrowding at handwashing stations:
 - Scheduled handwashing times prior to eating and going to common areas will be built into the class schedule. These times will be staggered so that only classes/cohorts are at the same station at the same time.
- Adherence to the following routine in school and after school hours cleaning and disinfection procedures: (all cleaning to follow [CDC recommendations](#) for cleaning and disinfecting public spaces)
- During school hours:
 - After 8:00 the bell has rung school janitorial staff will disinfect all door handles, front gate push bars, restroom doors, and high use restroom surfaces such as toilet flushing mechanisms, sink/soap/paper handles, and stall doors. This cleaning will include all “touchpoints” on surfaces.
 - After all early and late shift break/recesses/lunches school janitorial staff will disinfect all door handles, front gate push bars, restroom doors, and high use restroom surfaces such as toilet flushing mechanisms, sink/soap/paper handles, and stall doors.
 - Lunch tables (if in use) and fixed playground equipment (if in use) will be pressure washed daily.
- After school hours:
 - Contract company Eco-Wash will continue the whole school night time cleaning procedures:
 - Vacuuming/mopping of floors
 - Sanitization chairs, desks, doorknobs, common surfaces following CDC recommendations of cleaning and disinfecting public spaces.
 - Fogging of all classrooms, restrooms, toys, and playground equipment on a nightly basis.

Solution in fogger will consist of a $\frac{1}{3}$ cup bleach to 1 gallon of water solution as stated in [CDC Guidelines for Cleaning and Disinfecting Your Facility](#).

- Note: Eco-Wash employees will wear full protective gear including masks, gloves, boots, and water repellent body suits.
- Following classroom procedures for teachers to clean and disinfect touchpoints at the start of each new class or if a student must change rooms include:
 - For the 2020 - 2021 school year (or until deemed safe by San Luis Obispo County Health Department officials) classes and cohorts will not rotate classrooms or desk/work stations.
 - Teachers will rotate classrooms and cohorts
- **Providing janitorial staff, teachers, and faculty with cleaning supplies. These cleaning supplies will be obtained by:**
 - School supply lists: Each child will be required to bring three packages of wipes and cleaning supplies with their beginning of the year start-up materials.
 - St. Rose Catholic School has entered into a consortium with the San Luis Obispo County Office of Education for bulk purchase of supplies from a third party vendor.
 - Western Janitorial will continue to supply St. Rose Catholic School with routine cleaning supplies.
 - Parent and family donations.
 - Eco - Wash, as a contract company, will continue to supply themselves with cleaning supplies necessary for their portion of night time cleaning. They will continue the practice of purchasing from Western Janitorial and submitting reimbursement paperwork to school administration.
 - Adherence to the following procedures for immediate disinfection of rooms where people with respiratory symptoms or fever have been:
 - Students and faculty will exit the classroom and will resume instruction either outdoors or in an empty, previously sanitized room in the Adult Learning Center, library, or parish center.
 - Daytime janitorial staff will clean and sanitize all touchpoint surfaces prior to students and staff resuming instruction in the classroom.
- **St. Rose Catholic School staff and administration will make changes in commonly used spaces including:**
 - Staff Lounge:
 - The large table in the center of the lounge will be used to delineate traffic flow in a counterclockwise rotation.

- Group gatherings such as staff luncheons, appreciation meals, etc. will be suspended until conditions dictate.
 - Faculty and staff will bring their own dishes and utensils for meals. Meals will be eaten in the classroom, on the schoolyard, or outdoors while weather permits.
 - School Library:
 - At this time, the library is considered for use as a classroom for the 2020 - 2021 school year to ensure social distancing.
 - Normal library activities will be suspended regardless until conditions dictate.
 - Restrooms:
 - During school hours:
 - School janitorial staff will disinfect high use restroom surfaces such as toilet flushing mechanisms, sink/soap/paper handles, and stall doors. This cleaning will include all “touchpoints” on surfaces.
 - After all early and late shift break/recesses/lunches school janitorial staff will disinfect all restroom doors, and high use restroom surfaces such as toilet flushing mechanisms, sink/soap/paper handles, and stall doors.
 - After school hours:
 - Contract company Eco-Wash will continue the whole school night time cleaning procedures:
 - Washing out and disinfecting of entire restroom surfaces
 - Fogging of all classrooms, restrooms, toys, and playground equipment on a nightly basis. Solution in fogger will consist of a 1/3 cup bleach to 1 gallon of water solution as stated in [CDC Guidelines for Cleaning and Disinfecting Your Facility](#).
 - Note: Eco-Wash employees will wear full protective gear including masks, gloves, boots, and water repellent body suits.
 - Parish Hall/gymnasium:
 - At this time, the parish hall is considered for use for extended care for the 2020 - 2021 school year in order to have a location that offers indoor security and has the space to separate classes/cohorts of students out.
 - P.E. classes and after school athletics will not be taking place in the parish hall until conditions dictate.
 - Office copiers/equipment:
 - Upon usage, staff members who use equipment will be required to wipe down touch surfaces with an approved disinfectant.
- **Recess, restroom, and transition times will be staggered to reduce the number of potential contacts and maintain 6-foot social distancing**

protocol:

- Classes/cohorts will remain stable and not rotate classrooms. Lockers will be assigned so that there is a minimum of two locker distances between each student in each class/cohort. Students will be required to gather materials for upcoming periods to limit time in hallways:
 - Periods 1 - 3
 - Periods 4 - 6
 - Periods 7 - 8
- Traffic control tape will be installed to:
 - Control direction of traffic flow.
 - Mark line up areas at a minimum of 6-foot social distancing.
- Class/cohorts will have staggered times for recess, lunch, outdoor times. Classes/cohorts will be unable to mix as they will be on different staggered times for transitions and outdoor times as well as maintaining set cohort zones on the school yard.
 - Playground will be divided up into three sections to ensure to the best of our ability non co-mingling of classes/cohorts:
 - Three schoolyard “stations” per recess:
 - Field
 - Basketball courts/benches
 - Blacktop/wood chips
 - Classes will be on a three day rotation through the three stations.
- **St. Rose Catholic School administration will make the following faculty and staffing workspace and school site accommodations:**
 - For staff members who share a classroom:
 - Desks and workstations will be put at opposite ends of the workspace
 - Office staff will remain in their separate workstations (principal's office, front desk office, bookkeeping office)
 - Rotating teachers (band/music, art, physical education):
 - Band, music and art staff will go to the classroom/cohort of where their upcoming group is for lessons and maintain strict social distancing guidelines.
 - Physical education staff will pick up class/cohort at pre-designated class/cohort line up areas for outside activities.
 - Due to our relatively small staffing size (25 faculty and staff) and large campus, there is minimal to no need to have alternating shifts to avoid having too many employees in a particular area as long as traffic flow regulations are observed.
 - St. Rose Catholic School has one staff member, who is considered in the “high risk” category (due to age) based upon [CDC Guidance for People Who Are at Increased Risk for Severe Illness](#). This employee will continue to work from home by teaching choir lessons remotely via the Zoom platform. Additionally, this staff member will take on additional IT work.

- If other staff members fall into this high risk category, St. Rose Catholic School will follow the Diocese of Monterey protocol:
 - After consultation with the Diocese of Monterey Human Resources, accommodations for staff who are at higher risk for severe illness may be provided. Accommodations may include additional PPE options, enhanced distancing or virtual work options, if practicable.

Attendance and Health Policies

- **St. Rose Catholic School will adhere to the following previously instituted and newly instituted health policies:**
 - Previously Instituted:
 - Regular attendance is vital for success at Saint Rose Catholic School. Students who are absent or tardy are held responsible for any missed work. Ten (10) or more absences in a given quarter will not result in probationary status for extended absence due to illness, isolation, or quarantine.
 - St. Rose Catholic School will continue to follow state attendance guidelines.
 - **Absences**
 - Families are asked to notify the office by phone or email at srsoffice@saintrosecatholicsschool.org if their child will be absent. Upon returning to school after an absence, a written or verbal confirmation stating the reason for the absence must be presented to the office, and the student will be issued a readmit slip to return to class. If a student has been diagnosed with a contagious disease or if he/she will be absent for three or more days, please notify the office immediately. Arriving after recess or leaving at or before lunch, is considered a half-day absence. **It is a family's obligation to report cases of lice or any communicable illness such as COVID - 19 in the family to the school office. The office will confidentially notify the families of classmates who may have been exposed.**
 - **Tardies**
 - Students will be marked TARDY if they are not in their classroom by the 8:00 a.m. tardy bell. Students who arrive on campus prior to 7:55 must go to the schoolyard. Students who arrive between 7:55-8:00 must go to their classrooms. Band members MUST be ready to play at 7:20 (in seat, instrument out). Detention will be assigned after three tardies and will be held after school. Detention is one hour for middle school students and one-half hour for

elementary students. A \$15.00 fee will be charged per detention.

- **Early Release**
 - All students leaving the campus during school hours must be signed out by a parent or guardian in the school office. If students will miss 3 or more hours of class, they will be marked as a half-day absence.
- **Returning To School**
 - A student who leaves school and returns the same day must check into the office upon return.
- Newly Instituted: (in addition to previously instituted policies)
 - Temperature and symptom screening: Prior to entry on school grounds, all students and staff will have their temperatures checked via “touchless” forehead thermometers. Those who show a temperature reading of 100.4 degrees Fahrenheit or higher, will be asked to return to home.
 - Upon returning to school students and staff will have their temperatures checked via “touchless” forehead thermometers. Those who show a temperature reading of 100.4 degrees Fahrenheit or higher, will be asked to return to home.
 - Families and staff will be educated on the [COVID - 19 symptoms](#) as stated by the CDC. This education will include, but not be limited to, an addendum in the 2020 - 2021 Family Handbook, [signs and messages](#) that are posted at school, on social media, and in family packets, as well as the beginning of the year student and parent meeting. Additional education will be taught and reinforced on how to carefully and practically cover mouths for coughing and sneezing and [to remain home when feeling sick or ill](#) or symptomatic and what to do if one has been in [close contact](#) with someone who has been or is suspected to have been infected with COVID - 19.
 - Students or staff who have COVID - 19 positive test results or do not get tested for COVID - 19 must not return to campus until they have met [CDC Criteria to Discontinue Home Isolation](#) including at least 24 hours with no fever without the aid of fever reducing medication, symptoms have significantly improved, and it has been at least 10 days since symptoms first appeared.
 - Students or staff who have come in contact with a person who has or is suspected to have COVID - 19 will be required to self-quarantine away from school for a period of fourteen days.
 - Note: Daily attendance and contact information will be maintained for everyone who comes onto campus. This will include any adult visitors who come to the office. This information will be maintained in case exposure notification is required.
 - COVID Testing:

- Symptomatic testing: If a student or employee exhibits COVID-19 symptoms, the individual is sent home (or stays home). Testing for COVID-19 is encouraged. The student or employee can use the testing sites available on the County's website or make an appointment to see their medical provider. While waiting for results, the student or employee will not be able to return to school.
- Response testing: If a student or employee is exposed to a confirmed case of COVID-19, the student or staff member is required to quarantine for 10 days. Testing for COVID-19 is encouraged. The student or employee can use the testing sites available on the County's website or make an appointment to see their medical provider.
- Asymptomatic testing: Employees participate in asymptomatic testing. The school has established a schedule for testing so that employees are tested once every two months. The employees use the testing sites available on the County's website.
- Travel Restrictions: The State of California has updated its travel policy with the following provisions:
 - Non-essential travel (for recreational purposes) should be limited to 120 miles from the person's home.
 - With this in mind, please limit recreational travel to no more than 120 miles from your home. If you must travel outside of California or outside of the United States, you will need to quarantine for 10 days upon your return to California.
 - Californians who travel outside the state or the country must quarantine for 10 days upon their return to California.
 - Visitors to California from other states and countries must also quarantine for 10 days upon their entry into California.
 - Diocesan Policy: In addition to the State of California policy outlined above, the Diocese of Monterey also has a travel policy. If an employee, priest/deacon, or volunteer travels by plane, train or bus, upon his/her return, he/she must quarantine for 10 days upon his/her return. This is a change in the quarantine time to coincide with California's change outlined above. This change is effective from January 18, 2021 and continuing indefinitely until there is a change in the COVID-19 numbers.
- **St. Rose Catholic School administration will communicate to internal and external stakeholders any changes or updates in attendance policies by the following measures:**
 - Family handbook addendums
 - Principal's newsletters

- Weekly faculty newsletters
- Email blasts via FACTS Student Information System
- Social media
- **St. Rose Catholic School will require that all volunteers and contracted providers adhere to the following guidelines for being on campus:**
 - Parent visitors/volunteers: Parent visitors/volunteers will report directly to the office and be subject to a temperature reading and self-screening of symptoms prior to coming in contact with individuals other than office staff. Once the temperature has been taken and visitors are confident of their fitness to be around others, they will proceed to the classroom/cohort/location for their visit/volunteer work and be limited to that classroom/cohort.
 - Delivery services: St. Rose Catholic School administration will discourage non-essential deliveries such as GrubHub, Blue Apron, Uber Eats, etc. For essential deliveries such as UPS, FEDEX, USPS, school office personnel will meet delivery persons at the school front gate when they are buzzed in. Delivery personnel will not have to enter inside of school gates.
- **St. Rose Catholic School will follow the Diocese of Monterey guidelines on leave options and continuance of remote work.**
 - Non-exempt employees must complete all of their work at the School site. Exempt employees must generally perform their duties at the School-site but may take work home with them from time to time. However, there may be times when the Principal asks employees to work from home – either exclusively or on an intermittent basis. This includes public health emergencies, natural disasters and similar types of events.
 - For both exempt and nonexempt employees, because of the COVID-19 pandemic, there also may be times when the Principal requires you to work from home such as if you are required (or it is advisable) for you to self-isolate. If this is the case, the Principal will advise you how to handle a situation.
 - Note: As of October 1, 2020, routine satellite testing has begun at St. Rose Catholic School so that over any two month period, all staff will be tested once with ¼ of the staff being tested every two weeks.
- **St. Rose Catholic School administration will follow the Diocese of Monterey guidelines on the handling of concerns about volunteers or contracted employees who are showing illness symptoms but wish not to leave campus. (insert guidance from H.R. when made available).**
- **Further requests for accommodations for staff who are at higher risk for severe illness may be provided after consultation with the Diocese of Monterey Human Resources.**

Plans for Situational Awareness and Consultation with Local Health Authorities

- **St. Rose Catholic School will monitor all updates from the Diocese of Monterey, California Public Health Services, the Centers for Disease Control, the San Luis Obispo County Office of Education, and the San Luis Obispo County Health Department by:**
 - Confirming that St. Rose Catholic School administration is on the list to serve each entity that allows it.
 - Assigning one point person (administrative assistant) to daily check each site for updates.
 - Any changes will be reported to the school principal for decisions to be made on mode of dissemination to the school community and stakeholders.
- **St. Rose Catholic School Administration recognizes that upon resuming in person instruction it may become necessary to transition back to distance learning as requested by the State of California mandate, Diocese of Monterey Mandate, or San Luis Obispo County Office of Public Health mandate. Factors that may trigger this mandate include, but are not limited to:**
 - **High community transmission rates and/or positive cases among staff and students.**
 - **St. Rose Catholic School will revert to distance learning if**
 - multiple cohorts have cases of 5% or students and staff testing positive for COVID - 19 during a 14 day period.
 - within a 14 - day period, an outbreak has occurred in 25% or more stable groups in the school.
 - within a 14 - day period at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
 - **Paso Robles Public Schools have 25% or more of their schools being closed for in-person instruction due to COVID - 19 within a 14 day period.**
 - **Note: Closure decisions will be made in conjunction with consultation with local health officers.**
 - **After 14 days, St. Rose Catholic School may return to in person instruction after the approval of the local Public Health Department.**
 - **The Public Health Department determines that school closure is warranted for other reasons including results from public health investigations or other local epidemiological data.**
 - **Note: Please see Appendix 5 for Employee and Student Temporary Closure Notification forms.**
 - **Length of closure: minimum of 14 days, or according to a decision made in consultation with the LHO.**

Procedures for Communicating Confirmed Cases:

- **St. Rose Catholic School will adhere to the following written procedures for communicating the presence of confirmed cases in our school community to stakeholders and school families by:**
 - Utilizing the Diocese of Monterey notification form for communications regarding Positive/Suspected Cases of COVID - 19 in the school community (Appendix 4).
 - All communications will be in compliance with privacy laws and FERPA regulations.
 - Guidance will be provided to parents and families at this time.
- **St. Rose Catholic School staff will be trained to recognize symptoms of COVID - 19 by:**
 - Attending a professional growth seminar that will include training on recognizing the [symptoms of COVID - 19](#).
 - Written announcements, reminders, and signs posted in faculty newsletters and faculty locations.
- **St. Rose Catholic School will track student and staff illness as follows:**
 - Upon testing feverish or self-reporting not feeling well prior to school starting:
 - Staff will notify the administration immediately and plan on staying home.
 - Students' families will notify the front office of students' absence and reason for absence.
 - If a student has been dropped off and the parent has left, the student will be sent to the office, will remain in one of two sick bays with curtains pulled closed, and parents/emergency contacts will be contacted for immediate pickup.
 - Sick bays will be thoroughly disinfected between uses.
 - Students will be required to wear a face-covering while waiting in the isolation area until they are picked up.
 - Upon becoming sick or feeling ill after school starts:
 - Staff will notify the administration of sick feelings and will leave school immediately.
 - Administration will direct staff members who feel ill to get tested immediately through their health care provider or by visiting [ReadySLO.org](#) for a current list of testing sites.
 - Students will be sent to the office, will remain in one of two sick bays with curtains pulled closed, and parents/emergency contacts will be contacted for immediate pickup.
 - At pickup parents of symptomatic students will be directed to get tested immediately through their health care provider or by visiting [ReadySLO.org](#) for a current list of testing sites.
 - Sick bays will be thoroughly disinfected between uses.

- Students will be required to wear a face-covering while waiting in the isolation area until they are picked up.
 - All illness will be tracked on a specially designed document that will include the following information:
 - Name
 - Date of reporting
 - Date of reported illness
 - Reason for absence
 - Days away from school
 - Confirmed case of COVID - 19 (Y/N)
 - Date of self-quarantine beginning
 - Earliest possible date of self-quarantine ending
 - Date becoming symptomatic
 - Date student/staff member returned to campus
- **St. Rose Catholic School will communicate to local health officials and the Diocese of Monterey possible or confirmed cases of COVID - 19 by:**
 - Adhering to required reporting requirements and notify, as described below, the LHD of any newly reported case of COVID-19 in a student or staff member if the LHD has not yet contacted them about the case.
 - If the case is present at school at the time the school is notified, the case must go home and be excluded from school for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date the specimen was collected for the positive test.
 - Assist LHD in identifying close contacts of the case. Send a notice, developed in collaboration with the LHD, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the LHD to notify exposed people.
 - Arrange for cleaning and disinfection of the classroom and primary spaces where cases spent significant time. This does not need to be done until students and staff in the area have left for the day.
 - Implement online/distance learning for student cases if they are well enough to participate.

Required COVID-19 Reporting

The school will notify the local health officer of any known case of COVID-19 among any student or employee who was present on a campus within the 10 days preceding a positive test for COVID-19. Specifically, the school shall report the following information:

- The full name, address, telephone number, and date of birth of the individual who tested positive;
- The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and

- The full name, address, and telephone number of the person making the report.
- This information shall be reported to the local health officer by telephone within **twenty-four hours** from the time an individual within the local educational agency or private school is first made aware of a new case.
- The school liaison to the LHD is Trevor Knable
 - Note: communication to Public Health will only be for confirmed cases of COVID - 19.
 - Written communication record from school principal.
 - Notify staff and families immediately of possible COVID - 19 cases. Provide guidance to families and school staff regarding the importance of social distancing measures both in and out of school.
- Require sick staff and students not to return to school until they have met the [CDC criteria to discontinue home isolation](#).
- Inform those who have had [close contact](#) with a person diagnosed with COVID - 19 to stay home and self-monitor for symptoms and to follow [CDC guidance](#) if symptoms develop. If a person does not have symptoms, those people will be reminded to follow CDC guidance for [home isolation](#).
- **In the event of a cluster or school outbreak the following procedures will be followed:**
 - When either a school or LHD is aware that an outbreak may be underway, the LHD should investigate, in collaboration with the school, to determine whether these cases had a common exposure at school (e.g., a common class or staff member, bus ride, or other common exposures outside of school). CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).
 - During the investigation, the school will:
 - Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations.
 - Identify, as part of the CSP, one or more school staff member who can liaise with the LHD regarding the cluster/outbreak investigation by confirming which classes and stable groups included confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.
 - Identify absenteeism among those in affected classes or stable groups, and coordinate with the LHD to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the case's infectious period.

- Coordinate with the LHD to share a line list of cases and contacts with dates present at or absent from school.
- Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
- Coordinate with the LHD on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.
- Coordinate with the LHD on whether and when the school should be closed and reopened.
- Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of SARS-CoV2 at the school or in the general community, and repeat recommendations for prevention and control measures.
- Implement online/distance teaching and learning during school closure.
- Arrange for cleaning and disinfection of the entire school before reopening in the case of closure.

California Department of Public Health
School Reopening Recommendations

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

Update Table 8/18/2020

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

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> ● Send home ● Recommend testing (If positive, see #3, if negative, see #4) ● School/classroom remain open 	<ul style="list-style-type: none"> ● No Action needed
2.	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> ● Send home ● Quarantine for 14 days from last exposure ● Recommend testing (but will not shorten 14-day quarantine) ● School/classroom remain open 	<ul style="list-style-type: none"> ● Consider school community notification of a known contact

3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> ● Notify the local public health department ● Isolate case and exclude from school for 10 days from symptom onset or test date ● Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious ● Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) ● Disinfection and cleaning of classroom and primary spaces where case spent significant time ● School remains open 	<ul style="list-style-type: none"> ● School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> ● May return to school 24 hours after symptoms resolve ● School/classroom remain open 	<ul style="list-style-type: none"> ● Consider school community notification if prior awareness of testing

- **Due to the COVID - 19 pandemic, St. Rose Catholic School will cancel or modify the following extra-curricular activities during the 2020 - 2021 school year:**
 - Extracurricular Athletics: St. Rose Catholic School will be suspending extracurricular sporting events for the duration of the 2020 - 2021 school year (or until receiving guidance from the San Luis Obispo County Public Health Department that allows for extracurricular athletics to take place).
 - School Choir: St. Rose Catholic School has suspended in-person choir for the duration of the 2020 - 2021 school year (or until receiving guidance from the San Luis Obispo County Public Health Department that allows for extracurricular athletics to take place). Choir will be held virtually utilizing the Zoom platform.
 - School Band: St. Rose Catholic School has suspended in-person band for the duration of the 2020 - 2021 school year (or until receiving guidance from the San Luis Obispo County Public Health Department that allows for extracurricular athletics to take place). All band classes will be held virtually utilizing the Zoom platform and will focus on music theory, history, and reading of music.
 - St. Rose Catholic School has suspended all other extracurricular after school clubs, programs and activities for the duration of the 2020 - 2021 school year.

St. Rose Catholic School Principal's Commentary

St. Rose Catholic School will function under all guidelines which follow under the accordance of the state of California, the Diocese of Monterey, and the San Luis Obispo County Public Health Department. It is our goal and priority to have children in the seats five days per week for full days while maintaining a reasonable level of social distancing of 6 feet, however, we recognize that at times this may be difficult primarily in preschool classes and in outside areas at recess and lunch.

St. Rose Catholic School Administration can confidently say that St. Rose Catholic School has the classroom space and facilities to be able to operate with all of our student body of roughly 210 students five days per week while maintaining full days. We will maintain an abundance of caution to ensure the health and safety of our students while making sure that social, emotional, and educational needs of our students are met. We understand that we may not return to “normal, pre - COVID - 19” school operations during the 2020 - 2021 school year but will do get as close to normal as possible while maintaining the safety of our St. Rose Catholic School students, staff, and community members.

This plan was approved by our Diocesan Superintendent on October 6, 2020. The original plan was submitted to the San Luis Obispo County Office of Education on July 1, 2020.

This plan was re-submitted to the San Luis Obispo County Office of Public Health for approval on August 21, 2020.

A follow up plan was submitted and approved on August 25, 2020 which was approved for our Waiver to Resume In Person Instruction.

This plan was amended to reflect the January 14, 2021 COVID 19 and Reopening In-Person Instruction Framework & Public Health Guidance for K - 12 Schools in California, 2020 - 2021 School Year.

Appendix of 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 ReOpen 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](#)
- [COVID - 19 Case Follow Up Checklist](#)
- [COVID - 19 Case Record List](#)
- [COVID - 19 Student Case Follow Up](#)
- [COVID - 19 Employee Case Follow Up](#)
- [COVID - 19 Student Case Exposure Letter](#)
- [COVID - 19 Employee Case Exposure Letter](#)
- [COVID - 19 Case Student Temporary School Closure Letter](#)
- [COVID - 19 Case Employee Temporary School Closure Letter](#)
- Appendix 1: Framework for the reopening of churches:

State and County Orders only permit 25% occupancy of the church building or 100 parishioners (whichever is less) to be inside the church during mass. This requirement is in effect until June 15, 2020. At that time there may be additional rules regarding the number of parishioners who may be in the church at any given time.

For the Church building

1. Traffic control will be established for the church so that parishioners enter by one door and out another door (unless not possible at a church location). Signage will be placed outside the doors instructing parishioners as to the entrance and exit of the building.
2. Visual cues such as tape or signs will be placed on the ground, floor or wall, 6 feet apart and parishioners will be asked to observe those visual cues and not move closer to someone (other than a household family member). This will be true for entering the church as well as for the communion procession.
3. A volunteer wearing a facemask will assist parishioners in finding seats where the six feet apart distance is maintained.
4. No more than the allowed number of parishioners will be granted entrance to the building.

5. Signage will be placed at all entrances to the church that explains the COVID-19 symptoms (those with symptoms will be asked not to enter), how to stop the spread of COVID-19, and the importance of handwashing.
6. Baptismal fonts and holy water stoups are to remain empty until further notice.
7. Hymnals, missalettes, and other worship aids are to be removed from pews. If the use of worship aids cannot be avoided, they should be disposable, used only once, and then discarded. Likewise, printed bulletins are not to be distributed; digital bulletins can be posted on parish websites or sent by email.
8. Seating arrangements in the sanctuary must maintain social distancing of 6 feet apart.
9. Signs or markers on pews, walls, and floors can help to ensure that proper distancing is maintained. Such signs and markers should be dignified in appearance.
10. Routes of liturgical processions must maintain social distancing between ministers and members of the assembly.
11. Routes for people approaching to receive communion, and then returning to their pews, should be established and clearly marked to ensure social distancing. (These may be very different from the routes to which people are accustomed).
12. Parishes should continue live-streaming services and, insofar as possible, continue ministry to those who are sick or homebound with the necessary precautions.
13. Pews and other surfaces in the church must be cleaned and disinfected after each mass. The disinfectant will meet the EPA/CDC guidelines. This link provides more guidance:
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
14. Indoor air ventilation and circulation is to be maximized to the extent possible.
15. Doors are to be propped open, at least at times of entry and departure, to minimize contact with door handles or push bars. Ushers (with face coverings and gloves) may assist to minimize contact with door handles by opening doors when necessary.

For Parishioners:

1. Each parishioner will have his/her temperature taken when he/she arrives for Mass.
2. All parishioners will wear a face covering at all times during the Mass.
3. Upon entering the church, each person will sanitize his/her hands by using hand sanitizer or a hand washing station.
4. Parishioners will be informed *well in advance*, and be regularly reminded, of the special measures that will be taken during the Mass, to include:
 - a. The need to wear face coverings in the church and to sanitize their hands upon entering the church.
 - b. The need to maintain social distancing at all times, including in the pews.

- c. The seating arrangements (e.g. ushers guiding people to the available seats in a particular sequence, assigning seating every-other pew, etc.).
 - d. The procedure for taking up the collection and the necessity that no one touch the collection basket
 - e. The procedure for receiving Holy Communion—including precise instructions on how to remove and replace their facial covering (see “Instructions for receiving Holy Communion” below) —and the routes to be taken to and from the sanctuary during the Communion rite.
 - f. The procedure and routes for departing from the church (including dismissal by pews). Traffic patterns need to be determined. One possible recommendation is for the minister of hospitality to assist the exit of parishioners by rows starting from the back of the church first. It will be important to encourage social distancing as they leave the church.
 - g. The need to disinfect the church before the next liturgy. If a person wishes to stay after Mass for a brief period of personal prayer, he/she may need to be reminded when he/she must leave so as to complete the needed disinfection of the church on time prior to the next Mass.
5. For the safety and well-being of parishioners, especially the most vulnerable, pastors should communicate to their communities the recommendations from the Centers for Disease Control regarding participation in public gatherings. This applies to those attending Mass and volunteers.
 6. Parishioners will be encouraged to minimize the use of restrooms, since these must be sanitized after every use. Signs may be posted to remind congregants of this necessity.

For the Priest, Deacon and other ministers

1. Ministers should be thoroughly trained on the contents of this document and the strict necessity to maintain social distancing and safety for all participants in the Mass. Training of all ministers for the celebration of Mass will occur.
2. All members of the assembly and all ministers, except the priest-celebrant, are to wear face coverings at all times while in church (the process of receiving Holy Communion will be discussed later). Children under the age of two need not wear a mask. The priest-celebrant is *permitted* to wear a covering during Mass but not *required to do so* except during the distribution of Communion. If the priest-celebrant must wear a face cover anytime he is speaking with an altar server or other servers or ministers that are in close proximity.
3. The use of lay ministers in the sanctuary—readers, altar servers, sacristans, and extraordinary ministers of Holy Communion—*should be severely curtailed or limited*. Exceptions can be made to assist priests who may themselves be vulnerable.
4. Permanent deacons should discuss with their pastors particular circumstances such as age, pre-existing conditions, secular employment, or family health situations that may limit their participation in parish liturgical ministry.

5. Ushers will be limited to the number actually needed, given the size and layout of the church. Ushers must wear face coverings and follow all social distancing precautions. Ushers may also wear gloves.
6. All choirs are prohibited.
7. Routes for people approaching to receive communion, and then returning to their pews, should be established and clearly marked to ensure social distancing. (These may be very different from the routes to which people are accustomed.)
8. The priest should place the missal on a stand at the chair, hold it himself or even place it on the altar when he recites the presidential prayers. If a server is required to hold the missal, both the server and the priest must wear a face covering.
9. Ministers are to maintain social distancing as they approach or leave the ambo. A deacon who asks for the blessing from the priest-celebrant is to maintain social distancing and be wearing a mask.
10. All ministers, including the Priest-celebrant and Deacon, are to disinfect their hands before preparing the altar and gifts.
11. The number of ministers preparing the altar and gifts is to be kept to a minimum and social distancing is to be maintained; thus vessels, cruets, etc., *should not be handed directly to the Priest-celebrant or Deacon.*
12. If the Priest-celebrant elects not to wear a face-covering during Mass, then the ciboria for the congregation should be placed on a corporal away from the celebrant's paten and covered with lids or palls. Chalices for concelebrating Priests and Deacons should be covered with palls until the reception of Communion.
13. The Priest-celebrant will wash his hands himself at the side of the altar, using the vessels and towel placed there before the start of Mass or during the preparation of the altar.
14. The presentation of the gifts by members of the assembly is to be omitted.
15. Regarding the collection of the stewardship of treasure, Baskets may not be passed. You will need to discuss with your parish team how best to take the collection and safeguard it.
16. The practice of holding hands during the Lord's Prayer is prohibited except for household members.
17. The invitation, "Let us offer each other the sign of peace," and the exchange of peace that follows is to be omitted until further notice.
18. At the time of the ritual fractioning, the Priest-celebrant should avoid touching consecrated Hosts that will be distributed to members of the assembly.
19. Each Priest and Deacon is to consume the Precious Blood from separate chalices. (Note that while the Deacon has his own chalice, he must be given his chalice by the Priest-celebrant; he is not permitted to communicate himself). Each is to purify the chalice he uses.
20. Immediately after consuming the Sacrament, the Priest-celebrant and Deacon are to disinfect their hands, even if they do not distribute Communion.
21. If the Priest-celebrant has elected not to wear a face-covering during Mass, he must put on a face covering for the distribution of Communion.

22. The distribution of the Precious Blood to the laity is suppressed until further notice unless their celiac disease is so severe. In this case, it is left to pastors to determine how to best handle this situation, e.g. perhaps by consecrating a separate chalice for that person.
23. It is important to minimize the number of ministers of Communion. If the ordinary minister, even if he is the principal celebrant, is vulnerable to infection and no other ordinary minister is able to assist, then he may ask an extraordinary minister to distribute Communion. The practice of self-communication (i.e. a communicant taking a host from the ciborium instead of receiving from a minister) remains prohibited.
24. It is recommended that a small table is to be placed next to each station for distribution. On each table is to be placed a corporal, a purificator, and a hand sanitizer.
25. Out of care for the priest, deacon, or the Extraordinary Ministers of Holy Communion, Holy Communion is to be distributed onto the hand, without touching the communicant's hand. We do this out of a sense of care and concern for both the ministers and the communicants. Holy Communion on the tongue creates health serious health concerns during this time of the pandemic. If the minister of distributing Holy Communion touches the hand of a communicant, the minister is to place the ciborium on the corporal on the nearby table and thoroughly disinfects their hands before continuing with the distribution of Holy Communion. The use of gloves for the distribution of Communion is not allowed.
 - a. Traditionally communion must be rethought, whether hand to mouth or hand to hand. Communion may need to be replaced by a blessing as one asymptomatic infected minister could infect an entire congregation. Ministers must wear a mask at all times.
26. Instructions for receiving Holy Communion are to be communicated to parishioners using these or similar words:
 - a. Those who have health concerns and do not wish to receive sacramental Communion may make an Act of Spiritual Communion.
 - b. When you approach for Communion, please remain six feet from others in the line and from the minister. When it is your time to receive, keep your mask on and remain six feet away from the minister while he shows the Host and says, The Body of Christ. After you respond, Amen, approach the minister.
 - c. Place one hand under the other while keeping your fingers together, making "a throne for the King," as St. Cyril of Jerusalem says. Receive the Host in your hand, then step six feet away from the minister. Then carefully loosen your facial covering (or mask by an ear loop), consume the Host, and replace the facial covering.

33. Those who come forward to receive a blessing may do so, but the minister must not touch the person coming to receive the blessing.
34. After the distribution of Communion is complete, all ministers of Communion are to disinfect their hands, and Priest-celebrants may set aside the face-covering on a separate table which should be disinfected before and after each Mass. We will follow the CDC guidelines on placing and removing face coverings. Please see this link for more information:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
35. With due reverence for the Body and Blood of Christ and due respect for the sacred vessels, purification may take place after Mass, to ensure careful and sanitary purification.
36. Prior to the Prayer after Communion, according to the needs of the gathered assembly or if live-streaming is taking place, a minister may lead an Act of Spiritual Communion for those who are present but, out of concern for their safety, did not receive sacramental Communion or for those who are watching via live stream.
37. The Act of Spiritual Communion may also be led by a minister prior to the distribution of Communion.
38. Pastors should dismiss the congregation by rows, under the supervision of ushers, to avoid crowding at the exits of the church. Doors should be propped open to avoid unnecessary contact with door handles and push-bars.

For Volunteers and Staff:

1. Training will be completed
 - a. Information on COVID-19 and how to prevent it from spreading including which underlying health conditions may make individuals more susceptible to contracting the virus.
 - b. Self-screening at home including temperature and symptom checks.
 - c. Not coming to work or participating in activities if staff or volunteers have symptoms of COVID-19 such a frequent cough, fever, difficulty breathing, chills, muscle pain, sore throat, the recent loss of taste or smell or if they or someone they live with has been diagnosed with COVID-19
 - d. To seek medical attention if their symptoms become severe including persistent pain or pressure in the chest, confusion, or bluish lips or face.
 - e. The importance of frequent handwashing with soap and water including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when staff cannot get to a sink or hand washing station.
 - f. Proper use of face coverings including:
 - i. They do not protect the wearer and are not personal protective equipment;
 - ii. They can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

- iii. They must cover the nose and mouth
 - iv. Employees should wash or sanitize hands before and after using or adjusting face coverings.
 - v. Avoid touching the eyes, nose and mouth
 - vi. They should be washed after each shift.
2. Staff will have a temperature or symptom check when arriving for work or volunteer activity.
 3. The screener will wear gloves, a face mask and stay 6 feet from the person he/she is screening.
 4. Cleaning and disinfecting protocols will be followed:
 - a. Cleaning and disinfecting of the building including all high traffic areas will be completed after each mass.
 - b. Cleaning personnel and volunteers will use EPA/CDC approved cleaning supplies.
 - c. Vestments, albs and linens must be laundered after each use.
 - d. Consider using disposable seat covers on pews that have cushioned surfaces.
 - e. The following must be sanitized after each mass:
 - i. Ambo
 - ii. Chairs
 - iii. Microphones
 - iv. Music stands
 - v. Missal
 - vi. Lectionary

- **Appendix 2: Potential Class Locations:**

- Potential 1:
 - Preschool: Pre - K room
 - Kindergarten: School library
 - First - Fifth: Rooms 1 - 5
 - Sixth: Room 8
 - Seventh: Backroom ALC
 - Eighth: Room 6
 - Kindergarten classroom to be used as sick bay
 - Room 7 to be used as overflow for classroom needing to be disinfected
 - Extended Care: School yard and Parish Hall
- Potential 2:
 - Preschool: Pre - K room
 - Kindergarten: School library
 - First - third: Rooms 1 - 3
 - Fourth: Kindergarten classroom
 - Sixth: Room 6

- Seventh: Room 4
- Eighth: Room 6
 - Room 7 to be used as sick bay
 - Art room to be used as overflow for classroom needing to be disinfected
- Extended Care: School yard and Parish Hall

- **Appendix 3: Employee and student COVID - 19 Exposure Notifications**
 - Employee Exposure Notification:



SAINT ROSE
CATHOLIC SCHOOL

Pursuing excellence in faith, knowledge, and virtue.

[Date]

Dear *[Name]*,

As a follow up to my call to you, you were exposed to a case of COVID-19 on or around [date]. In accordance with public health guidelines, you will need to stay home and self-quarantine for 14 days from the date of the exposure. We have reported this case to the San Luis Obispo County Office of Public Health and personnel there have advised us to *[fill in]*.

The spaces on campus where individuals with COVID-19, such as the classroom, will be cleaned and disinfected in accordance with CDC guidance.

Please look out for the following symptoms:

- Fever (100.4 F) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. Refer to this link for more information: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. If you are experiencing any of these symptoms, it is recommended that you get tested for COVID - 19 immediately.

During your absence, you may work remotely. If you are unable to work remotely, you may take regular sick time from your sick bank. Please contact me directly to establish your remote work plan or for more information.

At the end of the 14-day self-quarantine, if you did not experience any COVID-19 symptoms, you may return to work. If you develop symptoms during the 14-day self-quarantine, you will be permitted to return to school when:

- 24 hours without a fever (above 100.4 F)
- The symptoms have improved
- 10 days have elapsed since the symptoms first appeared.

If you have any specific COVID-19 questions, please contact the County Health Department or your medical provider. Please let me know how St. Rose Catholic School can support you during this time.

Sincerely,

Trevor Knable
Principal

Diocese of Monterey
COVID-19 Response Plan

June 2020

900 Tucker Ave. • Paso Robles, CA 93446 • ph(805)238-0304 • fax(805) 238-7393 • www.saintrosecatholicschool.org

- Student Exposure Notification:



SAINT ROSE
CATHOLIC SCHOOL

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[Date]

Dear *[Name]*,

As a follow up to my call to you, you were exposed to a case of COVID-19 on or around [date]. In accordance with public health guidelines, your child will need to stay home and self-quarantine for 14 days from the date of the exposure. We have reported this case to the San Luis Obispo County Office of Public Health and personnel there have advised us to *[fill in]*.

The spaces on campus where individuals with COVID-19, such as the classroom, will be cleaned and disinfected in accordance with CDC guidance.

Please monitor your child for the following symptoms and let me know if he/she exhibits any of them:

- Fever (100.4 F) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. Refer to this link for more information: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. If you are experiencing any of these symptoms, it is recommended that you get tested for COVID - 19 immediately.

During your child's absence, your child's teacher will provide your child with an independent study program. It will be important that you support your child through their independent study program. Upon return, your child's teacher will partner with you to ensure that your child remains on track.

At the end of the 14-day self-quarantine, if you did not experience any COVID-19 symptoms, he/she may return to work. If your child develops symptoms during the 14-day self-quarantine, your child will be permitted to return to school when:

- 24 hours without a fever (above 100.4 F)
- The symptoms have improved
- 10 days have elapsed since the symptoms first appeared.

If you have any specific COVID-19 questions, please contact the County Health Department or your medical provider. Please let me know how St. Rose Catholic School can support you during this time.

Sincerely,

Trevor Knable
Principal

Diocese of Monterey
COVID-19 Response Plan

June 2020

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- **Appendix 4: Employee and Student COVID - 19 Positive/Suspected Notifications:**

- Employee COVID - 19 Positive/Suspected Notification:



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[Date]

Dear *[Name]*,

As a follow up to our conversation, you informed me that you *[have tested positive for COVID-19][you suspect you have COVID-19 and are displaying symptoms]* on or around *[date]*.

In accordance with public health guidelines, you may return to school, in the absence of COVID-19 testing, when all these conditions have been met:

- 24 hours without a fever (100.4 F);
- The symptoms have improved; and,
- 10 days have elapsed since the symptoms first appeared.

Alternatively, if testing is available, you may return to school when all these conditions have been met:

- 24 hours without a fever (above 100.4 F);
- The symptoms have improved; and,
- Receive two negative COVID-19 tests in a row at least 24 hours apart.

We have reported this case to the San Luis Obispo County Office of Public Health and personnel there have advised us to *[fill in]*.

The spaces on campus where you had prolonged contact will be cleaned and disinfected in accordance with CDC guidance.

During your absence, you may work remotely. If you are unable to work remotely, you may take regular sick time from your sick bank. Please contact me directly to establish your remote work plan or for more information.

If you have any specific COVID-19 questions, please contact the County Health Department or your child's medical provider. I will be praying for your recovery and strength during this time. Please let me know how *St. Rose Catholic School* can support you moving forward.

Sincerely,

Trevor Knable
Principal

Diocese of Monterey
COVID-19 Response Plan

June 2020

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- Student Notification COVID - 19 Positive/Suspected Notification:



SAINT ROSE
CATHOLIC SCHOOL

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[Date]

Dear *[Name]*,

As a follow up to our conversation, you informed me that your child, *[name]*, *[has tested positive for COVID-19]**[you suspect he/she has COVID-19 and is displaying symptoms]* on or around *[date]*.

In accordance with public health guidelines, your child may return to school, in the absence of COVID-19 testing, when all these conditions have been met:

- 24 hours without a fever (100.4 F);
- The symptoms have improved; and,
- 10 days have elapsed since the symptoms first appeared.

Alternatively, if testing is available, he/she may return to school when all these conditions have been met:

- 24 hours without a fever (above 100.4 F);
- The symptoms have improved; and,
- Receive one negative COVID-19 test.

We have reported this case to San Luis Obispo County Public Health and personnel there have advised us to *[fill in]*.

The spaces on campus where your child had prolonged contact will be cleaned and disinfected in accordance with CDC guidance.

During your child's absence, your child's teacher will provide your child with an independent study program. If your child is well enough to complete schoolwork, it will be important that you support your child through their independent study program. Upon return, your child's teacher will partner with you to ensure that your child remains on track.

If you have any specific COVID-19 questions, please contact the County Health Department or your child's medical provider. I will be praying for your child's recovery and your family's strength during this time. Please let me know how St. Rose Catholic School can support you moving forward.

Sincerely,

Trevor Knable
Principal

Diocese of Monterey
COVID-19 Response Plan

June 2020

900 Tucker Ave. • Paso Robles, CA 93446 • ph(805)238-0304 • fax(805) 238-7393 • www.saintrosecatholicsschool.org

- **Appendix 5: Employee and Family Temporary School Closure Notifications:**
 - Employee Temporary School Closure Notification:



SAINT ROSE
CATHOLIC SCHOOL

Pursuing excellence in faith, knowledge, and virtue.

[Date]

Dear St. Rose Catholic School Employee,

There is a positive case of COVID-19 in our school community. This case has been reported to the County Public Health Department and it requires that our school close for *[XX]* days. This is a precautionary step from the County to determine the virus' spread in the community. During this time, the school facilities will be cleaned and disinfected. *[Fill-in more requirements from County]*

Those with close contacts with the individual have been notified directly. "Close contact" is defined by the Centers for Disease Control as an encounter with a COVID-19 positive person for 15 minutes or more while standing less than 6 feet apart. For those who did not receive a close contact notification, it is unlikely that you had prolonged contact with the individual. Out of an abundance of caution, please monitor yourself for the following symptoms:

- Fever (100.4 F) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

- Diarrhea

This list does not include all possible symptoms. Refer to this link for more information:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. If you are experiencing any of these symptoms, it is recommended that you get tested for COVID - 19 immediately.

During the school's temporary site closure, you will be working remotely, and your work hours remain the same. Please contact me directly if you have any questions about your remote work plan.

We will tentatively resume on-site instruction on *[Date]* subject to the County Health Department's approval.

If you have any specific COVID-19 questions, please contact the County Health Department or your medical provider. Please let me know how St. Rose Catholic School can support you during this time.

Sincerely,

Trevor Knable
Principal

Diocese of Monterey
COVID-19 Response Plan

June 2020

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- Student Temporary School Closure Notification:



SAINT ROSE
CATHOLIC SCHOOL

Pursuing excellence in faith, knowledge, and virtue.

[Date]

Dear St. Rose Catholic School Community,

There is a positive case of COVID-19 in our school community. This case has been reported to the County Public Health Department and it requires that our school close for *[XX]* days. This is a precautionary step from the County to determine the virus' spread in the community. During this time, the school facilities will be cleaned and disinfected. *[Fill-in more requirements from County]*

Those with close contacts with the individual have been notified directly. "Close contact" is defined by the Centers for Disease Control as an encounter with a COVID-19 positive person for 15 minutes or more while standing less than 6 feet apart. For those who did not receive a close contact notification, it is unlikely that you had prolonged contact with the individual. Out of an abundance of caution, please monitor yourself for the following symptoms:

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During the school's temporary site closure, you will be working remotely, and your work hours remain the same. Please contact me directly if you have any questions about your remote work plan.

We will tentatively resume on-site instruction on *[Date]* subject to the County Health Department's approval.

If you have any specific COVID-19 questions, please contact the County Health Department or your medical provider. Please let me know how St. Rose Catholic School can support you during this time.

Sincerely,

Trevor Knable
Principal

Diocese of Monterey
COVID-19 Response Plan

June 2020



SAINT ROSE
CATHOLIC SCHOOL

COVID-19 Prevention Program (CPP) for Diocese of Monterey Parish & School Operating Corporation:

St. Rose Catholic School

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: January 5, 2021

Authority and Responsibility

Trevor Knable has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Risk Assessment** form previously distributed and Attached as **Appendix A**.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.

- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by speaking with their supervisor or if not comfortable doing so, with their pastor, principal, Director of Human Resources or Superintendent of Schools.

Employee screening

We screen our employees by following the **COVID-19 Plan previously distributed and attached as Appendix C**.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form and corrected in a timely manner.

Control of COVID-19 Hazards

Physical Distancing

Employees will follow the **COVID-19 Plan: Appendix C**.

Face Coverings

Employees will follow State Guidelines as outlined in the **COVID-19 Plan: Appendix C**.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces: as outlined in the **COVID-19 plan: Appendix C** and **Notice of Disinfection and Safety Plan: Appendix D**.

If there is a case of COVID-19 in the workplace, we will follow the cleaning requirements as outlined in the **Notice of Disinfection and Safety Plan: Appendix D**.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks,

keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by outlined in **COVID-19 Plan: Appendix C.**

Hand sanitizing

In order to implement effective hand sanitizing procedures, we follow the procedure outlined in **COVID-19 Plan: Appendix C.**

2

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed outlined in the **COVID-19 Plan: Appendix C.**

Investigating and Responding to COVID-19 Cases

This will be accomplished by using **COVID-19 POSITIVE (OR TREATED AS POSITIVE) EMPLOYEES/CLERGY/VOLUNTEERS AND PARISHIONERS: Appendix E.**

All investigations will be done by the Director of Human Resources. Please call Susan Mayer at 831-247-1040 if you become aware of any COVID-19 exposure, positive test, or symptoms of COVID-19.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to your supervisor, pastor or principal.
- That employees can report symptoms and hazards without fear of reprisal. ● Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. If this were to happen, we will communicate with employees with close contacts or in the same workplace with a COVID-19 positive employee or visitor in writing using the attached notices: **Appendices F and G, respectively.**

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.

- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. We will provide this information if there is an exposure in the workplace.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air. ○ COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

We will use the CDC resources attached as Appendix H and will document the training using Appendix I

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever it demonstrated that the COVID-19 exposure is work related. Wages will be continued if the employee has sick leave, vacation time or other paid time off or if the person has filed a worker's compensation claim. If the latter, the amount of the salary continuation is determined by the workers compensation system. If the employee has a hardship, he/she can contact his/her supervisor.
- Providing employees at the time of exclusion with information on available benefits.
- Certain employees may be eligible for a reasonable accommodation in connection with this policy. Employees should speak with their Supervisor about requesting an accommodation

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, and to representatives of Cal/OSHA immediately upon request.
- Use a log maintained by the Human Resources Department to keep a record of and track all COVID-19 cases. The information will be made available as required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Susan Mayer, Director of Human Resources