

# **St. Catherine of Alexandria Parish School**

## **Reopening Plan 2021**

The health and safety of students and staff is the top priority when making the decision to physically reopen school campuses five days a week for use of students, staff and others. St. Catherine of Alexandria will follow the CDC guidelines and adhere to California Department of Public Health (CDPH) and California State Department of Education, and the San Bernardino Diocesan Office of Catholic School's guidelines for the official transition of stages and reopening of Diocesan Catholic Schools. All Catholic elementary and high schools shall conform to the Office of Catholic School pandemic protocols in accordance with the aforementioned guidelines, and those specifically directed by the Emergency Operations Collaborative (EOC) office of the Diocese of San Bernardino. Should any symptomatic case of COVID-19 be detected, CDC protocols for dismissal of classes shall be implemented and the physical closure of school facilities be instituted. Should either of these actions be necessary, parents/guardians will be notified, and both students and teachers will transition into Catholic Online Synchronous Learning (COSL).

St. Catherine of Alexandria Parish School began school using a Synchronous Online Learning model to ensure student safety and has now been approved for in person instruction in grades TK-6 on \_\_\_\_\_. Those students who opted to continue with at home learning, will engage in a quality learning model of instruction which will include live instruction as well as Asynchronous Learning where students work independently to develop necessary skills. Student will partake in Google Meets for live instruction with their homeroom teacher for the core classes of Religion, Math and Language Arts and some additional pull out classes offered. In addition, a homeschool Education Advisor will check in with the at home students regularly to assist with student assessment and lesson plan organization.

### **Mission Statement**

St. Catherine of Alexandria Parish School provides a Christ-centered Catholic environment where all students are challenged to achieve their personal best spiritually, and culturally. We are committed to educating the whole child, promoting excellence and modeling compassion. We are a community of believers enlightened by knowledge and enriched by faith.

### **Catholic Identity**

Catholic identity will remain one of the pillars of St. Catherine of Alexandria Parish School. Teachers will continue to maximize Catholic identity in each class. Mass will remain scheduled throughout the year. One class will be assigned to each Mass to physically attend and participate in person as soon as allowable by state and local officials, and the diocese. The rest of the school will live stream the Mass and participate virtually from their classrooms. This procedure will be used for other religious activities scheduled throughout the year (rosaries, stations of the cross, etc.).

Although the prevention of COVID-19 spread cannot be guaranteed, all reasonable measures shall be taken for the safety of all students, teachers and staff, and teacher aides who will interface with the

student body through the course of the school day. Teachers and staff will be trained in pandemic safety protocols for reopening, in order to ensure a safe and healthy educational environment.

## **Cleaning and Disinfection**

- ✓ St. Catherine of Alexandria Parish School will ensure adequate disinfecting supplies for proper cleaning procedures.
- ✓ All faculty and staff will be trained on how to follow protocol to safely use disinfectants and sanitizers.
- ✓ The school will have a supply of disinfectant wipes and hand sanitizer. Parents will be asked to donate disinfectant wipes and hand sanitizer as well in case a classroom needs more supplies. The school will use the diocesan contact as well as family contacts to ensure enough supplies are always on hand.
- ✓ Faculty/staff will clean and/or disinfect counters, desks, door handles periodically throughout the school day (in the morning upon arrival, at recess before student return, at lunch recess before students return, and at the end of the school day after students are dismissed).
- ✓ When cleaning, the space will be aired out (before children arrive and while at recess).
- ✓ The school janitor will clean and/or disinfect frequently touched surfaces within the school such as the, restrooms, and other outside equipment or objects every hour.
- ✓ Tables will be cleaned after each use.
- ✓ Additional maintenance and custodial staff will be hired to ensure proper cleaning procedures are in place.
- ✓ If the janitor is out absent teacher aides and office staff will be utilized to help ensure the cleaning continues on schedule.
- ✓ Touch free soap dispensers will be installed throughout the campus and maintained.
- ✓ Air conditioners will continue to be maintained as well as checking air filters and filtration systems to ensure optimal air quality.
- ✓ Drinking fountains will be eliminated and faculty/staff and students will be encouraged to bring their own water to minimize use and touching of water fountains.
- ✓ St. Catherine of Alexandria Parish School will follow disinfection guidelines developed by the Centers for Disease Control (CDC) for school campuses, including classrooms, workspaces, outdoor spaces and play areas.
- ✓ The janitorial staff will clean and/or disinfect the space were a COVID case has been identified. Custodial staff will be trained on proper cleaning and disinfection of infected COVID-19 area.

As much as possible, increased circulation of outdoor air will be used by opening windows and doors. In addition, air purifiers have been purchased for each classroom to reduce viruses and reduce airborne particles. If students or faculty/staff are exhibiting respiratory symptoms or fever the class will be removed for the rest of the day to ensure the classroom can be thoroughly cleaned and aired out for arrival the next morning.

## **Drop-off / Pick-up Procedures**

To minimize contact at school between students, staff, teachers, and families, arrival and drop-off will be modified into a drive-thru system.

### Drop Off

- Morning drop off will occur beginning at 7:30 A.M. to 8:00 A.M.
- Staggered arrival and pick up times will be grade level specific in order to reduce school traffic and encourage social distancing. Students in lower grades TK-2 7:30, 3-5- 7:40 and 6<sup>th</sup> 7:50
- The gate between the school and the parish hall will be open to facilitate drive-thru drop off.
- Vehicles will drive into the back of campus and go into one of three lanes that will be marked by cones.
- A staff member will direct the vehicle to the front of the lane, car window will be lowered and a touchless thermometer will be used by staff to scan the student's temperature.
- Students without a temperature will be allowed to exit their vehicle with their mask/ face shield in place and walk to their classroom.
- If a student registers with a temperature of 100.4 degrees or higher, parents will be asked to pull into a parking space and remain in their car for 5 minutes. After 5 minutes they may return for a second temperature check.
- Those with registered temperatures of 100.4 degrees or higher and/ or the CDC COVID-19 symptoms will not be allowed on campus.
- Visual wellness checks of all students, teachers and staff will continue throughout the day.
- A temperature check may be performed throughout the day for any student, faculty or staff member. Those faculty and staff with registered temperatures of 100.4 degrees or higher, cough and/or shortness of breath exhibited throughout the day will be sent home immediately. Those students with registered temperatures of 100.4 degrees or higher, shortness of breath or other COVID-19 symptoms exhibited throughout the day will be sent to the office to be isolated while parents are called. Parents/guardians must ensure a person on the student's emergency list will be available to pick up the child as soon as possible.

### Dismissal

- Dismissal will take place beginning at 2:50 P.M. and ending at 3:30 P.M.
- Dismissal time will be staggered based on grade levels. TK and Kindergarten 2:50 and 3:00 for additional grades.
- Parents will pull up through the side gate, between the parish hall and the school office, and remain in their car.
- Students will be called out to each vehicle upon the arrival of parents to the front of the drive-thru lanes to ensure safety and social distancing of the school community.
- After care will be provided after 3:30 P.M. Students will report to one of two after care rooms depending on their grade level and will remain seated with their classroom stable group.
- Parents picking up students in extended care should contact staff by phone in after care once they arrive to the school parking lot.
- After care staff will then walk students off of campus through the Kindergarten gate. Parents waiting to pick up their child(ren) should remain six or more feet apart.

### **Learning Environment/ Small Stable Groups**

- Stable groups will be limited to single classroom with only the grade level interaction.
- Instruction for stable groups will take place in individual classrooms for grades TK-5 and stable group movement for 6<sup>th</sup> will be restricted.

- Each classroom will maximize space between both teacher and student seating and desks, as much as possible, given limitations of classroom dimensions and desks will be arranged in a way that minimizes face-to-face contact between students in grade 1-6.
- Teacher and other staff desks or podiums will be six feet away from student desks.
- Separation of students will be enhanced by adding plexiglass dividers when increased physical distancing cannot be achieved with in classroom workspaces.
- To ensure collaboration continues amongst students, teachers will adapt lessons to utilize Google Docs and other online resources when possible to continue working together with other students but minimize movement indoor and continue distancing as much as possible.
- When possible, teachers will adapt lessons to turn in online to minimize contact.
- All students will be required to have their own supplies to avoid cross contamination between classrooms, students and teachers. Student's belongings will be separated from others' and in individually labeled containers, cubbies, and in their personal desks. Students will be encouraged to take items home as needed to be cleaned.
- Each class will be assigned their own electronic devices to utilize throughout the day, via Apple cart every three days. Electronic devices (iPads) will be picked up in the computer lab daily by teachers on their assigned day. The teacher/aide will ensure that the device is properly cleaned before another student uses it.

#### **Transitional Kindergarten thru 5th grade will use the Stable Group Model by Classroom**

- Students and the teacher/teacher aide shall remain with their own class, at all times.
- Specialty teachers (Art, Music, Computers, Spanish and Library/Accelerated Reader) will either video conference into the class or will use push-in model in classroom with no student movement.
- The teacher/aide will assist during this time.
- P.E. will also take place on the black top or field with the classroom teacher having the ability to distance 10 or more feet away from the students and give directions.

#### **Middle School, grade 6th will use the Stable Group Model by Students**

- Students shall remain in their own stable group for classes.
- Teachers, including specialty teachers (Science, Art, Computers, Spanish, Music and Library/Accelerated Reader) will move to the middle school classrooms.
- The teacher departing the classroom will clean and sanitize all common areas such as the teacher desk, podiums, white boards, Smart boards, and any other teacher-used surfaces.
- Upon entering the new classroom, the teacher will sanitize their hands, before beginning any instruction.
- P.E. will also take place on the field with the classroom teacher having the ability to distance 10 or more feet away from the students and give directions.
- Pullout classes (Spanish and Art) and specialty spaces (Science Lab, Computer Lab, and Music Room) will also be used by one middle school class a day.
- After the class the classroom, will be properly cleaned and another class can use it the next day.

## **Recess and Lunch**

- Students will eat lunch and go to recess with their groups at times that are staggered from other groups. Recess will be staggered to ensure social distance.
- One classroom will be allowed in each area (grass area and blacktop) at a time.
- Play structures will be limited to use by one class per day.
- Students will eat lunch in their classrooms or individually at the lunch tables with only one class during the designated time.
- Lunch recess will be staggered after eating.
- Hot lunch will be distributed to each classroom by a staff member provided by Mia's Catering in closed/ packaged individual boxes for each student that ordered for the day. The food service workers will follow the same protocol as an arriving faculty/staff member. They will be required to wear a face mask, as well, before entering the school and parish hall.
- All classes will have their own playground equipment that will be clean and/or sanitized after each use.
- Supervisors (aides) at recess will ensure physical distancing. Play will be limited to activities that do not necessitate physical contact.
- Students will wash hands or use touchless hand sanitizer before coming back into the classroom.

## **Staff & Visitor Environment**

**Visitors** will maintain minimum of 6 ft of social distancing in the office. Anyone arriving at the office throughout the day for any reason will also follow the same protocol followed by arriving faculty/staff. Visitors/Families will be asked to adhere to minimum of 6 ft of social distance protocols while visiting the school office. 6 ft of social distance indicators have been placed in the lobby and on the walk way to help define appropriate spacing. Visitors will not be allowed in the office until proper social distancing of 6 ft can be ensured. No parents or volunteers will be permitted on campus during the COVID-19 pandemic restrictions.

If a **faculty/staff** member needs to use the office area they should wait to ensure that proper 6 ft of social distancing can be practiced before entering. Faculty/staff should sanitize all areas they used after use (copy machine). Office staff and administration will use 6 ft of social distancing and face masks to ensure proper hygiene and safety measures.

The teacher/staff lounge will be used by a limited number of teachers/staff to ensure minimum of 6 ft of social distancing. Any faculty/staff that uses the staff lounge will sanitize areas used after use. The door should remain open as much as possible for maximum ventilation.

## Health & Safety Procedures

The health and safety of our students and staff are a priority at St. Catherine of Alexandria Parish School. All staff, students, and visitors are expected to adhere to the following guidelines and safety procedures.

### Face Coverings

- Under the current California masking mandate, all staff and teachers will wear appropriate face coverings per California Department of Public Health (CDPH) Guidelines. All staff will be supplied with face coverings and shields and will be reissued a supply throughout the year. St. Catherine's will follow appropriate guidelines necessary to open safely.
- Face coverings must be used at all times by staff and students while on campus: indoors or outdoors. In the event a mask is lost or misplaced, the school office will issue an emergency mask. If student can not wear a mask due to medical condition, doctor's note must be provided and face shield will be worn.
- Clean cloth masks or face shields should be worn to school.
- CDPH recognizes there are some people who cannot wear a face covering for medical reasons. People are exempted from the requirement if they are under the age 2, have a medical or mental health condition or disability that impedes them from properly wearing or handling a mask, or when it would inhibit communication with a person who is hearing impaired. This medical condition must be communicated to our school office by the way of a physician's order.
- According to CDPH guidelines, if a student refuses to wear a face covering, the student must be excluded from on-campus instruction, unless they are exempt, until they are willing to wear a face covering.
- St. Catherine of Alexandria Parish School will adhere to required guidelines and mandates referring to face coverings.

### Health Screenings for Staff, Students, and Visitors

All individuals coming to St. Catherine of Alexandria Parish School are expected to adhere to the following health screening procedures:

- ✓ Complete a self-screening before leaving home checking for COVID-19 symptoms and elevated temperatures.
- ✓ Check-in with the office or at the drop-off carline for a temperature and symptoms screening provided by SCA staff.
- ✓ Remain home if you experience symptoms, have tested positive for COVID-19 within the last 10 days, and/or have been exposed to any one experiencing COVID-19 symptoms.

Please also be advised,

- All students, staff, and visitors are expected to check for symptoms of sickness in the morning at home before arriving on school campus. If possible it is encouraged that all faculty, staff, and students take their temperature before leaving their home. Students, staff, and visitors who are sick or have recently been in contact with someone exhibiting COVID-19 symptoms which includes **cough, fever, chills, muscle pain, shortness of breath or difficulty breathing, uncharacteristic fatigue, sore throat, muscle or body aches, loss of taste or smell, runny**

**nose, nasal congestion, nausea or vomiting, abdominal pain, diarrhea, rash and/or headache** will remain home.

- Parents should call the office to self-report any symptoms. Teachers and staff will contact the principal and administrative secretary to report absenteeism. A substitute teacher will be called on when necessary to cover absent teachers.
- All teachers and staff shall follow Diocesan HR policy for reporting illness and requesting sick leave.
- Students, staff, and/or visitors who exhibit any COVID-19 symptoms while on campus will be sent home immediately. (Parent or emergency contact must arrive within 30 minutes of call)
- **Screening upon arrival will take place for ALL teachers, staff, students, and visitors.**
- **Faculty, staff, and visitor temperatures** will be scanned upon arrival by the office staff. If a faculty/staff member registers with a temperature of 100.4 degrees or higher, they will be asked to wait for 5 minutes. After 5 minutes they may return for a second temperature check.
- **Student temperatures** will be taken at drop-off. A staff member will direct the vehicle to the front of the lane, car window will be lowered and a touchless thermometer will be used by staff to scan the student's temperature. If a student registers with a temperature of 100.4 degrees or higher, parents will be asked to pull into a parking space and remain in their car for 5 minutes. After 5 minutes they may return for a second temperature check.
- **Anyone with registered temperatures of 100.4 degrees or higher or Covid-19 symptoms** such as cough, chills, muscle pain, shortness of breath or difficulty breathing, sore throat and/or new loss of taste or smell that are related to the Coronavirus **will not be allowed on campus.**
- Students, teachers, or staff who have a travel history over the course of the last 10 days to an area identified by the CDC as Level 3 Travel Health Notice will be excluded from campus.
- Those who have been in close contact with someone diagnosed with COVID-19 must be excluded from school for 10 days from the day of their last exposure.
- Sick teachers, staff and students will not return to campus, until they have met CDC criteria to discontinue home isolation which includes, 24 hours without fever or use to fever reducing medication and a minimum of 10 days since **last** positive test. Communication of self-report symptoms will be documented and faculty, staff and families will immediately be contacted of any positive cases of COVID-19.

### **Healthy Hygiene Practices**

Healthy hygiene practices will be reinforced amongst all faculty, staff, and students.

- ✓ Students and teachers will be trained in best practices of washing hands and covering coughs or sneezes.
- ✓ Signs will be posted on ways in which to curb the spread of COVID-19, promoting proper hand washing, including everyday protective measures, such as social distancing and the safe and proper care and removal of face coverings.
- ✓ Students will be shown how to use tissues to wipe their nose and to cough/sneeze inside a tissue or in their elbow.
- ✓ All faculty/staff and students will be reminded to wash their hands before and after eating with the use of posted signs and announcements by the faculty/staff especially after coughing or sneezing; after being outside; and before and after using the restroom.
- ✓ Students and staff will be reminded to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly.

- ✓ Teachers and staff will model and practice hand washing and teach students how to properly do so as well.
- ✓ All faculty and staff will use face coverings and keep a minimum of 6 ft of social distancing.
- ✓ Students and faculty/staff will be required to use hand sanitizer when leaving and entering the classroom.
- ✓ The school community will be provided a handout that indicates the COVID-19 symptoms (attached CDC Coronavirus symptoms).

## Identification and Tracing of Contacts

- School administration will communicate with Riverside County of Public Health about reported cases of COVID-19. We will ensure that all proper communication is handled according to HIPAA and FERPA regulations.
- A list of exposed students and staff will be created and submitted to the Riverside County Public Health and we will notify our community about possible exposure.
- Record keeping of screening and temperature checks will be recorded by teacher and office staff. Incidents of possible exposure to COVID-19 will be documented and local health officials, the Office of Catholic Schools, faculty, staff and families will immediately be contacted of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- Teachers, staff or students, including families, will not be penalized for absenteeism or missing class due to having symptoms of COVID-19 or self-quarantining due to exposure to someone who has tested positive for COVID-19.
- The school will disinfect the space were a COVID case has been identified.

## St. Catherine of Alexandria Parish School COVID-19 Response Plan

- **Symptom:** COVID-19 Symptoms (e.g. fever, cough, loss of taste or smell, difficulty breathing)

### Action:

- ✓ Send home
- ✓ Recommend testing
- ✓ School/Classroom remain open

**Communication:** Not needed

- **Symptom:** Close contact with a confirmed COVID-19 case (Close contact: a person who is less than 6 feet from a case for more than 15 minutes.)

### Action:

- ✓ Send home exposed student / quarantine for 10 days from last exposure



- ✓ Recommend testing (will not shorten 10-day quarantine)
- ✓ School/classroom remain open.

**Communication:** School community notification of a known contact.

- **Symptom:** Confirmed COVID-19 Case infection

**Action:**

- ✓ Notify the local public health department
- ✓ Isolate case and exclude from school for 10 days from last positive test date
- ✓ Identify close contacts, quarantine & exclude exposed contacts (likely entire stable group) for 10 days after the last date the case was present at school while infectious.
- ✓ Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 10 – day quarantine)
- ✓ Disinfection and cleaning of classroom and primary spaces where case spent significant time
- ✓ School remains open

**Communication:** School community notification of a known case

- **Symptom:** Improvement of Symptoms **Action:**

- ✓ May return to school 24 hours after symptoms resolve without the use of medication
- ✓ School / Classroom remain open

**Communication:** School community notification if prior awareness of testing

**This plan is based on the latest CDC requirements.**

## **Communication**

As new critical information is passed down to the schools from the state, county, and/or diocese, changes to the school reopening plan may become necessary. St. Catherine of Alexandria Parish School will communicate changes with families, through:

- ✓ ClassDojo
- ✓ Google Classroom
- ✓ School Newsletter
- ✓ School Website
- ✓ Parent Letters
- ✓ Phone systems

We will communicate changes to the school or classroom environment / schedule as quickly as possible to ensure open communication is continuous. Incidents of possible exposure to COVID-19 will be documented and local health officials, the Office of Catholic Schools and faculty, staff and families will immediately be contacted of any positive cases of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

## **Triggers for Switching to Online Synchronous Learning**

St. Catherine of Alexandria Parish School will follow the directives of the California Department of Public Health for school closure based on the number of cases, the percentage of the teacher/ students/staff that are positive for COVID-19, and following consultation with the Local Health Officer, St. Catherine will then close the school when there are multiple cases in multiple stable groups or when at least 5 percent of the total number of teachers/ students/ staff have cases within a 10-day period.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. St. Catherine of Alexandria Parish School will work in cooperation with Riverside County Department of Public Health to monitor school and regional conditions and respond accordingly. If St. Catherine's is closed for in-person learning, it may reopen after 10 days and after cleaning and disinfection, and consultation with the local public health department and Office of Catholic Schools.

Closure announcements by class or complete school closure will be dependent on incidents of possible exposure to COVID-19 and testing positive of the virus. An independent option will be used for students who cannot attend on campus instruction. These students will need to video conference in during classroom instruction hours.

In the event California state officials, local public health officials, or the Diocese of San Bernardino determine that school closure will occur, St. Catherine will move directly into Catholic Online Synchronous Learning (COSL).

## **Social Emotional Health and Well-Being**

Social Emotional health has always been a critical part of the whole person educational plan at St. Catherine of Alexandria Parish School. Building self-management skills, resilience, conflict resolution, and personal connections assist in developing healthy life skills. The teaching staff is committed to weaving these social emotional skills throughout the curriculum to ensure that the students feel safe and secure in this learning environment. While maintaining the physical health of the teachers, staff, and students of St. Catherine of Alexandria Parish School, the school administration will also monitor the mental health of students and staff. Referrals to outside resources such as Caritas Counseling will be utilized when needed. Teachers will continue to be trained to monitor the mental health of their students on a daily basis. Discussions and educational material including diocesan curriculum will be utilized to ensure this remains a priority. Maintaining as many school activities with modifications will help in providing the school community outlets during these stressful times.

The goal of coming back to campus is to support students in knowing that we can move safely forward when faced with adversity in a way that benefits the individual and the community. Understanding the values of flexibility, creativity, and planning will assist students in handling future obstacles and disappointments. The educational vision of St. Catherine of Alexandria Parish School remains the same – to provide a Christ centered, Catholic environment where all students are challenged to achieve their personal best spiritually, academically and culturally and to educating the whole child, promoting excellence and modeling compassion as a community of believers enlightened by knowledge and enriched by faith.

# COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: 2/25/21

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

**St. Catherine of Alexandria School**

Number of schools: 1

Enrollment: 225

Superintendent (or equivalent)

Address: 7025 Brockton Avenue

Riverside, CA 92506

Name: Theresa Heron

Phone Number: 951-684-1091

Email: [theron@sbdioocese.org](mailto:theron@sbdioocese.org)

Date of proposed reopening:

03/01/2021

County: Riverside

Current Tier: Purple

*(please indicate Purple, Red, Orange or Yellow)*

Grade Level (check all that apply)

X TK X 2<sup>nd</sup> X 5<sup>th</sup> ☐ 8<sup>th</sup> ☐ 11<sup>th</sup>

X K X 3<sup>rd</sup> X 6<sup>th</sup> ☐ 9<sup>th</sup> ☐ 12<sup>th</sup>

X 1<sup>st</sup> X 4<sup>th</sup> ☐ 7<sup>th</sup> ☐ 10<sup>th</sup>

Grades TK-6 Only

Type of LEA: Faith Based Private

**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.**

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

## For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

X I, Theresa Heron, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

X **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Between 22-28 students in the class with one teacher and one aide per stable group.

If you have departmentalized classes, how will you organize staff and students in stable groups?

Students will stay in one classroom with both teacher and aide

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Teachers will video conference in classroom with no student movement

X **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

X **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.



**X Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

**X Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

**X Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

**X Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum:   6   feet

Minimum:   6   feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Six feet will be maintained in the classroom setting. In addition, air purifiers have been purchased and will be used in all classrooms.

**X Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

**X Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Staff will be divided in half. One group will test one week and the 2nd group will test the next week. This will ensure 50% of our staff is testing on a weekly basis. Depending on testing availability and county tier testing suggestions, we will increase the frequency of staff testing if needed. SCA

will follow CDPH guidelines for the testing of staff (Chart included in CPP Plan) Testing will be completed by Valencia Branch Laboratory and/or staff medical provider. Documented results will be tracked for purposes of testing rate compliance. Should testing rates not be met, staff will be sent home until testing is accomplished ensuring weekly or bi-weekly testing. SCA will follow CDPH Testing recommendations pertaining to each tier.

**X Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

St. Catherine of Alexandria School will follow CDPH guidelines for testing of students (Chart included in CPP Plan). Testing will be provided for students by Valencia Branch Laboratory and/or their primary care physician. Documented results will be tracked by school principal or administrative assistant for purposes of testing rate compliance. Should testing rates not be met, students will be sent home until testing is accomplished ensuring weekly or bi-weekly testing. SCA will follow CDPH Testing recommendations pertaining to each tier.

**X Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

**X Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

**X Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☐ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_N/A\_\_\_\_\_

Date: \_\_\_\_\_

**X** Parent and Community Organizations



Name of Organization(s) and Date(s) Consulted:

Name: \_\_School Board\_\_\_\_\_

Date: \_\_10/01/2020\_\_\_\_\_

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

A survey was conducted for staff and school families regarding their desire to return to in person instruction on 9/2/21. 77% of families wanted in person instruction and 23% would like to remain on distance learning. Both models will be accommodated at our school site.

**For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

☐ **Local Health Officer Approval:** The Local Health Officer, for (state County) \_\_\_\_Dr. Cameron Kaiser\_\_\_\_\_. County has certified and approved the CRP on this date: \_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

**Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

# Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CCP template. Employers can also create a written CCP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
  - o 3205. COVID-19 Prevention
  - o 3205.1. Multiple COVID-19 Infection and COVID-19 Outbreaks
  - o 3205.2. Major COVID-19 Outbreaks
  - o 3205.3. Prevention in Employer-Provided Housing
  - o 3205.4. COVID-19 Prevention in Employer-Provided Transportation to and from Work
  - o The four Additional Considerations provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)



November 2020

## COVID-19 Prevention Program (CPP) for St. Catherine of Alexandria School, Riverside

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

Date: 02/17/2021 St. Catherine of Alexandria School

### **Authority and Responsibility**

Theresa Heron and/or Kathryn Day have 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 Appendix A: Identification of COVID-19 Hazards form.
- 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.
- Conduct daily temperature check and COVID 19 self-screening questionnaire.
- All students, staff, and visitors are expected to check for symptoms of sickness in the morning at home before arriving on school campus. If possible, it is encouraged that all faculty, staff, and students take their temperature before leaving their home. Students, staff, and visitors who are sick or have recently been in contact with someone exhibiting COVID-19 symptoms which includes cough, fever, chills, muscle pain, shortness of breath or difficulty breathing uncharacteristic fatigue, sore throat, muscle or body aches, loss of taste or smell, runny nose, nasal congestion, nausea or vomiting, abdominal pain, diarrhea, rash and/or headache will remain home.
- Students, staff, and/or visitors who exhibit any COVID-19 symptoms while on campus will be sent home immediately. (Parent or emergency contact must arrive within 30 minutes of call)
- Screening upon arrival will take place for ALL teachers, staff, students, and visitors.
- Faculty, staff, and visitor temperatures will be scanned upon arrival by the office staff. If a faculty/staff member registers with a temperature of 100.4 degrees or higher, they will be asked to wait for 5 minutes. After 5 minutes they may return for a second temperature check.
- Student temperatures will be taken at drop-off. A staff member will direct the vehicle to the front of the lane, car window will be lowered, and a touchless thermometer will be used by staff to scan the student's temperature. If a student registers with a temperature of 100.4 degrees or higher, parents will be asked to pull into a parking space and remain in their car for 5 minutes. After 5 minutes they may return for a second temperature check.
- Anyone with registered temperatures of 100.4 degrees or higher or Covid-19 symptoms such as cough, chills, muscle pain, shortness of breath or difficulty breathing, sore throat and/or new loss of taste or smell that are related to the Coronavirus will not be allowed on campus.
- Students, teachers, or staff who have a travel history over the course of the last 10 days to an area identified by the CDC as Level 3 Travel Health Notice will be excluded from campus.

- Those who have been in close contact with someone diagnosed with COVID-19 must be excluded from school for 10 days from the day of their last exposure.
- Any teacher, staff, and/or student who has tested positive will not return to campus, until they have met CDC criteria to discontinue home isolation which includes, 24 hours without fever or use to fever reducing medication and a minimum of 10 days since last positive test. Communication of self-report symptoms will be documented and faculty, staff and families will immediately be contacted of any positive cases of COVID-19.

### **Employee participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: participating in staff COVID 19 safety training and procedures. This will help staff to identify potential COVID hazards on campus and learn best practices to avoid exposure and/or contamination.

### **Employee screening**

We screen our employees by taking the temperature of all employees before entering the school campus and asking employees to conduct COVID 19 self-screening questionnaire when they come to work according to CDPH guidelines. Face coverings will be used during screening by both screeners and employees and when temperatures are measured a non-contact thermometer will be used.

### **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 based on the severity of the hazards, as follows:

When a positive Covid-19 case has been confirmed the severity of the hazard will be assessed, and corrections will be made within two weeks of the incident as the exposed class will be quarantined for 10 days at home. Timely correction will be led by administration and designated person. Administration will use Appendix B: COVID 19 Inspection form to identify hazards and ensure all identified areas are corrected prior to stable student groups and teachers returning to campus.

### **Control of COVID-19 Hazards**

#### **Physical Distancing**

- We ensure a minimum of six feet of physical distancing at all times in our workplace by:
- Having each class arrangement maximize space between both teacher and student seating and desks, given limitations of classroom dimensions and desks will be arranged in a way that minimizes face-to-face contact between students in grades TK-6.
- Teacher and other staff desks or podiums will be six feet away from student desks.
- Separation of students will be enhanced by adding plexiglass dividers when increased physical distancing of 6 ft cannot be achieved within classroom workspaces.
- Only students and staff are allowed on school campus during scheduled school day. No outside visitors.
- Visual cues and floor markings will indicate where employees and others should be located or their direction and path of travel.

- Staggered arrival drop off and break times will be grade level specific in order to reduce school traffic and create physical distancing.

### **Physical Distancing (Recess and Lunch)**

- Students will eat lunch and go to recess with their groups at times that are staggered from other groups. Recess will be staggered to ensure a social distance of 6 feet for both lunch & recess.
- One classroom will be allowed in each area (grass area and blacktop) at a time.
- Play structures will be limited to use by one class per day.
- Students will eat lunch in their classrooms or individually at the lunch tables with only one class during the designated time.
- Lunch recess will be staggered after eating.
- All classes will have their own playground equipment that will be cleaned and/or sanitized after each use.
- Supervisors (aides) at recess will ensure physical distancing of 6 feet. Play will be limited to activities that do not necessitate physical contact.
- Students will wash hands or use touchless hand sanitizer before coming back into the classroom.

### **Learning Environment/ Small Stable Groups**

- Stable groups will be limited to single classroom with only the grade level interaction.
- Instruction for stable groups will take place in individual classrooms for grades TK-6.
- Each classroom will maximize space between both teacher and student seating and desks, given limitations of classroom dimensions and desks will be arranged in a way that minimizes face-to-face contact between students in grade 1-6.
- Teacher and other staff desks or podiums will be six feet away from student desks.
  - Separation of students will be enhanced by adding plexiglass dividers when increased physical distancing cannot be achieved with in classroom workspaces.
- To ensure collaboration continues amongst students, teachers will adapt lessons to utilize Google Docs and other online resources when possible to continue working together with other students but minimize movement indoor and continue distancing as much as possible.
- When possible, teachers will adapt lessons to turn in online to minimize contact.
- All students will be required to have their own supplies to avoid cross contamination between classrooms, students and teachers. Student's belongings will be separated from others' and in individually labeled containers, cubbies, and in their personal desks. Students will be encouraged to take items home as needed to be cleaned.
- Each class will be assigned their own electronic devices to utilize throughout the day, via Apple cart every three days. Electronic devices (iPads) will be picked up in the computer lab daily by teachers on their assigned day. The teacher/aide will ensure that the device is properly cleaned before another student uses it.

### **Kindergarten thru 6th grade will use the Stable Group Model by Classroom**

- Students and the teacher/teacher aide shall remain with their own class, at all times.
- Specialty teachers (Art, Music, Computers, Spanish and Library/Accelerated Reader) will either video conference into the class or will use push-in model in classroom with no student movement.
- The teacher/aide will assist during this time.
- P.E. will also take place on the black top or field with the classroom teacher having the ability to distance 10 or more feet away from the students and give directions.

### Face Coverings

- We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors as required by orders from the California Department of Public Health (CDPH) or local health department.
- Face coverings must be used at all times by staff and students while on campus. In the event a mask is lost or misplaced, the school office will issue an emergency mask.
  - Under the current California masking mandate, all staff and teachers will wear appropriate face coverings per California Department of Public Health (CDPH) Guidelines. All staff will be supplied with face coverings and shields and will be reissued a supply throughout the year. St. Catherine's will follow appropriate guidelines necessary to open safely.
- If student cannot wear a mask due to medical condition, doctor's note must be provided, and face shield will be worn.
- Face coverings must be worn at all time while on campus/indoor/outdoors and regardless of distancing or being alone.
- CDPH recognizes there are some people who cannot wear a face covering for medical reasons. People are exempted from the requirement if they are under the age 2, have a medical or mental health condition or disability that impedes them from properly wearing or handling a mask, or when it would inhibit communication with a person who is hearing impaired. This medical condition must be communicated to our school office by the way of a physician's order.
- According to CDPH guidelines, if a student refuses to wear a face covering, the student must be excluded from on-campus instruction, unless they are exempt, until they are willing to wear a face covering.
- St. Catherine of Alexandria Parish School will adhere to required guidelines and mandates referring to face coverings.
- The following are exceptions to the use of face coverings in our workplace:
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be a minimum of six feet apart from all other persons.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by: using in each classroom an air purifier which takes out air contaminants

- In the Circumstances where outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, an air purifier will be used at all times to filtrate air. In addition, the class air conditioner would be used.
- The ventilation system will be properly maintained and adjusted by our custodial and maintenance staff.

### Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- St. Catherine of Alexandria Parish School will ensure adequate disinfecting supplies for proper cleaning procedures.
- All faculty and staff will be trained on how to follow protocol to safely use disinfectants and sanitizers
- The school will have a supply of disinfectant wipes and hand sanitizer. Parents will be asked to donate disinfectant wipes and hand sanitizer as well in case a classroom needs more supplies. The school will use the diocesan contact as well as family contacts to ensure enough supplies are always on hand.
- Faculty/staff will clean and/or disinfect counters, desks, door handles periodically throughout the school day (in the morning upon arrival, at recess before student return, at lunch recess before students return, and at the end of the school day after students are dismissed).
- When cleaning, the space will be aired out (before children arrive and while at recess).
- The school janitor will clean frequently touched surfaces within the school such as the, restrooms, and other outside equipment or objects every hour.
- Tables will be cleaned after each use.
- Additional maintenance and custodial staff will be hired to ensure proper cleaning procedures are in place.
- If the janitor is out absent teacher aides and office staff will be utilized to help ensure the cleaning continues on schedule.
- Touch free soap dispensers will be installed throughout the campus and maintained.
- Air conditioners will continue to be maintained as well as checking air filters and filtration systems to ensure optimal air quality.
- Drinking fountains will be eliminated and faculty/staff and students will be encouraged to bring their own water to minimize use and touching of water fountains.
- St. Catherine of Alexandria Parish School will follow disinfection guidelines developed by the Centers for Disease Control (CDC) for school campuses, including classrooms, workspaces, outdoor spaces and play areas.
- As much as possible, increased circulation of outdoor air will be used by opening windows and doors. In addition, air purifiers have been purchased for each classroom to reduce viruses and reduce airborne particles. If students or faculty/staff are exhibiting respiratory symptoms or fever the entire class will be removed for the rest of the day to ensure classroom can be thoroughly cleaned and aired out for arrival the next morning.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- School administration will communicate with Riverside County of Public Health about reported cases of COVID-19. We will ensure that all proper communication is handled according to HIPAA and FERPA regulations.
- A list of exposed students and staff will be created and submitted to the Riverside County Public Health and we will notify our community about possible exposure.
- Record keeping of screening and temperature checks will be recorded by teacher and office staff. Incidents of possible exposure to COVID-19 will be documented and local health officials, the Office of Catholic Schools, faculty, staff and families will immediately be contacted of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

- Teachers, staff or students, including families, will not be penalized for absenteeism or missing class due to having symptoms of COVID-19 or self-quarantining due to exposure to someone who has tested positive for COVID-19.
- The school will disinfect the space were a COVID case has been identified. Janitorial staff will be trained on proper disinfection of infected COVID-19 area

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. Where there must be sharing, the items will be cleaned between uses by school custodial staff, as additional janitorial staff have been hired for the purpose of sanitation. Custodial staff will be trained by Waxie Sanitation to ensure the all COVID-19 cleaning protocol is provided by the school.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- St. Catherine's School will ensure teachers will be trained in best practices of washing hands and covering coughs or sneezes.
- Signs will be posted on ways in which to curb the spread of COVID-19, promoting proper hand washing, including everyday protective measures, such as social distancing and the safe and proper care and removal of face coverings.
- Students will be shown how to use tissues to wipe their nose and to cough/sneeze inside a tissue or in their elbow.
- All faculty/staff and students will be reminded to wash their hands before and after eating with the use of posted signs and announcements by the faculty/staff especially after coughing or sneezing; after being outside; and before and after using the restroom.
- Students and staff will be reminded to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly.
- Teachers and staff will model and practice hand washing and teach students how to properly do so as well.
- All faculty and staff will use face coverings and/or social distancing.
- Students and faculty/staff will be required to use hand sanitizer when leaving and entering the classroom. Touchless hand sanitizers without methanol are provided in each classroom for teacher and student use.
- The school community will be provided a handout that indicates the COVID-19 symptoms (attached CDC Coronavirus symptoms).

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.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained



We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids. [Delete if not applicable to your workplace.]

## Investigating and Responding to COVID-19 Cases

This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form.

Employees who had potential COVID-19 exposure in our workplace will be tested during school hours at no cost.

## System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees and families, in a form they can readily understand. When the following symptoms occur the corresponding action and communication processes will be initiated:

Symptom: COVID-19 Symptoms (e.g. fever, cough, loss of taste or smell, difficulty breathing)

Action:

- o Send home
- o Recommend testing
- o School/Classroom remain open

Communication: Not needed

Symptom: Close contact with a confirmed COVID-19 case (Close contact: a person who is less than 6 feet from a case for more than 15 minutes.) Action:

- o Send home exposed student / quarantine for 10 days from last positive test date
- o Recommend testing (will not shorten 10-day quarantine)
- o School/classroom remain open.

Communication: School community notification of a known contact.

Symptom: Confirmed COVID-19 Case infection Action:

- o Notify the local public health department
- o Isolate case and exclude from school for 10 days from last positive test date.
- o Identify close contacts, quarantine & exclude exposed contacts (likely entire stable group) for 10 days after the last date the case was present at school while infectious.
- o Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 10-day quarantine)
- o Disinfection and cleaning of classroom and primary spaces where case spent significant time o School remains open

Communication: School community notification of a known case

- o Symptom: Improvement of Symptoms Action:
- o May return to school 24 hours after symptoms resolve without the use of medication o School / Classroom remain open

Communication: School community notification if prior awareness of testing This plan is based on the latest CDC requirements.

**Testing of Staff:** *How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence. Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:*

- The school will follow the guidelines for testing of staff as laid out in the table below provided by the CDPH.
- The school is currently in the process of partnering with **Valencia Branch Laboratory** to provide testing for staff. Primary Care providers will also be used as an alternative.
- Documented results will be tracked by school principal for purposes of testing rate compliance.
- Should testing rates not be met, individuals will be sent home until testing is accomplished ensuring weekly or by-weekly testing.

	Yellow	Orange	Red	Purple	
	CR <1.0* TP <2%	CR 1-3.9* TP 2-4.9%	CR 4-7* TP 5-8%	CR >7-13.9* TP >8%	CR >14*
<b>Staff</b>	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing) **.

TP = test positivity \* The case rates above are adjusted case rates. \*\* Weekly asymptomatic testing assumes the use of a PCR test. If antigen testing is used, testing should be at a twice weekly cadence. Students or staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90 days are exempt from asymptomatic testing. Any school currently open is subject to the minimum testing requirement standards established by Cal/OSHA. These standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak. Please refer to Cal/OSHA guidance for complete details.

**Testing of Students:** *How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence. Planned student testing cadence. Please note if testing cadence will differ by tier:*

- The school will follow the guidelines for testing of students as laid out in the table below provided by the CDPH.
- The school is currently in the process of partnering with **Valencia Branch Laboratory** to provide testing for students. Primary Care providers will also be used as an alternative.

- Documented results will be tracked by school principal for purposes of testing rate compliance.
- Should testing rates not be met, individuals will be sent home until testing is accomplished ensuring weekly or by-weekly testing.

	Yellow CR <1.0* TP <2%	Orange CR 1-3.9* TP 2- 4.9%	Red CR 4-7* TP 5-8%	Purple CR >7-13.9* TP >8%	CR >14*
<b>Students K-12</b>	Symptomatic and response testing	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing) **.

TP = test positivity \* The case rates above are adjusted case rates. \*\* Weekly asymptomatic testing assumes the use of a PCR test. If antigen testing is used, testing should be at a twice weekly cadence. Students or staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90 days are exempt from asymptomatic testing. Any school currently open is subject to the minimum testing requirement standards established by Cal/OSHA. These standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak. Please refer to Cal/OSHA guidance for complete details.

## **Communication**

As new critical information is passed down to the schools from the state, county, and/or diocese, changes to the school reopening plan may become necessary. St. Catherine of Alexandria Parish School will communicate changes with families, through:

- ClassDojo
- Google Classroom
- School Newsletter
- School Website
- Parent Letters
- Phone systems
- We will communicate changes to the school or classroom environment / schedule as quickly as possible to ensure open communication is continuous. Incidents of possible exposure to COVID-19 will be documented and local health officials, the Office of Catholic Schools and faculty, staff and families will immediately be contacted of any positive cases of COVtD-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- Covid-19 testing will be required for any staff member exposed.
- A list of testing sites may be acquired from the diocese of San Bernardino.

- The information on benefits would be provided to them by the Office of Catholic Schools and Human Resources. Employees should report COVID-19 symptoms and possible hazards 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.
- 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 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 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.
- All staff have received a training from Waxie Sanitary Supply regarding cleaning procedures, sanitization and protection

## **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 10 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 we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by reporting COVID 19 positive and exposure cases to the Office of Catholic School . They in coordination with diocesan human resources will determine and administer employee rights and benefits.
- Providing employees at the time of exclusion with information on available benefits based in consultation with the Office of Catholic Schools and Human Resources at the Diocese of San Bernardino.

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.

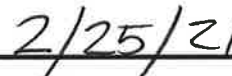
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- All COVID-19 positive cases or exposure cases are reported to the Office of Catholic Schools at the Diocese of San Bernardino.

#### Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
- 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.
- 10 days have passed since last positive COVID-19 test.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days after last 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 10 days from the time the order to quarantine was effective.



Theresa Heron  
Principal



Date



### St. Catherine of Alexandria Parish School COVID Safety Plan

7025 Brockton Ave.

Riverside, CA 92506

(951) 684-1091 [www.stcofa1.org](http://www.stcofa1.org)