



**DIOCESE OF  
SAN JOSE**



**St. Victor School**  
**2020-2021 School Reopening Plan**  
Updated September 14, 2020

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## A. Overview

The framework for reopening school campuses is based on what is currently known about the transmission and severity of COVID-19 (Coronavirus). The Diocese of San José, in consultation with the Center for Disease Control (CDC), the California Department of Public Health (CDPH), and the Santa Clara County Public Health Department (SCCPHD), will update the framework as needed and as additional information becomes available.

The goals of the 2020-2021 School Plan are to:

- Safeguard the health of the students, parents, employees, and their families
- Reduce the risk of spreading disease in the community
- Ensure ongoing, accessible, high-quality ministry

While the framework for reopening school campuses applies to all elementary schools in the Diocese of San Jose, the protocols included within it are specific to the context of each location. All site-based protocols must comply with the most current order of the Santa Clara County Public Health Department (or the State order if it is more restrictive) and should be responsive to the needs of the local community.

The framework is not exhaustive nor is it a substitute for any existing safety and health-related regulatory requirements for schools. As the COVID-19 situation continues, it is imperative for school leaders to remain current on changes to public health guidance and state/local orders and maintain consistent communication with the school community.

- Santa Clara County Public Health Department
- California Department of Public Health
- Center for Disease Control

## B. Prevention / Mitigation

### B.1. Physical Distancing

The CDC and local health departments recommend maintaining 6 feet of physical distancing to all extents practicable. Physical distancing should be supported by physical adaptations to spaces, visual reminders (wall and floor signage), clear procedures for movement, limited sharing of resources, and staggered schedules.

Students will remain with the same cohort of students in the same space and staff rotation between cohorts will be limited. Parent and visitor access to the campus will be limited, and external use of the campus for evenings and weekends will comply with the school's health and safety plan.

**Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.**

Campus maps and staggered schedules will be communicated to school parents and are available upon parent request.

#### School Protocols for Physical Distancing – Arrival/Dismissal

- Health screening is to be done at home, before arrival at the school.
- Upon arrival, posters with health screening checklists are exhibited to families. With a daily completed google form submitted by an adult from home, this confirms that the student has been screened prior to drop off.
- Arrival and dismissal areas are separated by grade levels, utilizing four entrances, to avoid gathering.
- Staff supervises arrival and dismissal to ensure that gatherings do not occur.
- Arrival begins at 7:30 a.m. and students proceed directly to their classrooms.
- Dismissal begins at 2:00 p.m. following a staggered schedule. Students are called individually from their classrooms as cars arrive. Students meet their cars at their assigned area.
- All students and staff wear face coverings at arrival and dismissal.
- Drivers will remain in their vehicles when dropping off or picking up students. All vehicle occupants need to wear masks.
- If needed, only a single parent or caregiver should enter the facility to pick up or drop off the child (late arrivals, dental appointments, therapy appointments, etc.). Six feet distancing will be followed at all times.
- Adults entering campus for in-person pick-up or drop-off must wear a face covering.

### **School Protocols for Physical Distancing – Restrooms**

- Limited number of sinks and urinals will be available for use. Some sinks and urinals will be marked as unavailable to ensure distancing. Two of four sinks will be marked unavailable and two of five urinals will be marked unavailable.
- Limited number of students will be allowed to enter the restrooms. As students seek permission to use the restroom, they will be using a “pass”. The “pass” is hung on the restroom door. Only two passes are allowed on the door at one time, thereby ensuring that only two students are allowed inside the restroom at one time. Passes are disinfected upon return to the classroom.
- Soap is always available at every sink. Students are taught to wash for at least 20 seconds.
- Automatic flushers are used at all times
- Restroom Schedule is staggered.

### **School Protocols for Physical Distancing – Recess**

- Recess is staggered.
- Recess snacks are eaten inside the classroom, after which students proceed outdoor for play, following the staggered schedule.
- Each cohort will have its own outdoor area – at least 25 feet away from other cohorts
- Play equipment are limited and not shared with other cohorts.
- Students and staff observe 6 feet distancing from others.
- Staff and students wear face coverings during recess except while eating.
- Recess is supervised by staff who carry first aid kits, sanitizers, face coverings, gloves

### **School Protocols for Physical Distancing – Lunch**

- Lunch is staggered.
- Lunch is eaten inside the classroom, after which students proceed outdoor for play, following the staggered schedule.
- Each cohort will have its own outdoor area – at least 25 feet away from other cohorts
- Choice Lunch will be pre-packed and delivered to the classrooms
- Play equipment are limited and not shared with other cohorts.
- Students and staff observe 6 feet distancing from others.
- Staff and students wear face covering during lunch except while eating.
- Lunch indoor is supervised by the cohort teacher.
- Lunch recess is supervised by staff who carry first aid kits, sanitizers, face coverings, gloves.
- Outdoor supervising staff will maintain 6 ft. distance from all students.

**School Protocols for Physical Distancing – Hallways/Walkways/Outdoors**

- Staff and students follow one direction for walking the walkways. “One-Way” sticker signs will be placed on the walkways.
- Staff and students wear face coverings when walking the hallways/walkways.
- Lockers will not be used. Student resources will be kept in the classroom.

**School Protocols for Physical Distancing – Classrooms**

- Distancing between K-6 student desks will be at least 6 feet apart. Desks will face the same direction.
- Teachers and teacher desks will be distanced at least 6 feet away from students while teaching. Teachers use a clear protecting screens on their desks.
- Staff will use face covering at all times. Face shields may be used in addition to face masks.
- Students Grades 3-6 wear face covering at all times.
- Students Kindergarten to Grade 2 are strongly encouraged to wear face covering.
- Students do not share materials or equipment.
- Student belongings stay close to the student (backpack area closed).
- Windows and doors remain open for ventilation.
- Students remain in stable class cohorts all day.
- Seating arrangement is stable and strictly enforced.
- As much as possible, 30% of class instruction will be held outdoor.
- Specialized teachers (P.E. and Art) will teach virtually.
- Cohorts with more than 12 students will use the library or hall to ensure 6 ft. distancing between desks. The 4<sup>th</sup>/5<sup>th</sup> blended class anticipates 18 in-person students (out of 31 total students) and the 6<sup>th</sup> grade class anticipates 16 in-person students (out of 28 total students).

**CLASSROOM MAP**

TEACHER'S  
DESK

TEACHING AREA

STUDENT DESK		STUDENT DESK		STUDENT DESK	
	STUDENT DESK		STUDENT DESK		STUDENT DESK
STUDENT DESK		STUDENT DESK		STUDENT DESK	
	STUDENT DESK		STUDENT DESK		STUDENT DESK
STUDENT DESK		STUDENT DESK		STUDENT DESK	

Note: Desks are distanced 6 feet away from each other and facing one direction.

### **School Protocols for Physical Distancing – Front Office**

- Administrative Assistant’s desk will be behind a glass barrier.
- Visitors stay behind a glass barrier.
- Markers will be clearly visible on the office carpet to ensure distancing. Only 2 office visitors will be allowed at one time. Other visitors will wait outside using distanced floor markings.
- Principal’s desk at least 6 feet from the office door.
- VP/AD office desks are distanced at least 6 feet apart.
- Staff room is not available for gathering. Staff are not allowed to eat together indoors. Staff restroom remains available. Staff will keep distance when using the kitchen, supply room, and copier machine. Only two staff members are allowed to use the work area at one time. The copier machine will be disinfected after each use.
- All staff will wear face covering at all times.
- Visitors will be limited to essential workers such as maintenance, fire department, utilities, health workers, and must wear face coverings when on campus.

### **School Protocols for Physical Distancing – Emergency Drills**

- Fire drills will be conducted separately for each cohort to ensure physical distancing. Students and staff will follow the same procedure such as lining up at their assigned evacuation line, but maintaining 6 ft distance between individuals

## B.2. Hygiene Measures

In compliance with the CDC and local health departments' recommendation, the school will explicitly teach and reinforce healthy hygiene practices for students and staff, including washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

School Protocols for Promoting Healthy Hygiene Practices
<p>Explicit instruction of healthy hygiene practices</p> <ul style="list-style-type: none"><li>• Homeroom teachers will teach proper handwashing (at least 20 seconds) daily. Instruction is given on the importance of hand washing upon arrival, after touching faucets, doorknobs, light switches, markers, erasers, devices, etc., after outdoor play, before and after eating, after coughing and sneezing.</li><li>• The proper use of hand sanitizers will be taught. Hand sanitizers are located inside classrooms and usage is supervised by the teacher.</li><li>• Teachers will continuously remind students to keep their masks on and to refrain from touching their faces.</li></ul>
<p>Reinforcing healthy hygiene practices</p> <ul style="list-style-type: none"><li>• Homeroom teachers will reinforce proper handwashing (at least 20 seconds) daily. Instruction is given on the importance of hand washing upon arrival, after touching faucets, doorknobs, light switches, markers, erasers, devices, etc., after outdoor play, before and after eating, after coughing and sneezing.</li><li>• The proper use of hand sanitizers will be reinforced. Hand sanitizers are located inside classrooms and usage is supervised by the teacher.</li><li>• Teachers will continuously remind students to keep their masks on and to refrain from touching their faces.</li></ul>
<p>Face Coverings</p> <ul style="list-style-type: none"><li>• School will provide face coverings for students and staff who lose their face coverings or forget to bring them to school</li><li>• Face shields may be used in addition to face masks.</li><li>• Teachers and staff<ul style="list-style-type: none"><li>○ All adults must wear a cloth face covering at all times while on campus, except while eating or drinking.</li><li>○ Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.</li><li>○ Staff who are unable to wear a face covering for medical reasons shall not be assigned duties that require close contact with students.</li><li>○ Teachers may use face masks with a clear windows for phonological instruction.</li></ul></li><li>• Students<ul style="list-style-type: none"><li>○ All students (kindergarten through 6th grade) are required to wear cloth face coverings:<ul style="list-style-type: none"><li>▪ while arriving and departing from school campus;</li></ul></li></ul></li></ul>

- in any area outside of the classroom (except when eating, drinking, or engaging in physical activity);
- Students in Kindergarten to Grade 2 will be encouraged, but are not required, to wear a cloth face covering within their stable classroom cohort.
- Grades 3 - 6 students must use cloth face coverings when in the classroom even if they are in a stable classroom cohort.
- Students excluded from face covering requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering.
- Signage is posted in high visibility areas to remind students and staff of (1) when and where face coverings are required and (2) appropriate use of face coverings.
- Communication ([information](#)) is sent to all staff and families regarding expectations for use of face coverings at school, removal, and how to wash face coverings.
- Students, particularly younger elementary school students, are educated on the rationale and proper use of face coverings

### B.3. Cleaning and Maintenance

As recommended by the Health departments, the school will practice frequent cleaning and sanitation of high touch surfaces and indoor spaces. When choosing cleaning products, the school will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions.

In addition, resource/equipment sharing will be limited to all extents practicable. Drinking fountains will be suspended. As of July 17, 2020, SCC currently allows play structure use if it is limited to one cohort at a time, students wash hands before/after use, and high touch surfaces are disinfected between cohorts. The play structure at school will be closed to students in Kindergarten – 6<sup>th</sup> grade.

**Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.**

Sanitation schedule / responsibility

School Sanitation Protocol		
Category	Frequency/Schedule	Person(s) Responsible
Classrooms	End of each school day	Janitorial Service
Shared equipment/resources	End of each school day	Janitorial Service
Shared Spaces (hall, gym, etc.)	After each use	Staff, Janitorial Service
Front Office	End of each school day	Janitorial Service
High touch surfaces	Beginning, after Recess, after lunch, and End of each school day	Staff, Janitorial Service
Restrooms	End of each school day	Janitorial Service

Training and personal protective equipment are provided to protect custodial staff who will be cleaning and disinfecting areas used by any sick person. To reduce risk of exposure, a 24 hour wait will be observed before cleaning.

#### B.4. Food Service

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

The school will follow the SCC requirement to follow the guidelines provided by the County Department of Environmental Health to prevent transmission of COVID-19 in food facilities.

<b>School Protocols for Student Food Service</b>
<ul style="list-style-type: none"><li>• Students bring their own food from home and may not share food or utensils with others.</li><li>• Choice Lunch lunches are pre-packed and delivered to the classroom by office personnel.</li></ul>

<b>School Protocols for Adult Food Service</b>
<ul style="list-style-type: none"><li>• Staff bring their own food from home and may not share food or utensils with others.</li><li>• Staff breakrooms are closed for eating.</li><li>• Choice Lunch lunches are pre-packed and delivered to the classroom by office personnel.</li></ul>

## B.5. Extended Care/Extra-curricular Activities/Athletics/School Events

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

*Please note* - School events and extra-curricular activities will follow all physical distancing and cohort requirements. Field trips will not be taken at this time. Athletics are postponed through December and will be evaluated at that time.

School Protocol for School Events
<ul style="list-style-type: none"><li>• School events are held virtually or outside.</li><li>• No visitors (outside of staff and students) are allowed to participate in school activities.</li><li>• Physical distancing between students and cohorts will be maintained.</li></ul>

School Protocol for Extended Care
<ul style="list-style-type: none"><li>• Extended Care will be provided using required distancing.</li><li>• Students will remain in their grade level cohorts while at Extended Care.</li><li>• Weather permitting, extended Care will be held outdoors. Students will observe 6 ft. distancing and remain in their grade level cohort. At least 25 ft. distancing between cohorts will be observed.</li><li>• If held indoors, distancing between cohorts will be observed in addition to 6 feet distance between individuals.</li><li>• Face covering is required at Extended Care.</li></ul>

School Protocol for Extra-Curricular Activities
<ul style="list-style-type: none"><li>• No extra-curricular activities will be available.</li></ul>

School Protocol for Athletics
<ul style="list-style-type: none"><li>• Athletics are postponed through December and will be evaluated at that time.</li></ul>

## C. Monitoring

### C.1. Health Screenings

Signs are posted at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, loss of taste or smell, nausea/vomiting or diarrhea.

All employees, students, and visitors will be screened prior to entering the school campus each day. Staff and students' parents or guardians will conduct symptom screening at-home, prior to arrival. This screening is done by answering a google form at home asking questions on COVID-19 symptoms. If an employee, student, or visitor answers affirmative to any of the screening questions, he/she may not enter the school building and should leave the campus immediately.

A record of daily admittance/non-admittance will be kept on file at the school.

<b>1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?</b>	
Yes – STAY HOME and seek medical care.	
<b>2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.</b>	
Yes – STAY HOME and seek medical care and testing.	
<b>3. a. Have you had any one or more of these symptoms today or within the past 3 days?</b>	
<ul style="list-style-type: none"> <li>Fever or chills</li> <li>Cough</li> <li>Loss of taste or smell</li> </ul>	<ul style="list-style-type: none"> <li>Shortness of breath or difficulty breathing</li> </ul>
Yes – STAY HOME and seek medical care and testing.	
<b>b. Have you had any one or more of these symptoms today or within the past 3 days and that are new or not explained by another reason?</b>	
<ul style="list-style-type: none"> <li>Fatigue</li> <li>Muscle or body aches</li> <li>Headache</li> </ul>	<ul style="list-style-type: none"> <li>Sore throat</li> <li>Nausea, vomiting, or diarrhea</li> </ul>
Yes – STAY HOME and seek medical care and testing.	

The school is aligned with the Santa Clara County in using the Screening Questions outlined in the figure above.

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

School Protocols for Health Screenings
<p><b>Employees</b></p> <ul style="list-style-type: none"> <li>Digital screening to be done at home before employees arrive on campus.</li> <li>If temperature screening is performed, contactless thermometers are used.</li> <li>Staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher will be sent home immediately until testing and/or medical evaluation has been conducted</li> <li>COVID-19 Testing and Reporting procedure will be strictly followed.</li> <li>Screening requirement are communicated to all staff and reminders are sent periodically throughout the school year.</li> </ul>
<p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>Office staff will conduct symptom screening before a visitor enters the campus. All visitors need to answer the symptoms screening google form.</li> <li>If temperature screening is performed, contactless thermometers are used.</li> <li>Visitors with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher will be sent home immediately until testing and/or medical evaluation has been conducted</li> </ul>

- COVID-19 Testing and Reporting procedure will be strictly followed.
- Visitors will be limited only to essential workers such as maintenance, fire department, medical workers, utility workers.

#### Students

- Digital screening to be done at home before students arrive on campus.
- Symptom screening throughout the day is done by staff.
- If temperature screening is performed, contactless thermometers are used.
- Students with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher will be sent home immediately until testing and/or medical evaluation has been conducted
- COVID-19 Testing and Reporting procedure will be strictly followed.
- Screening requirements are communicated to all families and reminders are sent periodically throughout the school year.

## C.2. COVID-19 Testing and Reporting

**Aligned with the August 7, 2020 update of the Santa Clara County requirements and protocol for all schools:**

Students and staff are required to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.

- Positive test results:
  - Parents/guardians and staff are required to notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
  - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the school will take actions as required in *Section 3 (Part D of the Plan)* below.
- Negative test results:
  - Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.
  - Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative.
  - Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation.
  - Documentation of negative test results must be provided to school administration.
    - (SCC Recommendation) In lieu of a negative test result, the school will allow symptomatic students and staff to return to work/school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

### Surveillance Testing

In compliance with the [California Department of Public Health Guidelines](#), all school staff who have contact with students or other staff will participate in surveillance testing on a monthly basis as testing capacity permits. Staff may be tested by their primary health care provider or at one of the community testing sites. A listing of community sites can be found at [www.sccfreetest.org](http://www.sccfreetest.org).

## D. Response to Suspected or Confirmed Cases and Close Contacts

**Aligned with the August 7, 2020 update of the Santa Clara County requirements and protocol for all schools, the school will respond to suspected or confirmed cases and close contacts in the following manner:**

- Please note that this guidance may be updated by the County, and all schools must remain in compliance with the most recent County guidelines.

### **Suspected COVID-19 Case(s) Response:**

- The STEM room will serve as an isolation room to separate anyone who exhibits COVID-19 symptoms. This room has exit doors that will allow the person to be picked up from campus without contact with others.
- The sick child will be supervised while walking from the classroom to the STEM room to ensure that the individual does not come into contact with others. Staff will supervise the sick child via an open door at the opposite side of the room. Upon parental arrival, the sick child is removed from the room using a door accessible from the parking lot.
- Any students or staff exhibiting symptoms will immediately be required to wear a face covering and wait in an isolation area (STEM room) until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.

### **Confirmed COVID-19 Case(s) Response:**

- School administrators (Victoria Hinkle, [vhinkle@stvictor.org](mailto:vhinkle@stvictor.org), 408-251-1740) and office staff (Mary Merten, [mmerten@stvictor.org](mailto:mmerten@stvictor.org), 408-251-1740) will notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by emailing [coronavirus@phd.sccgov.org](mailto:coronavirus@phd.sccgov.org) and calling (408) 885-4214. All staff and families in the school community will be notified of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws. Information concerning confidentiality can be found [here](#).
- The school will close off areas used by any sick person and will not use before cleaning and disinfection. To reduce risk of exposure, the school will wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, the school will wait as long as practicable. The safe and correct application of disinfectants using personal protective equipment and ventilation will be ensured.
- Stable classroom cohorts that have been maintained: All students and staff within the same classroom cohort as the confirmed COVID-19 case will be instructed to get COVID-19 testing around 7 days after the last exposure to the case and remain quarantined at home for 14 days.
- For middle schools/junior high schools, or any settings in which stable classroom cohorts have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. A close contact is someone who has been within six feet of the case for a prolonged period of time (at least 15 minutes) regardless of face covering use. Close contacts should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and should remain quarantined at home for 14 days.
- For all settings: the school will provide information regarding close contacts to the County of Santa Clara Public Health Department via secure fax or email.
- No actions need to be taken for persons who have not had close contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

**Return to Campus after Testing:**

**Positive test results**

- Symptomatic individuals who test positive for COVID-19 can return at least 10 days since symptoms first appeared AND at least 3 days with no fever AND improvement in other symptoms.
- Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result.

**Negative test results**

- Symptomatic individuals, who are not close-contacts and who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
  - Documentation of a negative test result should be provided to school administrators.
  - In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 7 days after exposure, and remain asymptomatic, can return 14 days after the date of last exposure to the case. If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case’s isolation period ends.

**Communication Plan for Positive Cases**

In compliance with the Santa Clara County Public Health Department, the school will use the County communication protocols and templates for the following 3 scenarios:

- When a student or staff member in a cohort has been in close contact with a COVID-19 case
- When a student or staff member in a cohort tests positive for COVID-19
- When a student or staff member tests positive in a non-cohort setting

Privacy requirements for FERPA and HIPAA will be maintained.

**Triggers for Transitioning to Distance Learning**

In compliance with the [California Department of Public Health Guidelines](#), the school will consult with the Santa Clara County Public Health Department and the Diocese of San Jose Department of Catholic Schools to determine when a temporary transition to distance learning is necessary. This transition will typically last for 14 days. During this time, cleaning and disinfection of the school campus will occur. While decisions for transitioning to distance learning will be made in consultation (taking into account local health conditions, geographic location, size of the campus, etc.), the decisions will be based on the following general guidelines from the California Department of Public Health:

Reported Positive Cases of COVID-19	Action
1+ staff/student in a stable cohort	Cohort transitions to Distance Learning
5% of staff/students in a school (within a 14-day period)	School transitions to Distance Learning

25% of elementary schools within the Diocese transition to Distance Learning as a result of the above (within a 14-day period)	All elementary schools within the Diocese transition to Distance Learning
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### **E. Reopening Learning Plan**

The Reopening Learning Plan will be communicated to school parents and is available upon parent request.

### **F. Distance Learning Plan**

The Distance Learning Plan will be communicated to school parents and is available upon parent request. A full Distance Learning option is available for the 2020-2021 school year for all school families who request it.

## G. Communication Plan

Communication will be managed using the following:

- Emails
  - Regular communication of announcements and messages are sent out via email to all faculty, staff, and parents.
  - Emails to administration, faculty, and staff receive responses within 24 hours (excluding weekends).
- Parent Bulletin
  - Parent Bulletins filled with announcements, reminders, and messages are sent out weekly via email and posted on SchoolSpeak.
- Faculty and Staff Bulletin
  - Staff Bulletins filled with announcements, reminders, and messages are sent out weekly via email
- Parent Leaders' Meetings
  - SAC, PTG, Finance Council meet with the administration once every month via zoom.
- Meetings upon request
  - When requested, meetings with administration, faculty, and/or staff is scheduled on a time and date based on availability of all parties.
- Reporting Student Progress
  - Student progress is reported to parents in the middle and end of every Trimester.
  - Faculty and Staff send emails or make phone calls to parents when necessary
- Medical Emergencies
  - All medical emergencies are always communicated with parents as the emergency arises.
- Faculty and Staff
  - Faculty and staff meetings/collaborations are held weekly via zoom.

### **Staff Training**

All staff and volunteers participate in the online Diocesan Reopening Training, which outlines the guidelines for mitigating the spread of COVID-19 and maintaining a healthy work environment.

The school will also complete the following to train staff on the school-specific protocols:

- Detailed discussion on Reopening Plan
- Discussions on importance of compliance to protocols during staff meetings
- Walk through training around campus identifying distancing floor markings, one-way direction markings, arrival/dismissal areas for specific groups, assigned cohort areas for breaks
- Discussions on response to possible symptoms of COVID-19

## H. Community Involvement

Summarizes how the school community was engaged in the development process.

- Principal engaged in zoom meetings with other principals and DCS to discuss reopening possibilities
- Principal sent a survey form to parents asking their preference for reopening learning plan: Full Distance Learning, Full In-person Learning, Combination (DL in Trimester 1; In-person for Trimester 2, 3)
- Parents submitted their survey forms, showing 33% preference for each of the learning plans.
- Faculty and Staff gathered for a zoom call to discuss the learning plans. A staff survey was discussed, asking about their willingness and concerns regarding In-person learning. The survey was sent after the meeting. After survey results were submitted, there were additional conversation between principal and faculty who were unsure about in-person learning. At the end, ALL faculty and staff expressed their willingness for In-Person learning.
- The Pastor was engaged in conversation with the Principal and Vice-Principal about the learning plans.
- The School Advisory Council (SAC) President was in conversation with the Principal regarding the survey results and the faculty and staff survey results. Together, they planned the parent zoom meetings.
- Parents were invited to zoom meetings to explain the learning plans. Prior to the meeting, a google form was sent to gather questions and concerns that were to be addressed at the meetings. About 80% of parents attended the zoom meetings.
- After the Parent Meeting, a copy of the slides were sent home to the parents and faculty/staff.