



**DIOCESE OF
SAN JOSE**



**St. Mary of the Immaculate Conception School
2021-2022 School Reopening Plan
Updated August 4, 2021**

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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 2021-2022 School Plan are to:

- Safeguard the health of the students, parents, employees, and their families,
- Reduce the risk of spreading disease in the community, and
- 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 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.

Prevention / Mitigation

B.1. Physical Distancing

Physical distancing is no longer required when inside the classroom for instruction (instead masks and ventilation are prioritized).

Physical distancing of 6ft is required when eating and masks are off. Outdoor eating is strongly recommended.

To all extents possible, students should remain with the same cohort of students. Parent and visitor access to the campus should be limited, and external use of the campus for evenings and weekends should comply with the school's health and safety plan.

At a minimum, these protocols should include:

- Arrival/Dismissal
- Restrooms
- Recess
- Lunch
- Hallways/Walkways
- Classrooms
- Front Office
- Other areas relevant to the location

School Protocols for Physical Distancing – Arrival/Dismissal

Close contact between students, staff, families, and the broader community will be minimized at arrival and departure through the following methods:

- Designated carline **drop off** routes will be shared with the community, using two main car line drop offs at Bean Ave. and Lyndon Ave., ensuring supervision to decrease crowding at entry points.
- Designated carline **pick up** routes will be shared with the community, using two main car line pick-ups at Bean Ave. and Lyndon Ave., ensuring supervision to decrease crowding at exit points.
- Drivers will remain in their vehicles when dropping off or picking up students. When in-person drop-off or pick-up is needed, only a single parent or caregiver should enter campus, wearing a face covering, to pick up or drop off the child from a designated location.
- Provide supervision to prevent mixing cohorts during school arrival and departure.
- Designated drop off and pick up routes will be provided to parents via ParentSquare.
- Signage will be posted near campus entrances and exits regarding Physical Distancing.

Schedules

Arrival: 7:45-8:00am

Students go directly to the classroom upon entering campus.

- Option 1: 4th-6th grades and younger siblings at Bean Ave., TK-3rd grades without older siblings at Lyndon Ave.
- Option 2: Drivers enter through Lyndon Ave. and exit to Bean Ave. Pedestrians enter through the St. Mary Church courtyard.

School Protocols for Physical Distancing – Recess

- Recess times will be staggered to ensure adequate spacing for class cohorts while eating.
- Cohorts will be assigned designated space on campus for recess and lunch.

School Protocols for Physical Distancing – Lunch

- ChoiceLunch will meet all Environmental Health requirements in addition to the Public Health Departments Guidelines for Reopening Schools.
- Lunches will be individually packaged and picked up outside, students will not enter the kitchen.
- Lunch times will be staggered to ensure adequate spacing for class cohorts.

School Protocols for Physical Distancing – Hallways/Walkways

Establish passing times when necessary or when students cannot stay in one room, and establish designated one-way walking/passage areas, especially in Junior High Building to minimize cohort mixing.

[Hallway Routes](#)

B.2. Hygiene Measures

The CDC and local health departments recommend that schools 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.

At a minimum, these protocols should include:

- Explicitly teaching and reinforcing healthy hygiene practices
- Face coverings required for all persons on campus, including all students

School Protocols for Promoting Healthy Hygiene Practices
<p>Explicit instruction of healthy hygiene practices</p> <ul style="list-style-type: none">● Within the first three days of on-campus instruction, each homeroom teacher will provide explicit instruction on healthy hygiene practices.● Instruction will include in-person review of practices as well as an age-appropriate video.● Homeroom teachers' lesson plans will reflect the healthy hygiene lesson in Planbook and verify the lesson has been taught with administration.● Teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.● Post signage in high visibility areas to remind students and staff of proper techniques for handwashing and covering of coughs and sneezes and other prevention measures.● Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings and hand sanitizers (with at least sixty percent ethyl alcohol) for staff and students who can safely use hand sanitizer.● Model, practice, and monitor handwashing, particularly for TK-3rd grades.● Develop routines to ensure students use hand sanitizer prior to and after using the restroom.● Students under the age of nine should use hand sanitizer only under adult supervision.
<p>Reinforcing healthy hygiene practices</p> <ul style="list-style-type: none">● On a bi-monthly basis, teachers will include lessons and/or review healthy hygiene practices with students, and this will be reflected in teacher lesson plans.
<p>Face Coverings</p> <p>Teachers and staff</p> <ul style="list-style-type: none">○ All adults must wear a cloth face covering at all times while on campus, except while eating or drinking.○ Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards. <ul style="list-style-type: none">● Students<ul style="list-style-type: none">○ All students TK to 8th grade are required to wear cloth face coverings while on campus, including:

- while arriving and departing from school campus;
- in any area outside of the classroom (except when eating, drinking, or engaging in physical activity)
- 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.
- Post signage 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.
- Communicate with all staff and families regarding expectations for use of face coverings at school and how to wash face coverings.
- Educate students, particularly younger elementary school students, on the rationale and proper use of face coverings, reflected in lesson plans.

Note – SCC does not recommend using face shields without a face covering with the exception of short-term use during phonological instruction. Per Cal/OSHA, face shields should include a cloth drape attached across the bottom and tucked into the shirt to minimize the spread of respiratory droplets. The CDC recommends providing [information](#) to all staff and families in the school community on proper use, removal, and washing of face coverings.

B.3. Cleaning and Maintenance

Health departments recommend frequent cleaning and sanitation of high touch surfaces and indoor spaces. When choosing cleaning products, 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 should be limited to all extents practicable. Drinking fountains should be suspended or replaced with refillable water bottle stations. Play structures should not be utilized until approved by the SCCPHD order.

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.

At a minimum, these protocols should include:

- Sanitation schedule / responsibility

School Sanitation Protocol		
Category	Frequency/Schedule	Person(s) Responsible
Classrooms	Daily	Homeroom teacher, Genesis cleaning company
Shared equipment/resources	Daily	Supervising staff member
Shared spaces (hall, gym, etc.)	After each use	PE Teacher, Parish staff
Front Office	Daily	K. Rosendin, Parish staff
High touch surfaces (HTS)	Daily, after each use	Genesis, Supervising staff member
Restrooms	Daily	Genesis cleaning company

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.

Please note that SCC also requires schools to follow the guidelines provided by the County Department of Environmental Health to prevent transmission of COVID-19 in food facilities.

At a minimum, these protocols should include:

- Student Food Service
- Adult Food Service

School Protocols for Student Food Service
<ul style="list-style-type: none">● ChoiceLunch will meet all Environmental Health requirements in addition to the Public Health Departments Guidelines for Schools.● Lunches will be individually packaged and picked up outside, students will not enter the kitchen.● Lunch times will be staggered to ensure adequate spacing for class cohorts.

School Protocols for Adult Food Service
<ul style="list-style-type: none">● ChoiceLunch will meet all Environmental Health requirements in addition to the Public Health Departments Guidelines for Schools.● Lunch will be individually packaged.● Staff may not eat in the break rooms and/or lunch rooms.

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.

At a minimum, these protocols should include:

- School Events
- Extended Care
- Extra-curricular Activities
- Athletics

Please note - School events and extra-curricular activities must follow all physical distancing and cohort requirements. Field trips will not be taken at this time. Athletics with other schools are postponed through the Fall Season and will be evaluated at that time.

School Protocol for School Events
Large gatherings/assemblies will not be held until further notice.

School Protocol for Extended Care
<ul style="list-style-type: none">● Cohorts for extended care will be maintained and daily attendance will be taken to ensure accurate contact tracing can occur if necessary.

School Protocol for Extra-Curricular Activities
Extra-curricular activities will not be offered at this time.

School Protocol for Athletics
Diocesan-wide protocols are still in development.

Monitoring

C.1. Health Screenings

All employees, students, and visitors should be self-checking for symptoms prior to entering the school campus each day. If an employee, student, or visitor has any symptoms related to COVID, he/she may not enter the school building and/or should leave the campus immediately.

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

Santa Clara County recommends the Self-Screening Questions outlined in the figure to the right.

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.

C.2. COVID-19 Testing and Reporting

1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
Yes – STAY HOME and seek medical care.
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.
Yes – STAY HOME and seek medical care and testing.
3. a. Have you had any one or more of these symptoms today or within the past 3 days?
<ul style="list-style-type: none">Fever or chillsCoughLoss of taste or smellShortness of breath or difficulty breathing
Yes – STAY HOME and seek medical care and testing.
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?
<ul style="list-style-type: none">FatigueMuscle or body achesHeadacheSore throatNausea, vomiting, or diarrhea
Yes – STAY HOME and seek medical care and testing.

As of August 7, 2020, Santa Clara County requires the following protocol for all schools:

Require students and staff 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:
 - Require that parents/guardians and staff 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, 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 10 days from date of last exposure even if they test negative.
 - Asymptomatic household contacts should remain at home until 10 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, 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.

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 *additional* designing school-specific protocols.

Response to Suspected or Confirmed Cases and Close Contacts

As of August 7, 2020, Santa Clara County requires the following protocol for all schools:

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

Suspected COVID-19 Case(s) Response:

- Identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms.
- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area 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 should notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by emailing coronavirus@phd.sccgov.org and calling (408) 885-4214. Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws. Information concerning confidentiality can be found [here](#).
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.
- If stable classroom cohorts have been maintained: All students and staff within the same classroom cohort as the confirmed COVID-19 case should be instructed to get COVID-19 testing around 5 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 5 days after the last exposure to the case and should remain quarantined at home for 10 days.
- For all settings: 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 5 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 10 days after the case's isolation period ends.

Communication Plan

The entire St. Mary of the Immaculate Conception School community, including parents, teachers, staff and students has been incredibly supportive. Thank you for your patience and empathy during this ongoing, challenging time. We are committed to offering a quality academic education and fostering the faith life of all our students in partnership with parents.

Clear information about COVID-19 will be available for staff, students and parents. This information will be incorporated in weekly school updates throughout the year.

Community Involvement

The faculty and staff were involved in the creation of the Reopening Framework for St. Mary School from the beginning of the planning process. Faculty and staff were able to join planning teams that focused on different sections of the plan and then shared drafts with the entire staff for review and input. The Pastor reviewed the school plan and was in full support. The School Advisory Board, made up of school parents, also reviewed the plan and provided input. The 2020-2021 School Reopening Plan was shared with the parent community via email and virtual listening sessions were held following the publication of the plan to support all parents in answering questions and providing clarifications. The reopening plan is also published on the school webpage.

We value the contributions, time and commitment our school faculty, staff and School Advisory Board have shown for supporting all students. The feedback from each group was incorporated into the reopening plan.