

Diocese of Fresno Education Corporation Waiver to Reopen Kings County St. Rose-McCarthy Catholic School - Hanford

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Background Information
Name of Applicant: Diocese of Fresno Education Corporation
St. Rose-McCarthy Catholic School - Hanford
School Type:
☐ Traditional Public School
☐ Charter School
☑ Private, Independent, or Faith-Based School
Number of schools: 1 Enrollment: 86
Superintendent Name: Mona E. Faulkner
Principal Name: Jamie Perkins
Address:
Diocese of Fresno Education Corporation - Mona E. Faulkner, Superintendent 1550 N. Fresno St. Fresno, CA 93703
St. Rose-McCarthy Catholic School - Jamie Perkins, Principal 1000 N. Harris St. Hanford, CA 93230
Grades Proposed to be Reopened:
oxtimes TK $oxtimes$ K $oxtimes$ 1st $oxtimes$ 2nd $oxtimes$ 3rd $oxtimes$ 4th $oxtimes$ 5th $oxtimes$ 6th
Date of Proposed Reopening: 9/14/2020
Name of Persons Completing Application: Mona E. Faulkner, Superintendent in consultation with Jamie Perkins, Principal
Phone Number: Diocese Fresno Education Corporation, 559-488-7420 St. Rose-McCarthy Catholic School: 559-584-5218
Email: Mona E. Faulkner, Superintendent: mfaulkner@dioceseoffresno.org Jamie Perkins, Principal: jperkins@strosemccarthy.com
Principal Signature: <u>Jamíe M. Perkíns</u> Date: <u>17 August 2020</u>
Superintendent Signature: Mona Faulkner (volg 18, 2020 09:34 PDT) Aug 18, 2020 Date:

I. Consultation

Please confirm consultation with the following groups:

☐ Labor Organization(s)

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

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

As of late July, 100% of the teachers at St. Rose-McCarthy stated that they we ready to return to teaching face to face onsite. Also, in mid-July each staff member was given an Intent to Return Form (see attached). If the employee stated that he or she did not intend to return in person, the person contacted the Diocesan Health Officer in the HR department. The health officer determined what accommodations needed to be made, if any, for the employee to remain employed by the school.

Parent and Community Organizations Name of Organization(s) and Date(s) Consulted:

Parents were surveyed in late July and 86% indicated that they wanted their children to return in person to St. Rose. All plans for reopening were shared with the School Advisory Board as well.

There are no community agencies using the St. Rose-McCarthy school facility.

II. Elementary School Reopening Plans-See Appendix A Reopening Guidelines

☑ Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

After known or suspected illness, areas used by effected person will be closed off for 24 hours (or as long as is practical) before cleaning and disinfecting. SRM's cleaning and disinfection protocols will be updated in accordance with

"https://www.cdc.gov/coronavirus/2019ncov/community/pdf/Reopening America Guidance.pdf"

CDC Guidance for Cleaning and Disinfecting in Schools. If possible, we will use EPA-listed asthma-safer cleaning supplies with ingredients such as hydrogen peroxide, citric or lactic acid, which do not exacerbate asthma.

EPA List N: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19

Disinfecting of each classroom will be completed during lunch hour and every evening; including the use of foggers as well as approved disinfectants. Each student will have his or her own cover for the keyboard in the computer lab. Each student will have his or her own Chromebook in order to access technology on campus. Chromebooks will not be shared among students and will be collected and sanitized each afternoon. No supplies will be provided by the school. Students will keep the same desk, in the same classroom throughout the day. School office is wiped down after each person is served.

☑ **Cohorting:** How students will be kept in small, 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 cohort.

Each classroom of students will remain in one classroom, or at one area of the playground as well as a specific place at lunch. The campus playgrounds are separated into three zones in order for students to socially distance and have their own play area, maintaining 6 feet apart (see attached). Classroom desks and outdoor picnic and cafeteria tables may be used for student lunch time. All desks and tables are six feet apart and students will face the same direction while eating their lunch. Students will eat together in their cohort outside and distanced if the outside temperature is below 90 degrees. Recess will include 6 feet of distancing outdoors.

☑ 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.

Specific plans (see attached) have been provided to parents and guardians for drop off and pick procedures. Students will go directly to their parent's vehicle. Parents remain in the vehicle and do not transport any child/ren but their own. There are no plans for volunteers to be on campus. All meetings, including faculty and staff meetings will be through Zoom calls. Arrows have been placed on walkways helping the children remain as distant as possible going from classroom to outside or to parent pick up.

☑ Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced.

Face covers are required of all students, grades K-6 at all times while on campus except for lunch and recess. Faculty, staff and students are provided with disposable masks if they don't arrive wearing one. Employee taking staff members temperatures as they arrive at school will wear a mask, shield and gloves. Teachers will also be provided with shield with their mask for taking student temperatures.

☑ **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.

Each staff member must fill out a questionnaire, (see attached) stating that he or she has not been in contact with anyone testing positive for the virus. Any symptom must be declared on that form and the employee is sent home and must be cleared by a physician before returning. If a child displays any symptoms related to the virus or is in any way unwell, the child is isolated in a separate room and the parents are called to pick up the child immediately. The child cannot return until cleared by a physician.

☑ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

St. Rose-McCarthy has fresh filtered bottled water stations in each classroom. Each student fills his or her water bottle to drink during the day. The water stations are disinfected after every use. Hand sanitizer is positioned at every entrance and in the school office and in each classroom. Students will be taught the proper way to wash hands and the area will be sanitized after every use. Touchless water faucets, soap dispensers, and paper towel holders have been installed in all student restrooms. A new procedure for monitoring the student restrooms has been developed to ensure that no more than four

students are in the restroom at one time. Outdoor drinking faucets will be converted to additional handwashing stations.

☑ **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.

We have a parent who volunteers to serve as our school nurse. She has taken an online course in contact tracing and will assist the principal with the contact tracing process. SRM will use the symptomatic student and positive case templates provided by KCDPH to ensure close contacts are easily identified and promptly notified (see attached). The principal will notify local health officials and the Office of Catholic Education (OCE) and will use the communication templates provided by the Kings County Office of Public Health. St. Rose-McCarthy will work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

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

Tape, adhesive stickers, and markers will indicate the 6 feet of distance that must be maintained in the office and waiting in lines. All desks have been arranged in each classroom observing the 6 feet of social distancing. Staff members observe distancing in all shared spaces such as teacher work rooms and in hallways. Only one staff member at a time is allowed in the work room. As one teacher enters the work room, he/she will close the door. Upon leaving, the staff member will spray the room with disinfecting spray to prepare for the next staff member. If teachers need to speak to one another, they should be outside and 6 feet apart rather than going into each other's classrooms. No small group tables are used in the classroom. Groupings are done by physically moving desks. No shared desks are ever used.

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

All staff members are trained prior to the opening of school. The Office of Education provided all schools with a training PowerPoint presentation (see attached) that was required of all employees. St. Rose-McCarthy employees spent two days reviewing the COVID-19 PowerPoint presentations and discussed the safety precautions needed in order to return to school. We staged a "Day in the Life" of a student and walked through each protocol, from drop-off in the morning through pick-up in the afternoon. The school principal has shared lots of resources with parents and many of these resources may be found on our COVID page on the school's website - https://www.strosemccarthy.com/covid.html

Parents also signed an agreement stating that they accept and agree to comply with all safety measures taken by the school, (see attached). Family education is currently taking place using Zoom meetings and through email. Emails to parents outline the new safety protocols required when they are on campus for any reason. The Zoom meetings conducted by teachers and the principal review these new guidelines and allow parents to understand the safety procedures and practices developed to keep their child(ren) safe while at school.

☑ **Testing of Students and 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. Describe how staff will be tested periodically to detect asymptomatic infections.

Any student or staff member who has any symptoms of the virus or reports that they have been exposed will be sent home immediately or if notified by phone, will not be allowed to come on campus until the results of a COVID test are complete. An employee shares his or her results with the Diocesan Health Officer and then the principal is notified if the employee is safe to return. Parents must have a letter from a qualified physician stating that the child is safe to return to school. That letter must be shared with the school principal before the child is allowed back to school. We have a very small faculty of ten certificated teachers/administrators and seven classified part-time employees. We will test 50% of our employees each month and rotate these two groups of staff members being tested over time. Under the CARES Act, Covid-19 testing is covered by the Diocesan Health Plan with no cost to the individual being tested.

☑ **Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.

The Office of Catholic Education will close St. Rose-McCarthy if 25% or more of the Catholic schools in Kings County have closed due to COVID-19 within 14 days, and in consultation with the local public health department. St. Rose-McCarthy may typically reopen after 14 days, in consultation with the local public health department provided a thorough cleaning and disinfection regimen has been completed. Public health has been consulted and done their investigation of the outbreak.

☑ **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.

The Superintendent will send a letter to all parents explaining the cases and exposure without releasing any names (see attached). In case of an emergency, St. Rose-McCarthy faculty have many ways to reach our parents & guardians very quickly. We are a small school with only 61 families who have a K-6th grade child enrolled and we are in close contact frequently. The Administrative Assistant to the Principal is able to email, send a text alert through our attendance accounting system, or broadcast a telephone message within a matter of seconds. We also have a very strong social media platform and parents respond very quickly via Facebook - https://www.facebook.com/strosemccarthy/ and Instagram, and through the SRM News. In the event of a COVID case on campus, all individuals' names will be confidential in communications. All protocols listed on the Diocese Re-Opening Guidelines document and the CDC guidelines will be followed.

The Kings County Department of Public Health COVID-19 information may be found on the school's website - https://www.strosemccarthy.com/covid.html . Parents have been provided with a list of testing centers in Kings County (see attached).

Additional Comments:

St. Rose-McCarthy School continues to prepare for re-opening. Sliding glass barriers protect office staff and minimize their contact with parents and office visitors. A sick room has been set up and disinfected in the event of a sick child. This sick room is an isolated room, away from other students. Chairs have been removed from the front office area to ensure that visitors do not linger in the office. Cones and temporary fencing outline the playground zones for students to play during recess and PE periods. PPE's,

disinfectant, hand sanitizer, Lysol spray & wipes, single use masks, gloves and shields are on hand in every classroom for teacher use.

Over 60% of the St. Rose-McCarthy parents are deemed essential workers and are in dire need of in person learning and before- and/or after-school care for their children. Our school is tuition-based and distance learning poses a financial hardship on our parents who must go to work and now they have to pay for full time child care in addition to tuition. Also, parents and faculty have expressed deep concern for our students social and emotional well-being. When the schools had to close from March 16th through the end of the last school year, we had several months to be together, get to know one another, and make solid friendships and relationships. Now we are starting over. Students have a different teacher, some of their friends have had to leave our school due to financial constraints, while other students, new to St. Rose-McCarthy have enrolled and joined our school family. It's difficult to make strong personal connections in a Zoom meeting. Many of our students suffered from anxiety, loneliness, and depression when we had to close last spring. It's not easy for parents either, even the parents who are stay-at-home parents or now have to work from home. We have families who have up to five and six kids at home! Imagine trying to meet all of their needs, ranging from infant to teen.

We are blessed with an amazing school facility. Our classrooms are huge. We can place up to 22 student desks in a room, 6 feet apart, and our average class size K-6 is 12 students per teacher. We have two very large playgrounds and ample space for three classroom cohorts utilizing the playgrounds, each of which may be divided into three different zones. The outdoor picnic tables may be used for classes to eat lunch and there is plenty of space to keep students 6 feet apart and stagger the lunch periods. Tables and benches will be sanitized between use. (see attached photos)

We are simply requesting you consider our unique situation and allow us to open up for our families who feel that the best thing for their child is to attend school, here with their teacher. Those who may prefer distance learning will still have that option.

Thank you and God Bless you.

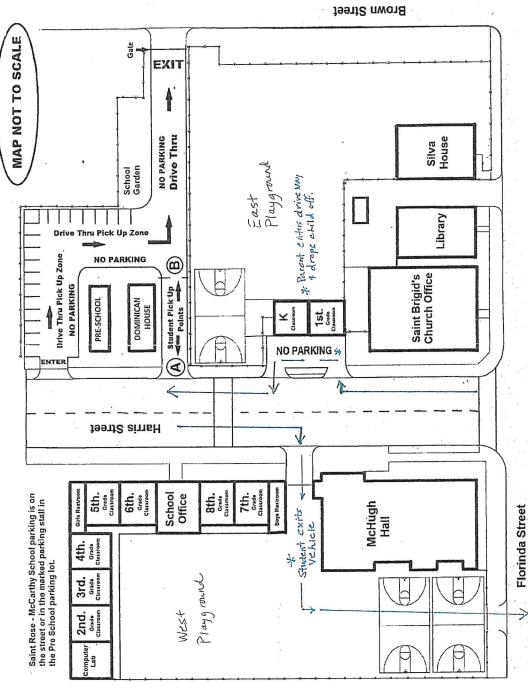
St. Rose McCarthy School 2020-2021 Yard Supervision

			Monday	Tuesday	Wednesday	Thursday	Friday
AM Drop off	7:45-8:00		Perkins,	Perkins,	Perkins, Puente,	Perkins,	Perkins,
Duty			Puente,	Puente,	Castaneda,	Puente,	Puente,
			Castaneda, S.	Castaneda, S.	S. Parolini	Castaneda, S.	Castaneda, S
Enter through		1	Parolini	Parolini	Aide	Parolini	Parolini
east or west			Aide	Aide		Aide	Aide
gate. Temp.		1					
taken at entry							
points							
Recess	9:55-10:10	1-3 rd	Perkins	Perkins	Perkins	Perkins	Perkins
West Yard		Grades	Puente	Puente	Puente	Puente	Puente
			Aide	Aide	Aide	Aide	Aide
					A Parolini	Sr. Christina	Wintz
Recess	10:15-	K	S. Parolini	S. Parolini	S. Parolini	S. Parolini	S. Parolini
East Yard	10:30	_			Vargas		
	10:15-	4 th - 6 th	Perkins	Perkins	Perkins	Perkins	Perkins
	10:30	Grades	Puente	Puente	Puente	Puente	Puente
			Aide	Aide	Aide	Aide	Aide
					Rose	Ramos	Pereira
Eat Lunch	12:00-	K	S. Parolini	S. Parolini	S. Parolini	S. Parolini	S. Parolini
	12:20	Outside or	Estrada	Estrada	Estrada	Estrada	Estrada
		classroom	Aide	Aide	Aide	Aide	Aide
Recess	12:20-						
East Yard	12:45						
Eat Lunch	12:00-	1-3 rd	Perkins	Perkins	Perkins	Perkins	Perkins
	12:20	Assigned	D. Perkins	D. Perkins	D. Perkins	D. Perkins	D. Perkins
		to a	Puente	Puente	Puente	Puente	Puente
		specific	Aide	Aide	Aide	Aide	Aide
		Zone					
Recess	12:20-	Outside,					
West Yard	12:45	hall, or					
		classroom					
Eat Lunch	12:20-	4 th -6 th	Perkins	Perkins	Perkins	Perkins	Perkins
	12:40	Assigned	D. Perkins	D. Perkins	D. Perkins	D. Perkins	D. Perkins
		to a	Puente	Puente	Puente	Puente	Puente
		specific	Aide	Aide	Aide	Aide	Aide
		Zone					
Recess	12:40-1:05	Outside,					
		hall, or					
		classroom					
Pick-Up	2:50-3:15		All Hands On	All Hands On	All Hands On	All Hands On	All Hands On
Utilize east			Deck	Deck	Deck	Deck	Deck
and west							*
drive-through points of entry							
Car Rider		line	All Hands On	All Hands Os	All Hands On	All Hands On	VII H2-4- Q-
car kider		Line up	All Hands On	All Hands On	All Hands On	All Hands On	All Hands On
		with	Deck	Deck	Deck	Deck	Deck
Child Care		siblings	C	Curr	C		
Child Care		Go directly	Guzman,	Guzman,	Guzman,	Guzman,	Guzman,
		to child	Martinez	Martinez	Martinez	Martinez	Martinez
		care					

Saint Rose-McCarthy Catholic School

Phone: 559-584-5218 Fax: 559-584-0899 Web Site: http://www.strosehanford.com

1000 North Harris Street, Hanford, California 93230



Staff member takes child's Hempernance Percut exits through Florinda Gale. to class.

Parent enters gode on Harris Street. Child exits vehicle.

Photos of St. Rose-McCarthy School Primary Classroom – Social Distancing Each classroom has two doors and a breezeway



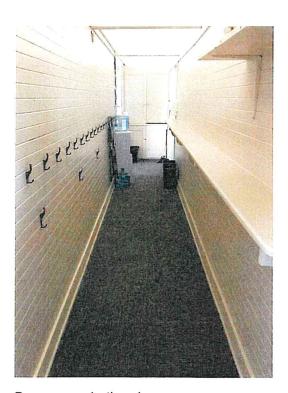
Classroom Entrance Door



Fresh drinking water in classrooms



Classroom Exit Door



Breezeway in the classroom



Primary classroom



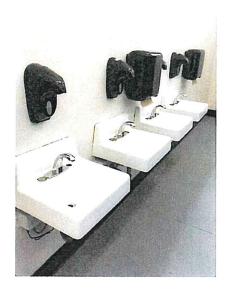
Intermediate grades classroom



Touchless hand sanitizer in every classroom



Stand 6' apart stickers throughout campus at all entries, exits, and areas where students may gather



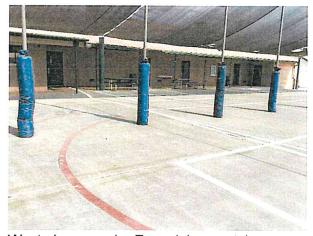




All student restrooms have touchless faucets, soap dispensers, & paper towel dispensers, Hand sanitizer Installed at the entry points.



West playground (temporary fence may be removed when students return to campus) or used as an additional barrier between Zones. Zone 2-grass and woodchip play area, Zone 3 – asphalt volleyball/basketball courts.



West playground - Zone 1 (concrete)



West playground – Zone 2 (play area & grass)

Picnic tables will be placed 6 feet apart.

For some great aerial shots of the school, click on our Facebook feed and check out the short videos! https://www.facebook.com/pg/strosemccarthy/videos/?ref=page internal







The playground on the east side of campus is also very spacious. This yard is primarily used for Kindergarten and first grade students. We have 10 Kindergarteners and 10 first graders enrolled for the 2020-21 school year. There is plenty of room for students to play and maintain distance from one another. All balls, hula hoops, other play equipment will be sanitized after each use.

COVID-19 Providers List

Hanford

Adventist Health Hanford
115 Mall Drive
Hanford, Ca. 93230
COVID-19 Chat Tool and Symptom Tracker
(Ask questions or check symptoms):
AdventistHealth.org/Hanford
Available 24/7
(please contact your provider for testing guidance)

OPTUM Serve State Testing Site 1520 Kings County Dr. Hanford, CA 93230 7:00am-7:00pm 888-634-1123

Family Health Care Network 250 W. 5th St. Hanford, Ca. 93230 COVID-19 Hotline 559-741-8444

Contemporary Family Practice 1560 W. Lacey Blvd #101 Hanford, CA. 93230 559-772-8285

Dr. Eric Sorensen, MD. 1028 N. Douty St. Hanford, Ca. 93230 559-589-6420 **Not accepting new patients**

Hanford Pediatrics 1489-1583 W. Lacey Blvd. Hanford, Ca. 93230 559-530-3073

Aria Community Health Center 329 W. 8th St. Hanford, Ca. 93230 559-582-2500

CVS Pharmacy 574 W. Lacey Blvd Hanford, CA 93230

CVS Pharmacy 2539 11th Avenue Hanford, CA 93230

Omni Family Health Center 355 Campus Dr. Ste. E Hanford, CA 93230 1-800-300-6664

Stratford

Aria Community Health Center 20326 Main St. Stratford, Ca. 93266 559-947-3500

Kettleman City

Aria Community Health Center 304 Becky Pease St. Kettleman City, Ca. 93239 559-386-4501

Lemoore

United Health Centers-Lemoore 1270 N. Lemoore Ave. Lemoore, Ca. 93245 559-924-2015

United Health Centers-Lemoore 250 E. Hanford-Armona Rd. Lemoore, Ca. 93245 559-997-6140

Central Valley Indian Health 16835 Alkali Dr. Lemoore, Ca. 93245 559-924-1541 (Native American Patients Only)

COVID-19 Providers List

Aria Community Health Center 209 C St. Lemoore, Ca. 93245 559-924-7005

Aria Community Health Center 140 C. St. Lemoore, Ca. 93245 559-925-6000

Corcoran

United Health Centers-Corcoran 1209 Whitley Ave. Corcoran, Ca. 93212 559-992-5020

R&M Drug 1115 Whitley Ave. Corcoran, CA 93212 800-635-8611

Avenal

Avenal Community Health Center 1000 Skyline Blvd. Avenal, Ca. 93204 559-386-4500

Aria Community Health Center 148 E. Kings St. Avenal, Ca. 93204 559-386-9000

Return-to-School Guidelines

a fever of 100.4 F or higher, chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of If your child has common symptoms of COVID-19, notify the school and keep them home. Common symptoms include Choose the scenario below that fits your child to determine when they can return to school. taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

* If you are unsure whether your child is a close contact, call your school health staff for verification.

My student has been identified as a close contact to someone with COVID-19 in their school and they do not develop symptoms during quarantine:



No symptoms + no test =
Return when the
14-day quarantine period has ended.

No symptoms + negative test =
Return when the
14-day quarantine period has ended.

No symptoms + positive test =
Return 10 days after the date
of test collection

My student has been identified as a close contact to someone with COVID-19 in their school and they develop symptoms during quarantine:



With no test, a positive test or a negative test your student can return when:

- 10 days have passed since the symptoms started and
- At least 24 hours have passed since the fever ended (without the use of fever-reducing medications) and

✓ Other symptoms have improved

My student is **not** a close contact,

but <u>does have symptoms</u> of COVID-19:

With no test, a positive test or a negative test your student can return when:

- ✓ 10 days have passed since the symptoms started and
- At least 24 hours have passed since the fever ended (without the use of fever-reducing medications) and
- ✓ Other symptoms have improved

OR

You have verified medical documentation of an alternate diagnosis as the reason for symptoms

Notification for Symptomatic Students

DATE:						
Dear Parent/Guardian,						
Your son/daughter is being sent hon COVID-19. Common symptoms including muscle or body aches, headache, so vomiting.	ude cough, fever or ch	ills, shortness of b	reath, fatigue,			
Your student has exhibited or complained of the following symptom(s):						
☐ Fever (100.4 or greater) or chills	☐ Cough	□ Nausea	☐ Sore throat			
☐ Vomiting	☐ Diarrhea	☐ Headache	☐ Fatigue			
☐ Muscle or body aches	☐ New loss of taste/smell					
☐ Congestion or runny nose	\square Difficulty breathing	or shortness of b	reath			
Per school policy and by recommend your student must stay home from						

- Stay at home except to get medical care
- Call ahead before visiting the doctor

have COVID-19 to prevent spread to others:

- Separate your child from other people in your home as much as possible
- Have your child wear a mask or cloth face covering when not in separate bedroom

the attached sheet. The following are general steps for students suspected or confirmed to

- You child should avoid using the same bathroom as other family members or, if not possible, the bathroom should be cleaned and disinfected after use
- Monitor your child and family members for new or worsening symptoms.

All family members should:

- Cover coughs and sneezes
- Wash hands often using warm water and soap for at least 20 seconds
- Avoid sharing household items
- Clean all "high-touch" surfaces everyday

It is recommended that your child get tested for COVID-19. **Please contact you primary healthcare provider to determine whether they offer COVID-19 testing.** Additional testing site options can be found on https://covid19.ca.gov/testing-and-treatment/.

Please know that Enter School Name continues to take all recommended safety precautions to slow the spread of COVID-19. The stay-at-home policy is in place out of an abundance of caution to protect our students, teachers, and staff. If you have any questions or need additional guidance, please contact our school nurse at: Enter Contact Phone Number

- For more information on COVID-19 resources visit <u>covid19.ca.gov</u>, or call 833-422-4255 or your local health department at 559-584-1401.
- If anyone in the family experiences emergency warning signs of COVID-19, including trouble breathing, pain or pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face, call 911.

Symptomatic Student Documentation

This form should be completed for each student who is sent home with common COVID symptoms or who develops symptoms during quarantine.

School Name
School Address
School Phone
COVID Liaison Name
Liaison Phone & Email
Date student was sent home: Click or tap to enter a date
Student cannot return before: Enter date 10 days after symptoms began
Outcome (to be completed at a later date as appropriate):
☐ Student Tested Positive – Document date of School Notification: Click or tap to enter a date.
Date Student Returned: Click or tap to enter a date.
☐ Student Tested Negative ☐ Student Was Not Tested
Date student returned: Click or tap to enter a date. Date student returned: Click or tap to enter a date.
Isolation Review (Upon Student Return):
☐ 24 hours with no fever, without taking fever reducing medication and
☐ Respiratory symptoms have improved and
☐ 10 days since symptoms first appeared
, , , , , , , , , , , , , , , , , , , ,
To be completed the day student was sent home (or day school was notified of symptoms):
Student Name (Correct Spelling): Enter Student Name DOB: Click or tap to enter a date.
Grade Level: Grade Level Teacher Name(s): Teacher Name(s)
Parent/Guardian Name(s): Parent/guardian Name(s)
Parent/Guardian Phone: Contact Phone #
Street Address: Student Address Apt/Unit #: Apt/Unit #
Mailing Address (if different from street address): Mailing Address
Student Email (for high-school students only, if known): High School Student Email
Symptoms/Medical History/Hospitalization:
What were symptoms? Add additional symptoms or health staff description as needed.
\square Fever Subjective? \square Fever Temp? Temp \square Chills \square Rigors \square Sore Throat \square Muscle aches \square Cough
🗆 Runny Nose 🕒 Shortness of Breath/difficulty breathing 🕒 Headache 🗀 Abdominal Pain 🗀 Nausea
\square Vomiting $\ \square$ Diarrhea $\ \square$ Loss of Taste $\ \square$ Loss of Smell $\ \square$ Dermatologic Finding
□ Other Other Symptoms or Observations
Underlying medical conditions? No Yes Unknown
☐ Asthma ☐ Immuno-compromised ☐ Diabetes ☐ Obesity ☐ Current e-Cig/ Vape Use
☐ Current Smoker ☐ Neurologic/neurodevelopmental ☐ Hypertension ☐ Cancer
□ Other Other Underlying Medical Conditions

PCP/Provider/Clinic Name and Location? Primary Care Provider/Physician Name Primary Care Provider Address Primary Care Provider Phone **Exposure & Contacts:** ➤ Does the student have a COVID-19 positive family member? ☐ No ☐ Yes ☐ Unknown ➤ Was the student a previously identified close-contact to a school case? ☐ No ☐ Yes School Exposure: In the 2 days at school before symptom onset, did the student attend any large gatherings including, but not limited to, assemblies, dances, group religious services? \square No \square Yes \rightarrow ☐ Indoor School Assembly ☐ Indoor School Religious service ☐ Other: Other Large Group Exposure Gathering Details (Where, When, ~How Many Attendees?) Description of school gathering *Document Close Contacts on the following page. This information will be used to help trace contacts if the student later tests positive for COVID-19. **Information Provided:** Symptomatic Student Notification, return-to-school guideline, cleaning and disinfection handout, Preventing the Spread handout? ☐ yes ☐ no Date: Click or tap to enter a date. **Other Comments:**

Form Completed By: Enter Name

Close Contacts of Symptomatic Student (COVID-19 not confirmed)

Close contacts are defined as anyone within 6 feet of the case patient for 15 minutes or more, and/or those who spent substantial time with the case in an indoor area during the two days prior to symptom onset or positive test (whichever came first). To determine who is a close contact and who may need to quarantine due to high-risk circumstances, consider time with and proximity to the case, level of ventilation, immune status of those potentially exposed, protective barriers, face coverings, and any other relevant prevention or risk factors. Please note all Document close contacts on the day of symptom onset (if symptoms started at school) and the two days prior to symptom onset. possible exposures on this sheet, which will be used to help determine the need for quarantine if necessary.

				. I
Name	Role (student, teacher)	Area of exposure (classroom, cafeteria, outdoors, etc.)	Approx. Exposure Time	Notes (Were masks/face shield worn? socially distanced? Is the student is a classic close contact or determined to be at higher risk and if so, why? Include any other notable exposure risks or safeguards in place.)

*Attach additional sheets if necessary.

3

Close Contact Identification

Close contacts are defined as anyone within 6 feet of the case patient for 15 minutes or more, and/or those who spent substantial time with the case in an indoor area during the two days prior to symptom onset or positive test (whichever came first). To determine who is a close contact and who may need to quarantine due to high-risk circumstances, consider time with and proximity to the case, level of ventilation, immune status of those potentially exposed, protective barriers, face coverings, and any other relevant prevention or risk factors. If the student became symptomatic at school, refer to relevant symptomatic student documentation for a recall of potential close contacts. Document close contacts on the day of symptom onset (if symptoms started at school) and the two days prior to symptom onset.

Name	Role (student, teacher)	Area of exposure (classroom, cafeteria, etc.)	Approx. Exposure Time	Contact Phone	Date Notified ¹	Quarantine End Date ²
Notes:						
Notes:						
Notes:				-		
Notes:			A Committee of the Comm			
Notes:						
Notes:						
Notes:						
Notes:			×			
Notes:						
Notes:						

→ If a student becomes symptomatic while in quarantine as a close contact, complete the "suspected case" documentation form

Attach additional sheets as necessary

¹ Date Notified is considered the first day of quarantine away from school

² Quarantine end date is the earliest date the student may return to school if they remain asymptomatic (14 days after the date notified)

Notification of Close Contact

TO: Enter name here

Enter Street Address Enter City, State, Zip Code

FROM: Enter name here

Enter Street Address

DATE: Click or tap to enter a date.

Dear Parent/Guardian,

Enter School Name has identified your son/daughter, Enter Student Name as a close contact to a COVID-19 positive case within our school. A close contact is someone who was within 6 feet of a COVID positive case for 15 minutes or more, or someone who had significant indoor contact with the case during the school day. Per school policy and by recommendation of the Kings County Department of Public Health, your student must stay home from school to quarantine for at least 14 days starting on Click or tap to enter a date. During this time they should avoid contact with people who are not members of your household. You may be contacted by a Health Department worker for follow-up (known as contact tracing) during the quarantine period.

It is recommended that your student get tested for COVID-19, especially if any symptoms develop during the time they are away from school. Some common symptoms include cough, fever or chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, diarrhea and/or nausea or vomiting. Please contact your primary healthcare provider to determine whether they offer COVID-19 testing. Additional testing site options can be found on https://covid19.ca.gov/testing-and-treatment/.

The attached Return to School Guidelines must be followed to determine when your student may return to school. For any questions, please contact Enter Nurse or COVID contact. Please note: a negative COVID test will *not* shorten the length of the 14 day stay-at-home period.

During the time they are away, your student is expected to participate in daily distance learning instruction. (Enter instructions for accessing the distance learning platform and instructions for accessing necessary equipment or internet services as appropriate.)

Please know that Enter School Name continues to take all recommended safety precautions to slow the spread of COVID-19. The stay-at-home policy is in place out of an abundance of caution to protect our students, teachers, and staff. If you have any questions or need additional guidance, please contact our school nurse at: Enter Contact Phone Number

Sincerely,

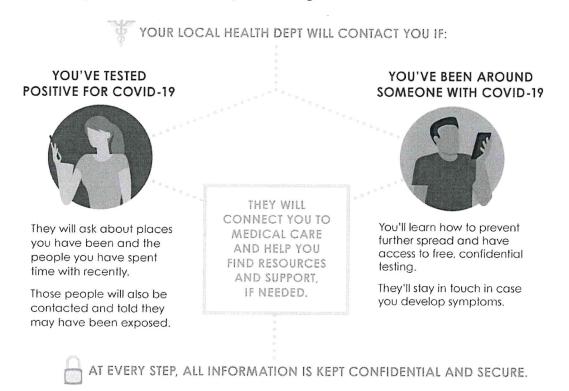
My student has been exposed to COVID-19 at school, now what?

- ✓ Stay home. Your child (and their immediate caregiver as needed) should stay home for at least 14 days. They are considered to be on "quarantine."
- ✓ Only leave your home to seek medical services. Call ahead before visiting your doctor.
- ✓ The child/caregiver should isolate from other family members if possible. Using their own bathroom and bedroom is strongly suggested. If the bathroom must be shared, disinfect between uses. When it is not possible to isolate from other family members, the exposed person should wear a face covering when in close proximity to family.
- ✓ Watch for symptoms, including:
 - o Cough
 - o Fever over 100.4 F
 - o Shortness of breath or trouble breathing
 - New loss of taste or smell
 - o Nausea, vomiting, or diarrhea
 - Sore throat
 - Muscle or body aches
 - o Congestion or runny nose
 - o Headache
 - o Fatique
- ✓ If your child or a family member experience symptoms, contact your healthcare provider for further assessment and/or testing.
- ✓ The child and their family should wash hands often and cover coughs and sneezes.
- ✓ Have your child participate in distance learning as long as they are well enough to do so.
- ✓ Clean all "high touch" surfaces daily. This includes things like light-switches, doorknobs, sinks, toilets, and tables.
- ✓ For more information on COVID-19 resources visit <u>covid19.ca.gov</u>, or call 833-422-4255 or your local health department at 559-584-1401.
- ✓ For information on what resources are available locally, call 211.

If anyone in the family experiences emergency warning signs of COVID-19, including trouble breathing, pain or pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face, call 911.

What can I expect when the Health Department contacts me?

- The Health Department worker will identify themselves as a nurse, contact tracer, or case investigator from the Kings County Department of Public Health. They will ask to speak to the parent or guardian of the student (child) contact.
- The worker will notify you of your son/daughter's exposure.
- They will *not* share information about who may have exposed your child. This information is confidential.
- Your child will get free, confidential testing, regardless of income, health insurance, or immigration status.
- They will help you understand your child's infection risk. They'll tell you what to do immediately to prevent further spread.
- They will stay in touch to see if your child or other family members develop symptoms.
- If you or your child has symptoms, they will get you tested quickly.
- They may ask questions about the places your child has been and the people they've spent time with.
- Your and your child's personal information is confidential and will not be shared. They will not ask about your immigration status.



Confirmed COVID Case Documentation

This form should be completed for every student that is confirmed to have COVID-19 via family, physician, or health department notification.

School Name School Address School Phone
COVID Liaison Name Liaison Phone & Email
Student Information: Student Name (Correct Spelling): Enter Student Name DOB: Student Date of Birth Grade Level: Grade Level Teacher Name(s): Teacher Name(s)
Parent/Guardian Name(s): Enter Parent/Guardian Name(s) Parent/Guardian Phone(s): Enter Parent/Guardian Phone(s) Street Address: Student Address Apt/Unit #: Apt/Unit # City: Enter City Zip: Enter Zip Mailing Address (if different from street address): Mailing Address Student Email (for high-school students only, if known): High School Student Email
 → Date Student Returned: Click or tap to enter a date (to be completed at a later date, as appropriate) Isolation/Return to School Review: □ 3 days with no fever, without taking fever reducing medication and □ Respiratory symptoms have improved and □ 10 days since symptoms first appeared or since positive test (if student remained asymptomatic)
Testing Information: □ Student Tested Positive - Date of School Notification: Click or tap to enter a date School was informed by: □ parent/guardian □ health department □ healthcare provider
 Were there any household members known to have COVID-19 prior to the student's diagnosis? □ No □ Yes □ Unknown If yes, who was the household member? Household contact
Isolation/Symptom Status: Isolation Location? □ Not isolated □ Private Home □ Apartment □ Hospital □ Other Isolation Location
 ➤ Was the student symptomatic at school prior to being tested? ☐ Yes ☐ No * If Yes, what date(s) was the student symptomatic at school? Dates
If known/applicable, what symptoms was the student exhibiting at school? ☐ Fever Subjective ☐ Fever Temp temp ☐ Chills ☐ Rigors ☐ Sore Throat ☐ Muscle aches ☐ Cough ☐ Runny Nose ☐ Shortness of Breath/difficulty breathing ☐ Headache ☐ Abdominal Pain ☐ Nausea ☐ Vomiting ☐ Diarrhea ☐ Loss of Taste ☐ Loss of Smell ☐ Dermatologic Finding ☐ Other Other symptoms or observations

Confirmed COVID Case Documentation

	uno-compromised rologic/neurodevel	☐ Dia	abetes \square	Obesity \square	Current e-Cig/ Vape Use
Is the student hospitalized?	^¹ □ No □ Yes If	yes, where? Hos	pital Location		
Household Contacts (guard	lians, siblings, liv	e-in family or fri	ends):		
	DOB/Age if		Attends same	Family me	ember tested positive?
Name	Under 18 (if known)	Relationship	school as case patient?		
Family Member 1	DOB/Age	Relationship	□ yes □ no	□ yes	☐ no ☐ unknown
Family Member 2	DOB/Age	Relationship	□ yes □ no	□ yes	□ no □ unknown
Family Member 3	DOB/Age	Relationship	□ yes □ no	□ yes	□ no □ unknown
Family Member 4	DOB/Age	Relationship	□ yes □ no	□ yes	□ no □ unknown
Family Member 5	DOB/Age	Relationship	□ yes □ no	□ yes	□ no □ unknown
Family Member 6	DOB/Age	Relationship	☐ yes ☐ no	□ yes	□ no □ unknown
Information Provided to St. Symptomatic isolation guide Note other education mate Date Provided: Click or tap to	elines and Return rials provided: Ma		rements explain	ed in writii	ng? □ yes □ no
Student and School Exposu					
In the 2 days prior to the or any large gatherings including religious services?	ng but not limited \Box Yes $ ightarrow$	l to: assemblies,	dances, sporting Assembly	g events/pi ndoor Sch	
Gathering Details (Where, V	Vhen, ~How Man	y Attendees?) De	escription of sch	ool gather	ing
Please identify the close co for each student and staff p student became symptomat close contacts.	erson that was se	nt home to quar	antine based on	their expo	osure status. If the
Other Comments:					

Form Intake Completed By: Insert Name Back-to-School Clearance By: Insert Name

KCOE COVID-19 Exposure, Illness, and Quarantine Guidelines

PERSON A



Any person who has tested Confirmed with lab result, positive for COVID-19.

With symptoms:

solation until the following requirements have been met:

- 10 days after onset of symptoms and
- 24 hours with no fever (without the use of fever-reducing medicine) and
 - Symptoms (see Wellness Screening Form) (focus on respiratory symptom improvement) have improved

Without symptoms (Asymptomatic):

✓ Monitor self for symptoms, take solate for 10 days from test date:

- have passed as long as no symptoms Released from isolation after 10 days temperature twice a day
 - If symptoms develop during this time, isolation guidelines for symptomatic patients must be followed have been present

PERSON B

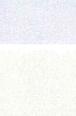


same household with Person A. Any person who lives in the

NO symptoms:

- Quarantine for 14 days following date of Quarantine to continue for an additional house with COVID-19. This means no separation from the person in your contact, no time together in the same room, and no sharing of any spaces, such as same bathroom or bedroom. last exposure including complete
 - isolation if unable to avoid exposure to 14 days after Person A completes

PERSON C



quarantine, Any person with close contact (>15 min, < 6 feet) to Person A.

days following date of last exposure Quarantine immediately and for 14

- Contact the Public Health Department (559) 584-1401 or your healthcare
 - Monitor self for symptoms, take temperature twice a day
- Notify Primary Care Provider if symptoms develop
- Isolate from others including other people possible - check CDPH for detailed in household to the greatest extent guidance
 - A negative test result within the 14 day period does not negate the need to quarantine.

PERSON D



Any person who had exposure to Person B or C prior to

Continue to monitor for symptoms, No other action required unless:

positive and Person D had contact with within 14 days (timeline starts 2 days before Person Person B develops symptoms OR tests B developed symptoms) then:

- about testing Contact Health Services with questions ✓ Contact Primary Care Provider to see
- regarding timing and exposure Clear on daily self-health screening tool

Recovered and Released

In all cases, please inform Lisa Horne in HR at lisa.horne@kingscoe.org or (559) 589-7094.

Kings County Public Health Department (559) 584-1401 https://www.countyofkings.com/departments/health-welfare/public-health/coronavirus-disease-2019-covid-19

Open M-F 8:30 am - 5:30 pm (closed 1-2 daily)

(559) 272-9551

solation separates infected people with a contagious disease from people who are not sick.

Healthwise Medical Clinic 740 N Irwin St. Hanford

Close Contact within 6 feet of a person for at least 15 minutes, unmasked - starting from 48 hours before the person began feeling sick Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Updated 8-5-20

Diocese of Fresno Office of Catholic Education

REOPENING GUIDE FOR CATHOLIC SCHOOLS

August 11, 2020

PRIOR TO OPENING

Supplies:

- Hand sanitizer (allergy and fragrance free)
- Disposable face masks (one for each employee for each day worked and/or cloth masks enough for each employee that at the end of the workday can be properly washed)
- Disposable face masks one per student per day; who may come to school without one
- Disinfectant to clean all classrooms, offices, and work areas
- Disposable gloves for custodial and office staff
- Thermo thermometer (no contact thermometers)
- Printed questionnaires for each employee regarding daily COVID-19-exposures
- Eye protection for custodial employees
- For those with trouble breathing, provide face shields which include a cloth drape attached across the bottom and tucked into shirt
- Check sub-list for availability and share guidelines

Physical Space:

- X Marks the Spot use tape to mark where students stand in line to enter classrooms, restrooms (when capacity is reached inside), at entrances to the school, and at other crowded areas to help students with social distancing requirements
- Arrange desks 6 feet apart in all instructional spaces—w/o students facing each other
- Remove all shared tables from classroom
- Designate and layout all spaces being used for instruction to meet social distancing
- Thoroughly clean all areas of the school building with approved sanitation products and devices
- Develop a walking "circulation flow" so students are not crossing paths while moving in hallways
- Prep all technology services and have ready to use quickly if another shut down occurs
- Prepare a secure area for sick children maintaining social distancing (6 feet)
- Determine processes and location for safe deliveries to campus
- Ensure all signage is properly placed (exterior and interior)
- Remove all cloth toys, upholstered furniture and bean bag chairs from classroom

Communication of Changes:

- Teachers must sign form agreeing to calendar change for 2020-2021 school year
- Parents must receive, sign and return agreement form for all safety protocols
- Online offerings must be communicated to all parents as an option with specifics for how to participate in classes virtually
- All school meetings, other than faculty meetings, should continue using ZOOM or WebEx virtual platforms

- All gatherings of large groups are prohibited, including whole school Masses (over 100 maximum) and assemblies
- All student field trips will be virtual until further notice
- Outline drop-off and pick-up instructions for parents/guardians

Training:

- All employees including substitutes must be trained on safety protocols
- All employees will be trained on proper use, removal and washing of cloth face coverings
- All employees will be trained on the confidentiality surrounding health recording and reporting (FERPA)
- Preparedness training if someone gets COVID19 or in the event of a shut down

Other Diocesan Re-Opening Guides to Read before Opening:

- Roman Catholic Diocese of Fresno Guidelines for Church Re-Opening
- Diocese of Fresno Office of Catholic Education Guidelines for Preschool Re-Opening

Refer to Additional Resources as Needed before Opening:

COVID-19 Self-Monitoring Checklist <u>Check and Record Every Day or Staff and Visitor Log Due to COVID-19</u> (Download free template) COVID-19 Free Printable Signs & Posters

e e

Safety Guidelines Training Stop the Spread of Germs and Symptoms of COVID-19 Video
Training Guidelines on proper use as well as removal and washing of cloth face coverings

<u>Using Personal Protective Equipment</u> and <u>Use of Cloth Coverings</u>

<u>Stronger Together, California Public School Guide for Re-Opening</u>

IN SESSION DAILY REQUIREMENTS

- Hand sanitizer at all entrances must be filled at end of each day
- Enrollment must be capped so that 6 feet of social distancing can be maintained in all classrooms and student contact areas.
- Restrooms must be sanitized after lunch and at end of day
- Classrooms and all office space must be disinfected
- For disinfection, diluted or 70% isopropanol (according to CDC guidelines), and most common EPA-registered household disinfectants must be used
- All children entering campus will have their temperature taken. For any child with a temperature greater than 100.4, have them sit quietly for 15-20 minutes and then take their temperature again. If the temperature is still greater than 100.4, they will be sent home
- Conference rooms, teacher breakrooms, and offices will be monitored for social distancing compliance and access may be limited
- Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice
- Playgrounds and gyms should only be used by one group at a time and cleaned after each use. Limit free play to ensure safe distancing.
- Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available.
- Cover your mouth and nose with tissue when you cough or sneeze or use the inside of your elbow.
- Clean all thermometers before storing for the night.

ALL EMPLOYEES – ADMINISSTRATION, TEACHERS AND SUPPORT STAFF

- School districts and schools should ensure that staff are tested periodically by their primary care provider or by referring teachers to a community testing site, as testing capacity permits and as practicable. Examples of recommended frequency include all staff being tested over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate which staff members are tested over time.
- Custodial staff should wear single use gloves and eye protection while cleaning. Hands should be washed at least 20 seconds immediately after gloves are removed.
- All employees will be screened before entering the building. Temperatures must be recorded on a log sheet. Anyone who displays any symptoms (fever over 100.4) should be sent home and not allowed to enter.
- If someone is known to be caring for someone with the symptoms of COVID-19, he or she
 may not be on campus until such care is completed and they have quarantined for 14 days
- All faculty and staff will self-screen at home (COVID-19 Self-Monitoring Checklist).
 Employees may continue to work if they can honestly say NO to all the questions on the checklist.
- All employees must wash hands/sanitize when entering campus

- All employees, while on campus, will wear face mask. A face shield is permitted for teaching language arts, but a mask is required when helping students 1:1.
- Office staff must wear masks and gloves during high volume contact times.
- Employees preparing and serving food must wear gloves and masks at all times.

TEACHERS

- Junior high teachers will rotate to the different classrooms; students stay in room.
- High school teachers take temperature before each class due to co-mingling of students.
- Open windows and doors (depending on weather) to increase fresh air quantities and filtration. Fans are permitted on hot days for ventilation.
- Maintain 6 feet of distance between desks this includes teacher desks.
- Teachers will provide initial and routine instruction in social distancing and health practices to their students. Remind students to keep masks on except while eating their lunch.
- Classroom instruction will be delivered respecting social distancing, 1:1 with student devices, whole group, etc.
- Teach students to use a tissue and cover their nose and mouth when they sneeze or use the inside of their elbow.
- Teach students to wash their hands often for a minimum of 20 seconds or for students in grades TK-12 to use hand sanitizer when soap is not available.
- If an employee or other person becomes ill at work or while on campus, he or she will be instructed to go home or to the nearest health center.
- If diagnosed with COVID-19, employee will be required to self-quarantine at home for 14 days until the person has recovered/cleared by the Public Health Department.
- At the end of every day, sanitize all desks, doorknobs, light switches, shared surfaces, etc. with approved disinfectant and/or wipes.
- Limit the sharing of all educational materials; if materials are shared, they must be disinfected (wiped clean) prior to another student handling them.
- Maintain social distancing guidelines across grades and groups. No comingling of grades and/or groups except in high schools.
- There should be no physical contact games for PE or recess.

STUDENTS

- All students must wash hands/sanitize when entering campus.
- Students in grades TK-12 will be required to wear a mask while on campus.
- If a student refuses to wear a mask, the student must be excluded from on-campus instruction, unless they are exempt, until they are willing to wear a face covering. Students excluded on this basis should be offered other educational opportunities through distance learning.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.

- Students will always remain with their classmates, including structured recess.
- All teachers and students are not to visit another classroom outside of their grade level.
- Any student showing signs of illness will have his or her temperature taken in the office.
 Students with a temperature above 100.4 degrees or showing any symptoms of illness will be isolated and sent home.
- Students will cooperate with the social distancing and masking in which they are instructed, or they will not be allowed on campus.
- Students will use the restroom at designated times, and the numbers of students will be limited to the number of sinks available in the restroom.
- Students will each eat lunch in designated area and/or with class.
- Lunch is brought to students; students do not go to cafeteria to get their lunches.
- Students will be required to have their own supplies (pencils, crayons, scissors, etc.); sharing of supplies will be prohibited.

PARENTS/GUARDIANS

- All parents/guardians will always wear a mask while on school property for meetings.
- All adults will observe proper "Social Distancing," of six feet at all times.
- Adults will follow all instructions given by school administration.
- Parents will not be admitted on campus or into classrooms prior to or during the school day.
- Students will be dropped off at a pre-designated area for proper screening and temperature checks, while maintaining proper social distancing (six feet).
- Any student who arrives after the 1st bell has rung, will be dropped off at the school office for screening and temperature check (the gate will be locked with the start of school).
- No volunteers will be on campus until further notice.

GUIDANCE ON SCHOOL CLOSURE

Individual school closure is recommended 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. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.

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.

If a school is closed for in-person learning, when may it reopen?

Schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

What are the criteria for closing a school district?

A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department. If a school

district is closed, when may it reopen? Districts may typically reopen after 14 days, in consultation with the local public health department.

APPENDICES - See below

Appendix A: COVID-19 Screening Checklist for Non-Medical Employees

Appendix B. Diocese of Fresno Re-Opening Disclaimer

Appendix C: Bussing Guidelines



COVID-19 SELF MONITORING CHECKLIST

School:

Title:	Date:	
With the ever-changing nature of CO Diocese has decided to "slowly" open office space, we also understand that to COVID-19. Therefore, we have est from their immediate supervisor, to eare able to honestly answer NO to the develop any of the symptoms below safety and the safety of others.	n up the building a bit more for a there is risk in doing so and can be ablished guidelines for any empenter the building. You may cont ne following questions. Howeve	employees to work in their lead to additional exposure loyee, who has permission inue to work as long as you r, please remember, if you
SYMPTOMS OF INFECTION Fever of 100.4 or higher Cough Headache Sore Throat	<u>YES</u>	<u>NO</u>

If you answered YES to any of the above, then it is not safe to enter the building. – Please do not come into work.

In addition to self-monitoring your symptoms, please continue to:

Had contact with anyone who has been diagnosed with or who may have symptoms associated with COVID-19

- ✓ Wash your hands often, and for at least 20 seconds at a time.
- ✓ Avoid touching your face.

Employee Name:

Shortness of Breath

Loss of taste or smell Unexplained body aches

Fatigue

- ✓ Practice social distancing by staying at least 6 feet away from other people.
- ✓ Cover your coughs and sneezes with the sleeve of your shirt or coat.
- ✓ Clean and disinfect frequently touched objects such as workstation, keyboards, computer mouse, telephones, doorknobs, light switches, chair armrests, countertops and handrails.
- ✓ Do not use other workers' phone, desk, office or computer.
- ✓ Call your doctor if you have a fever, cough and/or shortness of breath.

^{*}This document needs to be saved at the school office, in the employee personnel file for two (2) years.

Appendix B. Diocese of Fresno Re-Opening Disclaimer

As we gradually and cautiously re-open our Catholic Schools for educational

services in accordance with state and federal directives, please note the following:

The school will take every precaution it can to disinfect these premises and arrange for approved

"Social Distancing" to ensure your safety and the safety of your children from the coronavirus.

By entering this school, all individuals agree to the following:

To acknowledge that the school cannot guarantee you or your child's safety when

attending on campus or other school activity

To take all responsibility for your own well-being and health against the Novel

Coronavirus and hold the school and Diocese harmless (not liable) since the virus can

be spread by those who are asymptomatic

If your children are vulnerable, ill or afraid of infection; consider the online option

offered by the Catholic Schools.

• To observe proper "Social Distancing" of six-feet at all times on school or parish

property

· To obey all instructions given by school leadership, faculty and staff while on campus

To wear a mask while entering, present and exiting the school grounds

To pray for the well-being and health of one another

Posted:	Date, 2020	
Signature		

School Administrator

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Appendix C. Bussing Guidelines

In order to practice physical distancing on a school bus, the seating capacity must be reduced. This may necessitate the use of a seating chart to designate which seats are available for use.

Routing is the responsibility of the school's transportation department. High schools and other transportation departments need to evaluate the needs of the student's, routes needed, and transportation resources required while following all bussing guidelines.

Bussing Guidelines:

- Determine maximum capacity for students of each vehicle while meeting 6-foot physical distancing requirement.
- Create a plan for seating based upon maximum capacity determined above, and develop a plan for bus routes that accommodates the capacity limitations.
- Mark or block seats that must be left vacant. Sample seating options
 - Option 1: Seat one student to a bench on both sides of the bus, skipping every other row
 - Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus
- Instruct students and parents to maintain 6-foot distancing at bus stops and while loading/unloading the bus
- Seat students from the rear of the bus forward to prevent students from walking past each
 other. To prevent students from walking past each other, afternoon runs should be boarded
 based upon the order in which students will be dropped off. (Students who get dropped off
 first should board the bus last, and sit in the front)
- Students and staff must wear face coverings at bus stops and on buses
- Follow all cleaning practices per <u>CDC Cleaning and Disinfecting Your Facility</u> guidelines
- Vehicles may have exceeded a 45-day maintenance or inspection date while sitting out of service during the COVID-19 stay-at-home orders. Vehicles need to meet all maintenance and inspection requirements before being placed back into service in accordance with <u>Title 13 CCR</u> 1232 Periodic Preventive Maintenance Inspection
- Schools and drivers need to make sure the vehicle's certificate is still valid and that 13 months
 from the last inspection have not been exceeded in accordance with <u>Vehicle Code 2807 Lawful</u>
 Orders and Inspections

Office of Catholic Education

Training Guide School Safety COVID-19 Pandemic

1. What we know about COVID-19? The Facts

COVID-19

- It is a virus that has spread throughout the world causing illness ranging from no symptoms to mild or severe illness and even death.
 - The virus is spread through close contact with an infected person or by touching an infected surface.
- The virus is found in respiratory droplets, so when a person coughs or sneezes, the virus is easily spread. The highest concentration is found within 6 ft, but the virus can travel up to 20 ft!
- A person becomes infected when the virus enters the body via the eyes, nose, or

2. How can we protect the children

Our Mission

General Safety

- Maintain social distancing-Stay at least 6 ft apart
- Wear a mask covering your nose and mouth
- Wash your hands with soap for 20 seconds and/or water or use hand sanitizer with at east 70% alcohol (wait till hand sanitizer is completely dry before touching surfaces)
 - Avoid touching your face, mouth, nose with unsanitized hands
- Use a tissue if you must cough or sneeze and immediately throw the tissue into a trash receptacle
- Stay home when you're sick to avoid infecting others and spreading the disease
- Keep frequently touched surfaces clean and sanitized
- Know the symptoms: Fever or chills, cough, shortness of breath, fatigue, muscle/body aches, headache, loss of taste and/or smell, sore throat, congestion/runny nose, nausea/vomiting/diarrhea

Proper Techniques Click on each link below

Do's and

Dont's of

Wearing a

Mask and

Gloves

General Har Safety Wa

Hand Washing Guidelines

3. What if someone at school contracts the virus?

School Response

What to do...

questionnaire) will be screened and their When coming to school, children and temperatures will be taken upon adults (Adults will fill out a entering the campus.

- to an isolated area and their parents (adults 100.4, they will be asked to sit down for 15above 100.4 after they rest, they will taken f a child or adult has a temperature above 20 minutes. If the temperature remains will be sent home) will be called to pick
- School officials will recommend that they be aken immediately for COVID-19 testing.
 - f a student or adult becomes ill during the

day, the same procedure will be followed,

If a parent or guardian notifies the the student had close contact with school that a student or someone tested positive for COVID-19...

- notify local health officials to determine the best course of action for the school The administration will immediately
 - The administration will notify the OCE communication will be sent out to the and the OCE will determine what school community.
- school will determine the next steps to Working with your local agency, the stop the spread of the disease.

4. How do we protect the confidentiality of our children? Proper Reporting

Confidentiality

Never

Share information or hearsay about students with other parents, staff members, students, etc.

Administrative Handbook-Policy 4620, 8153

Never

Share information or hearsay about colleagues with other.

Administrative Handbook-Policy 3510,

Always

Refer questions about other students and staff members to your administrator.

Administrative Policy-3510, 4410

What if we have to shut down again?

Continued Preparedness

Have a Plan in Place

Online Learning

- Be sure to survey parents to determine the families' online learning capabilities
- Decide as a faculty what platforms sites, apps you will use
- Keep learning focused-less is more, consistency is helpful to parents
 Have a schedule set for face to face sessions.
 - Practice using all platforms and apps with students so that they know how to use them in the event of a return to online learning

Parent Communication

- Keep parents abreast of any changes
- If there is a return to online learning, have back-to-online learning nights with parents so that they understand how these lessons will work
 - Communicate students' progress to them frequently-email, notes, phone calls
- Listen to their questions, validate their concerns, explain your reasons

Supplies/Materials/Resources

- Plan ahead of time to determine what materials students would need in case of a sudden closure
 - Have a list of supplies students might need to work at home in addition to those supplied by the school. Be ready to assist families with these supplies in the case of a hardship

Let's review some concepts

Prevent the Spread of Virus

Wear a mask

Maintain Social-Distancing

Wash your hands and sanitize surfaces frequently

Know the Symptoms

Fever or chills, cough, shortness of breath, fatigue, muscle/body aches, headache, loss of taste and/or smell,

nausea/vomiting/diarrhea

sore throat, congestion/runny nose,

Be Prepared

Have plans in place for a possible return to online learningViru

Maintain Confidentiality

All communications about COVID-19, including information about sick adults or children will be handled through the administration

Communicate

Maintain open lines of communication with your administration and parents

Pray

We are not alone in this!

The OCE is here to help and support all of you during this challenging time!







Thank You for Your Commitment to Catholic Education!

Credits

www.cdc.gov www.studentprivacy.ed.gov

INTENT TO RETURN FORM

The workplace environment surrounding the spread of the COVID-19 Coronavirus has changed drastically since you signed your Intent to Return Form in March. Please fill out this form indicating whether you intend to return to your position, in person, at one of our schools on August 1, 2020; the start of your new school year.

Do you intend to return to your place and position of employment in August?	
Yes. I plan to return to my position.	
No. I do not intend to return.	
If you answered "no" and the reason is for your over please contact Jennifer Campopiano, Health Office jcampopiano@dioceseoffresno.org .	
Signature of Employee	Date

All forms must be electronically returned to the Office of Catholic Education by July 20, 2020.



Dear Families, Staff Member and Board Members,

On XX date we learned about a [person/student/staff/camper] with Coronavirus Disease 2019 (COVID-19) at [facility/school name]. We recommend that you take action to help limit the spread of COVID-19, even if your child is not experiencing symptoms. Please answer the phone if the Health Department contacts you. A contact tracer may be trying to reach you with important information.

The most important things you can do:

- Make sure your child is wearing a mask.
- Make sure your child is <u>washing their hands</u>.
- · Keep your child home if they are sick.
- Call your primary care provider if you or your child has symptoms of COVID-19.

What is COVID-19?

A new coronavirus causes COVID-19, which is an illness that was discovered in 2019. Coronaviruses are a type of virus that are named for the crown-like spikes on their surface. There are many kinds of coronaviruses including some that cause respiratory illnesses, like the common cold. The specific symptoms of COVID-19 include:

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

How does COVID-19 spread?

COVID-19 spreads mainly from having close contact with someone who has a COVID-19 infection. The virus is thought to spread by droplets from person to person when they speak, cough, or sneeze. Droplets travel less than 6 feet. When droplets from another person get in your mouth or nose you can inhale into your lungs. This virus can be spread by people without symptoms.

How can parents and guardians help prevent COVID-19 from spreading?

- If your child is sick, keep them home.
- Make sure members of your household wash their hands often using soap and water for 20 seconds.
- Make sure every member of your household covers their coughs and sneezes with a tissue or their elbow, and then washes their hands afterwards.
- Wear a mask in public when you cannot stay 6 feet apart from other people.

We are working with the Health Department to keep our community safe.

- We continue to follow the CA Health Department's guidance https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx
- We cleaned and disinfected the [facility/school name] per the Health Department guidance.
- Employees and sick children will not return to work until they are healthy.

Thank you for understanding that, due to medical privacy laws, we are not able to release the names of the individuals with COVID-19. We will continue to communicate changes and updates with you. With your participation, we believe we can create a safe and fun experience for your children.

If you have any questions, please feel free to reach out to me at contact information.

Many thanks,