



**DIOCESE OF  
SAN JOSE**

**St. Christopher School**  
**2021-2022 COVID-19 Protocols**  
Updated 8/11/2021

Dear St. Christopher School families and friends,

Our school community, city, and nation have been impacted by COVID-19, resulting in us having to teach, learn, and pray in ways we would never have expected. We are blessed to be united as a community and able to return to in-person instruction. We appreciate the support we have received and are confident that we will continue to provide an exceptional education for our students built on our mission of serving God, considering our actions, and stepping up.

St. Christopher School's COVID-19 Protocols are available to view below. Thank you for your partnership in creating a safe environment where the children of our community can pray, learn, and thrive.

Blessings,

Fr. Christopher Bennett, Pastor  
Sally Douthit, Principal  
Andrew Armann, Co-Principal  
Julie Brosnan, Assistant Principal

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## A. Overview

The protocols for operating school campuses are based on what is currently known about the transmission and severity of Coronavirus Disease 2019 (COVID-19). 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 protocols as needed and as additional information becomes available.

The goals of the 2021-2022 St. Christopher School COVID-19 Protocols are to:

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

While the framework for operating school campuses applies to all elementary schools in the Diocese of San José, the protocols included within this document are specific to the context of St. Christopher School. All St. Christopher School protocols comply with the most current order of the CDPH (or order of the SCCPHD if more restrictive) and are 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, St. Christopher School leaders will remain current on changes to public health guidance and state/local orders and maintain consistent communication with the school community.

St. Christopher School refers to the specific requirements, recommendations, and considerations in the CDPH's [COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#) as well as the CDC's [Guidance for COVID-19 Prevention in K-12 Schools](#) when designing its school-specific protocols.

## **B. Prevention / Mitigation**

### **B.1 Physical Distancing**

Protocols involving physical distancing have been divided into the following sections:

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

While the CDPH has adopted a universal mask mandated for all California schools and consequently eliminated physical distance minimums, the CDC recommends maintaining physical distancing to all extents practicable, particularly when interacting with individuals outside of one's stable group. To support such physical distancing, adaptations to spaces, clear procedures for movement, limited sharing of resources, and staggered schedules have been implemented.

To all extents possible, students remain with the same stable group of students, i.e. their homeroom or advisory group, and staff rotation between stable groups has been limited. Parent and visitor access to the campus is limited, and external use of the campus for evenings and weekends complies with the school's health and safety plan.

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

St. Christopher School minimizes close contact between students, staff, families, and the broader community at arrival through the following methods:

- All staff members maintain practicable physical distance between one another from the time they enter the school campus until they leave the school campus.
- All families have been assigned drop off times to allow for a staggered arrival.
- All families with students only in grades K-4 enter through one of the two main campus gates on Booksin from 8:00 to 8:10:
  - Families with a student in K use G1
  - Families without a student in K use G2
- All families with at least one student in grades K-4 and at least one student in grades 5-8 enter through one of the two main campus gates on Booksin from 8:10 to 8:20:
  - Families with a student in K use G1
  - Families without a student in K use G2
- All families with students only in grades 5-8 enter through G1 on Booksin from 8:20 to 8:30.
- Students exit their vehicles and immediately enter their classrooms.
- From the moment students exit their vehicles, they are required to wear masks at all times with the exceptions of eating, drinking, replacing their mask if necessary, and outdoor play.
- Drivers and others remain in their vehicles at all times.

- Families and staff are highly encouraged to carpool only with members of their stable group, to wear a face covering while carpooling, and to open windows during carpooling to maximize outdoor air circulation when feasible.

St. Christopher School minimizes close contact between students, staff, families, and the broader community at departure through the following methods:

- All families have been assigned pick up times to allow for a staggered departure.
- All families with students only in grades K-4 enter through one of the two main campus gates on Booksin between 2:40 and 2:50 (M-T-R-F) and 12:30 to 12:40 (W):
  - Families with a student in K use G1
  - Families without a student in K use G2
- All families with at least one student in grades K-4 and at least one student in grades 5-8 enter through one of the two main campus gates on Booksin between 2:50 and 3:00 (M-T-R-F) and 12:40 to 12:50 (W):
  - Families with a student in K use G1
  - Families without a student in K use G2
- All families with students only in grades 5-8 enter through G1 on Booksin between 3:00 and 3:10 (M-T-R-F) and 12:50 to 1:00 (W).
- As vehicles enter campus, family names are displayed and yard supervisors notify classrooms using walkie-talkies.
- Once notified, teachers queue students, enforce distancing between students in different stable groups, and direct them to their vehicles.
- Yard supervisors are present outdoors to assist students in locating their vehicles, prevent student gatherings, and direct vehicles out of the parking lot.
- Students are required to wear masks throughout pick up procedures, until they enter the vehicle.
- Drivers and others remain in their vehicles at all times.
- All staff members maintain practicable physical distance between one another while supervising departure.
- Families and staff are highly encouraged to carpool only with members of their stable group, to wear a face covering while carpooling, and to open windows during carpooling to maximize outdoor air circulation when feasible.

St. Christopher School minimizes close contact between students, staff, families, and the broader community in the event of late arrival by:

- Requiring parents to park on Booksin Ave and enter the main office.
- Front office employees greet adults and students using the school's intercom system.
- Once greeted, the adults and students are buzzed into the main office.
- A glass barrier in the public facing opening of the front office and practicable distancing limits office staff's exposure to individuals permitted to enter the main building.
- Adults sign students in at the front office.
- Students are buzzed into the main building and escorted to their classroom by an employee following social distancing protocols.

St. Christopher School minimizes close contact between students, staff, families, and the broader community in the event of early pickup by:

- Requiring parents to park on Booksin Ave and enter the main office.
- Front office employees greet adults using the school's intercom system.
- Once greeted, the adults are buzzed into the main office.
- A glass barrier in the public facing opening of the front office and practicable distancing limits office staff's exposure to individuals permitted to enter the main building.
- Adults sign students out at the front office.
- An employee meets students at their classroom and escorts them to the main office following social distancing protocols.

### [Drop off/Pick Up Map](#)

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

St. Christopher School minimizes close contact between students in the restrooms through the following methods:

- Grade levels have assigned restrooms.
- Classes have designated times to use the restroom facilities.
- Teachers contact the office when students need to use the restroom at undesignated times and await clearance.
- Only two students are allowed in a restroom at a time.
- Each class room is stocked with hand sanitizer that the teacher/instructional assistant provides students upon return from the restroom.
- A day porter is present from 9:30 to 1:30 to clean/disinfect the restrooms throughout the day.
- The cleaning service cleans and disinfects restrooms at night.

Grade K - Kindergarten Classroom bathrooms

Grades 1 and 2 - Lower-Wing bathrooms

- 1A at :00
- 1B at :15
- 2A at :30
- 2B at :45

Grades 3 and 4 - Walsh Hall bathrooms

- 3A at :00
- 3B at :15
- 4A at :30
- 4B at :45

Grades 5 through 8 - Exterior Nano Nagle Bathrooms

- 5A & 7A at :00
- 5B & 7B at :15
- 6A & 8A at :30
- 6B & 8B at :45

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

St. Christopher School minimizes close contact between students and staff at recess through the following methods:

- Two morning recesses are scheduled each day: K-4 recess and 5-8 recess.
- K-8 students eat their snacks at designated lunch tables and benches that allow for social distancing.
- K-8 stable groups are assigned to designated play areas during morning recess.
- Each K-8 stable group has its own play equipment.
- K-4 teachers/instructional assistants supervise their stable group, lead physical activities, and carry first aid kits that include hand sanitizer, face coverings, and gloves during the K-4 recess.
- A team of 5-8 teachers/instructors supervise stable groups and carry first aid kits that include hand sanitizer, face coverings, and gloves during the 5-8 recess.
- K-8 students are directed to maintain social distancing within their stable group as much as practicable during morning recess.
- All staff members maintain practicable distancing between one another and students while supervising morning recess.
- Stable groups maintain as much distancing as possible from other stable groups throughout morning recess.

Designated play areas:

- Basketball Court 1
- Basketball Court 2
- Kicking Zone
- Area outside Lower Wing
- Area outside Science Lab
- Play structure
- Presentation Field 1
- Presentation Field 2
- Presentation Field 3
- Presentation Field 4

K-4 recess: 10:00 - 10:15 (M-T-R-F) and 10:15 - 10:35 (W)

5-8 recess: 10:25 - 10:40 (M-T-R-F) and 10:44 - 11:04 (W)

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

St. Christopher School minimizes close contact between students and staff at lunch through the following methods:

- Two lunches are scheduled each day: K-4 lunch and 5-8 lunch.
- K-8 students eat their lunch at designated lunch tables and benches that allow for social distancing.
- Teachers/instructional assistants eat their lunch alone in their classroom or outside while maintaining practicable distance between themselves and others.
- Non-teaching staff eat their lunch alone at their workstations or outside while maintaining practicable distance between themselves and others.
- All staff are prohibited from eating in the faculty room or other communal, indoor spaces.
- K-4 teachers/instructional assistants supervise their stable group as students eat during the K-4 lunch.
- A team of 5-8 teachers/instructors supervise stable groups as students eat during the 5-8 lunch.

- Individually wrapped, Choicelunch orders will be delivered to the classroom once Choicelunch resumes service.
- K-8 stable groups are assigned to designated play areas during lunch recess.
- Each K-8 stable group has its own play equipment.
- K-4 teachers/instructional assistants supervise their stable group, lead physical activities, and carry first aid kits that include hand sanitizer, face coverings, and gloves during the K-4 lunch recess.
- A team of 5-8 teachers/instructors supervise stable groups and carry first aid kits that include hand sanitizer, face coverings, and gloves during the 5-8 lunch recess.
- K-8 students are directed to maintain social distancing within their stable group as much as practicable during lunch recess.
- All staff members maintain practicable distancing between one another and students while supervising lunch recess.
- Stable groups maintain as much distancing as possible from other stable groups throughout lunch recess.

K-4 Lunch and Lunch Recess: 11:55 - 12:25 (M-T-R-F)

5-8 Lunch and Lunch Recess: 12:30 - 1:00 (M-T-R-F)

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

St. Christopher School minimizes close contact between students and staff in the hallways and walkways through the following methods:

- Student access to the hallways and walkways is limited and closely monitored.
- Administrators and front office staff go to classrooms rather than have students sent to them.
- All staff members maintain physical distance to all extents possible between one another while in the hallways/walkways.
- Students are directed to maintain physical distance to all extents possible between one another while in the hallways/walkways.

[Lower Wing Hallway Routes](#)

[Upper Wing Walkway Routes](#)

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

St. Christopher School minimizes close contact between students and staff in classrooms through the following methods:

- All students are required to wear a cloth facial covering throughout the school day.
- All adults are required to wear a cloth facial covering throughout the school day.
- Disposable cloth facial coverings are available for individuals.
- Staff that are unable to wear a cloth facial covering for medical reasons have not and will not be assigned duties that require close contact with students and are required to work remotely.
- All staff members maintain practicable physical distance between one another while in classrooms.
- K-8 students are directed to maintain social distancing as is practicable while in classrooms.
- Face shields are available for all staff. Face shields are optional and may not be substituted for a cloth facial covering.



- K-4 students, teachers, and instructional assistants remain in stable classroom groups throughout the entire school day.
- 5-8 students remain in stable classroom groups throughout the entire school day. 5-8 teachers rotate from room to room and maintain practicable physical distance from students.
- Excess furniture has been removed from classrooms.
- Acrylic barriers have been placed in each classroom to allow one on one support from the teacher.
- Student supplies are located at their desks and sharing supplies is limited.
- Each student has their own iPad.
- Classroom windows and doors are open as much as possible and fans operate at low speed in the clockwise direction to promote proper ventilation and airflow.
- Stable groups use outside tables or sit on the blacktop for practice work when conditions allow. While outside, stable groups maintain physical distance to all extents practicable from other stable groups.
- HVAC air filters have been upgraded to Merv 13 air filters.

#### **School Protocols for Physical Distancing – Front Office, Work/Breakroom, and Isolation Room**

St. Christopher School minimizes close contact between staff and other adults in the Front Office through the following methods:

- All adults are greeted before being buzzed into the front office area.
- Only adults who have been greeted and buzzed in are allowed in the front office area.
- A glass barrier has been installed in the public facing opening of the front office to limit office staff's exposure to individuals permitted to enter the main building.
- A storefront door prevents all other adults from fully entering campus.
- Front office windows are open as much as possible to promote proper ventilation and airflow.
- Staff members maintain practicable physical distance from Front Office workstations.
- The only visitors permitted beyond the Front Office area are emergency responders, emergency facility maintenance, or other essential workers.

St. Christopher School minimizes close contact between staff members in the workroom and breakroom through the following methods:

- Signage is posted notifying staff of COVID-19 protocols at each entrance to the workroom and breakroom.
- The number of staff in the breakroom is limited to what is practicable to allow for distancing.
- Staff are not permitted to eat or drink in the breakroom.

St. Christopher School minimizes close contact between individuals in the isolation room through the following methods:

- The isolation room is located across from the main office so it is accessible from an outer door, that students can be supervised from a distance, and parents can pick up their children without going beyond the front office area.
- Students who are not feeling well or are observed to show symptoms of illness are first sent outside the classroom. Office staff or administration screen the student outside the classroom. If it is determined that a student must be isolated, the office staff member or administrator escorts them to the isolation room while maintaining social distance.

## B.2 Hygiene Measures

Protocols involving hygiene measures have been divided into the following sections:

- Explicitly teaching and reinforcing healthy hygiene practices
- Face coverings

The CDPH and CDC 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.

<b>School Protocols for Promoting Healthy Hygiene Practices</b>	
Explicit instruction of healthy hygiene practices	<ul style="list-style-type: none"><li>• Teachers and instructional assistants provide explicit instruction of healthy hygiene practices to students at the start of the school year.</li><li>• Teachers and instructional assistants continue to explicitly instruct students on healthy hygiene practices on a regular basis.</li><li>• Explicit instruction on healthy hygiene practices includes handwashing techniques; avoiding contact with one's eyes, nose, and mouth; and covering coughs and sneezes.</li></ul>
Reinforcing healthy hygiene practices	<ul style="list-style-type: none"><li>• All staff model proper hygiene practices and procedures.</li><li>• Teachers and instructional assistants reinforce healthy hygiene practices and procedures with their classes daily.</li><li>• Students are required to wash their hands or use hand sanitizer upon arrival to campus, after using the restroom, after recess and returning to the classroom, before and after eating, and after coughing or sneezing.</li><li>• Students under the age of 9 only use hand sanitizer under adult supervision.</li><li>• The school has ensured there are adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.</li></ul>
Face Coverings	<ul style="list-style-type: none"><li>• Teachers and staff<ul style="list-style-type: none"><li>○ All adults must wear a cloth face covering at all times while on campus, except while eating, drinking, replacing a face covering, or supervising outdoor play.</li><li>○ Neck gaiters and valved masks do not meet cloth face covering requirements.</li><li>○ Face shields have been provided to all teachers and staff. Face shields are optional and may not be substituted for a facial covering.</li><li>○ Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards. Staff that are unable to wear a cloth facial covering for medical reasons have not and will not be assigned duties that require close contact with students and are required to work remotely.</li></ul></li><li>• Students<ul style="list-style-type: none"><li>○ All students are required to wear a cloth facial covering except when eating, drinking, replacing a face covering, or playing outside, including,<ul style="list-style-type: none"><li>▪ when inside classrooms</li><li>▪ when arriving and departing from the school campus</li><li>▪ while in any indoor area outside of the classroom (e.g. hallway, bathroom, front office area, gym)</li></ul></li></ul></li></ul>

- Neck gaiters and valved masks do not meet cloth face covering requirements.
- Students excluded from face covering requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering.
- Signage is posted at every entrance to school buildings to remind students and staff of (1) when and where face coverings are required and (2) appropriate use of face coverings.
- Expectations for use of face coverings at school and how to wash face coverings are communicated with all staff and families.
- All staff, students, and families are educated on the rationale and proper use of face coverings
- Disposable cloth facial coverings are available for individuals who need one.

### B.3 Cleaning and Maintenance

The CPDH and CDC recommend daily cleaning and sanitation of indoor spaces.

School Sanitation Protocol		
Category	Frequency/Schedule	Person(s) Responsible
Indoor spaces (classrooms, gym, hall, offices, etc.)	Throughout the day/after dismissal	Teachers, instructional assistants, and janitorial service
Restrooms	Throughout the day/nightly by janitorial service	Day porter and janitorial service
Surfaces that come into contact with food (e.g. food preparation areas and lunch tables)	Before and after meals	Day porter

### B.4 Food Service

Protocols involving food service have been divided into the following sections:

- Student Food Service
- Adult Food Service

School Protocols for Student Food Service
<ul style="list-style-type: none"> <li>● K-8 students eat at designated outdoor lunch tables assigned to each stable group.</li> <li>● Students bringing food from home are responsible for storing and disposing of their own lunches.</li> <li>● Students ordering Choicelunch will have individually packaged lunches dropped off at their classroom once Choicelunch resumes operations.</li> </ul>

School Protocols for Adult Food Service
<ul style="list-style-type: none"> <li>● All adults eat alone at their workstation, alone in their classroom, or outside following social distancing protocols.</li> <li>● Adults bringing food from home are responsible for storing and disposing of their own lunches.</li> <li>● Adults ordering Choicelunch will have individually packaged lunches dropped off at their workstation or classroom once Choicelunch resumes operations.</li> <li>● Staff may not eat in the workroom or faculty room</li> </ul>

### **B.5 Extended Care, Extra-curricular Activities, Athletics, School Events, and Field Trips**

Protocols involving extended care, extra-curricular activities, athletics, school events have been divided into the following sections:

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

<b>School Protocol for Extended Care</b>
Extended Care is offered through KidzToPros. Information regarding KidzToPros COVID-19 protocols can be found on their website.

<b>School Protocol for Extra-Curricular Activities</b>
Extra-curricular activities are currently limited to offerings available through KidzToPros. Information regarding KidzToPros COVID-19 protocols can be found on their website.

<b>School Protocol for Athletics</b>
To prioritize the safe return of all students to campus and to develop protocols based on the updated athletic guidelines, the Diocese of San José has decided that competitions between schools will not take place at the start of the school year. Athletic practices and games within the school may take place, following the current CDPH athletic guidelines, however.

<b>School Protocol for School Events</b>
Most school events have been reformatted to be virtual. All school events that are not virtual that are for more than a single stable group occur outside. For such events, stable groups practice social distancing within their stable group and maintain practicable physical distance from other stable groups.

<b>School Protocol for Field Trips</b>
To prioritize the safe return of all students to campus and in recognition of the rising levels of community transmission, the Diocese of San José has decided that off-site field trips will not be taken at this time. This mandate will be revisited at the end of the fall.

## C. Health Monitoring, Testing, and Reporting

### C.1 Health Monitoring

Protocols involving health screenings have been divided into the following sections:

- Health Monitoring for Employees
- Health Monitoring for Students

School Protocols for Health Monitoring	
Employees	<ul style="list-style-type: none"><li>• Faculty and staff monitor themselves for COVID-19 symptoms. If a faculty or staff member has COVID-19 symptoms, they are asked to go home immediately if on campus and contact the COVID-19 liaison, or call the office if at home.</li></ul>
Students	<ul style="list-style-type: none"><li>• Parents/guardians are provided reminders of COVID-19 symptoms and are asked to monitor their children for symptoms. If symptoms are present, parents/guardians are asked keep their children home</li><li>• Faculty and staff monitor for COVID-19 symptoms in their students. If a student has COVID-19 symptoms, the faculty or staff member contacts the school office, who in turn contact the students' parents/guardians for immediate pickup.</li></ul>

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

St. Christopher School adheres to the following protocol regarding COVID-19 Testing and Reporting:

- Indications for testing:
  - Students and staff are required to be tested for COVID-19 if they develop one or more COVID-19 symptoms.
- Positive test results:
  - Parents/guardians and staff are required to notify the school office immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) tested positive for COVID-19.
  - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the school follows the actions in Part D of the protocol.
  - Students/staff who test positive and have completed isolation requirements as outlined in Part D of the Plan, do not require a medical note or a negative test prior to returning to school/work.
- Negative test results:
  - Symptomatic individuals who test negative for COVID-19 can return to in-person school/work after at least 24 hours have passed since resolution of fever without the use of fever-reducing medications and other symptoms have improved.
  - Documentation of negative test results must be provided to the school office.
  - Close contacts who were required to quarantine and test negative can return to in-person school/work upon completion of the actions described in Part D of the protocol.
- Exceptions
  - In lieu of a negative test result, symptomatic individuals may return to school/work, if

- a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma), or
- a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Cocksackie virus), or
- at least 10 days have passed since symptom onset.
- Surveillance Testing
  - In compliance with Diocesan policy, all school staff who have contact with students or other staff participate in surveillance testing.
    - All staff are required to submit baseline surveillance testing prior to the students return to campus.
    - Fully vaccinated staff are required to complete surveillance testing monthly.
    - Unvaccinated staff or staff who decline their vaccination status are required to complete weekly surveillance testing.
  - Staff may be tested by their primary health care provider or at one of the community testing sites. A listing of community sites can be found at [www.sccfreetest.org](http://www.sccfreetest.org).

## **D. Response to Suspected or Confirmed Cases**

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

- Any students or staff exhibiting symptoms of COVID-19 are 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, the school office calls 9-1-1 immediately.
- The school's isolation room is located across from the main office so it is accessible from an outer door, that students can be supervised from a distance, and parents can pick up their children without going beyond the front office area.
- Students who are not feeling well or are observed to show symptoms of illness are first sent outside the classroom. Office staff or administration screen the student outside the classroom. If it is determined that a student must be isolated, the office staff member or administrator escorts them to the isolation room while maintaining physical distance.

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

- The school notifies the County of Santa Clara Public Health Department within four hours of learning of any positive COVID-19 case via the Education Reporting Portal at [www.sccgov.org/schools](http://www.sccgov.org/schools).
- The school notifies 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](#).
- The school closes off areas used by individuals who test positive COVID-19 and does not use those areas before cleaning and disinfection can occur. The janitorial service ensures a safe and correct application of disinfectants using personal protective equipment and ventilation.
- All students within the same homeroom or advisory stable group as the confirmed COVID-19 case are sent home immediately and instructed to quarantine at home for 7 days from the last exposure and be tested in accordance with CDPH recommendations (see below).
- The school recommends parents/guardians to notify any individuals or organizations with which their child has close contacts outside the school setting.
- No actions are 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.

### **Returning to Campus:**

- Positive test results
  - Symptomatic individuals who test positive for COVID-19 can return to school/work under the following conditions:
    - At least 10 days have passed since symptom onset; AND
    - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND
    - Other symptoms have improved
  - Asymptomatic individuals who test positive for COVID-19 can return to school/work under the following conditions:
    - At least 10 days have passed since the date of the first positive COVID-19 diagnostic (federally approved Emergency Use Authorized molecular assay) test. If the individual develops symptoms, then the strategies for discontinuing isolation for symptomatic persons (see above) are used.

- Negative test results
  - Symptomatic individuals who test negative for COVID-19 can return to in-person school/work after at least 24 hours have passed since resolution of fever without the use of fever-reducing medications and other symptoms have improved, provided that documentation of a negative test result is provided to school administrators.
- Close Contacts
  - Asymptomatic close contacts may discontinue self-quarantine under the following conditions:
    - Quarantine can end after Day 10 from the date of last exposure without testing; OR
    - Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
  - To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
    - Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
    - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
  - If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

### **Communication Plan for Positive Cases**

In compliance with the SCCPHD, the school uses the County communication protocols and templates for the following 3 scenarios:

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

When communicating positive cases, the school adheres to FERPA and HIPAA privacy requirements.

### **Triggers for Transitioning to Remote Learning**

The school consults with the SCCPHD and the Diocese of San José's Department of Catholic Schools to determine when a temporary transition to distance learning is necessary. If such a transition is necessary, it will typically last for 14 days. During this time, cleaning and disinfection of the school campus will occur. While decisions for transitioning to distance learning will be made in consultation (taking into account local health conditions, geographic location, size of the campus, etc.), the decisions will be based on the following general guidelines from the CDPH:

Reported Positive Cases of COVID-19	Action
1+ staff/student in a stable group	The individual stable group transitions to distance learning



Within a 14-day period, an <a href="#">outbreak</a> has occurred in 25% or more stable groups in the school.	St. Christopher School transitions to distance learning
Within a 14-day period, at least three <a href="#">outbreaks</a> have occurred in the school AND more than 5% of the school population is infected.	St. Christopher School transitions to distance learning
SCCPHD determines school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.	St. Christopher School transitions to distance learning
25% of elementary schools within the Diocese of San José transition to Distance Learning as a result of the above within a 14-day period	All elementary schools within the Diocese of San José, including St. Christopher School, transition to distance learning

## E. Cal/OSHA Compliance

St. Christopher School refers to the specific guidelines and considerations in the State of California's Department of Industrial Relations's [COVID-19 Prevention Emergency Temporary Standards](#) when designing its school-specific protocols regarding Cal/OSHA compliance.

Protocols involving Cal/OSHA Compliance have been divided into the following sections:

- School Protocols for Administration
- School Protocols for Cleaning Personnel

### School Protocols for Administration

St. Christopher School is in compliance with Cal/OSHA guidelines and considerations for the school administration through the following:

- The administration has trained employees in the above protocols, how to prevent COVID-19 from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- The administration completes weekly evaluations to ensure the protocols are being implemented. The administration pursues concerns to identify areas of improvement and then creates plans to implement changes to address them
- The administration ensures that there are adequate supplies including:
  - Face coverings
  - Gloves
  - Disinfectant
  - Hand sanitizer
  - Hand soap
- The administration ensures that the disinfection protocols discussed in this plan are implemented.
- The administration places hand sanitizer throughout the school to encourage good hand sanitation.
- If an employee tests positive for COVID-19, the administration investigates and determines if any workplace factors could have contributed to the risk of infection. If so, the administration updates this plan.
- The administration ensures that safe protocols are in place by:
  - Closing or limiting access to common areas. When used, they are cleaned and disinfected at the end of the day
  - Requiring visitors to follow the safe distancing rules cited above.
  - Installing a glass shield to protect the front office workers from individuals in the reception area.
  - Confirming that the ventilation of work areas is adequate.
  - Changing the traffic flow for employees, visitors, and students through floor maps indicating walking directions.
  - Not allowing employees to congregate in the faculty room, bathrooms, or common areas.
  - Establishing no contact protocols for working with visitors
  - Reminding employees, volunteers, visitors and others that following this protocol is mandatory.

- Posting the required certification (i.e. County checkmark and apple) at the entrances to the school

#### **School Protocols for Cleaning Personnel**

St. Christopher School is in compliance with Cal/OSHA guidelines and considerations for cleaning personnel through the following:

- Cleaning personnel have been directed to:
  - Clean the school thoroughly every day using approved disinfectants.
  - Pay special attention to common areas (i.e. an area used by more than one person), reception areas, bathrooms, classrooms, and doorknobs.

## F. Learning Plan

1. Roles and responsibilities
  - **Leadership** - Oversee teachers; communicate with all shareholders; administer learning plan, California Common Core Standards, and Diocesan expectations
  - **Teachers** - Implement learning plan, California Common Core Standards, and Diocesan expectations; communicate student progress to parents; supervise students; facilitate student learning; enforce proper hygiene practices
  - **Staff** - Support leadership and teachers in implementing learning plan
  - **Parents** - Follow state, county, and Diocesan rules, procedures, and expectations; assist students in health screenings; comply with school policies and procedures
  - **Students** - Try best to learn; attend punctually and regularly; practice proper hygiene; follow directions and instructions of leadership, teachers, and staff
2. Faculty collaboration schedule and structure
  - Weekly staff meetings on Wednesdays
  - All staff gathers weekly for prayer and necessary updates
  - Prep periods scheduled to allow for grade-level collaboration
  - Diocesan in-services on quarterly basis
3. Overview of the structure for stable groups
  - Two stable groups/grade level
  - Stable groups range from 22 students to 33 students
  - K-5 stable groups located in homerooms, with the exception of speciality classes
  - 6-8 stable groups change classes based on teacher location

## G. Emergency Remote Learning Plan in the Case of School or Stable Group Closure

In the event that St. Christopher School is required to implement a remote learning model based on the closure of the school, a homeroom, or an advisory group due to COVID-19 protocols, we will build on our beliefs of the centrality of community and our call to form the whole child by providing:

- Daily synchronous instruction and activities for the affected stable group(s) between the hours of 8:00 a.m. and 3:00 p.m. on Mondays, Tuesdays, Thursdays, and Fridays; and from 8:00 to 12:30 p.m. on Wednesdays
- Spiritual, social-emotional, and academic formation
- Core and co-curricular content areas with an emphasis on cross-curricular opportunities

### Student and Parent Expectations for Remote Learning

The student will....	The parent(s) will....
Keep their workspace organized and well-stocked to be prepared for class.	Provide a location for students to create a productive workspace in the home.
Follow the class schedule, be on time and prepared to learn.	Assist student(s) with organization and preparation, but not participate in Zoom sessions and active learning.
Follow proper Zoom etiquette: turn camera on, stay muted until called on, no moving around or causing distractions, face centered on screen	Reinforce proper Zoom etiquette with their children.
Dress appropriately for school by wearing a uniform polo each day.	Provide clean uniforms for students.
Be well-groomed and clean with hair a natural color (the color God gave you).	Promote good hygiene, adequate sleep before and daily grooming.
Eat before class and at assigned breaks and lunch.	Provide a healthy breakfast, snacks and lunch.
Care for school property: iPad, textbooks, instructional materials provided by the teacher(s).	Check Sunday evening weekly overview of instruction and messages to parents.
Not use digital backgrounds while on Zoom.	Respect teachers' working hours (7:30-3:30) and understand that emails will be answered within 24 hours of receipt.
Contact the teacher through Zoom, chat, or email when questions arise or clarification is required.	Encourage student(s) to contact their teacher via Zoom, chat, or email when questions arise.
Read and sign the iPad/Tech agreement.	Read and sign the iPad/Tech agreement.
Turn in original work - no plagiarism.	Encourage students to do their best and to realize that making mistakes promotes growth/resilience.

**K-4 Remote M-T-R-F Schedule Template**

<b>Time Block</b>	<b>Class/Activity</b>
8:00-8:30	Opening
8:30-9:30	Core (ELA1 or math) Academic Block 1
9:30-9:45	Activity Break 1
9:45-10:45	Core Academic (ELA1, ELA 2, or math) Block 2
10:45-11:00	Activity Break 2
11:00-12:00	Core (ELA2 or math) Academic Block 3
12:00-12:45	Lunch
12:45-1:15	Religion
1:15-1:25	Activity Break 3
1:25-2:05	Asynchronous co-curricular block
2:05-2:45	Adaptive applications/asynchronous core activities
2:45-3:00	Closing

**K-4 Remote W Schedule Template**

<b>Time Block</b>	<b>Class/Activity</b>
8:00-8:30	Opening
8:30-9:30	Religion (recorded liturgy followed by mini-lesson)
9:30-9:45	Activity Break 1
9:45-10:45	Core Academic (ELA or math) Block 1
10:45-11:00	Activity Break 2
11:00-12:00	Core (ELA or math) Academic Block 2
12:00-12:30	Closing

### 5-8 Remote Schedule

Core curricular subjects in middle school meet daily and are religion, English language arts, mathematics, science, and social studies. Co-curricular subjects are Spanish (three times per week) and physical education (once per week).

5-8 Remote Schedule			
	M-T-R-F		12:30 Dismissal
Advisory	8:00 - 8:35	Advisory	8:00 - 8:35
1st period	8:35 - 9:29	1st period	8:35 - 9:17
2nd period	9:31 - 10:25	2nd period	9:19 - 10:01
Recess break	10:25 - 10:40	3rd period	10:02 - 10:44
3rd period	10:40 - 11:34	Recess break	10:44 - 11:04
4th period	11:36 - 12:30	4th period	11:04 - 11:46
Lunch	12:30 - 1:00	5th period	11:48 - 12:40
5th period	1:00 - 1:54	Advisory	12:40 - 1:00
6th period	1:56 - 2:50		
Advisory	2:50 - 3:00		

## H. Communication Plan

St. Christopher School leadership provides weekly updates to all shareholders through its ParentSquare newsletter, videos, and office hours. Leadership also hosts grade band coffees throughout the school year. Leadership continues to meet weekly with the Pastor of St. Christopher Parish, monthly with parish leaders of the two major volunteer groups at St. Christopher Parish (Holy Name Society and Ladies' Guild), and as needed with other community leaders.

St. Christopher School teachers provide weekly updates to appropriate shareholders through their classroom newsletters, videos, and office hours. Teachers also conference with parents during conference week.

St. Christopher School's School Advisory Committee meets monthly to review parent submissions to its feedback link and provides monthly updates featured in the school newsletter.

### Staff Training

All staff and volunteers participate in the online Diocesan COVID-19 Protocol Training, which outlines the guidelines for mitigating the spread of COVID-19 and maintaining a healthy work environment. All staff members also have participated in preparing the health and safety guidelines outlined in the School COVID-19 Protocols and thoroughly reviewed the final document.

The school trains staff on the school-specific protocols:

- During faculty meetings, specific health requirements are reviewed and reinforced. Topics include but are not limited to:
  - Hand-washing
  - Avoiding close contact
  - Proper facial covering usage and cleaning
  - Cover coughs and sneezes
  - Cleaning and disinfecting
  - Monitoring your health daily
  - Arrival and dismissal procedures
  - Stable group play areas
  - Bathroom procedures
  - Emergency drills
- Weekly staff memos include reminders of the importance of following proper hygiene guidelines.
- Teachers note in lesson plans which specific health requirements were also reinforced with students.
- Teachers highlight safety/hygiene practices that are being reinforced in the classroom via newsletter and/or video.
- Administrators conduct walk-throughs throughout the year.
- Administrators apprise staff of any changes in county or state guidelines.
- Administrators look for and note proper hygiene instruction when visiting classes.
- The office manager coordinates weekly with the janitorial service.
- Signage in classrooms, hallways, work rooms, and restrooms serves as reminders for proper hygiene protocol.



## **I. Community Involvement**

St. Christopher School involved the community in the creation of its COVID-19 Protocols through the following methods:

- Weekly meetings with the Department of Catholic Schools for the Diocese of San José.
- Daily meetings with Fr. Christopher Bennett, pastor of St. Christopher Parish.
- Weekly leadership team meetings.
- Weekly meetings with St. Christopher School staff.
- Weekly meetings with grade-level bands.
- Individual meetings with grade-level teams
- Individual meetings with staff members.
- Monthly meetings with representatives of the Santa Clara County Public Health Department (SCCPHD) and California Department of Public Health (CDPH).
- Meetings and online collaboration with the School Advisory Committee.
- Open office hours with parents.
- Individual meetings with parents.
- Weekly newsletters and updates.
- Surveys of St. Christopher School parents.
- Surveys of St. Christopher School staff.
- Individual meetings with St. Christopher Parish Faith Formation Director.
- Meetings with St. Christopher Parish organizations. (e.g. Ladies' Guild and Holy Name Society)

## **J. Update History**

1. v1.0 - 8.9.2021
2. v2.0 - 8.10.2021
  - a. Clarified physical distancing protocols
  - b. Clarified drop off/pick up times
  - c. Updated drop off/pick up map
  - d. Removed links to floor plans
  - e. Updated surveillance testing section
  - f. Renamed Section G to “Emergency Remote Learning Plan in the Case of School or Stable Group Closure” from “Remote Learning Plan” to ensure clarity
  - g. Revised Remote Schedule Templates
3. v3.0 - 8.11.2021
  - a. Removed reference to floor markings and replaced with floor maps.
  - b. Clarified that neck gaiters and valved masks do not meet mask requirements.
  - c. Edited minor issues identified by faculty and staff.