



2020-2021

RETURN-TO-SCHOOL PLAN
COVID-19 PROTOCOLS

Handbook Addendum

GUIDING PRINCIPLES

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe, and to reduce the impact of COVID-19 conditions upon returning to school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and the San Mateo County Health Department. Ultimately the county health office will have to approve our school's plan. Regular updates will be provided by the Department of Catholic Schools as information is provided.

With San Mateo, San Francisco, and Marin counties declaring a move to Phase 2, we believe it is time to begin the conversation about our return to school in August. Our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to work and schools. Understanding that there is inherent risk in returning from social distancing while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need for life to continue.
 - a. **Classes:** In the spirit of "reducing the denominator," students will spend most of their time on campus with their own class to minimize the spread of COVID-19 between school groups.
 - b. **Hygiene:** Within classes, we will emphasize strong hygienic practice.
 - c. **Distance options:** If a student or their family member is in a higher-risk group, we will give them the option of continuing Distance Learning.
2. **Presence:** Keeping school open daily. We want to avoid burdening parents with challenging schedules that require them to stay home and out of work - however we will have to comply with county health ordinances regarding the number of students in each classroom. To accomplish this, we must create a modified school day (K-4 attend 8am-11am and 5-8 attend 12:30-3:30pm). In addition, we will use other facilities on campus, including the school gym, the Upper Hall, and outside spaces to accommodate students.
3. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level, in their faith and in all core academic standards.

This document will be updated regularly. Mrs. Costa will share the updated document on the school website and distribute the updated version to parents via Finalsite.

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A STEP BY STEP APPROACH: SAN MATEO COUNTY GUIDELINES FOR REOPENING OF SCHOOLS

In cooperation with the San Mateo Health Department, school operations will be informed by public health data applicable to both the school community and the county. This step-by-step approach enables our school to be nimble in responding to current and changing conditions.

Three Steps: Step One, Step Two, Step Three

To ensure smooth implementation of the Four Pillars designated by San Mateo County (Health & Hygiene, Face Coverings, Physical Distancing, and Limiting Gatherings) on our school campus, Our Lady of Angels School will use an incremental approach to guide our return to campus process. The school administration will lead our school community through the incremental progression of the steps outlined below based on local school and Archdiocese conditions.

Each step will be fully implemented for a minimum of three weeks before considering advancing the school community to the next step. Additionally, the steps provide clear restrictions that may need to be implemented in the event of an outbreak within the school community or more restrictive health orders countywide.

The conditions informing this decision-making for each step include:

Step One (Minimum of three weeks)

- County health conditions regarding the number of COVID-19 positive cases remains flat or decreasing

- Allow no on-campus visitors including volunteers; parents who support direct instruction in preschool classrooms are exempt
- Pause all extracurricular activities
- Pause all gatherings (a gathering is any meeting or social activity outside of classroom instruction that includes more than four people)
- Convene all meetings remotely
- Reinforce the wearing of face coverings by staff, students, and any others who enter the campus

Step Two (Minimum of three weeks)

- County health conditions regarding the number of COVID-19 positive cases remains flat or decreasing
- Open the campus only to visitors and volunteers who directly support instruction with expectations that all will honor the Four Pillars
- Restrict extracurricular activities to those that directly support and intersect with instruction, with expectations that any in-person activities will honor the Four Pillars
- Restrict gatherings to groups smaller than ten people
- Convene most meetings remotely, specifically any that include groups larger than ten
- Consider holding sports (if allowed by health orders and the PPSL) and school-related performances with no spectators or audience members. Conduct all such activities within the guidance of the Four Pillars

Step Three: (Minimum of three weeks)

- County health conditions regarding the number of COVID-19 positive cases remains flat or decreasing
- Allow volunteers and visitors on campus with strict adherence to the Four Pillars
- Restrict instructional and interest-based extracurricular activities to those that can be implemented with small groups who can physically distance
- If county health orders allow, convene high priority gatherings comprised of no more than 50 people, including sport and performance-based activities that can be conducted within the guidance of the Four Pillars

This step-by-step approach requires patience and discipline from all members of the school community. Community health data and current campus conditions will guide the school administration in implementing the relevant steps. Although Our Lady of Angels School typically provides much more than academic instruction, including social and emotional support, interest-based activities, sports, faith, and youth leadership opportunities, the primary goal of students returning to school for the 2020-21 school year is to maximize instructional time and provide high quality academic intervention and support that supports the educational success of all students.

GENERAL PROTOCOLS

Social Distancing

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying at least six feet apart from others and eliminating contact with others whenever possible.

- Social Distancing Markings – Taped markings on the classroom floors will help students maintain the social distancing requirements. Additionally, signs and posters have been created and placed around campus to facilitate traffic and enforce social distancing. Students and staff are also instructed on the flow of foot traffic along the breezeway building and in the Quad building so that students and staff do not pass each other.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided.

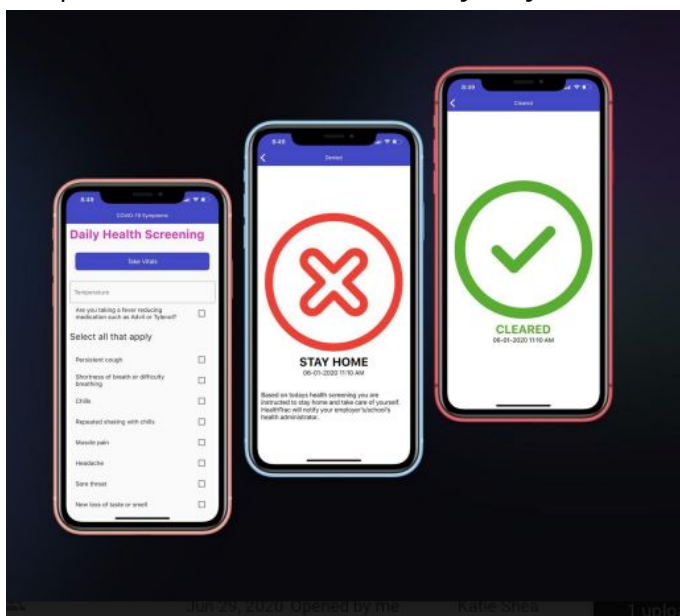
Student Gatherings

- All gatherings of large groups, including whole school masses and assemblies, are prohibited. Our distance learning practices will serve as a substitute.
- Students will remain with their classmates at all times, including structured recess. During structured recess, students will have an opportunity to socialize with students in the same grade level who may be placed in another physical classroom.
- Any student showing signs of illness will have their temperature taken in the office, and students with a temperature above 99.5 degrees or showing any respiratory symptoms will be isolated and sent home.
- Students will be mindful of the social distancing and health practices in which they are instructed or they will not be allowed on campus.
- Students will have a designated space solely for their use in their classrooms and the extended care space (if applicable).
- Students will not share spaces, supplies, or work in groups (distancing will remain throughout the day).
- Students will use restrooms at designated times, and no more students will be admitted into a restroom at a time than there are sinks in the restrooms.
- Grade levels will be assigned restrooms to mitigate the spread of any illness.

Health Screenings

Every school day, students and staff are required to complete a health screening using the app Health Trac prior to arrival on campus. The user engages with Care Chat in the app to answer three symptom related questions, reports their temperature, and takes a vitals reading. The self assessment takes less than one minute to complete and the results are shared immediately with the school. Students and staff must show a green check on their phone in order to gain entrance to the campus. If a student has not completed the screening, they will be moved to another line at their designated entrance to complete the health screening with a member of the school staff. Infrared thermometers will be at each of the school entrances.

Once visitors are allowed on campus, per the San Mateo County Pandemic Framework for Schools, all visitors must also complete a health screening before being allowed on campus. Visitors to the school may only enter through the front school office gate.



Staff Protocols

Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, employees are required to conduct a self-screening of COVID-19 symptoms, which includes a self-reporting of temperature, using the HealthTrac Screening App. A

temperature no greater than 99.5 degrees Fahrenheit will be allowable. Staff with notable symptoms while at home will be expected to report them to their supervisor and remain home.

Staff Personal Protective Equipment (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE includes:

Masks: Face masks are an essential part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Gloves are not required at this time. Mask requirements will follow San Mateo County guidelines for schools.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 30 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose or use the inside of your elbow when you cough or sneeze

Staff Illness

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they will be directed to go home or to the nearest health center
- Employees returning to work may be asked to submit a healthcare provider's note before returning to work.

If diagnosed with COVID-19, an employee may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) passed since recovery (no fever without the use of fever-reducing medications)
2. Improved respiratory symptoms
3. San Mateo County Public Health Department confirms release to return safely to work

If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work until the three criteria listed above have been met.

Delivering Instruction

- Staff will be trained in sanitation and hygiene instruction
- Teachers will provide initial and routine instruction in social distancing and health practices to their students
- Classroom instruction will be delivered respecting social distancing, 1:1 with student devices, whole group, etc.

Shared Spaces

Employees are encouraged to disinfect their workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Our site has alcohol-based hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones and keyboards. It is expected that all teachers and staff assist with the disinfection of classroom and work spaces at the end of each grade level session. The site custodial team will clean all workspaces and restrooms at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Office Capacity– Site will be monitoring the number of persons in the offices. Admittance into the school office by non-faculty/staff members will be solely by appointment only. No more than 2 people will be allowed in the school office at any one time.

Teacher Lounge–This space will be limited for use. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves. Appliances must be wiped down after each use and at the end of the school day. Staff are strongly encouraged to bring personal lunch boxes/coolers they can store in their own classrooms. No more than 3 people are allowed in the teacher lounge at any one time. Masks must be worn at all times. Food and beverages are to be consumed outside of the teacher lounge. No sharing of any food items, and faculty and staff are to limit their time in the lounge to no more than 10 minutes at a time.

Faculty Work/Copy Room- No more than one person is allowed to be in the faculty work/copy room at a time. All copy machines must be wiped down at the end of each use. Disinfecting materials will be in place for use.

Parent/Visitor Restrictions

Parents and visitors to Our Lady of Angels School will be required to follow the same health protocols as students and staff. Once school is back in session on campus, visitation will still be limited while COVID-19 risk persists as determined by the San Mateo County Health Department. Pursuant to the guidelines of the county, parents and visitors are not allowed on campus for the first three weeks that the school is open. The safety of our staff and students is our primary concern. After the initial three weeks, and as long as approval is given by the county health department, approved visitation by the principal will be conditional on the visitor passing the same screening process as staff and will be in conjunction with the San Mateo County Pandemic Framework's step-by-step approach to reopening schools. .

Food and Other Deliveries

All students must bring their own food to school. There will be no hot lunch orders delivered until the health order is lifted. We ask that there be no food delivered to students during the school day and that students do not share food with others. Teachers and staff may not have food delivered to campus. Personal deliveries such as packages should not be delivered to the school.

The student council snack shack will not be selling snacks until the health order is lifted. Extended Care may provide snacks to students in their care, but only items in single, pre-packaged form.

Discipline Policy for Social Distancing & Mask Wearing

Along with our school's learning expectations, "PRIDE" which we follow, the Our Lady of Angels School faculty and staff at all times want to teach fairness, patience, and responsibility when it comes to following and enforcing the rules for social distancing. The teachers spend a lot of time the first week of school explaining why it is important to use kind words and not to infringe on anyone's territory, including the 6 feet of distancing, not to touch anyone else's mask or supplies.

If this happens inside the classroom or at recess, the teacher and or aide will speak

privately to the student and explain why this is wrong and tell them this is their first warning. If a second warning is given, the student will be sent to the Principal or Vice Principal's office. There, the student will be asked to examine his/her behavior and told the importance of keeping others safe with the COVID-19 protocol. We want all of our students to be successful in their work and have enjoyable moments in our school environment.

The school will also notify the student's parents to tell them we are having a small conflict that needs to be resolved for the safety and learning experience of all our students. If the same child is referred again to the administration for not following the COVID-19 protocol, a conduct referral will be given and the loss of a classroom privilege will be assigned. We know it is a difficult time and we want to focus on being respectful and making better decisions during this time of continued learning through the COVID-19 pandemic.

Stable Cohorts

A *Stable Cohort* refers to a defined group of students whose size is dictated by the ability to implement physical distancing within the classroom or primary learning setting. Stable Cohort aims to minimize mixing of the group members with others, but allows for necessary and practical considerations in a student's educational program. A Stable Cohort may have more than one teacher or staff members during the instructional day and students, though assigned to a particular area of campus, may move to classrooms as necessary to access required courses.

Students in grades K-8 have been placed into stable cohorts. Class rosters have been created with the intention of keeping sibling and family groups together to minimize the spread of any illness. Students in the stable cohorts have also been assigned specific restrooms on campus that they are to use, sharing these restrooms with a limited number of other stable cohorts. Stable cohort groups will be shared with parents prior to the first day of school. Due to the considerations needed to place students in these stable cohort groups, the school cannot accommodate parent requests for cohort placement. Students will receive equal access to the teacher, regardless of their cohort group.

SCHOOL SCHEDULE & ROUTINES

Drop-Off

Drop-Off Hours: 7:40 AM - 7:55 AM (grades K-4) / 12:10 PM-12:30 PM (grades 5-8)

Protocol: Families will arrive at the designated gate (see below). Driving on campus for drop off and pick up will not be permitted until the health order is lifted. Students will be

met at the gate by faculty and staff members who will check to ensure a “green check” is displayed on their Health Trac app for that day. Students who either do not have a “green check” or who have not completed the Health Trac App for the day will be sent to another line for successful completion of the screening protocol prior to entering campus. Once it is clear that students have successfully completed the screening for the day, they will be directed at the gate by staff to head directly to their classroom. Teachers will be at their doors to admit students. Students will enter and go directly to their assigned seats.

Gate Assignments:

Last Names ending in A-C: School Office gate on Cabrillo Avenue

Last Names ending in D-K: Lower Yard gate next to school building on Cabrillo Avenue

Last Names ending in L-Q: Middle Yard gate next to playstructure on Cortez Avenue

Last Names ending in R-Y: Gym gate next to Quad Building on Cortez Avenue

Handwashing

Our Lady of Angels School has purchased and installed 10 additional hand washing stations around the school campus. Posters reminding students of proper hand washing technique have been placed in all restrooms and at every handwashing station.

Protocol:

Students and staff will wash hands for a minimum of 20 seconds at the handwashing station before they enter the classroom. Additionally, students will wash their hands before and after eating their snack each day. In addition to soap and water, the use of a hand sanitizer with at least a 60% alcohol content is available to help the spread of COVID-19. Soap dispensers are checked each morning to ensure they are filled, paper towels and tissues are available and that trash receptacles are readily accessible to dispose of used paper towels and tissues.

Recess Schedule

Schedule:

Time	Activity	Grade Level			
9:30 -9:45	Recess	K	1	2	
9:45-10:00	Recess	3	4		
1:30-1:45	Recess	5	6		

1:45-2:00	Recess	7	8		
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Protocol: Students will eat snacks at their assigned seats in their classrooms. Students cannot share snacks with one another. The school is not able to provide snacks for those students who forget items at home. **No student council snack shack items will be sold until the health order is lifted.** Students will put their trash in their classroom trash can. Students will recess in separate areas of the campus (upper yard playground, middle yard playground, lower yard playground). **The play structure will not be available for use until the health order is lifted.**

Recesses and Physical Education

Protocol: Recesses will be similarly structured to PE class, limiting free play to ensure distancing and safety. Activities such as calisthenics, etc. will be the standards. Teachers will clean doorknobs after each recess. Playground equipment will not be used until the health order is lifted. Physical Education will be taught remotely on Tuesdays and Thursdays during the time in which students are not physically on campus. More details about the structure of PE classes will be shared at a later date.

Water Bottle Policy

Students are encouraged to bring their own reusable water bottle to school each day. In order to avoid any touching of the water bottle to the filling station, all reusable water bottles must have a wide mouth. Students will be instructed on how to properly use and refill their water bottles. To help eliminate the spread of any illness, all water fountains throughout the school have been covered. Although students may fill their water bottles using the refillable water bottle stations on campus, they are expected to come to school with their water bottles full. It is essential that students remember to bring home their water bottles each day and to clean and disinfect them at home. The water bottle filling stations will be disinfected twice each school day.

Sneeze and Cough Protocol

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and COVID-19. Germs can be easily spread by:

- Coughing, sneezing, or talking
- Touching your face with unwashed hands after touching contaminated surfaces or objects
- Touching surfaces or objects that may be frequently touched by other people

Covering coughs and sneezes and washing hands are especially important for infection control measures. Students and staff are instructed on the following:

To help stop the spread of germs:

- Cover your mouth and nose with a tissue when you cough or sneeze
- Throw used tissues in the trash
- If you don't have a tissue, cough or sneeze into your elbow, not your hands

Students and staff will immediately wash their hands after blowing their nose, coughing or sneezing.

- Wash hands with soap and water for at least 20 seconds
- In addition to soap and water, they may use a hand sanitizer that contains at least 60% alcohol to clean hands

Shared Electronics & Instructional Materials Policy

Students in grades 4-8 are issued their own, school-owned iPad for use during the school day. These devices will be sanitized at the end of every school day, using a 70% alcohol-based wipe. Students in grades 1-3 share a class set of iPads. Teachers must reserve the use of these iPads prior to the start of the school day. Only one class may use the iPads per day. iPads will be sanitized at the end of every use.

Additional instructional materials may be used by students throughout the school year, as allowed by the teacher. Any shared instructional materials that are used by students must be placed in a bin for cleaning/disinfecting at the end of the day. Students may not share instructional materials with one another during the school day.

After School Pick-Up

Time: 11:00 - 11:20 AM (grades K-4) 3:30-3:50 PM (grades 5-8)

Protocol: After school pick up will occur with vehicles driving through the campus only. No walking on to campus to pick up students will be allowed. Each family will have a laminated card with the family last name and grade level to place on their dashboard. A staff member will be placed at the lower yard gate with a walkie talkie and will announce to office staff those cars that are in line. Once pick up time has started, students will be called out of the classrooms by name to enter the cars in the pick up line. We ask that parents stagger their arrival time for pick up between 11 and 11:20 am (for grades K-4) and 3:30-3:30 pm (for grades 5-8) to ensure proper social distancing and minimal disruption to our neighborhood during pick up times. We also require that all cars drive north on Cabrillo Ave from Easton Dr and enter the lower yard gates. No one may exit their vehicles during pick up time. If families choose to walk to campus to pick up their child(ren), they must go to the gate on

Cortez Ave. between the quad and gym for pick up. A staff member will be present at that gate to facilitate the pick up.

Extended Care

Hours of Operation: 11:00 AM - 6:00PM

Staffing: Mrs. Kim Ferrari, Mrs. Kim Moon

Protocol: Extended Care will be held in the gym, with distanced and assigned student desks. Each student will have their own supplies, and the space has its own set of restrooms. Students in Extended Care will be the only population to use the space after school. The facilities will be cleaned and disinfected daily. Parents will pick-up at the outer door to the Lower Hall entrance; they will not be admitted into the space. Kindergarten students will be picked up each day at their classroom. 1st-8th are required to walk to our designated meeting spot which is located near the gym kitchen door. Since Extended Care is considered its own stable cohort, students will once again go through the Health Screening process with Extended Care staff upon arrival. Students will eat lunch, socially distanced, under the shade structure, after proper handwashing has occurred. Students must bring their own lunch to school if they are participating in Extended Care. Homework is encouraged to be completed in Extended Care.

Extended Care has created a plan to aid in navigating the reestablishment of Our Lady of Angels Extended Care Program. Our goal is to reduce the impact of Covid-19 in our program. Extended Care will be abiding by the guidelines set forth by the CDC and the San Mateo County Health Department.

Safety: Mitigating and slowing the growth of COVID-19 in the context of a return to Extended Care. Hygiene: Within Extended Care we will emphasize strong hygienic practice. To ensure smooth implementation of the Four Pillars designated by San Mateo County, Extended Care will require all students to practice Health & Hygiene, Face Coverings, and Physical Distancing. Social distancing is an effective way to prevent potential infection therefore Extended Care Students will have a designated space solely for their use in Extended Care. All students will go through a health screening prior to admittance into Extended Care, students with a temperature above 99.5 degrees or showing any respiratory symptoms will be isolated and sent home.

PLAY TIME: Recesses will be similarly structured to OLA P.E. classes, limiting free play to ensure distancing and safety. All students will have their own container which will contain small toys, art supplies and small projects they can do on their own. There can be no sharing of school supplies with other students. Individual containers will be disinfected at the end of each day.

SNACKS: A pre-package snack will be provided to each student

WATER BOTTLE POLICY: Students are encouraged to bring their own reusable water bottle to Extended Care each day. There is a water bottle filling station located in the lobby of the gym. Water bottles must follow the same guidelines of the school.

Our commitment to our students' health and safety drives everything we do. Now almost 5 months later, our commitment to your students health and safety will continue into the 2020-2021 school year. Our plans must be nimble so we can adjust and update as needed, as the public health landscape continues to evolve. When not explicitly stated, Extended Care follows the same guidelines as Our Lady of Angels School.

Communal Spaces on Campus

Due to COVID-19 and the restrictions set forth by the San Mateo County Public Health Department, all communal spaces on campus are not to be used by any school organization. At this time, mass gatherings are not allowed. The parish hall, otherwise known as the gym, will be in use from 8am-6pm daily, Monday-Friday as the Kindergarten classroom and Extended Care. The Upper Hall will be used as the 7th grade classroom daily, Monday-Friday. All school organizations (such as Mothers' Club, Sports Club, ABC Club, etc) must meet virtually and are not allowed to meet on the school campus.

Due to social distancing protocols, students, parents, staff, and visitors may not congregate in the communal spaces on campus, including but not limited to, the shade structure by the school office, the quad area in the junior high building, and any other outside area on campus.

Extracurricular and Athletic Programs

As stated in the San Mateo County Office of Education Pandemic Recovery Framework, while Our Lady of Angels School is in Step One of our reopening plan, all extracurricular activities are on hold. Step one of the reopening plan will last a minimum of three weeks before the school administration makes the decision of advancing OLA to the next step. School community members will be notified via email, the school website, and weekly school bulletin of advancement through these steps.

In Step Two of the Pandemic Recovery Framework, only those extracurricular programs that directly support and intersect with instruction will be allowed to occur. During any of these occurrences, it is required that any in-person activities honor the Four Pillars (Health & Hygiene, Face Coverings, Physical Distancing, and Limiting Gatherings). At this step,

gatherings must be limited to no more than 10 people. If it is determined that sports are allowed during this step, they will occur without spectators. Again, step two of the reopening plan will last a minimum of three weeks before the school administration considers advancing OLA to the next step. As stated above, school community members will be notified via email, the school website, and weekly school bulletin of advancement through these steps.

In Step Three of the Pandemic Recovery Framework, instructional and interest-based extracurricular activities can be implemented with small groups who can physically distance. If county health orders allow, high priority gatherings of no more than 50 people, including sport and performance based activities, can be allowed. Any such activities must be conducted within the guidance of the Four Pillars (Health & Hygiene, Face Coverings, Physical Distancing, and Limiting Gatherings).

This step-by-step approach requires patience and discipline from all members of our school community. Community health data and current campus conditions will guide the school administration in implementing the relevant steps. Although OLA School typically provide much more than academic instruction, including social and emotional support, interest-based activities, sports, faith and youth leadership opportunities, the primary goal of students returning to school for the 2020-21 school year is to maximize instructional time and provide high quality academic intervention and support that supports the educational success of all students.

The Peninsula Parish School League (PPSL) has suspended the Fall Sports Season, as of July 10, 2020. Any decision regarding the Winter Sports Season will be communicated out to participating schools no later than November 1, 2020.

COVID-19 Testing and Reporting Procedures

If a student or staff member develops one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19, they are required to get tested as soon as possible. Proof of a negative test result must be submitted to the school office before the individual is allowed back on campus.

If a faculty, staff member, or student has a positive test result for COVID-19, or if one of their household members or non-household close contacts test positive for COVID-19, they must immediately contact the school administration. Upon receiving notification that staff or student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the school will take the required following actions:

- School administration will notify the San Mateo County Public Health Department and San Francisco Archdiocese Department of Catholic Schools immediately of any positive COVID-19 case. All staff and families in the school community will be notified of any positive COVID-19 case, while maintaining confidentiality as required by state and federal laws.
- All areas used by any sick persons will be immediately closed off and not used before cleaning and disinfection. To reduce risk of exposure, the school will wait 24 hours before cleaning and disinfecting, when at all possible. The school will ensure that a safe and correct application of disinfectants is used, while also using personal protective equipment and ventilation as recommended by the CDC.
- All students and staff that are included in the stable cohort with the positive COVID-19 case will be instructed to get COVID-19 testing and remain quarantined at home for 14 days.

Close contacts to confirmed COVID-19 Cases(s):

- Close contacts (household or non-household) of confirmed COVID-19 cases will be sent home immediately, instructed to get COVID-19 testing immediately, and on day 10 of the last day of exposure to the case. They should, even if they test negative, remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19

positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.

- No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
- Those who test positive may not return to school until they have met the San Mateo County criteria to discontinue home isolation.

Return to Campus after Testing:

- Symptomatic individuals who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
 - Documentation of a negative test result must be provided to the school administration.
 - In lieu of a negative test result, students and staff may return to school with a medical note by a physician that provides alternative explanations for symptoms and a reason for not ordering COVID-19 testing.
- Symptomatic individuals who test positive for COVID-19 can return 14 days after symptom onset OR 7 days after resolution of fever and improvement in other symptoms, whichever is longer.
- Asymptomatic individuals who test positive for COVID-19 can return 14 days after their positive test result.
- If they test positive, close contacts to confirmed COVID-19 cases can return after completing the required isolation period described above.
- If they test negative, close contacts to confirmed COVID-19 cases can return a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.

COVID-19 Resources

[Symptoms of COVID-19 in children \(CDC Link\)](#)

[Keeping Children Healthy During the COVID-19 Outbreak \(CDC Link\)](#)

[Symptoms of Coronavirus \(CDC Link\)](#)

Table 1. Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts

Scenario	Immediate Actions	Communication
<p><u>Scenario 1:</u> A student or staff member either exhibits COVID-19 symptoms, answers “yes” to a health screening question, or has a temperature of 100.00 or above.</p>	<ul style="list-style-type: none"> • Student/staff sent home • Student/staff instructed to get tested 	<p>No action is needed</p>
<p><u>Scenario 2:</u> A family member or someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> • Student/staff sent home • Student/staff instructed to get tested • Student/staff instructed to quarantine, even if they test negative, for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) COVID-19 positive household member completes their isolation • If student/staff test positive, see Scenario 3 below • School administration notified 	<p><i>For the Involved Student Family or Staff Member:</i> Template Letter: Household Member or Close Contact With COVID-19 Case</p>
<p><u>Scenario 3:</u> A student or staff member tests positive for COVID-19.</p>	<ul style="list-style-type: none"> • Student/staff sent home if not already quarantined • Student/staff instructed to isolate for 14 days after symptom onset OR 7 days after resolution of symptoms, whichever is longer. (If never symptomatic, isolate for 14 days after positive test.) • School-based close contacts identified and instructed to test & quarantine for 14 days <ul style="list-style-type: none"> ○ In stable elementary classroom cohorts: entire cohort ○ In other settings: use seating chart, consult with teacher/staff • School administration notified • Public Health Department notified 	<p><i>For Positive Case Student Family/Staff:</i> Template Letter: COVID-19 Case</p> <p><i>For Student Families and Staff Members Identified as Close Contacts:</i> Template Letter: Household Member or Close Contact With COVID-19 Case</p> <p><i>For All Other Student Families and Staff Members:</i> Template Letter: COVID-19 Case in Our Community</p>

Table 2. Steps to Take in Response to Negative Test Result

Scenario	Immediate Actions	Communication
A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	<ul style="list-style-type: none"> Student/staff may return to school 72 hours after resolution of fever and improvement in other symptoms 	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
A student or staff member tests negative after Scenario 2 (close contact)	<ul style="list-style-type: none"> Student/staff must remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation 	No action is needed
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	<ul style="list-style-type: none"> Can return to school/work immediately 	No action is needed

APPENDIX A: FAQ

What if a student arrives late to school?

Late students will enter the main office, as the gate will be locked, to be admitted.

What do I do if I have to pick up my child early?

Call the office from your car to inform us you are here. We will then call your child to the office and bring them to the office gate where you will sign them out.

What if a student needs to use the restroom?

Restroom time is scheduled for a class during their allotted recess times, and at other class specific times during the day. Use outside of the schedule will be on a limited, case-by-case basis. All bathrooms will be cleaned multiple times during the day.

What is the plan for inclement weather recess?

The classroom will serve as the space designated for when it rains, is too hot, or the air quality prohibits being outside.

What if my child has underlying health issues or I am not comfortable sending them to school during the COVID-19 health order?

Teachers will have the ability to Zoom their lessons from their classrooms, so students at home can participate. If a student needs to borrow an iPad, OLA has a limited number of devices it can loan to a family.

What safety measures will be in place in the classrooms?*Student desks will be separated by at least six feet and will all face in the same direction. All students will be required to have their own mask (the school will have a limited supply of extra masks). A sink will be placed outside of each classroom. Teachers will incorporate regular handwashing into the day. Each classroom will also have a hand sanitizing station.*

APPENDIX B: CLEANING & SUPPLIES

FACILITIES CLEANING: The safety of our employees and students is our first priority. Upon reopening, Our Lady of Angels School will have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the steps outlined below will routinely serve to protect everyone and reduce the risk of infection.

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, remote controls for TVs and Projectors, Telephones, Keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, Light switches, Sinks, Restrooms	After each recess, at the end of each classroom session
Common Areas	Gym, Upper Hall, Picnic tables	At the end of each use/day; between groups

School Procured Additional Supplies

Item	Quantity	Notes
Masks	1,000	For staff/students who forget their own.
Staff Gloves	500 count	Nitrile gloves
Hand Sanitizer	40 gallons, 300	refillable containers and in bulk 1st Day

	individual bottles	School supply order
Sanitizing Wipes	160 tubs (80 wipes/tub)	Use to wipe high traffic and common areas regularly
Cleaning Solution		Alcohol-based; to be used by custodial staff
Bio disposal units	1 per classroom	For used/soiled masks, gloves, and wipes
Restroom Soap Dispensers		Checked and refilled daily
Thermometers	5	Housed in school office, used at school entrance gates and Extended Care
Acrylic/Plexiglass		Office counter & sinks in bathrooms

Supplies Provided by Families/Students

Item	Quantity	Notes
Masks	2/student	Students should come to school with 2 masks. One should be worn and one should be a replacement mask in case it is needed. <u>Masks must be labeled with student names.</u> Students may not wear a face shield in lieu of a mask. If a face shield is worn, a mask must also be worn. If parents/guardians do not want their child to wear a mask, they must participate solely in a distance learning environment from home.
School Supplies		Each student must have their own school supplies. There can be no sharing of supplies, with classmates or the teacher. All school supplies will be placed inside the student's backpack and carried back and forth between school and home. It is expected that students disinfect school supplies when they get home each day.
Personal hand sanitizers	8oz individual bottles	Students are not required to bring personal hand sanitizers, but are permitted to bring one. If a personal hand sanitizer is brought

		from home, it must be clearly labeled with the student's name and remain with the student at all times.
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APPENDIX C: FACILITY ADJUSTMENTS

- Extended Care has been moved to the Gym to ensure social distancing.
- Classroom rugs, group tables, and superfluous furniture have been removed from the classroom, and individual desks have six-foot gapping between student stations.
- Students have their own designated space (desk/table) with their own supplies and water bottle
- Spots outside classrooms and restrooms are designated six feet apart for student lineup and for parent pick-up.
- Social distancing and best practices signage posted around campus and distributed to families.



Restroom Use



Additional Details

- No more students in a restroom than sinks.
- X Marks the Spot (spaced line up spots outside restroom).
- Students will wash hands in the bathroom and disinfect hands at their desk space upon returning to class.

Teacher Cleaning Expectations

KEEPING CLASSROOM CLEAN

ROUTINELY CLEAN



TEACHERS CLEAN HANDS; WEAR GLOVES

RESPECT EVERYONE'S SPACE



Student Checklists

Home Checklist for the Front Door

End of School Day Reminders

GOOD MORNING!

SMILE CHECK TEMPERATURE WASH




DO YOU HAVE YOUR SUPPLIES?

HAVE A GREAT DAY!

FAITH COMMUNITY GROWTH

END OF DAY!

SMILE CHECK LIST CLEAN




DONT FORGET TO WASH TOWELS & RETURN

HAVE A GREAT AFTERNOON!

FAITH COMMUNITY GROWTH

APPENDIX D: AGENCY UPDATES

Links to pertinent agency documents are below. This list will be updated regularly.

Relevant information:

- [CDC Portal Page for K-12 Education](#)
- [CDC School Decision Tree](#)
- [CDC Guidance for Cleaning and Disinfecting](#)
- [California Department of Public Health COVID-19 Update Portal](#)
 - [CDPH Guidance for Schools \(last updated 3/7/2020\)](#)
- [County Directives](#)

APPENDIX E: SCHOOL MAPS

School Drop Off Map



Health Checks and Sinks Map



▲ Locations of new portable sinks outside each classroom.