



**DIOCESE OF
SAN JOSE**

ST. ELIZABETH SETON SCHOOL
2020-2021 School Reopening Plan
Update 9/14/2020

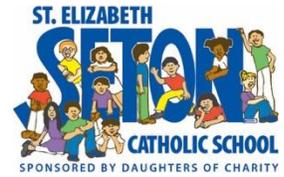


Table of Contents

- A. [Overview](#)
- B. [Prevention / Mitigation](#)
 - 1. [Physical Distancing](#)
 - 2. [Hygiene Measures](#)
 - 3. [Cleaning and Maintenance](#)
 - 4. [Food Services](#)
 - 5. [Extra-curricular Activities/Athletics/School Events](#)
- C. [Monitoring](#)
 - 1. [Health Screenings](#)
 - 2. [COVID-19 Testing and Reporting](#)
- D. [Response to Suspected or Confirmed Cases and Close Contacts](#)
- E. [Reopening Learning Plan](#)
- F. [Distance Learning Plan](#)
- G. [Communication Plan](#)
- H. [Community Involvement](#)

Overview

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

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

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

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

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

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

Prevention / Mitigation

B.1. Physical Distancing

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

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

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

At a minimum, these protocols should include:

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

Note – Guidance regarding physical distancing during emergency drills is still in development. see below

School Protocols for Physical Distancing – Arrival/Dismissal

Student drop-off will be staggered beginning at 7:30 a.m.

Arrival will take place at the rear of the school building for Grades 1-8.

All students and parents must wear facemasks. When students arrive at school the teachers/aides will be complete health/temperature checks for each child prior to them getting out of parent vehicles. Parents will not leave vehicles. Students will be directed by teachers/aides to sit at lunch tables to wait for their teachers socially distanced by 6 feet. Teachers will invite them to their classrooms and sanitize their hands as they enter their classrooms. Parents who arrive late or pick up early will need to park in the school lot in front of the building and phone the receptionist for guidance. The receptionist or an administrator will supervise children walking to/from the classroom to/from the parking lot. **Pre-K and K students are located in a separate building.** Parents must wear facemasks and will be required to park in the lot by the Kindergarten and walk their children along the exterior of

the building using social distance markings on the pavement to their child's classrooms.

Health checks for Pre-K and K students will be done by their teachers outside the Pre-K & K building. Parents will sign in (required by the state) the Pre-K students outside the classroom. Parents will not enter the Pre-K or K building at any time.

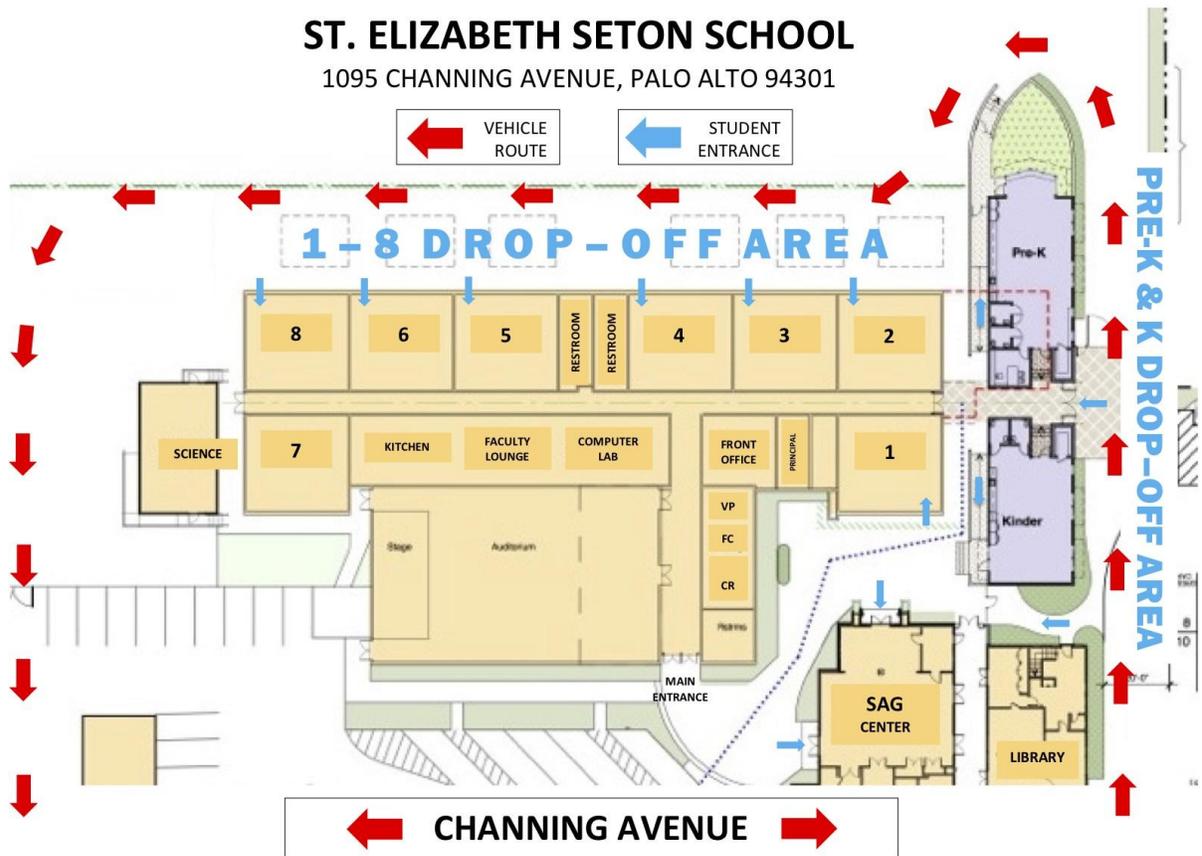
Supervision by a Pre-K teacher or Pre-K Director will ensure that parents will not congregate during dropoff. Pre-K & K Students will be required to sanitize their hands upon entering their classrooms. Parents who arrive late or pick up their children early will be welcomed/supervised by one of the Pre-K teachers or Pre-K Director.

Dismissal for all students will take place at the playground blacktop - rear of the building. Students will wait in either their classrooms or at lunch tables *socially distanced* until parents arrive. Staff members will inform teachers via walkie talkie of the last names of students who need to exit to parent vehicles. Students will proceed directly to their cars from their classroom exits to the playground blacktop following 6-foot physical distancing. Parents will not exit vehicles at any time. Parents will exit through the gate adjacent to the Science Lab.

Emergency Drills – During fire, earthquake, and lockdown drills, the students will maintain a distance of 6 feet apart inside and when exiting the school building. Teachers and aides will ensure that students maintain social distancing while in line.

ST. ELIZABETH SETON SCHOOL

1095 CHANNING AVENUE, PALO ALTO 94301



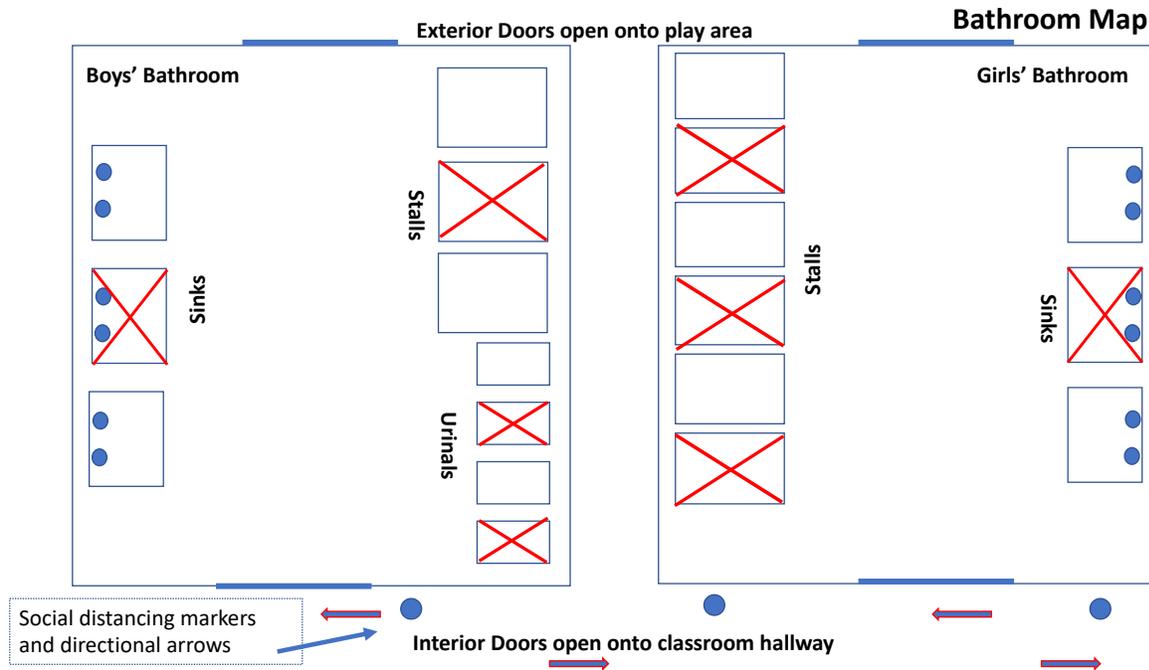
Arrival Schedule:

- Group 1: 7:30 am drop off (Last names A-E)
- Group 2: 7:40 am drop off (Last names F-M)
- Group 3: 7:50 am drop off. (Last names N-S)
- Group 4: 8:00 am drop off (Last names T-Z)

School Protocols for Physical Distancing – Restrooms

Grades 1-8 will alternate use of interior Boys and Girls restrooms to enable social distancing following the restroom schedule. Only two students with face coverings from each class will be permitted in the restrooms at the same time. Only two stalls/sinks will be available for student use. Some sinks and stalls will not be in use. Students will wash hands prior to leaving the restroom. Students will be supervised by a staff member and must walk in the hallways following social distancing floor markers in single file. They must use hand sanitizer when they reenter the classroom. If students need to use the bathroom in an emergency the teacher will call the receptionist for assistance.

PreK- and Kindergarten have their own individual boys and girls restrooms within their buildings and will be supervised by their teachers. Their restrooms accommodate only one student at a time. All restrooms will be cleaned and disinfected throughout the school day.



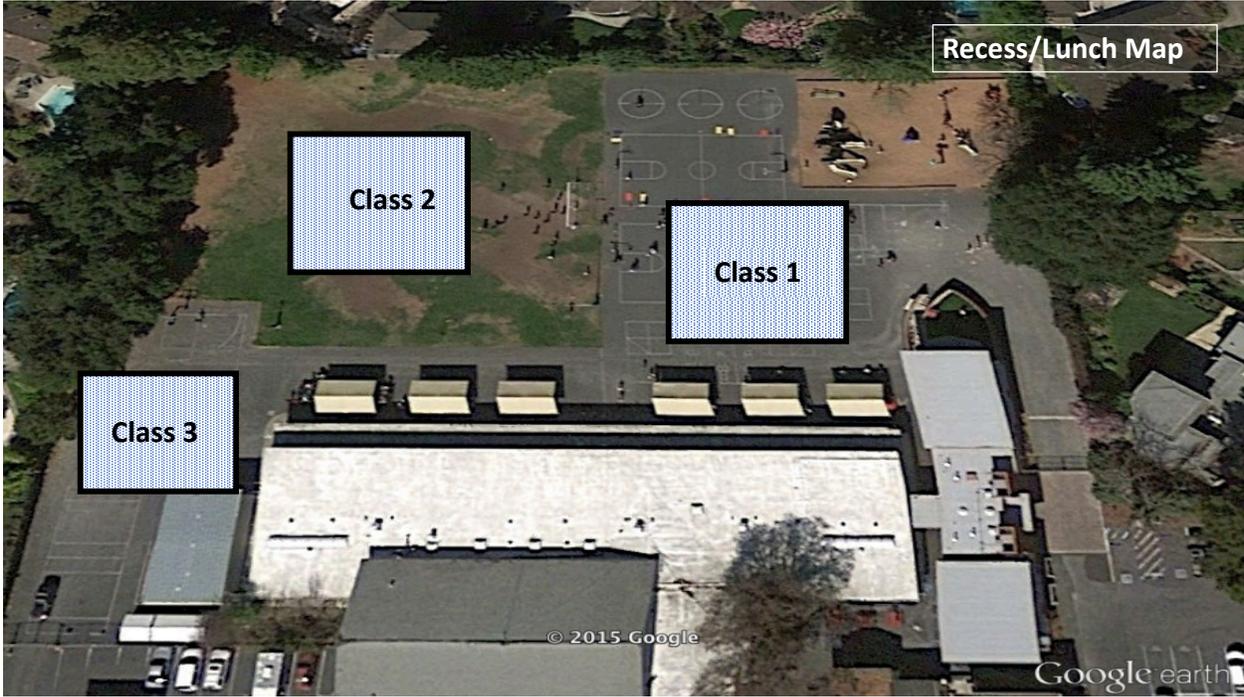
Restroom Schedule:

Grade

- 1st 8:45 a.m.
- 2nd 9:00 a.m.
- 3rd 9:15 a.m.
- 4th 9:30 a.m.
- 5th 9:45 a.m.
- 6th 10:00 a.m.
- 7th 10:15 a.m.
- 8th 10:30 a.m.

School Protocols for Physical Distancing – Recess

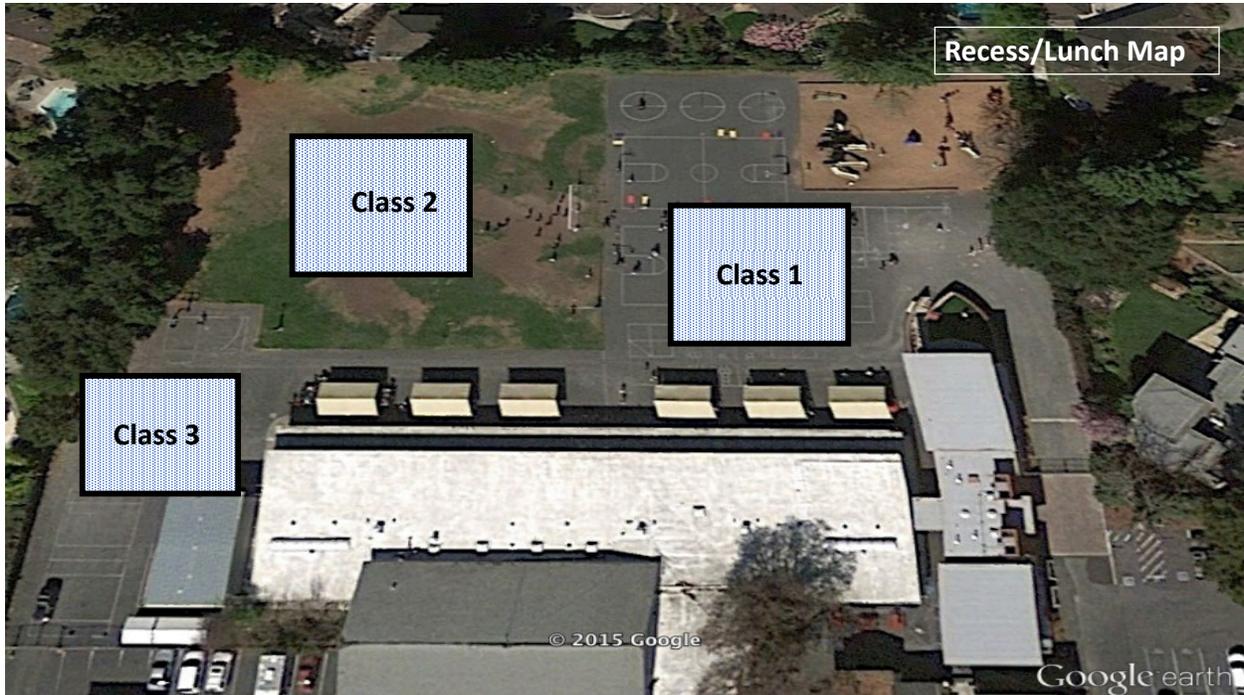
Students will be advised to sanitize hands prior to recess and wear face coverings before and after eating snacks. Each class will follow physical distancing protocols during group activities. One class cohort will utilize the blacktop, another will use the grass area and the third class will use the area adjacent to the Science Lab. Teachers and aides will alternate supervision of the school yard and monitor distancing between students. All students will leave and enter classrooms through their own exterior doors. Each grade's play equipment will be kept in their own classroom and will be sanitized daily. Students will sanitize hands upon re-entering their classrooms. Teachers and staff members will alternate breaks using the auditorium/multi-purpose room to allow for social distancing. The faculty/staff room will be closed. Each cohort will maintain 25 ft or more distance from other cohorts, and supervising staff will take emergency backpacks outside - including extra face coverings, gloves, and hand sanitizer.



Recess Schedule:

- K,1,2 – 9:15 – 9:35 a.m.
- 3,4,5 – 10:00 – 10:20 a.m.
- 6,7,8 – 10:45 – 11:05 a.m.

School Protocols for Physical Distancing – Lunch
<p>87% of our students are on the free and reduced breakfast and lunch program. Students will sanitize hands before lunch. Individual meals will be delivered to each class/cohort by the kitchen staff. Students will have breakfast & lunch with their designated classroom/cohort either indoors at their desks, or at the lunch tables with social distancing depending on class size. Students will remain 6 feet apart at the lunch tables. Face coverings must be worn before and after eating lunch. Following lunch, the students will play in their designated areas adhering to social distancing protocols as directed by the staff on yard duty. When lunch recess is over, students will line up outside their classrooms (6 feet apart) and use hand sanitizer upon entering the classroom from the blacktop area.</p> <p>Teachers and staff members will take breaks and eat lunch in their classrooms or in the auditorium/multipurpose room to ensure social distancing.</p>



Lunch Schedule

K-2 - 11:30 - 12:00 p.m.

3-5 – 12:00 – 12:30 p.m.

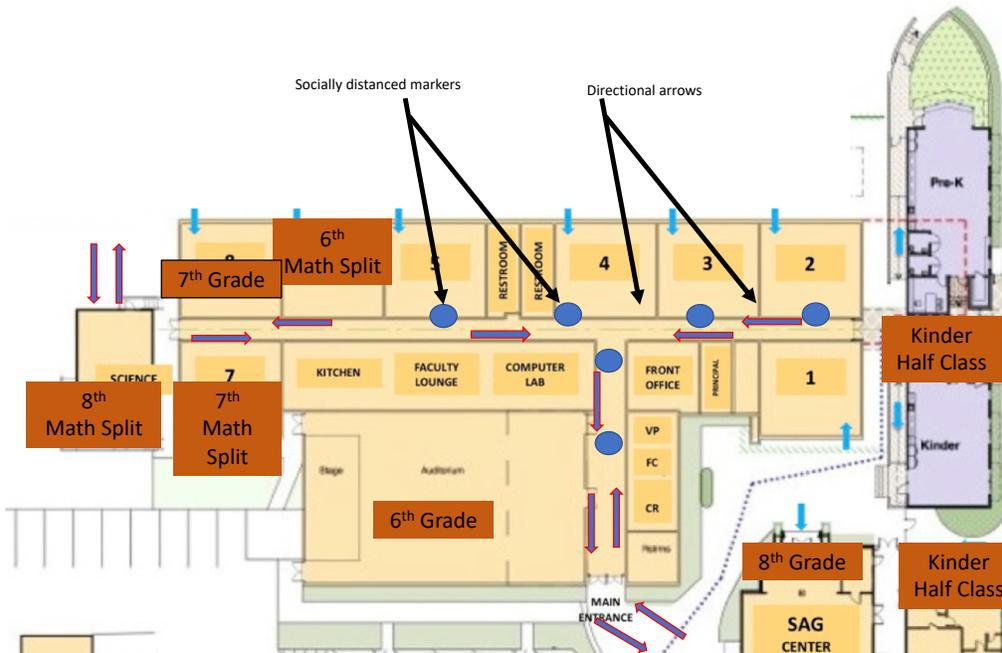
6-8 – 12:30 – 1:00 p.m.

School Protocols for Physical Distancing – Hallways/Walkways

Individual students will not be permitted in the hallways/walkways by themselves without proper supervision and/or permission (i.e., going to the school office). Social distancing floor/directional markers are clearly displayed in all hallways/walkways. Students must walk in single file following floor markers. Face coverings must be worn in the hallways, walkways at all times.

Teachers will be mindful of movement of cohorts throughout the day and when using entrances and exits in order to respect social distancing. Interior doors will be left open to minimize use of high touch surfaces.

Hallway Map



School Protocols for Physical Distancing – Classrooms

Student desks, chairs and work areas will be clearly separated by 6 ft. based on county guidelines. Desks will be placed 6 feet apart for maximum physical distancing between students in the classroom and will face the same direction.

Teachers desks are 6 feet away from students' desks. All unnecessary furniture, bookcases, and shared belongings have been removed to create additional space and placed in storage. Social Distancing markers throughout the classroom will guide students' movement.

Grades K-8 will remain in classroom cohorts. Teachers will remain with the same cohorts. Students will have their own supplies (crayons, pencils, etc.) in ziploc bags or their own pencil cases. They will remain at the same desk throughout the school day.

Areas that are frequented by students (tissue, sanitizer, garbage can) will have extra space.

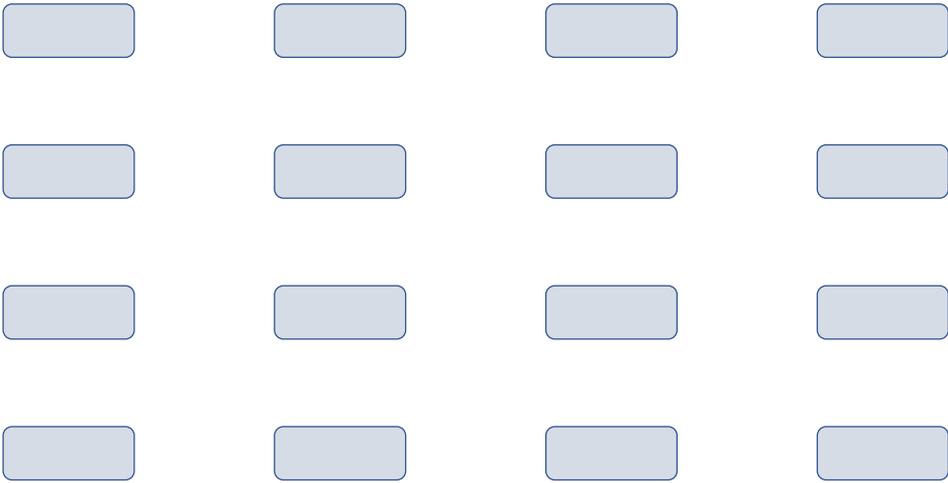
Teachers will utilize a partition to work with individual students.

Students will keep their iPads at their desks and will clean and disinfect them before replacing them in the classroom charging stations.

Instruction may be moved outdoors to the lunch tables if the weather and air quality are acceptable and to split each cohort in half to provide increased ventilation. Windows and doors will be kept open when possible to increase ventilation. Portable air conditioners will be used in Grades 1 & 7 to improve the airflow, as these classrooms are on the sunny side of the school building. Air filters will be changed as needed by the school custodian.

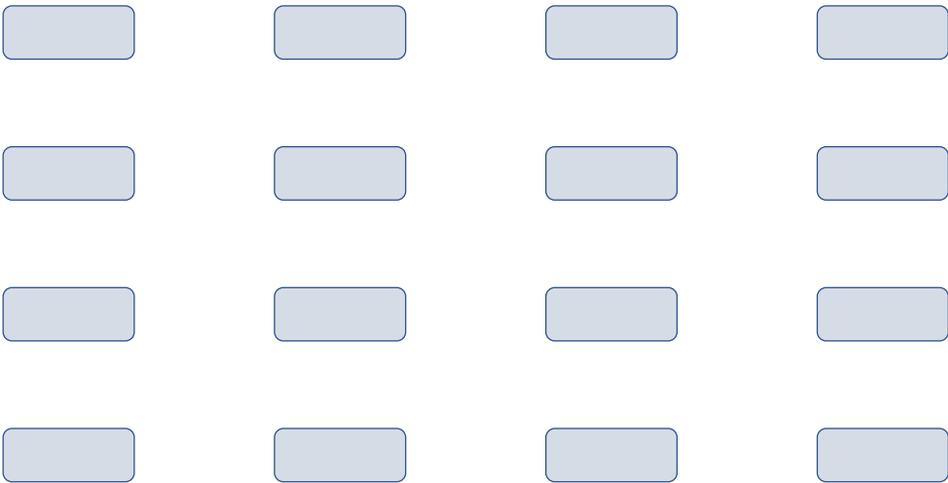
Teacher's Desk

Kinder (½) Kindergarten

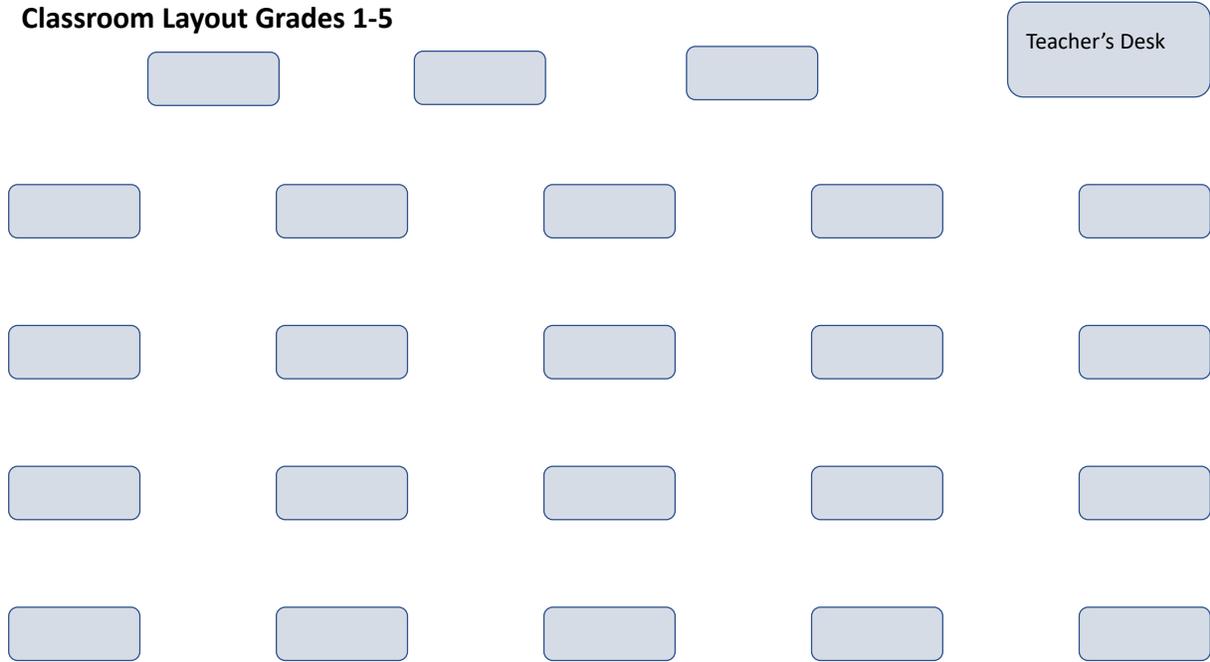


Teacher's Desk

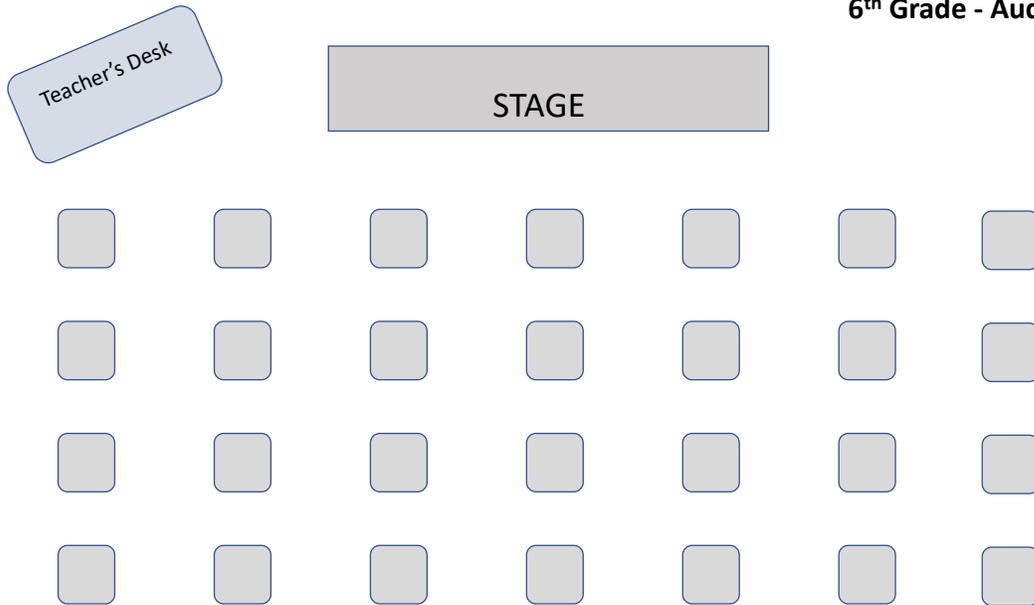
Kinder (½) Library

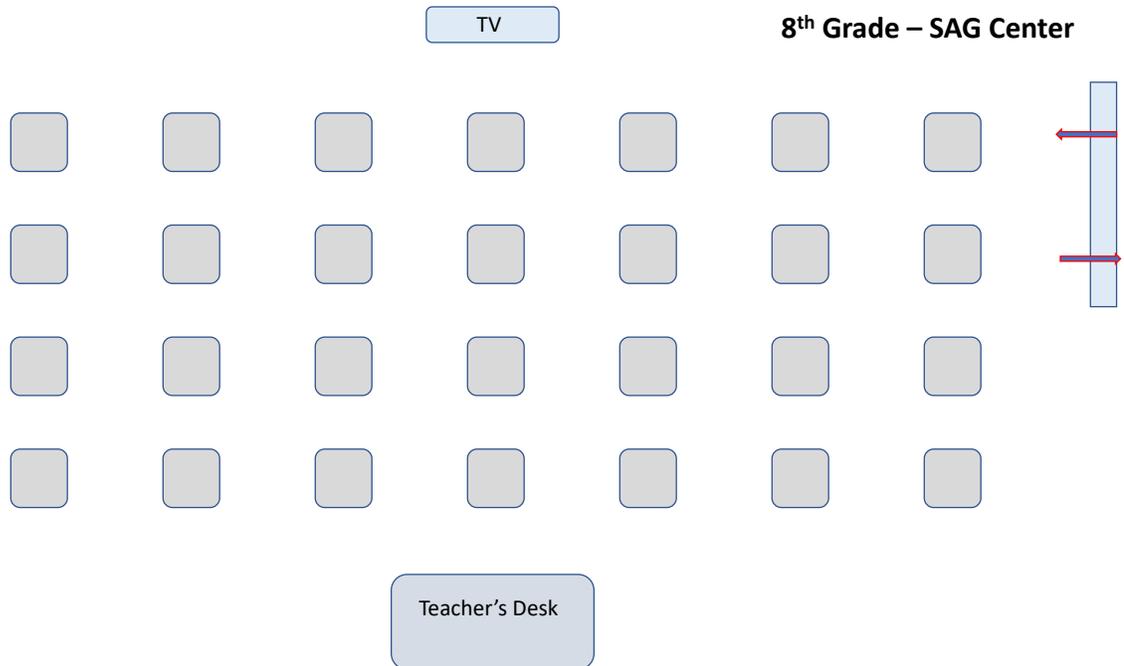


Classroom Layout Grades 1-5



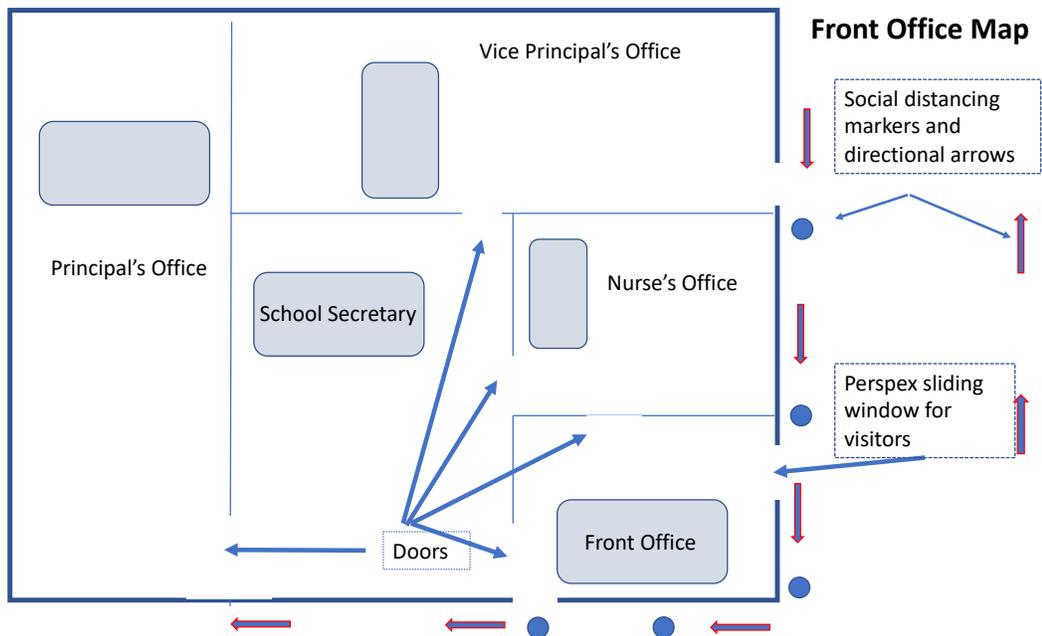
6th Grade - Auditorium





School Protocols for Physical Distancing – Front Office

Each Front Office staff (Principal, VP, Receptionist, Office Manager and Food Coordinator) has their own office, separated by walls. Each office has windows for ventilation. A glass shield separates the receptionist from visitors. Social distancing markers are located in the hallway from the main entrance to the reception area to guide the flow of visitors and indicate where to stand. **All parents must call the office to schedule an appointment to meet with the receptionist. Only necessary visitors may come to the school building.** They must ring the bell at the front door and explain the reason for their visit. The receptionist will admit only one person at a time to the school building. The office staff uses hand sanitizer, wears masks, and remains socially distanced throughout the day.



*** Add protocols for additional areas as relevant to the location ***

B.2. Hygiene Measures

The CDC and local health departments recommend that schools explicitly teach and reinforce healthy hygiene practices for students and staff, including washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.

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

At a minimum, these protocols should include:

- Explicitly teaching and reinforcing healthy hygiene practices
- Face coverings

School Protocols for Promoting Healthy Hygiene Practices
<p>Explicit instruction of healthy hygiene practices</p> <ul style="list-style-type: none">● The principal conducted a safety training with the entire staff in the spring and has provided regular updates to them based on the county guidelines. The principal also provided training following directives from the Diocese of San Jose. Each teacher and staff member was provided a certificate of completion.● The principal will communicate hygiene protocols to the parents via ParentSquare prior to the reopening of the school. The teachers will inform/reinforce the protocol to parents via ParentSquare and share expectations with the students on the first day of school. Training and best practice methodologies will be provided on-campus and through verified online resources (CDPH guidelines).● The school nurse will continue to provide healthy hygiene practices to staff & students as needed.
<p>Reinforcing healthy hygiene practices</p> <ul style="list-style-type: none">● Students will be reminded daily of hygiene practices – they are required to use hand sanitizer before leaving the classroom and wash their hands with soap and water after using the bathroom. They must use hand sanitizer when returning to the classroom from any other areas of the school building.● Signage is posted in the hallways, restrooms, classrooms● The custodian will replenish hand sanitizer and soap as needed●
<p>Face Coverings</p> <p>Teachers and staff</p> <ul style="list-style-type: none">○ All adults must wear a cloth face covering at all times while on campus, except while eating or drinking. Teachers and staff may consider using face shields in combination with face coverings when in the classroom to further reduce the risk of transmission.

- Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards. Adults who are unable to wear a face covering for medical reasons shall not be assigned duties that require contact with students.

Face Coverings

Students

- All students, regardless of grade level are required to wear masks while arriving and departing from school campus; in any area outside of the classroom (except when eating, drinking, or engaging in physical activity); Students in 2nd Grade and below should be encouraged, but are not required to wear a face covering within their stable cohort. Students in 3rd Grade and above must use face coverings when in the classroom even if they are in a stable classroom cohort.
- Students excluded from face covering requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering.
- Extra Masks are available for students and staff members in the Janitors Room if one is forgotten.
- Signage is posted in high visibility areas to remind students and staff of (1) when and where face coverings are required and (2) appropriate use of face coverings.
- The administration will communicate with all staff and families regarding expectations for use of face coverings at school and how to wash face coverings.
- The administration, faculty and staff will educate students, particularly younger elementary school students, on the rationale and proper use of face coverings

B.3. Cleaning and Maintenance

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

Students will not be sharing equipment. Water fountains have been covered and will not be used. Students may bring bottled water and refill them at individual classroom sinks if needed. The play structure will be only utilized by the preschool through 2nd Grade on a scheduled basis, one cohort at a time. Students will sanitize their hands before and after use, and the custodian will clean high touch areas after each cohort use.

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

At a minimum, these protocols should include:

- Sanitation schedule / responsibility

School Sanitation Protocol		
Category	Frequency/Schedule	Person(s) Responsible
Classrooms	Daily (Clorox 360 system) Wipe high touch areas regularly.	Custodian/Teachers/Aides
Shared equipment/resources	Daily	Custodian & Teachers
Shared Spaces (hall, gym, etc.)	Daily	Custodian
Front Office	Wipe high touch areas and disinfect daily.	Custodian/Receptionist
High touch surfaces	Ongoing throughout the day	Custodian/Principal/teachers /aids
Restrooms	Throughout the day	Custodian
[add rows as needed]		

B.4. Food Service

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

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

At a minimum, these protocols should include:

- Student Food Service
- Adult Food Service

School Protocols for Student Food Service

87% of students participate the free and reduced lunch program. Individual meals will be bagged and delivered to each class/cohort by the kitchen staff. Students will have breakfast & lunch at their designated classroom/cohort.

School Protocols for Adult Food Service

If desired, the staff can order lunch through the food program to be delivered to their designated classroom. Teachers will eat in the classroom or outside. The faculty/staff room will be closed for eating and meals.

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

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

At a minimum, these protocols should include:

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

School Protocol for School Events

All school events will be held virtually at this time.

School Protocol for Extended Care

The school will not be offering extended care at this time. If and when cohort guidelines are changed, the administration will review this policy.

School Protocol for Extra-Curricular Activities

School events and extra-curricular activities will not be held at this time.
Field trips will not be taken at this time.

School Protocol for Athletics

Athletics are postponed through December and will be evaluated at that time.

Monitoring

C.1. Health Screenings

The school is providing health screenings to all students and staff upon their arrival to school using the questions provided by the county in the red table. Any student or staff member who answers yes to any of the questions will be sent home immediately and encouraged to seek medical care and testing. Students and staff will also be monitored during the day should symptoms occur.

<p>1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?</p> <p>Yes – STAY HOME and seek medical care.</p>		
<p>2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.</p> <p>Yes – STAY HOME and seek medical care and testing.</p>		
<p>3. a. Have you had any one or more of these symptoms today or within the past 3 days?</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Fever or chills • Cough • Loss of taste or smell </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Shortness of breath or difficulty breathing </td> </tr> </table> <p>Yes – STAY HOME and seek medical care and testing.</p>	<ul style="list-style-type: none"> • Fever or chills • Cough • Loss of taste or smell 	<ul style="list-style-type: none"> • Shortness of breath or difficulty breathing
<ul style="list-style-type: none"> • Fever or chills • Cough • Loss of taste or smell 	<ul style="list-style-type: none"> • Shortness of breath or difficulty breathing 	
<p>b. Have you had any one or more of these symptoms today or within the past 3 days and that are new or not explained by another reason?</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Fatigue • Muscle or body aches • Headache </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Sore throat • Nausea, vomiting, or diarrhea </td> </tr> </table> <p>Yes – STAY HOME and seek medical care and testing.</p>	<ul style="list-style-type: none"> • Fatigue • Muscle or body aches • Headache 	<ul style="list-style-type: none"> • Sore throat • Nausea, vomiting, or diarrhea
<ul style="list-style-type: none"> • Fatigue • Muscle or body aches • Headache 	<ul style="list-style-type: none"> • Sore throat • Nausea, vomiting, or diarrhea 	

Please note, the County will be updating Question 1 to state 10 days rather than 14 days.

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

School Protocols for Health Screenings

Employees

- Daily Health Checks for school employees are recorded by Receptionist upon arrival.

Visitors

- Parents and visitors may come to the school by appointment only, and the receptionist will provide and record a Health Check.

Students

- Daily Health Checks in vehicle and recorded on arrival by teachers and aides.

C.2. COVID-19 Testing and Reporting

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

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

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

Response to Suspected or Confirmed Cases and Close Contacts

St. Elizabeth Seton School will comply with the following guidelines to report cases of COVID-19 to the county, as well as share testing and quarantine information with the entire school staff and parent community. Students who test positive for the virus will be able to switch to Distance Learning until they are able to be tested and return safely to the school. Teachers who test positive will be able to return after a negative test and quarantine following 14 days after exposure.

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

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

Suspected COVID-19 Case(s):

- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms. For serious illness, call 9-1-1 without delay.
- Any students or staff exhibiting symptoms will immediately be required to wear a face covering and wait in the Health Room-Nurse's office. The school receptionist will supervise the student who is sent to this area, notify their parents or emergency contacts that have been designated, and wait until they can be transported home or to a healthcare facility, as soon as practicable. The area will be restricted until the student has left the building and room has been sanitized.

Confirmed COVID-19 Case(s):

- School administrators should notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by emailing coronavirus@phd.sccgov.org and calling (408) 885-4214.
- Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws. (Information concerning confidentiality can be found [here](#).)
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation as recommended in Section 1.C.
- For elementary schools and other settings in which stable classroom cohorts have been maintained: All students and staff within the same classroom cohort as the confirmed COVID-19 case should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and remain quarantined at home for 14 days.
- For middle schools/junior high schools, high schools, and any settings in which stable classroom cohorts have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. A close contact is someone who has been within six feet of the case for a prolonged period of time (at least 15 minutes) regardless of face covering use. Close contacts should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and should remain quarantined at home for 14 days.
- For all settings: Provide information regarding close contacts to the County of Santa Clara Public Health Department via secure fax or email.
- No actions need to be taken for persons who have not had close contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

Return to Campus after Testing:

Positive test results

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

Negative test results

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

Surveillance Testing

In compliance with the [California Department of Public Health Guidelines](#), all school staff who have contact with students or other staff will participate in surveillance testing on a bimonthly basis as testing capacity permits – rotating 50% of staff to be tested every month to ensure all staff are tested within a two-month period. 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.

Reopening Learning Plan

Please include the following sections within the Reopening Learning Plan:

1. Roles and responsibilities for the following has been established
 - Leadership (School Principal, Vice Principal, Office Administrator)
 - Administration of school program (communications, operations)
 - Teachers (Core Teachers, Specialists and Instructional Aides)
 - Academic instruction, supervision, parent communications
 - Staff (Office Staff, Facilities Coordinator, Extended Care Staff)
 - Program support, health & wellness, supervision, facilities
 - Parents
 - Partnership with school leadership, teachers and staff (communications, student accountability)
 - Students
 - Cooperation and collaboration with teachers, parents, staff and peers
2. Faculty collaboration schedule and structure
 - Site: Wednesdays from 1:15-3:30 P.M. via Zoom (professional growth, grade level articulation)
 - Dept. of Catholic Schools: four times a year (diocesan level collaboration)
3. Overview of the structure for cohorts
 - Each grade will be a separate cohort, with the largest cohort consisting of 23 students.
 - Cohorts are as follows:
 K: Kindergarten classroom: one teacher and one aide
 Grade 1: classroom: one teacher and one aide

- Grade 2: classroom: one teacher and one aide
 - Grade 3: classroom: one teacher and one aide
 - Grade 4: classroom: one teacher
 - Grade 5: classroom: one teacher
 - Grade 6,7,8: classroom: four teachers at different times
4. Schedules for each grade-level, including teacher assignments
Available by written request to school office.
 5. Format for community components
 - Wednesday morning virtual assembly at 8:30 a.m. for all students via Zoom.
 - Monthly Friday virtual mass to be determined.

St. Elizabeth Seton School Reopening/Distancing Plan

The principal and entire faculty met to create the following plan. Cohorts include (Grades K-2, 3-5, & 6-8) and met separately to set up schedules, discuss procedures and schedules for supervision, as well as curriculum and instruction for both Distance Learning and Reopening. Our reopening plan is available by request at the school office.

The principal and vice principal with the support staff (custodial/office support/food program/classroom aides) have determined their roles in support of teachers and students.

REOPENING

Grades K-5 may remain together in their own classrooms. Their desks will be set up to create as much distance between the students as possible. Tables and classroom library shelves have been removed to create additional space and stored in another location in the school building.

Grades K-8 and all faculty and staff members will be required to wear masks.

Junior high students must wear cloth masks and their desks must be separated by 6 ft.

Grade 6 will be in the gym for all of their classes.

Grade 7 will be in the 8th grade classroom for all of their classes. (This will provide them access to the schoolyard).

Grade 8 will have all their classes in the SAG Center next to the school building. This room is air conditioned. All rooms need to be well ventilated.

It is required that Junior High students remain in the same room for the entire school day. There are three additional classrooms that will be utilized for Math groups in the same cohort. The students will not change classes as they normally do. The Junior High teachers will move from room to room.

Our site plan for three scenarios and site map follow on the next two pages.

ST. ELIZABETH SETON SCHOOL
CURRENT GUIDELINES FOR REOPENING

CLASSROOMS	SQ. FT.	< OCCUPANCY GUIDELINES CURRENT #'s >		*SCENARIO "A": PK - 5 th - AS IS 6 th - 8 th - SPLIT	**SCENARIO "B": 36 SQ.FT. p STUDENT Classroom Allocation	SCENARIO "C": DISTANCE LEARNING or HYBRID
PRE-K	1,185	32	13/11	PK	PK - Surita	IN-CLASS
KINDERGARTEN	817	22	28/27	KINDERGARTEN	K "A" - Flaherty	DL
1 ST GRADE	798	22	21	1 ST	2 nd "A" - Patterson	DL
2 ND GRADE	835	23	25	2 ND	2 nd "B" - Juana	DL
3 RD GRADE	841	23	20	3 RD	3 rd - Garcia	DL
4 TH GRADE	841	23	23	4 TH	4 th - Begley	DL
5 TH GRADE	841	23	27/26	5 TH	5 th "A" - Campbell	DL
6 TH GRADE	841	23	27	6 TH (MATH)	5 th "B" - Adriana	DL
7 TH GRADE	841	23	25	7 TH (MATH)	7 th "A" - Carolyne	DL
8 TH GRADE	841	23	29	7 TH - HOME ROOM	7 th "B" - Mando	DL
COMPUTER LAB	511	14		--	--	
STAFF LOUNGE	440	12		--	--	
SCIENCE LAB	762	21		8 TH (MATH)	1 st - Estes / Yvette	
AUDITORIUM	3,483	97		6 TH - HOME ROOM	6 TH - HOME ROOM	
LIBRARY MAIN	255	7		--	K "B" - Natalia	
LIBRARY AUX.	214	6		--	K "B" - Natalia	
SAG CENTER	1,458	40		8 TH - HOME ROOM	8 TH - HOME ROOM	
CONFERENCE RM ¹						
TOTAL:	15,804	439	234			

***SCENARIO "A"** – Current guidelines 7/23/20. Pre-K through 5th grade will be in their normal classrooms and 6th through 8th grade will be split into 2: Homeroom and Math. These scenarios are based on the most current Santa Clara County Public Health guidelines.

****SCENARIO "B"** – Calculations are based on: **Room SQ. FT. divided by 36 SQ. FT. (per student)**
(36 sq. ft. is the minimum allowed per student based on current county social distancing guidelines)

CONFERENCE ROOM¹: Could possibly be used as an isolation area.

Note: Classroom guidelines are based on no other furniture are present except teacher & student desks and chairs and cubbies.

******Draft #3 – 7/27/2020**

Distance Learning Plan

Please include your updated Distance Learning Plan should one or more cohorts or the entire school be required to return to this model.

Building on our beliefs of the centrality of community and our call to form the whole child, please be sure to incorporate the following:

- Daily synchronous opportunities for all grade-levels
- Spiritual, social-emotional, and academic formation
- Core and co-curricular content areas with an emphasis on cross-curricular opportunities

St. Elizabeth Seton Distance Learning Plan

St. Elizabeth Seton school has created the following Distance Learning Plan to meet the needs of our students.

- Daily synchronous opportunities for all grade-levels
 - Teachers will provide explicit and direct instruction, guided practice, differentiated breakout group meetings, particularly in religion, reading/language arts and math, and opportunities for students to meet as a class.
- Spiritual, social-emotional, and academic formation
 - Religious experiences including virtual retreats, school masses, collaboration periods, weekly school assembly and daily morning assembly and prayer
 - Physical Education for all grades, Music instruction for grades K-5th and Art instruction for Grades 5th – 8th.
- Core and co-curricular content areas with an emphasis on cross-curricular opportunities
 - Opportunities for cohort meetings; project-based learning in science and social studies

The Distance Learning Plan is available by written request to school office.

Communication Plan

Please outline the content, audience, format, and frequency as well as protocols for eliciting and responding to feedback.

Ongoing communication includes:

- Weekly administration and faculty meetings/and additionally as needed
- Weekly communication with the Support Staff/and as needed
- Weekly Posts on ParentSquare for parents in English and Spanish
- Principal Zoom with parent community prior to the start of the school year
- Teacher Zooms with parents as needed
- Back to School Night Zoom with all school families
- Parent emails and phone calls as needed
- Ongoing communication with the Parent Advisory Committee

Communication Plan for Positive Cases

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

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

Privacy requirements for FERPA and HIPAA will be maintained.

Triggers for Transitioning to Distance Learning

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

Reported Positive Cases of COVID-19	Action
1+ staff/student in a stable cohort	Cohort transitions to Distance Learning
5% of staff/students in a school (within a 14-day period)	School transitions to Distance Learning
25% of elementary schools within the Diocese transition to Distance Learning as a result of the above (within a 14-day period)	All elementary schools within the Diocese transition to Distance Learning

Community Involvement

A task force made up of the principal, vice principal, teachers, school custodian and IT staff were involved in writing both the Distance Learning and Reopening Plans with input from the entire faculty. The task force met weekly during the summer and continued to meet when returning to school on August 3rd. Parents were also asked to complete questionnaires using Survey Monkey, and they have been provided with weekly updates via ParentSquare. More than 50% of the parents polled are in favor of reopening, while some would like students to remain in Distance Learning. The principal held a Zoom meeting for parents to update them on Distance Learning and the possibility of reopening. Back to School Night was held via Zoom to inform the parents of teacher expectations in preparation for Distance Learning.

Staff Training

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

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

The principal will review the entire reopening plan with the school staff.

This will include review of the following:

- Schedule of arrival, dismissal, recesses and lunch
- Health Checks upon arrival
- Distancing Protocols within the classrooms, hallways, during recess and lunch breaks, and any additional areas on the school campus where staff & students may move
- Plan for distributing breakfast and lunch in the classrooms
- Hygiene Protocols in the classroom and restrooms, including hand washing, use of hand sanitizer, and when eating snacks or lunch
- Proper wearing of masks
- Expectations for faculty & staff during recess and lunch breaks (eat outside or in their classroom)
- Reporting cases of COVID-19 to the school administration
- Expectations of Parents
- Communication to Parents