



Saint Clement Catholic School School Reopening Plan 2020-2021

There is no doubt that our school community has been affected by this unprecedented time of the COVID-19 pandemic, however, Saint Clement Catholic School remains focused upon, and committed to, providing all necessary safety protocols for students, staff, and families, academic excellence, and social-emotional support. The planning process for reopening Saint Clement Catholic School with an in-person learning model is underway. During the planning process the health and safety of all is our highest priority. We have developed our school's return to in-person instruction plan based on guidance from local and state public health officials. This reopening plan is a fluid document subject to revision and change as future COVID-19 scenarios unfold.

CDC: Back to School Strategies and Tips

- [Reopening with COVID-19: Promote Healthy Behaviors](#)
- [Maintaining Healthy Operations](#)

CLEANING, DISINFECTION AND VENTILATION

Saint Clement Catholic School will adhere to the disinfection guidelines developed by the California Department of Public Health and the Center for Disease Control and Prevention for classrooms, workspaces, outdoor spaces, playgrounds, etc.

- ☑ Entire school building will be disinfected by Bay City Cleaning, a commercial janitorial company prior to returning to in-person instruction.
- ☑ Electrostatic cleaning throughout classrooms and the school building prior to the reopening of school. Electrostatic spraying method will consist of “N” level of the sanitizing chemical per CDC requirements. Service provided by Able Services.
- ☑ Daily full disinfection cleaning will occur Monday through Friday after school hours by Bay City Cleaning.
- ☑ School staff will clean and disinfect frequently touched surfaces and objects, such as, but not limited to: tables, desks, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets).
- ☑ Bathrooms will be used by only one cohort at a time. There is clear signage with sanitation products for staff to use after each use of the dedicated staff restrooms. Use of school drinking fountains is suspended. Students will be required to bring their own labeled water bottles.
- ☑ Access to playground equipment will be limited; physical activities will require less contact with surfaces.
- ☑ Proper ventilation during cleaning and disinfecting will be maintained.
- ☑ All air filters and filtration systems will be checked regularly by Prime Mechanical Services, Inc.

- ☑ MERV-13 filters will be replaced every 30-60 days to ensure optimal air quality.

Cleaning and Disinfecting Video

- [Coronavirus \(COVID-19\): Safely Cleaning and Disinfecting at Work](#) (7 min)

COHORTING

All students will remain with their own grade level classes, a stable cohort, throughout the school day. Each stable cohort represents a group of students and staff members that will stay together through the course of a day to eliminate or limit the mixing of students and staff in classes or congregate settings. The number of students per cohort is based on room size and configuration to maintain physical distancing requirements between students and between adults and students.

- ☑ Desks are arranged all facing forward to minimize face to face contact.
- ☑ New individual desks have been purchased for Transitional Kindergarten and Kindergarten classrooms to provide appropriate distancing.
- ☑ Students will enter and leave the classroom with social distancing in place. Markings on the floor/ground for students will clearly indicate to the students where they should stand/move to promote distancing.
- ☑ Procedures will be in place to minimize contact when students turn in assignments.
- ☑ Weather permitting, outdoor space will be used for instruction and activities, when practical.
- ☑ All unnecessary furniture has been removed from the classroom to maximize the space between seating and desks, to the greatest extent practical.
- ☑ Lunches and recesses will be staggered, to the greatest extent practical, to promote distancing. Lunches will be eaten at outdoor tables with proper physical distancing required.
- ☑ Recess activities and stations will be in separated areas designed by class/cohorts.
- ☑ Limit the use of common-use areas, where predictable.

PHYSICAL DISTANCING

Physical distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors will practice staying the recommended distance from others and eliminating contact with others whenever possible.

- ☑ Various signage and floor markings will be used to remind and encourage students to practice and maintain safe and healthy practices:
 - During daily symptom and temperature screening of students
 - During lunch and recess time
 - When using the restroom
 - In the classroom and other instructional spaces

- ☑ Staggered drop off and pick up times will allow physical distancing upon entering and exiting the campus.
- ☑ Designated routes for entry and exit, using as many entrances as feasible
- ☑ Staggered recess and lunch periods
- ☑ Lunch table seating will be spaced and staggered
- ☑ Staff meetings and professional development training will include physical distancing or be conducted virtually.
- ☑ Staff breakroom will be limited to three people at a time to maintain the recommended distance. Staff restrooms are single-use, only.

Social Distancing Videos

- [Sesame Street: Practicing Social Distancing with Abby and Rudy](#) (2 min)
- [Social Distancing - A Kid-Friendly Explanation Using BrainPop's Make-a-Movie](#) (3 min)
- [Social Distancing Song - 5 Steps on Social Distancing](#) (2 min)
- [Social Distancing - Spanish](#) (2 min)

ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

For the safety of the children and staff, as well as our families, parent volunteers will be strictly limited and parent presence on campus will be extremely limited. Anyone entering the school campus must comply with the applicable Alameda county COVID-19 requirements.

- ☑ Anyone entering the school campus must wear Personal Protective Equipment (PPE) covering his/her nose and mouth.
- ☑ Access to campus will be minimized; nonessential visitors and volunteers will be limited.
- ☑ Access to the school office will be limited to one person or one family at a time, following social distancing floor markers inside and outside the office.
- ☑ All families must follow the staggered drop off and pick up times and entry/exit-ways.
- ☑ Students will remain in their cohort during the drop off and pick up period of the day.
- ☑ School staff will monitor arrival and dismissal times.
- ☑ Parents will not be allowed to gather in front of the school or on school property.
- ☑ Signage will be posted in high visibility areas (entrances, parking lot, playground, classrooms, hallways, and bathrooms) to remind students and staff:
 - When and where face coverings are required
 - Appropriate use of face coverings
 - Physical distancing expectations
 - Traffic flow
 - Proper techniques for handwashing
 - Proper covering of coughs and sneezes, and other prevention measures
 - At entrances-instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body

aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.

- ☑ No parent, guardian, student, employee, or visitor shall enter the school premises if that person has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; (c) is quarantined or self-quarantined because of COVID-19, whether diagnosed or not; or (d) has a temperature of 100 or greater. In all such cases, the person shall not enter the campus without obtaining written medical clearance and providing such clearance to the school principal.

FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

Following the guidelines from the [California Department of Public Health Industry Guidance for Schools and School Based Programs](#), all students in grades 3 - 8 will be required to wear a face covering throughout the duration of the day, except during meal times, when drinking, and when outdoors, if physical distancing can be maintained. Grades TK-2 are strongly encouraged to wear a face covering. Face coverings must cover the nose and mouth. All guests, parents, and visitors will be required to wear a face-covering whenever on-campus/visiting the office. Faculty/staff will wear a cloth face covering while on campus, except while eating or drinking and when physical distancing is possible.

- ☑ A face covering will be provided to students and staff who do not have one.
- ☑ The school has purchased 2,000 children's masks, 1,500 adult masks, and 100 adult face shields.
- ☑ School staff will be trained on the requirements for wearing a face covering.
- ☑ School staff will remind students throughout the day of proper face covering/usage.
- ☑ Families will be given training on proper use, removal, and washing of face coverings.

Mask Wearing

- [We Wear Masks - A Social Story about the Coronavirus](#) (2min)
- [Wear a Mask Song for Kids](#) (3min)
- [Mask Up Video](#) - Spanish (30 seconds)

HEALTH SCENING FOR STUDENTS AND STAFF

Staff, parents, and students will be required to answer basic health screening questions related to COVID-19 symptoms before coming to school. A list of COVID-19 symptoms (cough, shortness of breath or difficulty breathing, a fever of 100.4°F or higher, or a sense of having a fever, sore throat, chills, new loss of taste or smell, muscle or body aches, nausea/vomiting/diarrhea, congestion/runny nose – not related to seasonal allergies - unusual fatigue). A self-checker is available on the [Center for Disease Control \(CDC\) website](#).

- ☑ Temperature checks will be conducted by school staff immediately before a student is admitted to the school campus. A no-touch thermal scan thermometer will be used.

- ☑ Conduct visual wellness checks throughout the day to monitor staff and students for signs of illness.
- ☑ If a student or staff member exhibits symptoms of COVID-19, he/she will immediately be sent to the isolation health room.
- ☑ The school will maintain confidentiality to prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.
- ☑ Policies will be in place that encourage sick staff and students to stay home without feeling they will suffer negatively for their decision. The school will ensure that staff, students, and families are aware of the policy.
- ☑ Anyone who has been exposed to someone with COVID-19 in the past 14 days (exposure means within 4-6 feet for 15-minutes or longer), has COVID-19 symptoms, or who is not feeling well, will not be permitted onto the school campus.
- ☑ Any student or staff member with a positive COVID-19 diagnosis will be required to isolate at home until 10 days have passed since symptoms appeared and at least 24 hours have passed without a fever and their symptoms have improved.
- ☑ All parents, students, and staff members must immediately notify the school principal if a student or employee has come into contact (through living arrangements or otherwise) with any person that has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; or (c) is quarantined or self- quarantined because of COVID-19, whether diagnosed or not. In any of these situations, the person will not be allowed on school property, until the minimum county isolation/quarantine requirements have been met.

CDC: Back to School Strategies and Tips

- [Symptoms of Coronavirus Disease 2019](#)
- [I Think or Know I had COVID-19, and I had Symptoms. When Can I Be With Others?](#)

HEALTHY HYGIENE PRACTICES

Teachers will reinforce with students the importance of using tissues to wipe their nose and to cough/sneeze inside a tissue or into their elbow. Teachers, staff, and students will also be reminded daily to wash their hands frequently.

- ☑ Students will be taught how/when to wash their hands correctly-to avoid contact with one's eyes, nose, and mouth.
- ☑ Handwashing by all students will occur on arrival (before entering the classroom), before and after eating a snack and/or lunch, before and after using the restroom, after coughing or sneezing, and after being outside.
- ☑ Students and staff will be required to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to thoroughly dry their hands.

- ☑ Where soap and water are not readily available, staff and students are to use hand sanitizer with at least 60% alcohol. Children under the age of 9 will be supervised by an adult whenever using hand sanitizer.
- ☑ Four portable, two-sided hand washing stations have been purchased. Stations will be placed throughout the campus, near the classrooms.
- ☑ Six automated hand sanitizer dispenser stands have been purchased. They will be placed in high traffic areas.
- ☑ An initial purchase of 48 gallons of hand sanitizer has been made.
- ☑ 575 eight-ounce individual bottles of hand sanitizer have been purchased and individually labeled for each student's desk.

Hand Washing Videos from the CDC

- [Happy Handwashing Song](#) (30 seconds)
- [Wash Your Hands-Child Video](#) (30 seconds)
- [What you need to know about handwashing](#) (2 minutes)

IDENTIFICATION AND TRACING OF CONTACTS

Saint Clement Catholic School will follow Cal-OSHA reporting and recording instructions for all employees as well as reporting any positive COVID-19 cases to the corresponding County Health Department. Our school will cooperate with state and local health departments' contact tracing protocols. Our designated COVID-19 Contact Tracers are Maryann Harris, Office Manager, and Veronica Hernandez, Principal.

- ☑ Contact Tracers will follow county recommendations for contact tracing. Information on contact tracing can be found here: [COVID-19 Contact Tracing](#).
- ☑ The contact tracing process will immediately commence if and when a COVID-19 positive case occurs. Our contact tracers will assist public health departments in knowing who may have had contact at a school with a confirmed case by:
 - Keeping accurate attendance records of students and staff members
 - Ensuring student schedules are up to date
 - Keeping a log of any visitors, including date, time, and where in the school they visited
 - Assisting local health departments in tracing all contacts of the individual at school
 - Maintaining confidentiality as required by federal and state laws and regulations

In accordance with an individual's right to medical privacy, our school will never disclose an infected person's name. An affected employee will be asked to follow his/her medical provider's instructions and the recommended quarantine/isolation instructions per the corresponding County Health Department prior to returning to the school campus. Similar protocols will be followed for students.

CDC: [Back to School Strategies and Tips](#)
[Prepare for When Someone Gets Sick](#)

STAFF TRAINING AND FAMILY EDUCATION

All faculty/staff will be required to participate in a training session regarding the requirements and practices contained in this document, including education on the prevention and spread of COVID-19. School families will receive a digital copy of the Saint Clement Catholic School Reopening Plan, COVID-19 resource materials including CDC's publication, and [How to Protect Yourself and Others - COVID-19](#). Students will be given instructions on all the necessary safe and healthy procedures to practice.

- ☑ School staff will be trained before the reopening of school, regularly at staff monthly meetings, and at grade level meetings. Topics include, but are not limited to:
 - Enhanced sanitation practices
 - Physical distancing guidelines and their importance
 - Use of face coverings
 - Screening practices
 - COVID-19 specific symptom identification
 - Proper use, removal, and washing of cloth face coverings
- ☑ Teachers will educate students on the importance of healthy hygiene practices, understanding and monitoring for symptoms of COVID-19 and physical distancing.
- ☑ Updates to school staff and families will be provided on a regular basis.

To the greatest extent possible, training and education will be provided virtually. If an in-person option is provided, physical distancing (6 feet) will be maintained.

TESTING OF STAFF

COVID-19 testing is a key strategy in reopening schools safely. A minimum of 25% of our staff will be tested every two weeks, ensuring that 100% of our staff will be tested once within a two-month period, throughout the school year. A master schedule will be created to monitor testing status for every person on staff.

Saint Clement Catholic School has established an MOU with Unilab Corporation dba Quest Diagnostics to perform all COVID-19 testing. We have requested Quest Diagnostics to provide testing services to all faculty and staff in accordance with the county requirements.

- ☑ Staff members will be expected to perform symptom checks before coming to school daily.
- ☑ Staff members exposed to COVID-19 will not be allowed on campus. They will be strongly encouraged to get tested.
- ☑ Any staff member with a positive COVID-19 diagnosis will be required to isolate at home until 10 days have passed since symptoms appeared and at least 24 hours have passed without a fever and their symptoms have improved.

Staff members with a positive test result and symptoms who are directed to care for themselves at home may discontinue home isolation when at least 24 hours have passed since recovery. Recovery is defined as no fever without the aid of fever reducing medication, as well as improvement in respiratory symptoms (e.g. cough, shortness of breath), and at least 10 days have passed since their symptoms first appeared. Alameda County’s instructions on isolation and quarantine procedures can be found at:

- [Home Quarantine Guidance for Close Contacts to COVID-19](#)
- [Home Isolation Instructions for People COVID19 and People Awaiting COVID-19 Test Results](#)

TRIGGERS FOR SWITCHING TO DISTANCE LEARNING

Saint Clement Catholic School will follow the metrics established by the California Department of Public Health for closing again and returning to distance learning due to COVID-19. These metrics are as follows:

- ☑ 5% of students and teachers in a classroom test positive for the virus; the classroom would be closed, followed by 14 days of quarantine.
- ☑ 5% positive testing rate of total students and teachers; the entire school would have to close, with everyone subject to 14 days of quarantine.

The state, county, and/or the local health officer may also determine school closure is warranted for other reasons, including results from a public health investigation or other local epidemiological data.

COMMUNICATION PLAN

We believe that regular, authentic, relevant communication between home and school is essential. Saint Clement Catholic School will provide consistent communication.

- ☑ We will email all staff and families should an urgent update need to be communicated (such as a potential exposure or school closure).
- ☑ The weekly principal newsletter will include a health/safety section that will house ongoing reminders for personal protection equipment, removing personal belongings, and the importance of washing hands and good hygiene.

Saint Clement Catholic School will adhere to CDC, CHD, ACPHD, FERPA and HIPAA guidelines when communicating with staff and families about confirmed positive cases and high-risk exposures at the school (consistent with privacy requirements). These communications will be made via email using Constant Contact. Schoolwide meetings will take place for schoolwide exposure, and cohort meetings will be held for isolated cohort exposure.

KEY CONSTITUENT CONSULTATION

The planning process for re-opening Saint Clement Catholic School began in early June with the formation of a School Site Planning Committee (SSPC), as advised by the Diocese of Oakland. The SSPC is comprised of multifaceted shareholders who include: school administration, school appointed COVID-19 Coordinator, teachers, parents, and a community member/volunteer. The SSPC meets weekly to assist with gathering and interpreting all information from the State and County. Our SSPC has reviewed “Leading with Hope”, a guidebook for the safe reopening of all Catholic schools. With the recommendations and clear guidance from the California Department of Public Health, California Department of Education, and Alameda County, the School Site Planning Committee has created new policies and procedures to ensure the health and safety of all of our school community members.

As outlined in this document. The SSPC has dedicated countless hours, valuable effort, and essential input in finalizing our school re-opening plan.

Saint Clement Catholic School families receive ongoing communication from the school principal. In July, families were informed of the three possible learning platforms that would potentially be implemented during the 2020-2021 school year. These platforms include in person learning on campus, distance learning, and a hybrid model. While Governor Newsome mandated that the school year begin with distance learning, our school families continue to receive regular updates regarding the ways the school staff and the school site planning committee continue their efforts to prepare for the re-opening of school. Parents are welcome to submit comments and concerns to the school principal.

Although we do not have a labor organization, all staff members are welcome to submit comments and concerns at any time to the school administration. During the summer months, staff members participated in weekly Zoom session check-ins to receive diocesan-wide and SSPC updates. Additionally, staff members received the required information regarding safety measures that were instituted by the Diocese of Oakland. These documents include: COVID-19 Return to School, COVID-19 Protocols, and The Q&A for COVID-19 Protocols. In July, staff members participated in a “re-opening plan” survey. The results indicated that the majority of the staff favored returning to on-campus learning. Our staff members are copied on all communication with our parents. Staff members have also been kept up to date with regard to our on-campus implementation of safety precautions.

Saint Clement Catholic School’s principal continues to receive guidance and support from the superintendent and the Department of Catholic School’s Leadership Team from the Diocese of Oakland. Additionally, the school principal participates in weekly principal’s collaboration meetings where planning and discussion is centered on the re-opening of schools. As a parish Catholic school, the principal receives consultation and input from the pastor of Saint Clement Church. As the executive decision makers of Saint Clement Catholic School, the pastor and principal together agreed to pursue re-opening plans for our school.

Saint Clement Catholic School is committed to providing the best practices to support the mission and philosophy of our school. It is our ultimate goal to welcome our school community back on campus. We will embrace the challenges of the future while we continue to cherish and honor the tradition that our school is “Where FAITH and COMMUNITY bring EXCELLENCE”!

Photos of Saint Clement Catholic School Prepared for Re-opening



Classrooms: All classrooms have individual desks placed at 6ft. apart. Students have individual hand sanitizers on desks. All classrooms have 2 doors, functioning windows, 2 ceiling fans and its own dedicated HVAC system.



Bathrooms: Sinks are appropriately spaced for student use. Hand washing signs are posted. Social distancing floor signs are in place.

Courtyard: Automated hand sanitizer stands are placed outside classroom doors. Social distancing floor signs are placed throughout walkways.