



St. Joseph School
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Reopening Plans 2020-2021

School Name: St. Joseph Catholic School

School Type: Transitional Kindergarten - 8th grade

District: Oakland Diocese

Superintendent: Ms. Kathleen Radecke

Date of Reopening: November 11, 2020

Revised Reopening Date: January 11, 2020

Date of Submission: October 24, 2020

2nd Date of Submission (Grades 6-8): December 17, 2020

COVID-19 Liaisons for St. Joseph School

Patti Calton

Principal

pcalton@sjsmsj.org

(510) 656-6525

Cathy Marron

Office Manager

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(510) 656-6525

118 students returning to school for reopening

188 Revised Students returning to school for reopening

24 SJS staff returning to school for reopening

Grade levels at SJS: Transitional Kindergarten (TK) - 8th grade

Grade Levels proposed for reopening: TK - 8th grade (phased reopening)

Phased Reopening:

TK: January 5, 2021

Grades 1st & 5th: January 11, 2021

Grades Kindergarten & 4th: January 25, 2021

Grades 2nd & 3rd: February 16, 2021

Grades 6th - 8th: February 25th

The health and safety of our students, staff, and families are our highest priorities. We have developed our school's return to in-person instruction plans based on guidance from Alameda County Public Health (ACPH) and California Department Public Health (CDPH) officials. The health and safety plan will be updated as the situation and county health orders evolve.

Cleaning, Disinfection and Ventilation

Note: Staff members including Janitorial staff, teachers, instructional assistants will wear PPE's (Personal Protective Equipment) when working with chemical cleaners.

- The entire school site will be disinfected, including classrooms, using a commercial cleaning service. Electrostatic spraying method using the "N" level of sanitizing chemical per the CDC requirements completed as part of this process.
- All surfaces will be cleaned with CDC/CDPH approved disinfectant. In addition, frequent electrostatic spraying with an approved spray disinfectant of classrooms, restrooms and public spaces will happen several times per day on high touch hard surfaces

- Daily janitorial service will occur on school days after school hours to ensure that each day will start with newly sanitized classrooms and common areas. There will be daily cleaning and disinfecting of high touch hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), drinking fountains, and playground equipment and shared objects (toys, games, art supplies, books) pursuant to CDC guidance.
- Bathrooms will be used by only one cohort at a time. There is clear signage with sanitation products for staff to use after each time they use one of the dedicated staff bathrooms.
- Three additional portable sinks have been placed in various locations on the SJS campus to ensure continuous handwashing. These will be in addition to the sinks located in the restrooms located on campus as well as 5 additional sinks in various classrooms.
- Each student will have his/her own school supplies including textbooks, computer, writing and art supplies, paper, desk, and chair.
- Shared supplies, including teaching manipulatives, will be limited; however, they will be disinfected throughout the day between uses.
- Classrooms will open windows and doors to maximize air flow.
- Fans will be used to increase the effectiveness of air flow.
- HVAC systems will increase filter changes from one to three times per year
- Restrooms exhaust fans are functional and operational.
- A portable high-efficiency particulate air (HEPA) fan/filtration system will be located in the school office/sick room.

Cleaning and Disinfecting Video

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

Cohorting

- All students will remain in their own classes, a stable cohort, throughout the school day. This stable cohort represents students and staff members who will stay together throughout the course of the day to eliminate the mixing of other cohorts.
- 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.
- Cohorts will not physically interact with each other to minimize exposure.
- Lunch and recesses will be on a staggered schedule and classes (cohorts) will not share play areas or play equipment.
- If play & PE equipment is shared, it will be cleaned and disinfected between uses.
- Students will be instructed to wash hands before returning to class.

Physical Distancing

- Student desks will be placed four (4) to six (6) feet apart or more to promote physical distancing.
- As self-contained classes enter and exit their classrooms, staff will ensure that they do so systematically so as to maintain the 6 ft social distancing at all times. In addition, each self-contained classroom will do so at designated times to limit contact with other grades and cohorts
- Taped markings on the floor will identify walking directions throughout the campus in order to maintain physical distancing requirements.

- At recess time, schedules will be staggered to accommodate 2 classes out on the yard at a time (in stable cohorts & to maintain social distancing).
- Nonessential, informal meetups, and ad-hoc gatherings will be avoided.
- Faculty room will be off limits to avoid informal gatherings.
- Students will eat outside, socially distanced (weather permitting) in 2 -3 different areas on the school campus.
- All students, monitored by a staff member, will enter & exit campus through one gate in order to ensure that social distance guidelines are followed.

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 health and safety of our students and staff, as well as our families, parent volunteers and parent presence will be strictly limited on campus. Persons needing to do business in the school office will be by appointment only.
- Parents who do need to enter the campus will enter through one gate (lower gate) and will be expected to follow the same guidelines as students and staff when it comes to temperature checks, wearing masks, and social distancing.
- Staff will arrive at various times in the morning and will follow guidelines of the COVID-19/ Health screening daily as well as if they leave campus for any reason and return to campus.
- All students in TK and K, monitored by a staff member, will enter & exit campus through the upper gate in order to ensure that social distance guidelines are followed.
- All other students not in grades TK & K, monitored by a staff member, will enter & exit campus through the lower gate in order to ensure that social distance guidelines are followed.
- Unless specifically exempted by applicable county health guidelines, anyone entering the school must wear PPE covering his/her nose and mouth.
- No parent, guardian, student, employee or visitors shall enter the school premises if that person has: (a) not yet met the guidelines established for a return to school or work after receiving a positive test result; (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 100.4 or greater.
- Families will follow the drop-off and pick-up protocols. Staff will monitor arrival and dismissal to ensure students go straight from ~~carpool~~ vehicle to the classrooms and vice versa.
- All students will remain in the cohort during drop-off and pick-up.
- Outside food delivery (parent food delivery, DoorDash, Uber Eats, etc.) will not be permitted
- Signage will be posted in high visibility areas (entrances, hallways, classrooms and bathrooms) to remind students and staff:
 - a. When and where face coverings are required
 - b. Physical distancing expectations
 - c. Traffic flow

- d. Proper technique for hand washing
- e. Covering of cough and sneezes and other preventative measures
- f. 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.

Face Coverings and other Essential Protective Gear

- All guests, parents, and visitors will be required to wear face-covering whenever on-campus.
- Faculty and staff will wear cloth face covering while on campus, except while eating and drinking and when physical distancing is possible.
- Students will be required to wear facemasks with 2 layers of cloth. The facemask must cover the nose and mouth to maintain effectiveness.
- Students are asked to have a clean back up mask inside of their backpack, sealed in a Ziploc bag.
- Extra facemasks are in each classroom and each office space available for students, staff and parents.
- Everyone will be required to wear face coverings when 4-6 feet physical distancing is not feasible.
- Masks should fit snugly on the face while covering both the nose and mouth.
- Surgical masks may be used, but fabric masks are encouraged.
- Bandannas and neck gaiters are not acceptable options as masks.
- Masks with valves attached to them are not permitted, as the valves increase the number of respiratory droplets released into the air.

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 Screening for Students and Staff

- Our school will require parents, guardians, students and employees to answer basic health screening questions related to COVID-19 symptoms upon entrance on the school campus.
COVID-19 Symptoms include:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever of 100.4°F or higher
 - 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
- All parents, guardians, staff and students will receive a temperature check with a no contact digital thermometer.
- If a student or staff member becomes ill during the day, he/she will immediately be sent to one of the isolation rooms staffed by our full-time Office Manager, CPR & First Aid certified, and will be sent home for COVID-19 testing.

- 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 on our campus.
- Students and staff will also conduct self-checks for symptoms throughout the day.
- Those who develop signs and symptoms of COVID-19 will be sent home.
- Immediate notification will be sent to the school and to the principal when a staff or student has come in contact 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.
- 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 without the use of fever reducing medication.

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?](#)

Health Hygiene Practices

- SJS campus including; offices, classrooms, restrooms, library, and church hall have been thoroughly cleaned and electrostatically sprayed and will continue to be sanitized several times throughout each school as well as by our maintenance staff on a daily basis.
- All furniture including desks and chairs will be sanitized several times per day and students will be given the opportunity to wash their hands before returning to class from recess, lunch, and P.E.
- Three additional portable sinks have been placed in various locations on the SJS campus to ensure continuous handwashing. These will be in addition to the sinks located in the restrooms on campus as well as 5 additional sinks in various classrooms.
- Canopies will be supplied for outdoor religious events and to provide an opportunity for outdoor classroom space.
- Hand sanitizers will be provided on the entrance of each classroom and office as well as a designated health hygiene space inside each classroom.
- Several windows are located in most classrooms on campus and will be open to allow for movement of fresh air.
- There will be several separate dining spaces for students to eat outdoors (weather permitting). Two students per table will be allowed at a given lunch time. Sanitation between staggered lunch times will take place between the students using the lunch tables.
- Play equipment will be sanitized after each group of students.
- Restrooms: SJS maintenance and administration staff will sanitize restrooms each morning, after morning recesses, and after lunch times.
- Teachers will reinforce with students the importance of using tissues to wipe their nose and to cough/sneeze inside a tissue or in their elbow.
- Teachers, staff and students will wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.

- Signs are located in all restrooms to remind students and staff to wash their hands thoroughly for 20 seconds with soap, using a paper towel to dry their hands completely. Parents and teachers will model best practices for hand washing.
- Hand sanitizer with at least 70% alcohol will be provided in every office space and classroom.

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)
 - [En Español, En français](#)
- A student will be sent home if he/she becomes ill at school and is showing COVID-19 symptoms. Parents will be asked to pick up the child immediately.
- The parent or guardian will be directed to pick up the student curbside.
- The employee accompanying the student will wear the appropriate PPE, including but not limited to mask and gloves.
- Our staff will advise the parent and/or guardian to contact the student's physician and for the student to get tested, isolate in their home or another residence, and refrain from going out in public, except for medical care.
- The student will remain out of school pending test results. Parents will be directed to the following Alameda County Public Health Department website containing information about local testing sites:
[Alameda County COVID-19 Testing.](#)

If a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school, our school will implement the following steps:

- In consultation with the local public health department, our staff will ensure cleaning and quarantine of the exposed persons and determine whether any additional intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- The classroom or office where the patient was based will be closed off for use until the area is cleaned and disinfected.
- We will wait at least 24 hours before cleaning and disinfecting.
- If 24 hours is not feasible, we will wait at least two hours and as long as possible.
- Additional areas of the school visited by the COVID-19 positive individual will also be cleaned and disinfected.
- Implement communication plans for exposure at school which includes outreach to students, parents, teachers, staff and the community.

Identification and Tracing of Contacts

- Our 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: Patti Calton, School Principal & Cathy Marron, Office Manager.*
- They 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; and

- Maintaining confidentiality as required by federal and state laws and regulations.

Testing Positive for COVID-19

- If an employee tests positive for COVID-19 or has come in close contact with someone who tested positive, s/he will inform the school's designated COVID-19 Contact Tracers, who in turn will notify Alameda County Health Officials using this form: [Notification to ACPHD](#)
- Our school will also notify others who have been in "close contact" with the affected individual. Close contact" is defined by the CDC as being within six feet for a period of at least 15 minutes, although this standard is not absolute.
- If anyone in a staff member's, or student's, family, or someone they have been within 6 ft of for more than 15 minutes, and is exhibiting distinctive symptoms of COVID-19 (fever above 100, shortness of breath, loss of taste or smell, cough), the staff member or student will be required to stay home for 72 hours for observation or until a negative COVID-19 test is produced. Co-workers who may have had contact with a person who tested positive for COVID-19, will be informed by our school and it will be recommended they get COVID-19 testing and self-isolate.
- Instructions on isolation and quarantine procedures for Alameda County 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](#)

- 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.
- Clear expectations will be communicated to staff including: (a) monitoring and assessing students for COVID-19 symptoms; (b) monitoring students to maintain social distancing and wearing PPE, consistent with county health requirements; (c) cleaning and disinfecting of the school premises, including classrooms, bathrooms and common areas.
- Protected time will be allocated at each week's faculty/staff meeting to ensure everyone is aware of updates and changes to our COVID response procedures and safety protocols, as needed. Ongoing training will also be provided as new COVID-19 updates are made available. All school families will be provided a copy of this document, as well as CDC's publication, [How to Protect Yourself and Others - COVID-19](#).
- Teachers will educate students on the importance of healthy hygiene practices, understanding and monitoring for symptoms of COVID-19 and physical distancing.

Testing of Staff

- 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 everyone on staff.
- Our school has established an MOU with Quest Diagnostic to provide testing services to all faculty and staff in accordance with the County requirements.
- 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.
- Employees/students 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

- Our 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:
- If 5% of students and teachers in a classroom test positive for the virus, the classroom would be closed, followed by 14 days of quarantine.
- If there is a 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 public health investigation or other local epidemiological data.
- The criteria that the principal will use to determine when to physically close the school and prohibit in person instruction will be in communication and collaboration of the Diocese of Oakland, Alameda County Public Health department and the CDC/CDPH guidelines.

Communication Plan

- The weekly school newsletter (SMORE) 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.
- Employees who had "close contact" with a person confirmed or suspected of having COVID-19 will be notified. The CDC defines "close contact" as being within six feet for a period of at least 15 minutes from two days before the testing until meeting the criteria for discontinuation of home isolation. However, this standard of "close contact" is not absolute and can vary depending on the circumstances.
- The staff notification letter will be based on the template provided by Alameda County: [Alameda County Template Letter to Staff](#)
- The parents or guardians of students who had "close contact" with a person confirmed or suspected of having COVID-19 will be notified. The CDC defines "close contact" as being within six feet for a period of at least 15 minutes from two days before the testing until meeting the criteria for discontinuation of home isolation. However, this standard of "close contact" is not absolute and can vary depending on the circumstances. The staff notification letter will be based on the template provided by Alameda County: [Alameda County Template Letter to Parents/Guardians](#)

- Our 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 School Messenger, SMORE or schoolwide email.
- Virtual Schoolwide meetings will also be called for schoolwide exposure and cohort meetings for isolated cohort exposure.

Key Constituent Consultation

- Key Constituent Consultation includes; Kathleen Radecke, DCS Superintendent, Msgr. Manuel Simas, Pastor, St. Joseph Faculty and Staff, St. Joseph School Stakeholders, SJS Advisory Board, and School Site Planning Committee (SSPC)
- While we do not have a labor organization like the public schools' teacher union, we have consulted with our faculty and staff in the decision making process for the waiver. Based on our consultation, our faculty and staff are supportive of applying for a waiver option for our school.
- As the governing body of our school, consultation with our Pastor was the initial conversation in which we shared the process of applying for the waiver for our school. This was followed by consulting with the Faculty & Staff as a whole during our weekly faculty meetings. Our Advisory Board and stakeholders were informed of the application of the waiver process during regularly scheduled meetings.
- The School Site Planning Committee (SSPC) began meeting in June 2020. This special task force was made up of administration, advisory board members, parent volunteers and staff. The primary purpose of this group is to plan for a safe reopening of school based on 4 pillars; #1.) Health & Safety, #2.) Personnel & Finance, #3.) Health & Safety Facilities planning, #4.) Best instructional Practices. It is through their efforts under consultation with the Department of Catholic Schools (DCS) that our Health and Safety Addendum was created. This can be referenced in the resource page of this document.
- Each meeting was documented in the meeting notes below.

[Meeting Notes](#)

Resource Page

St. Joseph School Addendum

Plans and Procedures for the Safe and Healthy Return to School

https://drive.google.com/file/d/1ILPMjXfJUHbv3BdFmL0rAmz30UtH_bzv/view?usp=sharing

Alameda County Website

<http://www.acgov.org/>

Alameda County Public Health

<https://covid-19.acgov.org/index.page>

Alameda County COVID-19 Reference Guide

<http://www.acgov.org/board/district4/documents/COVIDQuickReferenceGuide.pdf>

Alameda County Office of Education School Reopening Information & resource

<https://www.acoe.org/reopening>

California State Government COVID-19 Info Pertaining to Education

<https://covid19.ca.gov/education/#top>

California State Government COVID-19 Website

<https://covid19.ca.gov/>

Home Isolation and Quarantine Instructions

<http://www.acphd.org/media/568835/covid-19-health-officer-order-packet-english.pdf>

California State Information on Contact Tracing

<https://covid19.ca.gov/contact-tracing/>

Alameda County COVID-19 Testing Information

<https://covid-19.acgov.org/testing.page>

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