

St. Joseph School



School Reopening Plan 2020-21

Amended January 29, 2021

St. Joseph School / Diocese of Oakland

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Fremont, CA 94536



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COVID-19 Reopening Plans 2020-2021

Amended January 29, 2021

This COVID-19 School Reopening Plan has been updated to reflect the State of California's *COVID-19 Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School Year* issues on January 14, 2021. https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

As required, our school has posted a COVID-19 Safety Plan (CSP) - referenced as the COVID-19 School Reopening Plan - on the homepage of our school's website. Our COVID-19 School Reopening Plan includes the school's Cal/OSHA COVID-19 Prevention Program (CPP) and the COVID-19 School Guidance Checklist. The detailed plans describing how our school meets the requirements outlined in the CSP elements are found in this COVID-19 School Reopening Plan.

School Name: St. Joseph Catholic School
School Type: Non-profit, private: Transitional Kindergarten - 8th grade
District: Oakland Diocese
Superintendent: Ms. Kathleen Radecke
Date of Reopening: November 11, 2020

Revised Reopening Date: January 11, 2021

Date of Submission: October 24, 2020

2nd Date of Submission (Grades 6-8): February 1, 2021

COVID-19 Liaisons for St. Joseph School

Patti Calton

Principal

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(510) 656-6525

Cathy Marron

Office Manager

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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)

Tentative Phased Reopening:

TK: November 11, 2021

Grades 1st , 3rd & 5th: February 16, 2021

Grades Kindergarten, 2nd & 4th: February 22, 2021

Grades 6th - 8th: March 15, 2021

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.

CDC: Back to School Strategies and Tips

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

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.
- Four 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 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- Classroom Spaces

- Distance teacher and other staff desks 6 feet away from student and other staff desks.
- Distance student chairs at least 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made.
- Under no circumstances should the distance between student chairs be less than 4 feet.
- If 6 feet of distance is not possible, optimize ventilation, use desk partitions, or arrange desks to minimize face-to-face contact
- 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 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

Students in all grade levels TK/K-12 are required to wear face coverings at all times, while at school, unless exempted.

All staff must use face coverings in accordance with CDPH guidelines:

- CPDH recommends disposable 3-ply surgical masks, which are more effective than cloth face coverings.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, a face shield with a drape can be used as long as the wearer maintains physical distance from others.
- 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.
- For staff and students, 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/running 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

In the event of a positive case, the school will:

1. Schools must adhere to required reporting requirements and notify, as described below, the LHD of any newly reported case of COVID-19 in a student or staff member if the LHD has not yet contacted them about the case,
2. If the case is present at school at the time the school is notified, the case must go home and be excluded from school for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date the specimen was collected for the positive test.
3. Assist LHD in identifying close contacts of the case. Send a notice, developed in collaboration with the LHD, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the LHD to notify exposed people.

4. Arrange for cleaning and disinfection of the classroom and primary spaces where case spent significant time. This does not need to be done until students and staff in the area have left for the day.
5. Implement online/distance learning for student cases if they are well enough to participate.

Required COVID-19 Reporting

- The school will notify the local health officer of any known case of COVID-19 among any student or employee who was present on a campus within the 10 days preceding a positive test for COVID-19. Specifically, the school shall report the following information:
 - The full name, address, telephone number, and date of birth of the individual who tested positive;
 - The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
 - The full name, address, and telephone number of the person making the report.
- This information shall be reported to the local health officer by telephone within **twenty-four hours** from the time an individual within the local educational agency or private school is first made aware of a new case.
- 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.
- The school COVID liaisons to the LHD are Patti Calton & Cathy Marron

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

- **Symptomatic testing**: If a student or employee exhibits COVID-19 symptoms, the individual is sent home (or stays home). Testing for COVID-19 is encouraged. The student or employee can use the testing sites available on the County's website or make an appointment to see their medical provider. While waiting for results, the student or employee will not be able to return to school.
- **Response testing**: If a student or employee is exposed to a confirmed case of COVID-19, the student or staff member is required to quarantine for 10 days. Testing for COVID-19 is encouraged. The student or employee can use the testing sites available on the County's website or make an appointment to see their medical provider.
- **Asymptomatic testing**: Employees participate in asymptomatic testing. The school has established a schedule for testing so that employees are tested once every two months. The employees use the testing sites available on the County's website.
- 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 arranged 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](#)

Cluster or Outbreak at School

When either a school or LHD is aware that an outbreak may be underway, the LHD should investigate, in collaboration with the school, to determine whether these cases had a common exposure at school (e.g., a common class or staff member, bus ride, or other common exposures outside of school). CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).

During the investigation, the school will:

1. Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations.
2. Identify, as part of the CSP, one or more school staff member who can liaise with the LHD regarding the cluster/outbreak investigation by confirming which classes and stable groups included confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.
3. Identify absenteeism among those in affected classes or stable groups, and coordinate with the LHD to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the cases infectious period.
4. Coordinate with the LHD to share a line list of cases and contacts with dates present at or absent from school.
5. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
6. Coordinate with the LHD on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.
7. Coordinate with the LHD on whether and when the school should be closed and reopened.
8. Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of SARS-CoV2 at the school or in the general community, and repeat recommendations for prevention and control measures.
9. Implement online/distance teaching and learning during school closure.
10. Arrange for cleaning and disinfection of entire school before reopening in the case of closure.

Triggers for Switching to Distance Learning

School Closure Determinations

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure should be done in consultation with the Local Health Officer (LHO). Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- The LHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Length of closure: 14 days, or according to a decision made in consultation with the LHO.

Travel Requirements

The State of California has updated its travel policy with the following provisions:

- Non-essential travel (for recreational purposes) should be limited to 120 miles from the person's home.
- Californians who travel outside the state or the country must quarantine for 10 days upon their return to California.
- Visitors to California from other states and countries must also quarantine for 10 days upon their entry into California.

With this in mind, please limit recreational travel to no more than 120 miles from your home. If you must travel outside of California or outside of the United States, you will need to quarantine for 10 days upon your return to California.

Communication Plan

- The weekly school newsletter (SMORE) will include a health/safety section that will house ongoing reminders for personal protection equipment 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

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

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>

Unilab Corporation dba Quest Diagnostics

Address: 3714 Northgate Blvd, Sacramento, CA 95834

Phone#: 916-927-9900

Email: MarieRose.M.Akin@questdiagnostics.com
CLIA #: 05D0644209

SJS COVID-19 Prevention Program (CPP) for: St. Joseph School, Fremont

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: January 28, 2021

Authority and Responsibility

The Principal has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A-2: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by **speaking with their supervisor, i.e.: principal, pastor, Human Resources Office, or Superintendent of Schools.**

Employee screening

We screen our employees by **following the COVID-19 School Reopening Plan previously distributed and attached as Appendix C.**

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form and corrected in a timely manner.

Control of COVID-19 Hazards

Physical Distancing

Employees will follow the COVID 19 School Reopening Plan (Appendix C)

Face Coverings

Face coverings are to be properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department **and in accordance with the procedures outlined in the COVID-19 School Reopening Plan (Appendix C).**

Cleaning and disinfecting

We implement cleaning and disinfection measures for frequently touched surfaces **as recommended by County guidelines and as outlined in the COVID-19 School Reopening Plan (Appendix C).**

Should we have a COVID-19 case in our workplace, we will implement the procedures **as recommended by County guidelines and as outlined in the COVID-19 School Reopening Plan (Appendix C).**

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses **as outlined in the COVID-19 School Reopening Plan (Appendix C).**

Hand sanitizing

In order to implement effective hand sanitizing procedures, we **follow the procedure as outlined in the COVID-19 School Reopening Plan (Appendix C).**

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE **as needed and outlined in the COVID-19 School Reopening Plan (Appendix C).**

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix D: Investigating COVID-19 Cases** form.

Investigation of COVID-19 cases and exposure will be done by individual school site Administrator in conjunction with Human Resources Office and Superintendent of Schools.

Employees who had potential COVID-19 exposure in our workplace will be **notified, in writing, within one day of learning of positive case, per AB 685. The notification letters in Appendices G and H will be used for this purpose.**

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards. **Employees should report symptoms of COVID-19 or possible hazards to their site Administrator.**
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. **We will communicate with employees with close contacts or in the same workplace with a COVID-19 positive employee or visitor in writing using the notices in Appendices G and H, respectively.**

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- **We will use CDC resources as outlined in Appendix E and will document the training using Appendix F.**

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. **Wages will be continued if the employee has sick leave, vacation time or other paid time off, or if the person has filed a workers' compensation claim. If the latter, the amount of the salary continuation is determined by the workers' compensation system.**
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under

CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.

- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix D: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
-

Gloria Espinoza
Assistant Director, Human Resources
January 25, 2021

Appendix A-1: Risk Assessment

COVID-19 RISK ASSESSMENT

For Employees:

- ✓ Does the workplace have personal protective equipment available? Including:
 - face masks
 - gloves
 - anti-bacterial soap
 - hand sanitizer.

- ✓ Is there someone trained to take temperature of employees arriving for work?
 - Is there a private place for this?
 - Does the workplace have sufficient no-contact thermometers?

- ✓ Is there sufficient space between the work areas to maintain safe distancing?
 - Private office?
 - Staggered work hours available?
 - Can employees continue to work at home?

- ✓ Does the workplace have disinfecting supplies that comply with the Cal-OSHA requirements?
 - Is your workplace following the EPA guidelines? <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
 - Are you cleaning often enough?
 - Daily for all surfaces?
 - After each use for frequently used surfaces (e.g. copy machines, phones, door knobs)
 - Does your workplace have enough equipment so that employees do not have to share:
 - Phones
 - Computers
 - Work area

- ✓ Are your employees implementing individual controls to stop the spread of COVID-19?
 - Take their temperatures at home
 - Stay home if sick
 - Stay home if you have had close contact with someone with COVID-19

- ✓ Does your workplace have common areas?
 - If so, can you limit the number of employees who use it at one time?
 - Can you stagger lunch and breaks?

For Visitors (if applicable in your county)

- ✓ Does the reception area have safe distancing protocols?
 - Does your workplace have cues to stay six feet apart? (e.g. tape markers or dividers)
 - Does your workplace have a barrier between the employee and visitor that is either a physical barrier (window system or similar) or a cue (stay behind line)?

- ✓ Does the workplace have the ability to provide services contact-free?
 - Can you limit the amount of cash that is exchanged?
 - Can you limit interaction between employee and visitors so that items are placed on a counter and the employee can move back while the visitor approaches and takes the items?

- ✓ Do you have protocols for visitors?
 - Is there signage that informs visitors of needed precautions (e.g. distancing)?
 - Require face covering
 - Self-certify that visitors do not have COVID-19 symptoms or recent exposure
 - Redirect visitors to use the telephone or email system to contact the office if possible?

Appendix B: COVID-19 Inspections

Date: **[enter date]**

Name of person conducting the inspection: **[enter names]**

Work location evaluated: **[enter information]**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C:

COVID-19 SCHOOL REOPENING PLAN – EMPLOYEE (CSP)

In developing plans for the reopening of its schools, the Diocese of Oakland is required to implement the health and safety standards established by the State of California Department of Public Health and/or the county in which your student's school is located. If there exists a conflict, the Diocese of Oakland will follow the more stringent standard. Focusing on the county in which your school is located, please thoroughly read the applicable reopening guidelines.

Additional information can be found at each county health department's websites. Here are the hyperlinks for each county:

[Alameda County Schools: 2020 – 21 Reopening Guidelines](#)

[Alameda County Public Health Department Website](#)

[Contra Costa County Schools: 2020 – 21 Reopening Guidelines](#)

[Contra Costa Health Service Website](#)

This document is incorporated by reference into the Faculty-Staff Handbook at the school.

Expectations for Parents/Guardians/Students/School Employees:

Parents, guardians, students and school employees must work together to create a healthy school campus. Working together requires the following:

1. Anyone entering the school campus must comply with the applicable county COVID-19 requirements. Failure to comply is a violation of law. Unless specifically exempted by the applicable county health guideline, anyone entering the school campus must wear Personal Protective Equipment (PPE) covering his/her nose and mouth. The school will limit visitors to those visits essential for the school's operations and limit the duration of time a visitor shall be on campus.
2. No parent, guardian, student, employee or visitors 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 it to the school principal.
3. All parents, guardians, students and employees 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.
4. During the 2020-2021 school year, the school will require parents, guardians, students and employees to answer basic health screening questions related to COVID-19 symptoms before coming to school. Further, once present at school, if an employee, student or visitor exhibits symptoms of COVID-19, the school may conduct health screening and isolate the person, consistent with county guidelines. (No medical testing, blood or saliva draw will be performed.)

With the above guiding principles, the following are general expectations moving forward to reopen our Catholic schools in 2020:

The School Will:

1. Clean and disinfect the school building, including classrooms, using a commercial cleaning service before in-person instruction begins. Janitorial service will occur on school days after school hours.
2. Have an adequate supply of liquid soap and disinfecting supplies available for use by employees, students and janitors both in the classrooms and bathrooms.
3. Have a limited amount of surplus PPE for students should they lose, soil or misplace their own PPE while at school.
4. Wipe down and disinfect desks, chairs and tables during the school day. Students may be asked to participate by disinfecting their own desks, chairs, and personal property.
5. Determine when parents, guardians or visitors shall be permitted on campus, the duration of such visits, as well as what PPE they shall be required to wear on campus. These determinations will be posted at the building entrance(s) and on the school website. The school may restrict the number of visitors to the school building, both during and after school hours. The school may refuse entry to visitors who do not comply with the county's requirements, or the school's visitor requirements.
6. Communicate in writing with parents/guardians regarding protection measures for COVID-19, including changes in practices that start after the school begins in-person learning.

Principal Will:

1. Prepare plans for the operation of the school (classrooms, bathrooms and common areas) that comply with county health guidelines for the county where the school is located. Such plans will take into consideration the physical layout of the school and campus and should be consistent with the [Diocese of Oakland guidelines for reopening parish offices](#), furnished by the Diocese of Oakland.
2. Supervise school teachers and staff responsible for overseeing compliance with county health guidelines.
3. Identify a location for isolation of anyone with symptoms of COVID-19. Follow the isolation procedures in the county guidelines. Promptly communicate with any parent or guardian whose student has been placed in isolation with COVID-19 symptoms.
4. Make arrangements for a commercial service to clean and disinfect the school building before in-person learning begins for the 2020-2021 school year. Make arrangements for the cleaning of HVAC systems before beginning in-person learning for the 2020-2021 school year.
5. Communicate to parents in writing regarding protection measures for COVID-19, including changes in practices that occur after the start of the school year.
6. Maintain an adequate supply of PPE and disinfectant supplies throughout the school. Anticipate needs in advance, as far as six months in advance, as shipment of these supplies may be delayed. Principals will be responsible for ordering these supplies directly from an approved list of vendors.

Teachers and Staff Will:

1. Be available and participate in all training provided by the school regarding COVID-19. Be available and assist the principal in (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 high touch areas of the school premises, including classrooms, bathrooms and common areas.
2. Position desks and seating in the classroom to maintain the minimum required distance of your County Health Guidelines between all students, and between teachers/classroom aides and students, utilizing county health and safety guidelines. Put markings on floors to identify traffic flow in the classrooms/building as well as safe distances.
3. Require students to wear PPE while in the classroom, utilizing county health and safety guidelines.
4. Clean and disinfect desks, tables, and chairs in classrooms as necessary, utilizing county health and safety guidelines.
5. Maintain extra PPE and disinfectant supplies in the classroom and inform the principal in case of anticipated shortages.
6. Allow for adequate ventilation of classroom, including keeping windows and hallway doors open to allow air to circulate as feasible, while complying with any county fire regulations limiting open hallway doors.

Appendix D: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix E: Training Materials (English / Spanish)

- **Centers for Disease Control and Prevention**
 - **How to Protect yourself and others**
 - **ENGLISH - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>**
 - **SPANISH - <https://espanol.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>**

- **Alameda County Department of Public Health**
 - **COVID-19 Reopening In-Person Instruction Framework & Public Health Guidance K-12 School in California 2020-21 (Page 30)**
 - **https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf**

- **Contra Costa County Department of Public Health**
 - **2020-2021 School Reopening**
 - **https://www.cccoe.k12.ca.us/UserFiles/Servers/Server_1077313/File/CCCOE%202020-2021_School_Reopening%20824.pdf**

Appendix F: COVID-19 Training Roster

[See COVID-19 School Reopening Plan]

Date: [enter date]

Person that conducted the training: [enter name(s)]

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#) for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and

review. We will consider:

- Moving indoor tasks outdoors or having them performed remotely.
- Increasing outdoor air supply when work is done indoors.
- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.
- [describe other applicable controls].

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Appendix G Notice to Employee of Close Contact

Date

Employee Name

Employee Address or Email

Re: Notice of a Potential Exposure to COVID-19: California Labor Code 6409.6

Dear _____:

On date, St. _____ School received a notice that you were potentially exposed to COVID-19, at site name and address.

Within the infectious period of time, currently defined by the State Department of Public Health as the 48 hours (2 days) before the individual developed COVID-19 symptoms. If the COVID-19 positive employee is asymptomatic, the infectious period begins 48 hours before the COVID-19 test occurred. You were on the St. _____ School premises at the same worksite as an individual who has one of the following: [choose applicable bullet and delete others]

- A laboratory confirmed case of COVID-19,
- A positive COVID-19 diagnosis from a licensed health care provider
- Is subject to a COVID-19 related isolation order provided by a public health official, or
- Who has died due to COVID-19 within the infectious period of time.

We have determined you are someone whom he or she had “close contact” with, which is defined as a person who was within 6 feet of the COVID-19 positive employee for a cumulative period of 15 minutes during a 24 hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. The determination of a *close contact* is made regardless of whether the individuals were wearing a face covering or other personal protective equipment. Based on the information available to St. _____ School, your last “close contact” with this individual was on date.

Given your potential exposure to COVID-19, St. _____ School requests that you quarantine at home for 14 days after date of exposure before returning to work. Further, it is recommended that you contact your health care provider and local public health department for guidance and information about possible actions you should take based on your individual circumstances.

COVID-19 related benefits the Diocese of Oakland offers that you may be eligible for include:

- Supplemental Paid Sick Leave (extended through 3/31/2021)
- Accrued Paid Sick Leave
- Paid Vacation
- Workers' Compensation
- Medical Disability Leave
- State Disability Leave

Additionally, St. _____ School will provide you work time to be tested for COVID-19. Once you receive your results, you are required to report them to Site Administrator. All medical information will be kept confidential.

The health and safety of employee, parishioners and community is of utmost importance to us. St. _____ School is investigating whether any workplace conditions contributed to this exposure and what

can be done going forward to reduce the risk of a COVID-19 exposure. Please see the attached Notice of Disinfection and Safety Plan (Appendix I).

Please contact _____ name of supervisor _____ with any questions you may have and for more information on available leave and benefits.

Sincerely,

Principal
St. _____ School

Cc: Human Resources Department
Insurance & Benefits Department

Appendix H: Workplace Notice

To: All Employees at St. _____ School

From: Name of Site Administrator

Date:

Re: St. _____ School Notice of a Potential Exposure to COVID-19: California Labor Code 6409.6

On date, St. _____ School received a notice that employee(s) were potentially exposed to COVID-19 at this site name and address of school site.

You were on St. _____ School premises listed above at the same time as an individual who has [choose applicable bullet and delete others]

- A laboratory confirmed case of COVID-19,
- A positive COVID-19 diagnosis from a licensed health care provider
- Is subject to a COVID-19 related isolation order provided by a public health official, or
- Who has died due to COVID-19 within the infectious period of time.

Based on the information available to St. _____ School, you have not been identified as someone with whom the individual has “close contact with, which is defined as spending 15 minutes or more within 6 feet of an individual with COVID-19 at the time that he or she tested positive for COVID-19.

Under our policies and procedures, you do not have to quarantine because you were not a close contact of the person. However, if you wish, you may take worktime to get a COVID-19 test. If you choose to get a test, you are required to report the results of your COVID-19 test to Name of Site Administrator. All medical information will be kept confidential.

COVID-19 related benefits the Diocese of Oakland offers that you may be eligible for include:

- Accrued paid sick leave
- Workers' Compensation
- Leave under the Family Medical Leave Act and/or California Family Rights Act
- State Disability Leave

The health and safety of employees, parishioners, and community is of utmost importance to us. Please see the attached Notice of Disinfection and Safety Plan (Appendix I).

Please contact Name of Site Administrator with any questions you may have and for more information on available leave and benefits.

Cc Human Resources Department
Insurance & Benefits Department

Appendix I: Notice of Disinfection and Safety Plan

- **Alameda County Department of Public Health**
 - **School Reopening Plan – Cleaning and Disinfection (pg. 25)**
 - https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

- **Contra Costa County Department of Public Health**
 - **Cleaning and Disinfecting after a confirmed COVID-19 case**
 - https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e_919a35f4c2674ba590c95cf434c17316.pdf

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment: _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Grade Level (check all that apply)

Current Tier: _____
(please indicate Purple, Red, Orange or Yellow)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: _____

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, _____, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

If you have departmentalized classes, how will you organize staff and students in stable groups?

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: _____ feet

Minimum: _____ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) _____. County has certified and approved the CRP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)