Diocese of Fresno Education Corporation
Waiver to Reopen
Tulare County
St. Anne Catholic School - Porterville

Background Information

Name of Applicant: Diocese of Fresno Education Corporation
St. Anne Catholic School - Porterville

School Type:

☐ Traditional Public School

☐ Charter School

☒ Private, Independent, or Faith-Based School

Number of schools: 1 Enrollment: 99

Superintendent Name: Mona E. Faulkner

Principal Name: Kayla Trueblood

Address:

Diocese of Fresno Education Corporation - Mona E. Faulkner, Superintendent
1550 N. Fresno St.
Fresno, CA 93703

St. Anne Catholic School - Kayla Trueblood, Principal
385 N. "F" St.
Porterville, CA 93257

Grades Proposed to be Reopened:

☐ TK ☒K ☒1st ☒2nd ☒3rd ☒4th ☒5th ☒6th

Date of Proposed Reopening: 9/14/2020

Name of Persons Completing Application: Mona E. Faulkner, Superintendent in consultation with Kayla Trueblood, Principal

Phone Number: Diocese Fresno Education Corporation, 559-488-7420
St. Anne Catholic School: 559-784-4096

Email: Mona E. Faulkner, Superintendent: mfaulkner@dioceseoffresno.org
Kayla Trueblood, Principal: mrs.k.trueblood@gmail.com

Principal Signature: Kayla Trueblood Date: 08/13/2020

Superintendent Signature: Mona E. Faulkner
Mona Faulkner (Aug 16, 2020 09:11 PDT) Date: Aug 16, 2020

I. Consultation

Please confirm consultation with the following groups:

☐ Labor Organization(s)

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

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

As of late July, 100% of the teachers at St. Anne stated that they we ready to return to teaching face to face onsite. Also, in mid-July each staff member was given an Intent to Return Form (see attached). If the employee stated that he or she did not intend to return in person, the person contacted the Diocesan Health Officer in the HR department. The health officer determined what accommodations needed to be made, if any, for the employee to remain employed by the school.

☐ Parent and Community Organizations

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

Parents were surveyed in late July and 83% indicated that they wanted their children to return in person to St. Anne's. All plans for reopening were shared with the School Advisory Board as well.

In addition, parish groups that use our campus have been notified that the school building is not available for use at any time. Catechism classes were mandated to be virtual per Bishop Brennan on July 23, 2020. American Heritage Girls and the Knights of Columbus, other parish groups, were notified in August 2020 that the school building was unavailable until further notice.

II. Elementary School Reopening Plans - *Reopening Guidelines (see attached)*

☒ **Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

Sanitizing of each classroom with be completed every evening; including the use of foggers as well as approved sanitizer. Each student will have his or her own iPad or cover for the keyboard in the classroom. Any supplies provided by the school will be labeled for individual use and are new in packaging. Students will keep the same desk, in the same classroom throughout the day. School office is wiped down after each person is served.

Outdoor equipment will be sprayed down with no-rinse disinfectant after each recess session. In addition, staggered Recess times with ample area for spacing is available. Outdoor areas will be divided into sections and cohorts will be assigned a different area each day to be able to provide proper distancing and to provide a better opportunity for safe supervision of cohorts.

☒ **Cohorting:** How students will be kept in small, 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 cohort.

Each classroom of students will remain in one classroom, or at one area of the playground as well as a specific place at lunch. Students will eat together in their cohort outside and distanced if the outside temperature is below 90 degrees. Recess will include 6 feet of distancing outdoors. Staggered lunch and recess times will not only allow for smaller groups at lunch, but will maximize the space available for safe play and recess.

☒ **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.

Specific plans (see attached) have been provided to parents and guardians for drop off and pick procedures. Students will go directly to their parent's vehicle. Parents remain in the vehicle and do not transport any child/ren but their own. In addition, large outdoor signs will help direct students to entrances in smaller groups for temperature and health checks as opposed to all students entering through the same doors. There are no plans for volunteers to be on campus. All meetings, including faculty and staff meetings will be through Zoom calls.

Arrows have been placed on walkways helping the children remain as distant as possible going from classroom to outside or to parent pick up.

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

Face covers are required of all students, grades K-6 at all times while on campus except for lunch and recess. Faculty, staff and students are provided with disposable masks if they don't arrive wearing one. Employee taking staff members temperatures as they arrive at school will wear a mask, shield and gloves. Teachers and staff will also be provided with shield with their mask for taking student temperatures.

☒ **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.

Each staff member must fill out a questionnaire, (see attached) stating that he or she has not been in contact with anyone testing positive for the virus. Any symptom must be declared on that form and the employee is sent home and must be cleared by a physician before returning. If a child displays any symptoms related to the virus or is in any way unwell, the child is isolated in a separate room and the parents are called to pick up the child immediately. The child cannot return until cleared by a physician.

☒ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

St. Anne has fresh filtered water at the school. Each classroom has its own water supply to ensure that cohorts can be accurately traced. Each student fills his or her water bottle to drink during the day. The water stations are disinfected after every use. Drinking Fountains have been turned off and are not available for use. Hand sanitizer is positioned at every entrance and in the school office and in each classroom. Students will be taught the proper way to wash hands and the area will be sanitized after every use. Before returning to in-person teaching, teachers will devote an online lesson to previewing rules and regulations for safely returning to school as well as provide instruction on hand washing and proper use of masks for all 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.

The principal will Immediately notify local health officials. These officials will help administrators determine a course of action for their childcare programs or schools. Principal will immediately notify the Office of Catholic Education (OCE) and work with the OCE to determine what communication should be sent out the school community. St. Anne will work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

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

Tape and markers will indicate the 6 feet of distance that must be maintained in the office and waiting in lines. All desks have been arranged in each classroom observing the 6 feet of social distancing. St. Anne has purchased new desks for our students to allow for individual work stations as opposed to shared surfaces.

Staff members observe distancing in all shared spaces such as teacher work rooms and in hallways. If teachers need to speak to one another, they should be outside and 6 feet apart rather than going into each other's classrooms. No small group tables are used in the classroom. Groupings are done by physically moving desks. No shared desks are ever used.

Acrylic dividers will be in use at the front window to ensure the safety of our office staff when needing to deal directly with a family member or student at the office.

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

All staff members are trained prior to the opening of school. The Office of Education provided all schools with a training PowerPoint presentation (see attached) that was required of all employees. Parents also signed an agreement stating that they accept and agree to comply with all safety measures taken by the school, (see attached). Also, a school parent who is an RN has been consulted about recommendations for creating a safe learning environment for students and staff. In addition, a Virtual Learning Handbook has been provided to our families detailing our safety plan in the event of our school reopening for in-person instruction.

☒ **Testing of Students and 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. Describe how staff will be tested periodically to detect asymptomatic infections.

Any student or staff member who has any symptoms of the virus or reports that they have been exposed will be sent home immediately or if notified by phone, will not be allowed to come on campus until the results of a COVID test are complete. An employee shares his or her results with the Diocesan Health Officer and then the principal is notified if the employee is safe to return. Parents must have a letter from a qualified physician stating that the child is safe to return to school. That letter must be shared with the school principal before the child is allowed back to school. Staff are tested periodically by their primary care provider or by referring teachers to a community testing site, as testing capacity permits and as practicable. Examples of recommended frequency include all staff being tested over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate which staff members are tested over time. Under the CARES Act, Covid-19 testing is covered by the Diocesan Health Plan with no cost to the individual being tested.

Testing Sites in Porterville, CA:

Veterans Memorial Building
1900 W. Olive Ave., Porterville
Mon- Fri, 7:00 am- 7:00 pm
By appointment only

☒ **Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.

The Office of Catholic Education will close St. Anne if 25% or more of the Catholic schools in Tulare County have closed due to COVID-19 within 14 days, and in consultation with the local public health department. St. Anne may typically reopen after 14 days, in consultation with the local public health department provided a though cleaning and disinfection regimen has been completed. Public health has been consulted and done their investigation of the outbreak.

St. Anne has also communicated our Virtual Learning Plan in a handbook available to families at materials pick up appointments and through mass email blasts available to families. In addition, the handbook is available on our school website.

☒ **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.

The Superintendent will send a letter to all parents explaining the cases and exposure without releasing any names (see attached).
St. Anne Administration will also be in contact with families through a mass email service and Parent Remind Text App. At all times, student and staff confidentiality will be of utmost importance and names or other identifying information will not be revealed. The Virtual Learning Handbook and the Reopening Safety Guidelines will also be available on our school website at www.stannesporterville.org.

Additional Comments:

Working with our local public school district, Porterville Unified School District, we have been able to make upgrades to our facilities and safety measures. Instead of shared surfaces used in the past, each student will have their own desk and chair. Students will remain in the same classroom all day without switching classrooms. Our classrooms are large enough to safely distance the students following health guidelines. Oscillating fans are in each classroom to aid in the movement of air. Classroom organizers have been purchased to keep school supplies separated and individualized to lessen the chance of cross-contamination. All soft surfaces within the classrooms have been removed in order to make cleaning more complete.

Also using CARES Act funding through PUSD, St. Anne's has had signage made to be a point of focus to aid in drop-off and dismissal times. In the main building, arrows have been made to allow for a smooth flow in traffic and plans are in place so that no students will be switching classrooms. Using staggered recess times, St. Anne's is prepared to provide safe outdoor play for our students to be able to continue to grow physically and socially in a safe manner.

Until it is safe to resume, the computer lab and library will not be utilized as there are too many shared surfaces and there is not a way to properly trace the students while allowing time between cohorts for cleaning. Instead, students in grades 4-6 will have personal laptops available for their use in-class. There are no "classroom" computers available at this time. Additional Chromebooks have been ordered and should shortly arrive, allowing us to have individual Chromebooks for students in even younger grades, too.

In addition, when in-person teaching begins, additional part-time staffing will be brought in to aid with sanitation during the day—cleaning of restrooms, dumping trashes, wiping down doors throughout the day or in between periods of heavy use. During this time of closure, we have had all carpets professionally cleaned and sanitized. Equipment such as disinfectant fogger and sprayers are purchased and in-hand ready for use. Masks, shields, sanitizer, and other PPE have been secured by our Diocese and are ready for use in the school. In addition, our school has a washer and dryer to assist in sanitation of cloth masks to ensure that there is always a supply of cloth or disposable masks available for student and staff use. Teachers have a supply of disinfectant wipes and aerosol sprays available for during class disinfection, if needed.

Our school campus has a large grass area, 2 basketball courts, a large play structure, large concrete areas for games, and large outdoor eating areas. Our class sizes average under 20 students per class, so there is ample room in the classroom to allow for distancing and safe storage of materials.

Our school has multiple modes of parental contact including Parent Text Remind App, Email Blasts, and our school website to ensure that parents have up-to-date information about our safety plan. In the event that we need to disseminate information to our entire school family or the families of cohorts, St. Anne's is prepared to make contact with families quickly and securely.

Diocese of Fresno

Office of Catholic Education

REOPENING GUIDE FOR CATHOLIC SCHOOLS

August 11, 2020

PRIOR TO OPENING

Supplies:

- Hand sanitizer (allergy and fragrance free)
- Disposable face masks (one for each employee for each day worked and/or cloth masks enough for each employee that at the end of the workday can be properly washed)
- Disposable face masks - one per student per day; who may come to school without one
- Disinfectant to clean all classrooms, offices, and work areas
- Disposable gloves for custodial and office staff
- Thermo thermometer (no contact thermometers)
- Printed questionnaires for each employee regarding daily COVID-19-exposures
- Eye protection for custodial employees
- For those with trouble breathing, provide face shields which include a cloth drape attached across the bottom and tucked into shirt
- Check sub-list for availability and share guidelines

Physical Space:

- X Marks the Spot – use tape to mark where students stand in line to enter classrooms, restrooms (when capacity is reached inside), at entrances to the school, and at other crowded areas to help students with social distancing requirements
- Arrange desks 6 feet apart in all instructional spaces– w/o students facing each other
- Remove all shared tables from classroom
- Designate and layout all spaces being used for instruction to meet social distancing
- Thoroughly clean all areas of the school building with approved sanitation products and devices
- Develop a walking "circulation flow" so students are not crossing paths while moving in hallways
- Prep all technology services and have ready to use quickly if another shut down occurs
- Prepare a secure area for sick children maintaining social distancing (6 feet)
- Determine processes and location for safe deliveries to campus
- Ensure all signage is properly placed (exterior and interior)
- Remove all cloth toys, upholstered furniture and bean bag chairs from classroom

Communication of Changes:

- Teachers must sign form agreeing to calendar change for 2020-2021 school year
- Parents must receive, sign and return agreement form for all safety protocols
- Online offerings must be communicated to all parents as an option with specifics for how to participate in classes virtually
- All school meetings, other than faculty meetings, should continue using ZOOM or WebEx virtual platforms

- All gatherings of large groups are prohibited, including whole school Masses (over 100 maximum) and assemblies
- All student field trips will be virtual until further notice
- Outline drop-off and pick-up instructions for parents/guardians

Training:

- All employees including substitutes must be trained on safety protocols
- All employees will be trained on proper use, removal and washing of cloth face coverings
- All employees will be trained on the confidentiality surrounding health recording and reporting (FERPA)
- Preparedness training if someone gets COVID19 or in the event of a shut down

Other Diocesan Re-Opening Guides to Read before Opening:

- *Roman Catholic Diocese of Fresno Guidelines for Church Re-Opening*
- *Diocese of Fresno Office of Catholic Education Guidelines for Preschool Re-Opening*

Refer to Additional Resources as Needed before Opening:

COVID-19 Self-Monitoring Checklist Check and Record Every Day or
Staff and Visitor Log Due to COVID-19 (Download free template)
COVID-19 Free Printable Signs & Posters
Safety Guidelines Training Stop the Spread of Germs and Symptoms of COVID-19 Video
Training Guidelines on proper use as well as removal and washing of cloth face coverings
Using Personal Protective Equipment and Use of Cloth Coverings
Stronger Together, California Public School Guide for Re-Opening

IN SESSION DAILY REQUIREMENTS

- Hand sanitizer at all entrances must be filled at end of each day
- *Enrollment must be capped so that 6 feet of social distancing can be maintained in all classrooms and student contact areas.*
- Restrooms must be sanitized after lunch and at end of day
- Classrooms and all office space must be disinfected
- For disinfection, diluted or 70% isopropanol (according to CDC guidelines), and most common EPA-registered household disinfectants must be used
- All children entering campus will have their temperature taken. For any child with a temperature greater than 100.4, have them sit quietly for 15-20 minutes and then take their temperature again. If the temperature is still greater than 100.4, they will be sent home
- Conference rooms, teacher breakrooms, and offices will be monitored for social distancing compliance and access may be limited
- Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice
- Playgrounds and gyms should only be used by one group at a time and cleaned after each use. Limit free play to ensure safe distancing.
- Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available.
- Cover your mouth and nose with tissue when you cough or sneeze or use the inside of your elbow.
- Clean all thermometers before storing for the night.

ALL EMPLOYEES – ADMINISSTRATION, TEACHERS AND SUPPORT STAFF

- School districts and schools should ensure that staff are tested periodically by their primary care provider or by referring teachers to a community testing site, as testing capacity permits and as practicable. Examples of recommended frequency include all staff being tested over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate which staff members are tested over time.
- Custodial staff should wear single use gloves and eye protection while cleaning. Hands should be washed at least 20 seconds immediately after gloves are removed.
- All employees will be screened before entering the building. Temperatures must be recorded on a log sheet. Anyone who displays any symptoms (fever over 100.4) should be sent home and not allowed to enter.
- If someone is known to be caring for someone with the symptoms of COVID-19, he or she may not be on campus until such care is completed and they have quarantined for 14 days
- All faculty and staff will self-screen at home (COVID-19 Self-Monitoring Checklist). Employees may continue to work if they can honestly say NO to all the questions on the checklist.
- All employees must wash hands/sanitize when entering campus

- All employees, while on campus, will wear face mask. A face shield is permitted for teaching language arts, but a mask is required when helping students 1:1.
- Office staff must wear masks *and gloves during high volume contact times.*
- Employees preparing and serving food must wear gloves and masks at all times.

TEACHERS

- Junior high teachers will rotate to the different classrooms; students stay in room.
- High school teachers take temperature before each class due to co-mingling of students.
- Open windows and doors (depending on weather) to increase fresh air quantities and filtration. Fans are permitted on hot days for ventilation.
- Maintain 6 feet of distance between desks – this includes teacher desks.
- Teachers will provide initial and routine instruction in social distancing and health practices to their students. Remind students to keep masks on except while eating their lunch.
- Classroom instruction will be delivered respecting social distancing, 1:1 with student devices, whole group, etc.
- Teach students to use a tissue and cover their nose and mouth when they sneeze or use the inside of their elbow.
- Teach students to wash their hands often for a minimum of 20 seconds or for students in grades TK-12 to use hand sanitizer when soap is not available.
- If an employee or other person becomes ill at work or while on campus, he or she will be instructed to go home or to the nearest health center.
- If diagnosed with COVID-19, employee will be required to self-quarantine at home for 14 days until the person has recovered/cleared by the Public Health Department.
- At the end of every day, sanitize all desks, doorknobs, light switches, shared surfaces, etc. with approved disinfectant and/or wipes.
- Limit the sharing of all educational materials; if materials are shared, they must be disinfected (wiped clean) prior to another student handling them.
- Maintain social distancing guidelines across grades and groups. No comingling of grades and/or groups except in high schools.
- There should be no physical contact games for PE or recess.
- Physical education is permitted only when the following can be maintained: (1) physical distancing of at least six feet; and (2) a stable cohort, such as a class, that limits the risks of transmission.

STUDENTS

- All students must wash hands/sanitize when entering campus.
- Students in grades TK-12 will be required to wear a mask while on campus.
- If a student refuses to wear a mask, the student must be excluded from on-campus instruction, unless they are exempt, until they are willing to wear a face covering. Students excluded on this basis should be offered other educational opportunities through distance learning.

- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.

- Students will always remain with their classmates, including structured recess.
- All teachers and students are not to visit another classroom outside of their grade level.
- Any student showing signs of illness will have his or her temperature taken in the office. Students with a temperature above 100.4 degrees or showing any symptoms of illness will be isolated and sent home.
- Students will cooperate with the social distancing and masking in which they are instructed, or they will not be allowed on campus.
- Students will use the restroom at designated times, and the numbers of students will be limited to the number of sinks available in the restroom.
- Students will each eat lunch in designated area and/or with class. Meals will be eaten outdoors or in their classroom.
- Lunch is brought to students; students do not go to cafeteria to get their lunches.
- Students will be required to have their own supplies (pencils, crayons, scissors, etc.); sharing of supplies will be prohibited.

PARENTS/GUARDIANS

- All parents/guardians will always wear a mask while on school property for meetings.
- All adults will observe proper "Social Distancing," of six feet at all times.
- Adults will follow all instructions given by school administration.
- Parents will not be admitted on campus or into classrooms prior to or during the school day.
- Students will be dropped off at a pre-designated area for proper screening and temperature checks, while maintaining proper social distancing (six feet).
- Any student who arrives after the 1st bell has rung, will be dropped off at the school office for screening and temperature check (the gate will be locked with the start of school).
- No volunteers will be on campus until further notice.

GUIDANCE ON SCHOOL CLOSURE

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.

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.

<u>If a school is closed for in-person learning, when may it reopen?</u>
Schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection

- Public health investigation
- Consultation with the local public health department

What are the criteria for closing a school district?
A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department. If a school district is closed, when may it reopen? Districts may typically reopen after 14 days, in consultation with the local public health department.

APPENDICES – See below

Appendix A: COVID-19 Screening Checklist for Non-Medical Employees
Appendix B. Diocese of Fresno Re-Opening Disclaimer
Appendix C: Bussing Guidelines

Appendix A. COVID-19 Screening Checklist for Non-Medical Employees

COVID-19 SELF MONITORING CHECKLIST

Employee Name: _____ **Office:** _____

Title: _____ **Date:** _____

With the ever-changing nature of COVID-19, there remains the possibility of exposure. Since the Diocese has decided to "slowly" open up the building a bit more for employees to work in their office space, we also understand that there is risk in doing so and can lead to additional exposure to COVID-19. Therefore, we have established guidelines for any employee, who has permission from their immediate supervisor, to enter the building. You may continue to work as long as you are able to honestly answer NO to the following questions. However, please remember, if you develop any of the symptoms below, STAY HOME. Please do NOT enter the building for your safety and the safety of others

SYMPTOMS OF INFECTION	YES	NO
Fever of 100.4 or higher	_____	_____
Cough	_____	_____
Headache	_____	_____
Sore Throat	_____	_____
Shortness of Breath	_____	_____
Fatigue	_____	_____
Loss of taste or smell	_____	_____
Unexplained body aches	_____	_____
Had contact with anyone who has been diagnosed with or who may have symptoms associated with COVID-19.	_____	_____

If you answered Yes to any of the above, then it is not safe to enter the building - Please do not come into work.

In addition to self-monitoring your symptoms, please continue to:

- ✓ Wash your hands often, and for at least, 20 seconds at a time
- ✓ Avoid touching your face
- ✓ Practice social distancing by staying at least 6 feet away from other people.
- ✓ Cover your coughs and sneezes with the sleeve of your shirt or coat.
- ✓ Clean and disinfect frequently touched objects such as workstations, keyboards, computer mouse, telephones doorknobs, light switches, chair armrests, countertops, and handrails.
- ✓ Not use other workers' phone, desk, office, or computer.
- ✓ Call your doctor if you have a fever, cough, and shortness of breath.

Appendix B. Diocese of Fresno Re-Opening Disclaimer

As we gradually and cautiously re-open our Catholic Schools for educational services in accordance with state and federal directives, please note the following:

The school will take every precaution it can to disinfect these premises and arrange for approved "Social Distancing" to ensure your safety and the safety of your children from the coronavirus.

By entering this school, all individuals agree to the following:

- To acknowledge that the school cannot guarantee you or your child's safety when attending on campus or other school activity
- To take all responsibility for your own well-being and health against the Novel Coronavirus and hold the school and Diocese harmless (not liable) since the virus can be spread by those who are asymptomatic
- If your children are vulnerable, ill or afraid of infection; consider the online option offered by the Catholic Schools.
- To observe proper "Social Distancing" of six-feet at all times on school or parish property
- To obey all instructions given by school leadership, faculty and staff while on campus
- To wear a mask while entering, present and exiting the school grounds
- To pray for the well-being and health of one another

Posted: Date, 2020

Signature _____

School Administrator

Appendix C. Bussing Guidelines

In order to practice physical distancing on a school bus, the seating capacity must be reduced. This may necessitate the use of a seating chart to designate which seats are available for use.

Routing is the responsibility of the school's transportation department. High schools and other transportation departments need to evaluate the needs of the student's, routes needed, and transportation resources required while following all bussing guidelines.

Bussing Guidelines:

- Determine maximum capacity for students of each vehicle while meeting 6-foot physical distancing requirement.
- Create a plan for seating based upon maximum capacity determined above, and develop a plan for bus routes that accommodates the capacity limitations.
- Mark or block seats that must be left vacant. Sample seating options
    - Option 1: Seat one student to a bench on both sides of the bus, skipping every other row
    - Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus
- Instruct students and parents to maintain 6-foot distancing at bus stops and while loading/unloading the bus
- Seat students from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past each other, afternoon runs should be boarded based upon the order in which students will be dropped off. (Students who get dropped off first should board the bus last, and sit in the front)
- Students and staff must wear face coverings at bus stops and on buses
- Follow all cleaning practices per CDC Cleaning and Disinfecting Your Facility guidelines
- Vehicles may have exceeded a 45-day maintenance or inspection date while sitting out of service during the COVID-19 stay-at-home orders. Vehicles need to meet all maintenance and inspection requirements before being placed back into service in accordance with Title 13 CCR 1232 Periodic Preventive Maintenance Inspection
- Schools and drivers need to make sure the vehicle's certificate is still valid and that 13 months from the last inspection have not been exceeded in accordance with Vehicle Code 2807 Lawful Orders and Inspections

Office of Catholic Education

Training Guide
School Safety
COVID-19 Pandemic

1. What we know about COVID-19?

The Facts

COVID-19

- It is a virus that has spread throughout the world causing illness ranging from no symptoms to mild or severe illness and even death.
- The virus is spread through close contact with an infected person or by touching an infected surface.
- The virus is found in respiratory droplets, so when a person coughs or sneezes, the virus is easily spread. The highest concentration is found within 6 ft, but the virus can travel up to 20 ft!
- A person becomes infected when the virus enters the body via the eyes, nose, or mouth.

2. How can we protect the children

Our Mission

General Safety

- Maintain social distancing-Stay at least 6 ft apart
- Wear a mask covering your nose and mouth
- Wash your hands with soap for 20 seconds and/or water or use hand sanitizer with at least 70% alcohol (wait till hand sanitizer is completely dry before touching surfaces)
- Avoid touching your face, mouth, nose with unsanitized hands
- Use a tissue if you must cough or sneeze and immediately throw the tissue into a trash receptacle
- Stay home when you're sick to avoid infecting others and spreading the disease
- Keep frequently touched surfaces clean and sanitized
- *Know the symptoms:* ***Fever or chills, cough, shortness of breath, fatigue, muscle/body aches, headache, loss of taste and/or smell, sore throat, congestion/runny nose, nausea/vomiting/diarrhea***

Proper Techniques Click on each link below

Do's and Dont's of Wearing a Mask and Gloves

General Safety

Hand Washing Guidelines

3. What if someone at school contracts the virus?

School Response

What to do...

When coming to school, children and adults (Adults will fill out a questionnaire) will be screened and their temperatures will be taken upon entering the campus.

1. If a child or adult has a temperature above 100.4, they will be asked to sit down for 15-20 minutes. If the temperature remains above 100.4 after they rest, they will taken to an isolated area and their parents (adults will be sent home) will be called to pick them up.
2. School officials will recommend that they be taken immediately for COVID-19 testing.
3. If a student or adult becomes ill during the day, the same procedure will be followed.

If a parent or guardian notifies the school that a student or someone the student had close contact with tested positive for COVID-19....

1. The administration will immediately notify local health officials to determine the best course of action for the school.
2. The administration will notify the OCE and the OCE will determine what communication will be sent out to the school community.
3. Working with your local agency, the school will determine the next steps to stop the spread of the disease.

4. How do we protect the confidentiality of our children?

Proper Reporting

Confidentiality

Never

Share information or hearsay about students with other parents, staff members, students, etc.

Administrative Handbook-Policy 4620, 8153

Never

Share information or hearsay about colleagues with other.

Administrative Handbook-Policy 3510, 8153

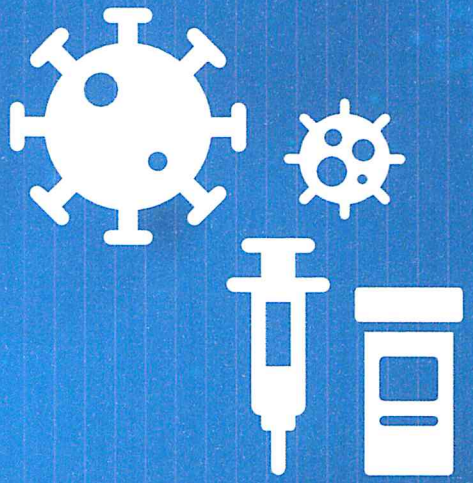
Always

Refer questions about other students and staff members to your administrator.

Administrative Policy-3510, 4410

What if we have to shut down again?

Continued Preparedness



Have a Plan in Place

Online Learning

- Be sure to survey parents to determine the families' online learning capabilities
- Decide as a faculty what platforms sites, apps you will use
- Keep learning focused-less is more, consistency is helpful to parents
- Have a schedule set for face to face sessions.
- Practice using all platforms and apps with students so that they know how to use them in the event of a return to online learning

Parent Communication

- Keep parents abreast of any changes
- If there is a return to online learning, have back-to-online learning nights with parents so that they understand how these lessons will work
- Communicate students' progress to them frequently-email, notes, phone calls
- Listen to their questions, validate their concerns, explain your reasons

Supplies/Materials/Resources

- Plan ahead of time to determine what materials students would need in case of a sudden closure
- Have a list of supplies students might need to work at home in addition to those supplied by the school. Be ready to assist families with these supplies in the case of a hardship

Remember

1st: Have a plan in place!

2nd: Practice

3rd: Communicate with parents frequently

4th: Work together as a staff to share, collaborate, and pray!

Let's review some concepts

Prevent the Spread of Virus

Wear a mask

Maintain Social-Distancing

Wash your hands and sanitize surfaces frequently

Know the Symptoms

→ Fever or chills, cough, shortness of breath, fatigue, muscle/body aches, headache, loss of taste and/or smell, sore throat, congestion/runny nose,

nausea/vomiting/diarrhea

Be Prepared

Have plans in place for a possible return to online learningViru

Maintain Confidentiality

All communications about COVID-19, including information about sick adults or children will be handled through the administration

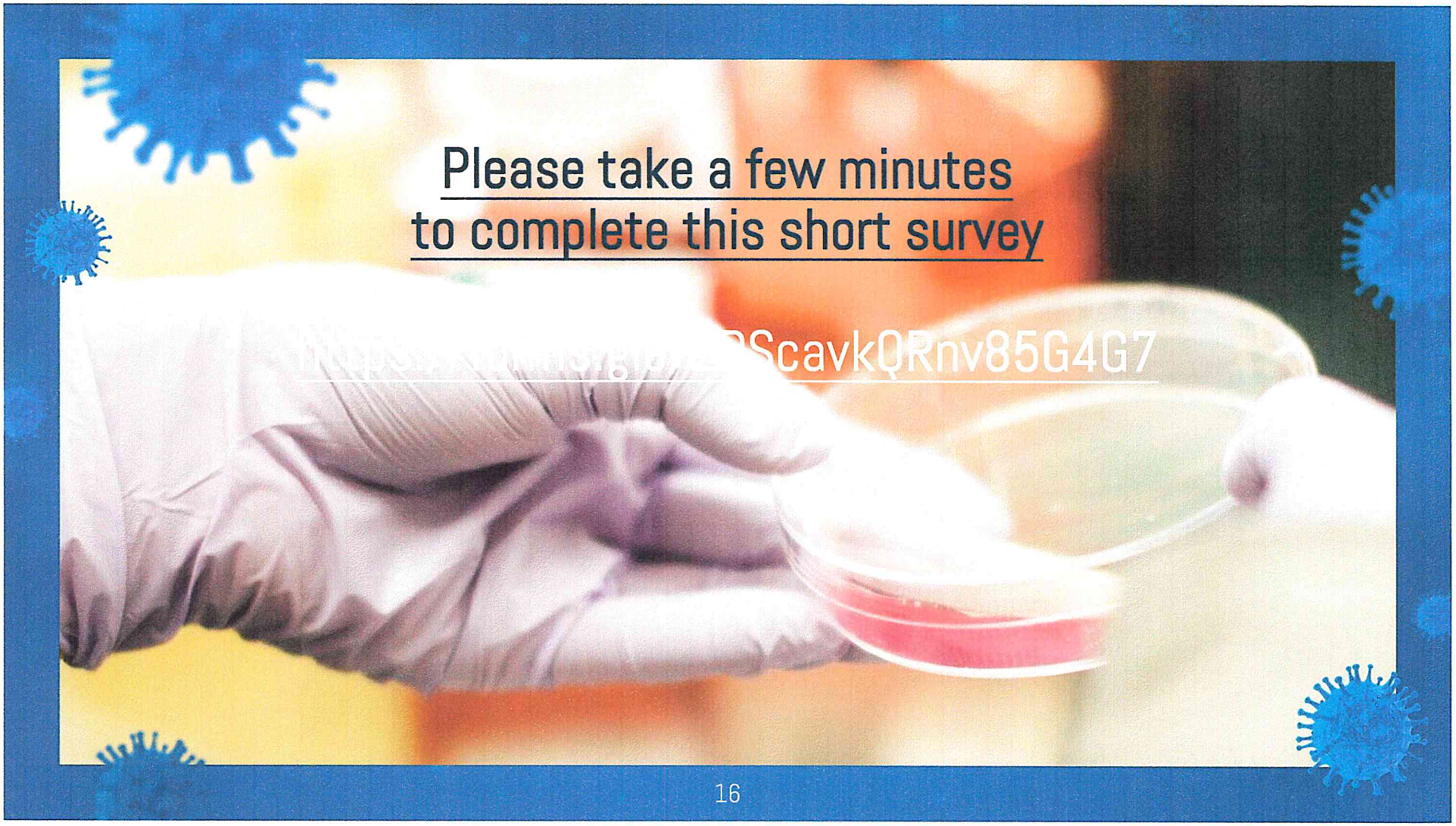
Communicate

Maintain open lines of communication with your administration and parents

Pray

We are not alone in this!

The OCE is here to help and support all of you during this challenging time!


Please take a few minutes
to complete this short survey
ScavkQRnv85G4G7

Thank You for Your Commitment to Catholic Education!

Credits

www.cdc.gov

www.studentprivacy.ed.gov

Template Letter – Confirmed COVID-19 Case in Child Care and School Age Camps/Care

Dear families/staff/Board:

On XX date we learned about a [person/student/staff/camper] with Coronavirus Disease 2019 (COVID-19) at [facility/school name]. We recommend that you take action to help limit the spread of COVID-19, even if your child is not experiencing symptoms. Please answer the phone if the Health Department contacts you. A contact tracer may be trying to reach you with important information.

The most important things you can do:

- Make sure your child is wearing a mask.
- Make sure your child is washing their hands.
- Keep your child home if they are sick.
- Call your primary care provider if you or your child has symptoms of COVID-19.

What is COVID-19?

A new coronavirus causes COVID-19, which is an illness that was discovered in 2019. Coronaviruses are a type of virus that are named for the crown-like spikes on their surface. There are many kinds of coronaviruses including some that cause respiratory illnesses, like the common cold. The specific symptoms of COVID-19 include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

How does COVID-19 spread?

COVID-19 spreads mainly from having close contact with someone who has a COVID-19 infection. The virus is thought to spread by droplets from person to person when they speak, cough, or sneeze. Droplets travel less than 6 feet. When droplets from another person get in your mouth or nose you can inhale into your lungs. This virus can be spread by people without symptoms.

How can parents and guardians help prevent COVID-19 from spreading?

- If your child is sick, keep them home.
- Make sure members of your household wash their hands often using soap and water for 20 seconds.
- Make sure every member of your household covers their coughs and sneezes with a tissue or their elbow, and then washes their hands afterwards.

- Wear a mask in public when you cannot stay 6 feet apart from other people.

We are working with the Health Department to keep our community safe.

- We continue to follow the CA Health Department's guidance https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx

- We cleaned and disinfected the [facility/school name] per the Health Department guidance.
- Employees and sick children will not return to work until they are healthy.

Thank you for understanding that, due to medical privacy laws, we are not able to release the names of the individuals with COVID-19. We will continue to communicate changes and updates with you. With your participation, we believe we can create a safe and fun experience for your children.

If you have any questions, please feel free to reach out to me at contact information.

Many thanks,

COVID-19 SELF MONITORING CHECKLIST

Employee Name: _____ **Office:** _____

Title: _____ **Date:** _____

With the ever-changing nature of COVID-19, there remains the possibility of exposure. Since the Diocese has decided to "slowly" open up the building a bit more for employees to work in their office space, we also understand that there is risk in doing so and can lead to additional exposure to COVID-19. Therefore, we have established guidelines for any employee, who has permission from their immediate supervisor, to enter the building. You may continue to work as long as you are able to honestly answer NO to the following questions. However, please remember, if you develop any of the symptoms below, STAY HOME. Please do NOT enter the building for your safety and the safety of others.

SYMPTOMS OF INFECTION	YES	NO
Fever of 100.4 or higher	_____	_____
Cough	_____	_____
Headache	_____	_____
Sore Throat	_____	_____
Shortness of Breath	_____	_____
Fatigue	_____	_____
Loss of taste or smell	_____	_____
Unexplained body aches	_____	_____
Had contact with anyone who has been diagnosed with or who may have symptoms associated with COVID-19.	_____	_____

If you answered Yes to any of the above, then it is not safe to enter the building - Please do not come into work.

In addition to self-monitoring your symptoms, please continue to:

- ✓ Wash your hands often, and for at least, 20 seconds at a time
- ✓ Avoid touching your face
- ✓ Practice social distancing by staying at least 6 feet away from other people.
- ✓ Cover your coughs and sneezes with the sleeve of your shirt or coat.
- ✓ Clean and disinfect frequently touched objects such as workstations, keyboards, computer mouse, telephones doorknobs, light switches, chair armrests, countertops, and handrails.
- ✓ Not use other workers' phone, desk, office, or computer.
- ✓ Call your doctor if you have a fever, cough, and shortness of breath.

INTENT TO RETURN FORM

The workplace environment surrounding the spread of the COVID-19 Coronavirus has changed drastically since you signed your Intent to Return Form in March. Please fill out this form indicating whether you intend to return to your position, in person, at one of our schools on August 1, 2020; the start of your new school year.

Do you intend to return to your place and position of employment in August?

_____ Yes. I plan to return to my position.

_____ No. I do not intend to return.

If you answered "no" and the reason is for your own health or that of a family member, please contact Jennifer Campopiano, Health Officer, for the Diocese of Fresno at: jcampopiano@dioceseoffresno.org.

_____ _____

Signature of Employee Date

All forms must be electronically returned to the Office of Catholic Education by July 20, 2020.

Office of
Catholic Education
Serving the Catholic Schools of the Diocese of Fresno

Dear Families, Staff Member and Board Members,

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1550 N. Fresno St., Fresno, CA 93703 Telephone (559)488-7420 mfaulkner@dioceseoffresno.org

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