



**DIOCESE OF
SAN JOSE**



St. John the Baptist Catholic School
2020-2021 School Reopening Plan
Updated December 7, 2020

Table of Contents

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

Overview

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

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

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

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

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

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

Prevention / Mitigation

B.1. Physical Distancing

The CDC and local health departments recommend maintaining 6 feet of physical distancing to all extents practicable. Physical distancing should be supported by physical adaptations to spaces, visual reminders (wall and floor signage), clear procedures for movement, limited sharing of resources, and staggered schedules. *Staff must maintain six feet or more of distance between one another while on the school campus.* Markings will be placed on the ground to facilitate physical distancing of six feet or more at all school entry and exit points, in classrooms, and elsewhere on campus where students or staff are expected to cluster or form lines.

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

These protocols include:

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

Note – Before any in-person reopening, emergency plans and drills will be reviewed by the administration and staff to facilitate physical distancing, to the extent feasible, during such events.

School Protocols for Physical Distancing – Arrival/Dismissal

Arrival Procedures

- *Minimize close contact between students, staff, families, and the broader community at arrival and departure through the following methods:*
 - *Morning drop-off will emphasize social distancing requirements*
 - There will be 3 traffic lines coming into the parking lot facing the school office
 - The school will assign each family or carpool a particular row to use each morning
 - Families will be provided with a color-coded name sign to place on the dash visible to staff when their cars enter the school grounds
 - Staff will ensure that each family has completed a morning health check on ParentSquare before students can exit the vehicle and walk into the school.
 - Students must have backpacks with them -- unless unavoidable, adults must stay in the car rather than getting out, opening the trunk, etc.
 - Drivers and other adults in cars must wear facemasks and remain in vehicles

- All students will wear masks when arriving at school and walking to their classrooms.
- *Designate routes for entry and exit, using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.*
 - TK and K students will enter the building through the double-doors in front of Building 1
 - 1st and 2nd grade students will enter their rooms through the parking-lot side doors
 - All 3rd-8th grade students will enter the school through the Building 3 gate and walk directly to their classrooms remaining at least 6 feet apart.
 - Markers will be placed on walkways throughout the campus to help to gauge distance between people. There will be a set of markers for both directions on each walkway.
 - Staff members will be present outside and inside the gate building 3 gate and near the path to the front of building 1 to ensure social distancing procedures are followed
 - Classes of teachers who are on traffic duty will be supervised by the teacher next door
 - Note: supervision schedules will take this into account; also, staff will be scheduled for repeating days of the week (every Monday, every Wednesday, etc.)
- Drivers will remain in their vehicles when picking up or dropping off a student.
- When in-person drop-off or pick-up is needed, only a single parent or caregiver will enter the facility to pick up or drop off the child.
- For in-person drop-off or pick-up, driver will park the car on Abel St., which is closest to the school office.
- Adult entering office for in-person pick-up or drop-off will be required to do a health screening before entering.
- Adults entering campus for in-person pick-up or drop-off are required to wear a face covering.

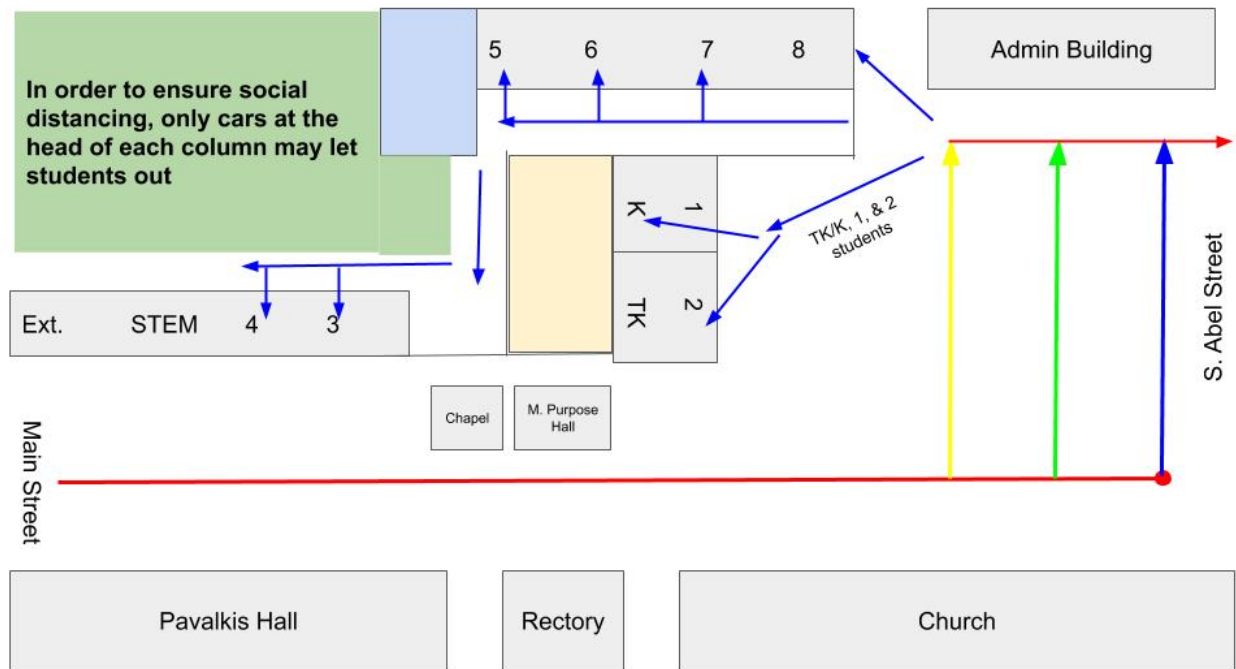
Dismissal Procedures

- For dismissal, drivers will enter the same lines that are designated for their family in the morning
- In order to maintain physical distance at dismissal, families will be assigned to one of three dismissal times:
 - 2:25
 - 2:35
 - 2:45
- All students in same family will wait in pre-assigned, socially-distanced spots that correspond with the traffic line that their parent driver will enter each day.
- Drivers will stop in front of the students they are picking up and, unless unavoidable, should remain in the car.
- Staggered dismissals, in addition to allowing for students to maintain social distance while waiting for their ride home, will also reduce the amount of traffic on the pathways leading out of the school.

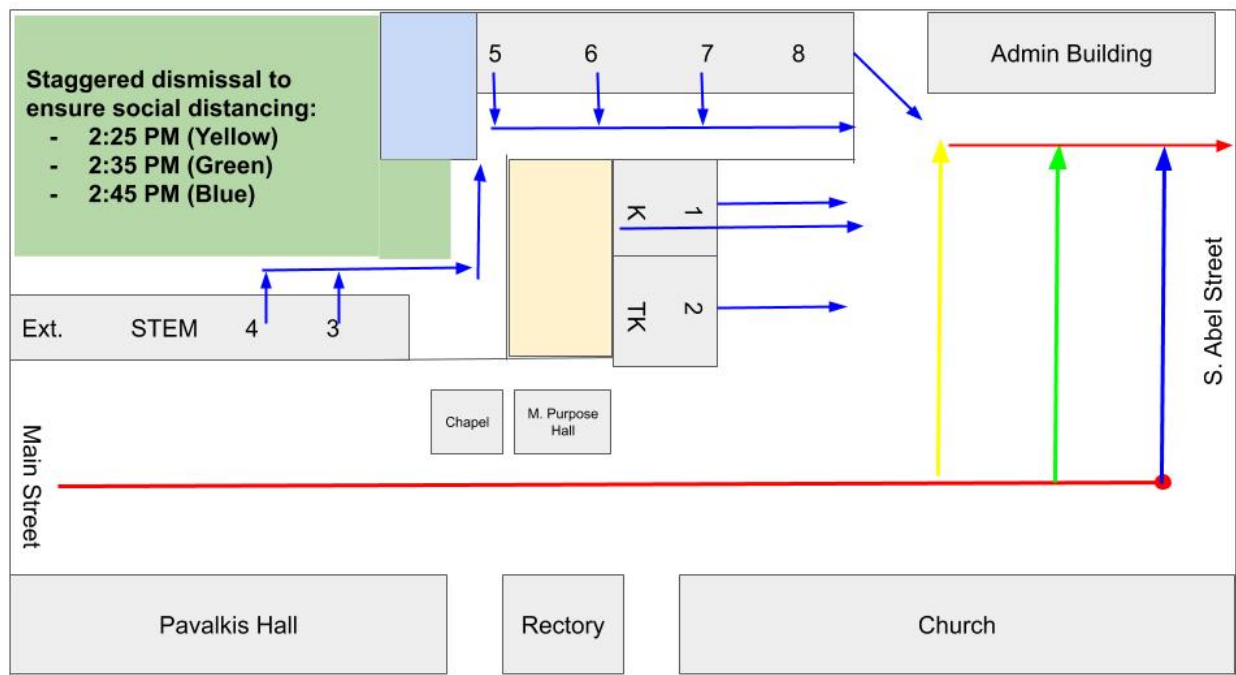
Signage

- Signage for Physical Distancing will be posted near entrances and exits.

Arrival Map



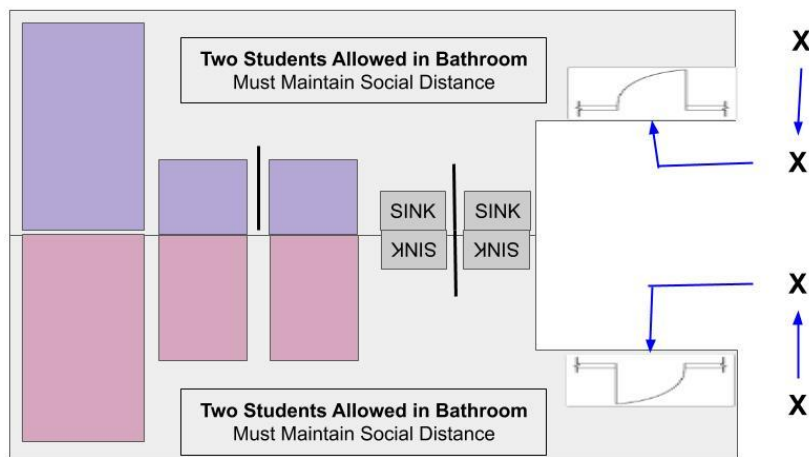
Dismissal Map



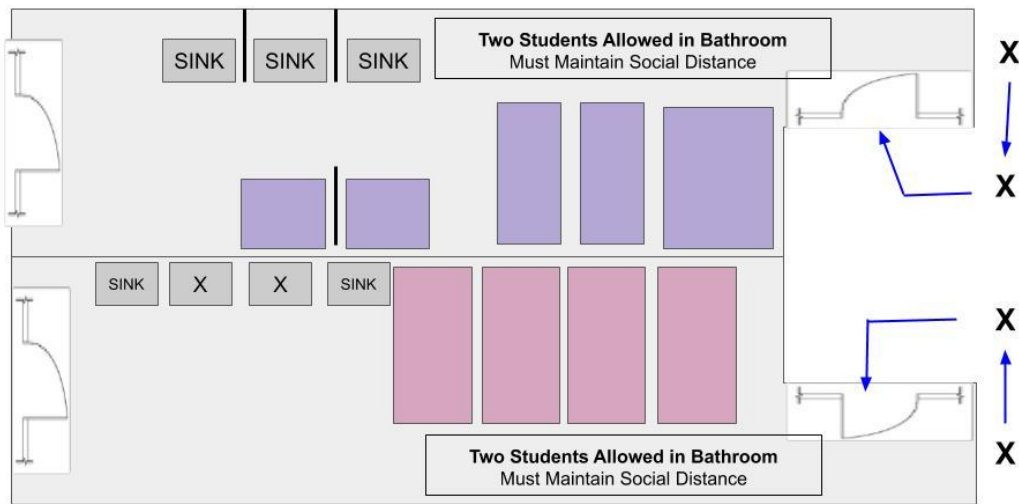
School Protocols for Physical Distancing – Restrooms

- No more than two students allowed in a restroom at any time
- Social distancing maintained by all students inside bathroom and those waiting outside
- Physical Distance Signage showing six-foot distancing inside and outside of the bathrooms
- Doors to the bathroom will be propped open during the school day to minimize contact with handles
- High-touch surfaces are disinfected throughout the school day and again every night
- All students and staff will be trained in proper hygiene practices in restrooms. These practices include:
 - Masks are to remain on at all times going to, using, and returning from bathrooms.
 - Hands are washed after bathroom use for a minimum of 20 seconds using soap and water
 - Students are trained to avoid unnecessary contact with high touch surfaces

Restroom Map #1

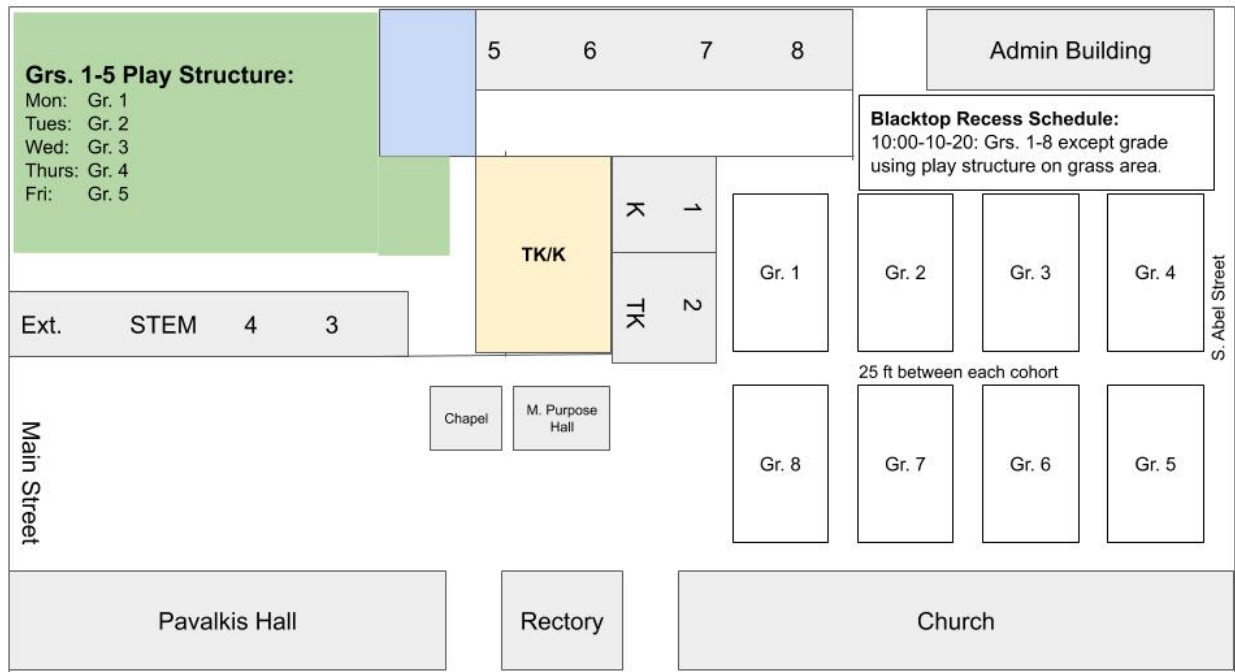


Restroom Map #2



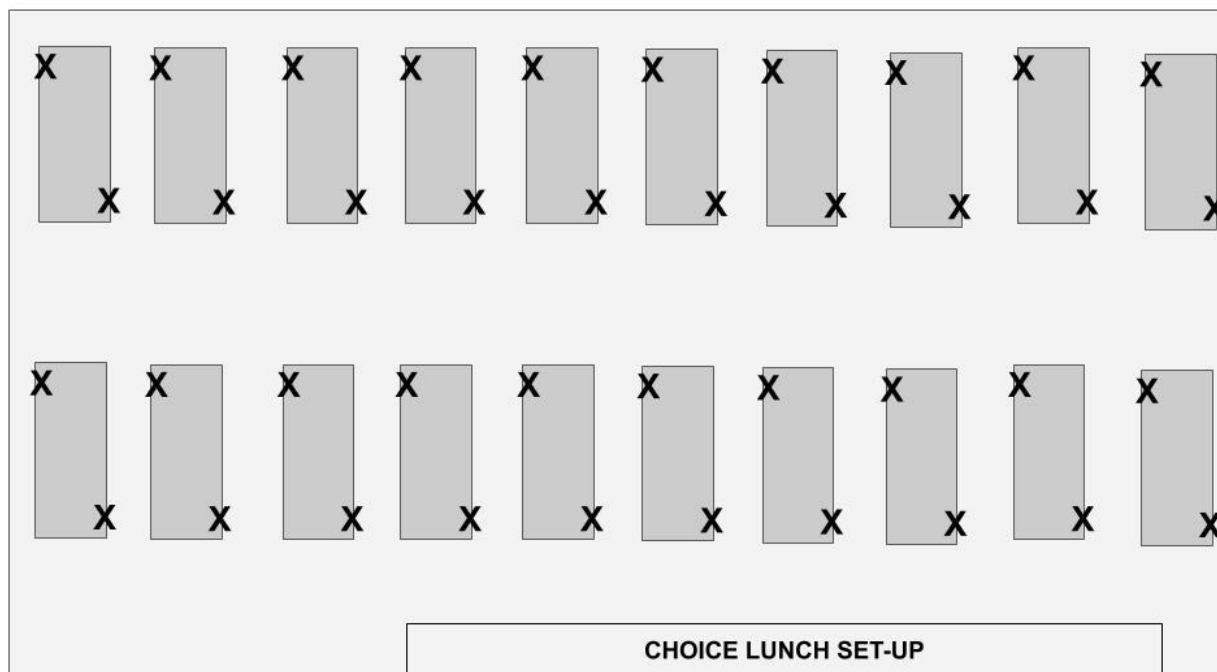
School Protocols for Physical Distancing – Recess

- Playgrounds and Recess: Recess will be held in separated areas designated by class and staggered throughout the day. Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.
 - *Recess schedule and procedures -- since play structure on field may not be available, recess will normally take place on the front playground;*
 - *TK/K: On TK/K playground; 10-10:20 AM (TK/K teacher and instructional assistant provide supervision)*
 - *Grades 1-8: 10-10:20 AM on front playground (one class per day will use field play structure with classroom teacher supervising); teachers/aides give each other breaks*
 - *During their scheduled recess time, all teachers will have their two-way radios with them at all times;*
 - *Each class will be provided with a list of options for socially-distanced recess activities which do not require shared equipment. On PE days, Rhythm and Moves will provide further options and ideas;*
 - *Playground supervisors will carry first aid kits that include hand sanitizer, face coverings, and gloves*



School Protocols for Physical Distancing – Lunch

- Meals will be taken outdoors to the extent possible.
 - TK/K -- staggered, at tables outside in TK/K play area
 - 5-7 – 12 to 12:15, spread out at assigned lunch tables on marked seats to ensure social distance.
 - 8th – 12 to 12:15 socially distanced at front playground
 - 1-4 12:15-12:30 at the other lunch tables not used by 5-7
 - Lunch recess is from 12:15-12:45 for 5-8, 12:30-1:00 for 1-4; all in front parking lot except for class assigned to play structure on grass (schedule rotates through the week)
- Choice Lunch will pre-bag and customize each lunch in order to help maintain social distance and hygiene.
- Playground supervisors will carry first aid kits that include hand sanitizer, face coverings, and gloves



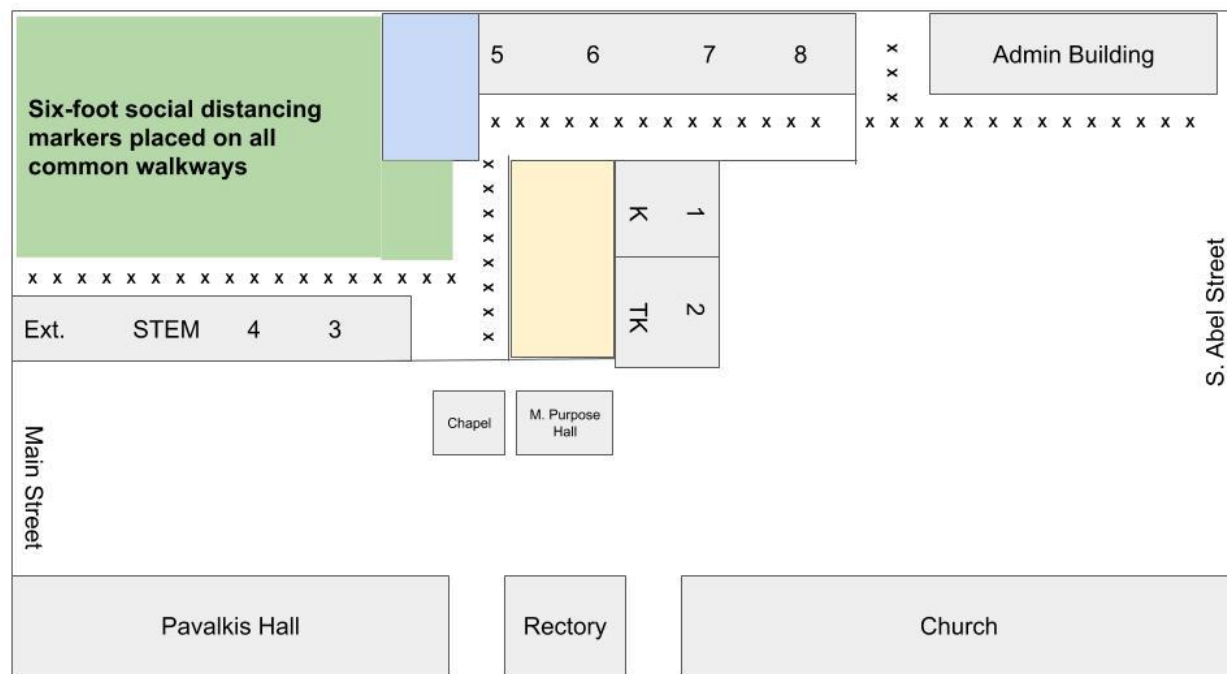
Schedule:

- TK/K -- staggered, at tables or in the classroom
- 8 -- outside on front playground supervised by teacher or volunteer
- 5-7 12:00-12:15, spread out at lunch tables
- 1-4 12:15-12:30 spread out at lunch tables

School Protocols for Physical Distancing – Hallways/Walkways

- Minimize congregate movement through hallways as much as practicable. Will establish more ways to enter and exit a campus, stagger passing times when necessary or when students cannot stay in one room, and establish designated one-way walking/passage areas.
 - *When arriving:*
 - 3rd-8th grade students will arrive gradually in the morning (due to drop-off procedures) and will all enter through the Bldg 3 gate, keeping 6 feet apart with the assistance of staff reminders, signage, and markers on the ground.
 - 1st and 2nd grade students will go directly into their classrooms through the parking lot side doors.
 - TK/K will walk through 1st grade door and room into the kindergarten room.
 - *When leaving classrooms for dismissal:*
 - TK/K students will walk with their teacher through the first grade classroom, using markers to remain socially distant, and out to their pre-determined spots at the pickup area.
 - 1st and 2nd grade classes will walk out of their rooms onto the parking lot and to their pickup spots.
 - 3rd-8th grades will go out through Bldg 3 gate
 - Students will be walking to the pick-up area at three separate times, assigned to each family/carpool: 2:30, 2:40, or 2:50
 - *Movement during the day:*

- Classes will use the same routes going out of and back into the classroom as they would use for arrival to minimize traffic in any one area. In addition to this, students will be taught procedures to maintain physical distance when encountering other students and staff moving outside the classrooms. There will be two sets of markers on each path – one for traffic in one direction and a second for traffic in the opposite direction to maintain physical distance.
- Signage will be posted for directional walkways and physical distancing in hallways/walkways.



Transition Schedules:

- All cohorts will remain stable and contained to a single classroom
- Middle school teachers will move to between classrooms to teach different grade levels
- Six-foot social distancing markers on all shared walkways to ensure social distancing when students need to leave the room to use the bathroom

School Protocols for Physical Distancing – Classrooms

Elementary classrooms:

- Students and staff will remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire school day.¹
- The maximum stable cohort size will be 14 students.
- Students will not mix with other stable classroom cohorts.
- If 6-foot distance between desks cannot be maintained, sneeze-guards will be required.
- Teacher and staff desks will be positioned at least six feet away from students to minimize adult-to-child disease transmission.

- Stable seating arrangements for students will be in place to ensure that close contacts within classrooms are minimized and easily identifiable
- *Although physical distancing and face coverings may be difficult to enforce for this age group, students will still be required to wear face coverings and to maintain physical distance to the extent practicable. Though this is more stringent than the County requires, it responds to parent concerns that the school take all reasonable measures to mitigate the spread of the virus. These measures will be in addition to the maintenance of a stable cohort which will minimize the total number of contacts.*

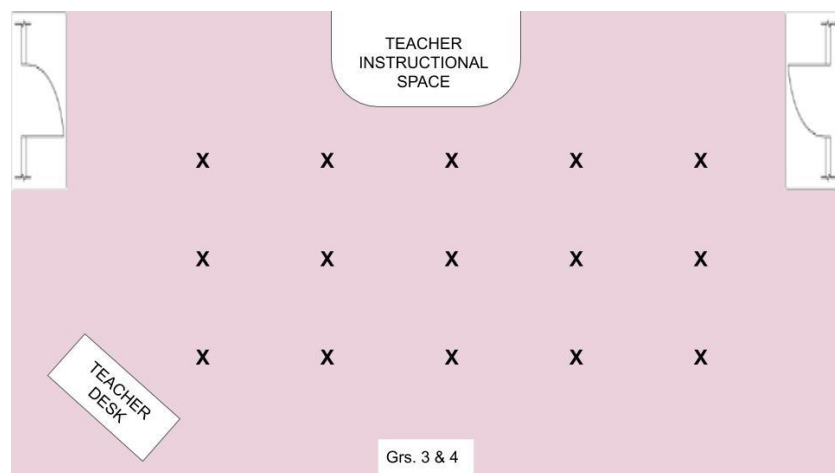
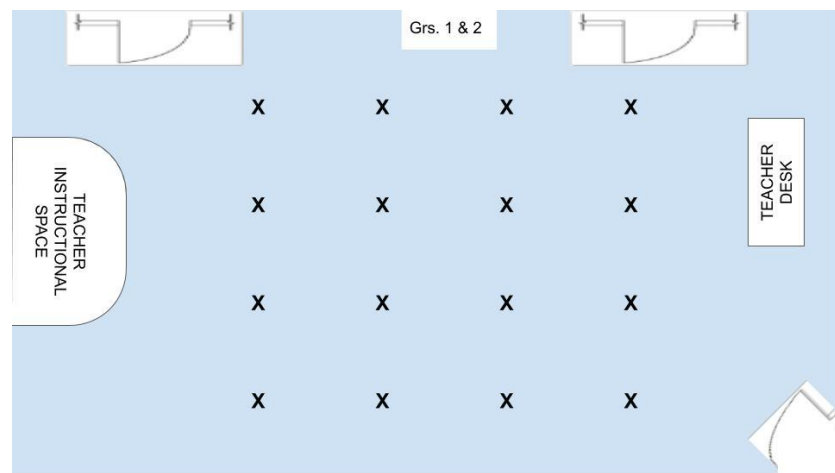
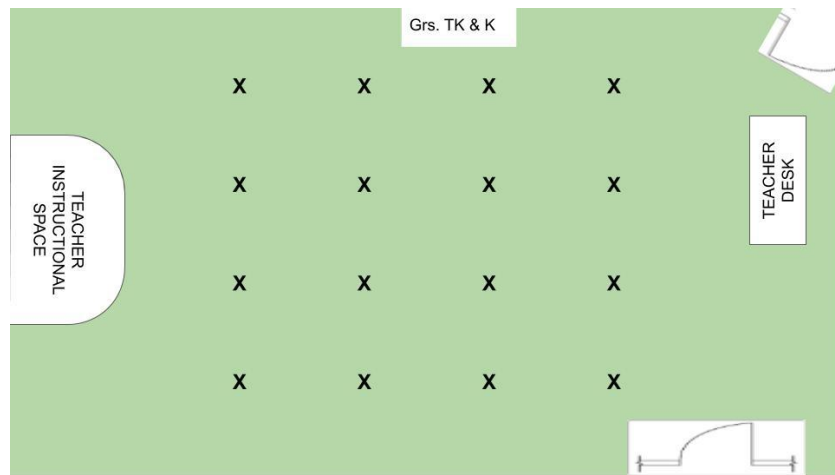
Middle School classrooms:

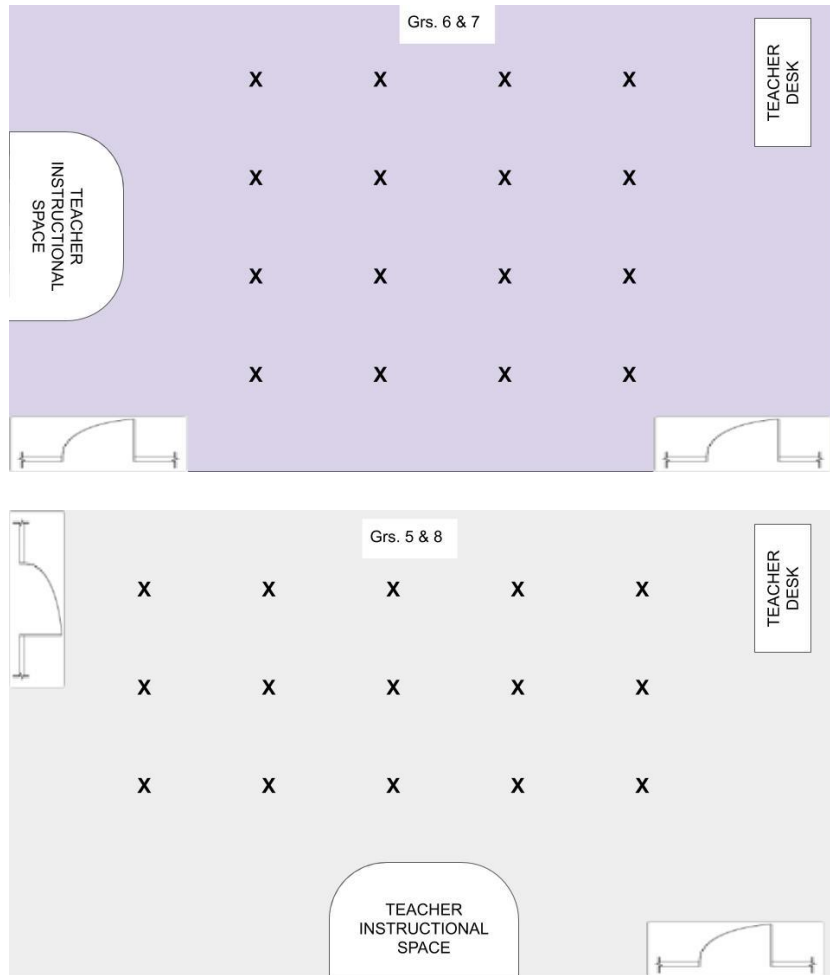
- Reduce disease transmission risk by maximizing the space between student desks.
- Distance teacher and staff desks at least six feet away from students to minimize adult-to-child disease transmission.
- Students in 6th-8th grade will be spaced 6 feet apart from each other.
- Assign stable seating arrangements for students to ensure that close contacts within classrooms are minimized and easily identifiable
- To maintain stable cohorts throughout the day, teachers will switch classrooms in order to teach their subject matter to different grade levels
- In order to maintain as much social distance between students as practicable (approximately 6 feet), classes will be split into smaller cohorts as needed.
 - *Note: for 2020-21, if all students are on campus and physical distancing requirements are still in place, the eighth grade will be split into two cohorts that will utilize the eighth grade classroom and the re-purposed math room/extended care. Teachers can move from one cohort to the other within a day in order to do either explicit instruction or take questions in person. Unless numbers increase significantly, the other middle school classes are able to maintain social distance while remaining in a single cohort.*

All Classrooms:

- Increase circulation of outdoor air as much as possible by opening windows and doors, unless doing so would pose a health or safety risk to individuals using the facility (e.g., allowing in pollen or smoke or exacerbating asthma symptoms). If opening doors poses a safety or health risk, maximize central air filtration for HVAC systems (ideally with a targeted filter rating of at least MERV 13).
- To the extent practicable, classes will also utilize outdoor areas for instruction (such as the lunch tables and grass area) to allow for greater distancing between students and greater dispersion of viral particles.
- Student desks will be faced in the same direction (and not facing each other) to minimize risk of disease transmission, to the extent feasible.
- Adequate supplies will be on hand to minimize sharing of high-touch materials (art supplies, equipment, electronic devices, etc.) to the extent practicable; where necessary, use of supplies and equipment will be limited to one group of students at a time and cleaned and disinfected between uses.
- Students' belongings will be kept separate so that students do not come in contact with other students' belongings.
- Specialty teachers may rotate into classrooms for specialized instruction (e.g. music or STEM) but must maintain at least 6 feet of distance from everyone in the cohort
- Substitute teachers will provide coverage for teachers who are absent, again maintaining 6 feet of distance from everyone in the cohort.

Signage: Physical Distancing signage will be posted inside the classroom.





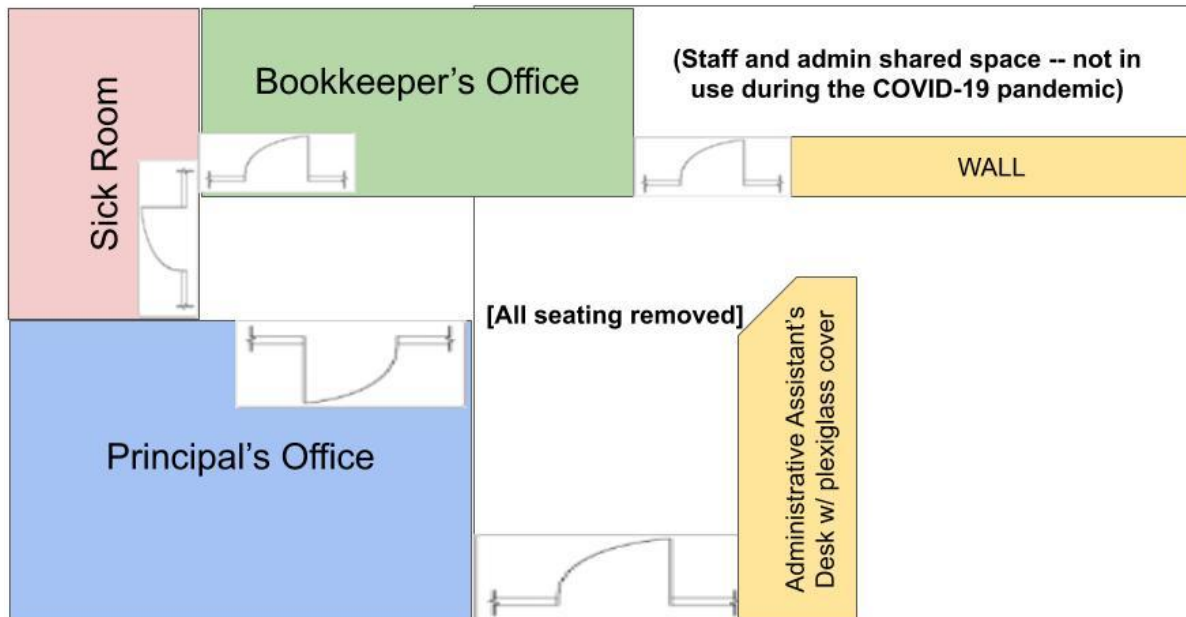
School Protocols for Physical Distancing – Front Office

- Staff and visitors to the front office will maintain 6 feet of physical distance at all times.
- Only necessary visitors will be allowed on campus, and student and staff contact with these visitors will be limited.
- Markers outside the office door will indicate where visitors will line up to avoid overcrowding the office and maintaining physical distancing
- Plexiglass barrier has been installed in the main office for the safety of visitors and office staff
- All furniture has been removed from the office waiting area
- A “sick-room” has been created in order to isolate those with symptoms of COVID-19.
- Increase ventilation by increasing outdoor air circulation – keeping windows open at all times
- Only one staff member may be in the staff copy room at any time.
- Staff workspaces are placed well away from each other.
- Staff restroom only accommodates one person at a time.

Signage: Physical Distancing signage will be posted inside the school office.

School Protocols for Physical Distancing – Staff Break Room

- Staff are not allowed to eat in the break room.
- Staff who use the room to retrieve and/or heat meals will maintain more than 6 feet physical distance at all times.
- Signage reminds those in the room of the need to maintain physical distance at all times.



B.2. Hygiene Measures

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

School Protocols for Promoting Healthy Hygiene Practices	
Explicit instruction of healthy hygiene practices	<ul style="list-style-type: none"> • Before the first days of in-person instruction, teachers in every grade level will introduce, practice, and regularly review healthy hygiene practices until the procedures become routine for all students. • Using ParentSquare, both the principal and the office staff will introduce these same procedures so that parents can make sure that they can work with their children at home as well. • Teachers will also be communicating with parents in their own classes in order to make establish and maintain a partnership that will help keep the school environment safe. Students will be taught to follow routines to ensure that they wash their hands or use hand sanitizer upon arrival to campus; after using the restroom; after playing outside and returning to the classroom; before and after eating; and after coughing or sneezing.
Reinforcing healthy hygiene practices	<ul style="list-style-type: none"> • There will be signage in every bathroom, classroom, and around the school that reinforces hygiene practices.

- Teachers will reinforce/review with their individual classes on a regular basis.
- Reminders regarding proper hygiene practices will go out from the principal/office on ParentSquare
- Student contact with high-contact surfaces will be minimized as much as possible (eg. through propping open classroom doors during arrival/dismissal, training students to use bodies/elbows rather than hands on “panic bars” to open doors out, etc.
- Hand sanitizer will only be placed in supervised areas for children under 9 years of age
- Each teacher will establish staggered intervals for handwashing so that students do not congregate around the handwashing station.
- The use of drinking fountains will be suspended and reusable water bottles encouraged.

Face Coverings

- Teachers and staff
 - All adults must wear a cloth face covering at all times while on campus, except while eating or drinking.
 - Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
 - Staff who are unable to wear a face covering for medical reasons shall not be assigned duties that require close contact with students.
- Students
 - All students (TK through 8th grade) are required to wear cloth face coverings throughout the school day, even when in a stable classroom cohort. Although County guidelines require face coverings only for 3rd grade on up and suggest them for primary grade students, St. John the Baptist School requires the wearing of cloth face coverings for all students in response to general community concern for student and staff safety.
 - Students excluded from face covering requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering.
 - Signage will be posted in high visibility areas to remind students and staff of (1) when and where face coverings are required and (2) appropriate use of face coverings.
 - Administration will communicate with all staff and families regarding expectations for use of face coverings at school and how to wash face coverings.
 - Educate students, particularly younger elementary school students, on the rationale and proper use of face coverings
 - Students or staff who have difficulty wearing their face coverings will be allowed to remove them for short periods of time during the day.
 - Consistent with SCC guidelines, face shields will not be used as a replacement for face coverings given concerns over their ability to minimize droplet spread to others. However, teachers and other staff may consider using face shields in combination with face coverings when in the classroom to further reduce the risk of transmission.
 - Teachers may consider using face coverings with clear windows during phonological instruction to enable students to see the teacher’s mouth and in settings where a face covering poses a barrier to communicating with a student who is hearing impaired or a student with a disability.
 - Cloth face coverings must be worn during indoor physical conditioning and training or physical education classes. Activities that require heavy exertion should be conducted

outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Students should take a break from exercise if any difficulty in breathing is noted and should change their face covering if it becomes wet and sticks to the student's face and obstructs breathing.

- A supply of face coverings is kept on site. A face covering will be provided immediately to any student or staff who does not have a mask or whose mask breaks/becomes unusable.

B.3. Cleaning and Maintenance

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

In addition, resource/equipment sharing will be limited to all extents practicable. Drinking fountains should be suspended or replaced with refillable water bottle stations. Consistent with current SCC guidelines, the school allows play structure use limited to one cohort at a time. Students will wash hands before/after use, and high touch surfaces will be disinfected between cohorts.

School Sanitation Protocol		
Category	Frequency/Schedule	Person(s) Responsible
Classrooms	Nightly	Janitorial service
Shared equipment/resources	After each use	Staff and Janitorial services
Shared Spaces (hall, gym, etc.)	Before & after every use	Staff and Janitorial services
Front Office	Throughout the day; Nightly	Janitorial service
High touch surfaces	After each use	Staff and Janitorial services
Restrooms	Throughout the day; Nightly	Janitorial service

B.4. Food Service

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

These protocols include:

- Student Food Service
- Adult Food Service

School Protocols for Student Food Service
<ul style="list-style-type: none">○ Choice Lunch food service will pre-bag and customize each lunch in order to help maintain social distance and hygiene.○ Volunteers and staff helping with food service will be provided with necessary PPE, follow strict social distancing protocols, and follow strict hygiene protocols consistent with county mandates.

School Protocols for Adult Food Service
<ul style="list-style-type: none">○ Choice Lunch food service will pre-bag and customize each lunch in order to help maintain social distance and hygiene.○ Volunteers and staff helping with food service will be provided with necessary PPE, follow strict social distancing protocols, and follow strict hygiene protocols consistent with county mandates.○ Staff are not allowed to eat in the break room.

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

These protocols include:

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

Please note - School events and extra-curricular activities must follow all physical distancing and cohort requirements. Field trips will not be taken at this time. Athletics are postponed until further notice.

School Protocol for School Events
<ul style="list-style-type: none">○ For elementary grades (TK-5): Assemblies and other gatherings are permitted if<ul style="list-style-type: none">○ (1) students of different classroom cohorts do not mix and○ (2) classroom cohorts remain at least 25 feet apart from each other.○ For middle school (6-8th):<ul style="list-style-type: none">○ Assemblies, and other gatherings will be permitted to the extent allowed under any applicable requirements for gatherings occurring in the community.○ For all events regardless of grades involved:<ul style="list-style-type: none">○ Attendance at school events should be limited to students and staff or those participating in a presentation only (no visitors).

School Protocol for Extra-Curricular Activities
<ul style="list-style-type: none">○ Until further notice, the following kinds of activities are not allowed:<ul style="list-style-type: none">○ electives and extracurricular activities in which physical distancing (at least six feet) and face covering use cannot be maintained at all times.○ aerosol generating activities, including in-person choir, school rallies (cheers and chants), etc. due to increased risk of disease transmission○ The school will explore extracurricular activities that can take place outdoors or virtually (such as virtual choir performances, etc.)

School Protocol for Athletics
<ul style="list-style-type: none">○ All athletic events are suspended until further notice.○ The school is awaiting guidelines from the county and the diocese.

Monitoring

C.1. Health Screenings

All employees, students, and visitors must be screened prior to entering the school campus each day. This screening will include a questionnaire available on the ParentSquare app. If an employee, student, or visitor answers affirmative to any of the screening questions, he/she will not be allowed to enter the school building and should leave the campus immediately.

Staff and students' parents or guardians should conduct symptom screening at-home, prior to arrival.

A record of daily admittance/non-admittance will be kept on file at the school and will be monitored by the school liaison and administrative assistant.

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
Yes – STAY HOME and seek medical care.
2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.
Yes – STAY HOME and seek medical care and testing.
3. a. Have you had any one or more of these symptoms today or within the past 3 days?
<div style="display: flex; justify-content: space-between;"> <div> <ul style="list-style-type: none"> Fever or chills Cough Loss of taste or smell </div> <div> <ul style="list-style-type: none"> Shortness of breath or difficulty breathing </div> </div>
Yes – STAY HOME and seek medical care and testing.
b. Have you had any one or more of these symptoms today or within the past 3 days and that are new or not explained by another reason?
<div style="display: flex; justify-content: space-between;"> <div> <ul style="list-style-type: none"> Fatigue Muscle or body aches Headache </div> <div> <ul style="list-style-type: none"> Sore throat Nausea, vomiting, or diarrhea </div> </div>
Yes – STAY HOME and seek medical care and testing.

The school will use the screening questions recommended by Santa Clara County as outlined in the figure to the right.

School Protocols for Health Screenings	
Employees	<ul style="list-style-type: none"> Staff self-screening is done daily through the ParentSquare app and includes all questions recommended by the county Staff will conduct symptom screening at-home, prior to arrival.
Visitors	<ul style="list-style-type: none"> Visitor self-screening includes all questions recommended by the county Self-screening form will be made available for visitors on school website Visitors and volunteers will conduct symptom screening at-home, prior to arrival. Visitors and volunteers will have temperatures checked at the office upon arrival.
Students	<ul style="list-style-type: none"> Student self-screening includes all questions recommended by the county All students should be screened for symptoms each day. Students, parents, or guardians can conduct symptom screening at-home, prior to arrival. This will be done through a feature on ParentSquare that will allow parents to do screening every morning. Staff on traffic duty will ask drivers in each car whether the screening has been completed and students will be allowed on campus once screening is submitted Any on-campus temperature screening (for students, staff, volunteers, or visitors) will be conducted using a contact-less thermometer with a physical barrier or face shield in place to separate the screener from individuals screened. Health Screening:

- Post signs at all 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.
- All students and staff should be screened for symptoms each day. Staff and students' parents or guardians can conduct symptom screening at-home, prior to arrival.
 - *This will be done through a feature on ParentSquare that will allow parents to do screening every morning.*
 - *Staff on traffic duty will ask drivers in each car whether the screening has been completed and students will be allowed on campus once screening is submitted.*
 - *Staff members will continue to use ParentSquare each morning to do self-screening*
 - *Any on-campus temperature screening (for students or staff) will be conducted using a contact-less thermometer with a physical barrier in place to separate the screener from individuals screened.*
 - *A physical barrier, such as a glass window or clear plastic barrier on a table is available in the school office.*
 - *When using a non-touch (infra-red) or temporal thermometer, gloves do not need to be changed before the next check if the individual screened was not touched.*
- Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher will be sent home immediately until testing and/or medical evaluation has been conducted.
- Screening requirements and methods will be communicated to all staff and families. Consistent reminders will be provided throughout the school year.

C.2. COVID-19 Testing and Reporting

As of September 21, 2020, Santa Clara County requires the following protocol for all schools:

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

- Positive test results:
 - Require that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
 - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, take actions as required in *Section 3* (Part D of the Plan) below.
 - Students/staff who test positive and have completed isolation requirements as outlined in Section 3, do not require a medical note or a negative test prior to returning to school/work.
- Negative test results:
 - Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.
 - Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative.
 - Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation.
 - Documentation of negative test results must be provided to school administration.
 - (SCC Recommendation) In lieu of a negative test result, allow symptomatic students and staff to return to work/school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Surveillance Testing
 - In compliance with the [California Department of Public Health Guidelines](#), all school staff who have contact with students or other staff will participate in surveillance testing on a monthly basis as testing capacity permits.
 - Staff may be tested by their primary health care provider or at one of the community testing sites.
 - A listing of community sites can be found at www.sccfreetest.org.
 - The staff will be on a rotating schedule created and monitored by the school's county liaison, Barbara Knox. Initial surveillance testing will be completed for all employees before any in-person instruction resumes.

Response to Suspected or Confirmed Cases and Close Contacts

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

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

Suspected COVID-19 Case(s) Response:

- Anyone exhibiting COVID-19 symptoms will be placed in the isolation room inside the school office.
- Any students or staff exhibiting symptoms will immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, 9-1-1 will be called immediately.

Confirmed COVID-19 Case(s) Response:

- School administrators will notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by emailing coronavirus@phd.sccgov.org and calling (408) 885-4214. The official contact liaison with the county will be the school Administrative Assistant, Barbara Knox (bknox@sjbs.org; 408-262-8110). All staff and families in the school community will be notified of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws. Information regarding confidentiality can be found [here](#).
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.
- If stable classroom cohorts have been maintained: All students and staff within the same classroom cohort as the confirmed COVID-19 case should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and remain quarantined at home for 14 days.
- For middle school or any settings in which stable classroom cohorts have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. A close contact is someone who has been within six feet of the case for a prolonged period of time (at least 15 minutes) regardless of face covering use. Close contacts should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and should remain quarantined at home for 14 days.
- For all settings: Provide information regarding close contacts to the County of Santa Clara Public Health Department via secure fax or email.
- No actions need to be taken for persons who have not had close contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

Return to Campus after Testing:

Positive test results

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

Negative test results

- Symptomatic individuals, who are not close-contacts and who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
 - Documentation of a negative test result should be provided to school administrators.
 - In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 7 days after exposure, and remain asymptomatic, can return 14 days after the date of last exposure to the case. If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case's isolation period ends.

Quick Guide for Scenario Response

Communication Plan for Positive Cases

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

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

Privacy requirements for FERPA and HIPAA will be maintained.

Triggers for Transitioning to Distance Learning

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

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

Reopening Learning Plan

Please include the following sections within the Reopening Learning Plan:

Roles and responsibilities

School leadership will:

- Develop schoolwide plans for Distance Learning.
- Communicate with faculty/staff and parents.
- Support faculty/staff and parents during Distance Learning.
- Ensure effective implementation of Distance Learning plan and accountability to student learning.

Teachers will:

- Create and administer lessons informed by the core instructional practices
 - Purpose and Relevance of lesson
 - Multiple scaffolded opportunities aligned to the purpose of lesson (Explicit instruction; Guided instruction; Collaborative learning; independent practice)
 - Regular formative assessment
- Collaborate with colleagues to design Distance Learning experiences for students in accordance with schoolwide plans.
- Develop high-quality student learning experiences.
- Communicate with and provide timely feedback to students.
- Communicate regularly with parents

Staff will:

- Support the administration and teachers in the roll-out of school-wide distance learning.
- Adhere to all policy and procedures enacted by school leadership

Parents will support their children by:

- Providing an environment conducive to learning (access to technology, safe and quiet space during daytime).
- Reviewing and signing the updated SJBS Acceptable Use policy with students, encourage appropriate online behavior.
- Engaging child(ren) in conversations on posted materials and assignments.
- Monitoring time spent engaging in online and offline learning, including variables like that of preferred learning times (morning, afternoon, evening).
- Supporting emotional balance by providing ample room and time for reflection, art and/or music physical activity, conversation, and play.
- Discussing the importance of academic integrity with child(ren).

Students will:

- Dedicate appropriate time to learning as guided by your teacher/s.
- Attend morning prayer with the school daily at 8:05 AM
- Check appropriate online platforms for information on courses, assignments, and resources daily, checking in for attendance as directed by the teacher.
- Identify a comfortable and quiet space to study/learn.

- Attend class each day in uniform, ready to do your best as a student of St. John the Baptist School.
- Engage in all learning posted with academic honesty and communicate with teacher and fellow students only with respect, consistent with the expectations of SJBS
- Submit all assignments in accordance with provided timeline and/or due dates.
- Ensure your own social and emotional balance by keeping healthy habits.

Faculty collaboration schedule and structure

- Faculty will hold virtual meetings every Wednesday from 1:15-2:45 PM for collaboration
- School leadership will check-in informally with staff on a regular basis

Overview of the structure for cohorts

- In grades TK-5, cohorts will remain stable
- In grades 6-8, students will remain in stable cohorts, with teachers rotating between classrooms.
- Ratios of teacher to students in cohorts will remain in line with and respond to county guidelines for health and safety
- Stable cohorts will remain in a single classroom for the duration of the school day
- Aides will be made a part of stable cohorts and not serve multiple classes

Structure/approach for each content area, including co-curriculars

- In-person instruction will be made available for students off campus through live Zoom lessons
- Off-campus student will collaborate with on-campus students through Zoom
- Assessments and activities for on-campus students will be modified for digital access to off-campus students
- Cross-curricular integration will be utilized in planning/pacing guides and curriculum maps, with emphasis on ELA standards being covered in social studies, science, and religion classes.
- Teachers will collaborate in the planning process to ensure best practices in instruction and cross-curricular integration
- Explicit curriculum will be defined in curriculum maps, syllabi, and lesson objectives
- Focus skills outlined by Renaissance Learning at <https://www.renaissance.com/focus-skills/>
- Due to emphasis on focus skills, teachers understand that not all aspects of the curriculum will be covered. Teachers will creatively adapt unit and lesson plans to maximize coverage of standards

Schedules for each grade-level, including teacher assignments

- While in distance learning and future hybrid instruction, all grade levels will follow the following scheduling template:

Time Block	Schedule
8:05 - 8:15 AM	Morning Assembly & Prayer
8:15-8:30 AM	Morning Check-In
8:30 - 9:15 am	Academic Block #1

9:15am - 10:00am	
10am - 10:30am	BREAK
10:30-11:15am	Academic Block #2
11:15am - 12pm	
12pm - 12:45pm	Lunch
12:45pm - 1:30pm	Academic Block #3
1:30pm - 2:15 pm	
2:15pm-3:00pm	Office Hours

- Given the diverse needs and capacities of students in different grade levels, teachers are given the autonomy to fill the academic blocks in a grade-level appropriate fashion

Format for community components

- All community events will be conducted in accordance with county health and safety guidelines for size and social distancing protocol
- As often as practical, these events will be streamed over Zoom for students at home.

Format/frameworks for socio-emotional components

- Teachers conduct daily morning homeroom check-ins with students in-person and at home
- Character development and SEL curriculum implemented into weekly lesson plans.

Supervision plan

- In order to maintain stable cohorts, teachers and aides will be responsible for the supervision of their classes during recess and lunch as often as possible
- To allow for teacher breaks during supervision, teachers can alternate between supervising two classes, so long as a 25-foot distance is maintained between the teacher and their non-cohort class
- Six staff members will be assigned to morning drop-off; two or three staff will be assigned to dismissal duty (with teachers bringing out their classes at dismissal times)
 - As noted on the maps above, staff on supervision will remain at the heads of each column as students arrive in order to ensure social distance, manage traffic, and verify health screening of students arriving on campus.

Distance Learning Plan

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

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

- The distance learning schedule will follow the same schedule outlined in the above section
 - The rationale behind this is to provide a seamless transition between distance learning and a return to hybrid/in-person instruction
 - The “Academic Blocks” above will have both synchronous and asynchronous components incorporated
- For the academic formation of our students, teachers will emphasize the “focus skills” (i.e. anchor standards) outlined by Renaissance Learning in their curriculum mapping for the 2020-2021 academic school year
- For the spiritual formation of our students, every morning will begin with a schoolwide prayer and morning assembly. Additionally, prayer will begin each of the three daily academic blocks
- For the social-emotional formation of our students, a morning check-in will be done daily in all homerooms. Character development curriculum will also be implemented across grade levels.
- In their planning and instruction, teachers will identify cross-curricular opportunities to maximize student learning while in distance learning.

Communication Plan

A communication plan is in place to ensure that stakeholders are informed and can share feedback that contributes in an ongoing way to school planning. Elements of this plan include the following:

- Administration, staff, and parents all have access to the ParentSquare communication platform which allows for a consistent flow of information, input, questions, surveys, questionnaires, and more.
 - The administration uses the ParentSquare communication tool to update the school community several times a week. During periods of distance learning, these updates occur daily. Parents are able to respond with questions or immediate feedback either publicly or privately on ParentSquare, allowing for an ongoing communication with the administration.
 - Teachers use ParentSquare for parent communication in preparation for and during the school year. As with the administration and school office, parents can ask questions and provide immediate feedback either publicly or privately using this tool.
 - Volunteers such as room parents, leads of fundraisers/community events, etc. also use ParentSquare for ongoing communication with class parents, committee members, etc.
 - This tool is instrumental in keeping the community well-informed regarding school COVID-19 mitigation measures, educating families regarding sterilization, hygiene measures, social distancing and face coverings, and other aspects relating to health and safety during the pandemic.
 - ParentSquare will be the method through which every family performs daily health checks, providing the school with an ongoing record as well.
 - ParentSquare is also the means through which parents are surveyed for information which is critical for school planning. Recent surveys relating to school procedures during the pandemic include family technology needs, an evaluation of distance learning in spring 2020, and a “registration” for either distance learning or in-person learning (when the option is available) for the 2020-21 school year.
- Regular meetings between the administration and parent boards (School Advisory Council and the Parent-Teacher Group), including during the creation of a school-wide plan for reopening, have not only kept these groups informed but have been critical in the formation and editing of the plan. In addition, such meetings have also been instrumental in helping the administration to plan school activities for the coming year that can be carried out effectively and in a manner which fulfills county and state requirements for COVID-19 mitigation.
- The administration and staff have met weekly or more throughout the summer in order to adapt the county reopening guidelines to the school through the creation of a site-specific plan.
- The administration and teaching staff hold weekly collaboration meetings in order to both ensure the implementation of the school plan for reopening, both in terms of the physical measures and procedures for COVID-19 mitigation and to do planning and training for robust instruction whether in person, in distance learning, or a blend of both.
- All teachers will be reaching out to their students and families from early August to ensure clear and consistent communication with students and families. Teachers will send out weekly newsletters/updates. For academic information and reminders, each teacher will use Google Classroom (2nd through 8th grade) and SeeSaw (TK-1) for students and parents.

- The staff has committed to responding to communications through email, ParentSquare, and phone within 24 hours.
- For the foreseeable future, Zoom will continue to be used robustly for all staff and parent meetings as well as distance learning instruction and meetings between teachers and students.

Communication at St. John the Baptist School endeavors to be fluid and responsive in order to meet student, parent, and staff needs in an evolving way. Methods and frequency will continue to develop as new needs become evident.

Staff Training

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

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

- Conduct a staff training in advance of in advance to review all protocols in preparation for the return of students to the campus.
- The administration will meet with smaller groups of staff who have targeted areas of responsibility (such as the county liaison, classroom teachers, support staff supervising dismissal each day, supervision for daily lunch service, etc.) in order to ensure that everyone is clear about specific protocols.

Community Involvement

Community voice was engaged in a number of ways throughout the development of this plan. After reviewing the initial reopening guidelines issued on June 30th, a core group of staff consisting of teachers, support staff, and administration met to create an initial draft. This first draft was then shared with the entire staff for input. Additionally, the principal and assistant principal met with a representative group of parents to share and discuss the first draft. Results of this meeting were critical in revising the plan and producing a 2nd draft. Discussions with the pastor and parish facilities coordinator were also an important component in the process of creating the plan, assuring that the school plan could be consistent with that of the broader parish. The 2nd draft was also shared with the staff and the parent group for final input and approval. Throughout the process, the parent community in general was involved through the communication process that was described in section G. Each family was called by the school office semi-weekly during the spring and several times during the summer as well, and these conversations yielded helpful information and questions as well as input that has helped with planning. Consistent parent questions and input, both publicly through ParentSquare as well as directly to the school administration, not only highlighted parent concerns but also helped to craft a plan and subsequent communications which respond to student, staff, and visitor safety during the pandemic. Through ParentSquare, email, and parent education nights for distance learning and concurrent instruction/in person reopening, community voice will continue to be engaged during this ongoing process.