



**DIOCESE OF
SAN JOSE**



St. Victor School
2021-2022 School Reopening Plan
Updated July 28, 2021

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A. 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 foundational principle of the CDC and CDPH guidance is that all students must have access to safe and full in-person instruction and to as much instructional time as possible.

The goals of the 2021-2022 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

B. Prevention / Mitigation

B.1. Physical Distancing

Physical distancing is no longer required when inside the classroom for instruction. Instead, masks and ventilation are prioritized.

Physical distancing is required when eating. Outdoor eating is strongly recommended.

Though a single stable cohort is not required, cohorts are strongly encouraged to minimize the number of people who are exposed and must quarantine following a positive case. Employees may move between cohorts if needed for instruction or supervision.

Parent and visitor access to the campus will be limited, and external use of the campus for evenings and weekends should comply with the school's health and safety plan.

School Guidance Documents:

Note: the more restrictive statements from CDPH apply to CA schools:

- [CDC Updated School Guidance](#)
- [CDPH Updated School Guidance](#)

School Protocols for Arrival/Dismissal

- Health screening is to be done at home, before arrival at the school. Students and Staff with COVID symptoms should remain home.
- Arrival begins at 7:30 a.m. and students proceed directly to their classrooms.
- All students and staff wear face coverings at arrival and dismissal.
- Drivers will remain in their vehicles when dropping off or picking up students. If needed, only a single parent or caregiver should enter the facility to pick up or drop off the child.
- Adults entering campus for in-person pick-up or drop-off must wear a face covering.

Note: Campus maps will be communicated to school parents and are available upon parent request.

School Protocols for Restrooms

- Limited number of students will be allowed to enter the restrooms. As students seek permission to use the restroom, they will be using a "pass". The "pass" is hung on the restroom door. Only two passes are allowed on the door at one time, thereby ensuring that only two students are allowed inside the restroom at one time.
- Soap is always available at every sink. Students are taught to wash for at least 20 seconds.
- Paper towels are used in place of air dryers.
- Automatic flushers are used at all times.

School Protocols for Recess

- Each stable group will have its own outdoor area – away from other stable groups
- Staff and students wear face coverings during recess except while eating.

School Protocols for Lunch

- Lunch is staggered.
- Each stable group will have its own outdoor area – away from other stable groups
- Choice Lunch will be available for students.
- Staff and students wear face covering during lunch except while eating. When unmasked, 6 feet distance will be maintained between unmasked individuals.

School Protocols for Hallways/Walkways

- Staff and students wear face coverings when walking the hallways/walkways.

School Protocols for Classrooms

- Staff will use face covering at all times.
- All students will wear face covering at all times
- Windows and doors remain open for ventilation
- Students remain in stable class groups
- Seating arrangement is stable and strictly enforced.
- Air purifiers are used in all rooms and offices.

School Protocols for Front Office

- Administrative Assistant's desk will be behind a glass barrier.
- Visitors stay behind a glass barrier.
- All staff will wear face covering at all times.
- Visitors will be limited and must wear face coverings when on campus.

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
<p>Explicit instruction of healthy hygiene practices</p> <ul style="list-style-type: none">• Homeroom teachers will teach and reinforce proper handwashing daily. Instruction on importance of hand washing after touching faucets, doorknobs, light switches, markers, erasers, devices, etc.• Teachers will continuously remind students to refrain from touching their faces.
<p>Reinforcing healthy hygiene practices</p> <ul style="list-style-type: none">• Homeroom teachers will teach and reinforce proper handwashing daily. Instruction on importance of hand washing after touching faucets, doorknobs, light switches, markers, erasers, devices, etc.• Teachers will continuously remind students keep their masks on and to refrain from touching their faces.
<p>Face Coverings</p> <ul style="list-style-type: none">• School will provide face coverings for students and staff who lose their face coverings or forget to bring them to school• Teachers and staff<ul style="list-style-type: none">○ All adults must wear a 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<ul style="list-style-type: none">○ All students are required to wear face coverings:<ul style="list-style-type: none">▪ while arriving and departing from school campus;▪ in any area outside of the classroom (except when eating, drinking, or engaging in physical activity);○ All students must use face coverings when in the classroom even if they are in a stable classroom group.○ 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.○ Post signage 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.○ 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

Note – SCC does not recommend using face shields without a face covering with the exception of short-term use during phonological instruction. Per Cal/OSHA, face shields should include a cloth drape attached across the bottom and tucked into the shirt to minimize the spread of respiratory droplets. The CDC recommends providing [information](#) to all staff and families in the school community on proper use, removal, and washing of face coverings.

B.3. Cleaning and Maintenance

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

Sanitation schedule / responsibility

School Sanitation Protocol		
Category	Frequency/Schedule	Person(s) Responsible
Classrooms	End of each school day	Janitorial Service
Shared equipment/resources	End of each school day	Janitorial Service
Shared Spaces (hall, etc.)	End of each school day	Janitorial Service
Front Office	End of each school day	Janitorial Service
High touch surfaces	End of each school day	Janitorial Service
Restrooms	End of each school day	Janitorial Service
Surfaces in contact with food	Before and after meals, End of each school day	Staff, 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.

School Protocols for Student Food Service
<ul style="list-style-type: none">• Students may bring their own food from home and may not share food or utensils with others.• Choice Lunch lunches will be made available upon request• When eating indoor, 6 ft distance will be maintained between those who remove their masks.

School Protocols for Adult Food Service
<ul style="list-style-type: none">• Staff bring their own food from home and may not share food or utensils with others.• Choice Lunch lunches will be made available upon request.• When eating indoor, 6 ft distance will be maintained between those who remove their masks.

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

Please note - School events and extra-curricular activities will follow all physical distancing and stable group requirements. Field trips will not be taken at this time.

School Protocol for School Events
<ul style="list-style-type: none">• School events are held virtually or outside.• Masks must be worn at all gatherings.• Physical distancing between students and stable groups will be maintained.• Large gatherings will not be mandatory.

School Protocol for Extended Care
<ul style="list-style-type: none">• Extended Care will be provided using a pre-registration procedure.• Weather permitting, extended Care will be held outdoors.• Face covering is required at Extended Care.

School Protocol for Extra-Curricular Activities
<ul style="list-style-type: none">• After school programs will be provided using a pre-registration procedure.• Face covering is required at all after school programs.

School Protocol for Athletics
<ul style="list-style-type: none">• Athletic practices and games within the school may take place, following the current CDPH athletic guidelines.• The DCS Athletic Committee is working to develop guidelines for competitions for the Winter and Spring Sports.

C. Monitoring

C.1. Health Screenings

Signs are posted at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, loss of taste or smell, nausea/vomiting or diarrhea.

All employees, students, and visitors must be screened prior to entering the school campus each day. This screening should include a questionnaire (as of July 8, 2020, SCC does not require a temperature check). If an employee, student, or visitor answers affirmative to any of the screening questions, he/she may not enter the school building and should leave the campus immediately.

Staff and students' parents or guardians can conduct symptom screening at-home, prior to arrival. Alternatively, symptom screening can occur on-site via self-reporting, visual inspection, or a symptom screening questionnaire. Symptom screenings do not need to be performed by a nurse or other health professional.

A record of daily admittance/non-admittance should be kept on file at the school.

1. Within the last 14 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?
<ul style="list-style-type: none"> <li style="width: 50%;">• Fever or chills <li style="width: 50%;">• Shortness of breath or difficulty breathing <li style="width: 50%;">• Cough <li style="width: 50%;">• Sore throat <li style="width: 50%;">• Loss of taste or smell <li style="width: 50%;">• Nausea, vomiting, or diarrhea
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?
<ul style="list-style-type: none"> <li style="width: 50%;">• Fatigue <li style="width: 50%;">• Sore throat <li style="width: 50%;">• Muscle or body aches <li style="width: 50%;">• Nausea, vomiting, or diarrhea <li style="width: 50%;">• Headache
Yes – STAY HOME and seek medical care and testing.

Santa Clara County recommends the Screening Questions outlined in the figure above. (Note: “14 days” has been reduced to “10 days”)

School Protocols for Health Screenings
<p>Employees</p> <ul style="list-style-type: none"> • Digital screening to be done at home before employees arrive on campus. • If temperature screening is performed, contactless thermometers are used. • 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 • COVID-19 Testing and Reporting procedure will be strictly followed. • All employees are required to undergo surveillance COVID-19 testing.
<p>Visitors</p> <ul style="list-style-type: none"> • Office staff will conduct symptom screening before a visitor enters the campus. • If temperature screening is performed, contactless thermometers are used. • Visitors 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

- COVID-19 Testing and Reporting procedure will be strictly followed.
- Visitors will be limited on campus.

Students

- Digital screening to be done at home before students arrive on campus. Teachers conduct additional symptom screening before a student enters the classroom.
- Symptom screening is done by any staff. If temperature screening is performed, contactless thermometers are used.
- Students 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
- COVID-19 Testing and Reporting procedure will be strictly followed.

C.2. COVID-19 Testing and Reporting

1. Recommendations for staying home when sick and getting tested:
 - a. Follow the strategy for Staying Home when Sick and Getting Tested from the [CDC](#).
 - b. Getting tested for COVID-19 when symptoms are [consistent with COVID-19](#) will help with rapid contact tracing and prevent possible spread at schools.
 - c. Advise staff members and students with symptoms of COVID-19 infection not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:
 - i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
 - ii. Other symptoms have improved; and
 - iii. They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.
2. Screening testing recommendations:
 - a. CDPH has a robust State- and Federally-funded school testing program and subject matter experts available to support school decision making, including free testing resources to support screening testing programs (software, test kits, shipping, testing, etc.).
 - i. Resources for schools interested in testing include: California’s Testing Task Force [K-12 Schools Testing Program](#) and [K-12 school-based COVID-19 testing strategies](#); The Safe Schools for [All state technical assistance \(TA\)](#) portal; and the [CDC K-12 School Guidance](#) screening testing considerations (in Section 1.4 and Appendix 2) that are specific to the school setting.
3. Case reporting, contact tracing and investigation
 - a. Per AB 86 (2021) and California Code Title 17, section 2500, schools are required to report COVID-19 cases to the local public health department.
 - b. Schools or LEAs should have a COVID-19 liaison to assist the local health department with contact tracing and investigation.
4. Quarantine recommendations for vaccinated close contacts
 - a. For those who are vaccinated, follow the [CDPH Fully Vaccinated People Guidance](#) regarding quarantine.
5. Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the [CDC K-12 guidance](#) and [CDC definition of a close contact](#).

a. When both parties were wearing a mask in the indoor classroom setting, unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified 10-day quarantine as follows. They may continue to attend school for in-person instruction if they:

- i. Are asymptomatic;
- ii. Continue to appropriately mask, as required;
- iii. Undergo at least twice weekly testing during the 10-day quarantine; and
- iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

6. Quarantine recommendations for: unvaccinated [close contacts](#) who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described in #5 above.

a. For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:

- i. Quarantine can end after Day 10 from the date of last exposure without testing; OR
- ii. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.

b. To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:

- i. Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
- ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

c. If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

7. Isolation recommendations

a. For both vaccinated and unvaccinated persons, follow the CDPH [Isolation Guidance](#) for those diagnosed with COVID-19.

D. Response to Suspected or Confirmed Cases and Close Contacts

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

E. Reopening Learning Plan

The Reopening Learning Plan will be communicated to school parents and is available upon parent request.

F. Distance Learning Plan

The Distance Learning Plan will be communicated to school parents and is available upon parent request.

G. Communication Plan

Communication will be managed using the following:

- Emails
 - Regular communication of announcements and messages are sent out via email to all faculty, staff, and parents.
 - Emails to administration, faculty, and staff receive responses within 24 hours (excluding weekends).
- Parent Bulletin
 - Parent Bulletins filled with announcements, reminders, and messages are sent out weekly via email and posted on Parent Square.
- Faculty and Staff Bulletin
 - Staff Bulletins filled with announcements, reminders, and messages are sent out weekly via email
- Parent Leaders' Meetings
 - SAC, PTG, Finance Council meet with the administration once every month via zoom.
- Meetings upon request
 - When requested, meetings with administration, faculty, and/or staff is scheduled on a time and date based on availability of all parties.
- Reporting Student Progress
 - Student progress is reported to parents in the middle and end of every Trimester.
 - Faculty and Staff send emails or make phone calls to parents when necessary
- Medical Emergencies
 - All medical emergencies are always communicated with parents as the emergency arises.
- Faculty and Staff
 - Faculty and staff meetings/collaborations are held weekly via zoom.

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:

- Detailed discussion on Reopening Plan
- Discussions on importance of compliance to protocols during staff meetings
- Walk through training around campus identifying distancing floor markings, arrival/dismissal areas for specific groups, assigned cohort areas for breaks
- Discussions on response to possible symptoms of COVID-19

H. Community Involvement

Summarizes how the school community was engaged in the development process.

- Principal engaged in zoom meetings with other principals and DCS to discuss reopening possibilities
- Faculty and Staff discussed the learning plans. ALL faculty and staff expressed their preference for In-Person learning.
- The Pastor was engaged in conversation with the Principal and Vice-Principal about the learning plans.
- Parents were invited to zoom meetings to explain the school opening plans.
- After the Parent Meeting, a copy of the slides were sent home to the parents and faculty/staff.
- The St. Victor School Reopening Plan (version 7.28.21) was sent to parents and staff via email.