



DIOCESE OF  
SAN JOSE



**St. Justin School**  
**2020-2021 School Reopening Plan**  
Updated January 25, 2021

**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. [Communication Plan](#)
- F. [Community Involvement](#)

## 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 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

## B. Prevention / Mitigation

### B.1. Physical Distancing

The CDC and local health departments recommend maintaining 6 feet of physical distancing to all extents practicable. In addition, faculty and staff may not eat in the staff room. Faculty and staff may not eat indoors with other staff members in door. 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.

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.

**Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.**

At a minimum, these protocols should include:

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

Note- Guidance regarding physical distancing during emergency drills is still in development.

#### School Protocols for Physical Distancing – Arrival/Dismissal

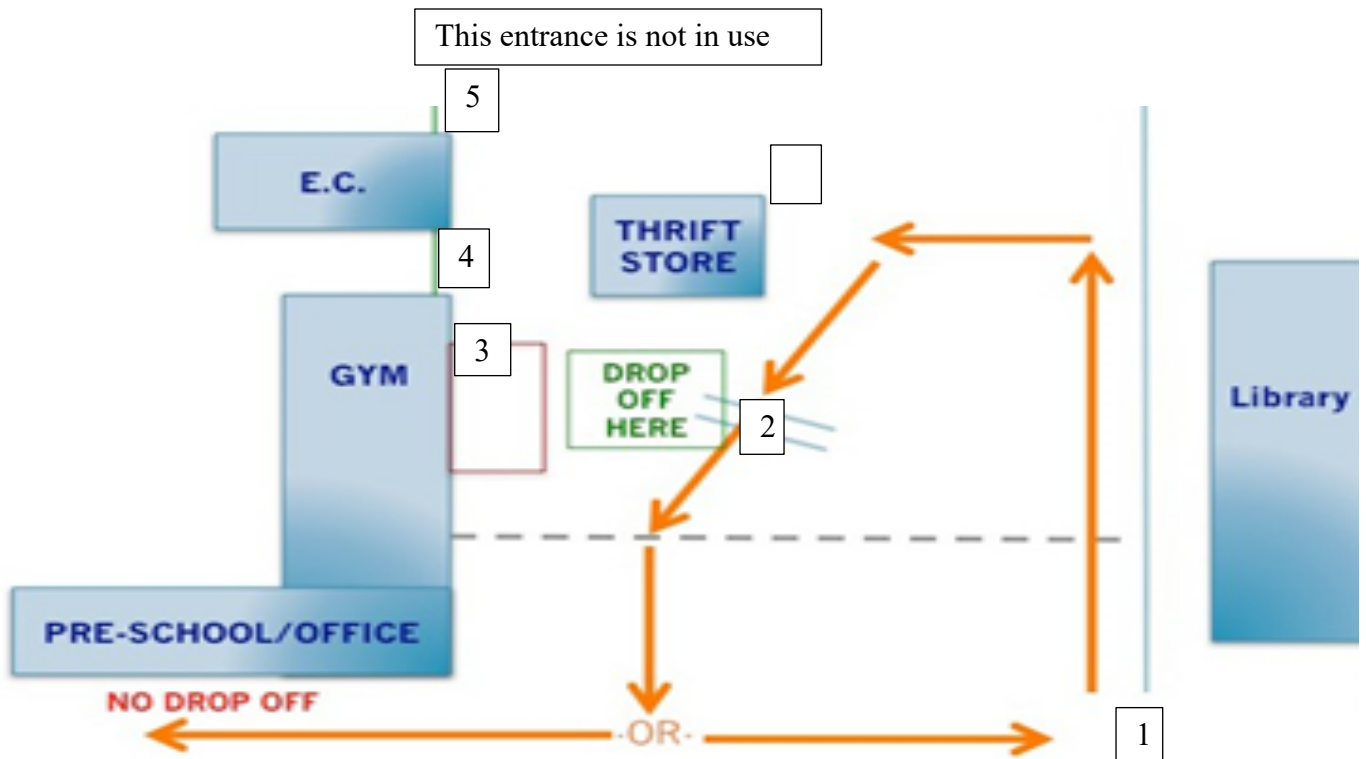
St. Justin School will minimize close contact between students, staff, families, and the broader community at arrival through the following methods:

- All vehicles will enter through the main entrance and immediately turn right to follow the marked out route on campus from 8:00 a.m. to 8:15:
  - The Gym will be the drop off spot for 1<sup>st</sup>-3<sup>rd</sup> grade
  - The green gate will be the drop off spot for Kinder, 4<sup>th</sup>, and 5<sup>th</sup> grade
  - The back gate will be the drop off spot for 6<sup>th</sup>-8<sup>th</sup> grade
- Students will be screened at the entry point on campus in their vehicles by showing their responses to the daily ParentSquare Health Screening Tool.
- Students who have not completed the screening, will be directed to park in the main lot to complete it.

- Students who have completed health screenings will exit their vehicles and immediately walk towards their designated entrance and follow the path to their classrooms.
- From the moment students exit their vehicles, they will be required to wear masks at all times.
- Drivers and other adults will remain in their vehicles at all times.
- Parents/guardians need to notify the front office about arriving late to campus. Students will need to be dropped off at the front office. The door will be propped open to minimize contact when entering. An office staff member will be at the door to sign in the student. Parents/guardians need to wait in the car. The Front Office Staff will call the classroom to let the teacher know the student is on their way.
- Parents/guardians need to notify the Front Office and teacher ahead of time for an early pick up. These early pickups should be minimized as much as possible. Notification to the Front Office and teacher should happen as soon as possible to help with planning. Students will be called from the classroom after the parent checks in at the front office.
- Only necessary visitors will be allowed on campus (ex: delivery and repair personnel)

St. Justin School will minimize close contact between students, staff, families, and the broader community at departure through the following methods:

- All vehicles will enter through the main entrance and immediately turn right to follow the marked out route on campus between 2:30 and 3:15.
  - 2:35: K-2
  - 2:50: 3-5
  - 3:05: 6-8
- As vehicles enter campus, they will display family names to help yard supervisors know which students to que up in the designated colored spots.
- Once notified, teachers will queue students, enforce 6-foot distancing, and direct them to their vehicles.
- Yard supervisors will be present outdoors to assist students in locating their vehicles, prevent student gatherings, and direct vehicles out of the parking lot.
- Students are required to wear masks at all times while on campus, until they enter vehicle.
- Drivers and other adults will remain in their vehicles at all times.



- 1- Entrance to Drop Off and Pick Up; Cars Follow Traffic Pattern
- 2- Drop Off and Pick Up- Only Students Will Be Allowed to Get Out of Car, Must Be Wearing A Mask
- 3- Students in Grades 1-3 Will Enter Through This Gym Door #3, 1<sup>st</sup> and 2<sup>nd</sup> will exit the gym to the left while 3<sup>rd</sup> will go straight into their classrooms.
- 4- Kindergarten students will enter through Gate #4 to reach their classroom in Ext. Care Room. 4<sup>th</sup> and 5<sup>th</sup> grade students will enter through this gate and turn left to get to their classrooms.
- 5- Gate #2 Is Not in Use Yet. This will be the entrance for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades

Parents in PreK-8<sup>th</sup> will not be allowed on campus for Drop Off or Pick Up.

### **School Protocols for Physical Distancing – Restrooms**

St. Justin School will minimize close contact between students in the restrooms through the following methods:

- Cohorts will have assigned restrooms.
- Class cohorts will have staggered designated times to use the restroom facilities so that only one cohort uses them at time.
- Teachers will keep a bathroom log in their classroom for unscheduled bathroom visits.
- Floor markers will be used in the hallway/outside to maintain 6 feet social distancing.
- Only two students will be allowed in a restroom at a time.
- Some sinks and urinals will be blocked off to allow for 6-foot social distancing.
- Janitorial service will be present during school hours to clean/disinfect the restrooms.
- Students will wash hands following proper techniques after using restroom.
- Physical Distancing Signage will be posted inside and outside restrooms

### **School Protocols for Physical Distancing – Recess**

St. Justin School will minimize close contact between students and staff at recess through the following methods:

- Students will eat their snack at their designated tables separated by their cohort. Students will sit 6ft apart at the lunch tables.
- Recess times will be staggered in order to maximize physical distancing.
- Class cohorts will be 25ft apart from other class cohorts if outside at the same time.
- Class cohorts will be assigned to designated areas during recess.
- Shared play equipment will be limited and will be sanitized after each cohort's use.
- Teachers/Instructional assistants will supervise their cohort and lead physical activities.

#### **Designated Play Areas:**

- **Soccer Alley**
- **Grade 1 Lawn**
- **Grade K Lawn**
- **Grade 3/5 Lawn**
- **Outside Parking Lot**

### **School Protocols for Physical Distancing – Lunch**

St. Justin School will minimize close contact between students and staff at lunch through the following methods:

- Students will eat their lunch at their designated tables outside separated by cohorts. When weather does not permit eating outside, students will eat in their classrooms.
- Students will sit 6ft apart at the lunch tables.
- Class cohorts will be 25ft apart from other class cohorts if outside at the same time.
- Lunch schedules will be staggered in order to maximize physical distancing.
- Instructional assistants will supervise their cohort as students eat maintaining physical distancing to all extents possible.

### **School Protocols for Physical Distancing – Hallways/Walkways**

St. Justin School will minimize close contact between students and staff in the hallways and walkways through the following methods:

- Student access to the hallways and walkways will be limited and closely monitored.
- Floor signs will indicate hallway and walkway movement and 6 foot social distancing.
- Administrators and front office staff will go to classrooms rather than have students sent to them. Administrators and office staff will maintain a distance of at least 6 feet.
- Students sent through hallways and walkways will be documented in classrooms.
- Physical Distancing Signage will be posted in hallways/walkways

### **School Protocols for Physical Distancing – Classrooms**

St. Justin School will minimize close contact between students and staff in classrooms through the following methods:

- Primary and intermediate students and staff will remain in stable classrooms cohorts by keeping the same students and teacher or staff together for the entire school day.
- Specialty teachers may rotate into classrooms for specialized instruction (e.g. music or science) but must maintain at least 6ft away from students.
- Additional rooms on campus such as Extended Care room, the Small Hall, Gym, and Teen Center will be converted to additional classrooms to house cohorts that need more space. Extended Care is being used as the new Kinder classroom.
- Teacher and staff desks will be distanced at least six feet away from students.
- When possible, instruction will be moved outdoors at least 15% or more of the day when most practicable to allow for greater distancing between students and greater dispersion of viral particles when weather permits. The back-parking lot will be used for outdoor learning opportunities. Students will maintain a 6ft distance between students and teacher outdoors. Class cohorts will also maintain a distance of 25ft between other cohorts.
- Excess furniture will be removed from classrooms to allow for greater physical distancing.
- Plastic partitions are available to be used in grades 3-8.
- Teachers will have partitions on their desks when working with students.
- Student supplies will be located at their desks and sharing supplies will be prohibited.
- Devices will be disinfected between use in each cohort.
- Classroom windows and doors will open as much as possible to promote proper ventilation and airflow, (exceptions include air quality, low temperatures, construction in neighboring areas, etc). Air purifiers will be added as an additional method of added ventilation. The school does not have an HVAC system.
- Physical Distancing Signage will be posted inside the classroom.

### **School Protocols for Physical Distancing – Front Office**

St. Justin School will minimize close contact between staff and other adults in Front Office through the following methods:

- All visitors will complete the Self-Screening Form. A QR code is posted prominently for visitors to access the form.
- Office staff will verify that the Self-Screening Form is filled out before granting permission to enter the front office.
- The front office area will be limited to 2 other adults and signage will be used to indicate 6 foot distancing. In case there are more than 2 people waiting to conduct business at the front desk, physical distancing markers will be placed on the sidewalk and on the floor outside of the School Office.
- Office staff will be separated from visitors by plexiglass barriers.
- Office windows and doors will open as much as possible to promote proper ventilation and airflow, (exceptions include air quality, low temperatures, construction in neighboring areas, etc). Air purifiers will be added as an additional method of added ventilation. The school does not have an HVAC system.



## 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.

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

At a minimum, these protocols should include:

- Explicitly teaching and reinforcing healthy hygiene practices
- Face coverings

School Protocols for Promoting Healthy Hygiene Practices
<p>Explicit instruction of healthy hygiene practices</p> <ul style="list-style-type: none"><li>• Prior to returning to school, staff, students, and student families will have to complete a healthy hygiene training and submit certification of completion to the front office.</li><li>• Teachers will provide explicit instruction of healthy hygiene practices to students when campus is allowed to reopen such as proper handwashing techniques. Teacher will teach and reinforce the importance of avoiding touching eyes, nose, and mouth. Teachers will also teach and reinforce how to cover coughs and sneezes.</li><li>• Teachers will document students who have completed training at school.</li></ul>
<p>Reinforcing healthy hygiene practices</p> <ul style="list-style-type: none"><li>• All staff will model proper hygiene practices and procedures.</li><li>• Teachers will daily reinforce healthy hygiene practices and procedures with their classes.</li><li>• Staff's and students' contact with high touch surfaces will be minimized by propping open building and room doors at arrival and departure times. Classrooms doors will be propped open when entering and exiting during recess, lunch, and other activities that take place outside.</li><li>• Signs will be posted in areas by sinks to remind students and staff of proper handwashing techniques. Signs will also be posted in high visibility areas to remind students and staff about proper techniques for covering coughs and sneezes.</li><li>• Hand sanitizer will be available for students and staff to use in their classrooms. Teachers will supervise students to ensure proper use of hand sanitizer.</li><li>• Tissue boxes will be provided to each student.</li><li>• Touchless trashcans will be available in classrooms, bathrooms, and throughout campus where feasible.</li></ul> <p>Students will wash their hands after using the bathroom and will use hand sanitizer when re-entering the classroom after an outdoor activity. Students will wash their hands before eating their snacks and lunches.</p>
<p>Face Coverings</p> <ul style="list-style-type: none"><li>• Teachers and staff<ul style="list-style-type: none"><li>○ All adults must wear a cloth face covering at all times while on campus, except while eating or drinking.</li></ul></li></ul>

- Face shields will be provided to all teachers and staff upon request, but may only be worn in addition to a face covering.
- Teachers will use face coverings with clear windows during phonological instruction.
- Staff who are unable to wear a face covering for medical reasons shall not be assigned duties that require close contact with students.
- Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
- Students
  - All students (transitional kindergarten through 6<sup>th</sup> grade) are required to wear cloth face coverings:
    - while arriving and departing from school campus;
    - in classroom even if they are in a stable cohort.
    - in any area outside of the classroom (except when eating, drinking, or engaging in physical activity);
  - 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
  - If a student or staff experiences difficulty wearing his/her face covering, individuals will be allowed to remove his/her face covering for a short period of time.

### 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.

In addition, resource/equipment sharing should be limited to all extents practicable. Drinking fountains should be suspended or replaced with refillable water bottle stations. As of July 17, 2020, SCC currently allows play structure use if it is limited to one cohort at a time, students wash hands before/after use, and high touch surfaces are disinfected between cohorts.

**Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.**

At a minimum, these protocols should include:

- Sanitation schedule / responsibility

School Sanitation Protocol		
Category	Frequency/Schedule	Person(s) Responsible
Classrooms	Daily/After dismissal	Janitorial Staff
Shared equipment/resources	Daily/throughout the school day after each use	Teachers/Staff
Shared Spaces (hall, gym, etc.)	Daily/After each use or between new cohort	Janitorial Staff on site/Staff
Front Office	Daily/After each use or between new cohort	Janitorial Staff on site/Staff
High touch surfaces	Daily/After each use	Teachers, Staff, Janitorial Staff
Restrooms	Daily/throughout the school day	Janitorial Staff on site

Janitorial Staff will be adequately trained and wear personal protective equipment when cleaning and disinfecting areas used by any sick person. The Janitorial staff will wait 24 hours before cleaning and disinfecting to reduce risk of exposure.

#### B.4. Food Service

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

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.

At a minimum, these protocols should include:

- Student Food Service
- Adult Food Service

School Protocols for Student Food Service
<ul style="list-style-type: none"><li>• No student food service is being used at this time.</li></ul>

School Protocols for Adult Food Service
<ul style="list-style-type: none"><li>• No adult food service used at this time.</li></ul>

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

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

At a minimum, these protocols should 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 through December and will be evaluated at that time.

School Protocol for School Events
All school events for more than a single cohort will be limited to virtual events.

School Protocol for Extended Care
St. Justin School will not be providing Extended Care until further notice.

School Protocol for Extra-Curricular Activities
All school extra-curricular activities will be limited to virtual opportunities.

School Protocol for Athletics
St. Justin School will not be providing athletics until further notice.

## C. Monitoring

### C.1. Health Screenings

Staff, students, and visitors will complete a Health Screening prior to entering campus. Staff and students will complete the Health Screening questions on Parent Square. The questions on the chart to the right are the screening questions St. Justin is asking staff and students. Students will need to show proof of completing the Health Screening upon arrival before the Yard Duty personnel will allow them to step out of the car to enter campus. Students who have not completed the Health Screening will need to have parent/guardian park in the parking lot to complete the Health Screening. Office staff will check the staff completed screenings when staff arrives on campus.

Visitors will scan a QR code at the front office to complete the Health Screening before entering on campus. The questions on the chart to the right are the screening questions St. Justin is asking visitors. The Front Office Staff will review the Health Screenings of the visitors.

<b>1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?</b>
Yes – STAY HOME and seek medical care.
<b>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.</b>
Yes – STAY HOME and seek medical care and testing.
<b>3. a. Have you had any one or more of these symptoms today or within the past 3 days?</b>
<ul style="list-style-type: none"> <li style="width: 50%; margin-right: 50%;">• Fever or chills</li> <li style="width: 50%;">• Shortness of breath or difficulty breathing</li> <li style="width: 50%;">• Cough</li> <li style="width: 50%;">• Loss of taste or smell</li> </ul>
Yes – STAY HOME and seek medical care and testing.
<b>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?</b>
<ul style="list-style-type: none"> <li style="width: 50%; margin-right: 50%;">• Fatigue</li> <li style="width: 50%;">• Sore throat</li> <li style="width: 50%;">• Muscle or body aches</li> <li style="width: 50%;">• Nausea, vomiting, or diarrhea</li> <li style="width: 50%;">• Headache</li> </ul>
Yes – STAY HOME and seek medical care and testing.

If a staff member, 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. A record of daily admittance/non-admittance will be kept on file by the Office Manager, Dionne Stuhr.

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

At a minimum, these protocols should include:

- Employee Screenings
- Visitor Screenings
- Student Screenings

School Protocols for Health Screenings
Employees <ul style="list-style-type: none"> <li>• Will complete a health screening questionnaire via ParentSquare before arriving on campus.</li> <li>• Staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher must be sent home immediately until testing and/or medical evaluation has been conducted.</li> </ul>

#### Visitors

- Visitors to campus will be limited to all extents possible.
- Visitors must complete the form before entering the building. A QR Code is provided prior to entering the Front Office.
- All visitors must sign into the Front Office and office staff will actively screen to make sure the visitor has a face covering and does not exhibit any of the symptoms of COVID-19.
- Visitors without face coverings will not be allowed inside the building or on campus.
- Visitors will be minimized to necessary visitors such as repair or delivery personnel.

#### Students

- Will complete a health screening questionnaire before arriving on campus that is submitted through ParentSquare.
- Will show completion of the health screening questionnaire at the main gate upon arrival.
- Students who have not completed a health screening or do not have evidence of completing a health screening, will be directed to park in the main lot, to complete the screening before entering campus.
- Teachers and staff will monitor students for systems throughout the day. If a student begins to show symptoms or does not feel well, their temperature will be checked using a contactless thermometer in the office. Students with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher must be sent home immediately until testing and/or medical evaluation has been conducted.

## C.2. COVID-19 Testing and Reporting

**As of August 7, 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.
- 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 bimonthly basis as testing capacity permits – rotating 50% of staff to be tested every month to ensure all staff are tested within a two-month period.
  - 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](http://www.sccfreetest.org).

**Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when *additional* designing school-specific protocols.**



## D. 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:**

- Identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms.
- The isolation room is located in the office. The isolation room has a door on the outside so that students do not need to walk into the office to get to the isolation room in order to minimize exposure.
- Any students or staff exhibiting symptoms should 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, call 9-1-1 without delay.

### **Confirmed COVID-19 Case(s) Response:**

- School administrators should notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by emailing [coronavirus@phd.sccgov.org](mailto:coronavirus@phd.sccgov.org) and calling (408) 885-4214. Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws. Information concerning confidentiality can be found [here](#).
- Dionne Stuhr is the school site person who will be the contact for County Public Health. Her email is [dionne.stuhr@dsj.org](mailto:dionne.stuhr@dsj.org) and phone number is 408-248-1094 X236
- 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 schools/junior high schools, 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.

**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. Communication Plan

St. Justin School leadership will provide a weekly Principal Message to parents on Parent Square and a weekly Newsletter for faculty and staff with key updates and reminders. Leadership will also provide updates through videos and virtual Coffee with Principal Chats throughout the year.

St. Justin School teachers will provide weekly updates to appropriate shareholders through their classroom newsletters, videos, and office hours. Teachers will also organize and present at Back to School Night, in addition to, conferencing with parents during conference week.

### **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:

- All staff will attend a virtual reopening training for site-specific protocols
- All staff will complete a digital form once they have completed the virtual reopening training for site-specific protocols
- All staff will acknowledge they have read and reviewed the reopening plan with a digital form

## F. Community Involvement

St. Justin School involved the community in the creation of its reopening plan through the following methods:

- Weekly meetings with the Department of Catholic Schools for the Diocese of San Jose.
- Meeting with Fr. Chris Bransfield, pastor of St. Justin Parish.
- Leadership team meetings.
- Meetings with St. Justin School staff.
- Meetings with grade-level bands.
- Individual meetings with faculty and staff.
- Listening session with parents.
- Weekly newsletters and updates.
- Surveys of St. Justin School parents.
- Surveys of St. Justin School staff.