



DIOCESE OF
SAN JOSE



St. Justin School
2021-2022 School Reopening Plan
Updated August 4, 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 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 of 6ft is required when eating and masks are off. Outdoor eating is strongly recommended.

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

At a minimum, these protocols should include:

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

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:

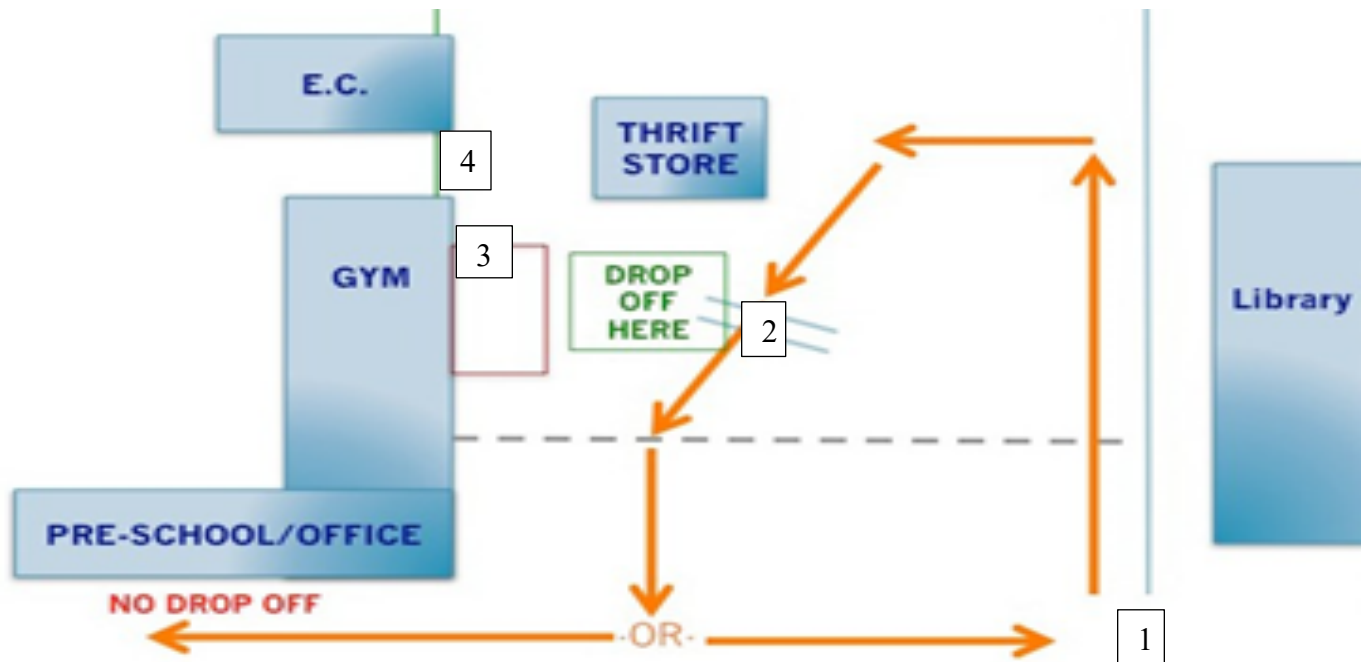
- All vehicles will enter through the main entrance and immediately turn right to follow the marked out route on campus from 7:45 a.m. to 8:10 a.m.:
 - The Gym will be the drop off spot for Kinder-3rd grade
 - The green gate will be the drop off spot for 4th-8th grade
- Students will exit their vehicles 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, except when permitted during eating and activities at recess, lunch, and P.E. that allow a 6ft minimum.
- Drivers and other adults must 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:
 - Full day dismissal 2:50: K-4
 - Full day dismissal 3:00: 5-8
 - Early day dismissal 12:20: K-4
 - Early day dismissal 12:30: 5-8
- 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, prevent cohort mixing, 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. Parents/Guardians are not allowed to walk on campus for drop off.
- 3- Students in Grades K-3 Will Enter Through This Gym Door #3, K, 1st and 2nd will exit the gym to the left while 3rd will go straight into their classrooms.
- 4- 4th and 5th grade students will enter through this gate and turn left to get to their classrooms. 6th to 8th grade students will enter through this gate and turn right to their classrooms.

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.
- Teachers will keep a bathroom log in their classroom for unscheduled bathroom visits.
- Only two students will be allowed in a restroom at a time.
- 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.
- Teachers/Instructional assistants will supervise their cohort and lead physical activities.
- Sharing equipment will be limited to within each cohort.
- Tables will be disinfected after each use.

Designated Play Areas:

- Primary Lawn
- Intermediate Lawn
- Middle School Courtyard
- Play Structure Courtyard
- Extended Care Courtyard
- Map Alley
- Blacktop 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.
- ChoiceLunch will meet all Environmental Health requirements in addition to Public Health Departments Guidelines for Reopening Schools.
- Lunches will be individually packaged and picked up outside. Students will not enter the kitchen.
- Tables and lunch area will be disinfected after each use.

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.
- Physical Distancing Signage will be posted in hallways/walkways

School Protocols for Physical Distancing – Classrooms

Physical distancing in classrooms is no longer required. Instead, St. Justin School will prioritize masks and ventilation in classrooms.

- When possible, instruction will be moved outdoors.
- Excess furniture will be removed from classrooms to allow for greater physical distancing.
- 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 are in classrooms as an additional method of added ventilation. The school does not have an HVAC system.

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:

- The front office area will be limited to 2 other adults and signage.
- 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 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).

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">• Each homeroom teacher will provide explicit instruction on healthy hygiene practices on the first week of in-person instruction and will continue to reinforce throughout the school year.• Teacher will teach and reinforce proper handwashing technique, avoiding touching eyes, nose, and mouth, and covering coughs and sneezes.• Students will use hand sanitizer each time they enter the classroom (before school, after recess, after lunch, after P.E., etc.).• Students under the age of 9 will only use hand sanitizer with adult supervision.
<p>Reinforcing healthy hygiene practices</p> <ul style="list-style-type: none">• All staff will model proper hygiene practices and procedures.• Teachers will daily reinforce healthy hygiene practices and procedures with their classes.• 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.• 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.• 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.• Touchless trashcans will be available in classrooms, bathrooms, and throughout campus where feasible.
<p>Face Coverings</p> <ul style="list-style-type: none">• Teachers and staff<ul style="list-style-type: none">○ All adults must wear a cloth face covering at all times while on campus, except while eating or drinking.○ 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 (K-8th) 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 at recess, lunch, and P.E);
 - 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.

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	Janitorial Staff
Shared equipment/resources	Daily	Teachers/Staff
Shared Spaces (hall, gym, etc.)	Daily	Janitorial Staff on site/Staff
Front Office	Daily	Janitorial Staff on site/Staff
High touch surfaces	Daily/After each use	Teachers, Staff, Janitorial Staff
Restrooms	Daily	Janitorial Staff on site

- Sufficient cleaning supplies will be stocked to maintain this schedule.
- Janitorial Staff will be adequately trained and wear personal protective equipment when cleaning and disinfecting areas used by any sick person.
- When possible, 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">• ChoiceLunch will meet all Environmental Health requirements in addition to the Public Health Departments Guidelines for Schools.• Lunches will be individually packaged and picked up outside, students will not enter the kitchen.• Lunch times will be staggered to ensure adequate spacing for class cohorts.

School Protocols for Adult Food Service
<ul style="list-style-type: none">• ChoiceLunch will meet all Environmental requirements in addition to the Public Health Departments Guidelines for Schools.• Lunch will be individually packaged.• Staff may not eat in the break rooms.

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 through the Fall Season and will be evaluated at that time.

School Protocol for School Events
<ul style="list-style-type: none">• Large gatherings/assemblies in person will not be held until further notice.

School Protocol for Extended Care
<ul style="list-style-type: none">• Cohorts for extended care will be maintained and daily attendance will be taken to ensure accurate contract tracing occur if necessary.• Use of multiple rooms to keep cohorts stable and safe.

School Protocol for Extra-Curricular Activities
Extra-curricular activities will not be offered at this time.

School Protocol for Athletics
Diocesan-wide protocols are still in development.

C. Monitoring

C.1. Health Screenings

All employees, students, and visitors should be self-checking for symptoms prior to entering the school campus each day. If an employee, student, or visitor has any symptoms related to COVID, he/she may not enter the school building and/or should leave the campus immediately.

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

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?

- Fever or chills
- Cough
- Loss of taste or smell
- Shortness of breath or difficulty breathing

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?

- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Nausea, vomiting, or diarrhea

Yes – STAY HOME and seek medical care and testing.

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 10 days from date of last exposure even if they test negative.
 - Asymptomatic household contacts should remain at home until 10 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**
 - All school staff who have contact with students or other staff who are vaccinated will participate in surveillance testing on a monthly basis.
 - All school staff who have contact with students or other staff who are not vaccinated or decline to report vaccination status will participate in surveillance testing on a weekly basis.
 - 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.

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.
- 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 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 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 5 days after the last exposure to the case and remain quarantined at home for 10 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 5 days after the last exposure to the case and should remain quarantined at home for 10 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 5 days after exposure, and remain asymptomatic, can return 10 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 10 days after the case's isolation period ends.

Privacy requirements for FERPA and HIPAA will be maintained.

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 zoom meetings with Administration 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.

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.