



*St. Michael School is  
a Christ-centered community  
inspiring future leaders  
through academic excellence  
strengthened by faith.*

COMMUNITY + SERVICE + STUDY + PRAYER

*The process for reopening St. Michael School with in-person learning is underway, with our phase in process to begin Monday, October 19th with TK - 1st grade. Grades 2 - 8 will also phase in throughout the months of October and November. Parents with children in grades TK through Eighth may have the flexibility to choose to continue with distance learning.*

*Our faith continues to sustain us, and a strong sense of community and partnership has served us well in a time when circumstances beyond our control have turned life upside down. There is no doubt that we have been faced with many challenges during this unprecedented time of the COVID-19 pandemic. The administration, teachers, and staff pivoted into the world of emergency distance learning on March 16, 2020, leading students, and parents into the uncharted waters of virtual instruction and learning. The teachers switched from face-to-face instruction to distance learning immediately. They worked tirelessly to ensure that student needs were fully supported, using a variety of digital platforms, such as Google Classroom, Zoom Video Conferencing, Seesaw, Lexia, and various apps. I could not be more proud of my teachers and staff who finished the 2019 - 2020 school year so strong!*

*My teachers and staff began this school year, 2020 - 2021, with true professionalism and love for their ministry as Catholic educators. They have truly made distance learning an amazing experience for our students! My heart overflows with gratitude for my teachers and staff.*

*Feedback from parents and students throughout distance learning allowed us to adjust and exercise flexibility to accommodate their needs. We continue to be blessed to have supportive and understanding parents who have found themselves taking on a new role while still maintaining their own workload. As a Catholic community, we move forward with faith and hope. COVID-19 has taught us that future circumstances are unpredictable, and that planning must support two possible learning models: in-person and distance learning.*

*The health and safety of our St. Michael School students, teachers, staff, and families are our highest priorities. We have developed our school's return to in-person instruction plan based on guidance from local and state public health officials.*

*Our mission is to provide a Christ-centered community through academic excellence strengthened by faith for our students. We believe the optimal scenario to fulfill this mission is when teachers and students come together on campus and in classrooms. It is our preference and our intention to re-open our school for in-person learning depending on conditions and guidance at that time, while continuing to offer distance learning to families who express that preference. However, until the COVID-19 pandemic has abated, a return to school requires special health precautions in order to safeguard the well-being of our students, teachers, staff, and families. This health and safety plan will be updated as the situation and county health orders evolve.*

*I would like to thank our pastor, Father Carl Arcosa, the Re-opening Task Force members, School Board members, Teachers, and Staff for their valuable input in finalizing our School Reopening Plan. Thank you for your prayers, trust, and patience as we plan and persevere through this unprecedented time.*

*Blessings,  
Alison Wilkie  
Principal  
October 7, 2020*

#### *Re-opening Task Force*

- Alison Wilkie, Principal, [awilkie@csdo.org](mailto:awilkie@csdo.org), 925 - 447 - 1888
- Loremae Hom, Vice Principal and 2nd Grade Teacher
- Mary Lessard, Leadership Team and Transitional Kindergarten Teacher
- Melinda Miron, Leadership Team and 5th and 6th Grade Multi-age Classroom Teacher
- Michelle Webster, Office Manager and Covid19 Liaison, [mwebster@csdo.org](mailto:mwebster@csdo.org), 925 - 447 - 1888
- Amber Pettegrew, School Board Chair and Current SMS Parent

St. Michael School, Diocese of Oakland  
345 Church St.  
Livermore, Ca 94550

CDC: Back to School Strategies and Tips

- [Reopening with COVID-19: Promote Healthy Behaviors](#)
- [Maintaining Healthy Operations](#)

### **Cleaning & Disinfecting**

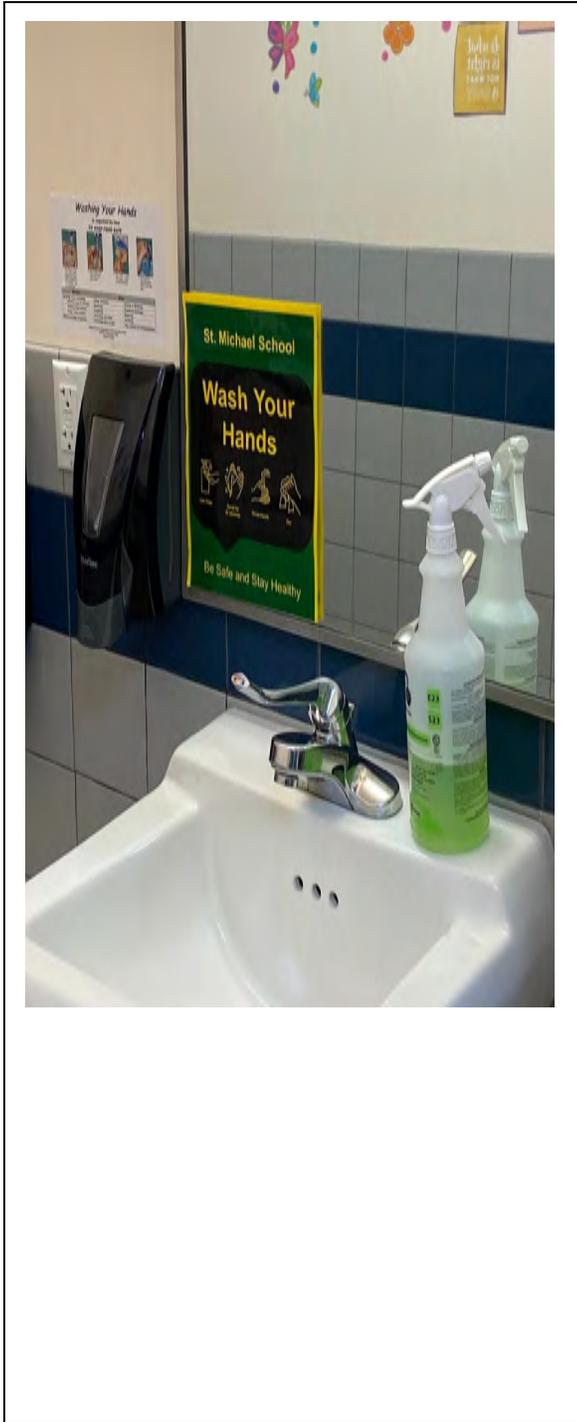
St. Michael School will adhere to the disinfection guidelines developed by the California Department of Public Health and the Centers for Disease Control and Prevention for classrooms, workspaces, outdoor spaces, playgrounds, etc. Prior to returning to in-person instruction, the school will receive a deep cleaning. This entire building will be disinfected, including classrooms, using a commercial cleaning service. Electrostatic spraying method using the “N” level of sanitizing chemical per the CDC requirements completed as part of this process. This is the highest level of cleaning, combining the cleaning and disinfecting into one product

Daily janitorial service will occur on school days each evening to ensure that each day will start with newly sanitized classrooms and common areas. Disinfecting will occur a minimum of three times per day of high touch hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), drinking fountains, and playground equipment) and shared objects (toys, games, art supplies, books) pursuant to CDC guidance.



A bathroom schedule will be made, to allow for only one cohort at a time to use the bathroom facilities. Our campus has five sets of student bathrooms with multiple stalls and sinks. These bathrooms will be assigned for use by no more than two cohorts. After one cohort uses the bathroom facilities, the teacher or teacher assistant will spray the disinfectant on all surfaces prior to the new cohort using the bathroom facilities.

There is clear signage with sanitation products for staff to use after each time they use one of the three dedicated staff bathrooms.



### Staff Bathroom



The sharing of supplies between students will be extremely limited. Each child will have a set of their own materials to use throughout the day, to mitigate risk of infection within each cohort group. For materials/items that are shared, children will sanitize their hands first, the teacher will sanitize the item(s) after they are done and sanitize the child(ren)'s hands again as well.

#### Cleaning and Disinfecting Video

- [Coronavirus \(COVID-19\): Safely Cleaning and Disinfecting at Work](#) (7 min)

### **Cohorts**

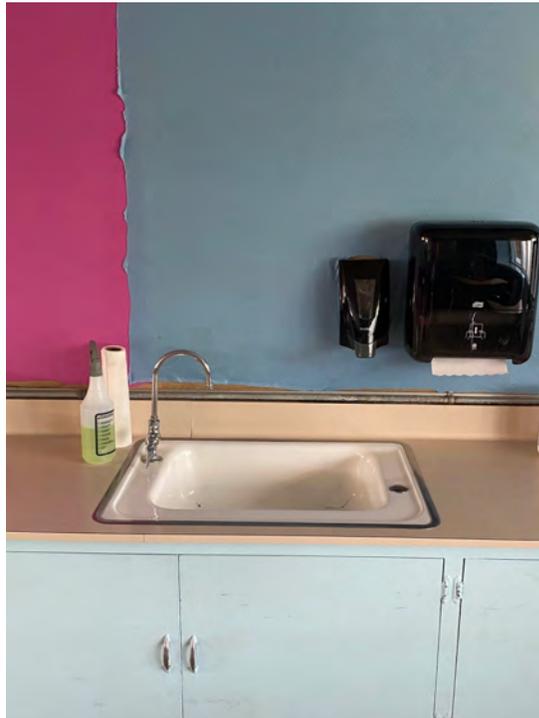
All students will remain with their own classes, a stable cohort, throughout the school day. Each stable cohort represents a group of students and staff members that will stay together through the course of a day to eliminate or limit the mixing of students and staff in classes or congregate settings. The number of students per cohort is based on room size and configuration to maintain physical distancing requirements between students and between adults and students. Our cohort sizes by class are as follows:

TK: 12 students  
K: 16 students  
1<sup>st</sup> Grade: 19 students  
2<sup>nd</sup> Grade: 17 students  
3<sup>rd</sup> and 4th Multi-age Classroom: 24 students  
5th and 6th Multi-age Classroom: 20 students  
7th and 8th Multi-age Classroom: 31 students

These cohorts will not physically interact with each other to minimize exposure. Students will eat lunch at their own desks. Recess times will be staggered and classes (cohorts) will be assigned their own play area. Each classroom has its own sink and antibacterial hand sanitizer pump.



**Each classroom has a sink and antibacterial hand sanitizer pump ready to go with hospital grade, organic products.**



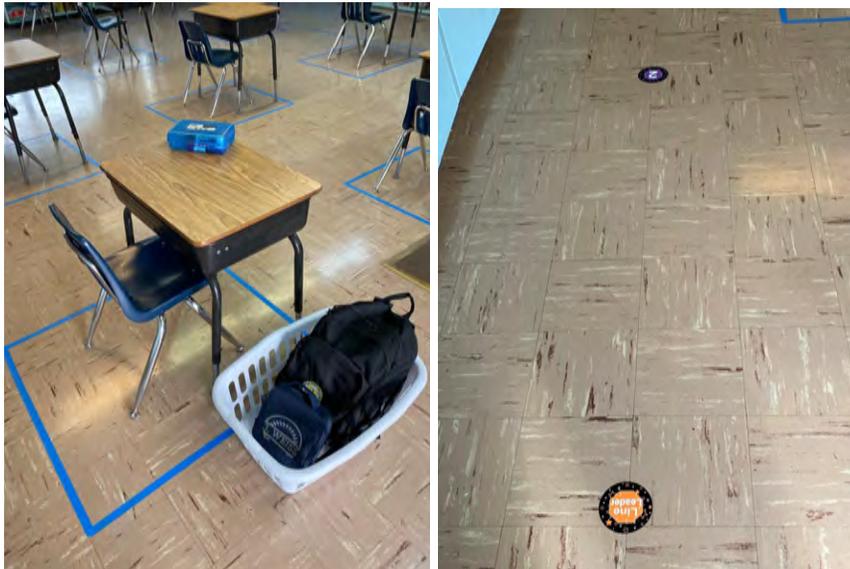
## **Physical Distancing**

Physical distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors will practice staying the recommended distance from others and eliminating contact with others whenever possible. Student desks will be placed five (5) to six (6) feet apart or more to promote physical distancing where practicable. Taped floor markings will identify walking directions throughout the campus in order to maintain physical distancing requirements.

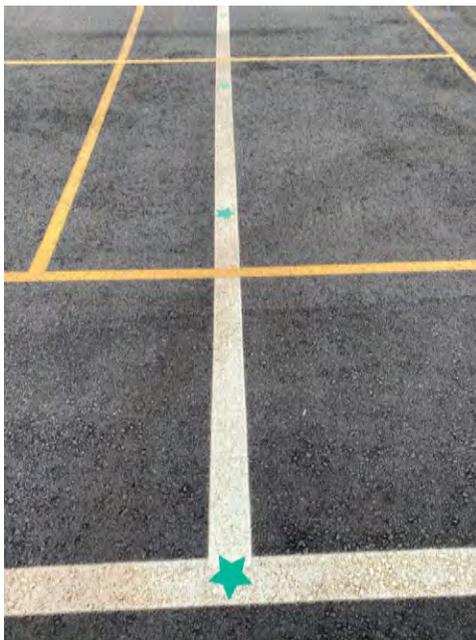
There will be floor and ground decals to designate line-up spots for students that are placed five to six feet apart to promote physical distancing. There is signage for only one person at a time in the school office and five to six feet spaced decals on the office hallway floor for students and/or parents to wait their turn in a safe manner.

Nonessential, informal meetups, and ad-hoc gatherings will be avoided.

Classroom Set-up for physical distancing. Students will have their own laundry basket to hold their backpack, lunch, and extra supplies. Each student will have their own school supplies. Students will also have a physically distanced line spot in the classroom marked with decals to make it easy for everyone to follow the protocol.



Outside our students will be guided by our green stars and yellow arrows throughout our campus. There are stars for physically distanced line up spots and stars to wait patiently for the bathrooms. Signage, arrows, and stars can also be found in our limited interior public space.





### Social Distancing Videos

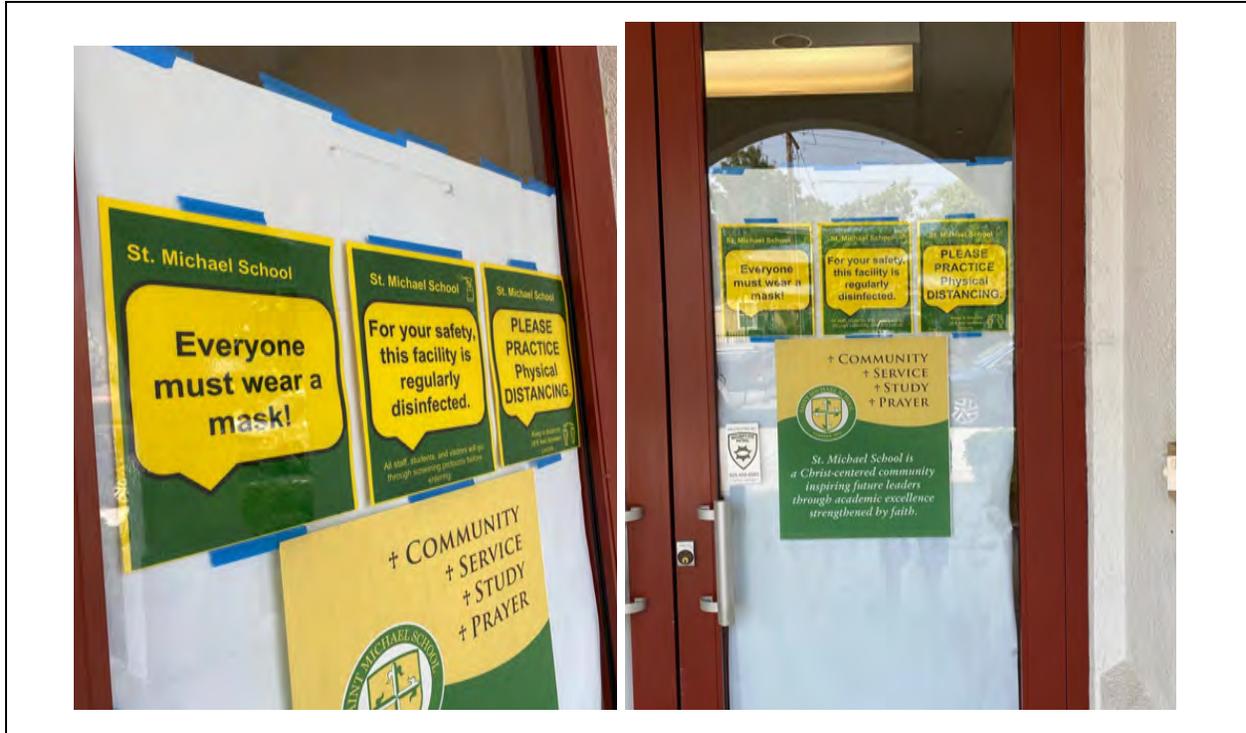
- [Sesame Street: Practicing Social Distancing with Abby and Rudy](#) (2 min)
- [Social Distancing - A Kid-Friendly Explanation Using BrainPop's Make-a-Movie](#) (3 min)
- [Social Distancing Song - 5 Steps on Social Distancing](#) (2 min)
- [Social Distancing - Spanish](#) (2 min)

### Entrance, Egress, and Movement Within the School

For the safety of the children and staff, as well as our families, parent volunteers will be strictly limited and parent presence on campus will be extremely limited.

Anyone entering the school campus must comply with the applicable county COVID-19 requirements. Failure to comply is a violation of law. Unless specifically exempted by the applicable county health guideline, anyone entering the school campus must wear Personal Protective Equipment (PPE) covering his/her nose and mouth. The school will

limit visitors to those visits essential for the school's operations and limit the duration of time a visitor shall be on campus.



No parent, guardian, student, employee or visitors shall enter the school premises if that person has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; (c) is quarantined or self-quarantined because of COVID-19, whether diagnosed or not; or (d) has a temperature of 100 or greater. In all such cases, the person shall not enter the campus without obtaining written medical clearance and providing it to the school principal.

All families must follow the carpool cones for drop-off /pick-up protocols. Parents will not be permitted to enter the building during drop-off or pick-up. Staff will monitor arrival and dismissal to curtail congregating and ensure students go straight from their carpool vehicle to the school building, and vice versa. All students will remain in their cohort during the drop off and pick up period of the day.

6 feet of spacing markings will be placed throughout the campus to remind students and staff to always stay 6 feet apart in lines and at other times they may congregate.

Outside food delivery (e.g. Parent Food Delivery, DoorDash, Uber Eats, etc.) will not be permitted.

Signage will be posted in high visibility areas (entrances, parking lot, playground, classrooms, hallways and bathrooms) to remind students and staff:

- When and where face coverings are required
- Appropriate use of face coverings
- Physical distancing expectations
- Traffic flow
- Proper techniques for handwashing
- Covering of coughs and sneezes and other prevention measures
- At 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.

### **Face Coverings and other Essential Protective Gear**

All guests, parents, and visitors will be required to wear face-covering whenever on-campus visiting the office. Faculty/staff will wear cloth face covering while on campus, except while eating or drinking and when physical distancing is possible. Cloth covering around the neck can be worn under the face shield as needed. Face coverings will be provided to students and staff who lose their face coverings or forget to bring them to school. Everyone will be required to wear cloth face coverings when 5 – 6 feet physical distancing is not feasible:

- while arriving and departing from school campus;
- in any area outside of the classroom (except when eating, drinking, or engaging in physical activity)

Masks should fit snugly on the face while covering both the nose and mouth. Please note the following:

- Surgical masks may be used, but fabric masks are encouraged.
- Bandannas and neck gaiters are not acceptable options as masks.
- N95 masks are not recommended for general use on campus.
- Masks with valves attached to them are not permitted, as the valves increase the number of respiratory droplets released into the air.

2 years old – 2nd grade Strongly encouraged  
3rd grade – High School Yes, unless exempt

### ***Mask Wearing***

- [We Wear Masks - A Social Story about the Coronavirus](#) (2min)
- [Wear a Mask Song for Kids](#) (3min)
- [Mask Up Video](#) - Spanish (30 seconds)

Face shields have also been purchased for teachers and staff. In addition, plexiglass barriers are being installed in the school office and around teacher desk/workstations. Individual plexiglass barriers will also be placed on student desks in TK - 2nd grade as an extra layer of protection.

### **Health Screenings for Students and Staff**

Our school will require parents, guardians, students and employees to answer basic health screening questions related to COVID-19 symptoms before coming to school. A list of COVID-19 symptoms (a cough; Shortness of breath or difficulty breathing; A fever of 100.4°F or higher or a sense of having a fever; A sore throat; Chills; New loss of taste or smell; Muscle or body aches; Nausea/vomiting/diarrhea; Congestion/running nose – not related to seasonal allergies; Unusual fatigue) and a self-checker is available on the [Center for Disease Control \(CDC\) website](#). Further, once present at school, if an employee, student or visitor exhibits symptoms of COVID-19, the school may conduct health screening and isolate the person, consistent with county guidelines. (No medical testing, blood or saliva draw will be performed.)

Anyone who has been exposed to someone with COVID-19 in the past 14 days (exposure means within 4-6 feet for 15-minutes or longer), has COVID-19 symptoms, or who is not feeling well will not be permitted on our campus. Students and staff will also conduct self-checks for symptoms throughout the day. Those who develop signs and symptoms of COVID-19 will be sent home.

All parents, guardians, students and employees must immediately notify the school principal if a student or employee has come into contact (through living arrangements or otherwise) with any person that has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; or (c) is quarantined or self-quarantined because of COVID-19, whether diagnosed or not. In any of these situations, the person will not be allowed on school property, until the minimum county isolation/quarantine requirements have been met.

Any student or staff member with a positive COVID-19 diagnosis will be required to isolate at home until 10 days have passed since symptoms appeared and at least 24 hours have passed without a fever and their symptoms have improved.

CDC: Back to School Strategies and Tips

- [Symptoms of Coronavirus Disease 2019](#)
- [I Think or Know I had COVID-19, and I had Symptoms. When Can I Be With Others?](#)

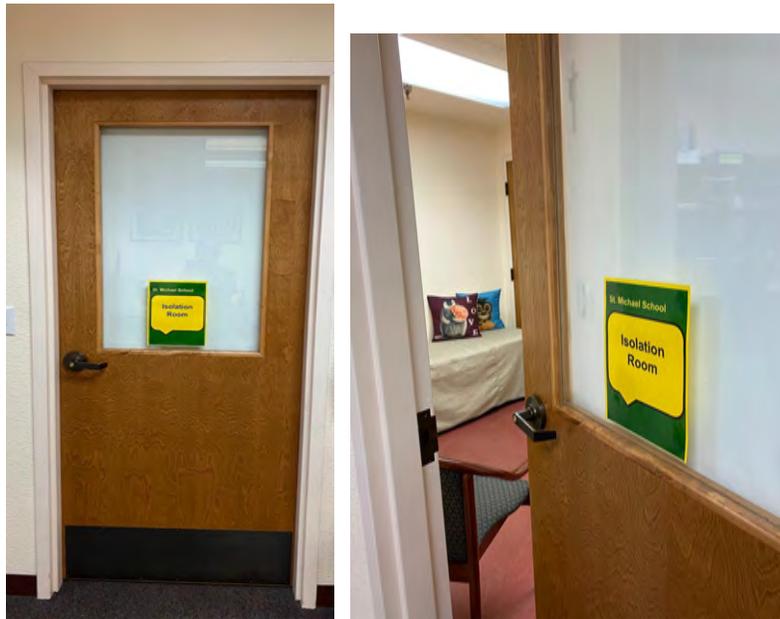
If a student should become ill while at school and is showing COVID-19 symptoms, the student's parent or guardian will be contacted and notified of the situation. Parents will then have to immediately pick up the student. Contact will be made by phone, with follow up text or email. The parent or guardian will be directed not to enter the campus and pick up the student curbside. The employee who accompanies the potentially ill student, will wear PPE, including but not limited to mask and gloves. Our staff will advise the parent and/or guardian to contact the student's physician and for the student to get tested, isolate in their home or another residence, and refrain from going out in public, except for medical care. The student will remain out of school pending test results. Parents will be directed to the following Alameda County Public Health Department website containing information about local testing sites: [Alameda County COVID-19 Testing](#).

If a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, our school will implement the following steps:

- In consultation with the local public health department, our staff will ensure cleaning and quarantine of exposed persons and whether any additional intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- The classroom or office where the patient was based will be closed off for use until the area is cleaned and disinfected.
- We will wait at least 24 hours before cleaning and disinfecting.
- If 24 hours is not feasible, we will wait at least two hours and as long as possible.
- Additional areas of the school visited by the COVID-19 positive individual will also be cleaned and disinfected.

- Implement communication plans for exposure at school which includes outreach to students, parents, teachers, staff and the community.

**Isolation Room, located in the main school office area.**



**Healthy Hygiene Practices**

Students will move with their cohort at scheduled times for bathroom visits. Teachers and staff will accompany students to and from their designated locations to ensure cohorts remain secure, and disinfect restroom high touch areas after use.

Teachers will reinforce with students the importance of using tissues to wipe their nose and to cough/sneeze inside a tissue or in their elbow. Teachers, staff and students will also be reminded daily to wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom. Students and staff will be required to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly. Teachers and staff will model and practice proper handwashing with students as needed. Where soap and water are not readily available, staff and students are to use hand sanitizer with at least 60% alcohol. Children will be supervised by an adult whenever using hand sanitizer and during hand washing to ensure that it's being done correctly.

## Hand Washing Videos from the CDC

- [Happy Handwashing Song](#) (30 seconds)
- [Wash Your Hands-Child Video](#) (30 seconds)
- [What you need to know about handwashing](#) (2 minutes)
  - [En Español, En français](#)

## **Identification and Tracing of Contacts**

Our school will follow Cal-OSHA reporting and recording instructions for all employees as well as reporting any positive Covid-19 cases to the corresponding County Health Department. ***Our school will cooperate with state and local health departments' contact tracing protocols. Our designated COVID-19 Contact Tracer is: Michelle Webster, [mwebster@csgdo.org](mailto:mwebster@csgdo.org), 925-447-1888.*** She will follow county recommendations for contact tracing. Information on contact tracing can be found here: [COVID-19 Contact Tracing](#)

The contact tracing process will immediately commence if and when a COVID-19 positive case occurs. Our contact tracers will assist public health departments in knowing who may have had contact at a school with a confirmed case by:

- Keeping accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Keeping a log of any visitors, including date, time and where in the school they visited;
- Assisting local health departments in tracing all contacts of the individual at school
- Maintaining confidentiality as required by federal and state laws and regulations.

If an employee tests positive for COVID-19 or has come in close contact with someone who tested positive, s/he will inform the school's designated COVID-19 Contact Tracers, who in turn notify Alameda County Health Officials using this form: [Notification to ACPHD](#)

Our school will also notify others who have been in "close contact" with the affected individual. Close contact" is defined by the CDC as being within six feet for a period of at least 15 minutes, although this standard is not absolute.

If anyone in a staff member's, or student's, family, or someone they have been within 6 ft of for more than 15 minutes, and is exhibiting distinctive symptoms of COVID-19

(fever above 100, shortness of breath, loss of taste or smell, cough), the staff member or student will be required to stay home for 72 hours for observation or until a negative COVID-19 test is produced. Co-workers who may have had contact with a person who tested positive for COVID-19, will be informed by our school and it will be recommended they get COVID-19 testing and self-isolate.

Instructions on isolation and quarantine procedures for Alameda County can be found at:

[Home Quarantine Guidance for Close Contacts to COVID-19](#)

[Home Isolation Instructions for People COVID19 and People Awaiting COVID-19 Test Results](#)

In accordance with an individual's right to medical privacy, our school will never disclose an infected person's name. An affected employee will be asked to follow his/her medical provider's instructions and the recommended quarantine/isolation instructions per the corresponding County Health Department prior to returning to the school campus. Similar protocols will be followed for students.

CDC: Back to School Strategies and Tips

- [Prepare for When Someone Gets Sick](#)

### **Staff Training & Family Education**

All faculty/staff will be required to participate in a training session regarding the requirements and practices contained in this document, including education on the prevention and spread of COVID-19. During this training, clear expectations will be communicated to staff including: (a) monitoring and assessing students for COVID-19 symptoms; (b) monitoring students to maintain social distancing and wearing PPE, consistent with county health requirements; (c) cleaning and disinfecting of the school premises, including classrooms, bathrooms and common areas.

Protected time will be allocated at each week's faculty/staff meeting to ensure everyone is aware of updates and changes to our COVID response procedures and safety protocols, as needed. Ongoing training will also be provided as new COVID-19 updates are made available. All school families will be provided a copy of this document, as well as CDC's publication, [How to Protect Yourself and Others - COVID-19](#).

Teachers will educate students on the importance of healthy hygiene practices, understanding and monitoring for symptoms of COVID-19 and physical distancing.

## **Testing of Staff**

COVID-19 testing is a key strategy in reopening schools safely. A minimum of 25% of our staff will be tested every two weeks, ensuring that 100% of our staff will be tested once within a two-month period, throughout the school year. A master schedule will be created to monitor testing status for everyone on staff.

We have arranged with Quest Diagnostic to provide testing services to all faculty and staff in accordance with the County requirements.

Any student or staff member with a positive COVID-19 diagnosis will be required to isolate at home until 10 days have passed since symptoms appeared and at least 24 hours have passed without a fever and their symptoms have improved.

Employees/students with a positive test result and symptoms who are directed to care for themselves at home may discontinue home isolation when at least 24 hours have passed since recovery. Recovery is defined as no fever without the aid of fever reducing medication as well as improvement in respiratory symptoms (e.g. cough, shortness of breath), and at least 10 days have passed since their symptoms first appeared.

Alameda County's instructions on isolation and quarantine procedures can be found at:

- [Home Quarantine Guidance for Close Contacts to COVID-19](#)
- [Home Isolation Instructions for People COVID19 and People Awaiting COVID-19 Test Results](#)

## **Triggers for Switching to Distance Learning**

Our school will follow the metrics established by the California Department of Public Health for closing again and returning to distance learning due to COVID-19. These metrics are as follows:

- 5% of students and teachers in a classroom test positive for the virus, the classroom would be closed, followed by 14 days of quarantine.
- 5% positive testing rate of total students and teachers, the entire school would have to close, with everyone subject to 14 days of quarantine.

The state, county and/or the Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

### **Communication Plan**

Open communication is key to our success and is important for keeping our school healthy. The weekly school newsletter will include a health/safety section that will house ongoing reminders for personal protection equipment, removing personal belongings and the importance of washing hands and good hygiene.

Employees who had “close contact” with a person confirmed or suspected of having COVID-19 will be notified. The CDC defines “close contact” as being within six feet for a period of at least 15 minutes from two days before the testing until meeting the criteria for discontinuation of home isolation. However, this standard of “close contact” is not absolute and can vary depending on the circumstances. The staff notification letter will be based on the template provided by Alameda County: [Alameda County Template Letter to Staff](#)

The parents or guardians of students who had “close contact” with a person confirmed or suspected of having COVID-19 will be notified. The CDC defines “close contact” as being within six feet for a period of at least 15 minutes from two days before the testing until meeting the criteria for discontinuation of home isolation. However, this standard of “close contact” is not absolute and can vary depending on the circumstances. The staff notification letter will be based on the template provided by Alameda County: [Alameda County Template Letter to Parents/Guardians](#)

Our school will adhere to CDC, CHD, ACPHD, FERPA and HIPAA guidelines when communicating with staff and families about confirmed positive cases and high-risk exposures at the school (consistent with privacy requirements). These communications will be made via email using School Messenger, Constant Contact, and/or the Class Dojo app. Schoolwide meetings will also be called for schoolwide exposure and cohort meetings for isolated cohort exposure.

## **Key Constituent Consultation**

### **Re-opening Task Force**

The St. Michael School Re-opening Task Force consists of the TK teacher, 2nd grade teacher (also the VP), the 5th & 6th Multi-age teacher, the parent representative is our School Board Chair, and myself. Throughout the summer, we were in discussion about our re-opening process. This fall, an FAQ type document with details of the reopening plan was created and shared with both the re-opening task force and the School Board members. They all had the opportunity to edit the document and give their input prior to it being sent out to the school parents. The Pastor, Father Carl, was also knowledgeable of the re-opening process and gave his blessing to pursue the waiver.

The parents received the FAQ document along with a survey link to determine if their family would be returning to school on-campus or if they would continue with distance learning. Parents were also asked about their need for extended care.

The Re-opening Task Force and the School Board will continue to be a support to our Administration throughout the school year. In addition, the Pastor and Parish Director of Business Operations will be kept informed of the re-opening process as well.

### **Teachers and Staff**

While we do not have a labor organization like the public schools' teacher union, throughout this process, we have had discussions during our teacher and staff meetings. Teachers and staff met as a group to discuss the waiver process. I let them know that they could also have individual meetings with me.

Teachers and staff also received an FAQ document written specifically for their needs. It was well received and teachers and staff have expressed their thanks for the added layers of protection and for the care I have displayed in creating teacher and student friendly schedules that are in place for both distance learning and for the reopening of the campus plan.

Teachers and staff will continue to be an integral part of the re-opening process throughout the school year.