



# **2020-2021 Safe Reopen Handbook**

## **St. Francis Parish School**

September 18, 2020



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## Background

In early January 2020 a novel coronavirus was identified called SARS-CoV-2 which was responsible for a flu-like respiratory illness that has come to be known as COVID-19. This new strain of virus has spread worldwide in a pandemic because people do not have a natural immunity to the virus. COVID-19 is thought to spread mainly through close contact from person-to-person through respiratory droplets produced when an infected person coughs, sneezes or talks. Some people who are infected but without symptoms are also able to spread the virus. The medical community and researchers are still learning about how the virus spreads and the severity of illness it causes.

On March 19, 2020, the Governor of California and the Director of the California Department of Public Health (“CDPH”) ordered all individuals living in the State of California to stay home or at their place of residence, except as needed to maintain continuity of operation of the federal critical infrastructure sectors. The CDPH announced the structure of the Pandemic Resilience Roadmap which indicated which business activities were authorized to stay open. This was done to mitigate the spread of the virus. Many of these state orders incorporated guidance from the federal Centers of Disease Control and Prevention (“CDC”). Based on these orders St. Francis Parish School was closed to in-person instruction.

On May 7, 2020 because of California’s mitigation efforts, the State Public Health Officer updated the Safety at Home Order to allow certain businesses to open with restrictions in place to minimize the spread of the virus. On June 18, 2020 the CDPH put out a [directive](#) that mandated face coverings be worn in public places. On July 13, 2020, in response to a significant increase in the spread of COVID-19, the State Public Health Officer ordered the statewide closure of business in certain high-risk sectors This framework identified which counties on the County Monitoring List were allowed to open indoor operations for certain business sectors in order to further slow community transmission. On July 17, 2020 the CDPH provided a [Reopening Framework for Schools K-12](#) which implemented a waiver process for schools. The waiver application process is designed to ensure that school implements detailed preventative measures to minimize the spread of the virus on campus and communicate them. St. Francis Parish School submitted a waiver application on August 19, 2020 for review by both Kern and the California Public Health Departments and received approval of our school waiver on September 4, 2020. This allows St. Francis Parish School to reopen for in-person classes for Kindergarten through 6th grades.

Most recently on August 28, 2020, CDPH updated its framework to identify reopening criteria using colored tiers to show the degree to which counties in the state had controlled the spread of the virus to allow further reopening of certain business activities. More details about this framework can be found on the CDPH website under [Blueprint for the Economy](#).

The COVID-19 pandemic and the resulting months in either shelter-in-place or social distancing have taken a toll on the social, emotional, and educational needs of our St. Francis Family. The virus will stay in circulation until a vaccine is developed, widely available and utilized. A vaccine is not likely to be widely in use for many more months. A second wave of infections is expected,



possibly coinciding with flu season in October or November 2020. The second wave may result in returning to school closures.

This Safe Reopen Handbook is meant to be supplemental to the St. Francis Parish School Parent/Student handbook for 2020-201 and the new [Distance Learning Handbook](#). However, some procedures in this document may supersede those in the Parent/Student Handbook. Please see the cross reference at the end of this document. This handbook must be flexible as we need to be in a position to quickly adapt to situations we might not yet have encountered. Therefore, please look for periodic updates to this document.

The Safe Reopen Handbook outlines procedures to reduce transmission of the SARS-CoV-2 virus which is often referred to as the coronavirus. Our procedures have been developed based on best available information as outlined by the California Public Health Department in their [School Guidance](#), CDPH [Reopening Framework for Schools K-12](#) and as approved by the Kern County Public Health Department. Also, where feasible, these procedures will also utilize relevant best practices as outlined by the [CDC School Guidance](#) and the California Department of Education [Stronger Together](#) Guidance.



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## Daily Preventive Measures to Minimize Spread of Coronavirus

On a daily basis, all teachers, staff and students will practice the following preventative measures;

- 1.1. Complete Wellness Check or health screenings using the Fever Free app which includes a temperature verification. Temperatures must be below 100.4 °F prior to being allowed campus access.
- 1.2. While on campus, all students, teachers and staff will wear face masks/coverings. Teachers, staff and students grades Kindergarten to 8<sup>th</sup> grades will be required to wear masks unless eating lunch, or given permission from their teacher to take a mask break. Masks must fit comfortably but snugly on your student. Masks with vents are not allowed.
- 1.3. Practice frequent handwashing for at least 20 seconds. Teachers will provide extra time in class schedules for additional handwashing before lunch, after recess and periodically throughout the day.
- 1.4. Where soap or running water is not available provide alcohol-based hand sanitizers containing at least 60% to 70% alcohol.
- 1.5. Practice [respiratory etiquette](#) to mitigate spread of the virus when coughing or sneezing. Remind students not touch their faces with unwashed hands. Make tissues and trash containers readily available in each classroom.
- 1.6. Teachers will provide initial and routine instruction in physical distancing and good hygiene practices to their students and will remind students to keep masks on while in the classroom except while eating their lunch.
- 1.7. To ensure safe physical distancing on campus, guides such as tape, other floor markers and signs on walls, will be used as appropriate and must be observed. SFPS has also revised the gate locations for daily Drop Off and Pick Ups. Families must go to the gate associated with their youngest child.
- 1.8. Classroom Cohorts – SFPS will prevent mixing of students by arranging small student/classroom and dedicated teacher groups that remain the same throughout the day, every day. The mixing of students, teachers and staff will be minimized as much as practicable for all activities, with notable exceptions listed below.
  - 1.8.1. Teachers and students will remain with their classmates during the entire school day including structured recess periods.
  - 1.8.2. In 6th grade Teachers will rotate into classrooms to deliver curriculum in order to minimize mixing among student cohorts.
  - 1.8.3. Substitute Teachers or Teacher Aides will be allowed to move among classrooms when filling in for Teachers who may be out of work due to illness.
  - 1.8.4. In the event of an immediate emergency (. e.g. Fire, earthquake) Teacher and Teachers Aides will be allowed to interact with other classrooms as may be necessary to ensure safety and health of all students.
- 1.9. Minimize the need for students to bring personal items back and forth between households and school.
  - 1.9.1. Personal lunch bags must be washable and routinely cleaned.



- 1.9.2. Students will be provided with supplies (pencils, crayons, scissors, ect.) for classroom use. Sharing of supplies will be limited as much as practicable.
- 1.9.3. Water faucets will be closed. Parents and Guardian must provide Students with refillable water bottles.
- 1.10. During the school day, Teachers and Staff will self-monitor daily for [symptoms of coronavirus](#) and initiate procedures to isolate themselves if they begin to exhibit possible signs of COVID-19.
- 1.11. During the school day, Teachers and Staff will monitor students periodically for [symptoms of coronavirus](#) and initiate procedures to isolate individuals who may exhibit possible signs of COVID-19.
- 1.12. Parents/guardians will be allowed limited access to campus to conduct personal transactions and school related business at the office or for other meetings approved by the school Principal. Parents/Guardians must wear face masks to attend on campus meetings and follow all instructions given by school administration. While on campus Parents/Guardians will also observe proper 6-foot physical distancing guidelines. Parents will not be admitted into classrooms prior to or during the school day. Periodic access will be permitted to essential visitors or vendors that are pre-authorized and necessary for school operations and maintenance.



## Campus Access

During a period of the coronavirus (COVID-19) pandemic or other infectious disease outbreak section 12.5 of the St. Francis Parish School Handbook will be superseded by this procedure. Parents/Guardians will be allowed limited access to school property for business transactions, library access or parent-teacher meetings approved by the school Principal. However, Parents/Guardians must wear face masks to attend on campus meetings and follow all instructions given by school administration. While on campus Parents/Guardians will also observe proper 6-foot physical distancing guidelines. Parents will not be admitted into classrooms prior to or during the school day. Periodic access will be permitted to essential visitors or vendors that are pre-authorized and necessary for school operations and maintenance.

### 1. Implementation of Health pre-screening procedures

- 1.1. Any student, parent, guardian, caregiver, visitor, faculty or staff member showing symptoms of COVID-19 (reference CDC COVID-19 symptoms and [CDPH COVID-19 symptoms](#)) will not be permitted access to campus.
- 1.2. Parents/guardians must keep students at home if they have had close contact with a person diagnosed with COVID-19.
- 1.3. Parents/Guardian must keep students at home for a 14 - day period if they have recently travelled from a place with COVID-19 cases that has a federal restriction posted here: [CDC Travelers From Other Countries](#) or [Department of State](#).

### 2. Drop Off and Pick Up procedures

- 2.1. When using the valet lines at the access gates parents/guardians must remain in their cars and move forward in an orderly manner along the yellow curb as far as you can go before you stop for the student(s) to safely enter or exit the car.
- 2.2. Parents/guardians must observe the traffic laws when the car is moving. No cell phone use.
  - 2.2.1. Do not block intersections or driveways.
  - 2.2.2. Be aware and obey all parking signs. No U-turns in the school zone.
- 2.3. If Parents/guardians choose to walk up to entrance gates, they must escort their students to or from the parking lot. Parents/guardians must first park in the slots provided and walk to drop off or to pick up student(s).
  - 2.3.1. Parents/guardians must use crosswalks. No jaywalking please.
- 2.4. To ensure proper distancing of family groups and to accommodate Wellness Screenings, families will Drop off or Pick -up at designated locations based on the youngest student in their family. See Figure 1 and the following gate assignments below:
  - 2.4.1. Families with the youngest student being a preschooler will go to the Dracena Gate.
  - 2.4.2. Families with the youngest student being in either Kindergarten or 1st grades will go to A street Gate.



- 2.4.3. Families with the youngest student being in either 2nd, 3rd or 4th grades will go to Palm St. Walk-in Gate.
- 2.4.4. Families with the youngest student being in either 5th or 6th grades will go to the Pine street Gate.

3. **Students—Entering Campuses**

- 3.1. **Daily Passive Screening Prior to Drop Off** - A text will be sent daily to instruct Families to conduct temperature and symptoms screen before leaving their home for school using the [Fever Free application](#).
  - 3.1.1. Note : *Fever Free is a virtual AI-verified temperature and symptom checks application. Fever Free is a private and secure health check method and meets compliance standards for HIPAA, FERPA, OSHA, EEOC, and SOPIPA.*
- 3.2. Families must check and record their temperature to ensure temperatures are below 100 .4 degrees Fahrenheit (100.4 °F). If they feel any student has any COVID-19 symptoms as outlined by public health officials they must make provisions for the students to stay at home.
- 3.3. Students must stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.
  - 3.3.1. Parent/Guardian can request a consultation with the school office to discuss the student’s health history form or emergency card to identify whether the student has a history of allergies, which would not be a reason to exclude from campus.
- 3.4. If Families are known to be caring for someone with symptoms of COVID-19, they may not be allowed on campus until such care is completed and they have quarantined for 14 days.
- 3.5. **Active Screening During Drop Off** – Faculty and Staff will conduct symptom screening, consistent with public health guidance, prior to allowing SFPS families to enter campus. Faculty and Staff will wear face coverings and other protective gear as necessary.
  - 3.5.1. Students in their family groups will be dropped off at pre-designated gates listed in Figure 1 for proper screening and temperature checks, while maintaining a 6 foot physical distance. Preschool students will enter the Preschool building in pre-assigned classroom cohorts at designated doors
  - 3.5.2. Faculty and Staff will make visual wellness checks of each student.
  - 3.5.3. Faculty and Staff will provide supervision at access gates to ensure safe distancing of students as they enter campus.
  - 3.5.4. Faculty and Staff will ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. Students will not be allowed access to the school and must be taken home by their parent/guardian.
  - 3.5.5. Faculty and Staff will make temperature checks with no-touch thermometers to ensure temperatures are below 100.4 °F. If a student exhibits a temperature greater than 100.4 °F have them sit down quietly for 15 to 20 minutes and then take their temperature again. If the



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- temperature is greater than 100.4 °F students will not be allowed access to the school and must be taken home by their parent/guardian. These individuals must be cleared by a physician before returning to campus
- 3.5.5.1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners, such as by wearing gloves, eye protection, and a mask.
  - 3.5.5.2. Thermometers must be properly cleaned and disinfected after each use and prior to storing for the night.
  - 3.5.6. Faculty and Staff will confirm that students wear face coverings as described in the Cloth Face Coverings and Masks section. They will also conduct a quick visual check to see if masks are fitting snugly and alert the students teacher if a replacement mask is needed.
  - 3.5.7. Any student who arrives after the first bell has rung and schools gate are closed, must call the school office to confirm health screening and temperature checks are completed prior to dropping off students at the SFPS Office/Palm Street entrance. Parents/Guardian must wait until temperature and symptoms checks are confirmed by school Faculty or Staff.
4. All students must wash or sanitize hands as they enter their classrooms.
  5. If a student becomes symptomatic during the school day after entering campus the following action will be taken:
    - 5.1. Students must be isolated from others immediately in a designated room in the office through which others do not enter or pass, to ensure physical distancing. The on-duty COVID-19 Coordinator will set up privacy boards or clear screens when practicable if more than one student must be isolated.
    - 5.2. Any students exhibiting symptoms should be required to immediately wear a face covering and wait in the isolation area at the front office until they can be transported home or to a health care facility by authorized parent or guardian.
    - 5.3. Students should remain in isolation with continued supervision and care until picked up by an authorized parent or guardian.
    - 5.4. Staff will follow established guidelines for triaging students based on obvious symptoms at the front office, recognizing not all symptoms are COVID-19 related.
    - 5.5. Staff will advise parents of sick students that students are not to return to campus until they have been approved by their doctors to return to school or to discontinue home isolation and to return to school.
    - 5.6. In accordance with [CDPH guidance](#) classrooms impacted by students exhibiting symptoms can remain open until further information is determined.
  6. **Faculty & Staff—Entering Campuses**
    - 6.1. **Passive Daily Screening** - A text will be sent daily to instruct St. Francis Faculty and Staff to conduct temperature and symptoms screen before leaving their home for school using the [Fever Free application](#).



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- 6.1.1. Note : *Fever Free is a virtual AI-verified temperature and symptom checks application. Fever Free is a private and secure health check method and meets compliance standards for HIPAA, FERPA, OSHA, EEOC, and SOPIPA.*
  - 6.1.2. Faculty and Staff must check and record their temperature to ensure temperatures are below 100 .4 degrees Fahrenheit (100.4 °F) Staff will inform St. Francis Administration if they feel they have any COVID--19 symptoms as outlined by public health officials and will stay at home if they have symptoms consistent with COVID-19.
  - 6.2. Faculty and Staff will self-screen at home before leaving for work using the COVID-19 Self Monitoring Checklist and check temperature to ensure temperatures below 100 .4°F. Faculty and Staff must stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. Faculty and Staff that can answer No to all the questions on the checklist may continue to work and have access to campus.
  - 6.3. If Faculty or Staff is known to be caring for someone with symptoms of COVID-19, he or she may not be allowed on campus until such care is completed and they have quarantined for 14 days.
  - 6.4. **Active Daily Screening** . The on-duty COVID-19 Coordinator will symptom screen, consistent with public health guidance, Faculty and Staff as they enter campus. Screening includes visual wellness checks and temperature checks with no-touch thermometers (confirm temperatures below 100 .4 degrees Fahrenheit), and ask all Faculty and Staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had close contact with an individual with COVID-19 symptoms or a positive test.
    - 6.4.1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc .) is the only type available, it should only be used when a fever is suspected .
    - 6.4.2. Thermometers must be properly cleaned and disinfected after each use .
  - 6.5. All staff must wash or sanitize hands as they enter classrooms or work spaces.
  - 6.6. Faculty or Staff exhibiting COVID-19 symptoms will not be allowed entry to campus.
    - 6.6.1. Staff members who develop symptoms of illness should be sent to medical care.
    - 6.6.2. In accordance with [CDPH guidance](#) classrooms impacted by Faculty members exhibiting symptoms can remain open. Implement a school plan for substitute teachers in the classroom.
    - 6.6.3. Advise sick Faculty/staff members not to return until they have approval from their personal doctor.
  7. **Outside Visitors and Groups**

Except for necessary business activity at the office, Parents/Guardians will not be admitted to campus or into classrooms prior to or during the school day. When parents/Guardians are authorized to access campus for special circumstances they must wear a face covering for meetings and keep six foot apart from others.



- 7.1. Periodic access to essential visitors or vendors that are pre authorized and necessary for maintaining school operations will be given limited access to campus. The St. Francis office will establish protocols for accepting deliveries safely.
8. Co - Locations (On Campus Activities)
  - 8.1. Campus use by groups other than students enrolled at St. Francis will be suspended immediately during a pandemic unless approved by the Office of Catholic Education - Diocese of Fresno ("OCE").
9. Field Trips
  - 9.1. Field Trips will be suspended immediately during a pandemic unless approved by the Office of Catholic Education - Diocese of Fresno ("OCE").



**Figure 1**





Figure 2



**COVID-19 SELF MONITORING CHECKLIST**

Employee Name: \_\_\_\_\_ Office: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

With the ever-changing nature of COVID-19, there remains the possibility of exposure. Since the Diocese has decided to "slowly" open up the building a bit more for employees to work in their office space, we also understand that there is risk in doing so and can lead to additional exposure to COVID-19. Therefore, we have established guidelines for any employee, who has permission from their immediate supervisor, to enter the building. You may continue to work as long as you are able to honestly answer NO to the following questions. However, please remember, if you develop any of the symptoms below, STAY HOME. Please do NOT enter the building for your safety and the safety of others

<u><b>SYMPTOMS OF INFECTION</b></u>	<u><b>YES</b></u>	<u><b>NO</b></u>
Fever of 100.4 or higher	_____	_____
Cough	_____	_____
Headache	_____	_____
Sore Throat	_____	_____
Shortness of Breath	_____	_____
Fatigue	_____	_____
Loss of taste or smell	_____	_____
Unexplained body aches	_____	_____
Had contact with anyone who has been diagnosed with or who may have symptoms associated with COVID-19.	_____	_____

If you answered Yes to any of the above, then it is not safe to enter the building - Please do not come into work.

In addition to self-monitoring your symptoms, please continue to:

- ✓ Wash your hands often, and for at least, 20 seconds at a time
- ✓ Avoid touching your face
- ✓ Practice social distancing by staying at least 6 feet away from other people.
- ✓ Cover your coughs and sneezes with the sleeve of your shirt or coat.
- ✓ Clean and disinfect frequently touched objects such as workstations, keyboards, computer mouse, telephones doorknobs, light switches, chair armrests, countertops, and handrails.
- ✓ Not use other workers' phone, desk, office, or computer.
- ✓ Call your doctor if you have a fever, cough, and shortness of breath



## **Cloth Face Coverings or Masks**

COVID-19 is thought to spread mainly from person-to-person through respiratory droplets produced when an infected person coughs, sneezes, or talks. Infection occurs when these droplets land in the mouths or noses of people who are nearby. The CDC recommends wearing a cloth face covering to help prevent the spread of COVID-19. It is important to remember that you can spread COVID-19 to others even if you do not feel sick. CDC has additional guidance [here](#).

We all need to help protect our SFPS community as we come back together to reopen our school site. When students, teachers and staff wear masks or face coverings, there are fewer potential viral droplets being released into the air. Therefore, there is less risk that someone will be exposed to the virus. A healthy school population allows students and teachers to remain on campus with direct instruction. Wearing a mask is a simple act that helps to protect each other and contribute to a greater public good. Everyone needs to do their part.

*"It is not the magnitude of our actions but the amount of love that is put into them that matters."  
- Mother Teresa*

### **1. Requirements:**

- 1.1. Students grades Kindergarten through 8th grade will be required to wear a face mask daily while indoors and must bring an extra mask in their backpack in case they need to switch out. However, Students will be given opportunities to take a break from wearing a mask while outdoors and when keeping a six foot distance from all others.
- 1.2. Parents will be required to wear a face mask when entering the school office. In addition, face masks are required when picking up and dropping off students if the parent is not inside their personal vehicle.
- 1.3. Patterns and styles of the cloth face coverings or masks must conform with SFPS Free Dress requirements in the Parent Handbook.
- 1.4. Your cloth face covering or mask should not:
  - 1.4.1. Be made with materials that cannot be laundered frequently, without damage or changes to shape, or cannot be disinfected in some way.
  - 1.4.2. Face masks must not have a one-way valve allowing exhaled air to pass through a small round or square filter disc attached to the front of the mask. These types of masks can potentially expose others to the virus the person wearing the mask might carry.



- 1.5. Your cloth face covering or mask should:
  - 1.5.1. Be made of multiple layers of fabric that you can still breathe through. Cottons are a good choice. Show your students personality and let them pick colors, patterns and styles they might enjoy.
  - 1.5.2. Be able to easily identify the outside of the mask from the inside to avoid contamination with pathogens from the air. Choose different colors or use patches, labels or embroidery to identify the outside from the inside of the mask.
  - 1.5.3. Have a unique label to identify your student.
  - 1.5.4. Be able to be laundered and machine dried without damaging the material or shape. Plan to wash your students' masks each day. If a washing machine is problematic, masks should be washed with soap and hot water and allowed to dry fully before using again to avoid contamination.
  - 1.5.5. Fit properly and reach above the nose, below the chin, and completely cover the mouth and nostrils. Try various types of ear straps or loops or other means to secure the mask to get a proper fit.
  - 1.5.6. Fit snugly against the sides of the face and at the nose. Check that the mask is worn tightly against the face to close any gaps along the periphery of the mask.
  - 1.5.7. Be properly worn at all times. Wash your hands before putting the mask on or taking it off.
    - 1.5.7.1. Do not touch your face mask, and, if you do, wash your hands.
    - 1.5.7.2. Do not wear below the chin or pull onto the head as this places the interior portion of the mask onto surfaces that have the potential to be contaminated with the virus from the air.
  - 1.5.8. Be properly stored when eating lunch. Masks should be stored folded, insides together, so that the inside of the masks does not have the potential to be contaminated. Store in a breathable container or cotton bag.
  - 1.5.9. When given permission by their teacher students can remove their face coverings or masks for short breaks when they can maintain 6 ft distance from their classmates.

Note: Masks are now available at almost every fashion retailer. Try creating a cloth face covering using washable woven cottons like quilting fabrics, napkins or dish towels. The CDC has instructions on how to make cloth face coverings. Here:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>



## **2. Maintenance of Students Cloth Face Coverings or Masks**

Families should plan to provide their children with a sufficient supply of clean masks and face coverings for their child to allow replacing the covering as needed due to damage, wear or tear.

- 2.1. These families must have a plan for routine cleaning of masks and face coverings.
- 2.2. Masks and face coverings must be routinely washed (at least daily and any time the mask is used or becomes soiled).
- 2.3. The SFPS Office will have a limited supply of disposable face masks for each student and will charge each student for each disposable mask once that initial supply has been depleted.
- 2.4. If using a disposable mask, follow CDC guidance on proper daily removal. Grasp bottom ties or elastics of the mask, then the ones at the top, and remove without touching the front. Discard in a waste container and wash hands or use an alcohol-based hand sanitizer immediately.

References:

[CDC Consideration for Wearing Masks](#)

[WHO Advice for Public When Exercising](#)

Videos: Department of Labor: [Putting on and Taking off Masks](#)



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## Physical Distancing

1. School enrollment will be limited to 20 students per class so that the number of people in all campus spaces can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals.
2. To the extent possible, and as recommended by the CDPH and the CDC, we will establish smaller student/ teacher cohorts or groups to minimize the mixing of student groups throughout the day. The school will make efforts to minimize movement of students, teachers, and staff as much as possible by using staggered scheduling for shared spaces or by designating specific spaces for student cohort groups. Establish a walking ‘circulation flow’ so students, Teacher and Staff are not crossing paths while moving about campus.
3. Markers on ground, post signage or use barriers may be installed, as necessary, to direct foot traffic around campus at entrances to the school, classrooms, restrooms and elsewhere on campus where students, teachers or staff are expected to cluster or form lines.
4. While on campus, students, teachers and staff will observe all signage or pathways that have been designated to direct foot traffic around campus in a manner to maintain 6-foot physical distancing and to minimize mixing of student groups.
  - 4.1. We will establish outdoor “Mask Free Zones” in a few designated areas with signage to allow one (1) individual student in each location to remove their masks for a short period throughout the day when approved by their Teacher. These areas should be set up in locations that easily provide a 6-foot physical distance from all others who may pass by and do not interrupt flow of designated foot traffic patterns.
5. Office
  - 5.1. Parents/guardians will be allowed limited access to campus to conduct personal transactions and school related business at the office or for other meetings approved by the school Principal. Parents/Guardians must wear face masks to attend on campus meetings and follow all instructions given by school administration. While on campus Parents/Guardians will also observe proper 6-foot physical distancing guidelines.
  - 5.2. Parents will not be admitted into classrooms prior to or during the school day.
  - 5.3. Parent volunteers will not be allowed on campus until the Office of Education approves a plan for any potential extracurricular activity.
  - 5.4. Periodic access will be permitted to essential visitors or vendors that are pre-authorized and necessary for school operations and maintenance.
6. Classrooms
  - 6.1. Class size will be reduced to 20 students per classroom to meet 6-foot physical distancing objectives.
  - 6.2. Desks will be spaced a minimum of 6 feet apart (from centerline to centerline) and desks are arranged in a way that minimizes face-to-face contact.
  - 6.3. Teachers will remove the following items from classrooms; shared tables, cloth toys, upholstered furniture and bean bag chairs, other items that are not easily cleaned or disinfected.



- 6.4. Design and layout all spaces being used for instruction to meet physical distancing of 6 feet.
  - 6.4.1. If necessary, utilize other campus spaces for instructional activities (e.g., lecture halls, gyms, auditoriums, cafeterias, outdoors).
- 6.5. Increase staffing to ensure physical distancing for younger students or those with special needs.
- 6.6. Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain separation, when possible.
7. Lunch Breaks
  - 7.1. Lunch breaks will be taken and meals will be eaten in classrooms with student cohorts or outdoors in designated areas while in classroom cohorts. See Hygiene Procedure for information on hand washing protocols.
8. Playgrounds/Outside Spaces/Athletics
  - 8.1. Playgrounds or gyms should be used by one class cohort at a time.
  - 8.2. Increase supervision to ensure students maintain physical distancing of 6 feet during physical education (PE) /recess time.
  - 8.3. PE, recess, and if approved by the Office of Catholic Education intramural/interscholastic athletics, should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials. Evaluate options for structured play from various resources listed here;
    - 8.3.1.1. [Global Recess Alliance](#)
    - 8.3.1.2. [Shape America](#)
    - 8.3.1.3. [Healthy Schools](#)
    - 8.3.1.4. [Playworks Resources](#)
    - 8.3.1.5. [AsphaltGreen](#)
  - 8.4. Stagger use of PE/playground equipment and clean items after each use.
  - 8.5. Restrict mixing of students between classes and grade levels during the PE/recess time.
  - 8.6. Equipment used during the PE/recess time will be provided to the students (no personal balls or toys to be brought to campus).
  - 8.7. Require proper hand washing with students and staff washing hands at the start and conclusion of the PE/recess period.
  - 8.8. Physical markings to be placed on the playground to facilitate students maintaining 6 feet apart in such areas as the slide and swing sets.
  - 8.9. Train all staff on the above safety actions.
9. Student Restrooms
  - 9.1. Students will use the restroom at designated times, and the numbers of students will be limited to the number of sinks available in the restroom.
10. Cindy Meek Education Center (“CMEC”) or Cafeteria

*Note: The CMEC building and Food Service will not be utilized for lunches unless the following tentative plan (or similar) is approved by the Office of Catholic Education.*

  - 10.1. The maximum capacity for students seated in the CMEC/Cafeteria while meeting the 6-foot physical distancing objectives will be 90 students at the lunch tables.



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- 10.2. Arrange lunch tables so that students are a minimum of 6 feet apart (from centerline to centerline) and students will be seated in a way that minimizes face-to-face contact.
  - 10.3. Signage will be posted and barriers may be installed as necessary to direct foot traffic around the CMEC.
  - 10.4. Students will be directed by teacher or staff , to be seated on alternating sides of the dining tables after each lunch period to allow for proper cleaning and disinfection in between student groups or cohorts.
  - 10.5. Food Service
    - 10.5.1. Consider strategies to limit physical interaction during meal preparation and meal service.
    - 10.5.2. Suspend use of share tables and self-service buffets for food and condiments.
    - 10.5.3. Install physical barriers, such as sneeze guards and partitions, at point of sale and other areas where maintaining physical distance of 6 feet is difficult.
    - 10.5.4. If providing meal service in classrooms, plan for cleaning and trash removal.
  11. Common Use Teacher and Staff Areas - Administrative Office/Teacher Lounge
    - 11.1. Develop a plan that ensures physical distancing among staff in their work environment to reduce spread of the virus that includes:
    - 11.2. Avoid congregation of teachers and staff while indoors at work environments, such as break rooms, kitchen areas, and bathrooms.
    - 11.3. Avoiding grouping teachers and staff together for training or staff development. Consider conducting the training virtually or, if in-person, try staggered scheduling ensure distancing is maintained.
    - 11.4. Adjust staff schedules to accommodate new student schedules and physical distancing strategies.
    - 11.5. Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students or visitors.
      - 11.5.1. If physical distancing between workspaces or between employees and students and visitors is not possible, add physical barriers to separate workspaces to provide additional protective measure in high contact areas.
  12. Deliveries
    - 12.1. Identify locations processes for safe deliveries to campus. This may require the utilization of the big gate on Pine Street for larger deliveries, the Walk-in Gates located at either Pine Street or A street or the Office as necessary.



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## Hygiene and Health

### 1. **Handwashing**

- 1.1. Handwashing will occur at multiple points during the school day. Teachers, staff and students will be trained to scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible.
- 1.2. Students will be instructed to wash all parts of their hands including, fingers, between fingers, and fingertips as well as front and back of palms.
- 1.3. Handwashing will occur at minimum in the following instances:
  - 1.3.1. When arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating foods.
- 1.4. Portable handwashing stations will be placed on campus to prevent crowding in bathrooms to the extent possible.
- 1.5. Hand sanitizer stations will be placed on campus and in the classrooms.
  - 1.5.1. Ensure fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) is available. Children under age nine will use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

### 2. **Face Coverings - How to safely put on and remove**

- 2.1. Teachers and staff will instruct students on how to safely remove face masks in order to prevent contamination by using the ear loops or ties and folding the fabric insides together. Masks will only be removed for lunch or if a student is allowed a break outside the classroom in a designated location.
- 2.2. Students should wash hands before they remove and after they put on their masks.
- 2.3. Students should not touch eyes, nose, or mouth when removing a face mask and must wash their wash hands immediately after removing.

### 3. **Sneeze and Coughing Etiquette**

- 3.1. Teachers and staff will instruct students on proper sneeze and cough etiquette as follows;
  - 3.1.1. They will be shown how to use tissues to wipe their nose then properly dispose.
  - 3.1.2. They will be shown how to cough or sneeze inside the tissue, how to dispose, then reminded to wash their hands.
  - 3.1.3. Teach students and staff to not touch the face or face mask.
  - 3.1.4. Wash hands for 20 seconds with soap and water or use hand sanitizer after using a tissue.
  - 3.1.5. Put back on face mask.



**4. Lunch Procedure**

- 4.1. Teachers and staff will provide students time for proper hand washing with soap and water or hand sanitizer before and after recess, snack time or lunch. They will instruct student on the following steps:
  - 4.1.1. Wash hands for 20 seconds with soap and water or use hand sanitizer.
  - 4.1.2. Students will return to their own desk to safely remove the face mask and place it folded, insides together, in a brown paper bag that is labeled with the student's name and date on the outside of the bag.
  - 4.1.3. Students will be given hand sanitizer to wash hands after touching the mask.
  - 4.1.4. Place lunch on the desk and eat at the desk.
  - 4.1.5. After eating, students will replace their masks.
  - 4.1.6. Students will walk with classmates and staff in a physically distanced line with students 6 feet apart, to the assigned play area.
  - 4.1.7. Staff will monitor students playing 6 feet apart for the lunch period
  - 4.1.8. After recess is done, staff will take students to the playground handwashing station.
  - 4.1.9. Wash hands for 20 seconds with soap and water prior to walking back to the room physically disanced of 6 feet apart.
  - 4.1.10. Place a face mask back on when back at your own desk.
  - 4.1.11. Wash hands for 20 seconds with soap and water or use hand sanitizer.



### **Snack and Recess Procedure**

1. Teacher to direct students to gather snack and water bottle from designated storage areas in the classroom.
2. Students will be dismissed in stages to outside markers to form a physically distanced line.
3. Teacher to walk students to the playground.
4. Students will wash their hands for 20 seconds at the hand washing station placing their snack on the snack table provided.
5. Students will stand on markers on the playground for physically distanced snack time.
6. Teacher/Aide will provide the students with individually labeled brown paper bags for mask storage.
7. Students will remove mask by only touching the ear loops or edges of the mask. Students will fold the mask inside edges together to protect from contamination and place the mask in an individually labeled brown paper bag.
8. Students will eat and drink their snack items.
9. Teacher/Aide will either provide students with handsanitizer after eating or direct them to the hand washing station as time allows.
10. Students will put back on their masks only touching the ear loops or outer edges of the mask. Teacher/Aide will collect brown bags.
11. Teacher/Aide will walk students physically distanced to designated area of the playground for structured, adult supervised, recess time. See section on Physical Distancing.
12. At the end of the recess period, students will be walked physically distanced by Teacher/Aide to the handwashing station. All students and staff will wash hands.
13. Teacher/Aide will check if any student water bottle needs to be filled. If needed, the Teacher/Aide will walk class to the cafeteria to the water refill station. Teacher/Aide will supervise water bottle refilling and help as needed.
14. Teacher will walk the class back to room physically distanced.
15. Upon entering the room, the Teacher/Aide must check student masks to determine if the mask needs replacement or adjustment. Face masks should be replaced under the following conditions;
  - a. No longer cover the nose and mouth, have stretched-out or have damaged ties or straps, or cannot properly stay on the face, or have holes or tears.
  - b. If a mask is damp or dirty the student will be directed to switch out their mask with the spare mask they brought that day. If necessary, disposable masks may also be purchased at the School Office.



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## Protective Equipment

Purpose: The coronavirus that causes COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. The Center for Disease Control (“CDC”) states that studies and evidence on infection control report that these droplets usually travel around 6 feet (about two arms lengths).

CDC continues to study the spread and effects of the novel coronavirus across the United States. We now know from recent studies that a significant portion of individuals with coronavirus lack symptoms (“asymptomatic”) and that even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. In light of this new evidence, CDC recommends wearing cloth face masks in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) especially in areas of significant community-based transmission.

### Cloth Face Coverings and masks

1. All Teachers, staff and students in grades Kindergarten through 8th will be required to wear cloth face masks—on campus. Face masks will be worn while on campus, during in classroom instruction and will not be removed until breaks for eating.
  - 1.1. Parents/Guardian will need to provide at least two cloth coverings or face masks for their students each day. Cloth face masks are meant to protect other people in case the wearer is unknowingly infected. Cloth face masks are not surgical masks, respirators, or regulated industrial personal protective equipment.
  - 1.2. Face masks must not have a one-way valve allowing exhaled air to pass through a small round or square filter disc attached to the front of the mask. These types of masks can potentially expose others to the virus.
2. Cloth coverings or face masks should also meet the following [CDC](#) guidelines;
  - 2.1. Fit snugly but comfortably against the side of the face.
  - 2.2. Be secured with ties or ear loops.
  - 2.3. Include multiple layers of fabric which allow for breathing without restriction.
  - 2.4. You also want to make sure that the choice of fabrics, ties and ear loops are comfortable to the wearer. Some face mask patterns suggest the addition of a pocket so that filtering materials can be used.
  - 2.5. Be able to be laundered and machine dried without damage or change to shape.
  - 2.6. Meets the SFPS Free Dress guidelines and must not have objectionable images or lettering (e.g., alcohol, tobacco, drugs, controversial rock groups or political themes). Images or themes should support SFPS Mission and Catholic Values.
3. Training and information will be provided to teachers, staff and students on proper use, removal, and washing of cloth face masks.



- 3.1. In accordance with OSHA, persons wearing face masks should take the following steps to properly wear face masks.
  - 3.1.1. All face masks or surgical masks must cover the nose and mouth.
  - 3.1.2. Wash or sanitize hands before and after using or adjusting face masks or surgical masks.
  - 3.1.3. When removing any face mask, surgical mask, or respirator, do not touch the outside.
  - 3.1.4. Do not wear face masks if soiled or wet.
  - 3.1.5. Wash face masks frequently.
- 3.2. Face masks should be replaced under the following conditions;
  - 3.2.1. No longer cover the nose and mouth, have stretched-out or have damaged ties or straps,
  - 3.2.2. cannot properly stay on the face,
  - 3.2.3. or have holes or tears.
- 3.3. Face masks should be removed for meals, or snacks. Teachers may approve short breaks from mask wearing when students can remain 6 feet apart from each other.
  - 3.3.1. When temporarily removed for lunch or snack, face masks must be properly stored to prevent contamination by being placed in a clean paper bag that is marked with the student name and date until it can be put on again.

#### 3.4. Student Protective Equipment

- 3.4.1. Students must use cloth face masks, especially when physical distancing cannot be maintained. At a minimum, face masks should be worn:
  - 3.4.1.1. While waiting to enter the school campus at drop-off locations or when departing school at pick-up locations.
  - 3.4.1.2. While on school grounds face masks will be worn in classrooms, commonly used office areas, hallways and bathrooms.
  - 3.4.1.3. Face masks will be worn except when eating, drinking, or when students are given permission to remove their masks for a short mask break most typically while outdoors when there is room for 6 ft distancing between students

#### 4. Teacher and Staff Protective Equipment

- 4.1. While on campus, employees will wear a cloth covering or face mask. In certain circumstances, teachers may use face shields which enable students to see their faces and to avoid potential barriers to phonological instruction. The Office of Catholic Education allows the use of face shields with cloth drape at the neckline on an exception basis.
- 4.2. SFPS will provide disposable face masks if an employee does not have a clean cloth face mask at their work site.



- 4.3. SFPS will provide other protective equipment, as appropriate for work assignments and specific tasks.
  - 4.3.1. For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves.
  - 4.3.2. Office employees must wear face masks and disposable gloves during high volume contact activities. Physical barriers installed at high contact work spaces may also be utilized as an extra preventive measure.
  - 4.3.3. Food service employees must wear face masks and disposable gloves.
  - 4.3.4. For custodial staff, provide equipment and PPE for cleaning and disinfecting, including:
    - 4.3.4.1. For regular surface cleaning, provide gloves appropriate for all cleaning activities and sanitizing or disinfecting chemicals.
    - 4.3.4.2. Custodial staff engaged in deep cleaning and disinfecting should be equipped with proper PPE for COVID-19 disinfection (gloves, eye protection,
    - 4.3.4.3. and face mask or respirator) in addition to any other PPE as required by cleaning product Safety Data Sheets. Note: All cleaning products must be kept out of children's reach and stored in a space with restricted access.
    - 4.3.4.4. Cal/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used and training be provided to staff on the hazards of chemicals .



## Cleaning, Disinfection and Ventilation

1. In accordance with the California Public Health Department [School Guidance](#), and consistent with [CDC guidance](#), Custodial Staff should clean and disinfect frequently-touched surfaces at school at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day.
2. Custodial Employees
  - 2.1. Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, the Cal/OSHA Hazardous Communication Regulation and guidance from the [California Department of Pesticide Regulation \(CDPR\) guidance](#) of requirements for safe use of disinfectant, as applicable.
  - 2.2. Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, face shields, respiratory protection and other appropriate protective equipment as required by the cleaning or disinfecting products used.
  - 2.3. Custodial staff will be instructed in the proper use of electrostatic spraying machines to prevent the over or under application of chemicals and to be made aware of any specific safety hazards associated with use of the machine.
  - 2.4. Custodial staff will ensure all bulk cleaning products are secured to prevent accidental exposure to students and stored in a space with restricted access. See [EPA's Safe Use](#) Information.
  - 2.5. Custodial staff will ensure there is proper ventilation during cleaning and disinfecting. Fresh outdoor air should be introduced as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before students arrive; plan to do thorough cleaning when students are not present. If using air conditioning, use the setting that brings in fresh air. Periodically, check air filters and filtration systems to ensure optimal air quality and coordinate replacements as may be necessary.
3. When choosing disinfecting products, using those approved for use against COVID-19 on the Environmental Protection Agency (EPA) [List N: Disinfectants for Use Against SARS-CoV-2](#) . SFPS will also provide worker instruction using and [California Department of Pesticide Regulation \(CDPR\) guidance](#) which applies to public schools. See also [EPA's Safe Use](#) Information.
4. To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the EPA List N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid) .
  - 4.1. Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma .



- 4.2. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times .
5. Establish a plan for cleaning and disinfecting
  - 5.1. To the extent feasible, implement a cleaning and disinfection plan for high contact areas when rooms are not occupied.
  - 5.2. Office areas, Break rooms, restrooms, classrooms, and other common areas used or visited by students, parent/guardians, teachers and staff should be disinfected frequently, on the following schedule:

Location	Frequency - Electrostatic Sprayer	Frequency - Spray Bottle
<input type="checkbox"/> Front office	Nightly	3 x daily
<input type="checkbox"/> Lobby area	Nightly	3 x daily
<input type="checkbox"/> Isolation Room	Nightly	After use
<input type="checkbox"/> Small Break room	Nightly	After use
<input type="checkbox"/> Conference room	Nightly	After use
<input type="checkbox"/> Offices	Nightly	3 x daily
<input type="checkbox"/> Library - when in use	Nightly	Between class cohorts
<input type="checkbox"/> Teacher Break Room/Religious Education Building	Nightly	
<input type="checkbox"/> Restrooms	Nightly	2 x daily
<input type="checkbox"/> Cindy Meeks Education Center (CMEC)	After Use	After Use
<input type="checkbox"/> CMEC Restrooms - when in use	After Use	After Use
<input type="checkbox"/> Music Room - when in use	After Use	After Use
<input type="checkbox"/> Kitchen - when in use	After Use	After Use
<input type="checkbox"/> Classrooms (18)	Nightly	2 x daily
<input type="checkbox"/> Classroom - PLTW (when in use)	After Use	After use
<input type="checkbox"/> Classroom - Art (when in use)	Nightly	Between class cohorts
<input type="checkbox"/> Other offices	Nightly if in use	After use
<input type="checkbox"/> Other (Supply room if in use)	After use	After Use

Clean and Disinfect frequently—high-touch surfaces at least daily or as frequently as possible



such as:

- 5.3. Door Handles
- 5.4. Light switches
- 5.5. Restroom surfaces
  - 5.5.1. Sink handles
  - 5.5.2. Counter tops
- 5.6. Office
- 5.7. Commonly used - Keyboards, phones, headsets, printers/copy machines
- 5.8. Teacher Breaks rooms
  - 5.8.1. Commonly used Break rooms: High touch areas in staff break rooms are frequently disinfected, and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use.
- 5.9. Classrooms
  - 5.9.1. Door handles
  - 5.9.2. Desks and tables
  - 5.9.3. Chairs
  - 5.9.4. Commonly used pencil sharpeners
  - 5.9.5. Limit sharing of educational materials such as electronic devices, books, toys, games, art supplies, and other learning aids when not easily cleaned and disinfected. If materials are shared, they must be disinfected (wiped clean) prior to another student handling the item.
  - 5.9.6. Keep each student's belongings separated and in individually labeled personal backpacks. Send belongings home each day to be cleaned.
  - 5.9.7. Cloth toys, stuffed animals, upholstered furniture and bean bags or any other toys that are difficult to clean and sanitize will be removed from classrooms. REMOVE
  - 5.9.8. At the end of the day, teachers will sanitize all desks, doorknobs, light switches, shared surfaces with approved disinfectant and/or wipes.
- 5.10. Playground equipment and Handrails
  - 5.10.1. Clean and disinfect frequently and after use by classroom cohorts.
- 5.11. Quarantine Room in Office
  - 5.11.1. Custodial Staff will take the following actions:
  - 5.11.2. After each use clean and disinfect area where suspected COVID-19 case may be quarantined using the following precautions:
    - 5.11.2.1. Close off areas used by any sick person. To reduce risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible.
    - 5.11.2.2. Open windows to make sure the room is well ventilated.
    - 5.11.2.3. Clean and disinfect using personal protective equipment.
- 6. Classrooms and Offices - Adequate Outdoor Air Circulation
  - 6.1. In accordance with CDC guidance, ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.



- 6.2. Classroom fans will be operated periodically throughout the day as to bring in outside air. Develop a plan to optimize heating and cooling needs with energy reduction requirements.
- 6.3. Do not open windows and doors if doing so poses a safety or health risk to students using the facility (for example, allowing pollen in or exacerbating asthma symptoms) . Maximize central air filtration for heating, ventilation, and air conditioning (HVAC) systems (targeted filter rating of at least MERV 13) .



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## Plan for When Student, Teacher or Staff Members becomes Sick

### Administrative Controls to Manage Individuals with COVID-19 Symptoms

1. SFPS will implement procedures to reduce transmission of the SARS-CoV-2 virus that causes a respiratory illness called COVID-19. Our procedures have been developed based on the best available information as outlined by the California Public Health Department in their [School Guidance](#), [CDPH Reopening Framework Criteria](#) and as approved by the Kern County Public Health Department. Also, where feasible, these procedures will also utilize relevant best practices as outlined by the [CDC School Guidance](#) and the California Department of Education [Stronger Together](#) Guidance.
2. Each school day all members of a SFPS family will conduct a Wellness Check or health screening using the Fever Free app. See section regarding Everyday Preventive Measures.
3. Teachers, Staff and students must stay at home if they are sick, have been in close contact with someone who has tested positive for coronavirus, or if someone in the household currently has [symptoms of coronavirus](#). Based on best available data, the CDC has identified close contact as being within six feet (< 6 feet) for a duration of 15 minutes or more (≥15 minutes).
4. The CDC indicates that People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. These symptoms of coronavirus may include:
  - 4.1.1. Fever
  - 4.1.2. Cough
  - 4.1.3. Headache,
  - 4.1.4. Sore throat,
  - 4.1.5. Shortness of breath,
  - 4.1.6. Fatigue,
  - 4.1.7. Loss of smell and taste
  - 4.1.8. Unexplained body aches
5. SFPS Office staff member(s) have been assigned responsibilities as the COVID-19 Coordinator to help manage the procedures outlined below. This coordinator will be located at the school's office building.
  - 5.1. Teachers, staff or students who have ***symptoms of COVID-19*** according to the [CDPH Reopening Framework Criteria](#) must be sent home to consult with their health care provider and get tested if advised by their provider. The School and classrooms in which an individual with symptoms of COVID-19 participated remains open.
    - 5.1.1. If testing confirms a student, Teacher or Staff member is positive for COVID-19 they and all members of their home must stay at home in quarantine for 14 days. See section 4.4.
    - 5.1.2. If testing confirms an individual is negative for COVID-19 they may return to school 3 days after symptoms resolve. In this case, students must still be fever free for 24 hours before returning to school. A doctor's note must be provided for absences.



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- 5.2. Teachers, staff or students who have had **close contact with a confirmed case of COVID-19** according to the [CDPH Reopening Framework Criteria](#) must be sent home to consult with their health care provider and get tested if advised by their provider. Additionally, the following must occur:
- 5.2.1. An individual with close contact to a COVID-19 case must also stay at home for 14 days in quarantine from last exposure.
  - 5.2.2. The school and classrooms in which individuals participated remain open.
  - 5.2.3. The COVID-19 Coordinator will take the follow actions:
    - 5.2.3.1. Recommend testing of individuals contacts, prioritizing symptomatic contacts. This testing will not shorten the 14- day quarantine requirement.
    - 5.2.3.2. The COVID-19 Coordinator will provide notification to the SFPS Community of a known close contact to a COVID-19 case. The identity of this individual(s) will remain confidential.
- 5.3. Teachers, staff or students with **confirmed COVID-19 infection (based on testing)** will need to remain [at home in isolation](#) according to the [CDPH Reopening Framework Criteria](#) and consult with their healthcare provider. Additionally, the following must occur:
- 5.3.1. Teachers, staff or students must also stay at home for 10 days from symptom onset or test date.
  - 5.3.2. Classroom cohorts in which individual's tested positive for COVID-19 participated will be sent home to quarantine for 14 days from the last date the case was present at school while infectious.
  - 5.3.3. The SFPS COVID-19 Coordinator will take the following actions:
    - 5.3.3.1. Notify the local public health department of a confirmed positive COVID-19 case.
    - 5.3.3.2. Will identify close contacts of the infected individual.
    - 5.3.3.3. Recommend testing of individuals contacts, prioritizing symptomatic contacts. This testing will not shorten the 14- day quarantine requirement.
    - 5.3.3.4. Will request Custodial staff to disinfect and clean classroom, school offices or spaces where individual(s) with COVID-19 spent significant time.
    - 5.3.3.5. Provide notification to the SFPS Community of a known COVID-19 case at the school.
  - 5.3.4. School remains open for all other classroom cohorts where no close contact to individuals with confirmed COVID-19 has occurred.
- 5.4. **Action when Students become Ill while on Campus**
- 5.4.1. If after completing a Fever Free app screening and after entering campus, when any student shows signs of illness during the school day they will be sent to the SFPS office to have his or her temperature taken. Students with temperature above 100.4 °F and showing or communicating any symptoms of illness will be immediately isolated on campus.
  - 5.4.2. Students will be isolated in a designated room in the front office at School. Access to this room will be restricted to the designated COVID-19 Coordinator or SFPS



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- Office Staff who will wear personal protective equipment and provide supervision and care until the student can be picked up by an authorized Parent/Guardian.
- 5.4.3. The COVID-19 Coordinator will immediately contact the Parent/Guardian of the student using phone or text message until direct in-person contact is made. They will request that Parent/guardian immediately come to pick up their student.
- 5.4.3.1. They will jointly refer to the student's health history form and/or emergency card to identify if the student has a history of allergies. They may also refer to CDC Symptoms Charts.
- 5.4.4. The COVID-19 Coordinator will recommend testing of individuals who are symptomatic and advise parents that students will need to have a doctor's report prior to returning to school.
- 5.4.5. The COVID-19 Coordinator will document/track incidents of possible exposure and notify Kern County Public Health officials immediately of any positive case of COVID-19 and school community according to the [CDPH Reopening Framework Criteria](#) while maintaining confidentiality.
- 5.5. **Action when Teachers or Staff become Ill while on Campus**
- 5.5.1. If after completing a Fever Free app screening and after entering campus, when any Teacher or Staff member shows signs of illness during the school day they will be sent to the SFPS office to have his or her temperature taken. Teachers or Staff with temperature above 100.4 °F and showing or communicating any symptoms of illness will be isolated and sent home immediately.
- 5.5.1.1. If a Teacher/Staff is exhibiting symptoms of COVID-19, the COVID-19 Coordinator should review the employees health history form and/or emergency card to identify if the individual has a history of allergies. They may also refer to the CDC Symptoms Charts.
- 5.5.2. The COVID-19 Coordinator will take the following actions:
- 5.5.2.1. Provide instruction to any employees who are sent home before or during their work day with information about what to expect after they are sent home (e.g., instructions about testing, sick leave rights under federal, state, and local laws and company policies, return-to-work requirements, etc.)
- 5.5.2.2. Will provide the infected employee(s) with instruction on home quarantine guidelines and any information needed to consult with their medical provider regarding their possible exposure at work.
- 5.5.2.3. Instruct Employees that they should inform any personal close contacts and be given instructions on home quarantine and symptom monitoring, and COVID-19 testing.
- 5.5.2.4. The COVID-19 Coordinator will document/track incidents of possible exposure and notify Kern County Public Health officials immediately of any positive case of COVID-19 and school community according to the [CDPH Reopening Framework Criteria](#) while maintaining confidentiality.
- 5.6. **Additional Action by the COVID-19 Coordinator**



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- 5.6.1. The COVID-19 Coordinator will immediately contact the School Principal, and Office of Catholic Schools, Diocese of Fresno and the school's designated health provider as necessary.
    - 5.6.1.1. The COVID-19 Coordinator must maintain confidentiality of employees with suspected or confirmed COVID-19 infection when communicating with co-workers.
  - 5.6.2. Notify St. Francis Parish Church Administrator of the possible outbreak.
  - 5.6.3. The COVID-19 Coordinator will make school community notification when either the school has a confirmed close contact with an individual infected with the virus or confirmed COVID-19 case.
  - 5.6.4. The COVID-19 Coordinator will document/track incidents of possible exposure and notify Kern Public Health officials immediately of any positive case of COVID-19 while maintaining confidentiality of any positive case of COVID-19 and will notify the school community according to the [CDPH Reopening Framework Criteria](#) while maintaining confidentiality. Additional guidance can potentially be found [here](#).
  - 5.6.5. The COVID-19 Coordinator who will consult with Kern Public Health on testing or contact tracing requirements. They will clarify frequency and methods of communication required by Kern Public Health to provide updates from the school on newly identified cases and symptomatic students or employees in the workplace. The coordinator will determine how this information will be shared (e.g., telephone, fax directed to a specified person, secure email). They will provide other information as may be requested such as;
    - 5.6.5.1. Share a roster of all students or employees with Kern Public Health Department and other information that may be requested.
    - 5.6.5.2. Kern Public Health may ask the school to provide additional information on their employees, including job description, location, work schedule, city and county of residence, and other details that could help inform the investigation and determine which other employees in the workplace may be at risk of COVID-19 infection.
  - 5.6.6. Notify temporary, contract, or other organizations that have employees in the workplace of the outbreak.
  - 5.6.7. The COVID-19 Coordinator will make appropriate notifications to OSHA when;
    - 5.6.7.1. Any serious injury, illness, or death occurring in any place of employment or in connection with any employment must be reported by the employer to the local Cal/OSHA district office immediately but no later than 8 hours. For COVID-19, this includes inpatient hospitalizations and deaths among employees.
    - 5.6.7.2. Employers should report serious injury, illness, and death, including hospitalization and death from COVID-19, even if work-relatedness is uncertain.
    - 5.6.7.3. Cal/OSHA prefers calls by phone but will also accept email reports ([Cal/OSHA Accident Report inbox](#)). [Details on reporting, contact information for district offices](#), and the [Title 8 section 342 requirement](#) are available online.



6. **Evaluate Need for School Closure**

- 6.1. The School Principal in accordance with the [CDPH Reopening Framework Criteria](#) and Office of Catholic Education Reopening Guide, will act to close the school when either of the following occurs;
  - 6.2. When there are multiple cases in multiple cohorts at the school or when at least 5 percent of the total number of teachers/student/staff are positive cases of COVID-19 within a 14-day period, depending on the size and physical layout of the school.
  - 6.3. The Superintendent from the Office of Catholic Education should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.
  - 6.4. The Kern County Public Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Reference: [CDC What to Do if Student Becomes Sick Flow Chart](#)



## Cross Reference

Parent/Student Handbook	Safe Reopen Handbook	Parent/Student Handbook	Safe Reopen Handbook
Chapter 1	No Change	Chapter 13	Free Dress allowed for Distance Learning.
Chapter 2	No Change	Chapter 14	Section 14.4,14.7 and are supplemented by Section F of this Handbook. Section 14.13 is supplemented by Section E of this Handbook.
Chapter 3	No Change	Chapter 15	No Change
Chapter 4	No Change	Chapter 16	No Change
Chapter 5	No Change	Chapter 17	See also Distance Learning Handbook.
Chapter 6	No Change	Chapter 18	See also Distance Learning Handbook.
Chapter 7	No Extended Care	Chapter 19	No Change
Chapter 8	Back to School Night Conducted Virtually	Chapter 20	No Change
Chapter 9	Parents/guardians will be allowed limited access to campus to conduct personal transactions and school related business at the office or for other meetings approved by the school Principal. Parents/Guardians will not be allowed access into classrooms. Volunteers will only be allowed with special permission of the principal. No field trips will be planned unless approved by the Office of Catholic Education.	Chapter 21	All in-person Extracurricular Activities are suspended at this time.
Chapter 10	Library Policy will be revised TBD.	Chapter 22	No Change
Chapter 11	Parent Teacher Conferences will be virtual. See also Distance Learning Handbook.	Chapter 23	Classroom parties will not be allowed. Lunch Service is suspended until further notice.



## Safe Reopen Handbook 2020-2021

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Chapter 12	School hours may be revised as necessary. Campus Access section supersedes 12.5 Drop-Off and Pick-up Procedures. See Distance Learning Handbook for more on Absences.	Chapter 24	