

**Safe Return to Campus Plan
2020-2022
Revised April 1, 2021**

St. Eugene's Cathedral School

300 Farmers Lane

Santa Rosa, CA 95405

www.steugnesch.org

707-545-7252

TABLE OF CONTENTS

INTRODUCTION.....	3
MISSION STATEMENT.....	4
PURPOSE OF PLAN / OUR COMMITMENT.....	4
I. PROMOTING A HEALTHY SCHOOL ENVIRONMENT.....	5
A. LABOR ORGANIZATIONS	
B. PARENT + COMMUNITY ORGANIZATIONS	
C. CONSULTATION WITH SCHOOL STAFF	
D. COMMUNICATION + CONTACT INFORMATION	
i. Including: Health Department Contacts and Contact Tracing Coordinator	
E. STUDENT + STAFF HEALTH AND SAFETY	
i. GUIDANCE DOCUMENTS	
ii. HEALTH + SAFTY POLICY	
• Overview	
• Healthy Hygiene Practices	
• COVID-19 Symptoms	
• Health Screening at Home	
• Health Screening at School	
• Testing of Staff and Students	
Staff Testing Policy, Staff Surveillance Testing Policy and Plan, Student	
Testing Policy, Access to COVID-19 Tests	
• Infection Policy	
Action and Communication Chart, Symptoms Response,	
While Waiting for Test Results, Diagnosis	
• Identification and Contact Tracing	
Tests Positive with Campus Exposure, Contact Tracing Coordinator,	
and Contact Tracing Certification	
• Notification Requirements	
• Closing Protocol	
• Cleaning and Disinfecting	
• Student Stable Groups	
• Personal Protective Equipment	
II. SCHOOL SAFETY PROTOCOL.....	21
Including details on: Physical Distancing, Entering/Leaving School,	
Training/Education, Closed Campus, Food Service, Extended Care, Educational	
Scenarios, Campus Ministry, Letter to Dr. Mase regarding Revision #1	
III. APPENDICES A through K.....	23-34

INTRODUCTION

Dear Parents,

The dedication of our staff, students, and families throughout this pandemic and particularly during Spring's remote learning has been inspiring. St. Eugene's Cathedral School (SES) is dedicated to continuing to support the whole student - academically, spiritually, physically, and emotionally. Especially in this time of a global pandemic, the physical health of each student is of utmost concern, as we see the potential negative ripple effects COVID-19 can have on our students, families, staff, and our entire community. With physical health as the foundation of this Safe Return to School Plan (Plan), we aim to support the overall wellbeing of each student, helping them thrive and excel during this unprecedented time.

We have been diligently working on our SES Plan to provide safe options for our students to continue their Catholic education. Our Plan was developed adhering to the Diocese of Santa Rosa guidelines, as well as from national, state, and local agencies. The COVID-19 pandemic is fluid and unpredictable; therefore, our Plan remains subject to change as new information becomes available. A great deal of time and resources have been committed to planning for the future as we prepare for returning to school this year.

We are grateful for the continued support and commitment of our SES families to the mission as we prepare for the upcoming school year. We greatly value your feedback, and we are here to provide the very best for our SES family community.

Our SES Reopening Plan is designed for students to return to campus with safety and health considerations front and center. The 2020-2021 school year is supported by four schedules to support health, safety, and learning.

- Stable, Student Groups as described under the heading, Student Stable Groups.
- Virtual, or 100% Distance Learning – online learning for all students.
- 100% in-person, on campus learning. *Please note we will continue to offer distance learning for those uncomfortable attending in person.*
- Hybrid Learning – simultaneous on-campus and online learning instruction. In the event we are not be able to accommodate all our students at one time, this model would allow us to bring students onsite at different times.

We will continue to provide a relevant high-quality academic experience rooted in our Catholic faith. Now, more than ever before, we need your support and partnership to keep our community safe.

Your families remain in our prayers and we greatly look forward to seeing you soon!

David Gallagher
Principal

MISSION STATEMENT

Catholic Education is an extremely important part of the mission entrusted by Jesus to the Church He founded. Through a solid and theologically sound education, and in conjunction with parents, who are the primary and first educators of their children, the Cathedral school of St. Eugene seeks to prepare its youngest members to have a well-grounded faith, a solid education and the ability to proclaim and live their faith throughout their lives.

PURPOSE OF PLAN / OUR COMMITMENT

The purpose of this Safe Return to School Plan (Plan) is to reopen the SES campus for the 2020-2021 school year for on-campus and virtual learning as safely as possible. Our goal is to provide a Catholic, student-centered safe environment nurturing spiritual formation and fostering academic excellence for all students.

The health and safety of our students, families, employees, and the community we serve is the primary concern of St. Eugene's Cathedral School as we plan to return to campus during the COVID-19 pandemic. SES' commitment to health and safety will be to:

1. Monitor and respond to student, faculty, and staff health.
 - a. Daily health precautions include:
 - i. Face coverings, frequent handwashing, temperature checks and wellness screenings
 - ii. Protocols from the Sonoma County Health Agency and California Department of Public Health will be followed if a student or staff member tests positive for COVID-19.
 - iii. Students, faculty/staff will receive ongoing education on safety and protective measures.
 2. Limit and eliminate unnecessary or risky activities.
 - a. Student activities and athletics
 - i. Events will be modified in compliance with public health officials or held virtually. Mandates from public health officials will be followed.
 - ii. Field trips and travel are cancelled until further notice.
 - b. Practice physical distancing including
 - i. Increased space between desks and reconfigured spaces to promote distancing, to the extent possible staying 3 feet apart.
 - ii. Use of various schedules to minimize movement on campus
 - iii. Use of dividers on desks
3. Hybrid Learning is ready for planned or unplanned shutdowns.
 - a. Distance learning plan:
 - i. SES is prepared to quickly transition to remote, hybrid or full in-person instruction, when permitted.
 - ii. Google Classroom learning management system implemented.
 - iii. Parent communication access through email, text messaging and Google Classroom.
4. Revised cleaning and disinfection protocols.

- a. Comprehensive cleaning and disinfecting protocols including:
 - i. Sanitization and disinfecting common touch points, high-traffic areas, and surfaces.
 - ii. Campus signage and equipment installed promoting protective measures.
 - iii. Ongoing handwashing and focus on personal hygiene.
- 5. Regular communication with students, parents, faculty and staff regarding school plans and student experiences. This will include communication regarding any changes in the COVID-19 platform related to distance learning, contact tracing and/or the safe opening of the school campus.

Throughout the course of the coming 2021-22 academic year SES will continue to respond to current guidance from public health officials, always with the health, safety and best interest of our students and employees in mind. In this document, we outline our Plan for the 2020-21 academic year. Undoubtedly, these plans may be updated by future developments in public health and governing guidelines.

To keep our SES community informed, we will be sending our weekly updates via email communications (Tuesday Times), newsletters and video assemblies outlining more details as they become available.

I. PROMOTING A HEALTHY SCHOOL ENVIRONMENT

In preparation for this report, a parent survey and a staff survey were administered. Below is a summation of my response to Section I (Page 2) on the waiver application titled, *Consultation*. Survey results noted below can be found in Appendix A and B.

A. LABOR ORGANIZATION: SES does not have a formal labor organization (i.e. union).

B. PARENT AND COMMUNITY ORGANIZATIONS

In late July 2020, directly after Governor Newsom's directives to schools, SES conducted a blind survey to its enrolled families as to their preference for in-person or distance learning options. The general sentiment from SES families is a strong preference to return to school, with only 25% of our school population choosing to participate in a hybrid model of distance learning rather than attend on-site. 55.6% of the school population choosing in-person learning, and another 24.4% chose hybrid learning (2 days on campus, 2 days distance learning and one day independent study). Further, we recently polled our Kindergarten and 1st Grade families. Of Kindergarten families, 94.7% chose in person learning should SES secure a waiver, and 82.5% of 1st grade families chose in person learning.

C. CONSULTATION WITH SCHOOL STAFF

In order to understand the process for consultation with school staff, it is also important to understand the small nature of our school operation. SES has only one classroom per grade, Kindergarten to 8th.

In order to prepare for the possible re-opening of in-classroom instruction, the following process took place and continues to be administered:

1. The SES Principal met with all teachers and staff multiple times, both together and individually, in person by social distancing and by phone, to discuss the possible option of returning safely to in-classroom instruction during COVID-19.
2. A blind survey was administered to all staff regarding the possible return to campus with the following results:
 - a. The statement was, "I would like my school to seek a waiver from the county to open for in person instruction"
 - 71.4 % responded with "Yes"
 - 28.6% responded with "Maybe"

Staff Safety is a Priority. Thus, the following details are in place:

- Mr. David Gallagher, Principal, will serve as our Staff Liaison for employees who have COVID-19 related concerns or questions.
- All staff is to maintain physical distancing from each other and proactive healthy hygiene to reduce transmission between adults.
- All staff will use face coverings according to the CDPH guidelines and OSHA standards.
- We will work with staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk.
- We will conduct staff meetings virtually or with proper physical distancing measures in place, holding meetings outside as much as possible.
- Congregation of adults in staff rooms, breakrooms and other settings will be minimized.
- All staff will participate in self-screening and daily symptom monitoring.
- A majority of the staff has been fully vaccinated.

D. COMMUNICATION AND CONTACT INFORMATION

As the guidance can be fluid in this unprecedented time, SES will communicate to its school community via email and text messaging. All families are enrolled in the text messaging as an urgent communication service. Should you not be receiving text communications, please contact the SES Office at 707-545-7252.

We understand communication is key during this health crisis. In order to effectively reply during class hours, unless otherwise provided, all employees should be contacted via SES email or by calling the SES Office at 707-545-7252.

General contact information is also listed on the school website at www.steugenesch.org at the bottom of the home page.

St. Eugene's Cathedral School
300 Farmers Lane, Santa Rosa, CA 95405
Office: 707-545-7252
Office: office@steugenesch.org
Office hours are Monday through Friday, 8 AM to 3 PM

Contact for Health Department regarding COVID-19

- a. Mr. David Gallagher, Principal
- gallagherd@steugenesch.org
 - Office: 707-545-7252
 - Cell: 415-370-7523

Contact Tracing Coordinator

SES has four trained Contact Tracers. All SES Contact Tracers are certified through California Health Workforce Institute. Please see Appendix L for a copy of the certifications.

Primary: Mrs. Joan Gogas

- gogasj@steugenesch.org
- Office: 707-545-7252

Secondary: Mr. David Gallagher

- gallagherd@steugenescho.org
- Office: 707-545-7252

Mrs. Daisy Tamayo (bilingual)

- tamayod@steugenescho.org
- Office: 707-545-7252

Parent Volunteer: Mrs. Tina Sheldon

- tsheldon@summitstatebank.com
- Cell: 707-494-0149

Student Support and Wellness

- a. Fr. Frank Epperson, Pastor of St. Eugene's Cathedral
- office@steugenes.com
- b. Mr. David Gallagher, Principal
- See above for contact info

Employee Safety and Training

- a. Diocese of Santa Rosa, Ms. Linda Norman, lnorman@srdiocese.org

E.

St. Eugene's Cathedral School is committed to promoting and maintaining the health and safety of all students and employees, while adhering to the guidelines of the California Department of Public Health, Sonoma County Public Health Department and the health and safety guidelines of the Diocese of Santa Rosa. Our **Safe Return to Campus Plan** is based upon the Guidance Documents, as detailed below.

Guidance Documents

1. Sonoma County Roadmap to a Safe Reopening (updated July 8, 2020)
2. The Center for Disease Control: Considerations for Schools
3. Leading with Hope: A reflective Guide for Catholic Schools in a New Reality
4. California Department of Education: Stronger Together, A Guidebook for the Safe Reopening of California's Public Schools
5. California Department of Public Health: COVID-19 INDUSTRY GUIDANCE: Schools and School based programs (July 17, 2020)
6. American Academy of Pediatrics COVID-19 Planning considerations: Guidance for School Re-entry
7. COVID-19 Industry Guidance: Schools and School Based Programs (Updated August 3, 2020)

HEALTH AND SAFETY POLICY

Overview

At all times, when students, employees and guests are on campus, SES will uphold current CDC and CDPH guidance on enforcement of the following:

- Healthy Hygiene Practices
- Symptoms
- Health Screening at Home
- Health Screening at School
- COVID-19 Testing of Staff and Students
 - Staff Testing Policy
 - Staff Surveillance Policy and Plan
 - Student Testing Policy
 - Student Access to COVID-19 Tests
 - Access to COVID-19 Tests
 - Infection Policy
 - Infection Policy Action and Communication Chart
 - Symptom Response
 - While Waiting for Test Results
 - Diagnosis
- Identification and Contact Tracing
 - Tests Positive for COVID-19 with Campus Exposure
 - Contact Tracing Coordinator – Responsibilities
 - Contact Tracer Certification
- Notification Requirements for students or staff that develop symptoms
- Closing Protocol – Consideration for Partial or Total Campus Closure

Healthy Hygiene Practices

- No touch handwashing stations and no touch trash cans are located at multiple locations around campus.
- Teachers will instruct student in proper handwashing practices and monitor that they are being followed, as well as supervise younger students' use of hand sanitizer.
- Students will wash hands or use hand sanitizer at multiple times throughout the day, before and after eating, after using the restroom, after sneezing or coughing and after using any shared equipment.
- Teachers will instruct students in other healthy hygiene practices, such as avoiding contact with one's eyes, nose, and mouth; covering coughs and sneezes; and monitor that they are being followed.
- Students and staff will bring a personal, labelled reusable water bottle to refill on campus.
- Hand washing practices will be in line with the CDC guidance: <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- Coughing and Sneezing etiquette to help prevent the spread of serious illnesses. https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

COVID-19 Symptoms

People with COVID-19 have reported a wide range of symptoms ranging from mild to severe. Symptoms may appear 2-14 days after exposure to the virus.

Reported symptoms include:

- Fever or chills (temperature over 100.4°F)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Please note: The CDC continues to update this list, so this may change as new information surfaces about the virus.

Health Screening at Home

All students, faculty, and staff will self-screen daily to ensure they are free of ALL the COVID-19 symptoms listed above.

- **If your child has any of the symptoms above when screened at home, they are to stay home.**
- If your child has known close contact with a person who is lab-confirmed to have COVID-19, they are to stay home.
- Any student, faculty or staff member living with someone who is experiencing COVID-19 symptoms should self-quarantine for 14 days.
- In the event your child has COVID-19 symptoms, please refer to Infection Policy for further action details.

Health Screening at School

All students will have a touchless temperature check and visible health check in order to enter the school building or the extended care room. Campus visitors (including parents) are not permitted in the building at this time. To visit the campus please let us know ahead of time and your temperature will be checked before entering the building. If you would like to meet with a teacher or administrator, please call or email.

All students and employees (faculty, staff, aides, and maintenance) will be screened at a designated entry area prior to being admitted to the campus. This will include the following steps:

- No contact temperature check to ensure that all students, teachers, staff and visitors entering the campus are not exhibiting fever symptoms and are showing a measured temperature of less than 38°C or less than 100.4°F. Teachers will be the designated screeners.
- There will be two temperature check stations for students, one for Kindergarten, one for 1st – 8th grades. The temperature check station for Kindergarten will be in front of the Kindergarten room. 1st – 8th grades will be at the gate by the Becker Center. While waiting for temperature checks, please social distance until it is your turn.
- COVID-19 symptom check to ensure that individuals entering are not manifesting any symptoms and have not manifested symptoms in the prior 24 hours. Those entering must verify that no one in their home or their care is exhibiting COVID-19 symptoms or has had a positive COVID-19 test or diagnosis. This will be accomplished verbally and then be documented in writing.
- SES Social Distancing Protocol signs are placed at all entry points to campus. The sign reads:
 - Please maintain a 6-foot distance from one another.
 - Do not enter area if you have a cough, fever or feeling sick.
 - If you cough or sneeze, please use a cloth, tissue, or one's elbow.
 - Hand sanitizer is provided (see temperature check stations).
 - High contact areas will be sanitized frequently.
- During the day, any person experiencing or showing newly formed symptoms of COVID-19 will report to a designated isolation space until transportation can be arranged.

- The designated isolation space will be determined at that time depending on number of people infected and space available. If the infected person is a student, they will be placed in an area that can be monitored by an adult supervisor.
- If the person is a faculty or staff member, SES will ensure that they are able to get home safely.

COVID-19 Testing of Staff and Students

Staff Testing Policy

Should SES surmise an employee needs testing in addition to the testing done through the Staff Surveillance Testing Plan (see next section), SES will recommend it if we feel there is a risk for the employee to be on campus. Examples of situations where SES is likely to recommend an employee be tested for COVID-19, include but are not limited to the following:

1. The SES employee has been in direct contact with a COVID-19 positive person.
2. A family member or household member of the employee has tested positive for COVID-19.
3. The SES employee shows symptoms characteristic of COVID-19.

In the event a COVID-19 test is recommended for a SES employee, it is imperative that the person not enter campus until it is safe to do so. Please refer to Infection Policy – Action and Communication Chart and Notification Requirements diagram in this Plan, for more details. The following is our Faculty/Staff Testing Policy to ensure the safety of our SES community:

1. If a test is administered, the employee can return to campus with receipt of a negative result and 3 days after the symptoms have subsided.
2. If no test is administered, we will follow the guidelines of individuals who were exposed as listed on the Infection Policy – Action and Communication Chart, in this document.

The Department of Managed Health Care (DMHC) has filed an emergency regulation to require health plans to pay for COVID-19 testing for all essential workers, including school staff.

- <https://www.dmhc.ca.gov/COVID-19.aspx>
- An “essential worker” for purposes of COVID-19 testing is an employee who works in the education sector and has frequent interactions with students or the public. The education sector includes public and private childcare establishments; public and private pre-kindergarten programs; primary and secondary schools; and public and private colleges and universities.
- The DMHC emergency regulation regarding COVID-19 diagnostic testing took effect on 7/17/2020 and will expire on 5/15/2021. The regulation classifies COVID-19 testing as medically necessary urgent care for essential workers. The regulation specifies, during the relevant state of emergency, COVID-19 diagnostic testing is a medically necessary basic health care services for all

essential workers, as defined, and prevents delays in testing and claims payment related to such individuals.

Staff Surveillance Testing Policy

To ensure the safety of students and staff, surveillance testing will be implemented on all SES staff. Per state guidance, once school is open for in person instruction, schools should test 25% of the school staff every two weeks on a rotating basis, with the goal of testing 100% of the staff at least every 2 months, as practical.

Staff Surveillance Testing Plan

- SES will send staff to be tested COVID-19 to ensure a safe and healthy learning environment
- SES has contracted with ADx and Curative to provide COVID-19 testing.
- Surveillance testing of staff will be obtained through ADx or Curative.
- In the event health insurance does not cover the cost of the COVID-19 tests, SES will cover the costs.
- Staff will be tested once a month.

Student Testing Policy

Should SES surmise a student needs testing, SES will recommend it to the family if we feel there is a risk for the student to be on campus. A “rapid test” will be required. A “rapid test” is to have results available in 24-48 hours. Examples of situations where SES is likely to recommend a student be tested for COVID-19, include but are not limited to the following:

1. The student has been in direct contact with a COVID-19 positive person.
2. A family member to the student has tested positive for COVID-19.
3. The student shows symptoms characteristic of COVID-19.

In the event a COVID-19 test is recommended for a student, it is imperative that the student not enter campus until it is safe to do so. Please refer to Infection Policy – Action and Communication Chart and Notification Requirements diagram in this Plan, for more details. The following is our Student Testing Policy to ensure the safety of our SES community:

1. If a test is administered, the student can return to campus with receipt of a negative result.
2. If no test is administered, we will follow the guidelines of individuals who were exposed listed on the Infection Policy – Action and Communication Chart, in this document.

Student Access to COVID-19 Tests: Students who need testing should go to their primary care provider for “rapid testing.” If “rapid testing” is unavailable through the Student’s primary care provider, they will be referred to one of the two SES contracted testing providers as detailed in the following section. Should a student need assistance with accessing a COVID-19 test, please contact the SES Principal, Mr. David Gallagher.

Access to COVID-19 Tests

Testing will be done in the timeliest way possible for SES employees and students, should they be exposed to a COVID-19 positive case on campus. “Rapid testing” will be recommended, through a primary care provider or through SES-contracted testing providers detailed below. Additionally, for employees, in the event the cost is not covered by the employee’s insurance, SES will cover the cost of the test.

In the event a rapid COVID-19 test cannot be produced through an employee’s primary care provider, SES will incur the cost of faculty/staff testing and administer it through one of the following SES-contracted providers:

- ADx Healthcare COVID-19 Testing, Rapid Testing Option with results in 2 days, no physician order or symptoms required. Drive through testing located at the Luther Burbank Center. ADx can also provide testing at the school site. <https://covid19.adxhealthcare.com>
- Curative Labs provides self-administered mouth swab tests. Results are available in 24-48 hours then generated to the patient and the school. www.curative.com.

Infection Policy

In accordance with the California Department of Public Health (CDPH) and CDC Guidelines, the following procedures will be adhered to should SES have a COVID-19 incident.

Infection Policy - Action and Communication Chart

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open 	<ul style="list-style-type: none"> • No Action needed
2.	Close contact (†) with a confirmed COVID- 19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14- day quarantine) • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification of a known contact

3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14- day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	<ul style="list-style-type: none"> • School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing

(†) A contact is defined as a person who is less than 6 feet from a COVID case for more than 15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Symptom Response

- **If your child has any of the COVID-19 symptoms when screened at home, they are to stay home.**
- If your child has known close contact with a person who is lab-confirmed to have COVID-19, they are to stay home.
- If your child is experiencing any symptoms at school, he or she will be sent to the office who will call to ask parents to pick up immediately.
- Any student, faculty or staff member living with someone who is experiencing COVID-19 symptoms should self-quarantine for 14 days.

Student or Faculty/Staff Develop Symptoms of COVID-19 While on Campus

- The student will immediately be isolated in a designated area on campus until transportation home can be arranged.
- Employees must leave campus immediately and contact Principal, Mr. David Gallagher.

While Waiting for Test Results

Please see Infection Policy – Action and Communication Chart for more details.

- Students should pivot to online learning, should they feel well enough to participate.
 - Please contact the teacher to explain the student will be participating in distance learning:
 - Google Classroom learning management system has been implemented.
 - Parent communication access through email.
- Staff will work remotely, if able to do so effectively in their position.
- Teachers will have the option to work from home virtually, again, health permitting.

Diagnosis

- In accordance with the Infection Policy – Action and Communication Chart (above), SES will follow recommended protocol.
- If the individual has a diagnosis from his/her doctor regarding the illness that is **COVID-19 negative**, they may return to work/school if at least 3 days have passed since the resolution of fever without the use of fever-reducing medications.
- If a lab-confirmed case of **COVID-19 is positive**, school confidentiality will be maintained, but the school will notify school community, including all people and families of all students that have been in close contact.
- If diagnosed with COVID -19, the individual will remain out of school until:
 - At least 10 days have passed since symptoms first appeared or test date
 - All close contacts will also need to quarantine for 14 days after the last date the case was present at school while infectious.
 - **In the event a positive COVID-19 case re-tests with negative results after symptoms resolve**, that person may return to school 3 days after the negative test results are received.

Identification and Contact Tracing

In accordance with the California Department of Public Health (CDPH: Covid-19 INDUSTRY GUIDANCE: Schools and School based programs) and CDC guidelines, the following procedures will be adhered to should SES have a COVID-19 incident:

Tests Positive for the COVID-19 with Campus Exposure

- Local health official will be notified for guidance.
- All area(s) used by the student or employee will be closed off for deep cleaning and disinfection.
- Contact tracing will be conducted to the best of our ability, and additional close contacts at school will quarantine at home.
- Incidents of a positive COVID-19 test will be communicated to the school community. This communication, as required by law, will protect the privacy of

individuals and names of those testing positive will not be made public. Examples were provided by the diocese of Santa Rosa Human Resource Office Appendix D-G

- Incidents of possible exposure will be documented while maintaining confidentiality as required under FERPA and state law as related to the privacy of educational records.
- Students and employees who test positive or have been advised by a doctor that they likely have COVID-19 will not be able to return to campus until they have met CDC criteria of a 14-day home isolation. This includes three days with no fever without using fever-reducing medication, symptoms have improved and ten days since symptoms first appeared.
- Students and employees that have been notified that they were in close contact with someone diagnosed with COVID-19 will not be able to return to campus until they have met CDC's criteria of a 14-day home quarantine. If symptoms should develop during the quarantine period, the student or employee will need to meet the 14-day home isolation guidelines above.

Contact Tracing Coordinator

Mrs. Joan Gogas, Admissions Director, is the primary SES Contact Tracing Coordinator. Mrs. Gogas has completed contact tracing training through California Health Workforce Institute. Certificate of Completion is to be attached in Appendix L. Mrs. Gogas can be reached at:

Email: gogasj@steugenesch.org; Office: 707-545-7252

In the event of an absence of Mrs. Gogas, SES has additional trained contact tracers as follows:

Secondary School contact tracers:

Mr. David Gallagher

- gallagherd@steugenescho.org
- Office: 707-545-7252

Mrs. Daisy Tamayo (bilingual)

- tamayod@steugenescho.org
- Office: 707-545-7252

Tertiary (Parent Volunteer): Mrs. Tina Sheldon

- tsheldon@summitstatebank.com
- Cell: 707-494-0149

- Contact Tracing Coordinator duties will include:
 - The creation of a list of all students and/or staff who have been exposed and submission to the local health department.
 - All information collected is strictly confidential.
 - Point person for family contact and communication.

- CDC Contact Tracing Protocol to be followed:
<https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/contact-tracing-resources.html>

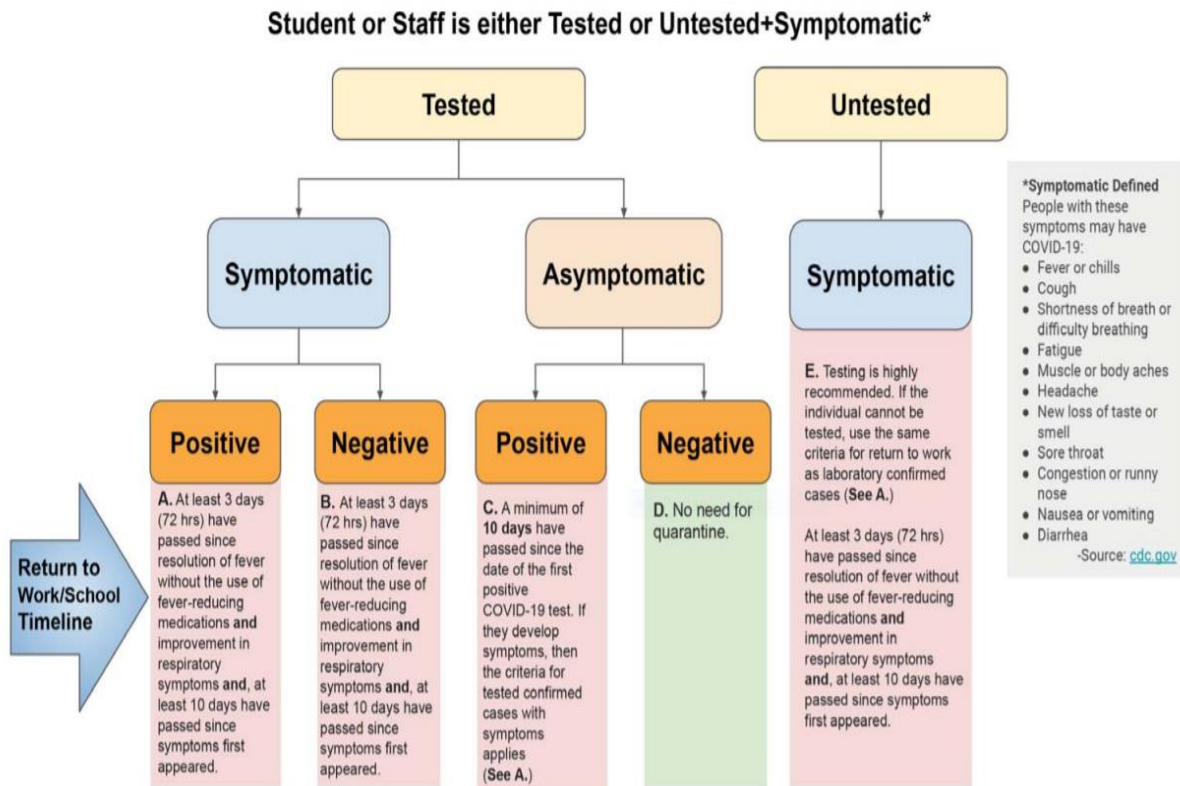
Contact Tracing Certification

All named Contact Tracers have been certified as so through California Health Workforce Institute.

- Course: <https://ca-hwi.org/curriculum/contact-tracing>
- The certificates are attached as proof of completion in Appendix L.

Notification Requirements

Per the direction of the CDPH, and in conjunction with the Infection Policy – Action and Communication Chart (see page 14), the following is another diagram to show the steps to be utilized to determine if a student or employee who has been tested or is showing symptoms need to self-quarantine and for how long:



Source: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx#>

Closing Protocol: Considerations for Partial or Total Campus Closures

If a student or employee tests positive for COVID-19 and has exposed others on campus we will implement the following steps:

- Consult with the Sonoma County Public Health Department to determine if:
 - a. School closure is warranted based on the current metrics

- b. If SES is closed for on campus instruction, the school will IMMEDIATELY transition to distance learning for continuity of education.
- Individual School closure is recommended based on the number of cases, the percentage of the teacher/students, staff that are positive for COVID-19 and following consultation with the county health officer. School closure may be appropriate if:
 - a. Multiple cases in multiple cohorts at school
 - b. There are at least 5% of the total number of teachers/students/staff cases within a 14-day period, depending on the size and physical layout of the school.
 - c. Public health investigation or other local epidemiological data results in the County Health Officer recommending school closure
- Again, in the event the recommendation is made to close SES, it will immediately trigger 100% use of distance learning.
- Reopening---Public health and the school will be in communication throughout this process. Schools and school districts can typically reopen after 14 days and the following
 - a. Cleaning and disinfection have occurred
 - b. The Public health investigation is complete
 - c. Local public health has been consulted and has no concerns with re-opening

E. CLEANING AND DISINFECTING

- All interior learning areas are equipped with both wall mounted and portable hand sanitizing stations. Students utilize these when entering and departing the area. Each classroom has adequate ventilation (functioning windows and doors. Each classroom also has HEPA grade air purifier with UV light.
- Each time an area is used, all surfaces are sprayed with a CDC nontoxic sanitizer. We use Environmental Protection Agency (EPA) approved list N products. After usage (when school ends), maintenance again sanitizes all surfaces in preparation for the next day. Areas and frequency of sanitizing include but are not limited to:

Cleaning Schedule

- a. Classrooms and Offices: Cleaned after each use and at the end of the day
 - b. Appliances (refrigerators, microwaves etc.): Daily and between each use
 - c. Electronic equipment (copy machines, shared computers, keyboards, telephones etc.): Cleaned after each use and at the end of each day.
 - d. General use objects (light switches, doorknobs, sinks, restrooms) after each class use, after each recess after lunch and at the end of the day.
 - e. Common areas (gym, library etc.) after each use, in between groups and at the end of each day.
- The use of shared items will be minimized and only allowed when necessary and after the item has been sanitized. All computers and electronic devices are sanitized after each use.

- All exterior learning areas, benches, table and play areas are sprayed with disinfectant after each use.

Please see **Appendix G-H** for disinfecting and cleaning logs.

F. STUDENT STABLE GROUPS

SES has one class per grade level. A stable group is a fixed membership that stays together for all courses and activities (E.g. lunch, recess etc.) and avoids contact with other persons or groups. Movements of the group will take place independent of other groups to minimize possible contact. These groups will be in effect for co-curricula’s as well as recess and lunch. Students have plastic desk shields available to help eliminate contact. Groups will not share spaces until cleaning has occurred. Students and staff in the group will not share supplies.

G. PERSONAL PROTECTIVE EQUIPMENT

Face coverings, personal hygiene, social distancing, and frequent cleaning efforts are critical elements of student/employee protection. In addition to the use of personal protective equipment, all employees and students are encouraged to wash their hands often with soap and water or use hand sanitizer when entering and leaving buildings. They are also encouraged to avoid touching their eyes, nose, and mouth.

Face Coverings

Face coverings must be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

- SES teachers and staff will teach and reinforce use of [face coverings](#), or in limited instances, face shields.
- Education on How to Wear Masks will be done in accordance with the CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
- Students and staff should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently.
- SES will provide a disposable mask should the student’s mask become lost and/or soiled during the school day.

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Strongly encouraged**
3rd grade – Adult	Yes, unless exempt

****Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.**

Student face coverings will be required, per the chart above.

- All students are required to wear face coverings. Since face coverings are strongly encouraged for children 2 years to 2nd grade, we will require all students to wear them. On campus exceptions are children under the age of 2, students engaged in socially distanced (6 feet of separation) outdoor physical activity and persons who have difficulty breathing or are otherwise unable to remove the face covering without assistance. This can only occur with the express permission of the Principal and after all other learning options have been explored.
- A cloth face covering, or face shield can be temporarily removed for meals, snacks, or outdoor recreation or when it needs to be replaced.
- SES has an abundance of new face coverings for students/staff who forget them or if they break.
- In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Should this occur, that student will be sent home and required to do online/distance learning until he/she can comply.

Staff face coverings will be required in accordance with the CDPH guidelines and Cal/OSHA standards.

- In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom learning environment.

Gloves

- Gloves will be made available for all facility/maintenance workers and custodians as well as any food service worker (N/A at this time). Additionally, if any staff is touching commonly used items, gloves will also be available for use.

II. SCHOOL SAFETY PROTOCOL

Physical Distancing/use of open space and other facilities

6 feet of physical distancing will be enforced when practical. This includes in class (cohort), at recess, lunch and during co-curriculums. Our campus has been set up to utilize as much

open space as possible such as separated outdoor seating and tables and updated “green space”. Windows and doors will remain open as much as possible. All students are issued a plastic shield for their desk. All students indoors will be facing the same direction. Students will use a designated desk and will not share supplies. Teachers will be encouraged to use as much outdoor space as possible.

Entering/Leaving School

Drop Off Time: Morning - 8:15

Pick Up Time: Afternoon -3:00

- Temperatures will be taken by a staff member when dropping off students in the circle area in front of the Becker Center.
- If your child has a temperature of 100.4 degrees or higher, they will get back in the car and be sent home to attend class remotely.
- If the temperature is normal they will go to their classroom and sanitize hands.
- We strongly encourage parents, caregivers, or guardians to monitor your children for symptoms of infectious illness every day through home-based symptom screening. And, as always, students who are sick should not attend school in-person.
- For pickup, teachers will walk students out to the circle where they will wait with their class until picked up.
- Please pick up **no later than 15 minutes** after in-person instruction has ended.

Staff Training and Family Education

Communication and training for staff will be in pre-opening/follow up in-services. Families will be informed via Tuesday Time newsletter or virtual assemblies. Specific training and education in sanitation and hygiene instruction will be the distribution of this document (also on our website), the use of posters and signs throughout campus and the development of routines reinforced by our faculty and staff. Activities where there is increased likelihood of transmission such as singing, yelling, chanting, using wind instruments are not permitted at this time.

Should a student need testing, we will recommend it to the family if we feel there is a risk for the student to be on campus. If no test is administered, we will follow the guidelines of individuals who were exposed listed previously.

CDC Resource Toolkit for K-12 Schools, including Posters, Fact Sheets and Videos to assist SES in the education of staff and families: <https://www.cdc.gov/coronavirus/2019-ncov/communication/toolkits/schools.html>

Closed Campus

Our campus will be closed to visitors and volunteers until further notice. (See Appendix A) Parent visits to campus must follow the health screening procedures outlined earlier and will be limited and approved by the principal.

Food Service

Students are to bring their own lunches at this time. Students are to bring water bottles to fill at our filling fountain. Please make sure that lunches are packed with nutritious student-

friendly food. Make sure all food containers can be opened by your student. Food should not need to be refrigerated. Students will eat lunch outside at designated tables while social distancing. Lunches and recesses would be staggered within the daily schedule to ensure the optimum use of outdoor and indoor space.

Extended Care

St. Eugene's Cathedral School will not offer an extended care program until feasible under the current guidelines. Upon reopening of extended care, priority will be granted to students of Essential Workers.

Educational Scenarios

- Stable Groups as described under the heading, Student Stable Groups.
- Virtual, or 100% Distance Learning – online learning for all students.
- 100% in-person, on campus learning. *Please note we will continue to offer distance learning for those uncomfortable attending in person.*
- Hybrid Learning – simultaneous on-campus and online learning instruction. In the event we are not be able to accommodate all our students at one time, this model would allow us to bring students onsite at different times. Additionally, as a student develops symptoms of COVID-19, and needs to self-isolate, they will be able to receive instruction online.

Campus Ministry/Faith Formation

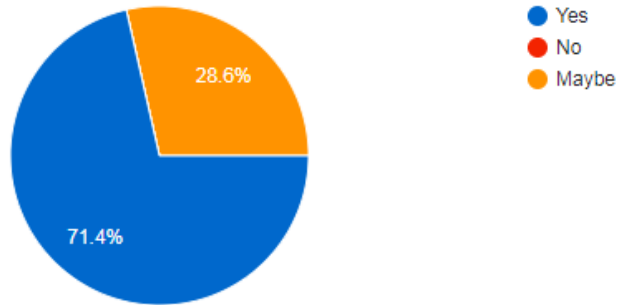
- Regardless of the model, St. Eugene's Cathedral School remains faithful and committed to providing our students with faith-based activities and education. We will continue providing quality classroom instruction as well as offering opportunities for community prayer whether it be on site or virtually.

**Prepared and submitted by David Gallagher, Principal
St. Eugene's Cathedral School
Santa Rosa, California
October 6, 2020
Appendix A**

Teacher Survey Results

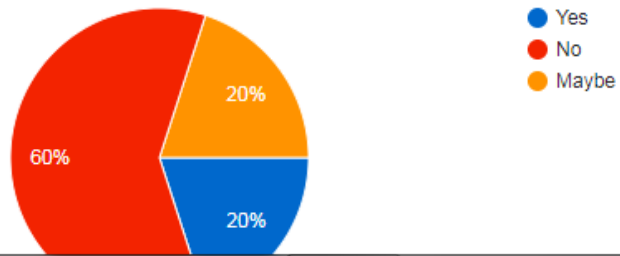
I would like my school to seek a waiver from the county to open for in-person instruction.

7 responses



I would like to teach remotely until the county is removed from the state's COVID-19 watch list.

5 responses

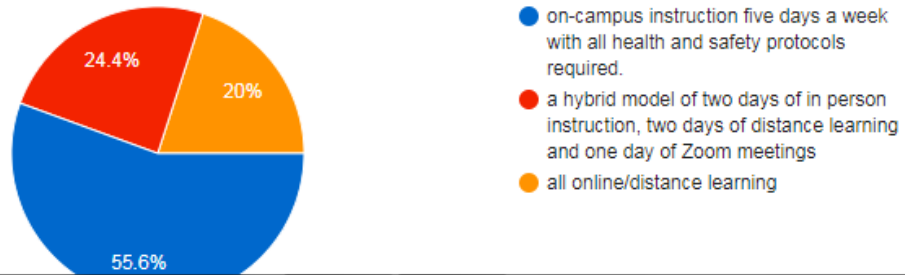


Appendix B

Parent Survey Results

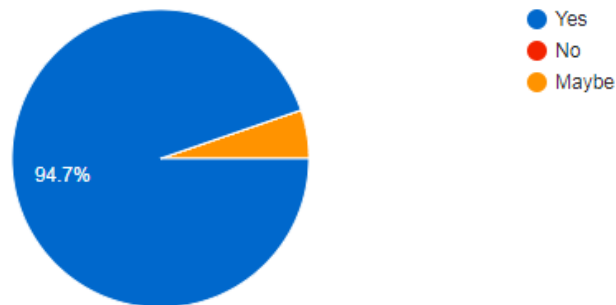
If the school is granted an elementary school waiver from the county Department of Public Health for on-campus instruction, how would you prefer to open in the Fall?

135 responses



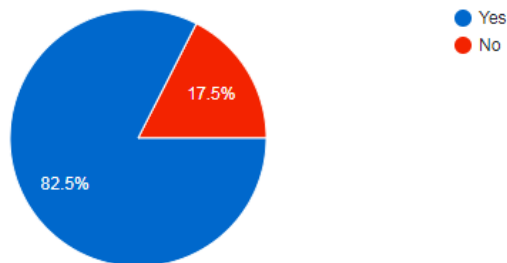
Given the current conditions in Sonoma County with regards to the Coronavirus, would you allow your Kindergartener to return to campus for in-person instruction?

19 responses



Given the current conditions in Sonoma County regarding Covid-19, would you feel comfortable bringing your first-grader to campus for in-person instruction, five days a week?

40 responses



Appendix C

Dear [Name],

As discussed by phone, you informed me that you [have tested positive for COVID-19][you suspect you have COVID-19 and are displaying symptoms] on or around [date]. We advise you to contact your health care provider and get tested.

We have reported this case to [County] Public Health and personnel there have advised us to [fill in].

In accordance with public health guidelines, you may return to work, when all these conditions have been met:

- 3 days in a row without a fever (100.4 F), without using fever reducing medication; AND
- The symptoms have improved; AND
- 10 days have elapsed since the symptoms first appeared.

During your absence, you may work remotely. If you are unable to work remotely, you may be eligible for Emergency Paid Sick Leave - Families First Coronavirus Response Act or use accrued sick time. Please contact me directly to establish your remote work plan or for more information.

The area(s) in which you were working, will be cleaned, and disinfected in accordance with CDC guidance.

If you have any specific COVID-19 questions, please contact the County Health Department or your medical provider. I will be praying for your recovery and strength during this time. Please let me know how St. Eugene's can support you moving forward. Please stay in contact with me regarding your safe return.

Sincerely,

Mr. David Gallagher

Principal

Appendix D

[Date]

Dear [Name],

As discussed by phone, you were exposed to a case of COVID-19 on or around [date]. We have reported this case to [County] Public Health and personnel there have advised us to [fill in]. In accordance with public health guidelines, you are required to stay home and quarantine for 14 days from the date of the exposure and contact your health care provider.

Please look for the following symptoms:

- Fever (100.4 F) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list may not include all possible symptoms. Please review evolving information on the CDC website.

During your absence, you may work remotely. If you are unable to work remotely, you may be eligible for Emergency Paid Sick Leave - Families First Coronavirus Response Act or use accrued sick time. Please contact me directly to establish your remote work plan or for more information.

At the end of the 14-day self-quarantine, if you did not experience any COVID-19 symptoms, you may return to work. If you develop symptoms, you should get tested immediately while continuing your 14-day quarantine. You will only be permitted to return to school when:

- You go 3 days in a row without a fever (above 100.4 F) - without using fever reducing medication; AND
- Your symptoms have improved; AND
- 10 days have elapsed since the symptoms first appeared.

Current guidance suggests for those who are not experiencing symptoms and want to be tested, they should get tested 10 days after the exposure.

The area(s) in which the individual(s) who tested positive for COVID-19 were working, will be cleaned, and disinfected in accordance with CDC guidance.

If you have any specific COVID-19 questions, please contact the County Health Department or your medical provider. Please let me know how St. Eugene's can support you during this time.

Sincerely,

Mr. David Gallagher

Principal

Appendix E

Dear [Parent Name],

As discussed by phone, you informed me that your child, [name], [has tested positive for COVID-19][you suspect he/she has COVID-19 and is displaying symptoms] on or around [date]. We advise you to contact your health care provider and have them tested.

We have reported this case to [County] Public Health and personnel there have advised us to [fill in].

In accordance with public health guidelines, your child may return to school, when all these conditions have been met:

- 3 days in a row without a fever (100.4 F), without using fever reducing medications; AND
- The symptoms have improved; AND
- 10 days have elapsed since the symptoms first appeared.

During your child's absence, your child's teacher will provide your child with an independent study program. If your child is well enough to complete schoolwork, it will be important that you support your child through their independent study program. Upon return, your child's teacher will partner with you to ensure that your child remains on track.

The area(s) on campus where your child had prolonged contact will be cleaned and disinfected in accordance with CDC guidance.

If you have any specific COVID-19 questions, please contact the County Health Department or your child's medical provider. I will be praying for your child's recovery and your family's strength during this time. Please let me know how St. Eugene's can support you moving forward. Please stay in contact with me regarding their safe return back to school.

Sincerely,

Mr. David Gallagher

Principal

Appendix F

[Date]

Dear [Name],

As discussed by phone, you were exposed to a case of COVID-19 on or around [date]. We have reported this case to [County] Public Health and personnel there have advised us to [fill in]. In accordance with public health guidelines, you are required to stay home and quarantine for 14 days from the date of the exposure and contact your health care provider.

Please look for the following symptoms:

- Fever (100.4 F) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list may not include all possible symptoms. Please review evolving information on the CDC website.

During your absence, you may work remotely. If you are unable to work remotely, you may be eligible for Emergency Paid Sick Leave - Families First Coronavirus Response Act or use accrued sick time. Please contact me directly to establish your remote work plan or for more information.

At the end of the 14-day self-quarantine, if you did not experience any COVID-19 symptoms, you may return to work. If you develop symptoms, you should get tested immediately while continuing your 14-day quarantine. You will only be permitted to return to school when:

- You go 3 days in a row without a fever (above 100.4 F) - without using fever reducing medication; AND
- Your symptoms have improved; AND
- 10 days have elapsed since the symptoms first appeared.

Current guidance suggests for those who are not experiencing symptoms and want to be tested, they should get tested 10 days after the exposure.

The area(s) in which the individual(s) who tested positive for COVID-19 were working, will be cleaned, and disinfected in accordance with CDC guidance.

If you have any specific COVID-19 questions, please contact the County Health Department or your medical provider. Please let me know how St. Eugene's can assist you.

Sincerely,

Mr. David Gallagher

Principal

Appendix G Classroom Cleaning Log

ST. EUGENE'S CATHEDRAL SCHOOL



CLASSROOM CLEANING & DISINFECTING LOG

WEEK OF:

LOCATION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DAILY					
Survey the room and make sure items are in their designated places					
Pick up waste and move to trash and recycling containers					
Wipe Desktops & Tabletops					
Wipe Chairs					
Wipe Light Switches & Plates					
Wipe Shared Supplies (e.g. pencil sharpeners)					
Wipe Telephones & Intercoms					
Wipe Classroom Appliances and Sinks					
Wipe Hard Nonporous Surfaces					
Wipe Door & Closet Handles					
Wipe Classroom Equipment					
Wipe Electronics*					
WEEKLY					
Clean inside Cabinets, Desks, & Storage Spaces					
Dust Hard Nonporous Surfaces					
Clean Whiteboards and Chalkboards					
Scrub and Dry Classroom Appliances and Sinks					

*Electronics (i.e., touchscreens, computers/tablets, keyboards, remotes)

SUPERVISOR SIGNATURE: <input type="text"/>	DATE: <input type="text"/>
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Resources:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>
- <https://www.cde.ca.gov/ls/he/hn/coronavirus.asp>

Appendix H School Cleaning Log

ST. EUGENE'S CATHEDRAL SCHOOL



LOCATION	FREQUENCY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
RESTROOMS						
Doorknobs & Handles						
Faucet Handles						
Paper Towel Dispenser						
Hand Dryer Buttons						
Soap Dispenser Buttons						
Toilet Paper Dispensers						
Toilet Flush Handles						
Toilet Doors, Handles & Locks						
Toilets & Sinks						
COMMON SPACE						
Tables						
Chairs						
Handrails						
Countertops						
Floors						
Door & Closet Handles						
Light Switches & Plates						
Telephones & Intercoms						
Electronics*						
Appliance Handles & Buttons						
Waste & Recycling Bins						

*Electronics (i.e., touchscreens, computers/tablets, keyboards, remotes)

SUPERVISOR SIGNATURE:	DATE:
-----------------------	-------

Resources:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>
- <https://www.cde.ca.gov/ls/he/hn/coronavirus.asp>

Appendix I

Contact Tracing Certificates of Completion





MAKING CONTACT:
A Training for COVID-19 Contact Tracers



Certificate of Completion of

MAKING CONTACT: A TRAINING FOR COVID-19 CONTACT TRACERS

David Gallagher

Successfully completed

Making Contact: A Training for COVID-19 Contact Tracers

Lesson 1: The Basics of COVID-19

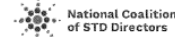
Lesson 2: The Basics of Contact Tracing

Lesson 3: Effective Communication and Interviews

Lesson 4: Case Monitoring and Resources

October 07, 2020

Making Contact: A Training for COVID-19 Contact Tracers is provided by the Association of State and Territorial Health Officials (ASTHO) and the National Coalition of STD Directors (NCSd).



MAKING CONTACT:
A Training for COVID-19 Contact Tracers



Certificate of Completion of

MAKING CONTACT: A TRAINING FOR COVID-19 CONTACT TRACERS

Tina Sheldon

Successfully completed

Making Contact: A Training for COVID-19 Contact Tracers

Lesson 1: The Basics of COVID-19

Lesson 2: The Basics of Contact Tracing

Lesson 3: Effective Communication and Interviews

Lesson 4: Case Monitoring & Resources

On October 7, 2020

Making Contact: A Training for COVID-19 Contact Tracers is provided by the Association of State and Territorial Health Officials (ASTHO) and the National Coalition of STD Directors (NCSd).

