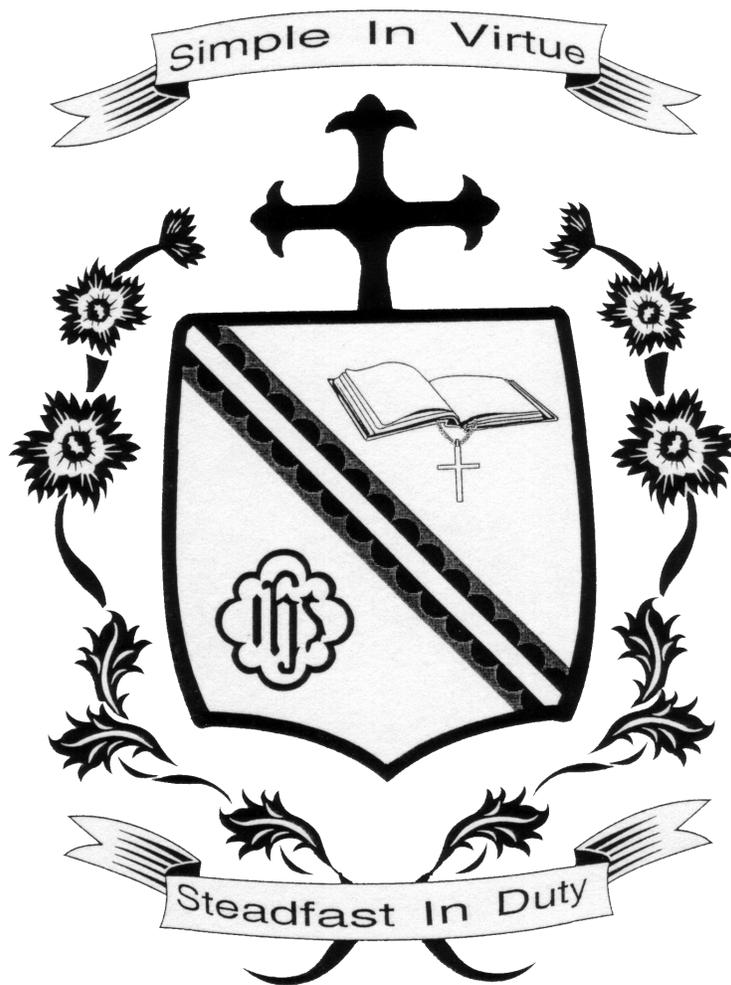


Holy Angels School

Infection Mitigation Plan

2021-2022



20 Reiner St., Colma CA
www.holyangelscolma.com

PHILOSOPHY

Holy Angels School is a vital part of the Holy Angels Parish community. We recognize parents and guardians as the primary educators. Parents, students and teachers collaborate to model respect, compassion and responsibility through a 21st Century curriculum that incorporates Catholic Gospel values. We are committed to the development of the whole child.

MISSION STATEMENT

As a parish school community, we challenge all students to strive for academic excellence through a progressive curriculum that embodies Catholic values and tradition.

STUDENT LEARNING EXPECTATIONS

Holy Angels School based the profile of its students on a comprehensive understanding of curriculum, which includes the spiritual, intellectual, social, psychological and physical experiences of all students. This statement represents what we consider the important characteristics of an ideal student.

Be Like Jesus <ul style="list-style-type: none">• Pray, attend mass, and receive the sacraments on a regular basis• Share time and talents within the local community• Respect and celebrate cultural diversity• Make wise choices based on the teachings of Jesus	Be the Best You Can Be <ul style="list-style-type: none">• Listen, read, write, and speak clearly• Meet the academic standards of the school• Celebrate strengths and strive to meet challenges	Be Responsible Citizens <ul style="list-style-type: none">• Follow directions and school rules• Use technology ethically• Stop, think, pray, and choose before acting
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SAN MATEO COUNTY DIRECTIVES

The Department of Catholic Schools, along with the SMCPH health officials have been very supportive in providing valuable information and guidelines. As directed by San Mateo County and the state of California, this Operations Plan has been updated to reflect the State of California's *COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year* issued on January 12, 2022. The following guidelines will be adhered to by Holy Angels School.

FACULTY AND STUDENTS MUST:

- ❖ Wear face coverings indoors while on school grounds; all staff required to wear face coverings when sharing indoor spaces with students regardless of vaccination status
- ❖ Encourage hand washing/sanitizing and good hygiene practices
- ❖ Practice 'physical' distancing when masks cannot be worn indoors
- ❖ Self-report when we (or someone in the same household) experience any symptoms or has been exposed
- ❖ Stay home when we have any flu-like symptoms
- ❖ Report (including someone in the same household) positive COVID-19 diagnosis
- ❖ Assist SMCPH in contact tracing when necessary
- ❖ Self-quarantine/isolate when positive or have been in close contact with someone who tested positive with COVID-19
- ❖ **Updated January 12, 2022, [K-12 Schools Guidance 2021-2022 Questions & Answers](#)**
- ❖ **As of February 28, 2022**, please refer to '[San Mateo County Health's Mask Mandate](#)', updated February 9, 2022. The change aligns with the State of California's Current COVID-19 Guidance for TK-12 Schools and Districts, [California Department of Public-Health \(CDPH\)](#) issued on January 12, 2022, and [San Mateo County Pandemic Recovery Framework](#), 2021-2022 academic year updated on February 7, 2022.

Vaccination

Vaccination is an important strategy to protect both students, staff, and community members.

- See [CDC recommendations](#) about how to promote vaccine access and uptake for schools.
- [San Mateo County Health](#) provides vaccination information on its website.

Vaccination Verification

*Updated January 13, 2022

Verification of vaccination status can inform important school practices around testing, contact tracing, quarantine, and isolation. The following verification requirements are from a [State Public Health order](#).

- The employer can request vaccination status information. All information must be documented with proof of vaccination or with a completed and signed [self-certification of COVID-19 vaccination status](#).
- Schools should use the same standard protocols that are used to collect and secure other immunization or health status information from students.
- The protocol to collect, secure, use, and further disclose this information should comply with relevant statutory and regulatory requirements, including Family Educational Rights and Privacy Act (FERPA) statutory and regulatory requirements.
- Schools should recognize that a worker who cannot get vaccinated due to a disability (covered by ADA), has a disability that affects their ability to have a full immune response to vaccination, or has a sincerely held religious belief or practice (covered by Title VII of the Civil Rights Act of 1964), may be entitled to a reasonable accommodation that does not pose an undue hardship on the operation of the employer's business.
- If a staff or students are unable or unwilling to share their vaccination status, they will be treated as not vaccinated for all provisions in this framework.

According to [CDPH](#), only the following modes may be used as proof of vaccination:

- COVID-19 Vaccination Record Card, which includes name of person vaccinated, type of vaccine provided, and date last dose administered; **or**
- a photo of Vaccination Record Card; **or**
- a photo of Vaccination Record Card stored on a phone or electronic device; **or**
- documentation of vaccination from a health care provider or other contracted employers; **or**
- digital record that included a QR code when scanned by a SMART Health Card reader.

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LOGISTICS AND SCHOOL OPERATIONS

ENTRANCE PROTOCOLS

The entrance protocol was developed in collaboration with the Department of Catholic Schools, along with the SMCPH health officials. **Students with a temperature of 100.4 degrees Fahrenheit or higher, experiencing flu-like symptoms or any of the symptoms below should not attend school in-person to reduce the risk of spreading any illness.**

- No parent/visitor is allowed to enter the campus with students during arrival.
- Health clearance via [Holy Angels School Wellness Check](#), [home-based symptom screening](#) (Appendix A), temperature checks and [COVID-19 symptoms](#) will be monitored by parent/guardian on a daily basis.

Common Symptoms of COVID-19 (CDPH)

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

- Vehicles enter and exit through San Pedro Road.
- Students will enter the school campus through the front gate.
- Students will remain outside in the courtyard until the morning bell rings.

First day of school Drop-Off Protocols will differ, and be discussed during Parent Meeting Night on August 19, 2021.

ENTRANCE PROTOCOL



Going in the Classroom

- Students will practice healthy hygiene and use hand sanitizer upon entering the classroom.
- Students arriving after the gate is closed must enter through the main entrance, Reiner Street. Students will be escorted to their respective classrooms by administration.

Classroom Transitions

- Staff and students will clean and disinfect desks and chairs prior to transitioning to another classroom.
- Students will use hand sanitizer upon entering the transition classroom.
- Students will bring their own school supplies when transitioning to another classroom.
- Prior to leaving the transition classroom, students will clean and disinfect their desk and chair.
- All classrooms are equipped with air filters and windows/doors will remain open for proper ventilation.

DISMISSAL PROTOCOLS

Student(s) Pick-Up

- Reiner Street gate opens at 2:45pm; closes promptly at 3:15pm.
- Parent(s) enter through Reiner Street and exit A Street.
- Parent(s) will await their child(ren) in designated “Parent Pick-Up Waiting Area”; will not go beyond the markers and maintain social distance.
- Classes will line-up in designated areas (see Pick-Up diagram).



EXTENDED CARE PROTOCOLS

- ❖ Location: science lab
- ❖ Any students not picked up 15 minutes after school dismissal time will be sent to daycare by the homeroom teacher (12:45 and 3:15 pm)
- ❖ Daycare staff will check-in students
- ❖ Daycare students will complete homework assignments and have an opportunity to play outside when homework is completed
- ❖ Child Pick up Procedure - Use front gate by the 3rd grade classroom; staff will escort child and siblings to the gate and you will sign them out
- ❖ Staff will sanitize the science lab; ready for the next day of classes

HEALTH AND SAFETY

To support the well-being of our community, Holy Angels School has made many adaptations to procedures on campus. In all situations, the school's approach will be in compliance with Archdiocesan, city, county, state, and federal guidelines.

Appendix A has been posted and distributed as required by law and can be reviewed [here](#).

A signed [Agreement to Abide by All Covid 19 Protocols](#) and [Community Health Pledge](#) must be on file for each student prior to returning to campus.

TRAINING

Maintain training for staff to recognize signs and symptoms of student illness
[COVID Symptoms Link](#)

Teachers and faculty completed the Archdiocesan Training Webinar provided by Gallagher and Cintas during Faculty In-Service week.

Teachers, students, and parents will receive training on all plans prior to reopening/returning to campus. Understanding will be confirmed via Formative Assessment and follow-up meetings will be conducted as necessary.

Promote Healthy Hygiene and Social Distancing

Promote and practice preventive actions and healthy hygiene daily on Morning Broadcast

- Reminders to students:
 - Handwashing
 - Cover coughs and sneezes
 - Social distancing
 - Wear facial mask
 - Clean and disinfect
 - Stay home when feeling sick

- Handwashing - informational videos will be viewed in all classrooms, and handwashing posters around school campus.
- Use visuals for educational video:
 - Animation from San Mateo County Office of Education and CDC
 - Posters from San Mateo County Office of Education and CDC
 - Show 6-foot distance with a tape measure

Sneeze and Cough protocols for students (including no touching of eyes and face)

Remind students to “COVER COUGH AND SNEEZES”

[CDC Website: Cough and Sneezing](#)

[Cover Cough and Sneezes Poster from CDC](#)

Health Check Information For Parents (See [Appendix A](#))

FACE COVERINGS INDOORS

INDOOR MASK MANDATE - 02/21/2022

*Updated February 28, 2022

CDPH requires all students and faculty to wear face coverings while indoors, regardless of vaccination status (unless otherwise directed by the teacher when in the classroom*). *“Indoor masking is still required by the State for everyone, regardless of vaccination status, in public transportation; health care settings; congregate settings like correctional facilities and homeless shelters; long term care facilities; and in K-12 schools and childcare settings.” County of San Mateo Health*

- Recommendations for masks (updated, February 7, 2022; [SMC Pandemic Recovery Framework](#))
 - An effective mask has both good fit and good filtration.
 - A well fitted mask has no gaps between the face and mask, such as above the nose or at the sides.
 - Double masking is an effective way to improve fit and filtration. A close-fitting cloth mask can be worn on top of a surgical/disposable mask to improve the seal of the mask to the face.
 - Layering more than two masks is not recommended as this could be difficult to breathe through.
 - It is not recommended to wear two medical masks, or to wear a medical mask on top of a KN95, KF94, or N95.
 - More information about masks can be [found here](#) (updated 01/04/2022).

Most Effective	More Effective	Effective	Least Effective
<ul style="list-style-type: none"> • N95 (also best for wildfire smoke) 	<ul style="list-style-type: none"> • KF94 • KN95 • Double Mask • Fitted Surgical Mask 	<ul style="list-style-type: none"> • Surgical Mask 	<ul style="list-style-type: none"> • Fabric mask with three or more cloth layers

- Bandanas, gaiters, scarves and DIY sock masks are NOT acceptable

- Additional masks will be available to students who inadvertently fail to bring a face covering to school from their Emergency Kit or school COVID-19 supplies
- Students participating in a school event or being supervised by a school staff, face covering guidelines for K-12 settings must be followed regardless of location.
- Remind students to “PROTECT YOURSELF, PROTECT OTHERS”
CDC and Archdiocesan templates will be posted around the school campus.
[Use Cloth Face Coverings to Help Slow the Spread](#)
[SMCOE: How to Wear a Face Mask](#)
[CDC: How to Wash Cloth Face Coverings](#)
- [Exemptions to mask requirements](#)

FACE COVERINGS OUTDOORS

**Updated February 28, 2022*

Pam Lyons, Superintendent of Schools-Department of Catholic Schools, stated, *“As the needs of each of our school communities are unique, the slow lifting of COVID restrictions is at the discretion of each school principal and pastor and could change if a new variant or surge occurs. Please be patient with your school leadership as they discern the most appropriate path to take at their school site.”*

Masks will continue to be required outdoors at all times, except when actively eating or drinking. Teachers will schedule their individual classes to take “mask breaks” outside throughout the day. However, particularly in areas of substantial to high transmission, [CDC recommends](#) that people who are not fully vaccinated wear a face covering in crowded outdoor settings during activities that involve sustained close contact with other persons who are not fully vaccinated.

Additional mask guidance from Cal/OSHA states faculty and staff are not required to wear masks when outdoors regardless of vaccination status except during outbreaks. In outbreaks, all faculty and staff must wear masks indoors and outdoors when six-foot physical distance cannot be maintained, regardless of vaccination status.



February 15, 2022

Dear Catholic School Families,

The weeks following Christmas Break were undoubtedly challenging for all of us as we moved through the Omicron variant of COVID in our schools. As with all things during this pandemic, our school teachers, leaders, students, and families worked together to get through a tough few weeks by following county health protocols while doing everything humanly possible to keep schools open.

It appears that the trajectory of this pandemic is once again moving in a new direction as COVID cases are rapidly declining in the Bay Area, and our governor is preparing to lift the indoor mask mandate for many businesses and locations. While indoor mask mandates for schools will not be lifted this month, or perhaps even in the near future, I have asked the schools of the Archdiocese to begin to examine COVID protocols that are not mandated by the county, such as required outdoor masking, with the hope of starting to lift these practices over the next few days and weeks.

Undoubtedly, COVID mitigation guidelines will be updated several times over the next few months, and these updates can take time to understand fully. As the needs of each of our school communities are unique, the slow lifting of COVID restrictions is at the discretion of each school principal and pastor and could change if a new variant or surge occurs. Please be patient with your school leadership as they discern the most appropriate path to take at their school site.

I appreciate your support and trust in the Archdiocese of San Francisco and your school communities over the past two years. This pandemic has been a huge learning experience for all of us, and no doubt, the learning will continue.

Sincerely,

Pamela Lyons
Superintendent of Schools

STAY HOME WHEN SICK

*Updated January 13, 2022

Holy Angels School will require symptomatic staff and students to stay home when sick, get tested, and consult with their health provider. **If your child is experiencing fever, cough or other [symptoms of COVID-19](#), please have your child(ren) stay home to reduce the risk of spreading any illness.**

CDPH recommends the following:

- Faculty and students with symptoms of COVID-19 infection must meet the following criteria before returning for in-person instruction:
 - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; **and**
 - Other symptoms have improved; **and**
 - They have a negative COVID-19 test, **OR** a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition, **OR** at least 10 days have passed since symptom onset.

ILLNESS IN SCHOOL

If a student or staff becomes ill during the school day, they will be sent directly to the isolation room. A sick student or staff member will be required to be picked up or leave campus immediately. Designated staff members will monitor the isolation room during the school day as necessary.

The [Symptoms Report](#) form will be completed for a student who is sent home from complaints of feeling ill or has a temperature reading of 100.4 degrees or higher during school hours. The [Covid 19 Employee Health Screening](#) form will be used for staff members who get sick and need to leave the school.

If possible and safe, when parents or guardians arrive to pick up a sick student, have the student meet them outside instead of allowing the parents or guardians into the building.

See also [Preparing for When Someone Gets Sick](#), page 21

HANDWASHING STATIONS

Seven handwashing stations are placed around the school campus. Each station needs a water source so they are located near external water sources. Students will use only for washing hands with social distancing protocols.

Per guidelines every student must frequently wash their hands at least every two hours.

Handwashing General Hygiene policies and procedures:

[Handwashing](#)
[CDC: Handwashing Video](#)

Remind students that “LIFE IS BETTER WITH CLEAN HANDS”

CDC templates will be posted around the school campus.

[CDC Website](#)

[CDC Hand Hygiene Recommendation](#)

Map of Handwashing Stations (See [Appendix B](#))

HAND SANITIZERS

Eight hand sanitizing dispensers are placed around the school campus. Each student will also have their own hand sanitizer to use.

Map of Hand Sanitizing Dispenser Stations (See [Appendix C](#))

HEALTH CHECK AND ESSENTIAL PROTECTIVE EQUIPMENT

- Infrared digital thermometers
- Essential Protective Equipment (EPE) and social distancing floor decal
- Classrooms outfitted with protective equipment for use and distribution as needed:
 - Protective shields/sneeze guard for student and teacher desks
 - Air/hepa purifiers for some classrooms for additional ventilation
 - Face shields for teachers
 - Disposable and cloth face masks for students and staff are available as needed
 - Protective clothing is available for staff as needed

STUDENT SCHOOL HEALTH SUPPLIES LIST

- Respective to each class, students will provide:
 - 5 additional face masks
 - Paper towels
 - Hand sanitizers
 - Disinfectant wipes
 - Baby wipes
 - Kleenex boxes

**quantities vary per classroom*

DISCIPLINE POLICY FOR MISUSE OF PROTECTIVE EQUIPMENT

	Accidental Damage			Intentional Misuse Examples	Intentional Misuse	
Face Coverings	Replace product	Verbal warning and provide education on proper usage protocols	Based on case-by-case incidents. Principal and Vice Principal will be immediately notified	Ex: twirling, playing with bands, taking it off during improper times, placing mask on another student/peer, throwing, sharing	Verbal warning and provided education on proper protocols Principal will speak with student and a notice will be sent to parent(s) Based on case-by-case incidents. Parent(s) will be immediately notified.	Based on case-by-case incidents. Principal and Vice Principal will be immediately notified
Sneeze Guards				Ex: writing or vandalizing guards, destroying effectiveness, ripping or tearing		
Lysol Wipes				Ex: Taking or using another peer's wipes, using without permission		
Hand Sanitizers in the classroom				Ex: Overuse, playing with it, throwing it around, taking another peer's hand sanitizer		
Kleenex wipes and Paper towels				Ex: Taking or using another peer's products, tearing up and throwing around		
Touchless Hand Sanitizers around campus				Ex: Overuse, playing with it, property destruction		
Infrared Thermometer				<i>Students are not to handle thermometers at any time</i>		

SHARED USE OF ELECTRONICS AND INSTRUCTIONAL DEVICES

- Teachers will clean shared equipment after each use: copy machine, document reader, classroom projectors, etc.
- Students will bring their own device in accordance with the BYOD Policy
- Schedule use of shared equipment to allow enough time for cleaning in between use
- A UV Sanitizing Wand is available for sanitizing electronics
- Guidelines for [Sanitizing electronic devices](#)

WATER BOTTLE POLICY

- Students bring their own water supply in a water bottle.

- Water bottles must not be shared.
- Water bottles should be washed daily in warm soapy water, rinsed, and left to air dry upside down.
- Nozzles of a sports cap should be opened and flushed through during cleaning.
- Bottles can also be washed in a dishwasher, with bottle and cap separated.
- A sterilizing agent can also be used to clean drinking vessels and bottles.

At School:

- Water bottles must be filled prior to coming to school.
- All water bottles must clearly be labeled with the student's name and grade.

VOLUNTEERS AND VISITORS

In order to minimize risk and maintain a healthy environment for our students and staff, Holy Angels School will begin the school year by not allowing parent volunteers for the first trimester. "Essential" visitors will be allowed by appointment. Anyone, including visitors, who have symptoms of infectious illness, such as flu or COVID-19, should stay home and seek testing and care.

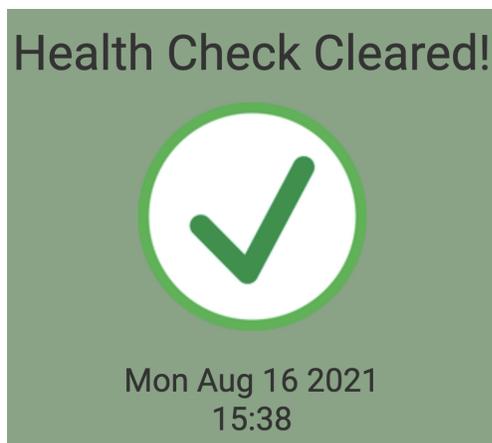
Self Health Check Screenings for Parents and Visitors

"According to CDPH, volunteers who are onsite at a school campus supporting school functions are considered workers and, therefore, schools must verify their vaccination status. Those who are not fully vaccinated must participate in the school's testing program." page 14, *Pandemic Recovery Framework*

All persons entering the school campus will complete:

1. [Visitor/Health Check Online Form](#)

Confirmation wellness clearance with date and timestamp will be verified by faculty/staff prior to entering the school campus.



- All meetings will be done remotely when possible.
- All deliveries will be dropped off at the Reiner St. door or convent mailbox.
- If necessary, only people with scheduled appointments will be allowed inside the school grounds and will enter through Reiner Street entrance.
- New student tours for prospective students/families will be online or by appointment; phone calls will be given with the school principal.
- No volunteers at this time (gate duty, traffic duty, birthday classroom parties, etc).

- Hot Lunch program will not be available for the first trimester. The Hot Lunch program will be dependent on restaurant vendors and parent volunteers for meal pick-ups. **All lunches must be brought to school with the student. No lunch drop-offs will be allowed.**

***Per SMCOE, Holy Angels School may request that visitors provide proof of vaccination status before entering campus. If visitors are not vaccinated or refuse or are unable to provide this information, they must follow all school policies related to non-vaccinated individuals. [Guidance for Visitors on Campus form must be completed.](#)**



Guidance for Visitors on Campus

This guidance is to help schools allow for visitors to come on campus to work with students and staff as needed. Visitors may include clinicians, social workers, and other providers of services critical to a student's well-being.

Guidance for Visitors

- Try to meet with students off campus as much as possible.
- If meeting off campus is not possible, arrange for a school visit with the school site administrator.
- If this is the first visit, contact the school site administrator before arriving on campus.
- Let the site administrator know if additional visits might be required and on what schedule (e.g., weekly, monthly, as needed).
- Notify the school administrator if additional or alternate service providers from your organization might be on campus to serve a student.
- Review and sign off on the school's Visitor Agreement. (See below.)

Guidance for School Site

- Share the Visitor Agreement with organizations and individuals who serve students.
- Provide a space for meetings with students and/or staff to occur. This could be located indoors or outdoors. Plan for a space that can help maintain student privacy.
- If the meeting space is indoors, ensure it allows for the provider and student or staff member to maintain 6 feet of distance.
- Ensure safety guidelines are clearly posted on campus, and where appropriate, also inside the meeting area.
- Provide the service provider with the school's Visitor Agreement.

Visitor Agreement

I am aware of and agree to follow all established public health guidelines and school rules while providing services to students on campus. These include, but are not limited to, wearing a face covering at all times, maintaining the required physical distancing, practicing hand hygiene, and completing any health screening required by the school site.

If I am diagnosed with or develop symptoms of COVID-19 within 48 hours after being on campus, I will immediately notify the school site administrator.

I attest that I am fully vaccinated. (initial)

If not fully vaccinated, I attest that I am regularly tested for COVID-19. (initial)

Name Organization

Signature _____

CLEANING AND DISINFECTING

General Cleaning Procedures, Disinfectants and Forms

Cleaning and Disinfecting must be stored away from the students.

[General Cleaning Procedures](#)

Staff should clean and disinfect frequently-touched surfaces at school at least twice daily.

Frequently-touched surfaces in the school include, but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Student tables
- Desks and chairs

Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows and doors where practicable. When cleaning and disinfecting, air out the space before children arrive; plan to do thorough cleaning when children are not present.

[Classroom Cleaning Checklist](#) ([Appendix D](#))

[Bathroom/General Cleaning Checklist](#) ([Appendix E](#))

[EPA criteria for disinfectants](#)

Follow [CDC guidance](#) about cleaning and disinfection after persons suspected/confirmed with COVID-19 have been in the school

Cleaning and disinfecting procedures for after use of instructional areas and following snacks/lunch:





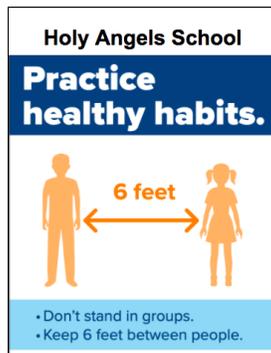
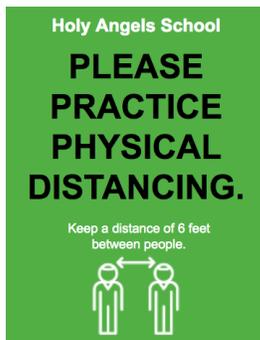
Campus Maintenance Procedures Guide

Category	Campus Location	Frequency
Workspace	Classrooms, laboratories, Teachers' lounge, Offices	Noon time (Offices) and at the end of each use day
General Used objects	Handles, light switches, doors, chairs	At least three times a day
Restrooms/Bathrooms	Students, Teachers and Offices	Three times a day
Sinks and Hand Sanitizer Stations	3 sinks near the science laboratory, 3 sinks at the side of the Preschool, Hand Sanitizers' location: near the seventh grade room, Science lab, Office lobby, between the First and Second grades room, Preschool area and Kinder area	At least four times a day
Common Areas	Science Laboratory, Principal/Secretary's Offices, Faculty Lounge	At the end of each use day

Physical Distancing in the Classrooms

In accordance with [CDC K-12 School Guidance](#), “recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented.” **Physical distancing will still be emphasized indoors when masks cannot be worn (e.g., indoor lunchroom).** Universal masking inside classrooms makes it possible for CDPH to lift physical distancing requirements, which had been a key barrier to all students returning to in-person learning. Per Cal/OSHA, Holy Angels Schools will implement physical distancing and barriers as a layer of protection during a major outbreak (20 or more cases in an exposed group).

Post [signage](#) and [posters](#), as well as student-made posters in the classrooms and around the school to remind students to practice physical distancing:



Floor markers and guidance on the floors are so students and staff have an understanding of spacing between one another in the classrooms, around the school, including the bathroom area:



Desk barriers will be provided for all teachers and students:



VENTILATION

Proper ventilation will be ensured for each classroom by allowing air to circulate from doors and windows. Classrooms are equipped with air purifiers. Ventilation will be maximized within all occupied indoor spaces through some combination of operable windows, mechanical ventilation systems, and/or portable air cleaners in a manner that complies with county guidance.

- Consider how to safely bring fresh air into classrooms (e.g., point fans to blow air outwards on cold/winter weather) to increase the effectiveness of open or crack doors and windows.
- Optimize ventilation in accordance with the structure of the classroom.

Social Distancing Outside of the Classroom

BATHROOM & RECESS SCHEDULE

Recess time will be 10:15am - 10:30am for grades 1- 8 (Kindergarten will schedule accordingly).

- Assigned faculty and/or parent volunteer(s) will supervise the yard to make sure social distancing is followed.
- Use Slack to inform teachers about bathroom traffic (if a student is in the bathroom) to avoid sending too many students at the same time.
- Students will use their individual bathroom lanyards and place them on the hook outside the bathrooms to manage overcrowding.
- Classes will remain in their designated areas (see Recess Diagram)

HOLY ANGELS SCHOOL RECESS DIAGRAM



SNACK AND LUNCH SCHEDULE

Lunch time will be 11:55 am - 12:40 pm (with recess) for grades 1- 8 (Kindergarten will schedule accordingly). While eating (especially indoors), maximize physical distance as much as possible. Implement outdoor meal times if space and weather allows.

- When eating indoors, students will be appropriately spaced or sitting at their desk equipped with desk shields.
- Frequently touched surfaces will be cleaned and sanitized before and after meals; promote hand washing before and after eating.
- Given the very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.

Snack Recess and Bathroom Schedule (subject to change)			
Grade	AM Bathroom	AM Recess	PM Bathroom
Kinder	9:00am, 11:00 am	10:30 am	12:45pm , 2:15 pm
1 and 2	10:00 - 10:15 am	10:15 am	1:00 pm
3 and 4	10:15 - 10:30 am		1:15 pm
5 and 6	10:30 - 10:45 am		1:30 pm
7 and 8	10:45 -11:00 am		1:45 pm

Lunch and Lunch Recess Schedule (subject to change)		
Grade	Lunch	Lunch recess out in the yard (Students may use bathroom too, following social distancing)
Kindergarten	12:00 pm	12:30 pm
1st through 8th	11:55 am	12:10 pm

GATHERINGS AND EXTRACURRICULAR ACTIVITIES

In accordance with the [San Mateo County Public Health Officer's Order No. C19-12](#)

“On July 27, 2021 the CDC updated guidance for fully vaccinated people given new evidence on the B.1.617.2 (Delta) variant. The CDC recommends that fully vaccinated persons wear a mask in public indoor settings. On July 28, 2021 the California Department of Public Health (CDPH) aligned its Guidance for the Use of Face

Coverings with the CDC recommending universal masking in public indoor settings statewide. The CDC and CDPH also endorsed that fully vaccinated people at higher risk for COVID-19 infection, as well as unvaccinated and not fully vaccinated persons consider wearing a mask in non-public indoor settings. Household transmission and small gatherings are major drivers of COVID-19 transmission in San Mateo County.

As case rates rise and the highly transmissible Delta variant is increasingly prevalent, health officers encourage limiting the size of gatherings and distance among participants. The Delta variant, which is more contagious and spreads more easily and quickly than other variants, has become the dominant strain in California:

- Consider ways that technology can be utilized to support drama, music, and other performance-based activities
- Plan for staff and other meetings to be held remotely to limit gatherings
- Limit Physical Education to noncontact activities that do not require shared equipment and can be conducted with required physical distancing. Refer to page 14, [Extracurricular and Athletic Activities](#) in SMCOE Pandemic Recovery Framework.

DOMESTIC AND INTERNATIONAL TRAVEL

Holy Angels School will use [Centers for Disease Control and Prevention: Domestic Travel during COVID-19](#) guidelines, along with added measures for the safety of our school community. For school operations during the pandemic, Holy Angels School recommends the following quarantine guidelines following domestic and international travel:

- Delay travel until you are fully vaccinated.
- Unvaccinated persons get tested for COVID-19 with a viral test 1-3 days before your trip, and 3-5 days after domestic or international travel AND stay home and self-quarantine for a full 7 days after travel.
- Vaccinated persons get tested for COVID-19 with a viral test 3-5 days after domestic or international travel and continue to self-monitor COVID symptoms for 14 days.

Per Sister Alma Amancio, if persons traveling are vaccinated and unvaccinated, families will follow the protocols of “Unvaccinated persons.”

Please see the table below for CDC recommendations concerning travel.

Travel Recommendations and Requirements

Domestic Travel	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before travel	✓	
Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓
International Travel	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before traveling out of the US	✓	
Mandatory test required before flying to US	✓	✓
Get tested 3-5 days after travel	✓	✓
Self-quarantine after travel for 7 days with a negative test or 10 days without test	✓	

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International Travel	Not Vaccinated	Fully Vaccinated
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓

Notice of Infection and Confidentiality Regulations

Holy Angels School will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. ([Student Privacy & FERPA](#))

Non-identifiable COVID-19 exposure notification form provided by the Department of Catholic Schools

- Forms for Notification from the Archdiocese of San Francisco
 - [Student](#)
 - [Employee](#)
- Notifications for the school community for identified case or close contact
 - [Sample letter to the school community when a student, teacher, or staff member has been identified as a case](#)
 - [Sample letter to the school community when a student or staff member is a close contact](#)
 - [Sample letter to those who may be a close contact in the school](#)

Notification Plan for Applicable Internal Community Regarding Exposure(s)

Preparing for When Someone Gets Sick

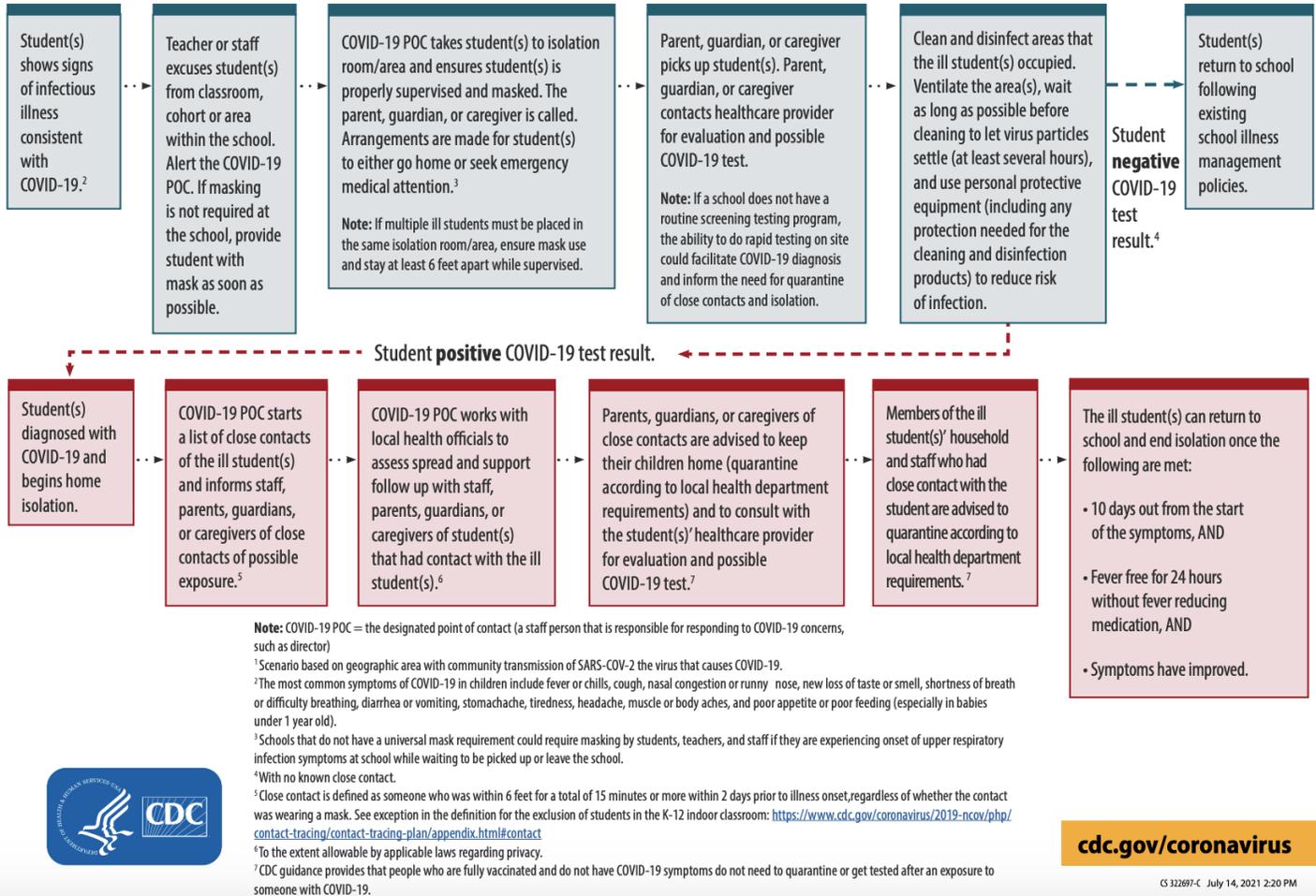
- Students, teachers, and staff with fever, respiratory infection, or other COVID-19 symptoms, will be sent home immediately. They will be separated from others in an isolation room established on campus until they go home.
- For serious illness, call 9-1-1 without delay
- Keep students who are waiting to be picked up in a designated isolation room in an area that others do not enter or pass through. Make sure that students keep their face coverings on.
- If possible and safe, when parents or guardians arrive to pick up a sick student, have the student meet them outside instead of allowing the parents or guardians into the building.
- Recommend students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms. Require that parents/guardians and staff notify the Principal/school administration immediately if the student or staff tests positive for COVID-19.
- Close off areas used by any sick person and do not use before thoroughly cleaning and disinfecting. To reduce the risk of exposure, ideally wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants with proper PPE and ventilation.
- Find alternative locations for students and teachers whose regular classroom is being cleaned or disinfected.
- The [Symptoms Report](#) form will be completed for a student/staff who is sent home from complaints of feeling ill or has a temperature reading of 100.4 during school hours. The [Covid 19 Employee Health Screening](#) form will be used for staff members who get sick and need to leave the school.
- Notify Health Officials and Close Contacts
 - In accordance with state and local laws and regulations, school administrators should notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)
 - Inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.

More Information from [CDC Guidelines](#)

Information on CDPH guidelines of COVID-19 infection may be found on pages 9 to 11 of [Pandemic Recovery Framework](#) published August 16, 2021.

- Refer to [CDC chart](#) for a step-by-step approach to responding when a student or staff member is sick while on campus.

WHAT TO DO IF A STUDENT BECOMES SICK OR REPORTS A NEW COVID-19 DIAGNOSIS AT SCHOOL¹



- Students, teachers, and staff who have [symptoms](#) of infectious illness, such as influenza (flu) or COVID-19, should stay home and be referred to their healthcare provider for testing and care.

Common Symptoms of COVID-19 (CDPH)

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

RESPONSE TESTING AND QUARANTINE

Fully vaccinated: two weeks have passed since individuals received their final dose of COVID-19 vaccine.
Close contact: anyone who was within 0-6 feet indoors of a Case for more than 15 minutes over a 24-hour period.

All students and staff are required to adhere to the CDPH guidelines for quarantine.

- If students wore masks at all time that they were exposed to a COVID-19 positive individual within a classroom, these guidelines permit a 10-day modified quarantine in which they may still attend in-person instruction if they are:
 - Asymptomatic
 - Continue to wear face coverings as required
 - Do not participate in extracurricular activities during the 10-day period
 - Get tested twice per week during the 10-day period
 - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx>
- Information on CDPH guidelines of COVID-19 testing and quarantine of vaccinated/unvaccinated close contacts may be found on page 19 of [Pandemic Recovery Framework](#) published August 16, 2021.

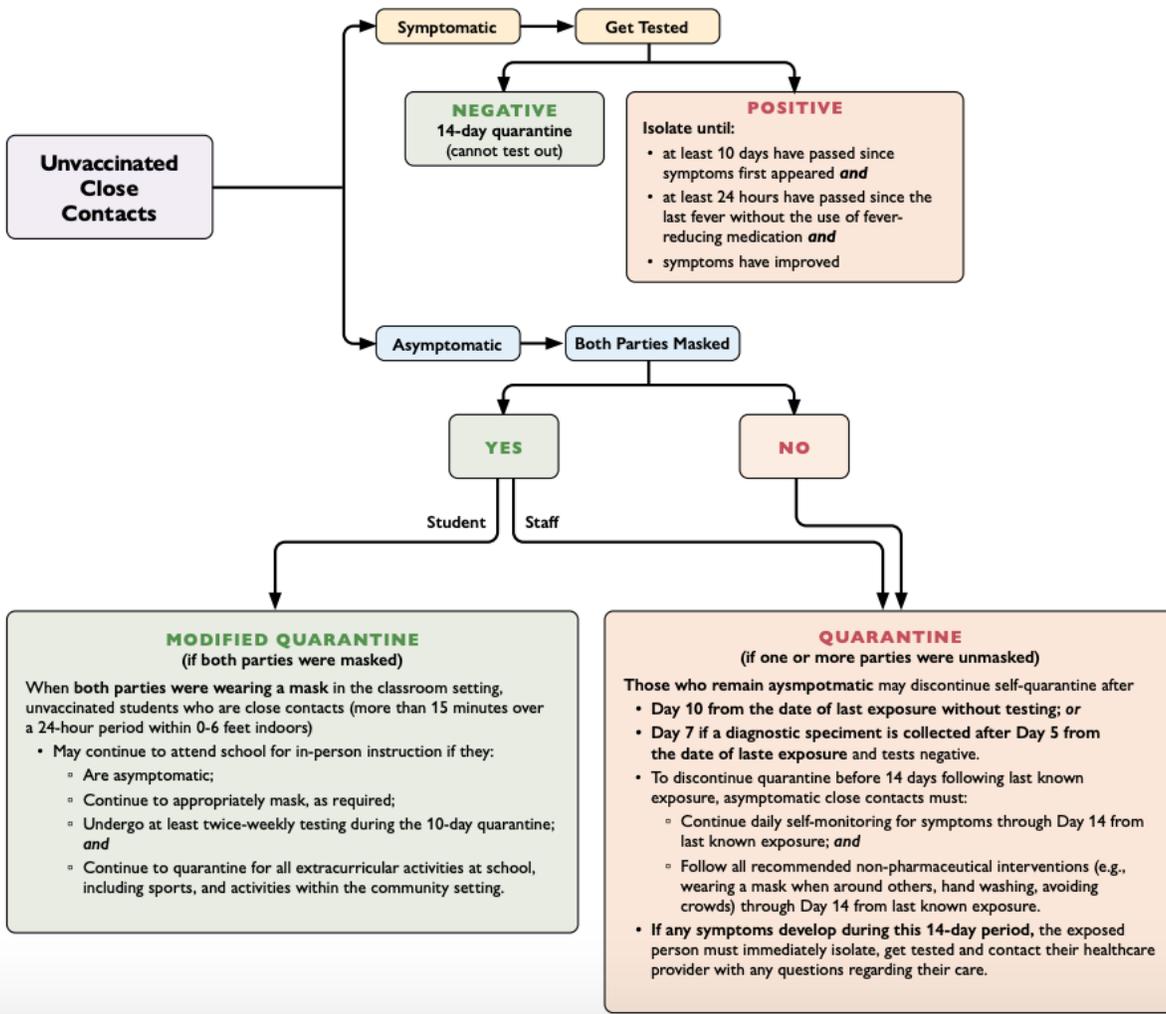
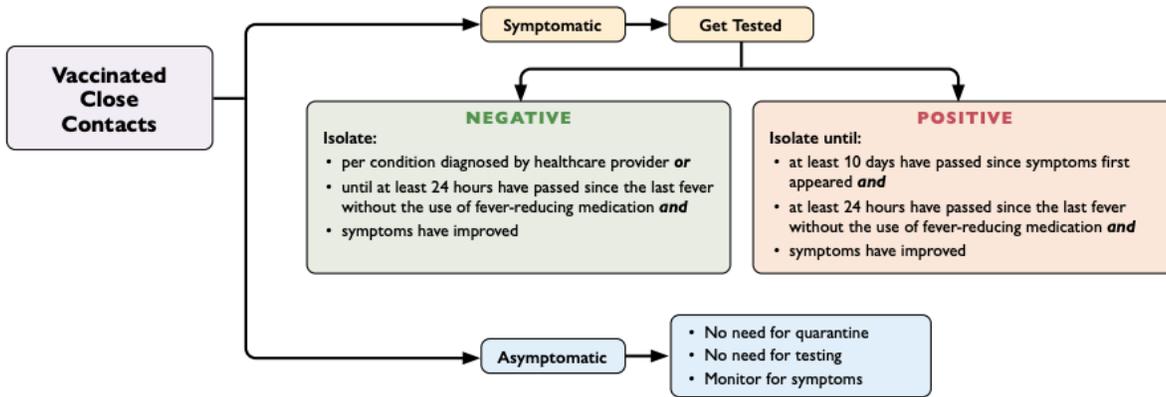
Key Points

- ❖ Currently there is no duration limitation on these recommendations after individuals are fully vaccinated.
- ❖ Fully vaccinated persons should get tested if experiencing COVID-19 symptoms and follow CDPH and local health department guidance regarding isolation and/or exclusion from high risk settings.
- ❖ Fully vaccinated students, teachers, and staff with NO COVID-19 symptoms do not need to be tested following an exposure to someone with COVID-19 if asymptomatic.
- ❖ Persons who have tested positive for COVID-19 within the past three months and recovered do not need to get tested following an exposure as long as they do not develop new symptoms.
- ❖ At-home testing is not permissible for evaluation of an individual's status during quarantine. A negative result from an antigen test or POC molecular test results should be confirmed with a laboratory-based PCR test.

ISOLATION AND QUARANTINE RECOMMENDATIONS

- Individuals who exhibit flu-like or COVID-19 symptoms while onsite will be required to be sent home.
- Students who become sick and are waiting to be picked up are required to wait in the designated Isolation Room.

COVID-19 Exposure at School (CDPH)



[California Department of Public Health: Preparing a safety plan for 2021-2022 school year](#)

Subject: COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year Updates as of August 2, 2021:

On July 9, 2021, the Centers for Disease Control and Prevention (CDC) published its [updated](#) recommendations for K-12 schools. The following guidance applies CDC's recommendations to the California context, in order to help K-12 schools formulate and implement plans for safe, successful, and full in-person instruction in the 2021-22 school year. This guidance is effective immediately and will be reviewed regularly by the California Department of Public Health (CDPH).

The foundational principle of this guidance is that all students must have access to safe and full in-person instruction and to as much instructional time as possible. In California, the surest path to safe and full in-person instruction at the outset of the school year, as well as minimizing missed school days in an ongoing basis, is a strong emphasis on the following: vaccination for all eligible individuals to get COVID-19 rates down throughout the community; universal masking in schools, which enables no minimum physical distancing, allowing all students access to full in-person learning, and more targeted quarantine practices, keeping students in school; and access to a robust COVID-19 testing program as an available additional safety layer. Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are fully implemented. This is consistent with [CDC K-12 School Guidance](#).

Masks are one of the most effective and simplest safety mitigation layers to prevent in-school transmission of COVID-19 infections and to support full time in-person instruction in K-12 schools. SARS-CoV-2, the virus that causes COVID-19, is transmitted primarily by aerosols (airborne transmission), and less frequently by droplets. Physical distancing is generally used to reduce only droplet transmission, whereas masks are one of the most effective measures for source control of **both** aerosols and droplets. Therefore, masks best promote both safety and in-person learning by reducing the need for physical distancing. Additionally, under the new guidance from the CDC, universal masking also permits modified quarantine practices under certain conditions in K-12 settings, further promoting more instructional time for students. Universal masking indoors in K-12 schools is recommended by the [American Academy of Pediatrics](#) and by the [CDC](#) in their Guidance for COVID-19 Prevention in K-12 schools (updated July 27, 2021).

Finally, this approach takes into account a number of key considerations: current unknowns associated with variants and in particular the Delta Variant, which is more transmissible; operational barriers of tracking vaccination status in order to monitor and enforce mask wearing; and potential detrimental effects on students of differential mask policies. Detrimental effects of differential mask policies include: potential stigma, bullying, isolation of vaccinated OR unvaccinated students, depending on the culture and attitudes in the school or surrounding community.

CDPH will continue to assess conditions on an ongoing basis, and will determine no later than November 1, 2021, whether to update mask requirements or recommendations. Indicators, conditions, and science review will include vaccination coverage status, in consideration of whether vaccines are available for children under 12, community case and hospitalization rates, outbreaks, and ongoing vaccine effectiveness against circulating variants of SARS-CoV-2, the virus that causes COVID-19 in alignment with the [CDC-recommended indicators](#) to guide K-12 school operations.

This guidance is designed to enable all schools to offer and provide full in-person instruction to all students safely, consistent with the current scientific evidence about COVID-19, even if pandemic dynamics shift throughout the school year, affected by vaccination rates and the potential emergence of viral variants.

This guidance includes mandatory requirements, in addition to recommendations and resources to inform decision-making. Implementation requires training and support for staff and adequate consideration of student and family needs. Stricter guidance may be issued by local public health officials or other authorities.

CASE REPORTING AND CONTACT TRACING

With one or more confirmed cases of COVID-19, Holy Angels School must complete the following steps as soon as possible:

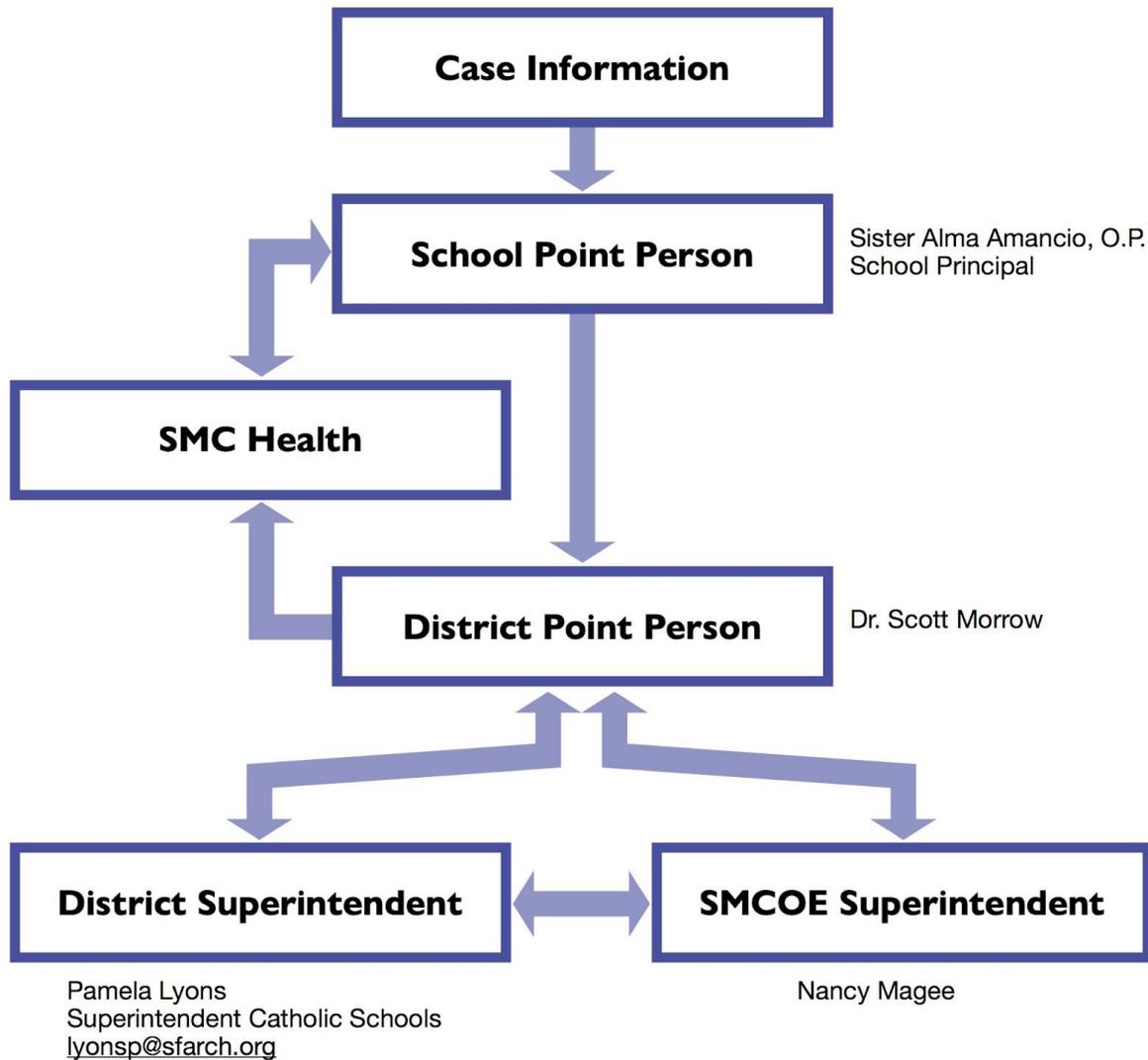
- School Point Person must report all COVID-19 cases and clusters of undiagnosed respiratory illness to SMC CD Control as soon as practicable (within 24 hours) at COVID19_SchoolTeam@smcgov.org
- School Point Person and the assigned San Mateo County Health investigator will be in daily contact Monday - Friday, unless instructed otherwise by SMC CD Control.
- The District Point Person collects the data from all schools and must complete a daily report for all new cases (a line list) and submit it via secure email to SMC CD Control by 10:00 am.
- Holy Angels School will notify - to the extent allowable by applicable privacy laws - teachers, staff, and families of students who were in close contact as soon as possible (within the same day if possible) after they are notified that someone in the school has tested positive.
- The District Point Person or District Superintendent should notify SMCOE at info@smcoe.org

Additionally, per Cal/OSHA guidance, employers must:

- Contact the local health department immediately but no longer than 48 hours after learning of three or more COVID-19 cases to obtain

Contact information for local health department officials

Contact Tracing and Communication Protocol
Updated by SMCOE on September 15, 2020
“Pandemic Recovery Framework”; Page 73



Information below as of August 17, 2021
San Mateo County Health Service Department

225 37Th Ave Rm 178
San Mateo, CA 94403-4324
Phone: (650) 573-2519
Email Department: smorrow@smcgov.org
Visit Website: <http://www.smhealth.org/>

Click the link below to view updated information

[San Mateo Health Department info](#)

Curriculum and Instruction

Instruction Models

On July 9, 2021, the Centers for Disease Control and Prevention (CDC) released updated COVID-19 mitigation guidelines for in-person learning. According to the cited [data](#), “reopening schools did not increase COVID-19 transmission rates when multiple mitigation measures were taken.” Gov. Gavin Newsom highlighted the safe reopening of California’s schools for full in-person instruction this academic year on August 6, 2021.

The current surge of the Delta variant has raised concerns and [“causes more infections and spreads faster than earlier forms of the virus that causes COVID-19.”](#) Depending on the volatility of the epidemic landscape, Holy Angels School may need to adapt to various types of learning:

Types of Learning

- Distance Learning - All students are learning remotely from home and will follow the schedule provided by each grade level teacher. Schedules will include synchronous and asynchronous instruction throughout the school day (**only during Quarantine).
- Hybrid Learning - Some students learn at home and some students learn from school (not offered during the 2021-2022 school year).
- In-Person Learning - All students are on campus to learn.

Distance Learning Guidelines for Teachers

“Distance Learning” means instruction in which the student and instructor are in different locations. This may include interacting through the use of computer and communications technology, as well as delivering instruction and check-in time with the teacher. Distance Learning may include video or audio instruction in which the primary mode of communication between the student and instructor is on-line interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology. It may also include the use of printed materials incorporating assignments that are the subject of written or oral feedback.¹

Teachers will choose a home base to deliver content and instruction: Google Classroom, Seesaw, class website or other similar applications. Teachers will create a digital space where parents and students can access class schedules, assignments and all learning materials in one place. (Use Hyperdocs, virtual classrooms) [Example](#)

Teachers will use online applications to develop lessons that involve a combination of independent and engaging learning experiences. (Strategies: blended learning, flipped classroom, project based learning) [Worksheet](#)

Teachers must use applications and online resources that are compatible with devices students are using.

Teachers will make provisions for students who do not have access to devices and the Internet.

Teachers will make sure students have parental consent before participating in virtual meetings. [Video Conferencing Consent Form](#)

Teachers will deliver content asynchronously and synchronously.

- Synchronous: Teachers will use Zoom or Google Meet and provide at least an hour a day for synchronous learning. [Guidelines for Synchronous Teaching](#)

[Synchronous Online Classes: 10 Tips for Engaging Students](#)

- Asynchronous - Teachers will design self-guided activities and lessons using Loom or similar apps to create video tutorials. Lessons done synchronously must be available for students not able to join. [Guidelines for Asynchronous Teaching](#)

[Five Tips for Designing Remote or Asynchronous Learning](#)

Teachers will observe established work hours during the regularly scheduled school day from 7:45 am to 3:30 pm.

Teachers will post grades and missing work in SchoolSpeak regularly.

Teachers will not post pictures of their virtual class on social media or elsewhere online. This is an important recommendation for teachers from Zoom.

[See Zoom Guidelines for Teachers under Technology](#)

¹ Distance Learning Considerations, <https://www.cde.ca.gov/ci/cr/dl/dlconsiderations.asp>, July 28, 2020

Distance Learning Guidelines for Students and Parents

In an effort to provide quality education during this period of Distance Learning, it is important for students to abide by specific guidelines.

Parents will be asked to complete a survey regarding technology available to students. If there is difficulty with Distance Learning because of an issue with device access and Internet connectivity, students and parents must communicate this with the teacher promptly.

Holy Angels School teachers utilize Zoom or Google Meet for the purpose of meeting with students. **Parental consent is required before students can participate in virtual meetings.**

Students are to refer to the class schedule posted online to access times and links to their meetings.

Distance Learning Expectations for Students

Students must conduct themselves in accordance with the Holy Angels School Code of Conduct and the policies in the School Handbook.

Students must submit assignments on time. If there are any issues with submitting work, the teacher needs to be notified before the due date.

Any form of cheating takes away from the learning process and will not be tolerated. If help is needed, please communicate with the teacher.

Keep a positive attitude and remember, with God, all things are possible.

[See Virtual Meeting Guidelines for Students under Technology](#)

Distance Learning Expectations for Parents

Our focus is on building up our students into independent life-long learners. As we partner with parents to support the education of each child, we ask the following of our parents:

- In an effort to mirror a classroom session, virtual class sessions are for students only. If possible, step away when students are participating in online learning - promote the development of responsibility and independence.
- An exception to the above will be if a parent requests a necessary one-on-one tutoring session for a child. If one-on-one tutoring is deemed necessary, the parent or other supervising adult from the child's household, must attend the meeting and be visible and behind the child during the virtual meeting. If the parent is unable to attend the meeting, the parent must fill out a consent form, allowing the teacher to conduct the meeting. All one-on-one virtual meetings will be recorded for documentation purposes.
- Designate an area in your home as the Learning Hub - similar to a shared space in a library.
- Minimize distractions for your student - just turning a desk or chair toward a wall limits diversions.
- Technology and materials should be readily available each morning for online learning.

Communication with Teacher(s) during Distance Learning

The faculty realizes that Distance Learning can be challenging. It is important for students and parents to communicate with the teacher when there are issues regarding assignments and grades. Grades will continue to be posted on SchoolSpeak and should be checked regularly. Issues can be discussed via email, phone calls, Remind app or pre-arranged virtual meetings with both parent and student, based on the availability of the teacher.

Social and Emotional Learning School Counselor - Holy Angels School



The California Department of Education defines social and emotional learning as “the process through which children and adults acquire and effectively apply the knowledge, attitude, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.”

[CLICK TO VIEW: SOCIAL AND EMOTIONAL LEARNING GUIDING PRINCIPLES - FULL PDF VERSION](#)



In-Person Learning		
Emotion Management	Situational Awareness	Academic Achievement
<p>School counselor is on campus 3 days a week to provide individual, group and classroom edu-therapy.</p> <ul style="list-style-type: none"> ❖ Identify achievable goals. ❖ Age appropriate activities and media for emotion regulation, peer management and relationship building. ❖ Self journaling helps with self-discovery and builds confidence. ❖ Mindfulness & Breathing Meditation ❖ Kindness Program 	<ul style="list-style-type: none"> ❖ Encompass the Safe and Caring School guidelines - “Stop, Think, Pray and Choose.” ❖ Each student completes Virtus (Kindergarten - 8th). ❖ Monthly religious class retreats with the principal. ❖ Daily gospel and reflection. 	<ul style="list-style-type: none"> ❖ Teachers are accessible by email for parent conferences. ❖ Annual school-wide parent/teacher conference. ❖ Resource Program available for students who require learning modifications.

Distance Learning <i>Providing support in a time of uncertainty</i>		
Emotion Management	Situational Awareness	Academic Achievement
<p>School counselor is available as needed for student and parent consult.</p> <ul style="list-style-type: none"> ❖ Classroom Zoom for well being check-in and “Brain Breaks.” ❖ In collaboration with the Student Council, encourage physical activities. ❖ “Walk & Talk” - individual counseling in an outdoor environment to maintain ‘partial’ confidentiality. ❖ “Parent-to-Parent” forum for parents. ❖ Mindfulness & Breathing Meditation 	<ul style="list-style-type: none"> ❖ Encompass the Safe and Caring School guidelines - “Stop, Think, Pray and Choose.” ❖ Each student completes Virtus (Kindergarten - 8th). ❖ Daily gospel and reflection (also used as our method to take attendance via online). 	<ul style="list-style-type: none"> ❖ “Parent-to-Parent” forum included parent consult regarding teacher conferences and tech/app support. ❖ Teachers are accessible by email for parent check-ins. ❖ Teachers will have weekly office hours. ❖ Resource Program available for students who require learning modifications.

Resources and information during the COVID-19 pandemic is sent to school families through eNews, SchoolSpeak and counselor’s website.

[CLICK TO VIEW: HOW TO EASE CHILDREN’S ANXIETY ABOUT COVID](#)
NATIONAL ALLIANCE ON MENTAL ILLNESS

- Step 1:** Know the facts
- Step 2:** Establish a routine
- Step 3:** Engage in self-care
- Step 4:** Stay connected
- Step 5:** Focus on the positive



Additional Resources (click to view links)		
<p>EDUCATIONAL BRAIN BREAKS IDEAS</p>	<p>SKILL BUILDING ACTIVITIES</p>	<p>GOALS LESSONS</p>

MINDFULNESS



TIPS FOR DISTANCE LEARNING



Institute for Social and Emotional Learning

RESOURCES FOR SEL



Technology

Students and parents are required to sign the [Responsible Use Policy \(RUP\)](#) and the [Media and Student Work Release](#) from the Archdiocese of San Francisco. Other forms that need to be completed:

- [Google Workspace for Education Consent Form for New Students](#)
- [Video Conference Consent Form](#)

All forms above will be signed in SchoolSpeak.

Students doing In-Person Learning who are bringing their own devices must have a [Bring Your Own Device Policy](#) signed by both parent and student.

Virtual meetings may be conducted via Zoom or Google Meet.

Virtual Meetings: Guidelines for Teachers

- Teachers will set virtual meeting time availability for students and parents who may need assistance and have questions.
- Teachers **will not** conduct Zoom sessions with one student at a time. A parent requesting a Zoom session to assist a struggling student must be present during the Zoom conference. If the parent is not able to attend the meeting, the teacher must obtain parental consent to conduct the meeting. All one-on-one meetings will be recorded whether a parent is present or not. [One-on-One Video Conferencing Consent Form](#)
- Teachers will share the “URL join link” to scheduled Zoom meetings to parents and students. Students do not need to create a Zoom account to join.
- The “URL join link” should be shared through a learning management system, an existing school-managed communication tool, a private class webpage or another secure portal (but never publicly).
- As an additional layer of privacy, students do not need to provide their full names upon entering a room. However, students should provide their first name and not any nicknames or initials.
- Check that the Waiting Room setting is enabled to avoid allowing students entering the room without a teacher present.
- Share links with Principal, Learning Support Teachers, Classroom Aides, and Technology Teacher.
- Once all meeting attendees are present, teachers may lock the meeting for added security.
- Use the **Report** a user in the Security icon on the meeting taskbar if an unwelcome participant joins the meeting.
- For classroom management and security, limit the time length of continuous large group sessions (recommend using chunking instruction and/or smaller purposeful grouping of students).
- Default screen sharing to teacher only. Teachers may change screen sharing as needed (i.e., student presentations)
- Mute the microphone for students upon joining a virtual conference.
- Teachers can remove participants from class.
- Consider turning off the chat feature for students to message the whole group; only allow students to send a message to the “host.” Teachers may integrate the chat feature in a lesson.
- Teachers may record class time and archive for internal use/documentation.
- Do not allow students or parents to record the class meeting or other online engagements. All

class meetings are the intellectual property of the school.

- At the end of the virtual meeting, make sure to wait until all students have left and then click “End Meeting for All.”
- Breakout Rooms allow teachers to create small groups during Zoom meetings for collaboration and discussions. When students are in Breakout Rooms, they are expected to:
 - Stay focused on the task/role assigned or given to them
 - Cooperate with group members in completing the task(s)
 - Behave according to guidelines in school handbook and Responsible Use Policy

Teachers will be able to move in and out of breakout groups to check on discussions or progress on tasks.

- In the event that the Zoom host teacher unexpectedly loses internet connection and gets dropped from the Zoom meeting, students are expected to leave the meeting immediately and await further instructions from the teacher via their Learning Management System (LMS), i.e. Google Classroom or SeeSaw. Teachers may assign a student to be responsible for ensuring all students leave the Zoom meeting, and will be the last to leave the meeting.

Virtual Meeting: Guidelines for Students

Recording virtual meetings : Students and parents are prohibited from recording, sharing or public posting of virtual meetings or other online engagements. All class meetings are the intellectual property of the school.

When joining a meeting, a student will use his/her first name only. Nicknames or initials are not acceptable.

Students are to wear one of the following uniform items while meeting: school sweater, PE sweatshirt, white polo shirt OR white button shirt. No hats, hoods, makeup (includes false eyelashes) are to be worn while meeting. Hair and appearance should be neat and tidy.

Headset with microphone is optional.

A student should be seated in a chair located at a desk or table and be prepared with all necessary materials, including work due. Learning area should be as quiet as possible.

Distractions during sessions should be minimized. No eating, video games, television, or other disruptive activities are allowed. As in the classroom, cell phones should be off and not nearby.

If a student needs to leave a meeting, please notify the teacher immediately before doing so.

A student needs to be on time for meetings, otherwise a teacher may not admit the student. As a result, class attendance and grade for the day could be affected.

Links to virtual meetings should not be shared with people outside of the class.

If a student is experiencing technical difficulties, the teacher should be informed promptly. Zoom works best when using the app. Connecting to Zoom using a browser is not recommended as many Zoom features will not work. The Zoom app is free and available for download for most devices.

Be respectful and polite towards the teacher and classmates at all times. Students should follow online [netiquette guidelines](#).

Video should be on at all times. A student's full head/shoulders should be visible during the meeting. Strong lighting is necessary.

Raise a hand to ask a question or make a comment.

Once connected to the session, students will mute their microphones to help the teacher retain group attention during the lesson. Microphones will remain muted until it is one's turn to speak.

Teachers may disable the "chat" feature to prevent side bar/off topic chatting.

Teachers may ask students to change their background if the background is distracting. This includes virtual backgrounds, symbols, posters, or anything the teacher deems distracting for the learning environment of the students.

Failure to follow the guidelines will result in the student being removed from future Zoom sessions for the class. Attendance and grades can be affected.

Breakout Rooms allow teachers to create small groups during Zoom meetings for collaboration and discussions. When students are in Breakout Rooms, they are expected to:

- Stay focused on the task/role assigned or given to them
- Cooperate with group members in completing the task(s)
- Behave according to guidelines in school handbook and Responsible Use Policy

Teachers will be able to move in and out of breakout groups to check on discussions or progress on tasks.

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APPENDIX

APPENDIX A: Home-Based Symptom Screening

STEP 1: SYMPTOM SCREENING

You will need to follow the guidelines below:

Template for Home-Based Screening

Schools can use the template below to share with caregivers and aid in daily reporting.

Home-Based Symptom Screening

Caregivers: If your child has any of the following symptoms, they might have an illness they can spread to others.

- [Temperature](#)  of 100.4 degrees Fahrenheit or higher
- Sore throat
- Cough (for students with chronic cough due to allergies or asthma, a change in their cough from usual)
- Difficulty breathing (for students with asthma, check for a change from their baseline breathing)
- Diarrhea or vomiting
- New onset of severe headache, especially with a fever

Check your child for these symptoms before they go to school. Check symptoms for changes from usual or baseline health.

If your child DOES have any of the symptoms above:

- Keep them home from school
- Get your child tested for COVID-19.
- Contact your child's school and report that your child is sick. The school may ask some additional questions to help determine when it is safe for your child to return to school and about other people who may have been exposed.
- CDC has a [Coronavirus Self Checker](#)* available in its website, which may help you make decisions about seeking medical care for possible COVID-19.

If your child does NOT have any of the symptoms above:

- Consider whether your child needs to see a healthcare provider and be tested for COVID-19. Even if they don't have symptoms, your child should be tested if they:
 - have been in [close contact with someone with COVID-19](#), or
 - have taken part in activities that puts them at higher risk for COVID-19 because they cannot physically distance as needed, such as participating in contact sports, attending a gathering with other children or family, or
 - were asked or referred to get testing by a [state, tribal, local](#) , and [territorial health department](#) or healthcare provider.
- For the purposes of these criteria, daycare and school settings that implement multiple prevention strategies, such as universal and correct use of masks and physical distancing to the greatest extent possible, are **not** considered higher risk settings.
- If they do not have symptoms and do not meet any of the criteria above, send them to school as usual.

*Coronavirus Self Checker: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html>



STEP 2: FEVER CHECK

Take your child's temperature with a thermometer at home prior to arriving at school. A fever is a temperature over 100.4°F when you take your child's temperature at home. When programs take temperatures, a temperature over 100 °F is considered a fever. This is because programs use a special "no-touch" thermometer that may read slightly lower, especially when used outside.



IF OUR CHILD HAS SYMPTOMS OR A FEVER

Stay home. Your child cannot attend the program that day. Contact your child's regular doctor or clinic for advice. Your child should also stay home until they meet the conditions to return to childcare or camp.

RETURNING TO CHILDCARE OR CAMP AFTER A FEVER OR SYMPTOMS OF COVID-19



If your child gets tested, they can return after

- A negative COVID-19 test and
- 3 days with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil, Motrin), and
- 3 days since symptoms have improved. The symptoms do not have to be completely better.

You must show proof of your child's negative test, for example, the test result or a message from your clinic or test site that the test was negative. When your child gets tested, let the clinic or test site know that you will need this. This is usually the fastest way for your child to return to their program.



If your child is not tested, they can return after

- 10 days have passed since symptoms first appeared and
- 3 days since symptoms improved and
- 3 days with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin).

Exceptions: Doctor's Note or Clinic Note

Sometimes a child's symptoms are clearly due to another cause, such as strep throat or hand-foot-and-mouth disease. This is not common, but in this situation, your provider may choose to give you a note saying that your child can return to their program. This does not mean that your child does not have COVID-19. Many children with COVID-19 do not have any symptoms. It only means that a definitive cause has been found for the symptoms that kept your child out of their program. The note may be an email, electronic message or part of an after-visit summary.

Appendix B: Handwashing Stations



2 stations on the other side of Science Lab



3 stations on wall across Kindergarten

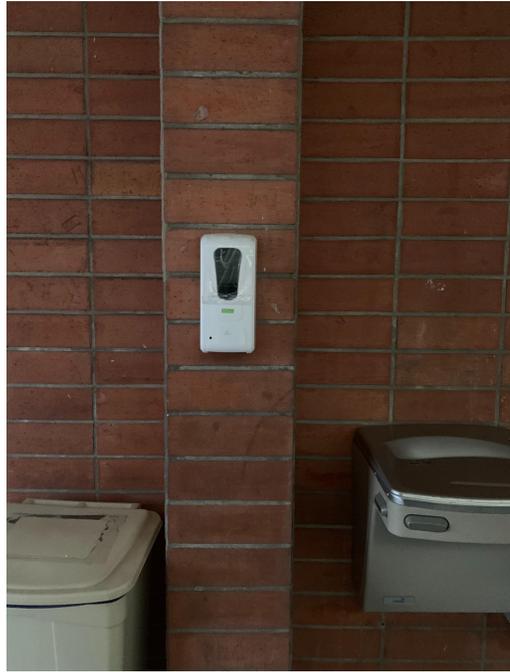


1 station on this side of Science Lab

Appendix C: Hand Sanitizing Stations



Outside CCD Office



Between 4th/5th grade



Outside the office



Outside Girls' Bathroom



Between first and second grade



Outside boys' bathroom



Outside CCD office

Appendix D: Classroom Cleaning Checklist

Classroom Cleaning Checklist

Classroom: _____

Keep all cleaning materials secure and out of reach of children and ensure that there is adequate ventilation when using these products to keep children and staff from inhaling toxic fumes.

Monday: _____

Area to Clean	Before Recess	After Recess	Before Lunch	After Lunch	As needed	End of Day
Student Desk						
Student Chair						
Door Handle						
Light Switch						
White Board						
Projector/Document camera						

Tuesday: _____

Area to Clean	Before Recess	After Recess	Before Lunch	After Lunch	As needed
Student Desk					
Student Chair					
Door Handle					
Light Switch					
White Board					
Projector/Document camera					

Wednesday: _____

Area to Clean	Before Recess	After Recess	Before Lunch	After Lunch	As needed
Student Desk					
Student Chair					
Door Handle					
Light Switch					
White Board					
Projector/Document camera					

Thursday: _____

Area to Clean	Before Recess	After Recess	Before Lunch	After Lunch	As needed
Student Desk					
Student Chair					
Door Handle					
Light Switch					
White Board					
Projector/Document camera					

Friday: _____

Area to Clean	Before Recess	After Recess	Before Lunch	After Lunch	As needed
Student Desk					
Student Chair					
Door Handle					
Light Switch					
White Board					
Projector/Document camera					

***Cleaning Procedures**

Always clean surfaces prior to the use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use.

Appendix E

RESTROOM CLEANING INSPECTION CHECKLIST

Building: _____

ROOM NUMBER: _____

Direction: Please initial and date any of the tasks you have completed in this room. Note floor cleaning and finishing is on the other side of the checklist.

Task	Initial	Date
1. Dust and clean ceiling and corners		
2. Replace burned out light bulbs		
3. Submit work orders for ballasts that need replacing		
4. Wash light covers/grates		
5. Wash and clean exhaust and intake vents – remove grates		
6. Clean and disinfect walls / shelves		
7. Clean blinds – take down and wash		
8. Wash, clean and disinfect countertops sink / faucet		
9. Wash and clean windows (inside/outside)		
10. Clean and disinfect soap, paper towel and toilet paper dispensers		
11. Clean and disinfect partition doors		
12. Clean and sanitize trash cans / re-line with new trash liner		
13. Clean blinds / shades		
14. Dust / sweep floor		
15. Clean mirrors; chrome and glass		
16. Clean floor drains – refill with water		
17. Clean baseboards / corners		
18. Wash doors completely; (frame jams, tops, sides, glass inside and out, hinges, knobs)		
19. Clean and disinfect toilets; valves (change batteries if need be)		
20. Clean and disinfect urinals; valves (change batteries if need be)		
21. Dust and wash ledges and all horizontal surfaces		
22. Clean and disinfect sanitary dispensers		

23. Clean floors with bristle brush, pad or mop; follow up with a rinse		
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Ladder Safety Tips

1. Never use a damage ladder.
2. Always face the ladder when working on the same side.
3. Do not lean over the side of the ladder to overreach.
4. Never stand above the third rung from the top.
5. Do not allow more than one person on a ladder at a time unless designed for two people.
6. Do not use a ladder if you are tired, dizzy, or fatigued.
7. Do not reach beyond a safe comfort zone.

Supervisor/Principal or Designee Signature _____ Date _____

Updates to COVID-19 School Operations Plan

July, 2021

The following should be included in your revised COVID-19 Operations Plan. Your school may be more restrictive than what is written below if that works better for your community. A phased-in approach to any changes might be the best course of action, rather than drastically changing all previously implemented COVID protocols. For example, the new guidance does not require a staggered pick-up and drop-off, however, you may choose to keep the more restrictive process that was established last school year and gradually phase in a less restrictive process.

Somewhere in the Introduction

This Operations Plan has been updated to reflect the State of California's *COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year* issues on July 12, 2021.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx#>

Face Coverings:

Students in all grade levels K-12 will be required to wear face coverings while indoors, while at school

All staff are required to wear face coverings when sharing indoor spaces with students.

- CPDH recommends disposable 3-ply surgical masks, which are more effective than cloth face coverings
- Bandanas, gaiters, and similar face coverings are no longer acceptable.
- Additional masks will be available to students who inadvertently fail to bring a face covering to school.
- Under CDPH guidelines, students who refuse to wear a face mask as required will be sent home.

Classroom Spaces

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. Physical distancing will still be emphasized indoors when masks cannot be worn, e.g. indoor lunchroom.

Ventilation

Ventilation will be maximized within all occupied indoor spaces through some combination of operable windows, mechanical ventilation systems, and/or portable air cleaners in a manner that complies with county guidance.

Hand Hygiene

All classrooms, staff rooms, and dining areas are stocked with hand hygiene stations consisting of soap and water or hand sanitizer. All individuals will be encouraged to practice regular hand hygiene.

Meals and Snacks

All students and staff will eat outdoors when space and weather allow. When eating indoors, students will be appropriately spaced, and frequently touched surfaces will be cleaned before and after meals.

Stay Home When Sick

A list of COVID-19 symptoms will be given to staff, volunteers, students, and families. We will require symptomatic staff and students to stay home when sick, get tested, and consult with their health care provider.

Note for school: You are not required to confirm that these checks have been completed each day or conduct them onsite.

Testing

We strongly encourage people with symptoms of COVID-19 to get tested, regardless of their vaccination status, as well as those who are unvaccinated and are close contacts of those with COVID-19. **Note for school: the CDPH recommends regular testing of staff, even those who are asymptomatic. SFDPH does not recommend routine testing of asymptomatic staff or students if they have no known exposures.**

Positive Cases

Individuals with symptoms or those who have tested positive for COVID-19 will be instructed to not return for in-person instruction until they meet all of the conditions outlined in

https://www.smcoe.org/assets/files/For%20Communities_FIL/COVID-19%20Resources_FIL/Pandemic_Recovery_Framework.pdf

Isolation of Cases

Individuals who exhibit COVID-19 symptoms while onsite will be required to be sent home. Students who become sick and are waiting to be picked up are required to wait in a designated isolation space.

Quarantine

All students and staff are required to adhere to the SFDPH guidelines for quarantine, located in Quick Guide for Suspected or Confirmed COVID-19 in Schools, Childcare, and Programs for Children and Youth. If students wore masks at all times that they were exposed to a COVID-19 positive individual within a classroom, these guidelines permit a 10-day modified quarantine in which they may still attend in-person instruction if they are (1) asymptomatic, (2) do not participate in extracurricular activities during the 10-day period, and (3) get tested twice per week.