



DIOCESE OF
SAN JOSE



St. Clare School
2021-2022 School Reopening Plan
Updated 13 August 2021

Table of Contents

- A. [Overview](#)
- B. [Prevention / Mitigation](#)
 - 1. [Physical Distancing](#)
 - 2. [Hygiene Measures](#)
 - 3. [Cleaning and Maintenance](#)
 - 4. [Food Services](#)
 - 5. [Extra-curricular Activities/Athletics/School Events](#)
- C. [Monitoring](#)
 - 1. [Health Screenings](#)
 - 2. [COVID-19 Testing and Reporting](#)
- D. [Response to Suspected or Confirmed Cases and Close Contacts](#)
- E. [Communication Plan](#)
- F. [Community Involvement](#)

A. Overview

The framework for reopening school campuses is based on what is currently known about the transmission and severity of COVID-19 (Coronavirus). The Diocese of San Jose, in consultation with the Center for Disease Control (CDC), the California Department of Public Health (CDPH), and the Santa Clara County Public Health Department (SCCPHD), will update the framework as needed and as additional information becomes available.

The goals of the 2021-2022 School Plan are to:

- Safeguard the health of the students, parents, employees, and their families
- Reduce the risk of spreading disease in the community
- Ensure ongoing, accessible, high-quality ministry

While the framework for reopening school campuses applies to all elementary schools in the Diocese of San Jose, the protocols included within are specific to the context of St. Clare School. All site-based protocols comply with the most current order of the Santa Clara County Public Health Department (or the State order if it is more restrictive) and is responsive to the needs of the local community.

The framework is not exhaustive nor is it a substitute for any existing safety and health-related regulatory requirements for schools. As the COVID-19 situation continues, St. Clare School leadership will remain current on changes to public health guidance and state/local orders and maintain consistent communication with the school community.

B. Prevention / Mitigation

B.1. Physical Distancing

Physical distancing is no longer required when inside the classroom for instruction (instead masks and ventilation are prioritized).

Physical distancing of 6 ft. is required when eating and masks are off. Outdoor eating is strongly recommended.

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

At a minimum, these protocols include:

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

School Protocols for Physical Distancing – Arrival/Departure

Close contact between students, staff, families, and the broader community will be minimized at arrival and departure through the following methods:

- Designated car line drop off and pick up routes will be shared with the community, using three main car line drop off points for Grades TK-2 at the Santa Clara Street Gate, Grades 3-5 at the Lexington Street Gate, and Grades 6-8 at the Lexington Breezeway Gate.
- Drivers will remain in their vehicles when dropping off or picking up students. When in-person drop-off or pick-up is needed, only a single parent or caregiver should enter campus, wearing a face covering, to pick up or drop off the child from a designated location.
- Provide supervision to prevent mixing stable groups during school arrival and departure.
- Signage will be posted near campus entrances and exits regarding Physical Distancing.

Each car will display a placard with the family name and each student's grade.

Arrival and Departure Schedule

- Arrival: 7:45-8 A.M. via car line | Late arrivals after 8 A.M.: proceed directly to the school office
- Departure: 3-3:15 P.M., except on minimum days: 12:30-12:45 P.M. | Students not picked up by the end of this period may be picked up at extended care.

MULTIPLE CHILDREN FAMILIES

- Families with students from multiple grade levels may drop off at the youngest student's gate.
- Families with students from multiple grade levels must pick up at the designated car lines (TK-2: Santa Clara Gate | 3-5: Lexington Gate | 6-8: Lexington Breezeway Gate).

WALKING TO/FROM SCHOOL

- Students in Grades TK-5 who reside in neighboring streets, may walk to school provided they are escorted by a parent or caregiver.
- They must use the gate designated for their grade level at their designated time.
- Parents and caregivers will not be allowed through the gate and must leave the school vicinity as soon as students are under the supervised care of a school employee.

STUDENTS ARRIVING/LEAVING IN THE MIDDLE OF THE SCHOOL DAY

Students arriving late will be signed in by a parent or caregiver in the School Office. Only one parent or caregiver may accompany the child. The adult accompanying the child must

complete the Self-Screening Form and wear a face covering before they are allowed to enter the building. After the student has been signed in, he or she will be escorted to their classroom by a school employee. The parent or caregiver must leave the campus immediately.

When a student needs to be picked up in the middle of the day, a parent signs the student out from the School Office.

School Protocols for Physical Distancing – Restrooms

Physical Distancing Protocols:

- Only students from the same stable group (class) are allowed in the bathrooms at any given point in time.
- When a student requests to use the restroom outside of their designated restroom period, the student may be accompanied by another student from the same stable group (class).

Hygiene Practices While Using the Restroom:

[All restrooms receive a thorough cleaning and are disinfected and sanitized each evening by a professional janitorial service. In addition, the parish custodian will clean and disinfect high touch surface areas of the restrooms before and after recess and lunch.]

- When a student prepares to use the restroom, before he or she leaves the classroom or gets up from a lunch table, he or she must have their face covering on and use the hand sanitizer in the classroom or mounted on the posts by the lunch tables.
- In addition, when supervised by an adult, he or she may use the hand sanitizer mounted on the wall outside the restroom or on a portable stand.
- After each student completes his or her restroom visit, the student must use the lavatory sink to wash his or her hands with soap and water for at least 20 seconds.
- He or she must wipe their hands using the paper towel from the dispenser and discard the used paper towel in the garbage can.
- When the student returns to the classroom or the lunch table, he or she must hand sanitize before resuming eating, playing or classes.

School Protocols for Physical Distancing – Recess and Lunch

Hygiene Protocols

- Students must wear face coverings and sanitize hands before leaving the classroom.
- After eating, students must put on face coverings, clean the area they used and then wash hands with soap and water using the outdoor hand washing stations for at least 20 seconds before proceeding to play area.
- After play, students must wash hands again before getting in line to return to the classroom.
- Play equipment designated for the cohort will be cleaned and disinfected daily.

Physical Distancing Protocol

- Any volunteer or staff member assigned to supervise during recess or lunch must stay 6 ft. away from the students, except in an emergency.
- Students will sit with adequate spacing while face coverings are off, when consuming food or drink.
- Stable groups (classes) will have designated play areas 10 ft. away from the next stable group.

School Protocols for Physical Distancing – Lunch

- Students who purchase lunch from the school's lunch provider will pick up their individually packaged lunch from a designated area before returning to their designated eating area.
- Stable groups (classes) will have designated play areas 10 ft. away from the next stable group.
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School Protocols for Physical Distancing – Hallways/Walkways

- When walking in the hallway, walkways or stairs/ramps, everyone must walk single file, using the right side of the hall, leaving 6 ft. of space behind the person in front.
- Students must keep their hands to the sides or behind their backs and must avoid touching any surfaces.
- Classes must use designated exterior doors to enter and exit from recess and lunch. TK, Grade 2 use the door closest to TK; Kinder, Grade 1 use the door closest to CKZ Room; Grade 3 uses the door closest to the boys' restroom; Grade 4 uses the door closest to the Grade 4 classroom; and Grade 5 uses the door closest to the ramp.
- When walking to and from P.E. or when using the front entrance of the school, students stay on the right side of the walkway or stairs at any given point in time.

- Students must enter the classroom using the designated entrance and exit doors. When only one door exists, students must give right of way to the person entering the classroom.
- In middle school, or where student supervision may require an overlap, the teacher whose class has concluded will escort his or her class outside the classroom to line up in a single file line, 6 ft. apart while waiting for the next teacher.

School Protocols for Physical Distancing – Front Office, Staff Breakrooms, Workrooms and Restrooms

Protocol for Visitors, Parent Volunteers, Late Student Arrivals

- Only necessary visitors and volunteers are allowed on campus. While on campus, visitors and volunteers will be allowed limited contact with students and staff.
- When approaching the main school entrance, visitors, parent volunteers and students who arrive late must follow the marked pathway to enter, keeping 6 ft. physically distanced.
- Only one individual or no more than two people the same family may enter the school building at the same time. Individuals or members of the same family waiting to enter must stand in designated areas on the Washington Street sidewalk directly outside the main school entrance.
- Those waiting may only enter the school when the person before them has exited or when they are allowed to enter.
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Protocols for Employee Breakrooms, Workrooms and Restrooms

- School employees are not permitted to eat in any of the breakrooms (elementary breakroom, middle school breakroom, CKZ room or CTZ room).
- Employees may eat outdoors, 6 ft. physically distanced from another employee, or in their designated work area.
- Only one person is allowed in the employee restroom. All those waiting to use the restroom must wait in the designated spots marked for 6 ft. physical distancing.

B.2. Hygiene Measures

The CDC and local health departments recommend that schools explicitly teach and reinforce healthy hygiene practices for students and staff, including washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.

Specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) was consulted in designing school-specific protocols.

School Protocols for Promoting Healthy Hygiene Practices
<p>Explicit instruction of healthy hygiene practices</p> <ul style="list-style-type: none">• Within the first three days of on-campus instruction, each homeroom teacher will provide explicit instruction on healthy hygiene practices.• Instruction will include in-person review of practices as well as an age-appropriate video.• Homeroom teachers' lesson plans will reflect the healthy hygiene lesson in Planbook, with administration confirming that the lesson has been taught.• Teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.• Post signage in high visibility areas to remind students and staff of proper techniques for handwashing and covering of coughs and sneezes and other prevention measures.• Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, face coverings and hand sanitizers (with at least sixty percent ethyl alcohol) for staff and students who can safely use hand sanitizer.• Model, practice, and monitor handwashing, particularly for TK-third grades.• Develop routines to ensure students use hand sanitizer prior to and after using the restroom.• Students under the age of nine should use hand sanitizer only under adult supervision.• <p><i>The Silver Box Pledge: A Social Contract</i></p> <p>Parents/guardians will receive and will be required to electronically sign a Social Contract (<i>The Silver Box Pledge</i>) where families commit to safe practices that protect the school community:</p> <ul style="list-style-type: none">• We will model practices at home that protect our family and school community<ul style="list-style-type: none">○ Wearing face coverings○ Practicing social distancing○ Washing hands frequently• We will become familiar with school procedures and follow the 'daily directive' for our student(s)

- Arrival/departure
- Hygiene measures
- Monitoring, testing and reporting
- We will follow current Public Health orders and recommendations, including:
 - Refraining from assembling in groups or with those outside of our household
- We will keep our student home if a member of the household exhibits COVID-19 symptoms.
- We will seek medical care and get tested for COVID-19 as soon as possible if:
 - Our student or member of our household develops one or more [COVID-19 symptoms](#), OR
 - A member of our household or a non-household close-contact tests positive for COVID-19
- We will notify St. Clare School administration *immediately* if:
 - Our student or a member of our household tests positive for COVID-19, OR
 - A member of our household or a non-household close contact tests positive for COVID-19

The school has distributed a poster version of the Silver Box Pledge Social Contract to be posted in each household.

School Hygiene Protocols and Practices

1. Signage will be posted in high visibility areas to remind students and staff of when and where face coverings are required and appropriate use of face coverings, proper techniques for handwashing and covering coughs and sneezes.
2. The school administration and Health & Safety Committee will educate and train staff, students and families on the rationale and proper use of face coverings, proper hand washing technique, avoiding contact with one's eyes, nose and mouth and covering coughs and sneezes.
3. The school administration will communicate and sign an agreement with staff, students and families regarding requirements, protocols and expectations for hygiene measures at school and at home.
4. St. Clare School parents and caregivers will reinforce hygiene practices at home: proper handwashing techniques, covering coughs and sneezes.
5. St. Clare School employees and volunteers will supervise the use of hand sanitizers especially with children 9 years old and younger.
6. The school administration will ensure adequate supplies to support healthy hygiene behaviors:
 - Hand sanitizers available at convenient locations
 - Tissue boxes readily available at convenient locations
 - Trash cans available at convenient locations
 - Minimize staff's and students' contact with high-touch surfaces
7. At least daily, and more frequently if feasible, employees will clean and disinfect high-touch surfaces. ***SEE SECTION B.3 Cleaning and Maintenance***

Designated Isolation Area

- In case a student becomes ill during a school day, the supervising adult from the student's stable cohort will escort him or her to the school office, ensuring the student does not come in contact with another person from a different cohort.
- The student will then be escorted to one of the designated areas in the administrative offices where he or she can wait until a member from his or her emergency list is able to pick him or her up.
- These areas will be supervised by office staff who will have appropriate PPEs while attending to the student. The area will be sanitized in between use.

Face Coverings

- Adults
 - All adults must wear a face covering at all times while on campus, except while eating or drinking.
 - Disposable face coverings are available from the school office in case face coverings are lost, forgotten or break.
 - Face shields do not take the place of face coverings. They may only be worn in addition to face coverings.
 - In order to keep students safe, St. Clare teachers will record phonological instruction to play back for students to see facial expressions and mouth movements.
 - Staff excluded from the requirement to wear face coverings while at school are those who require respiratory protection according to Cal/OSHA standards.
 - Staff who is unable to wear a face covering for medical reasons shall not be assigned duties that require close contact with students.
- Students
 - All students (Transitional Kindergarten through Grade 8) are required to wear cloth face coverings at all times, except when eating or drinking.
 - Students excluded from face covering requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering.
- Education and training
 - Signage will be posted in high visibility areas to remind students and staff of (1) when and where face coverings are required and (2) appropriate use of face coverings.
 - Expectations for use of face coverings at school and how to wash face coverings will be communicate with all staff and families.
 - Students, particularly younger elementary school students, will be educated on the rationale and proper use of face coverings.

Proper Use and Types of Face Coverings

- Face coverings must cover from the bridge of the nose to the bottom of the chin.
- Gaiters/Neck gaiters are not allowed as evaluation is on-going, and effectiveness is unknown at this time.
- Face coverings with an intake valve or a vent/opening are not allowed under any circumstances. The valves on these masks filter air breathed in, but not breathed out. Because of this, these face masks do not protect the non-wearer. Examples of these masks are pictured below:



Ventilation

- Windows and doors will remain open for ventilation when it is safe to do so (exceptions include air quality, extreme temperatures, excessive noise or dust due to construction or repairs in neighboring areas).
- St. Clare School does not have an HVAC system that will accommodate MERV-13 filters. However, the St. Clare Church and the lower church space is equipped with MERV-13 filters and has been updated to comply with county-recommended ventilation guidelines.
- **The use of outdoor spaces throughout St. Clare School and Parish is recommended.**

B.3. Cleaning and Maintenance

Health departments recommend frequent cleaning and sanitation of high touch surfaces and indoor spaces. At St. Clare School, Genesis Building Services uses cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions. In addition, St. Clare School has access to Clorox Total 360 Electrostatic Sprayer.

Porcelain drinking fountains in the elementary and middle school areas will be repurposed as hand-washing stations by replacing drinking nozzles with faucets. St. Clare School has four Elkay water-bottle refilling stations (one located in the Parish Hall, one in the middle school and two in the elementary building). The bubblers for these have been disconnected.

St. Clare School follows specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#).

School Sanitation Protocol		
Category	Frequency/Schedule	Person(s) Responsible

Classrooms (See below)	Nightly general cleaning and disinfecting	Janitorial Service
Shared equipment/resources	<i>iPads:</i> after each use in classrooms where these are shared; before storing in charging stations where there is 1:1 devices Shared equipment (see above)	Instructional Assistants, teachers, staff
Shared Spaces (hall, gym, etc.)	Daily general cleaning and disinfecting	Parish Custodian
Front Office	Nightly general cleaning and disinfecting Disinfecting of high touch surfaces (phones, light switches, doorknobs, remote controls, keyboards) – throughout the day	Janitorial Service Each employee who works in the area will be responsible for wiping down high touch surfaces
High touch surfaces	Frequently throughout the day	Each employee who works in the area will be responsible for wiping down high touch surfaces Common areas: Parish Custodian, Facilities Coordinator
Restrooms	Nightly cleaning and disinfecting Before and after recess and lunch: high touch surfaces	Janitorial Service Parish Custodian, Facilities Coordinator
Lunch/Picnic Tables	Weekly cleaning Wipe down after each use	Janitorial Service Instructional Assistants, yard duty personnel or volunteer, Parish Custodian, Facilities Coordinator

Cleaning and Hygiene Protocols in the Classroom:

- Teachers and Instructional Assistants are responsible for cleaning and disinfecting high touch surfaces like light switches, doorknobs, desktops and chairs, remote controls and telephones/radios.

- Teachers and Instructional Assistants are responsible for ensuring that there is an adequate supply of tissues, hand sanitizers, disinfecting and cleansing wipes, disinfectant sprays and rags for use throughout the day.
- Teachers and Instructional Assistants, in partnership with the home, are responsible for training, practice and reinforcement of good hygiene practices in the classroom.

B.4. Food Service

St. Clare School follows specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#).

St. Clare School follows the SCC guidelines provided by the County Department of Environmental Health to prevent transmission of COVID-19 in food facilities.

School Protocols for Student Food Service
St. Clare School uses Choice Lunch's <i>A la Carte Program</i> of individually pre-packaged lunches which will be delivered to student's classroom prior to lunch.

School Protocols for Adult Food Service
St. Clare School does not offer Adult Food Service.

B.5. Extended Care/Extra-curricular Activities/Athletics/School Events

St. Clare School follows specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#).

Please note:

- *School events and extra-curricular activities must follow all physical distancing and cohort requirements. Field trips are not permissible at this time.*
- *Athletics with other schools are postponed through the Fall Season and will be evaluated at that time.*

School Protocol for School Events
All school events that require in-person attendance is limited to school masses held in the Outdoor Church and is open to students and their teachers only. No visitors, including parents are allowed.
Large gatherings/assemblies with mixed cohorts are not permissible at this time.

School Protocol for Extended Care

St. Clare School will follow the Santa Clara County guidelines. Cohorts for extended care will be maintained and daily attendance will be taken to ensure accurate contact tracing can occur if necessary.

School Protocol for Extra-Curricular Activities

All extra-curricular activities will follow classroom guidelines. Attendance will be recorded to ensure accurate contact tracing can occur if necessary.

School Protocol for Athletics

Diocesan-wide protocols are in development.

C. Monitoring

C.1. Health Screenings

All employees, students, and visitors will self-screen prior to entering the school campus each day. This screening will include a questionnaire (as of July 8, 2020, SCC does not require a temperature check). If an employee, student, or visitor answers affirmative to any of the screening questions, he/she may not enter the school building and should leave the campus immediately.

Staff and students' parents or caregivers will conduct symptom screening at-home, prior to arrival. In addition, symptom screening may occur on-site via self-reporting, visual inspection, or by completing the symptom screening questionnaire. Symptom screenings do not need to be performed by a nurse or other health professional.

1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
Yes – STAY HOME and seek medical care.
2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.
Yes – STAY HOME and seek medical care and testing.
3. a. Have you had any one or more of these symptoms today or within the past 3 days?
<ul style="list-style-type: none">• Fever or chills• Cough• Loss of taste or smell• Shortness of breath or difficulty breathing
Yes – STAY HOME and seek medical care and testing.
b. Have you had any one or more of these symptoms today or within the past 3 days and that are new or not explained by another reason?
<ul style="list-style-type: none">• Fatigue• Muscle or body aches• Headache• Sore throat• Nausea, vomiting, or diarrhea
Yes – STAY HOME and seek medical care and testing.

The St. Clare School questionnaire (Self-Screening Form) uses the Santa Clara County recommended Screening Questions outlined in the figure above. [Please note that the County will be updating Question 1 to state 10 days.](#)

St. Clare School follows specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#).

St. Clare School families are held to a high standard by signing and agreeing to a Social Contract (*See School Protocols for Promoting Healthy Hygiene*). In order to protect our students, families, staff and the greater community, students, visitors, families and employees must comply with the following protocols:

1. DO NOT come to St. Clare School if sick.
2. DO NOT enter the school premises unless the Self-Screening Form has been completed and submitted.
3. DO NOT come to school if “YES” was one of the choices selected in the Self-Screening Form.
4. DO NOT attempt to conceal a fever by taking medication to lower an elevated temperature in order to come to school. School policy is that a student or employee may return to school after having been fever free without fever reducing medication for 72 hours.

School Protocols for Health Screenings
<p>Employees</p> <ul style="list-style-type: none"> • Self-Screening Form (Passive) [Completed in ParentSquare]
<p>Visitors</p> <ul style="list-style-type: none"> • Self-Screening Form (Passive) [QR Code available on site] • Visitors without face coverings will not be allowed inside the building or on campus.
<p>Students</p> <ul style="list-style-type: none"> • Self-Screening Form (Passive) [Completed in ParentSquare]. Families must complete one form per student BEFORE LEAVING FOR CAMPUS.

C.2. COVID-19 Testing and Reporting

As of August 7, 2020, Santa Clara County requires the following protocol for all schools:

Require students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms (fever, fatigue, shortness of breath/trouble breathing, cough, muscle or body aches, nausea/vomiting, diarrhea, chills, night sweats, sore throat, headaches, confusion, or loss of sense of taste or smell), or if one of their household members or non-household close contacts tested positive for COVID-19.

REPORTING

- Positive test results:
 - Require that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.

- Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, take actions as required in *Section 3 (Part D of the Plan)* below.
- Negative test results:
 - Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.
 - Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative.
 - Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation.
 - Documentation of negative test results must be provided to school administration.
 - (SCC Recommendation) In lieu of a negative test result, allow symptomatic students and staff to return to work/school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

Surveillance Testing

According to the [State Public Health Officer Order](#), all workers, including volunteers, who are unvaccinated, incompletely vaccinated, or decline to state vaccination status must be tested **at least once weekly**. The test used must have Emergency Use Authorization by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services. In addition, within the Diocese of San Jose, all fully vaccinated workers, including volunteers, must be tested at least once monthly, following the same test-type requirements outlined above. The results must be submitted to the school administration. Please note, these conditions may be amended from time to time as state, county, and/or local guidelines change.

Staff may be tested by their primary health care provider or at one of the community testing sites. A listing of community sites can be found at www.sccfreetest.org.

St. Clare School follows specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#).

D. Response to Suspected or Confirmed Cases and Close Contacts

As of August 7, 2020, Santa Clara County requires the following protocol for all schools:

- Please note that this guidance may be updated by the County, and all schools must remain in compliance with the most recent County orders.

Suspected COVID-19 Case(s):

- St. Clare School Administration has identified the Conference Room across from the School Office as the designated isolation room to separate an individual who exhibits COVID-19 symptoms.
- Any student, volunteer or employee exhibiting symptoms will be immediately required to wear a face covering and wait in the isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, the School Office will call 9-1-1 without delay.

Confirmed COVID-19 Case(s) Response:

- School administrators should notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by emailing coronavirus@phd.sccgov.org and calling (408) 885-4214. Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws. Information concerning confidentiality can be found [here](#).
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.
- If stable classroom cohorts have been maintained: All students and staff within the same classroom cohort as the confirmed COVID-19 case should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and remain quarantined at home for 14 days.
- For middle schools/junior high schools, or any settings in which stable classroom cohorts have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. A close contact is someone who has been within six feet of the case for a prolonged period of time (at least 15 minutes) regardless of face covering use. Close contacts should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and should remain quarantined at home for 14 days.
- For all settings: Provide information regarding close contacts to the County of Santa Clara Public Health Department via secure fax or email.
- No actions need to be taken for persons who have not had close contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

Return to Campus after Testing:

Positive test results

- Symptomatic individuals who test positive for COVID-19 can return at least 10 days since symptoms first appeared AND at least 3 days with no fever AND improvement in other symptoms.
- Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result.

Negative test results

- Symptomatic individuals, who are not close-contacts and who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
 - Documentation of a negative test result should be provided to school administrators.
 - In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 5 days after exposure, and remain asymptomatic, can return 14 days after the date of last exposure to the case. If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 10 days after the case's isolation period ends.

Communication Plan for Positive Cases

In compliance with the Santa Clara County Public Health Department, the school will use the County communication protocols and templates for the following 3 scenarios:

- When a student or staff member in a cohort has been in close contact with a COVID-19 case
- When a student or staff member in a cohort tests positive for COVID-19
- When a student or staff member tests positive in a non-cohort setting

Privacy requirements for FERPA and HIPAA will be maintained.

E. Communication Plan

The entire St. Clare School community, including parents, teachers, staff and students has been incredibly supportive. Thank you for your patience and empathy during this ongoing, challenging time. We are committed to offering a quality academic education and fostering the faith life of all our students in partnership with parents.

Clear information about COVID-19 will be available for staff, students and parents. This information will be incorporated in weekly school updates throughout the year.

F. Community Involvement

During Shelter-in-Place, the principal engaged the parent community in dialog via weekly zoom town hall meetings called "A Cup with the Principal". During these forums, parents were apprised of latest updates from health agencies and the Diocese of San Jose. As new guidelines emerged, parents were invited to surface any questions and concerns.

To gather data regarding the effectiveness of spring's distance learning program and to assess the needs of each households, surveys were sent to parents to gain insight on how to plan forward. The data gathered was instrumental in creating a framework for our plan forward.

Parents and teachers were invited to develop plans to reopen in distance learning and in-person. Community members who are medical professionals were invited to develop mitigation protocols as well as community engagement sessions to build shared understanding of COVID-19 and the protocols in place to keep every community member safe.

In addition to the faculty and staff, the pastor and parent leadership (School Advisory Council and Parent-Teacher Group) provided feedback to refine the protocols published here. This internal group will continue to be the sounding board for future refinements along with regular parent surveys and polls to improve our implementation and mitigation plans.

We value the contributions of the community towards the health and safety of all students.