



DIOCESE OF  
SAN JOSE



**Holy Family School**  
**2020-2021 School Reopening Plan**  
Updated September 24, 2020

**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. [Reopening Learning Plan](#)
- F. [Distance Learning Plan](#)
- G. [Communication Plan](#)
- H. 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 José, 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 2020-2021 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 it are specific to the context of each location. All site-based protocols must comply with the most current order of the Santa Clara County Public Health Department (or the State order if it is more restrictive) and should be 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, it is imperative for school leaders to remain current on changes to public health guidance and state/local orders and maintain consistent communication with the school community.

- Santa Clara County Public Health Department
- California Department of Public Health
- Center for Disease Control

Please note: Campus maps and staggered schedules will be communicated to school parents and are available upon parent request.

## B. Prevention / Mitigation

### B.1. Physical Distancing

The CDC and local health departments recommend maintaining 6 feet of physical distancing to all extents practicable. Physical distancing should be supported by physical adaptations to spaces, visual reminders (wall and floor signage), clear procedures for movement, limited sharing of resources, and staggered schedules.

Students will remain with the same cohort of students in the same space and staff rotation between cohorts should be limited. Parent and visitor access to the campus will be limited, and external use of the campus for evenings and weekends should comply with the school's health and safety plan.

**Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.**

At a minimum, these protocols should include:

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

#### School Protocols for Physical Distancing – Arrival/Dismissal

- Families will be required to perform health screenings at home before coming to school. Please see Section C. Monitoring
- Upon arrival students will enter from one of 3 gates – A, B, C. Parents must stay in their cars and drop off. They may no longer park and walk their child past the main gates.
- Adults waiting to drop off or pick up students on foot or bicycle or other means of active transportation must wait 6 feet apart from one another.
- Students will no longer congregate on the blacktop before the first bell. They will proceed straight to classrooms to encourage physical distancing.
- Parents bringing tardy students (due to traffic or medical appointments) must park, call the front office, meet an administrative assistant at the main gate, and sign their child in. The administrative assistant will then walk the student to his/her classroom.
- Early Pick Up – Early pick up will be discouraged. Parents must call the front office from the main gate. An administrative assistant will then call to the classroom to have the student walk to the front office. The administrative assistant will then walk the child to the main gate to meet his/her parent. The parent will sign him/her out from there.

- For End of Day Pick-Up – Students will remain in classrooms and be ready to leave with their belongings. When parents arrive, teachers with walkie talkies will call out the family name and Gate and students belonging to that family should proceed to gate A, B, or C.

#### **School Protocols for Physical Distancing – Restrooms**

- Signs will be posted outside restrooms detailing how many are allowed in the restroom at a time.
- Physical distancing markings will be placed on the floor outside.
- Signage encouraging proper handwashing techniques will be placed prominently at each open sink.
- Restrooms will be designated to specific cohorts.
- Restroom schedules will be staggered to maintain physical distancing.

#### **School Protocols for Physical Distancing – Recess**

- The playground will be limited to one cohort per day to allow for greater physical distancing. The cohort that is assigned to the playground will begin their recess time (eat their snack) there and remain there until recess is over.
- Primary Recess – Three cohorts will have the use of the back and side fields. Two cohorts will have the use of the blacktop. Cohorts will be kept separate by physical barriers such as cones and rope and by proper supervision. Cohorts will maintain a 25 foot distance from each other. Cohorts will use the playground equipment designated for their cohort. The equipment will be kept in the classroom. No sharing of equipment will be allowed between cohorts.
- Middle School Recess – One cohort will have the use of the back and side field. Two cohorts will be on the blacktop. Cohorts will not mix or share equipment. Cohorts will maintain a 25 foot distance from each other. Physical barriers such as cones or rope will mark the 25 foot distance.
- A finalized recess schedule will be submitted and is dependent on the number of students and staff who attend in-person instruction.

#### **School Protocols for Physical Distancing – Lunch**

- Choice Lunch will be distributed using their contactless method. See B.4 Food Service.
- Picnic benches marked in blue are available. Picnic benches marked in red are closed.
- Students from the same cohort will be seated to a table and will eat 6 feet apart. Tape markings will indicate 6 feet physical distancing.
- Students will be dismissed according to cohort to their designated play area for that day.
- A finalized lunch schedule is pending and is dependent on the following variables: number of students attending in-person instruction, number of staff attending in-person instruction, and number of students ordering Choice Lunch each day.

### **School Protocols for Physical Distancing – Hallways/Walkways**

- Holy Family campus is comprised of outdoor walkways.
- Classrooms are connected by interior doors. Signage promoting physical and social distancing will be prominently displayed throughout the campus.
- Explicit instructions will be given to students regarding the new ways to move about the campus.
- Opportunities to “practice” the new routes will be planned by teachers.

### **School Protocols for Physical Distancing – Classrooms**

- Cohorts may exceed 14 students. If a cohort exceeds 14, that cohort will be split between two rooms with a stable teacher aide and classroom teacher. In both rooms desks will be spaced 6 feet apart.
- Desks in all cohorts are spaced 6 feet apart. Teachers’ desks have been removed in some classrooms to allow for maximum physical distancing. When a teacher desk is present it is at least 6 feet from the students.
- Students in grades K-6 will remain in a stable cohort all day with the same teacher.
- Communal furniture such as kidney tables and large carpets have been removed from all classrooms.
- All students will use their own supplies which will be kept in their desks.
- Whenever possible, instruction and learning will take place outdoors. Spaces include under the Pavillion or the large grass areas. Exceptions include poor air quality or inclement weather. When instruction and learning take place outdoors students will maintain a 6 foot distance apart.
- Whenever practicable, doors will be kept open to increase air circulation and ventilation. When doors are closed, a staff member will run the HVAC system in the room to facilitate air circulation. All filters in classrooms, workrooms, and office spaces have been upgraded to MERV-13 filters.
- Specialty teachers who do not Zoom into classrooms for instruction will maintain a 6 foot distance from the students. When possible, specialty classes will take place outdoors and students will maintain a 6 foot distance from their teacher and from one another.
- Substitute teachers will maintain a 6 foot distance from the students in the cohort.
- When the County approves their return, students in middle school will not move classrooms. Staff will move from classroom to classroom. Each staff member will be paired up with another staff member to provide supervision and allow for breaks.
- Whenever practicable, doors and windows in Middle School will be kept open to increase air circulation and ventilation. If weather or air quality does not permit doors or windows to remain open, a staff member will run the HVAC system in the room to facilitate air circulation. All filters in classrooms, workrooms, and office spaces have been upgraded to MERV-13 filters.
- Middle school students will not use lockers. They will keep their belongings with them in the classroom at their desks. Desks will be spaced 6 feet apart.
- Signage promoting physical distancing will be prominently displayed in each classroom.

- Middle school students will wear face coverings at all times. If a student needs a replacement face covering, one will be provided for him/her.
- Markings on the floor inside and outside the classroom near the exits will indicate proper physical distancing.
- Plexiglass barriers will be placed around each teacher's "technology cart" if a teacher is unable to maintain a 6 foot distance from the students.
- Cohorts will practice emergency drills (fire and earthquake) with proper physical distancing whenever feasible.

#### **School Protocols for Physical Distancing – Front Office**

- Due to the size of our front office, only 2 parents may be inside – one at each counter. We will post signage indicating physical distancing and where to wait.
- Parents who have business with the front office will have to wait outside at the bottom of the steps.
- We have installed 2 plexiglass shields on the counters for protection. The front office staff will wear masks at all times.
- Office staff will also work spaced 6" apart. Shared materials have been removed.
- Clean pens will be provided as well a container for used pens that will be disinfected.
- Only 2 people may be in the staff workroom at one time. Staff will not be in the workroom longer than 15 minutes. Staff will clean any equipment (copy machine, laminator) he/she came into contact with during his/her time there. Staff will not gather in the workroom.

## 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.

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

At a minimum, these protocols should include:

- Explicitly teaching and reinforcing healthy hygiene practices
- Face coverings

School Protocols for Promoting Healthy Hygiene Practices
<p>Explicit instruction of healthy hygiene practices</p> <ul style="list-style-type: none"><li>• Explicit instruction of healthy hygiene practices will take place for all students. It will be run by the Safety Committee before school reopens. The school will verify via sign in sheet that they have completed the hygiene training.</li><li>• Hygiene training and modeling will then take place in the classrooms. School staff will be responsible for training the students, practicing and modeling the proper techniques, and reinforcing the hygiene practices on a daily basis.</li></ul>
<p>Reinforcing healthy hygiene practices</p> <ul style="list-style-type: none"><li>• Signage will be posted in high visibility areas such as restrooms to remind staff and students of proper hygiene practices such as where face coverings are required.</li><li>• We will educate students on the rationale and proper use of face coverings.</li><li>• We will ensure adequate supplies to support healthy hygiene behaviors such as soap, facial tissues, no touch trash cans, face coverings, hand sanitizer, and disinfecting wipes.</li><li>• All efforts will be made to minimize contact with high touch surfaces throughout the campus.</li><li>• Cohorts will develop hand washing routines to ensure students wash their hands or use hand sanitizer. Students should wash hands or use sanitizer upon arrival to campus, after using the restroom, after playing outside, before and after eating, and after coughing or sneezing.</li><li>• Students under the age of 9 should only use hand sanitizer under the supervision of an adult.</li></ul>
<p>Face Coverings</p> <ul style="list-style-type: none"><li>• Teachers and staff<ul style="list-style-type: none"><li>○ All adults must wear a cloth face covering at all times while on campus, except while eating or drinking.</li><li>○ Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.</li><li>○ Staff who are unable to wear a face covering for medical reasons shall not be assigned duties that require close contact with students.</li><li>○ Face coverings will be provided by the school if a teacher or staff member requires one</li></ul></li></ul>

- Students
  - All students (transitional kindergarten through 12th grade) are required to wear cloth face coverings:
    - while arriving and departing from school campus;
    - in any area outside of the classroom (except when eating, drinking, or engaging in physical activity);
    - while waiting for or riding on a school bus.
  - Elementary school students should be encouraged, but are not required, to wear a cloth face covering within their stable classroom cohort.
    - Please note, as of 7.17.2020, CDPH requires face coverings at all times for students in grades 3 and up.
  - Middle school students must use cloth face coverings when in the classroom even if they are in a stable classroom cohort.
  - 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.
  - We will post signage 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.
  - Communicate with all staff and families regarding expectations for use of face coverings at school and how to wash face coverings.
  - Educate students, particularly younger elementary school students, on the rationale and proper use of face coverings

Note – SCC does not recommend using face shields without a face covering with the exception of short-term use during phonological instruction. Per Cal/OSHA, face shields should include a cloth drape attached across the bottom and tucked into the shirt to minimize the spread of respiratory droplets. The CDC recommends providing [information](#) to all staff and families in the school community on proper use, removal, and washing of face coverings.



### B.3. Cleaning and Maintenance

Health departments recommend frequent cleaning and sanitation of high touch surfaces and indoor spaces. When choosing cleaning products, we will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions.

In addition, resource/equipment sharing will be limited to all extents practicable. Drinking fountains should be suspended. As of July 17, 2020, SCC currently allows play structure use if it is limited to one cohort at a time, students wash hands before/after use, and high touch surfaces are disinfected between cohorts.

**Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.**

At a minimum, these protocols should include:

- Sanitation schedule / responsibility

School Sanitation Protocol		
Category	Frequency/Schedule	Person(s) Responsible
Classrooms	<ul style="list-style-type: none"> <li>• As needed by the teacher</li> <li>• Nightly</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom teacher</li> <li>• Janitorial staff</li> </ul>
Shared equipment/resources	<ul style="list-style-type: none"> <li>• After each point of contact by a student</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom teacher or Instructional Aide</li> </ul>
Shared Spaces (hall, gym, community center, pavilion, Extended Care)	<ul style="list-style-type: none"> <li>• After a class uses the space</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher or Instructional Aide</li> </ul>
Front Office	<ul style="list-style-type: none"> <li>• As needed or after every visitor</li> <li>• Nightly</li> </ul>	<ul style="list-style-type: none"> <li>• Front office staff or administrator</li> <li>• Janitorial staff</li> </ul>
High touch surfaces	<ul style="list-style-type: none"> <li>• As needed, after use by a class</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher or Instructional aide</li> </ul>
Restrooms (staff & students)	<ul style="list-style-type: none"> <li>• After recess and lunch</li> <li>• Nightly</li> </ul>	<ul style="list-style-type: none"> <li>• Instructional Aide, front office, or administrator</li> <li>• Janitorial staff</li> </ul>

#### B.4. Food Service

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

Please note that SCC also requires schools to follow the guidelines provided by the County Department of Environmental Health to prevent transmission of COVID-19 in food facilities.

At a minimum, these protocols should include:

- Student Food Service
- Adult Food Service

<b>School Protocols for Student Food Service</b>
<ul style="list-style-type: none"><li>• Holy Family School contracts with Choice Lunch for Food Service 4 days a week: Monday, Tuesday, Thursday, and Friday. In the Summer, a staff member attended a virtual meeting hosted by Choice Lunch.</li><li>• At the meeting they described their new contactless lunch distribution procedure. Snacks and sides will no longer be on display for students to hand-pick, they will all be chosen during the online ordering process.</li><li>• A Holy Family staff member wearing gloves and a mask will remove the food tray from the heater or cooler by grade. Each grade will line up outside under the Pavilion in alphabetical order and take his/her lunch.</li></ul>

<b>School Protocols for Adult Food Service/Break Room</b>
<ul style="list-style-type: none"><li>• Holy Family School does not currently provide food service for adults.</li><li>• Staff will not eat in the break room. Only 3 people may be in the break room at one time. Staff members may not spend more than 15 minutes in the room. Staff may not gather in the break room.</li><li>• The restrooms in the staff break room will have signage posted regarding proper hygiene.</li></ul>

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

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

At a minimum, these protocols should include:

- School Events
- Extended Care
- Extracurricular Activities
- Athletics

*Please note* - School events and extra-curricular activities must follow all physical distancing and cohort requirements. Field trips will not be taken at this time. Athletics are postponed through December and will be evaluated at that time.

School Protocol for School Events
<ul style="list-style-type: none"><li>• Morning prayer and announcements will be delivered over the PA system.</li><li>• Monthly morning assemblies can be delivered over the PA system or filmed in advance and viewed in the classrooms or by students at home.</li><li>• The school will work with the Pastor and parish to livestream Friday morning Mass so it can be viewed in the classrooms or at home.</li><li>• Buddy class activities will be planned by teachers and held virtually so as to avoid cohorts mingling.</li></ul>

School Protocol for Extended Care
The school will follow the <a href="#">Santa Clara County Mandatory Directive for Programs Serving Children or Youth. Care</a>

School Protocol for Extra-Curricular Activities
<p>The addition of extra-curricular activities will be considered on a case-by-case basis. Groups must ensure that they will follow all required health and safety measures:</p> <ul style="list-style-type: none"><li>• Extracurricular activities must maintain physical distancing of 6 feet and face coverings must be worn.</li><li>• Aerosol generating activities such as in-person choir, band, and vocal cheerleading will not be permitted.</li><li>• Extracurricular activities that can be conducted outdoors, virtually, and within stable cohorts are highly encouraged.</li></ul>

School Protocol for Athletics
The school will not be offering athletics at this time.

## C. Monitoring

### C.1. Health Screenings

- All employees, students, and visitors must be screened 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.
- Students' parents/guardians can conduct symptom screening at-home, prior to arrival. Symptom screenings do not need to be performed by a nurse or other health professional.
- School staff will conduct visual screenings during the school day to monitor whether a staff/student demonstrates symptoms while at school.

A record of daily admittance/non-admittance will be kept on file at the school.

Santa Clara County recommends the Screening Questions outlined in the chart below.

<b>1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?</b>
Yes – STAY HOME and seek medical care.
<b>2. Within the past 14 days, have you had close contact with, someone who 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.</b>
Yes – STAY HOME and seek medical care and testing.
<b>3. a. Have you had any one or more of these symptoms today or within the past 3 days?</b>
<ul style="list-style-type: none"><li>• Fever or chills</li><li>• Cough</li><li>• Loss of taste or smell</li><li>• Shortness of breath or difficulty breathing</li></ul>
Yes – STAY HOME and seek medical care and testing.
<b>b. Have you had any one or more of these symptoms today or within the past 3 days and that are <u>new or not explained</u> by another reason?</b>
<ul style="list-style-type: none"><li>• Fatigue</li><li>• Muscle or body aches</li><li>• Headache</li><li>• Sore throat</li><li>• Nausea, vomiting, or diarrhea</li></ul>
Yes – STAY HOME and seek medical care and testing.

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

We will conduct visual screenings during the school day to monitor whether or not a student or staff member demonstrates a symptom during the school day.

<b>School Protocols for Health Screenings</b>
<p>Employees</p> <ul style="list-style-type: none"> <li>• Employees will use a QR scanner on their phone to fill out a health screening at a screening station in the front office. A contactless thermometer will also be available for temperature taking. Sanitizing wipes and hand sanitizer will also be available at the screening station.</li> </ul>
<p>Visitors</p> <ul style="list-style-type: none"> <li>• Visitors on campus will be minimized. Only necessary visitors may come on campus. Staff will maintain a 6 foot distance from visitors. Necessary visitors include delivery people, health and safety officials, and emergency personnel.</li> <li>• Other Visitors must make an appointment in advance.</li> <li>• Once on campus, visitors will fill out a health screening and have their temperature taken with a contactless thermometer.</li> <li>• Visitors will be provided with a mask if they arrive without one.</li> <li>• Visitors will not enter any classrooms or non-classroom spaces where students are present.</li> <li>• If volunteers become necessary due to supervision needs (such as Yard Duty) volunteers will be trained by a staff member ahead of time on the proper protocols for face coverings, physical distancing, hand washing, and disinfection of eating areas.</li> </ul>
<p>Students</p> <ul style="list-style-type: none"> <li>• Parents will be asked to complete a health screening for each child before leaving home for school each day. The health screening will be a Google Form that is created and viewed by the administrative assistants in the front office.</li> <li>• The results of the health screening will be shared with school administrators.</li> <li>• The school secretary will check the daily attendance record against the health screening record promptly each morning.</li> </ul>

## 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 or if one of their household members or non-household close contacts tested positive for COVID-19.

- 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.
  - Students/staff who test positive and have completed isolation requirements do not require a medical note or a negative test prior to returning to school/work.
  
- 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. Individuals may return to work/school after 24 hours of being fever free (without the use of fever reducing medication) and improvement in other symptoms.
  - Close contacts to a COVID-19 case who test negative can return to in-person school/work only after completion of 14 days of quarantine from last exposure.
  - 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.
    - If a symptomatic individual who is not a close contact is not tested (and no alternative explanation is provided by a physician) then he/she should follow isolation requirements for confirmed COVID-19 cases, as detailed in Section 3, before returning to school/work.

### Surveillance Testing

- In compliance with the [California Department of Public Health Guidelines](#), all school staff who have contact with students or other staff will participate in surveillance testing on a bimonthly basis as testing capacity permits – rotating 50% of staff to be tested every month to ensure all staff are tested within a two-month period.
- 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](http://www.sccfreetest.org).
- A testing schedule will be devised and managed by an administrative assistant. She will also be in charge of collecting evidence of negative COVID-19 results.



## D. Response to Suspected or Confirmed Cases and Close Contacts

**As of September 21, 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.

### Requirements

#### Suspected COVID-19 Case(s) Response:

- A tent stationed outside the admissions office will serve as the isolation room. In a suspected case, a teacher will call the front office. The administrative assistant or staff member will call a parent/guardian to ask them to pick up their child. A masked administrative assistant will walk to the classroom and escort the ill child to the isolation tent. A staff member will remain at a 6 foot distance to supervise the child in isolation until he/she is picked up.
- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, 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 [coronavirusphd.sccgov.org](mailto:coronavirusphd.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 as recommended in Section 1.C.
- For elementary schools and other settings in which 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, high schools, and 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 and confirmed COVID-19 cases to the County of Santa Clara Public Health Department via online portal.
- 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 24 hours 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.
- We strongly urge parents of students with COVID-19 to notify any individuals or organizations with which their child has close contacts outside the school setting.

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 results, allow students and staff to return to work with a medical note by a physician that provides an 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 7 days after exposure, and remain symptomatic, 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 14 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.

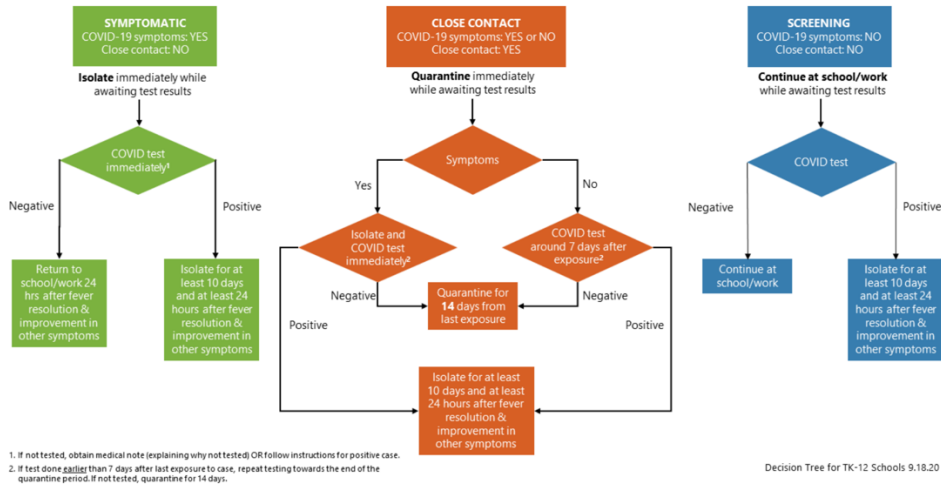
**Triggers for Transitioning to Distance Learning**

In compliance with the [California Department of Public Health Guidelines](#), the school will consult with the Santa Clara County Public Health Department and the Diocese of San Jose Department of Catholic Schools to determine when a temporary transition to distance learning is necessary. This transition will typically last for 14 days. During this time, cleaning and disinfection of the school campus will occur. While decisions for transitioning to distance learning will be made in consultation (taking into account local health conditions, geographic location, size of the campus, etc.), the decisions will be based on the following general guidelines from the California Department of Public Health:

Reported Positive Cases of COVID-19	Action
-------------------------------------	--------

1+ staff/student in a stable cohort	Cohort transitions to Distance Learning
5% of staff/students in a school (within a 14-day period)	School transitions to Distance Learning
25% of elementary schools within the Diocese transition to Distance Learning as a result of the above (within a 14-day period)	All elementary schools within the Diocese transition to Distance Learning

**Appendix A: Isolation and Quarantine Guidelines While Awaiting and After Receiving COVID-19 Test Results**



**E. Reopening Learning Plan**

The Reopening Learning Plan is still developing and contingent on registration. After families have registered for either in-person or distance learning, we will share the plan with you.

## F. Distance Learning Plan

Building on our beliefs of the centrality of community and our call to form the whole child, please be sure to incorporate the following:

- Daily synchronous opportunities for all grade-levels
- Spiritual, social-emotional, and academic formation
- Core and co-curricular content areas with an emphasis on cross-curricular opportunities

The Distance Learning Plan will be communicated to school parents and is available upon parent request. A full Distance Learning option is available for the 2020-2021 school year for all school families who request it.

## G. Communication Plan

The Principal and Development Director will be primarily responsible for communicating with the parents and school as a whole. Teachers will be responsible for communicating with parents on a weekly basis; more frequently if needed. Middle School Mentors will also reach out to Middle School parents and serve as a resource. Parent Square will be the primary communication tool.

During the first few months of school, the Principal has planned to host “morning coffees” with parents by grade level. The purpose of these “coffees” is to have face to face time with parents and collect feedback on different aspects of school life.

Classroom Teachers are making plans to touch base with a group of families on a weekly basis; this would enable them to virtually meet with each family once a month. This will serve as a wellness check and keep the home/school connection strong throughout distance learning.

Updates to any part of the Reopening Plan would be communicated via our school communication portal, Parent Square.

### **Staff Training**

All staff and volunteers participate in the online Diocesan Reopening Training, which outlines the guidelines for mitigating the spread of COVID-19 and maintaining a healthy work environment.

## **H. Community Involvement**

The Holy Family School community encompasses the faculty and staff, families, various parent organizations, and community organizations. Our school's reopening plan was presented to these stakeholders via Zoom meetings, in-person meetings, and phone consultations. Feedback was given verbally, through email, and in the form of surveys.