

RETURN-TO-CAMPUS PLAN IN RESPONSE TO COVID-19



Saint Francis Solano School

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INTRODUCTION

During this unprecedented time we continue to be committed to carrying out Saint Francis Solano School's Mission & Philosophy:

Mission Statement

St. Francis Solano School serves the families of St. Francis Solano Parish and the Sonoma Valley by cultivating an atmosphere of academic achievement in which students live and embrace Roman Catholic values.

Philosophy

At Saint Francis Solano School, students embark on a spiritual and educational journey. Parents, as primary educators, partner with teachers in this ministry. Teachers facilitate the spiritual, academic, and social growth of all students, as they become self-evaluators, life-long learners, and faithful Catholics who serve as Jesus served.

During this pandemic, Saint Francis Solano School staff is committed to the health and safety of students, families, staff and volunteers. The following document lays out a plan for a safe school reopening. We understand that the COVID-19 situation is fluid, therefore, this is a living document that may be adjusted with ever-changing guidance from county health officials. This document was written in collaboration with teachers, parents, administration and following the guidance of the following:

- [Sonoma County Roadmap to a Safe Reopening](#)
- [The Centers for Disease Control: Considerations for Schools](#)
- [Leading with Hope: A Reflective Guide for Catholic Schools in a New Reality](#)
- [California Department of Education: Stronger Together. A Guidebook for the Safe Reopening of California's Public Schools](#)
- [California Department of Public Health: COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#)

SAFETY OF STUDENTS, STAFF, AND VISITORS

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	May	<ul style="list-style-type: none"> Supplies, equipment Prepare detailed work schedule for phases Prepare building and for reopen with thorough cleaning
Phase 1	June	<ul style="list-style-type: none"> Implement social distancing protocol and open facilities with limited access/use
Phase 2	July	<ul style="list-style-type: none"> Expand use of school based on recommendations and data from CDC, California Governor, SCOE, Sonoma County Health Dept. <ul style="list-style-type: none"> Thorough cleaning
Phase 3	August (anticipated)	<ul style="list-style-type: none"> Open school Expand full operation based on recommendations and data from CDC, California Governor, SCOE, Sonoma County Health Dept. Determine which restrictions/guidelines stay in place

ON-CAMPUS HEALTH AND SAFETY MEASURES

Health Screening (at home)

Saint Francis Solano School requests that parents monitor for COVID-19 symptoms and keep students who are sick at home until they no longer have a fever **and** are no longer vomiting (without medication). Students must be symptom free for 72 hours prior to returning to campus.

Health Screening (at school)

All students and employees will be screened at designated areas on campus. Such screening will include the following steps:

- No contact temperature check to ensure that all individuals entering campus are not exhibiting fever symptoms and are showing a measured temperature of less than 38° C or less than 100.4° F.
- COVID-19 symptoms check to ensure that those entering are not manifesting any symptoms and have not manifested symptoms in the prior 24 hours.
 - Those entering must verify that no one in their home or in their care is exhibiting COVID-19 symptoms or has had a positive COVID-19 test or diagnosis.
 - Those entering campus must verify that they have had no known exposure to COVID-19 within the last 14 days and that they self isolated or tested negative after exposure to COVID-19 prior to returning to campus.

Watch for Symptoms

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

People with [these symptoms](#) may have COVID-19:

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

- Diarrhea

This list does not include all possible symptoms. CDC continues to update this list as more is learned about COVID-19.

VISITORS ON CAMPUS

The safety of our staff and students remains the school's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are only allowing visitors by appointment. **All** visitors must wear a mask and have their temperature taken before entering the building.

SCHOOL OFFICE PROCEDURES

The front door will be locked at all times. Parents may enter the building by appointment only. If you are picking up your child early, you may call ahead ([707-996-4994](tel:707-996-4994)) and staff will meet you at the front door for you to sign your child out. If your child is tardy, you must call the office so that a staff member can meet you at the door to take your child's temperature and issue a tardy slip. If you are dropping off a lunch or forgotten item for your child during the school day, there will be a cubby outside of the office door. A Ring Doorbell System will be installed to notify office staff that you have left an item for your child or if you are dropping off a payment to the office.

DROP OFF(Grades First through Eighth)

Parents will queue cars in the dropoff white zone on Church Street beginning at 8:20am and the students' temperatures will be taken prior to parents departing. Students who walk or ride to school will arrive at the gate at the front of campus (Napa Street side) adjacent to 7th grade homeroom. They will be checked prior to entering campus. Parent(s) must be available for immediate pick-up if the student needs to return home.

DROP OFF (Kindergarten)

Kindergarteners and their parents will line up outside the East Wing glass doors nearest to the Kindergarten classroom. A social-distancing area will be designated. Beginning at 8:20am, the students' temperatures will be taken prior to parents departing.

LEARNING COHORTS

In order to safely welcome all students back to campus, we will be using all available classroom space, including West Wing classrooms and Father Roberts Hall. Students will be placed into smaller learning "cohorts" to insure mandated social distancing of six

feet. All faculty and all students in grades 3-8 will be required to wear masks, students in grades K-2 will be required to arrive at school wearing masks and will wear them throughout the day at the teacher's discretion.

DISTANCE LEARNING

If Distance Learning is required, students will participate in daily direct instruction lessons of the five core subjects including: math, language arts, science, social studies and religion.

SAMPLE DAILY SCHEDULE FOR ON-SITE LEARNING

8:20-8:40	Arrival						
8:40-9:20	*1	Math-Fulton	Social Studies	Read/Lang-Rouald	Religion	SS-Raaka	Art/PE
9:20-9:30	Break	Break	Break	Break	Break	Break	Break
9:30-10:10	*2	Read/Lang-Fulton	Religion	Math-Roualdes	Art/PE	Math-Raaka	Social Studies
10:10-10:20	Break	Break	Break	Break	Break	Break	Break
10:20-11:00	*3	Sci-Fulton	Art/PE	Sci-Roualdes	Social Studies	Language/Lit-Raak	Religion
11:00-11:30	Eat	Eat in Room	Eat in Room	Eat in Room	Eat in Room	Eat in Room	Eat in Room
11:30-12:00	Break	Break	Break	Break	Break	Break	Break
12:00-12:40	*4	Social Studies	Math-Fulton	Religion	Read/Lang-Rouald	Art/PE	SS-Raaka
12:40-12:50	Break	Break	Break	Break	Break	Break	Break
12:50-1:30	*5	Religion	Read/Lang-Fulton	Art/PE	Math-Roualdes	Social Studies	Math-Raaka
1:30-1:40	Break	Break	Break	Break	Break	Break	Break
1:40-2:20	*6	Art/PE	Sci-Fulton	Social Studies	Sci-Roualdes	Religion	Language/Lit-Raak
		PE-MWF, ART-TTH					
		3A	3B	4A	4B	5A	5B
8:20-8:40	Arrival						
8:40-9:20	*1	Math-Iligotti	Religion/Study Hall	Language/Lit-Perk	Social Studies	Science-Momsen	Art/PE
9:20-9:30	Break	Break	Break	Break	Break	Break	Break
9:30-10:10	*2	Language/Lit-Iligotti	Art/PE	Math-Perkins	Religion/Study Hall	Math-Momsen	Social Studies
10:10-10:20	Break	Break	Break	Break	Break	Break	Break
10:20-11:00	*3	Science-Iligotti	Social Studies	Science-Perkins	Art/PE	Language/Lit-Mom	Religion/Study Hall
11:00-11:30	Lunch	Eat in Room	Eat in Room	Eat in Room	Eat in Room	Break	Break
11:30-12:00	Lunch	Break	Break	Break	Break	Eat in Room	Eat in Room
12:00-12:40	*4	Religion/Study Hall	Math-Iligotti	Social Studies	Language/Lit-Perk	Art/PE	Science-Momsen
12:40-12:50	Break	Break	Break	Break	Break	Break	Break
12:50-1:30	*5	Art/PE	Language/Lit-Iligotti	Religion/Study Hall	Math-Perkins	Social Studies	Math-Momsen
1:30-1:40	Break	Break	Break	Break	Break	Break	Break
1:40-2:20	*6	Social Studies	Science-Iligotti	Art/PE	Science-Perkins	Religion/Study Hall	Language/Lit-Mom
		ART-MWF, PE-TTH					

RESTROOM USAGE DURING THE SCHOOL DAY

Establish maximum capacity for the facility that allows for social distancing. Number of students in restrooms will be carefully monitored by staff. Provide supplies for employees to clean up after themselves in staff only restrooms.

CAFETERIA AND MEAL PERIODS

No hot lunch scheduled at this time. Students will bring their own lunches and will eat at their desks in their classrooms. Students will bring their own labeled lunches and water bottles. Water filling stations will be installed. No use of water fountains will be permitted.

CLASSROOM ARRANGEMENTS

Student desks will face the same direction with six foot distancing in all directions. With the knowledge that ventilation is key to mitigating spread, windows and doors will be opened whenever possible to allow for better ventilation. Outdoor areas will be utilized when practical.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

We will continue to provide resources through our school counselor, Ms. Mertens. Teachers will be prepared to support students with age appropriate classroom discussion about current community conditions and student concerns. Parents will be notified by the teacher if their child is exhibiting a level of concern that requires follow-up discussion at home.

PICK-UP

Students will assemble on the blacktop with siblings adhering to the safe social distancing guidelines. Every family will be given a family number to display on the right side of their front windshield. Staff members will call out family numbers and assist students in loading cars when cars are in the loading zone on Church Street. Cars will cue from West to East on Church Street. Students will not be admitted to cars not in the loading zone. Students that walk or bike home will check in with curb-duty staff prior to departing campus. Parents will not be permitted to assemble on campus or in the loading zones.

CHILDREN'S CENTER/SPORTS

There will be no Children's Center or sports until further notice.

STAFF TRAINING

1. **Pre-return to school training** for staff
2. **First Day Training/Orientation**
Align local protocols and procedures with this manual; meeting area must adhere to social distancing

3. Cleaning Crew Protocols

Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus. We will structure the training plan to effectively disseminate information to all staff.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. Disinfection/Cleaning measures
3. Isolation protocols
4. On site health screening
5. Daily self-screenings
6. Visitors/Office protocols
7. Cleaning Crew protocols

TRAVEL RESTRICTIONS

Saint Francis Solano School will discontinue staff travel to conferences and workshops until further notice. All school field trips will be discontinued until further notice.

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit

- Known close contact with a person who is lab confirmed to have COVID-19
- Known close contact with a person who is suspected by their physician to have COVID-19 but is awaiting lab results

HEALTH PROTOCOL

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they may be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact HR. You may be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID-19, you may return to work when all 3 criteria are met:

1. At least 7 days have passed since symptoms first occurred **and** at least 3 days (72 hours) have passed since recovery (including but not limited to no fever without the use of fever-reducing medications); and
 2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
- If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work until the two criteria listed above have been met.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Saint Francis Solano School employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Signage will mark the walking direction throughout the office in order to maintain the social distancing requirement of 6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting will not be permitted

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your

hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and then wash your hands

PERSONAL WORKSPACE/CLASSROOM

All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Saint Francis Solano School has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and

keyboards. The Saint Francis Solano School Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– Saint Francis Solano School will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

Conference Rooms– Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors.

Breakrooms or Teacher Lounge/Multipurpose Room–These spaces will be closed for use until further notice. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily (Not in use)
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	Throughout the day and at the end of the day

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly. (Detailed cleaning checklist posted in all classrooms)

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing, or when suspected positive by a physician as he/she is currently awaiting test results.

SIGNAGE

Signage will be placed throughout the offices and school.

PREVENTIVE MATERIAL INVENTORY

1. Confirm Saint Francis Solano School has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Confirm a supply of gloves and other protective gear
3. Touchless thermometers on-site for employee and student screening

COVID-19 INFECTION POLICY

In accordance with [California Department of Public Health: COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#) and [CDC Guidelines](#), when a student or employee:

Presents any symptom(s) of COVID-19 upon screening:

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

Tests positive for COVID-19 and has exposed others on campus:

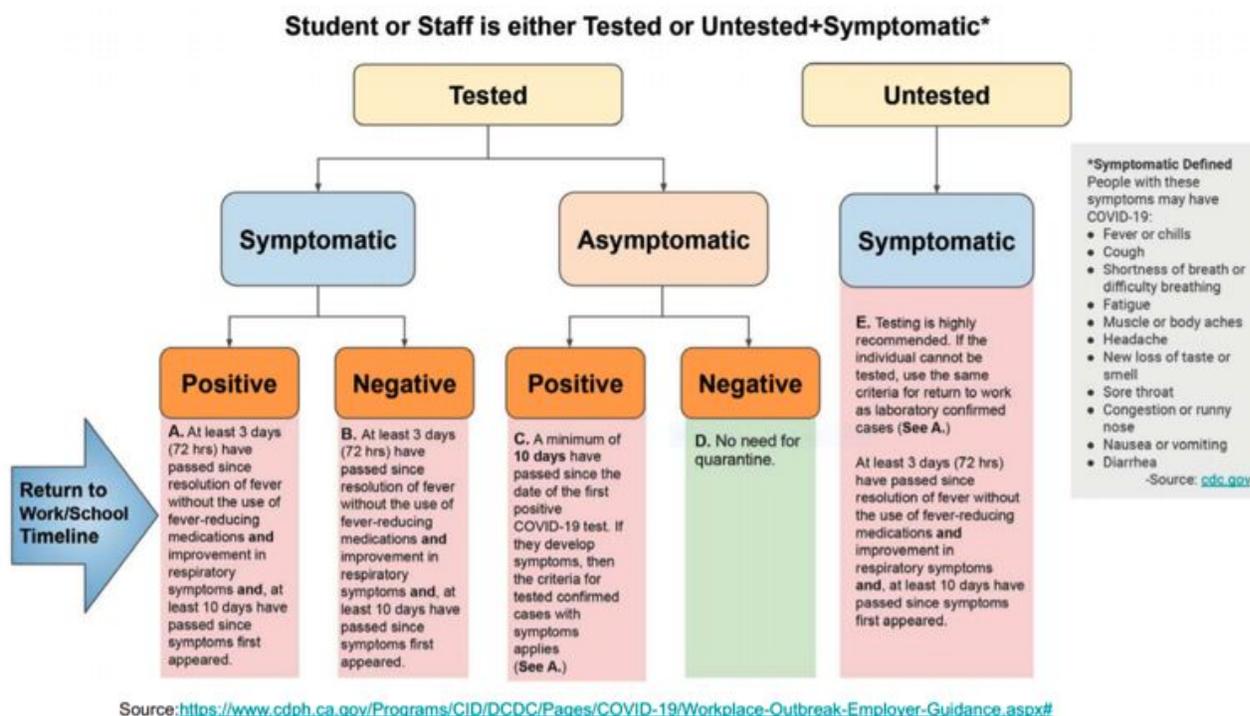
- Local health officials will be notified for guidance.
- All area(s) used by the student or employee will be closed off for deep cleaning and disinfection.
- Contact tracing will be conducted to the best of our ability, and additional close contacts at school, in or out of the classroom, will quarantine at home.
- Incidents of a positive COVID-19 test will be communicated to the school community. Understandably and as required by law, such communication will protect the privacy of individuals, and names of those testing positive will not be released.

- Incidents of possible exposure will be documented while maintaining confidentiality as required under FERPA and state law related to the privacy of educational records. Additional guidance can be found [here](#).

Students and employees who test positive or have been advised by a doctor that they likely have COVID-19, will not be able to return to campus until they have met CDC's criteria of a [14-day home isolation](#). This includes three days with no fever without using fever-reducing medication, symptoms have improved, and ten days since symptoms first appeared.

Students and employees that have been notified that they were in close contact with someone diagnosed with COVID-19 will not be able to return to campus until they have met CDC's criteria of a [14-day home quarantine](#). If symptoms should develop during the quarantine period, the student or employee will need to meet the 14-day home isolation guidelines above.

According to the CDPH, the following steps should be utilized to determine if a student or employee who has been tested or is showing symptoms needs to self-quarantine and for how long:



CONSIDERATIONS FOR PARTIAL OR TOTAL CLOSURE

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

- Consult the Sonoma County Public Health Department to determine if
 - a) school closure is warranted, and
 - b) the probable duration of the closure, based on the risk level they determine.
- If Saint Francis Solano School is closed for on-campus instruction, the school will immediately transition to distance learning for continuity of education.

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our school website and **read the school bulletin.**
3. Emergency communications regarding closures will also be sent via text message.

[1]