

# **HOLY SPIRIT SCHOOL**



## **School Reopening Plan 2020-21**

**Holy Spirit School / Diocese of Oakland  
3930 Parish Ave  
Fremont, CA 94536**

# Holy Spirit School Reopening Plan 2020-21

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# Overview

Holy Spirit School is a non-profit, private, PK-8th grade, Catholic school located in Fremont, California and is a vital ministry of Holy Spirit Parish in the Diocese of Oakland. For 60 years we have been dedicated to developing the whole child by providing a quality Catholic education in a safe and caring environment. Under the guidance of our superintendent, Kathleen Radecke, we are preparing a phased reopening of our K-6 grades. Our tentative reopening date is November 2 for Kindergarten and First Grade. In our preparations for reopening, Holly Marsh (Principal) and Derek Velasco (Vice Principal) have been designated as COVID-19 liaisons for Holy Spirit School. Both principal and vice principal attended the October 7th COVID-19 liaison training provided by the Alameda County Public Health Department.

In addition to our administration team, teachers will return to the classroom to facilitate in-person instruction as their grades are brought back on campus. Other teachers who opt to teach from their classrooms will also be on campus during our phased reopening. Total number of staff on campus during phased reopening will be up to 23 staff at any time.

The health and safety of our students, staff, and families are our highest priorities. We have developed our school's plans for returning to in-person instruction based upon guidance from local and state public health officials. This health and safety plan will be updated as the situation and county health orders evolve.

CDC: Back to School Strategies and Tips

- [Reopening with COVID-19: Promote Healthy Behaviors](#)
- [Maintaining Healthy Operations](#)

Holy Spirit School's reopening strategy includes a phased reopening of K-6 grade classes, with a tentative start date of November 2. Kindergarten and First grade classes would be the first to come back to school due to the challenges of distance learning for our younger students. Following Thanksgiving break on November 30th, Second and Third Grade classes would return. Following Christmas break, Fourth, Fifth, and Sixth Grade classes would then follow suit. Our reopening plans and school reopening checklist have been submitted to Alameda County Office of Education on October 16, 2020.

## Cleaning, Disinfection, and Ventilation

Holy Spirit School will adhere to the disinfection guidelines developed by the California Department of Public Health and the Centers for Disease Control and Prevention for classrooms,

workspaces, outdoor spaces, playgrounds, etc. Prior to returning to in-person instruction, the school will receive a deep cleaning on October 9th. The entire school building will be cleaned, disinfected, and sanitized by a professional cleaning service. Per CDC requirements, the cleaning regiment will also incorporate electrostatic spraying utilizing the “N” level of sanitizing chemical. This is the highest level of cleaning which combines cleaning and disinfecting into one product.

Daily janitorial service will occur on school days outside of school hours to ensure that each day will start with newly sanitized classrooms and common areas. This will include cleaning and disinfecting of high touch hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, restroom surfaces (toilets, countertops, faucets), drinking fountains, playground equipment and shared objects (toys, games, art supplies, books), pursuant to CDC guidelines.

All restrooms will be limited to single use only. Sanitation of these restrooms will take place throughout the day, with designated cleanings following recess, lunch, and dismissal. Signage will be placed in high visibility areas reminding users of proper handwashing techniques.

Sharing of supplies between students will be limited. Each child will use their own materials throughout the day, including manipulatives, to mitigate the risk of infection within each cohort. For any materials/items that are shared), children will sanitize their hands prior to contact. The teacher will also sanitize the item(s) at the end of the activity as well as the child(ren)’s hands.

#### Cleaning and Disinfecting Video

#### [Coronavirus \(COVID-19\): Safely Cleaning and Disinfecting at Work](#)

In order to increase the flow of fresh outdoor air within our school building, classrooms will open windows and keep classroom doors open. All ventilation systems were cleaned in August 2020, and equipped with high-efficiency air filters. Each classroom will activate ceiling fans to promote air circulation within the room. Air purifiers will be placed in classrooms to further maintain airflow and air filtration.

## **Cohorting**

All students will remain with their own classes, a stable cohort, throughout the school day. Each stable cohort represents a group of students and staff members who will remain together throughout the day in order to eliminate or minimize the interaction of students and staff in classes

or congregate settings. The number of students per cohort is based on room size and the best configuration possible to maintain physical distancing requirements. Our potential cohort sizes by grade levels are as follows:

- Kindergarten: 18
- Grade 1: 18
- Grade 2: 18
- Grade 3: 18
- Grade 4: 18
- Grade 5: 18
- Grade 6: 18

Actual student numbers may be lower as some families may choose to remain in distance learning. These cohorts will not physically interact with each other to minimize exposure. Lunch and recesses will be staggered and classes (cohorts) will not share play areas or play equipment.

## **Physical Distancing**

Physical distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors will practice staying the recommended distance from others and eliminating contact with others whenever possible. Student desks will be placed at least six feet apart to promote physical distancing. Taped floor markings will identify walking directions throughout the campus in order to maintain physical distancing requirements and to minimize pedestrian cross traffic. Nonessential, informal meetups, and ad-hoc gatherings will be avoided. Lunch times, recesses, and other transition times will be staggered as needed.

### **Social Distancing Videos**

- [Sesame Street: Practicing Social Distancing with Abby and Rudy](#) (2 min)
- [Social Distancing - A Kid-Friendly Explanation Using BrainPop's Make-a-Movie](#) (3 min)
- [Social Distancing Song - 5 Steps on Social Distancing](#) (2 min)
- [Social Distancing - Spanish](#) (2 min)

## **Entrance, Egress, and Movement Within the School**

For the safety of the children and staff, as well as our families, parent volunteers will be strictly

limited and parent presence on campus will be extremely limited.

Individuals entering the school campus must comply with all applicable county COVID-19 requirements. Failure to comply is a violation of law. Unless specifically exempted by the applicable county health guideline, those entering the school campus must wear Personal Protective Equipment (PPE) covering their nose and mouth. The school will limit guests to visits essential for the school's operations and limit the duration of time a visitor shall be on campus.

No parent, guardian, student, employee, or visitor shall enter the school premises if said individual has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; (c) is quarantined or self-quarantined because of COVID-19, whether diagnosed or not; or (d) has a temperature of 100° F or greater. In all such cases, the person shall not enter the campus without first obtaining written medical clearance and providing such documentation to the school principal.

All families must follow designated vehicle traffic guidelines for drop-off /pick-up of students. Holy Spirit School will minimize close contact between students, staff, families, and the broader community at arrival and departure by designating routes for entry and exit to decrease crowding at pedestrian access points. Drivers will remain in their vehicles when dropping off or picking up students.

Students MUST wear face coverings before exiting the vehicle to streamline arrival/dismissal processes. Following a temperature check within normal range, students will receive a colored bracelet each day to serve as a visual for staff that a health screening has been completed.

Parents coming to pick up students at dismissal will display a placard in the windshield area stating the students last name and grade (SMITH - Gr 2). Parents will remain in their vehicle and are not permitted to go to the classroom for pick up.

Staff will monitor arrival and dismissal to curtail congregating and to ensure students go straight from their carpool vehicle to the school building, and vice versa. All students will remain in their cohort during the drop off and pick up period of the day.

Six foot markings will be placed throughout the campus to remind students and staff to always stay six feet apart during all school activities while on campus.

During recess and lunch cohorts will be walked to their designated recess/eating area. Outside food delivery to students will not be permitted.

Signage will be posted in high visibility areas (entrances, parking lot, playground, classrooms, hallways and restrooms) to remind students and staff of proper protection guidelines:

- Wearing face masks and other protective clothing
- Maintaining physical distancing expectations
- Following pedestrian traffic flow around campus
- Utilizing proper techniques for handwashing
- Covering of coughs and sneezes and other prevention measures

Students, staff, and visitors will not be permitted to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.

## **Face Coverings and Other Essential Protective Gear**

All guests, parents, and visitors will be required to wear face coverings whenever on-campus. Faculty/staff will wear cloth face coverings while on campus, except while eating or drinking and when physical distancing is possible. Cloth covering around the neck can be worn under the face shield as needed. Face coverings will be provided by the school to students and staff who, for whatever reason, do not have one to wear.

Masks should fit snugly on the face while covering both the nose and mouth. Please note the following restrictions for the type of face covering and their use:

- Surgical masks may be used, but fabric masks are encouraged.
- Bandannas and neck gaiters are not acceptable options as masks.
- N95 masks are not recommended for general use on campus.
- Masks with valves attached to them are not permitted, as the valves increase the number of respiratory droplets released into the air.

### Mask Wearing Videos

- [We Wear Masks - A Social Story about the Coronavirus](#) (2min)
- [Wear a Mask Song for Kids](#) (3min)
- [Mask Up Video](#) - Spanish (30 seconds)

## Health Screening for Students and Staff

Holy Spirit School will require parents, guardians, students, and employees to answer basic health screening questions related to COVID-19 symptoms each day before coming to school. Common COVID-19 symptoms include:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4° F or above) or sense of having a fever
- Sore throat
- Chills
- Loss of taste or smell
- Unexplained muscle or body aches
- Nausea, vomiting, and/or diarrhea
- Congestion and/or runny nose (not related to seasonal allergies)
- Unusual fatigue or general feeling of malaise

A self-checker is available on the [Center for Disease Control \(CDC\) website](#). Further, once present at school, if an employee, student, or visitor exhibits symptoms of COVID-19, the school may conduct a health screening and will isolate the person, consistent with county guidelines. Ill students or staff will be separated from others and sent home immediately. (No medical testing, blood or saliva draw will be performed.)

If a student should become ill while at school and is showing COVID-19 symptoms, the student's parent or guardian will be contacted and notified of the situation. Parents will then have to immediately pick up the student. Contact will be made by phone, with follow up text and/or email. The parent or guardian will be directed not to enter the campus and to instead pick up the student curbside. The employee who accompanies the potentially ill student, will wear PPE, including but not limited to mask and gloves. Our staff will advise the parent and/or guardian to contact their physician and for the student to get tested, to isolate in their home or another residence, and to refrain from going out in public, except for medical care. The student will remain out of school pending test results. Parents will be directed to the following Alameda County Public Health Department website containing information about local testing sites: [Alameda County COVID-19 Testing](#).

Any student or staff member with a positive COVID-19 diagnosis will be required to isolate at home until 10 days have passed since symptoms first appeared and are fever-free for at least 48 hours (without the use of fever-reducing medication) and symptoms have improved.

CDC: Back to School Strategies and Tips

- [Symptoms of Coronavirus Disease 2019](#)
- [I Think or Know I had COVID-19, and I had Symptoms. When Can I Be With Others?](#)

If a student, teacher, or staff member tests positive for COVID-19 and has potentially exposed others at school, our school will implement the following steps:

- In consultation with the local public health department, our staff will ensure quarantine of exposed persons and cleaning and sanitizing of common areas and items that may have been in contact with sick individuals. Additional intervention, if warranted, will be determined by the local public health officer based on the risk level within the specific community.
- The classroom or office where the individual was based will be closed off for use until the area is cleaned and disinfected.
- Additional areas of the school visited by the COVID-19 positive individual will also be cleaned and disinfected.
- School communication plans will be activated which includes outreach to students, parents, teachers, staff, and the community notifying them of a positive COVID-19 case at school.

Individuals who have been exposed to someone with COVID-19 in the past 14 days (exposure means within 4-6 feet for 15-minutes or longer), exhibits COVID-19 symptoms, or who is not feeling well will not be permitted on our campus. Students and staff will also conduct self-checks for symptoms throughout the day. Those who develop signs and symptoms of COVID-19 will be sent home.

All parents, guardians, students and employees must immediately notify the school principal if a student or employee has come into contact (through living arrangements or otherwise) with any person who has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; or (c) is quarantined or self- quarantined because of COVID-19, whether diagnosed or not. In any of these situations, the person will not be allowed on school property, until the minimum county isolation/quarantine requirements have been met.

## **Healthy Hygiene Practices**

Students will move with their cohort at scheduled times for restroom visits. Teachers and staff will accompany students to and from their designated locations to ensure cohorts remain secure and to clean and disinfect restroom high touch areas after each use.

Teachers will reinforce with students the importance of using tissues to wipe their nose and to cough/sneeze inside a tissue or into their elbow. Teachers, staff, and students will also be reminded to wash their hands thoroughly before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.

Students and staff will be required to wash their hands for 20 seconds with soap, rubbing rigorously after application, and to use paper towels (or single use cloth towels) to dry hands thoroughly. Teachers and staff will model and practice proper handwashing with students as needed. Where soap and water are not readily available, staff and students are to use hand sanitizers. Children under the age of 9 will be supervised by an adult whenever using hand sanitizer.

Four additional handwashing stations are being installed to facilitate more frequent hand washing of all students, faculty, and staff.

#### Hand Washing Videos from the CDC

- [Happy Handwashing Song](#) (30 seconds)
- [Wash Your Hands-Child Video](#) (30 seconds)
- [What you need to know about handwashing](#) (2 minutes)
- [En Español, En français](#)

## Identification and Tracing of Contacts:

Our school will follow Cal-OSHA reporting and recording instructions for all employees as well as reporting any positive Covid-19 cases to the corresponding County Health Department. ***Our school will cooperate with state and local health departments' contact tracing protocols. Our designated COVID-19 Contact Tracers are: Derek Velasco, Vice Principal [dvelasco@csdo.org](mailto:dvelasco@csdo.org) 510-793-3553 ext. 518 and Holly Marsh, Principal [hmarsh@csdo.org](mailto:hmarsh@csdo.org) 510-793-3553 ext. 510.*** They will follow county recommendations for contact tracing. Information on contact tracing can be found here: [COVID-19 Contact Tracing](#)

The contact tracing process will immediately commence if and when a COVID-19 positive case occurs. Our contact tracers will assist public health departments in knowing who may have had contact at a school with a confirmed case by:

- Keeping accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;

- Keeping a log of any visitors, including date, time and where in the school they visited;
- Assisting local health departments in tracing all contacts of the individual at school; and
- Maintaining confidentiality as required by federal and state laws and regulations.

If an employee tests positive for COVID-19 or has come in close contact with someone who tested positive, s/he will inform the school's designated COVID-19 Contact Tracers, who in turn notify Alameda County Health Officials using this form: [Notification to ACPHD](#)

Our school will also notify others who have been in "close contact" with the affected individual. Close contact" is defined by the CDC as being within six feet for a period of at least 15 minutes, although this standard is not absolute.

If anyone in a staff member's, or student's, family, or someone they have been within 6 ft of for more than 15 minutes, and is exhibiting distinctive symptoms of COVID-19 (fever above 100, shortness of breath, loss of taste or smell, cough), the staff member or student will be required to stay home for 72 hours for observation or until a negative COVID-19 test is produced. Co-workers who may have had contact with a person who tested positive for COVID-19, will be informed by our school and it will be recommended they get COVID-19 testing and self-isolate.

Instructions on isolation and quarantine procedures for Alameda County can be found at:

[Home Quarantine Guidance for Close Contacts to COVID-19](#)

[Home Isolation Instructions for People COVID19 and People Awaiting COVID-19 Test Results](#)

In accordance with an individual's right to medical privacy, our school will never disclose an infected person's name. An affected employee will be asked to follow his/her medical provider's instructions and the recommended quarantine/isolation instructions per the corresponding County Health Department prior to returning to the school campus. Similar protocols will be followed for students.

CDC: Back to School Strategies and Tips

- [Prepare for When Someone Gets Sick](#)

## **Staff Training and Family Education**

All faculty/staff will be required to participate in a training session regarding the requirements and practices contained in this document, including education on the prevention and spread of COVID-19. During this training, clear expectations will be communicated to staff including: (a) monitoring and assessing students for COVID-19 symptoms; (b) monitoring students to maintain

social distancing and wearing PPE, consistent with county health requirements; (c) cleaning and disinfecting of the school premises, including classrooms, restrooms, and common areas.

Each week at our faculty/staff meeting time will be dedicated to providing faculty and staff with updates and modifications to our COVID response procedures and safety protocols as needed. Ongoing training will also be provided as new COVID-19 guidelines are made available. All school families will be provided a copy of this document, as well as the CDC's publication, "[\*How to Protect Yourself and Others - COVID-19.\*](#)"

Teachers will educate students on the importance of healthy hygiene practices, understanding and monitoring for symptoms of COVID-19, and physical distancing.

Instructional videos will be created to educate students, particularly younger elementary school students on the following topics:

- Rationale and proper use of face coverings and physical distancing
  - [Sample Video: How to greet at 6ft.](#)
- Proper handwashing technique, avoiding contact with one's eyes, nose, and mouth.
  - [12 Step Video](#)
  - [WHO Technique](#)

Parent Education Nights are scheduled for each phase of our reopening with prospective students, families, and faculty and staff. Parents will also receive education through weekly principal updates, parent club meetings, and teacher communication.

## **Testing of Staff**

COVID-19 testing is a key strategy to reopening schools safely. A minimum of 25% of our staff will be tested every two weeks, ensuring that 100% of our staff will be tested once within a two-month period, throughout the school year. A master schedule will be created to monitor testing status for everyone on staff.

## **Testing Services**

We have arranged with Quest Diagnostic to provide testing services to all faculty and staff in accordance with the County requirements. Faculty and staff may also receive testing services from their healthcare provider.

Any student or staff member with a positive COVID-19 diagnosis will be required to isolate at home until 10 days have passed since symptoms appeared and at least 24 hours have passed without a fever and their symptoms have improved.

Employees/students with a positive test result and symptoms who are directed to care for themselves at home may discontinue home isolation when at least 24 hours have passed since recovery. Recovery is defined as no fever without the aid of fever reducing medication as well as improvement in respiratory symptoms (e.g. cough, shortness of breath), and at least 10 days have passed since their symptoms first appeared. Alameda County's instructions on isolation and quarantine procedures can be found at:

- [Home Quarantine Guidance for Close Contacts to COVID-19](#)
- [Home Isolation Instructions for People COVID19 and People Awaiting COVID-19 Test Results](#)

## **Triggers for Switching to Distance Learning**

Our school will follow the metrics established by the California Department of Public Health for closing and returning to distance learning due to COVID-19. These metrics are as follows:

- 5% of students and teachers in a classroom test positive for the virus, the classroom would be closed, followed by 14 days of quarantine.
- 5% positive testing rate of total students and teachers, the entire school would have to close, with everyone subject to 14 days of quarantine.

The state, county and/or the Local Health Officer may also determine if school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

## **Communication Plans**

Open communication is key to our success and is important for keeping our school healthy. The weekly school newsletter will include a health/safety section that will house ongoing reminders for personal protection equipment, and the importance of handwashing and good hygiene.

Employees who had “close contact” with a person confirmed or suspected of having COVID-19 will be notified. The CDC defines “close contact” as being within six feet for a period of at least 15 minutes from two days before the testing until meeting the criteria for discontinuation of home isolation. However, this standard of “close contact” is not absolute and can vary depending on the circumstances. The staff notification letter will be based on the template provided by Alameda County: [Alameda County Template Letter to Staff](#)

The parents or guardians of students who had “close contact” with a person confirmed or suspected of having COVID-19 will be notified. The CDC defines “close contact” as being within six feet for a period of at least 15 minutes from two days before the testing until meeting the criteria for discontinuation of home isolation. However, this standard of “close contact” is not absolute and can vary depending on the circumstances. The parent/guardian notification letter will be based on the template provided by Alameda County: [Alameda County Template Letter to Parents/Guardians](#)

Our school will adhere to CDC, CHD, ACPHD, FERPA and HIPAA guidelines when communicating with staff and families about confirmed positive cases and high-risk exposures at the school (consistent with privacy requirements). These communications will be made via email and/or school-home communication platform. Schoolwide meetings will also be called for schoolwide exposure and cohort meetings for isolated cohort exposure.

## **Key Constituent Consultation**

In July 2020, a school site planning committee (SSPC) was established to develop policies and procedures to help with a safe reopening of the school. Members of the SSPC include grade level teachers, vice principals, health chairs, and members of our parent community. In the meetings ACOE reopening guidelines were discussed and an addendum to our handbook was created. Biweekly meetings were held as we began to prepare for reopening. With the approval of the waiver application process, SSPC meetings have resumed to facilitate completion of the process.

Following the September 3rd ACPHD call, faculty and staff were gathered for a zoom meeting on Wednesday, September 9th. Faculty and staff were informed of the county waiver application process. The principal shared with staff the timeline and next steps to apply for the waiver. Faculty and staff were given the opportunity to ask questions and share comments.

Following this meeting, the principal consulted with K-6 teachers on an individual basis. Faculty and staff voiced they are supportive of applying for the waiver option for our school. Since there

was a clear consensus to move forward with the waiver application, the principal shared with the parent community plans to apply for the waiver in the September 9th Principal's Update.

Faculty and staff attend weekly meetings through zoom. Each meeting has time dedicated to provide updates on the waiver application process.

Following communication about the waiver in the Principal's update on September 9th, families were asked to provide feedback on whether they were interested in returning for in-person learning. All families in grades K-6 were sent a google form to fill out on September 14th to gather feedback regarding returning to in-person instruction. This feedback helped guide the creation of cohorts and complete responses necessary in the waiver application.

Communication about the waiver process and application were also shared at the September 15th school board meeting. The waiver process and the school reopening plan was reviewed at the meeting. In attendance at our school board meeting was: the parish pastor, the executive board, parent club president, members of our parent community, and alumni families. There was opportunity for all attendees to provide feedback following the presentation. The school board was supportive of our school moving forward with the waiver application.

Further updates on the waiver application process will be presented in the principal's weekly communications to the school community going forward.

