



DIOCESE OF
SAN JOSE



St. Mary, Gilroy
2020-2021 School Reopening Plan
January 25, 2021

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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

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 in stable groups in the same space and staff rotation between stable groups will be limited. Parent and visitor access to the campus will be limited, and external use of the campus for evenings and weekends will 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

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

School Protocols for Physical Distancing – Arrival/Dismissal

Arrival:

In order to avoid unnecessary assembly, families will remain in their cars until a member of the school staff signals students to disembark from their vehicles. The signal will be given once the school staff has verified that the family has completed the self-screening form on ParentSquare with information that attests that each student is cleared of symptoms.

- All students must wear face coverings during arrival and dismissal.
- Staggered drop off will start at 7:40
- Drop off only, parents will not park or get out of cars.
- Cars will enter the playground area from the parking lot and travel around the outside area of the playground. Students will disembark from vehicles as they pass by the school building.

- After students exit cars, they will proceed directly to their classroom following 6-foot physical distancing, using marked entrance doors, and following indicated flow in hallway.
- Students that arrive tardy will enter through main entrance on Church St. Parents will phone the office to let staff know of late arrival.
- Students that need to leave early will be picked up at the school office. Parents will notify office staff ahead of time and will wait for students at the front door.

Dismissal:

- Pick up for all students will occur on the blacktop.
- Vehicles will have large placards with the last names/grade level of all students that will be picked up in that vehicle.
- Designated staff will call the last names of students who need to come to the blacktop using walkie talkies.
- Students will proceed directly to their cars following 6-foot physical distancing, using marked exit doors, and following indicated flow in hallway.
- Parents will not exit vehicles at any time.

School Protocols for Physical Distancing – Restrooms

- During the school day, classes will have scheduled bathroom breaks in exterior restrooms.
- Only two students from the same stable group are allowed in the outside rooms at any time.
- When students are walking to and from the restrooms, they must stay in a single file line, wearing face coverings, six feet apart from the person in front of them.
- When students arrive by the restroom doors, students are to stand in line indicated by physical distancing markers (6 ft. apart)
- Plexiglass will be placed between sinks so both can be used.
- Doors will be clearly labeled In and Out.
- Students must wash hands with soap before exiting the restroom. All restrooms will have signage reminding students how to correctly wash their hands.
- Teachers/yard supervisors will supervise students entering the restrooms.
- Students will use their foot to flush toilets when possible.
- For emergency bathroom use, teacher will call the office before sending students.

School Protocols for Physical Distancing – Recess

- Students must wear face coverings and sanitize hands before leaving the classroom.
- Designated stable group areas for outside playtime on both grass and blacktop will be separated. A distance of 25-feet will be maintained between each cohort.

- Students will sit in areas designated by physical distancing markers placed 6-feet apart on the picnic tables or benches, where they are facing empty seats or space. Students may also bring a mat to sit on the ground for snack.
- After eating snack, students must put on face covering.
- Teachers/yard supervisors will encourage play that is conducive to physical distancing.
- When recess ends, students will line up in designated areas 6 feet apart.
- Teacher/aide will lead the class inside following a designated path to return to the building.
- Play equipment designated for the stable group will be kept by the classroom door and will be cleaned and disinfected daily.
- Exterior doors will remain open while children are outside to minimize high touch surfaces.
- Students will use hand sanitizer as they enter the school building.
- Teachers and staff may not eat in faculty/break room.

School Protocols for Physical Distancing – Lunch

- Students must wear face coverings and sanitize hands before leaving the classroom.
- Designated stable group areas for outside playtime on both grass and blacktop will be separated. A distance of 25-feet will be maintained between each cohort.
- Students will sit in areas designated by physical distancing markers placed 6-feet apart on the picnic tables or benches, where they are facing empty seats or space. Students may also bring a mat to sit on the ground for lunch.
- After eating lunch, students must put on face covering.
- Teachers/yard supervisors will encourage play that is conducive to physical distancing.
- When lunch ends, students will line up in designated areas 6 feet apart.
- Teacher/aide will lead the class inside following a designated path to return to the building.
- Play equipment designated for the stable group will be kept by the classroom door and will be cleaned and disinfected daily.
- Exterior doors will remain open while children are outside to minimize high touch surfaces.
- Students will use hand sanitizer as they enter the school building.

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.
- Floors will be marked to show flow and 6-foot distance.
- Face coverings must be worn at all times in the hallway. Signage will be placed in the hallway to remind of the correct way to wear face coverings.
- Entrances and exits will reflect the same organization as the hallway and will be clearly marked.
- Time will be allowed for movement to avoid crossing stable groups.
- Interior double doors and classroom doors will remain open to reduce high-touch surfaces.



School Protocols for Physical Distancing – Classrooms

- **Grades TK-8** will be in stable groups.
- All unnecessary furniture and equipment will be removed from classrooms and put into storage.
- Seats in grades TK-5 will remain a minimum of 4 ft. apart. Seats in grades 6-8 will remain a minimum of 6 ft. apart and all students will maintain 6 ft. distance when outside the classroom.
- All desks will face the same direction.
- Teachers in grades TK-5 will not cross stable groups.
- Students will have their own supplies (crayons, pencils, etc.) in bags that they bring with them each day.
- Students must remain in the same seat.
- Classrooms can accommodate 20 student desks with 6-foot social distance between them. Because many of our parents are essential workers and many are employed a long distance from the school, a half-day or alternating day hybrid is not practical for our community. The school also has concerns that if we are not able to accommodate all students, parents will use other childcare facilities which would cause greater concern with students in more than one stable group.
- Teachers will maintain a 6-foot distance between their desk and students.
- Any teacher that is not the homeroom teacher will maintain a 6-foot distance from students unless it is an emergency.
- A physical distancing marker will be placed in the front of the room to leave space that is at least 6 ft. away from the closest student desk for the teacher to move freely around the whiteboard and projection area.
- Space will be given around areas which might be frequented by students (tissue, sanitizer, garbage can).
- Each class will have a partition for teacher to use with individual students.
- Students will keep their iPads or Chromebooks at their desks. At the end of the day, students will clean and disinfect their iPads before replacing them in the charging stations.
- PE classes will be held outside and maintaining physical distance of 6-feet. Any combined classes will maintain 25-feet between cohorts.
- Music and Spanish classes will be held on Zoom.
- Classroom windows will remain open to all extent practicable and classroom doors will remain open to reduce high-touch surfaces.
- Teachers will move instruction outside to all extents practicable when air quality and weather allows. Based on instructional needs as well as recess and lunch on the school grounds, we estimate that up to 30% of instruction could be outside.

- Middle school students will maintain 6-foot social distance, and be moved to alternative spaces depending on the number of students attending in person.

- Students will have their own supplies that they will keep with them at all times; lockers will not be used.
- Teachers will maintain a 6-foot distance between their desk and students.

School Protocols for Physical Distancing – Front Office

- All desks in the office space/s will be at least 6 feet apart and will have partial walls between them.
- Front window will add an acrylic/plexiglass shield with a small opening at the bottom for passing items through as needed.
- Two outer offices have air conditioners/heaters with filters.
- An air filtration unit will be run in the middle office.
- Office staff will follow designated flow through the space.
- Only necessary visitors will be allowed on campus (i.e. immediate facilities need, fire inspections, etc.)
- All visitors must phone the office when arriving at school to explain the reason for their visit. They will wait outside the front door, observing 6-foot social distance as marked, until being admitted by office staff.
- Only one visitor/family will be allowed in the lobby at a time.
- Teachers and staff may not eat in faculty room.
- No more than 3 faculty members may be in the faculty room at a time to use copier, laminator, etc., and must maintain 6-foot physical distance at all times.
- Faculty members will wipe sink, door handle, and light switch after each restroom use.

School Protocols for Emergency Procedures

- Emergency drills will be conducted in stable groups, practicing 6-foot physical distance within stable groups and 25-foot physical distance between stable groups. In the event of an actual emergency, priority will be given to safety over 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.

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">● In the days before returning to campus and on the first day after students return to campus, teachers will do active instruction of proper hand washing technique and use of hand sanitizer, as well as correct way to wear face coverings. They will also administer regular reminders as well as weekly reinstruction. Teachers will put in their lesson plans as well as notify administration each time they teach/reteach. |
| <p>Reinforcing healthy hygiene practices</p> <ul style="list-style-type: none">● Signage in all classrooms, restrooms, and hallway for handwashing and covering coughs and sneezes.● Regular teacher reminders and modeling.● School will maintain sufficient supplies of soap and hand sanitizer.● Students will wash hands before eating snack and lunch, after recess and lunch, and after coughing, sneezing, or blowing nose.● Hand sanitizer will not be placed in unsupervised areas.● An extra supply of disposable masks will be kept on site and will be immediately provided when any adult/student doesn't have one or one breaks or is no longer usable. |
| <p>Face Coverings</p> <ul style="list-style-type: none">● Teachers and staff<ul style="list-style-type: none">○ All adults must wear a cloth face covering at all times while on campus, except while eating or drinking.○ For staff who come into routine contact with others, CDPH recommends the use of disposable 3-ply surgical masks, which are more effective than cloth face coverings.○ Teachers may consider using face coverings with clear windows during phonological instruction. No face shields may be worn without a mask.○ Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards. Any staff unable to wear a face mask for medical reasons shall not be assigned duties that require close contact with students.● Students<ul style="list-style-type: none">○ All grade-levels are required to wear masks at all times with the exception of eating, drinking, and napping. |

- 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.
- Signage is 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.
- 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

B.3. Cleaning and Maintenance

The school will implement frequent cleaning and sanitation of high touch surfaces and indoor spaces. When choosing cleaning products, the school 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 will be suspended and only the refillable water bottle station will be used. the play structure will only be used when 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 | Daily disinfection with Clorox 360 System. | Cleaning service |
| | Wipe down high touch surfaces regularly. | Teacher/aide |
| Shared equipment/resources | Daily | Teacher/aide |
| Shared Spaces (hall, gym, etc.) | Daily | Cleaning service |
| Front Office | Wipe down regularly during the day | Office staff |
| | Daily disinfection | Cleaning service |
| High touch surfaces | Ongoing throughout the day | Principal/teacher/aide |
| Restrooms | Daily | Cleaning service |

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

| School Protocols for Student Food Service |
|---|
| Choice Lunch will provide lunches as pre-ordered. Lunches will arrive bagged for individual students and delivered to classrooms. |

| School Protocols for Adult Food Service |
|---|
| Choice Lunch will provide lunches as pre-ordered. Lunches will arrive bagged for individual teachers and delivered to classrooms. Teachers may not eat in faculty/break room and are encouraged to eat outside when possible. |

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
- Extra-curricular 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 |
|--|
| All school events that require in-person attendance is limited to school masses held outdoors in the designated mass area and is open to no more than one cohort at a time, wearing face coverings and seated 6 ft. apart. No visitors will be allowed at school masses. The priest will remain 6-feet away from the cohort and the homeroom teacher will act as the Eucharistic Minister. |
| All other school events will be held virtually at this time. Administration will review if/when guidelines are changed. |

| School Protocol for Extended Care |
|---|
| School will not be offering extended care at this time. Administration will review if/when cohort guidelines are changed. |

| School Protocol for Extra-Curricular Activities |
|--|
| Extracurricular activities will not be held at this time. Administration will review if/when guidelines are changed. |

| School Protocol for Athletics |
|--|
| Athletics are postponed through December and will be reevaluated at that time. |

Monitoring

C.1. Health Screenings

All employees, students, and visitors must be screened prior to entering the school campus each day. This screening includes a questionnaire (as of August 7, 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.

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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• Sore throat• Nausea, vomiting, or diarrhea |
|---|---|

Yes – STAY HOME and seek medical care and testing.

** The county is revising question 1 to state 10 days rather than 14 days. The school will use this updated question in its screening.

Staff and students' parents or guardians will conduct symptom screening at-home, prior to arrival and that aligns with current county guidance. Staff will conduct visual screenings during the school day to monitor any staff or student who demonstrates symptoms during the day.

Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher will be sent home immediately until testing and/or medical examination has been conducted. Students will be isolated in the partitioned area of the nurse’s room until a parent can arrive to pick them up. If a student is being sent to the isolation area, the classroom teacher will call the office immediately. A member of office staff will escort (6-foot distance) the student to the isolation area.

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

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.

| School Protocols for Health Screenings | |
|---|---|
| Employees | <ul style="list-style-type: none">• Complete screening before arriving at school, verify digitally on ParentSquare. |
| Visitors | <ul style="list-style-type: none">• Office staff ask screening questions before visitors enter the campus. |
| Students | <ul style="list-style-type: none">• Complete screening before arriving at school, verify digitally on ParentSquare. |

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.
- 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

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 monthly basis. 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.

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):

- Students will be isolated in the partitioned area of the nurse's room until a parent can arrive to pick them up. If a student is being sent to the isolation area, the classroom teacher will call the office immediately. A member of office staff will escort (6-foot distance) the student to the isolation area.
- Any students or staff exhibiting symptoms should immediately be 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, call 9-1-1 without delay.

Confirmed COVID-19 Case(s):

- 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 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 groups 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 7 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 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 stable group has been in close contact with a COVID-19 case
- When a student or staff member in a stable group 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 |

School campus will close under the following conditions:

- Within a 14-day period, an outbreak (3+ related cases) has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- The Local Health Office (LHO) may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- Length of closure: 14 days, or according to a decision made in consultation with the LHO.

Reopening Learning Plan

Please include the following sections within the Reopening Learning Plan:

1. Roles and responsibilities for the following has been established
 - Leadership (School Principal, Vice Principal, Office Administrator)
 - Administration of school program (communications, operations)
 - Teachers (Core Teachers, Specialists and Instructional Aides)
 - Academic instruction, supervision, parent communications
 - Staff (Office Staff, Facilities Coordinator, Extended Care Staff)
 - Program support, health & wellness, supervision, facilities
 - Parents
 - Partnership with school leadership, teachers and staff (communications, student accountability)
 - Students
 - Cooperation and collaboration with teachers, parents, staff and peers
2. Faculty collaboration schedule and structure
 - Site: Wednesdays from 1:15-3:30 P.M. via Zoom (professional growth, grade level articulation)
 - Dept. of Catholic Schools: four times a year (diocesan level collaboration)
3. Overview of the structure for stable groups
 - Each grade will be a separate stable group, with the largest stable group consisting of 27 students.
 - Stable groups are as follows:
 - TK/K: kinder classroom and media room: one teacher and one aide
 - 1: classroom: one teacher and one aide
 - 2: classroom: one teacher and one aide
 - 3: classroom: one teacher
 - 4: classroom: one teacher
 - 5: classroom: one teacher
 - 6: classroom: teachers rotate to classroom at different times
 - 7: classroom: teachers rotate to classroom at different times
 - 8: gymnasium: teachers rotate to classroom at different times
4. Schedules for each grade-level, including teacher assignments

Available by written request to school office.

5. Format for community components
 - Daily morning assembly of all students via Zoom.
 - Weekly Friday mass via livestream on school's Facebook page.

Distance Learning Plan

Building on our beliefs of the centrality of community and our call to form the whole child, St. Mary School will incorporate the following in its Distance Learning Plan

- Daily synchronous opportunities for all grade-levels
 - Explicit/direct instruction, guided practice, differentiated group meetings, class meetings; particularly in religion, language arts and math
- Spiritual, social-emotional, and academic formation
 - Class meetings, virtual retreats, school masses, collaboration periods, daily morning assembly and prayer
 - P.E. and Music instruction
- Core and co-curricular content areas with an emphasis on cross-curricular opportunities
 - Collaboration periods in middle school; project-based learning in science and social studies
 - Culminating learning project in Grade 8

Distance Learning Plan available by written request to school office. A full Distance Learning option is available for the 2020-2021 school year for all school families who request it.

Communication Plan

All faculty was involved in writing the plan and has access to the plan in its entirety. The plan has also been shared with the pastor, Father Michael Hendrickson. The information in our reopening plan has been shared with school parents via town hall meetings, and parents asked questions as they arose. The plan will be posted to school website upon approval.

Ongoing communication includes:

- Weekly faculty bulletins
- Weekly faculty meetings
- Weekly parent communication via ParentSquare
- Parent emails and phone calls
- Weekly meeting with Pastor
- Monthly SAC (School Advisory Committee) meeting

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.

The school will also complete the following to train staff on the school-specific protocols:

- All staff will attend a virtual reopening training for site-specific protocols and complete a digital form to verify completion.
- All staff will acknowledge they have read and reviewed the reopening plan with a digital form.
- All staff will complete a site walk-through to identify all markings and designations.
- At weekly staff meetings, effectiveness of procedures will be reviewed and specific health requirements will be reviewed and reinforced.
- Administrators will apprise staff of any changes in county or state guidelines.

Community Involvement

All faculty was involved in writing the plan and its revisions, and has access to the plan in its entirety. The information in our reopening plan was gathered from parent feedback through surveys and emails. Parents wanting further discussion were contacted directly by the principal. The information gathered helped determine our plan. A reopening committee which included administration, teachers, and parents, met several times to discuss reopening concerns and solutions. An overview of the plan has been shared with school parents via town hall meeting, and parents asked questions in advance and as they arose. Parents have contacted administration with additional questions as they arose. The plan has also been shared with the pastor, Father Michael Hendrickson. School Advisory Council (SAC) received a draft of the plan and gave input. Father Michael shared an overview of the plan with Parish Council, including all sections and guidelines. The Council did not have suggestions for the plan, but support the school in reopening.