



DIOCESE OF  
SAN JOSE



**St. Mary, Gilroy**  
**2021-2022 School Opening Plan**  
August 2021

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## Overview

The framework for opening school campuses is based on what is currently known about the transmission and severity of COVID-19 (Coronavirus) and of the Delta and other variants. 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 2021-2022 School Plan are to:

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

While the framework for opening 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 CDC, CDPH, or Santa Clara County Public Health Department, whichever 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

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with [CDC K-12 School Guidance](#).

### 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
Explicit instruction of healthy hygiene practices <ul style="list-style-type: none"><li>● 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.</li></ul>
Reinforcing healthy hygiene practices <ul style="list-style-type: none"><li>● Signage in all classrooms, restrooms, and hallway for handwashing and covering coughs and sneezes.</li><li>● Regular teacher reminders and modeling.</li><li>● School will maintain sufficient supplies of soap and hand sanitizer.</li><li>● Students will wash hands before eating snack and lunch, after recess and lunch, and after coughing, sneezing, or blowing nose.</li><li>● Hand sanitizer will not be placed in unsupervised areas.</li><li>● 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.</li></ul>
Face Coverings <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></ul></li></ul>

- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per [CDPH guidelines](#)) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.
- 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
  - All grade-levels are required to wear masks at all times with the exception of eating, drinking, and napping. Students may remove masks during PE and/or recess per teacher guidance if maintaining 6 foot distance from others.
  - 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.

### B.3. Cleaning and Maintenance

The school will continue 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 structures will only be used when limited to one cohort at a time, and students will wash hands before/after use.

**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
Front Office	Wipe down regularly during the day	Office staff
	Daily disinfection	Cleaning service
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 be delivered to students.

School Protocols for Adult Food Service
Choice Lunch will provide lunches as pre-ordered. Lunches will be delivered to teachers. 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 will be held outdoors in the designated area. No visitors will be allowed at school masses/events. All other school events will be held virtually at this time. Administration will review if/when guidelines are changed.

School Protocol for Extended Care
All students who attend extended care will be signed in and out daily for tracing purposes. Grade level groups will be separated to all extents practicable.

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
At this time athletics will be limited to local team conditioning and practice. School teams may scrimmage with each other but may not compete against other schools or groups. Diocesan athletic committee will continue to monitor and will reevaluate in December.

## Monitoring

### C.1. Health Screenings

All employees, students, and visitors should be self-checking for symptoms each day before arriving at school. If an employee, student, or visitor has any symptoms related to COVID, he/she may not enter the school building and should leave the campus immediately.

Santa Clara County recommends the self-screening questions outlined in the figure below.

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"><li>Fever or chills</li><li>Cough</li><li>Loss of taste or smell</li></ul>	<ul style="list-style-type: none"><li>Shortness of breath or difficulty breathing</li></ul>
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"><li>Fatigue</li><li>Muscle or body aches</li><li>Headache</li></ul>	<ul style="list-style-type: none"><li>Sore throat</li><li>Nausea, vomiting, or diarrhea</li></ul>
Yes – STAY HOME and seek medical care and testing.	

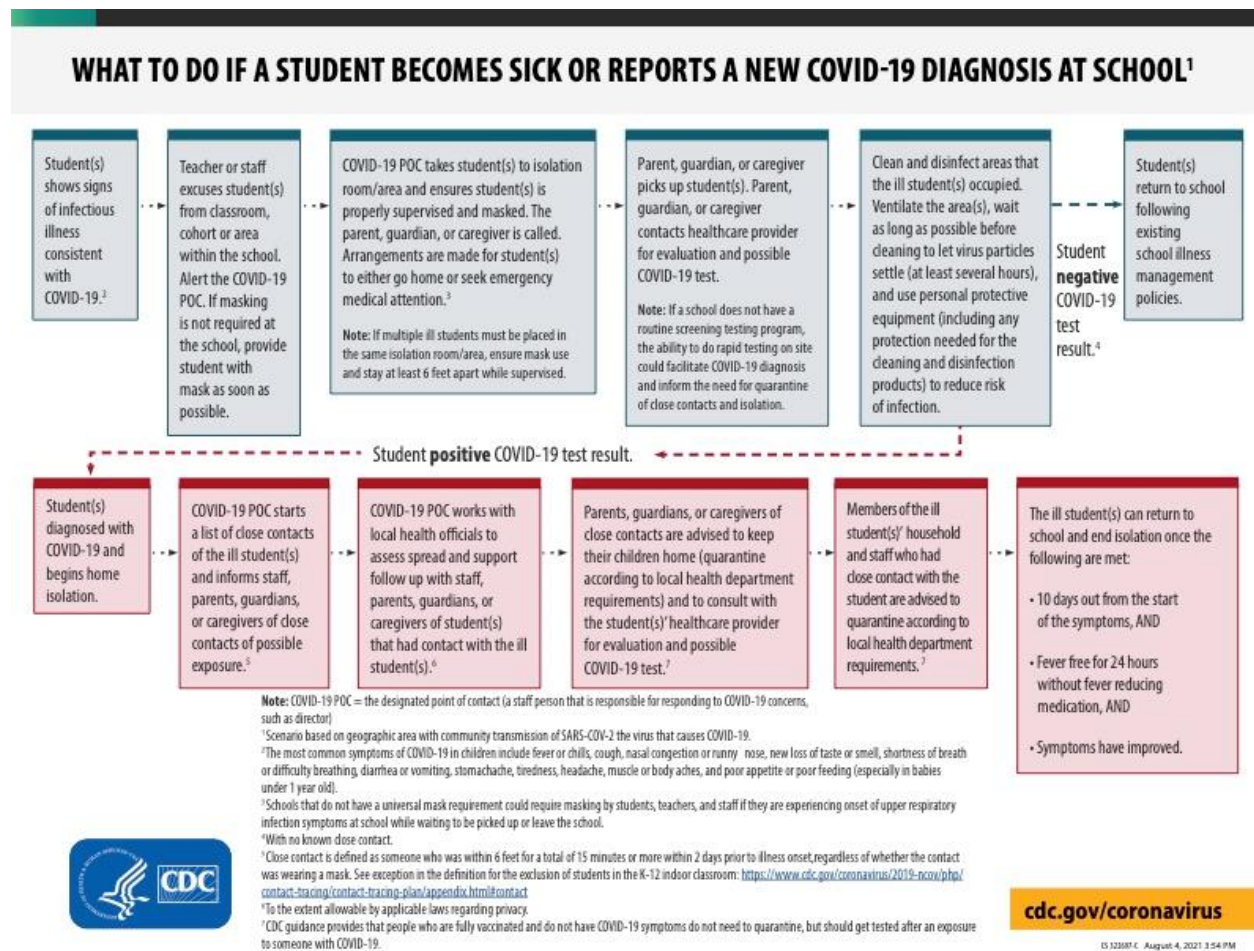
A record of daily admittance/non-admittance will be kept on file at the school.

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.



## C.2. COVID-19 Testing and Reporting

COVID-19 vaccination among all eligible students as well as teachers, staff, and household members is the most critical strategy to help schools safely resume full operations. Vaccination is the leading public health prevention strategy to end the COVID-19 pandemic. People who are fully vaccinated against COVID-19 are at low risk of symptomatic or severe infection. COVID-19 vaccination is strongly recommended for all eligible people in California, including teachers, staff, students, and adults sharing homes with these members of our K-12 communities.



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](http://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](mailto: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

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.