



## **COVID-19 Safety Plan (CSP) for In-Person Instruction Including Cal/OSHA Prevention Program (CPP) 2021-22 School Year**

Original Publish Date: July 26, 2021

Updated on August 13, 2021

All policies will be updated as new information is gathered.

The most recent changes to this document will be highlighted in the color identified above.

### **School Plan Based on the Following Documents from 2021-22**

- California Department of Public Health [COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#) (Release Date: 7/12/2021)
- Diocese of San Diego [Summer Letter](#) (Release Date: 7/22/2021)
- California Department of Public Health [Vaccine Verification for Workers in Schools](#) (Release Date: 8/11/2021)

### **School Plan Based on the Following Documents from 2020-21**

- California Department of Public Health [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#) (Release Date: 1/14/2021) (Update Date: 3/20/2021)
- San Diego County [Order of the Health Officer and Emergency Regulations](#) (Effective Date: 8/22/2020)
- Diocese of San Diego Office for Schools [School Re-Engagement](#)
- San Diego County Office of Education [COVID-19 Recovery and Reopening Plan](#)

- California Department of Public Health [COVID-19 Industry Guidance: Schools and School-Based Programs](#) (Release Date: 8/3/2020)
- California Department of Education [Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
- Center for Disease Control and Prevention [Considerations for Schools](#)
- American Academy of Pediatrics [COVID-19 Planning Considerations: Guidance for School Re-entry](#) (Last Updated: 6/25/2020)
- Andrew Greeley Center for Catholic Education, School of Education-Loyola University Chicago [Leading with Hope: Reflective Guide for Catholic Schools in a New Reality](#)

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## Section One: Guidance for Making Plan

In designing this plan to reopen the school in the safest way possible, the school consulted a number of national, state, and local guidance. Given these guidelines and work with the Diocese of San Diego, the corresponding plan creates the safest option for our school based on our community, campus, and capabilities.

As you review this plan, we welcome dialogue and conversation about its component parts. As we learn more and receive new guidance, we will continue to update this document and share it with the community.

## **Section Two: Cal/OSHA Prevention Program (CPP)**

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

### **Authority and Responsibility**

The principal has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

### **Identification and Evaluation of COVID-19 Hazards**

We will implement the following in our workplace:

- Conduct workplace-specific evaluations.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix A: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Implement a regular feedback and open dialogue with staff about work conditions and safety.

### *Employee participation*

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- being engaged in the identification and evaluation process
- asking for employee feedback on all identification and evaluation plans.

### *Employee screening*

We screen our employees by:

All persons entering the campus should have self screened prior to arriving to campus.

Screening will consist of:

1. A series of questions to determine if the person experienced any symptoms associated with COVID-19 (update questions based on guidance from local Public Health)
  - Do you have a new cough, nasal congestion, or runny nose?
  - Are you experiencing shortness of breath or difficulty breathing?

- Are you having new muscle pain or fatigue?
- Do you have a headache (that is not normal for you)?
- Do you have a sore throat?
- Are you experiencing a new loss of taste or smell?
- Are you experiencing nausea, vomiting, abdominal pain, or diarrhea?
- Do you have a new rash?
- Have you been exposed to anyone who has been tested positive for COVID-19 in the last 2 weeks?

2. Temperature check for fever over 100.0 degrees F

If a student, staff, or essential visitor answers yes to any of these questions or has a fever over 100.0 degrees F, they will not be allowed on campus until completing the guidelines below.

**Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix A: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

Once a hazard is identified, it will be communicated to the principal or another direct supervisor. The person informed will present this information to either the Leadership Team. The severity of the hazard will be assessed and a timeline for correction with persons responsible will be articulated. At the end of the Leadership Team meeting, which happens weekly, a follow-up discussion will happen on progress.

While the above stated process will be in place to address hazards as they arise, the principal will begin remedying hazards as soon as they are identified. The remedying of hazards will not be postponed to wait for the Leadership Team meetings.

**Control of COVID-19 Hazards**

*Physical Distancing*

Where possible, we ensure at least six feet of physical distancing at all times in our workplace for those that are unvaccinated by:

- arranging all workspaces on campus to be at least 6 feet away from another person
- reducing the number of persons in an area at one time, including visitors.
- visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

*Face Coverings*

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and where required by orders from the California Department of Public Health (CDPH) or local health department. Clean face coverings are kept in the front office and

distributed as needed to individuals. If someone is found to not be wearing a mask, a friendly reminder is given. Should the person continue not wearing their mask, their direct supervisor is informed and the ability to work on campus may be lost.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is outside **and** not working with a student.
- While eating and drinking at the workplace.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

#### *Engineering controls*

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- opening windows and doors to allow natural ventilation
- updating all filters for HVAC systems on campus
- moving activities that allow for it outdoors
- providing air purifiers for all classrooms and meeting spaces

#### *Cleaning and disinfecting*

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Ensuring adequate supplies and adequate time for it to be done properly.
- Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.
- Having cleaning and disinfection supplies available in all workspaces.
- Having hand sanitizer and hand washing stations available in all or close by all workspaces.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- If possible, vacate the space used by the person with the positive COVID-19 case for 24 hours.
- Disinfecting the space with an atomizer fogger using a hypochlorous acid solution.
- Cleaning all high touch surfaces and workstations with alcohol-based wipes.

#### *Shared tools, equipment and personal protective equipment (PPE)*

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

#### *Hand sanitizing*

In order to implement effective hand sanitizing procedures, we:



- Ensure all workspaces had hand sanitizer without methanol available.
- Provide multiple hand washing locations in each building
- Encourage and allow time for employee handwashing.
- Encourage employees to wash their hands for at least 20 seconds each time.

*Personal protective equipment (PPE) used to control employees' exposure to COVID-19*

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

**Investigating and Responding to COVID-19 Cases**

This will be accomplished by using school specific spreadsheets with required information.

Employees who had potential COVID-19 exposure in our workplace will be:

- Quarantine recommendations for vaccinated close contacts
  - For those who are vaccinated, follow the CDPH Fully Vaccinated People Guidance regarding quarantine.
    - Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the CDC K-12 guidance and CDC definition of a close contact.
  - When both parties were wearing a mask in the indoor classroom setting, unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified 10-day quarantine as follows. They may continue to attend school for in-person instruction if they:
    - Are asymptomatic;
    - Continue to appropriately mask, as required;
    - Undergo at least twice weekly testing during the 10-day quarantine; and
    - Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.
- Quarantine recommendations for: unvaccinated close contacts who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described in #8 above.
  - For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:
    - Quarantine can end after Day 10 from the date of last exposure without testing; OR
    - Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
  - To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:

- Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
    - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
  - If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.
- Isolation recommendations
  - For both vaccinated and unvaccinated persons, follow the CDPH Isolation Guidance for those diagnosed with COVID-19.

### **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to the principal, and this can be done through personal communication (text, call, or email) or through an online form that alerts the principal.
- All employees that report symptoms or hazards are kept confidential and informed that no reprisal will happen.
- All employees are informed of the policies and procedures that accommodations will be made for anyone that has concerns about risk of COVID-19 illness. The reason for these concerns whether due to medical or other conditions or general fear is not a factor in making accommodations.

### **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
- An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- All cleaning and disinfecting procedures, practices, and timelines.
- The process for screening everyone that enters campus and the importance of monitoring for symptoms.

### **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace following the guidance above.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished for hourly employees by continuing their pay while excluded as the average for the last month's pay. For salary employees, they will continue with pay. No sick or vacation time will need to be used during this time.
- Providing employees at the time of exclusion with information on available benefits.

### **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the school specific spreadsheets to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- Report information to the Diocese of San Diego's Office for Schools to keep them informed of cases on campus.

### **Return-to-Work Criteria**

- COVID-19 cases with COVID-19 symptoms will not return to work until the guidance above has been followed.

**Appendix A: COVID-19 Inspections**

Date: 7/26/2021

Name of person conducting the inspection: Elijah Bonde

Work location evaluated: Full Campus

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions	N/A		
Ventilation (amount of fresh air and filtration maximized)	approved, reminders sent to open windows		
Additional room air filtration	Purifiers are in rooms.		
<b>Administrative</b>			
Physical distancing	approved		
Surface cleaning and disinfection (frequently enough and adequate supplies)	approved		
Hand washing facilities (adequate numbers and supplies)	approved, available close to all workplaces		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	approved, available in all workplaces		
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)	approved, extra available in front office and all classrooms		
Gloves	approved, available in front office, kitchen		
Face shields/goggles	approved, available in front office if requested		

**Additional Consideration #1: Multiple COVID-19 Infections and COVID-19 Outbreaks**

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.1 for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### *COVID-19 testing*

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

### *Exclusion of COVID-19 cases*

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria requirements, and local health officer orders if applicable.

### *Investigation of workplace COVID-19 illness*

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP Investigating and Responding to COVID-19 Cases.

### *COVID-19 investigation, review and hazard correction*

In addition to our CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.
  - [describe other applicable controls].

*Notifications to the local health department*

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

**Additional Consideration #2: Major COVID-19 Outbreaks**

[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

*COVID-19 testing*

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

*Exclusion of COVID-19 cases*

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria, and any relevant local health department orders.

*Investigation of workplace COVID-19 illnesses*

We will comply with the requirements of our CPP Investigating and Responding to COVID-19 Cases.

### *COVID-19 hazard correction*

In addition to the requirements of our CPP Correction of COVID-19 Hazards, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

### *Notifications to the local health department*

We will comply with the requirements of our Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.

**Section Three: COVID-19 School Guidance Checklist**

Name of Local Educational Agency or Equivalent: Nativity Prep Academy  
Number of schools: 1  
Enrollment: 60  
Superintendent (or equivalent) Name: Gilbert Brady, President  
Address: 4463 College Ave.  
San Diego, CA 92115  
Date of proposed reopening: 7/26/2021  
Phone Number: 619-544-9455  
Email: ebonde@nativityprep.org  
County: San Diego  
Current Tier: N/A  
(please indicate Purple, Red, Orange or Yellow)  
Type of LEA: Private  
Grade Level (check all that apply):  
 TK  2nd  5th  8th  11th  
 K  3rd  6th  9th  12th  
 1st  4th  7th  10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is: K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Elijah Bonde, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the COVID-19 Prevention Program (CPP), pursuant to CalOSHA requirements, and this CDPH COVID-19 Guidance Checklist and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools. For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:



Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

- No routine testing for students is required

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: N/A Date:

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: N/A Date:

## **Section Four: General Health and Safety Guidelines**

### **Vaccine or Regular Testing Mandate**

As required by the CDPH, all workers on campus will be required to either submit proof of vaccination status or submit weekly COVID testing results.

Workers as defined by the Health Order are: “all paid and unpaid adults serving in the school settings... Workers include, but are not limited to, certificated and classified staff, analogous staff working in private school settings, and volunteers who are on-site at a school campus supporting school functions.”

Testing can be either antigen or PCR. Results should be submitted to the principal in regular weekly intervals. Vaccination status can be shared by emailing the principal with a photo of the CDC vaccination card.

### **Healthy Hygiene Practices**

As a school, we will teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. These basic healthy hygiene practices are one of best defenses against the spread of illness.

### **Training for Community**

All members of the school community will be trained in the following topics:

- Enhanced cleaning and sanitation practices
- Use of face coverings
- How COVID-19 is spread
- COVID-19 specific symptom identification
- All new routines and practices.

### **Social Distancing Practices**

As a practice, all unvaccinated members of the school community will practice [social distancing](#). This means a distance of 6 feet between individuals will be observed whenever possible.

### **Face Coverings Policy**

Per the CA Department of Public Health regulations and the Diocese of San Diego, all persons indoors not working with a student will wear a face covering. Outdoors face coverings will be optional **if maintaining 6 feet distance**.

### **Screening for Symptoms**

All persons entering the campus will have self screened prior to arriving to campus. If a family screens their child at home and chooses to keep their child home, we ask them to call the school to report the results of the home screening and follow the CDC guidelines below. If a student has a known condition that will result in a positive screening (e.g., allergies, eczema, migraines, asthma), the school may use their discretion in allowing the student to be on campus.

Screening will consist of:

1. A series of questions to determine if the person experienced any symptoms associated with COVID-19 (update questions based on guidance from local Public Health)
  - Do you have a new cough, nasal congestion, or runny nose?
  - Are you experiencing shortness of breath or difficulty breathing?
  - Are you having new muscle pain or fatigue?
  - Do you have a headache (that is not normal for you)?
  - Do you have a sore throat?
  - Are you experiencing a new loss of taste or smell?
  - Are you experiencing nausea, vomiting, abdominal pain, or diarrhea?
  - Do you have a new rash?
  - Have you been exposed to anyone who has been tested positive for COVID-19 in the last 2 weeks?
2. Temperature check for fever over 100.0 degrees F

If a student, staff, or essential visitor answers yes to any of these questions or has a fever over 100.0 degrees F, they will not be allowed on campus until completing the guidelines below.

### **Guidelines When Exposed or Possibly Exposed**

The guidelines below are from the California State Department of Public Health on how to respond if a student or staff member has symptoms or has been possibly exposed to COVID-19.

- Quarantine recommendations for vaccinated close contacts
  - For those who are vaccinated, follow the CDPH Fully Vaccinated People Guidance regarding quarantine.
    - Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the CDC K-12 guidance and CDC definition of a close contact.
  - When both parties were wearing a mask in the indoor classroom setting, unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified 10-day quarantine as follows. They may continue to attend school for in-person instruction if they:
    - Are asymptomatic;
    - Continue to appropriately mask, as required;
    - Undergo at least twice weekly testing during the 10-day quarantine; and
    - Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.
- Quarantine recommendations for: unvaccinated close contacts who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described in #8 above.
  - For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:
    - Quarantine can end after Day 10 from the date of last exposure without testing;

OR

- Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
  - To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
    - Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
    - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
  - If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.
- Isolation recommendations
  - For both vaccinated and unvaccinated persons, follow the CDPH Isolation Guidance for those diagnosed with COVID-19.

### **School Communication**

Communication between school and home will be highly important. The school will ask that all families ensure their phone number, email address, and home address are up-to-date in SchoolSpeak. At least one Emergency Contact will need to be on file as well.

The school will send messages via SchoolSpeak, ClassDojo, and occasionally through phone, text, or email. All families are encouraged to have access to their SchoolSpeak and ClassDojo accounts. The school will send at minimum a weekly message with important information. If deemed necessary, additional messages may be sent.

## **Section Five: Catholic Identity**

### **Mass Policy**

Our weekly Masses for students, families, and staff are an essential part of our Catholic identity. With our new campus, we will be able to continue having our weekly celebrations of the Eucharist. We will follow all guidance provided by the Diocese of San Diego on how to have Mass safely.

### **Retreat Policy**

Each year we take students on grade-level retreats. We are exploring the option of having off campus retreats, but may need to continue with on campus retreats.

### **Daily Prayer**

We will continue our daily prayers with our students and staff as a way to practice our Catholic faith.

- In the mornings,
  - Our Father
  - Hail Mary
  - Prayer of Generosity
- We will continue to say Grace prior to breakfast, lunch, and snack.
  - Nicaraguan Prayer
- We will also begin our Assemblies with prayer.
  - Prayer of St. Francis
- We will begin all meetings with prayer and special intentions.

### **Engagement with Faith Life**

We will continue to find ways to create opportunities for our students, families, staff, and community to engage in our faith life. As we move through the year, we will hope to have opportunities for all groups to engage with our school's faith community.

Confessions will be heard with appropriate social spacing, privacy and face coverings during the Lent and Advent seasons.

We will restart our Sacrament Prep classes that allow our students to work toward their First Communion.

Our weekly Family Prayer Sessions will continue as well.

## Section Six: Physical Distancing On Campus

### **Classroom Setup**

Student desks will be spaced with 3 feet between each seat.

We will also utilize outside classroom space. Transmission rates of illnesses are significantly lower when socially distanced and outside. There will be marks for locations of each desk in the outdoor classroom spaces to ensure social distancing. When using outdoor classroom spaces, students will carry their desk, chair, and belonging to their assigned space, and return items at the end of the class period.

### Section Seven: Cleaning and Sanitization Procedures

An important distinction to take note of is between cleaning and sanitizing. Cleaning refers to the use of a soap and water or mild detergent and water combinations to clean surfaces. Sanitizing refers to the use of a biocide agent(s), which are typically regulated chemical products, to sanitize surfaces. Students will not sanitize any surfaces.

To maintain as safe of a space as possible, the school will clean all classrooms and workspaces at the end of each day. In addition, all high touch surfaces, such as door knobs and reception counters will be sanitized multiple times a day.

If someone becomes ill, they will be asked to wear a face covering and wait in the STEM Meeting Room until they are able to leave campus. This space will be left empty for 24 hours following the departure of the ill individual, then sanitized. The school will make a decision based on the illness if students and staff need to be removed from spaces the ill individual visited prior to having symptoms.