

St. Perpetua School Reopening Plan

COVID-19 Safety Plan



This plan is in alignment with guidelines from:

Oakland Diocese Department of Catholic Schools
Contra Costa County Office of Education
Contra Costa County Public Health
California Department of Public Health

As local and state agencies revise guidelines and regulations,
this document will be updated.

Revised February 1, 2021

The health and safety of our students, staff, and families are our highest priorities. We have developed our school's return to in-person instruction plans based on guidance from local and state public health officials. Additionally, a task force composed of parents and staff met regularly throughout the summer and our consultative school board and parent association have received monthly reports on the school's plan to reopen safely. The school staff has met numerous times to discuss the requirements and to provide feedback to the school administration.

This COVID-19 School Reopening Plan has been updated to reflect the State of California's *COVID-19 Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School Year* issues on January 14, 2021.

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

As required, our school has posted a COVID-19 Safety Plan (CSP) - referenced as the COVID-19 School Reopening Plan - on the homepage of our school's website. Our COVID-19 School Reopening Plan includes the school's Cal/OSHA COVID-19 Prevention Program (CPP) and the COVID-19 School Guidance Checklist. The detailed plans describing how our school meets the requirements outlined in the CSP elements are found in this COVID-19 School Reopening Plan.

This healthy and safety plan will continue to be updated as the situation and county health orders evolve and posted on the school website at www.stperpetuaschool.org

CDC: Back to School Strategies and Tips

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

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Cleaning & Disinfecting

Our school will adhere to the disinfection guidelines developed by the California Department of Public Health and the Centers for Disease Control and Prevention for classrooms, workspaces, outdoor spaces, playgrounds, etc. Prior to returning to in-person instruction, the school will receive a deep cleaning. This entire building will be disinfected, including classrooms, using a commercial cleaning service. Electrostatic spraying method using the “N” level of sanitizing chemical per the CDC requirements completed as part of this process. This is the highest level of cleaning, combining the cleaning and disinfecting into one product

Daily janitorial service will occur on school days after school hours to ensure that each day will start with newly sanitized classrooms and common areas. There will be daily cleaning and disinfecting of high touch hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), and shared objects (toys, games, art supplies, books) pursuant to CDC guidance. Drinking fountains, playground equipment will not be in use.

Bathrooms will be used by only one student at a time. TK and Kindergarten students will use the bathroom in their classroom. Students in 1st-8th grade will use the student bathroom in the main building. A staff member will escort students to the restroom.

The sharing of supplies between students will be limited. Each child will have a set of their own materials to use throughout the day, to mitigate risk of infection within each cohort group. For materials/items that are shared), children will sanitize their hands first, the teacher will sanitize the item(s) after they are done and sanitize the child(ren)’s hands again as well.

Students in 4th-8th grade will have a designated chromebook that will be stored on a cart to be charged in each of those classrooms. Students in Grades 1-3 will have a designated day to utilize the computer lab and the lab will be sanitized at the end of each day prior to the next class using the equipment.

Cleaning and Disinfecting Video

- [Coronavirus \(COVID-19\): Safely Cleaning and Disinfecting at Work](#) (7 min)

Cohorts and Stable Groups

All students will remain with their own classes, a stable group, throughout the school day. Each stable group represents a group of students and staff members that will stay together through the course of a day to eliminate or limit the mixing of students and staff in classes or congregate settings. The number of students per cohort is based on room size and configuration to maintain physical distancing requirements between students and between adults and students. Classrooms at St. Perpetua are large enough for a student desks to be 4-6 feet apart as stated in the fall 2020 Contra Costa County reopening guidelines. Our cohort sizes by class are as follows:

- TK:11
- K: 21
- 1st Grade:27
- 2nd Grade: 26
- 3rd Grade:30
- 4th Grade:29
- 5th Grade:29
- 6th Grade:33
- 7th Grade: 31
- 8th Grade: 29

These groups will not physically interact with any other cohort to minimize exposure. Recesses will be staggered and classes will not share play areas or play equipment. Students will be dismissed at noon and continue afternoon classes virtually.

Students in Grades 6-8 will remain in their homeroom classroom and the Jr. High teachers will rotate to those rooms to provide instruction. Small groups instruction will continue for Math in Grades 4-8 and the teachers will utilize the St. Perpetua Room, extended care room, Community Center and library.

In order to maintain stable cohorts, extended care is not available at this time.

Our daily schedule has been modified to stagger recess times to ensure physical distancing between cohorts.

REGULAR DAY

8:00-8:15	Homeroom	
8:15-8:55	1st Period	
8:55-9:35	2nd Period	
9:35-10:15	3rd Period	
10:15-10:30	Recess	TK 10:15-10:30, Gr1-3 10-10:15 Gr 4-5 10:30-10:45
10:30-11:10	4th Period	
11:10-11:50	5th Period	
11:50-12:00	Homeroom	
1:15-1:55	6th Period	VIRTUAL
1:55-2:35	7th Period	VIRTUAL

NOON DISMISSAL

8:00-8:05	Opening	
8:05-8:35	1st Period	
8:35-9:05	2nd Period	
9:05-9:35	3rd Period	
9:35-10:05	4th Period	
10:05-10:20	Recess	TK 10:15-10:30 Gr 1-3 9:50-10:05 Gr 4-5 10:20-10:35
10:20-10:50	5th Period	
10:50-11:20	6th Period	
11:20-11:50	7th Period	
11:45:12:00	Homeroom	

Entrance, Egress, and Movement within the School

For the safety of the children and staff, as well as our families, parent volunteers will be strictly limited and parent presence on campus will be extremely limited. Parents should call the school if they need to pick up a student and the student will be escorted outside. Delivery of lunches and other school related items will not be permitted during the day. Parent should email staff to set up a meeting.

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

No parent, guardian, student, employee or visitors shall enter the school premises if that person has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; (c) is quarantined or self-quarantined because of COVID-19, whether diagnosed or not; or (d) has a temperature of 100.4 or greater. In all such cases, the person shall not enter the campus without obtaining written medical clearance and providing it to the school principal.

All families must follow the carpool drop-off /pick-up protocols. All cars will enter the campus using the main drive way and proceed right and drive around the front of the church. Students will be dropped off and picked in front of the school building. Parent are not permitted to park and walk students to the classrooms. During pick up at the end of the school day, once parents are on campus, a staff member will notify the classroom and students will proceed to the carpool area. Parents will not be permitted to enter the buildings during drop-off or pick-up. Staff will monitor arrival and dismissal to curtail congregating and ensure students go straight from their carpool vehicle to the school building, and vice versa. All students will remain in their cohort during the drop off and pick up period of the day.

6 feet of spacing markings will be placed throughout the campus to remind students and staff to always stay 6 feet apart in lines and at other times they may congregate (e.g., during lunch, arrival and dismissal, restrooms, etc.).

Outside food delivery (e.g. Parent Food Delivery, Door Dash, Uber Eats, etc.) will not be permitted.

Signage will be posted in high visibility areas (entrances, parking lot, playground, classrooms, hallways and bathrooms) to remind students and staff:

- When and where face coverings are required
- Appropriate use of face coverings
- Physical distancing expectations

- Traffic flow
- Proper techniques for handwashing
- Covering of coughs and sneezes and other prevention measures
- At entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.

Face Coverings and Other Essential Protective Gear

All students, guests, parents, and visitors will be required to wear face-covering whenever on-campus, including while arriving and departing from school campus and in area outside of the classroom. Students in all grade levels TK/K-8 are required to wear face coverings at all times, while at school, unless exempted.

All staff must use face coverings in accordance with CDPH guidelines:

- CDPH recommends disposable 3-ply surgical masks, which are more effective than cloth face coverings.
- For staff, bandanas, gaiters and similar face coverings are no longer acceptable.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, a face shield with a drape can be used as long as the wearer maintains physical distance from others.

Face coverings will be provided to students and staff who lose their face coverings or forget to bring them to school.

Masks should fit snugly on the face while covering both the nose and mouth. Please note the following:

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

Mask Wearing

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

Health Screenings for Students and Staff

Our school will require parents, guardians, students and employees to answer [these basic health screening questions](#) related to COVID-19 symptoms before coming to school. A list of COVID-19 symptoms (a cough; Shortness of breath or difficulty breathing; A fever of 100.4°F or higher or a sense of having a fever; A sore throat; Chills; New loss of taste or smell; Muscle or body aches; Nausea/vomiting/diarrhea; Congestion/running nose – not related to seasonal allergies; Unusual fatigue) and a self-checker is available on the [Center for Disease Control \(CDC\) website](#). Further, once present at school, if an employee, student or visitor exhibits symptoms of COVID-19, the school may conduct health screening and isolate the person, consistent with county guidelines. (No medical testing, blood or saliva draw will be performed.)

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

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

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

CDC: Back to School Strategies and Tips

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

Healthy Hygiene Practices

Students will move with their cohort at scheduled times for any activities that take place outside of the cohort's classroom. Teachers and staff will accompany students to and from their designated locations to ensure cohorts remain secure, and disinfect restroom high touch areas throughout the day.

Teachers will reinforce with students the importance of using tissues to wipe their nose and to cough/sneeze inside a tissue or in their elbow. Teachers, staff and students will also be reminded daily to wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom. Students and staff will be required to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single

use cloth towels) to dry hands thoroughly. Teachers and staff will model and practice proper handwashing with students as needed. Every classroom is equipped with a sink and soap and a hand sanitizer station. Where soap and water are not readily available, staff and students are to use hand sanitizer with at least 60% alcohol. Children under the age of 9 will be supervised by an adult whenever using hand sanitizer.

Hand Washing Videos from the CDC

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

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

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

- In consultation with the local public health department, our staff will ensure cleaning and quarantine of exposed persons and whether any additional intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- The classroom or office where the patient was based will be closed off for use until the area is cleaned and disinfected.
- We will wait at least 24 hours before cleaning and disinfecting.
- If 24 hours is not feasible, we will wait at least two hours and as long as possible.
- Additional areas of the school visited by the COVID-19 positive individual will also be cleaned and disinfected.
- Implement communication plans for exposure at school which includes outreach to students, parents, teachers, staff and the community.

Identification and Tracing of Contacts

Our school will follow Cal-OSHA reporting and recording instructions for all employees as well as reporting any positive Covid-19 cases to the corresponding County Health Department. Our school will cooperate with state and local health departments' contact tracing protocols. Our

designated COVID-19 Contact Tracers are: Karen Goodshaw and Suzanne Kozel. They will follow county recommendations for contact tracing. Information on contact tracing can be found here: [COVID-19 Contact Tracing](#)

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

- Keeping accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Keeping a log of any visitors, including date, time and where in the school they visited;
- Assisting local health departments in tracing all contacts of the individual at school; and
- Maintaining confidentiality as required by federal and state laws and regulations.

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

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

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

Instructions on isolation and quarantine procedures for Contra Costa County can be found at:
[Home Quarantine Instructions for Close Contacts](#)
[Self-Isolation Instructions for Confirmed COVID-19 Cases](#)
[Self-Isolation Instructions for Unconfirmed COVID-19 Cases](#)

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

CDC: Back to School Strategies and Tips

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

Physical Distancing

Physical distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors will practice staying the recommended distance from others and eliminating contact with others whenever possible. Student desks will be placed no less than four (4) feet and up to six (6) feet apart or more to promote physical distancing where practicable. Markings on classroom floors will identify traffic flow in the classrooms. Additional PPE has been purchased for students and staff including student desk partitions and rolling standing screens for teachers. Taped floor markings will identify walking directions throughout the campus in order to maintain physical distancing requirements. Nonessential, informal meetups, and ad-hoc gatherings will be avoided. We will also stagger recesses and other transition times as needed.

St. Perpetua School has many areas of the campus that can be used for school activities. Weather permitting, teachers may utilize the amphitheater, upper lot, field, Community Center, and Garden of Learning and other outdoor spaces while maintaining physical distance.

Social Distancing Videos

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

Staff Training & Family Education

All faculty/staff will be required to participate in a training session regarding the requirements and practices contained in this document, including education on the prevention and spread of COVID-19. During this training, clear expectations will be communicated to staff including: (a) monitoring and assessing students for COVID-19 symptoms; (b) monitoring students to maintain social distancing and wearing PPE, consistent with county health requirements; (c) cleaning and disinfecting of the school premises, including classrooms, bathrooms and common areas.

Protected time will be allocated at each week's faculty/staff meeting to ensure everyone is aware of updates and changes to our COVID response procedures and safety protocols, as needed. Ongoing training will also be provided as new COVID-19 updates are made available. All school families will be provided a copy of this document, as well as CDC's publication, [How to Protect Yourself and Others - COVID-19](#).

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

Testing of Students and Teachers

COVID-19 testing is a key strategy in reopening schools safely. When everyone is tested, it helps provide a baseline to identify asymptomatic carriers (people who are infected but showing no symptoms). Some people may be infected and contagious for days before they get sick, while other infected individuals may never develop symptoms.

Symptomatic testing: If a student or employee exhibits COVID-19 symptoms, the individual is sent home (or stays home). Testing for COVID-19 is encouraged. The student or employee can use the testing sites available on the County's website or make an appointment to see their medical provider. While waiting for results, the student or employee will not be able to return to school.

Response testing: If a student or employee is exposed to a confirmed case of COVID-19, the student or staff member is required to quarantine for 10 days. Testing for COVID-19 is encouraged. The student or employee can use the testing sites available on the County's website or make an appointment to see their medical provider.

Asymptomatic testing: Employees participate in asymptomatic testing. The school has established a schedule for testing so that employees are tested once every two months. The employees use the testing sites available on the County's website.

Surveillance Testing of Staff

A minimum of 25% of our staff will be tested every two weeks, ensuring that 100% of our staff will be tested once within a two-month period, throughout the school year. Wednesdays will be a noon dismissal to provide time for staff to complete the required testing. A master schedule will be created to monitor testing status for everyone on staff.

The cost of testing will be covered for those employees who receive health benefits through the Oakland Diocese. The school will reimburse employees who do not receive benefits through the diocese for the cost of testing.

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

Employees/students with a positive test result and symptoms who are directed to care for themselves at home may discontinue home isolation when at least 24 hours have passed since recovery. Recovery is defined as no fever without the aid of fever reducing medication as well as improvement in respiratory symptoms (e.g. cough, shortness of breath), and at least 10 days have

passed since their symptoms first appeared. Contra Costa County's instructions on isolation and quarantine procedures can be found at:

- [Home Quarantine Instructions for Close Contacts](#)
- [Self-Isolation Instructions for Confirmed COVID-19 Cases](#)
- [Self-Isolation Instructions for Unconfirmed COVID-19 Cases](#)

Triggers for Switching to Distance Learning

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure should be done in consultation with the LHO. Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak 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 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.

Additionally, the school principal, in consultation with the pastor, may determine it is necessary for a grade or grades to return to distance learning if it is not possible to provide adequate supervision for students on campus due to quarantine requirements.

Identification and Reporting of Cases

At all times, reporting of confirmed positive cases and suspected cases in students, staff, and employees will be consistent with Contra Costa Health Services protocol.

In the event of a positive case, the school will:

1. Schools must adhere to required reporting requirements and notify, as describe below, the LHD of any newly reported case of COVID-19 in a student or staff member if the LHD has not yet contacted them about the case,
2. If the case is present at school at the time the school is notified, the case must go home and be excluded from school for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date the specimen was collected for the positive test.
3. Assist LHD in identifying close contacts of the case. Send a notice, developed in collaboration with the LHD, to parents and staff to inform them that a case of COVID-19

in a student or staff member has been reported and that the school will work with the LHD to notify exposed people.

4. Arrange for cleaning and disinfection of the classroom and primary spaces where case spent significant time. This does not need to be done until students and staff in the area have left for the day.
5. Implement online/distance learning for student cases if they are well enough to participate.

Required COVID-19 Reporting

- The school will notify the local health officer of any known case of COVID-19 among any student or employee who was present on a campus within the 10 days preceding a positive test for COVID-19. Specifically, the school shall report the following information:
 - The full name, address, telephone number, and date of birth of the individual who tested positive;
 - The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
 - The full name, address, and telephone number of the person making the report.
- This information shall be reported to the local health officer by telephone within **twenty-four hours** from the time an individual within the local educational agency or private school is first made aware of a new case.
- The School liaison to the LHD is Karen Goodshaw, principal of St. Perpetua School

Cluster or Outbreak at School

When either a school or LHD is aware that an outbreak may be underway, the LHD should investigate, in collaboration with the school, to determine whether these cases had a common exposure at school (e.g., a common class or staff member, bus ride, or other common exposures outside of school). CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).

During the investigation, the school will:

1. Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations.
2. Identify, as part of the CSP, one or more school staff member who can liaise with the LHD regarding the cluster/outbreak investigation by confirming which classes and stable groups included confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.
3. Identify absenteeism among those in affected classes or stable groups, and coordinate with the LHD to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the cases infectious period.
4. Coordinate with the LHD to share a line list of cases and contacts with dates present at or absent from school.

5. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
6. Coordinate with the LHD on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.
7. Coordinate with the LHD on whether and when the school should be closed and reopened.
8. Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of SARS-CoV2 at the school or in the general community, and repeat recommendations for prevention and control measures.
9. Implement online/distance teaching and learning during school closure.
10. Arrange for cleaning and disinfection of entire school before reopening in the case of closure.

Travel Requirements

St. Perpetua School will refer parents to state and local guidelines regarding travel and quarantine requirements.

The California Public Health Department guidelines for travel can be found at [here](#).

Contra Costa Health Services guidelines for travel can be found [here](#).

Communication Plan

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

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

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

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

Key Constituent Consultation

St. Perpetua School administration has consulted with our various parent groups and faculty and staff in the planning and writing of this plan. The principal provides a report to the school board, parent association, and room parents at each of their meetings.