



**RETURN TO SCHOOL  
AND INFECTION MITIGATION PLAN  
2021-2022**

Information for parents and guardians

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## **Introductory Remarks**

The health and safety of students and staff is the top priority when making the decision to physically reopen our school campus for use by students, staff, and others. This plan was created to aid in navigating the opening of our school so that employees, students, and families feel safe and to reduce the impact of COVID-19. In all cases, it is the expectation of the Department of Catholic Schools that site administrators make conservative decisions that prioritize compliance with local, state and federal guidelines in addition to fulfilling all requirements of the Archdiocese of San Francisco.

This plan has been updated to reflect the State of California's *COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year* issued on July 12, 2021.

(<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx#>) The protocols and procedures in this plan were developed for St. Peter's School, and are subject to change in deference to local, state and federal mandates.

Always, we keep in mind the St. Peter's School mission:

***OPEN HEARTS, OPEN MINDS***

St. Peter's Catholic School community nurtures the whole child to develop a lifelong passion for learning and to live out the Works of Mercy.

# ENTRANCE AND DISMISSAL PROCEDURES

## Morning Drop-off

*Students and parents may line up to enter the school on Alabama Street. Students only enter school grounds; adults must first be checked-in and approved for entry.*

### DROP-OFF ON ALABAMA STREET

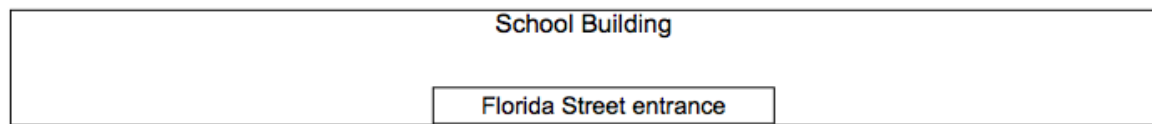


- Drop-off Groups by Last Name
- 7:45-7:55 ... A - F
  - 7:55-8:05 ... G - O
  - 8:05-8:15 ... P - Z

Schoolyard

*Students will use the designated stairways:*

- 4th & 5th Grades - Church side
- 6th & 7th Grades - Middle stairs
- 8th Grade - 25th Street side



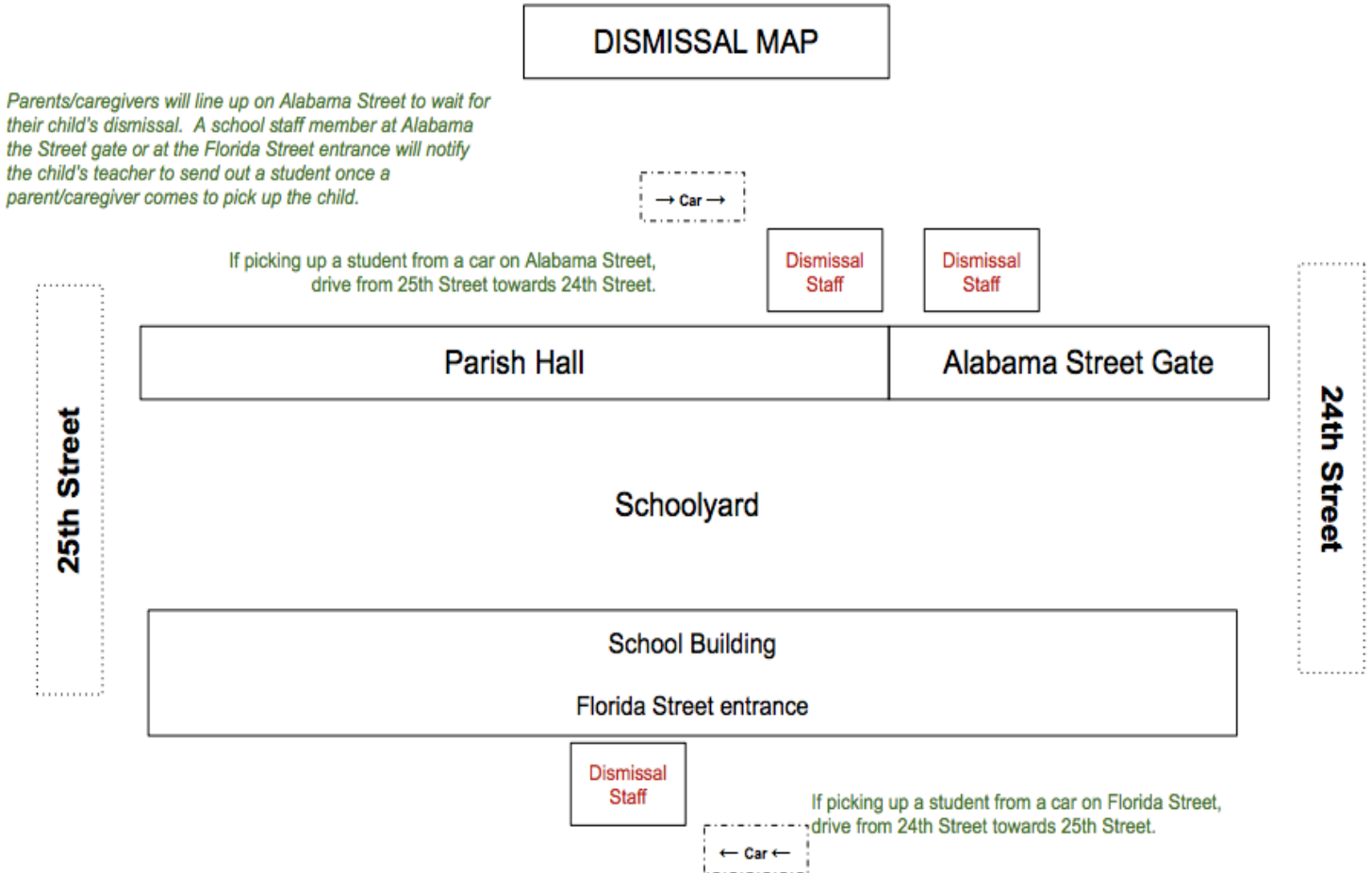
*Students and parents may line up to enter the school on Florida Street. Students only enter school grounds; adults must first be checked-in and approved for entry.*

### DROP-OFF ON FLORIDA STREET

- To avoid a large congregation of mixed cohorts of students on the schoolyard, drop-off times are staggered by family last name:
  - 7:45-7:55 ... Last Names A - F
  - 7:55-8:05 ... Last Names G - O
  - 8:05-8:15 ... Last Names P - Z
- At the designated drop off times, students and parents will line up on Florida Street or Alabama Street.
- During drop-off, students, parents and other adults must wear a face mask.
- Parents may not enter school grounds unless they are to make a payment with the tuition office (tuition office will be notified), or if they have a scheduled meeting with a teacher, school administrator, or school staff member. Parents who enter school grounds must exit the building immediately after they have completed their transaction or meeting.
  - To conduct office business (such as a cash payment), parents must line up at the main office window or tuition office window in the downstairs breezeway (outdoors).
  - A scheduled meeting with a teacher may not occur in a room where students are present.
  - To avoid entering the school grounds, parents are encouraged to use Zoom or phone conferences and to submit tuition payments using Venmo (@SPeters-School) or credit/debit card.
- Tardy students will enter at the Florida Street entrance.
- Upon entering the classroom, students will:
  - Apply hand sanitizer (available at the classroom entrance).

- Go directly to their desk.
- Unpack their belongings.
- If purchasing a school lunch--place their lunch order for the day.
- Follow their teacher's directions on independent work during morning intake time.

### Afternoon dismissal and pick-up



- At dismissal time, parents/caregivers will wait for children on Alabama Street or Florida Street, and maintain a 6-foot social distance between each other.
  - A school staff member at the Alabama Street gate or at the Florida Street entrance will notify the child's teacher to send out a student once a parent/caregiver comes to pick up the child.
  - If there are multiple children to be picked up by one adult, parents should arrive at the oldest child's pick-up time to avoid a congregation of waiting students and parents outside.
  - Older siblings on campus that are picking up their younger siblings are expected to maintain proper social distancing in the event that there is more than one person waiting to pick up a student from that grade level.
- Students in grades K-3 must be picked up by an adult or older sibling.
- Students in grades 4-8 may go home on their own, with parent's permission.

- Parents/guardians may not wait in the school office area or on the schoolyard.
- **To prevent a large congregation on the schoolyard, there will be staggered dismissal times on regularly-scheduled days:**
  - Grades K-2 → 2:35
    - Students in grades K-2 will be dismissed from their classroom as an adult or older sibling comes to pick them up.
    - K-2 Students not picked up by 3:10 will be picked up by their after-school teacher and walked to the after-school program.
  - Grades 3-5 → 2:50
    - 3rd grade students will be dismissed from their classroom as an adult or older sibling comes to pick them up. 3rd grade students not picked up by 3:15 will be picked up by their after-school teacher and walked to the after school program.
    - Students in grades 4-5 will be dismissed from their classroom at 2:50. Students attending the after-school program will be picked up at 3:15 by their after-school teacher and walked to the after-school program.
  - Grades 6-8 → 3:00
    - Students in grades 6-8 will be dismissed from the classroom at 3:00.
    - Middle school students attending the after-school program will be walked to the after-school program with a teacher at 3:20.
- **Wednesdays plus additional days as marked on the school calendar are minimum days with 12:30 dismissals. Below are staggered dismissal times for minimum days:**
  - Grades K-2 → 12:15
    - Students in grades K-2 will be dismissed from their classroom at 12:15 as an adult or older sibling comes to pick them up.
    - Students not picked up by 12:40 will be picked up by their after-school teacher and walked to the after school program.
  - Grades 3-5 → 12:30
    - 3rd grade students will be dismissed from their classroom at 12:30 as an adult or older sibling comes to pick them up. 3rd grade students not picked up by 12:40 will be picked up by their after-school teacher and walked to the after school program.
    - Students in grades 4-5 will be dismissed from their classroom at 12:30. Students attending the after school program will be dismissed from their classroom at 12:45 and walk to the after school program with their after-school teacher.
  - Grades 6-8 → 12:40
    - Students in grades 6-8 will be dismissed from the classroom at 12:40.
    - Students attending the after-school program in grades 6-8 will be walked to the after school program with a teacher at 12:45.
- Students not attending the after school program must go home immediately at their dismissal time, or when an adult/older sibling picks them up from the classroom.
- Parents and students may not remain on the schoolyard or in the office area after dismissal.
- Students in upstairs classrooms will use the designated stairways:
  - 4th & 5th Grades - Church side stairs
  - 6th & 7th Grades - Middle stairs
  - 8th Grade - 25th Street side stairs

## **HEALTH SCREENINGS**

### Daily home health screening

- Before coming to school, parents/guardians must screen their children for COVID-19 symptoms. If a child has any symptoms listed below, the child should stay home, and parents contact the school and child's doctor immediately.
  - Fever -- 100.4°/ 38°C or higher
  - Cough
  - Severe headache
  - Sore throat
  - Shortness of breath or trouble breathing
  - New loss of taste or smell
  - Vomiting
  - Diarrhea
- Students should also stay home if they were in close contact with someone with COVID-19 in the past 10 days. If a child has had close contact with a positive COVID-10 case, notify the school and your child's doctor immediately.

### Isolation of Cases

- Individuals who exhibit COVID-19 symptoms while onsite will be required to be sent home. Students who become sick and are waiting to be picked up are required to wait in a designated isolation space.

### Positive Cases

- Individuals with symptoms or those who have tested positive for COVID-19 will be instructed to *not* return for in-person instruction until they meet all of the conditions outlined in <https://www.sfdph.org/dph/COVID-19/Schools-Returning.asp>.

### Quarantine

- All students and staff are required to adhere to the SFDPH guidelines for quarantine, located in Quick Guide for Suspected or Confirmed COVID-19 in Schools, Childcare, and Programs for Children and Youth (<https://www.sfdph.org/dph/COVID-19/Schools-Returning.asp>).
- If students wore masks at all times that they were exposed to a COVID-19 positive individual within a classroom, these guidelines permit a 10-day modified quarantine in which they may still attend in-person instruction if they are (1) asymptomatic, (2) do not participate in extracurricular activities during the 10-day period, and (3) get tested twice per week.

## **RECESS AND LUNCH**

### Recess Protocol

- Students in the same class cohort will remain in their own play area and not mix with students from other cohorts during recess.



<b>Morning Recess time</b>	<b>Grades on the schoolyard</b>
9:35 - 9:50	Kindergarten, 1st, 2nd
10:00 - 10:15	3rd, 4th, 5th
10:25 - 10:40	6th, 7th, 8th

- Teachers will walk students to their play areas at the beginning of each recess time.
- The yard duty teacher will supervise to ensure that students from different class cohorts remain separated.
- During recess, students may enter the restroom if there are open sinks. If all sinks are being used, student must wait at the entrance door to the restroom.
- After recess, students will use hand sanitizer upon entering the classroom.

### Lunch Protocol

<b>Grades</b>	<b>Lunch</b>	<b>Recess</b>
Kindergarten, 1st, 2nd	12:05 - 12:35	11:30 - 12:00
3rd, 4th, 5th	11:40 - 12:05	12:10 - 12:40
6th, 7th, 8th	12:20 - 12:40	12:45 - 1:15

### **Morning Lunch Orders**

- Grades 3 - 8 → When students arrive in their homeroom each morning, they will fill out a lunch slip (as needed) and staple payment to their lunch slip.
- Grades K - 2 → Students may fill out lunch slip with payment, or parents can prepare payment in advance in an envelope with the student's name, grade, and indicate "entrée" or "cheese sandwich." Envelopes will be collected in the classroom.
- If a student did not bring lunch or lunch money, they will complete a lunch slip and write "OWE" on the lunch slip.
  - The cafeteria will send an "OWE" note home. To make the payment on a later date, the student will place the "OWE" note and money with the morning lunch orders.
- If a student needs change, change envelopes will be given to the teacher by 2<sup>nd</sup> recess. Teachers will distribute change envelopes to students by the end of each day.
- Alternatively, by 8:30 each morning, parents may order their child's lunch on Venmo using @StPeters-Lunch. In the comments section, include the student's name, grade, and lunch order. Parents may also place lunch orders on Venmo for the entire week or month.

### **Classroom Lunch Time**

- At designated times, students will pick up their lunch order at the cafeteria.
- Students will sanitize their hands and eat in their own seats in the classroom.
- There will be silent eating time to discourage talking while masks are off indoors.
- After lunch, students will wipe down their desks and sanitize their hands.

- Teachers will walk students to their designated recess areas at the specified time.

## **CLASSROOM PROCEDURES - SPACING, VENTILATION, AND HYGIENE**

### Classroom desk setup

- Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. Physical distancing will still be emphasized indoors when masks cannot be worn, e.g. indoor lunchroom.

### Ventilation

- Ventilation will be maximized within all occupied indoor spaces through a combination of opening operable windows and doors and/or portable air purifiers in a manner that complies with county guidance.

### Cleaning and disinfecting procedures for after use of instructional areas and following snacks/lunch

- After snack and lunch, and at the end-of-day dismissal, the following areas will be wiped down with a sanitizing wipe or sanitizing spray:
  - Students' desks
  - Teacher desk/table
  - Doorknobs and window handles
  - Light switches

### Classrooms outfitted with protective equipment and cleaning supplies

- Each student will bring a personal face mask (which covers the nose and mouth) to be worn at school, and an extra will be kept in a ziploc bag in their desk.
  - Bandanas, gaiters, masks with valves, and similar face coverings are not acceptable.
- Each classroom will be stocked with a supply of disposable medical gloves and disposable face masks.
- Faculty members will be given a protective face shield to use while teaching, when necessary.
  - When using the face shield, a mouth covering must still be worn, or the face shield must be used with a cloth drape tucked into the shirt if no mouth covering is worn.
- Each classroom will be stocked with the following supplies: hand sanitizer, disinfecting spray for surfaces, paper towels, disinfecting wipes for surfaces, disposable medical gloves.

### Restroom Use

- Teachers in grades K-3 will walk students to restrooms at designated restroom breaks.
- During class time, teachers may allow students to use the restroom when necessary according to the class restroom policy.
- Students will sign out to use the restroom, indicating time out and time returned to the classroom.
- If all sinks are occupied in the restroom, before entering, the next student must wait at the entrance of the restroom until someone leaves the restroom.
  - Floor markings outside of the restroom will designate where to line up.

- Signage will be posted to remind students of restroom protocols, including proper hand-washing.

## **GENERAL HYGIENE PRACTICES AND INSTRUCTION FOR STUDENTS**

### Policy and instruction on face coverings, including proper use and cleaning

**Students in all grade levels K-12 will be required to wear face coverings while indoors, while at school.**

**All staff are required to wear face coverings when sharing indoor spaces with students.**

- CDPH recommends disposable 3-ply surgical masks, which are more effective than cloth face coverings
- Bandanas, gaiters, and similar face coverings are not acceptable.
- Additional masks will be available to students who inadvertently fail to bring a face covering to school.
- Under CDPH guidelines, students who refuse to wear a face mask as required will be sent home.
- Face masks may be removed during indoor lunch, but classes will maintain silent eating time to prevent speaking indoors without a face mask.
- The Center for Disease Control (CDC) recommends that cloth face coverings should be washed after each use.
- When necessary, teachers may wear a face shield with a cloth drape on the bottom tucked into the shirt. Face shields may be used in cases where the students must see the teacher’s mouth to learn a new concept, as in sounding out letters and words.
  - Face shields should not be used in place of face coverings in other situations, as face shields have not been shown to keep the wearer from infecting others. Face shields do provide additional protection for the wearer.

### Handwashing policies and procedures

- Signage is posted in classrooms and in bathrooms near the sinks to remind students and teachers about proper handwashing techniques.
- Teachers will review proper procedures with students to keep hands clean throughout the day.
  - **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  - **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, creases in the palm, and under your nails.
  - **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
  - **Rinse** your hands well under clean, running water.
  - **Dry** your hands using a clean towel.

### Sneeze and Cough protocols

- Signage is posted in classrooms reminding students about covering coughs/sneezes and wearing face coverings while at school.
- Teachers will review proper procedures with students on how to stop the spread of germs.

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Throw used tissues in the trash.
- If you don't have a tissue, cough or sneeze into your elbow, not your hands.
- Wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.

#### Handwashing areas and sanitizing stations

- A sanitizing station with hand sanitizer, sanitizing wipes, and paper towels is accessible in each classroom. Spray cleaner will be stored in the teacher's closet.
- A sanitizing station with hand sanitizer, sanitizing wipes, and paper towels is in the main office. Spray cleaner will be stored on an office shelf.
- Handwashing stations are accessible in student restrooms, staff restrooms, and cafeteria.

#### Water bottle policy

- Water fountains will not be used by students or staff.
- Reusable water bottles must be filled prior to coming to school, and may be refilled at school at the hands-free water-fill station.
- Water bottles should be labeled with student's name and will not be shared.
- Water bottles are available for purchase during the morning at school.

#### Discipline policy for misuse of protective equipment

- All personal items and/or school-provided materials must be used appropriately as delineated in the Parent-Student Handbook. Misuse of items will result in a school/home consequence and reparations made for any materials that were broken or damaged.

## CLASSROOM COHORTS - MAINTENANCE

#### Limit staff rotation between cohorts

- Students in grades K-5 remain in self-contained classrooms with the classroom teacher for the day.
- Students in grades 6-8 will remain in their homeroom classroom. Teachers will travel to the designated classroom to teach their specific subject. Teachers in these classes will bring their own personal books and supplies and before leaving, will sanitize any areas in which they come into contact.
- Middle school students may have mixed-grade groups for elective classes. Teachers will maintain an elective class tracking sheet for each class meeting.
- PE class will be conducted on the schoolyard or in the gym with the PE teacher.
- USF partners will sign a class tracking sheet (on a clipboard in each classroom) upon entering the classroom. As tracking sheets are filled-up, they will be stored in a binder in the classroom in the event that they must be referenced.
- If a student needs to speak with an administrator, the teacher will call the administrator in the office for clearance to send the student to the office. The student will sign out on the classroom sign-out sheet (on a clipboard in each classroom), indicating time out and time returned to the classroom. As sign-out sheets are filled-up, they will be stored in a binder in the classroom in the event that they must be referenced.

### Maintain training for staff to recognize signs and symptoms of student illness

- St. Peter's will work to teach all students and staff to be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19, as listed here: <https://www.sfdph.org/dph/files/ig/Parent-Guardian-Health-Check-Handout.pdf>
- Staff will be trained on supporting students' mental health and counseling services will be provided as they become available.
- If a student is exhibiting symptoms of COVID-19, staff will communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies.
- Site administrators will consult county guidelines to implement procedures that send sick persons home from school, including notifying the individuals with whom the ill employee or student had contact and ensuring cleaning and disinfecting areas used by the ill employee or student.

### SOCIAL DISTANCING OUTSIDE OF THE CLASSROOM - MAINTENANCE

#### Develop schedules for all outdoor spaces where heavy foot traffic is possible

- To limit large whole-school congregations, entrance and dismissal times are staggered, as well as lunch and recess times.
  - See drop-off and dismissal procedures
  - See Recess and lunch procedures
- Upon entry onto school grounds, students will go directly to their classroom. There is no congregating allowed on the schoolyard, breezeways, or office area.
- During recess, students must remain in their class's play area.
- At dismissal, students will exit school grounds (to meet their parent/caregiver or to go directly home) or wait for their extended care teacher in the classroom. There is no congregating allowed on the schoolyard, breezeways, or office area.
- Guidelines indicate stairwells for students in upstairs classrooms. Students will use the designated stairways:
  - 4th & 5th Grades - Church side
  - 6th & 7th Grades - Middle stairs
  - 8th Grade - 25th Street side

#### Policies that limit visitors on campus, including procedures for parents

- Any adults or visitors on campus must be free of COVID-19 symptoms and wear a face covering.
- Parents and other school visitors may not enter school grounds unless they are to make a payment with the tuition office, or if they have a scheduled meeting with a teacher, school administrator, or school staff member.
  - Zoom or phone appointments with teachers, administrators, or staff members are encouraged in place of in-person meetings.
  - If an in-person meeting is necessary, adults must wear face coverings and maintain a social distance of at least 6 feet from each other, and students may not be in the room (except for the child of the adult present, if necessary).

- To conduct office business (such as a payment), parents must line up at the main office window or tuition office window in the downstairs breezeway.
  - Payments via Venmo or credit card (over the phone) are preferred in place of dropped-off cash or check payments.
    - Venmo Lunch orders: @StPeters-Lunch
    - Venmo Tuition, fees, and other designated school payments: @SPeters-School
- No personal deliveries (such as lunch or snack drop-offs) may be made.
- School visitors who enter the school building during the school day must sign in at the office. They must exit the building immediately after they have completed their transaction or meeting.

### Policies for all required school gatherings

- Until further notice, there will not be any large whole-school gatherings.
- School-related family events (such as First Communion Mass) may have limits on the number of attendees and sign-ins to aid with the possible necessity of contact-tracing. Proof of COVID-19 vaccination may also be requested.
- Students will attend weekly school Mass or prayer services in the church on a rotating schedule.
  - For those classes who do not attend Mass in person for the week, Virtual Mass (a live-streamed video) or recording can be watched from the classroom.
- Until further notice, parent informational meetings (such as Parent-Teacher Conferences, First Communion meetings, 8th grade parent meetings) will be held via Zoom or pre-recorded videos.

### Communal spaces on campus that will remain closed

- Until further notice, the after school computer lab will be closed.
- The school cafeteria will be closed in the morning to take lunch orders. Instead, lunch orders will be taken in the classrooms each morning, or parents may order using Venmo with @StPeters-Lunch. (See Lunch Order procedure.)

### Extended care - Buena Vista Child Care

- All students participating in the extended care program (BVCC) must be pre-registered.
- Students participating in BVCC will wait in the classroom at dismissal time.
- BVCC will take roll and keep a daily tracking sheet of students and teachers in BVCC.
- Due to child care licensing requirements and staffing constraints, the BVCC after school program will limit the number of students participating in the program.

## EXTRA-CURRICULAR ACTIVITIES

### School Athletics

- St. Peter's School will follow the CYO timeline for re-opening of sports seasons when possible. As of now, Fall 2021 sports are anticipated to begin as scheduled.
  - Participants in the CYO Sports program will follow all health & safety guidance for youth sports programs.
- Physical education (PE) activities are limited to activities that do not involve close contact with other students.

## Travel

The school will follow the [CDC's recommendation for travel](#).

- Delay travel until you are [fully vaccinated](#).
- People who are fully vaccinated with an FDA-authorized vaccine or a vaccine authorized for emergency use by the World Health Organization can travel safely within the United States. If you are [fully vaccinated](#), take the following steps to protect others when you travel: Wear a mask over your nose and mouth; Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms. After travel, fully vaccinated individuals do NOT need to self-quarantine.
- If you are not fully vaccinated and must travel, take the following steps to protect yourself and others from COVID-19.
  - Before you travel:
    - Get tested with a [viral test](#) 1-3 days before your trip. While traveling, wear a mask over your nose and mouth and avoid large crowds.
  - After you travel:
    - Get tested with a [viral test](#) 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
      - Even if you test negative, stay home and self-quarantine for the full 7 days.
      - If your test is positive, [isolate](#) yourself to protect others from getting infected.
    - If unvaccinated travelers don't get tested, stay home and self-quarantine for 10 days after travel.
      - Self-monitor for COVID-19 symptoms; isolate and get tested if symptoms develop.

## **NOTICE OF INFECTION AND CONFIDENTIALITY REGULATIONS**

### Communication for presumptive/confirmed COVID-19 cases

While it is important for any student or staff to immediately report that they, someone in their household, or someone they have been in close contact with, has either COVID-19 symptoms or a confirmed case, it is also critical that their privacy be protected. School staff and parents/guardians should make the report directly to the principal at [sjimenez@sanpedro.org](mailto:sjimenez@sanpedro.org) or phone the school office at 415-647-8662. While maintaining confidentiality to the community, the principal will notify the Archdiocese of San Francisco Department of Catholic Schools and partner with the San Francisco Department of Public Health as warranted.

### Managing Infection Notifications

Maintaining the dignity of every child is a priority of all Catholic schools in the Archdiocese of San Francisco. In cases where health protocols require contact tracking and tracing, such is the case with COVID-19, schools will make every effort to maintain the confidentiality of community members while complying with local, state and federal guidelines. As a matter of health and safety, this section is subject to amendment at any time. Wherever possible, written notice of such amendments will be provided.

### Notice of Student Infection to School Community

In the event that a student is determined to have COVID-19, notice will be given to those school community members who sustained prolonged exposure (>15 minutes) with or near the student during the previous 10 day period. This notice will be provided on a standard exposure form that contains non-identifiable information regarding the student. Unless a specific PII release is obtained from the custodial parent, release of information regarding infection of a student must be managed to avoid a FERPA (Family Education Rights and Privacy Act) violation. See 34 C.F.R. § 99.31(b)(1).

### Notice of Student Infection to Media/External Community

Pursuant to FERPA guidelines, under no circumstance will identifying information regarding any student be released to media/external outlets. Further, it is the position of the Archdiocese of San Francisco, Department of Catholic Schools that no communication regarding possible or confirmed cases of COVID-19 at school sites be discussed with external outlets with the notable exception of the associated public health department.

### Notice of Student Infection to Local Health Department

FERPA permits educational agencies and institutions to disclose, without prior written consent, PII (Personally Identifiable Information) from student education records to appropriate parties in connection with an emergency, if knowledge of that information is necessary to protect the health or safety of a student or other individuals. 20 U.S.C. § 1232g(b) (1)(I); 34 C.F.R. §§ 99.31(a)(10) and 99.36. If local public health authorities determine that a public health emergency, such as COVID-19, is a significant threat to students or other individuals in the community, an educational agency or institution in that community may determine that an emergency exists as well.

Under the FERPA health or safety emergency exception, an educational agency or institution is responsible for making a determination, on a case-by-case basis, whether to disclose PII from education records, and it may take into account the totality of the circumstances pertaining to the threat. See 34 C.F.R. § 99.36(c). If the educational agency or institution determines that there is an articulable and significant threat to the health or safety of the student or another individual and that certain parties need the PII from education records, to protect the health or safety of the student or another individual, it may disclose that information to such parties without consent. This includes releasing information about infected student(s) to local health officials.

### Notice of Employee Infection to School Community

In the event that an employee is determined to have COVID-19, notice will be given to those school community members who sustained prolonged exposure (>15 minutes) with or near the employee during the previous 10 day period. This notice will be provided on a standard exposure form that contains non identifiable information regarding the employee.

### Notice of Employee Infection to Media/External Community and Local Health Department

Pursuant to FERPA guidelines, under no circumstance will identifying information regarding any student be released to media/external outlets. Further, it is the position of the Archdiocese of San Francisco, Department of Catholic Schools that no communication regarding possible or confirmed cases of COVID-19 at school sites be discussed with external outlets with the notable exception of the associated public health department.



**When a staff member or student has symptoms of COVID-19:**

- Identify isolation rooms for students with symptoms of COVID-19.
  - Staff should notify their supervisor and leave work as soon as feasible. SFDPH guidance on when workers with COVID-19 symptoms may return to work is at <https://www.sfdph.org/dph/COVID-19/Schools-Returning.asp>.
  - Students with symptoms should be sent home. Students should not return to school until they have met the criteria in “Returning to School after COVID-19” (<https://www.sfdph.org/dph/COVID-19/Schools-Returning.asp>). A parent handout, “For Parents and Guardians,” lists COVID-19 symptoms and when your child may return to school after having symptoms. This handout is available at <https://www.sfdph.org/dph/files/ig/Parent-Guardian-Health-Check-Handout.pdf>.
  - Keep students who are waiting to be picked up in a designated isolation room, preferably in an area where others do not enter or pass. Make sure that students keep their face coverings on.
- Open windows in areas used by the sick person to maximize outdoor air circulation. Close off those areas as soon as feasible, until they can be cleaned and disinfected.
- The complete San Francisco Department of Public Health “Guidance for In-Person, On-Site Instruction for School Year 2021-2022” is available at <https://www.sfdph.org/dph/alerts/covid-guidance/2020-33-Guidance-TK12-Schools.pdf>

**When a staff member or student tests positive for COVID-19:**

- Contact the SFDPH Schools and Childcare Hub as soon as possible.
  - Call 628-217-7499, or email [cases.schools@sfdph.org](mailto:cases.schools@sfdph.org)
- SFDPH staff will work with schools on case management and provide input on next steps, including isolation, quarantine, and outbreak management. Per AB 86 (2021) and California Code Title 17, section 2500, schools are required to report COVID-19 cases at [cases.schools@sfdph.org](mailto:cases.schools@sfdph.org).
- Work with SFDPH to identify individuals who had close contact with the person with COVID-19.
  - Exposed individuals or their families should be notified, know how to get tested, and understand when they or their child can return to school.
  - Notify all school staff, families, and students that an individual in the school has had confirmed COVID-19. Do not disclose the identity of the person as required by the Americans with Disabilities Act (ADA), and the Family Education Rights and Privacy Act (FERPA).
  - CDPH allows a modified quarantine for students who are exposed to another student with COVID-19 at school. This is because of the low risk of spread of COVID-19 between students in TK-12 schools, even when community levels of COVID-19 have been high, and the importance of minimizing days missed from school.
    - All students and staff are required to adhere to the SFDPH guidelines for quarantine, located in Quick Guide for Suspected or Confirmed COVID-19 in Schools, Childcare, and Programs for Children and Youth (<https://www.sfdph.org/dph/COVID-19/Schools-Returning.asp>). If students wore masks at all times that they were exposed to a COVID-19 positive individual within a classroom, these guidelines permit a 10-day modified quarantine in

which they may still attend in-person instruction if they are (1) asymptomatic, (2) do not participate in extracurricular activities during the 10-day period, and (3) get tested twice per week.

- Open windows in areas used by the sick person to maximize outdoor air circulation. Close off those areas as soon as feasible, until they can be cleaned and disinfected.

#### Contact Information for the San Francisco Department of Public Health (SFDPH)

- SFDPH Schools and Childcare Hub for COVID-19 consultation and guidance: (628) 217-7749. [cases.schools@sfdph.org](mailto:cases.schools@sfdph.org)
- COVID-19 guidance for the public, including schools and employers <https://www.sfdcp.org/covid19>
- San Francisco Department of Public Health “Guidance for In-Person, On-Site Instruction for School Year 2021-2022” <https://www.sfdph.org/dph/alerts/covid-guidance/2020-33-Guidance-TK12-Schools.pdf>
- Quick Guide for Suspected or Confirmed COVID-19 - <https://www.sfdph.org/dph/files/ig/COVID-19-QuickGuide-Suspected-Confirmed-COVID-Schools-Childcares-Programs.pdf>
- Parent Handout: Symptom and Exposure Check / Returning to School After Symptoms - <https://www.sfdph.org/dph/files/ig/Parent-Guardian-Health-Check-Handout.pdf>

## **LEARNING PLAN FOR HOME QUARANTINED STUDENTS**

Students who must remain at home for an extended period of time due to a positive COVID-19 test or symptoms will be in contact with their teacher through Class Dojo or Google Classroom, and follow directions as instructed and specified by their teacher. Students may view and submit all assignments digitally as communicated by their classroom teacher.

### Creation of Distance Learning Plan

- In the event that the school building must close, students and teachers will follow the Distance Learning Plan, as referenced in this linked document: [School Distance Learning Plan](#)

## **PLAN DEVELOPMENT AND FOCUS ON CONTINUOUS IMPROVEMENT**

This plan was developed in consultation with school and program leaders and Diocesan leadership. It takes into account the feedback of students, families, staff, and administrators through conversation and site-based surveys. The site administrators will examine the protocols on an as-needed basis.

This plan is subject to change. School administration will promptly communicate any changes to the school community.

## APPENDIX A



# San Francisco Department of Public Health

## For Parents and Guardians

### Returning to school or other programs after COVID-19 symptoms



If your child gets tested for COVID-19, they can return after

- A negative COVID-19 test **AND**
- 24 hours with no fever, without taking medicines for fever, like acetaminophen (Tylenol) or ibuprofen (Advil, Motrin), **AND**
- They are starting to feel better. Their symptoms do not have to be completely gone.

This is usually the fastest way for your child to go back to their school or program. You must show proof of your child's negative test, for example, the test result or a message from your clinic or test site that the test was negative. When your child gets tested, let the clinic or test site know that you will need this.



If your child is not tested, or their COVID-19 test is positive, they can return after

- 10 days have passed since their symptoms first appeared **AND**
- 24 hours with no fever, without taking medicines for fever, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin) **AND**
- They are starting to feel better. Their symptoms do not have to be completely gone.

#### Exceptions: Doctor's Note or Clinic Note

Sometimes a child's illness is clearly due to another cause, like strep throat or hand-foot-and-mouth disease. In this case, your child's doctor or clinic may give you a note saying that your child can go back to their school or program without a COVID-19 test. This does not mean that your child does not have COVID-19. Many children with COVID-19 do not have any symptoms. It only means that a clear cause other than COVID-19 was found for your child's symptoms.

If your child has a note from their doctor or clinic saying that they can go back to school, the school should accept the note without a COVID-19 test. The note can be an email, electronic message or part of an after-visit summary.

#### Getting a COVID-19 Test for Your Child

Contact your child's doctor or the clinic listed on their health insurance card. Tell them that your child has COVID-19 symptoms.

If your child does not have health insurance or a regular doctor, call

- SFDPH New Patient Appointment Call Center for COVID-19 at 415-682-1740
- Mission Neighborhood Health Center at 415-552-3870 x2217

For additional COVID-19 testing sites, visit <https://sf.gov/find-out-about-your-covid-19-testing-options>