



**ST. JOHN VIANNEY**  
CATHOLIC SCHOOL



**DIOCESE OF  
SAN JOSE**

**St. John Vianney Catholic**

**School**

**2020-2021 Reopening Plan**  
Updated November 24, 2020

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## Overview

The framework for reopening school campuses is based on what is currently known about the transmission and severity of COVID-19 (Coronavirus). The Diocese of San José, in consultation with the Center for Disease Control (CDC), the California Department of Public Health (CDPH), and the Santa Clara County Public Health Department (SCCPHD), will update the framework as needed and as additional information becomes available.

The goals of the 2020-2021 School Plan are to:

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

While the framework for reopening school campuses applies to all elementary schools in the Diocese of San Jose, the protocols included within it are specific to the context of each location. All site-based protocols must comply with the most current order of the Santa Clara County Public Health Department and should be responsive to the needs of the local community.

The framework is not exhaustive nor is it a substitute for any existing safety and health-related regulatory requirements for schools. As the COVID-19 situation continues, it is imperative for school leaders to remain current on changes to public health guidance and state/local orders and maintain consistent communication with the school community.

- Santa Clara County Public Health Department
- California Department of Public Health
- Center for Disease Control

## Prevention / Mitigation

### B.1. Physical Distancing

The CDC and local health departments recommend maintaining 6 feet of physical distancing to all extents practicable. Physical distancing should be supported by physical adaptations to spaces, visual reminders (wall and floor signage), clear procedures for movement, limited sharing of resources, and staggered schedules.

To all extents possible, students should remain with the same cohort of students in the same space and staff rotation between cohorts should be limited. Parent and visitor access to the campus should be limited, and external use of the campus for evenings and weekends should comply with the school's health and safety plan.

**Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.**

At a minimum, these protocols should include:

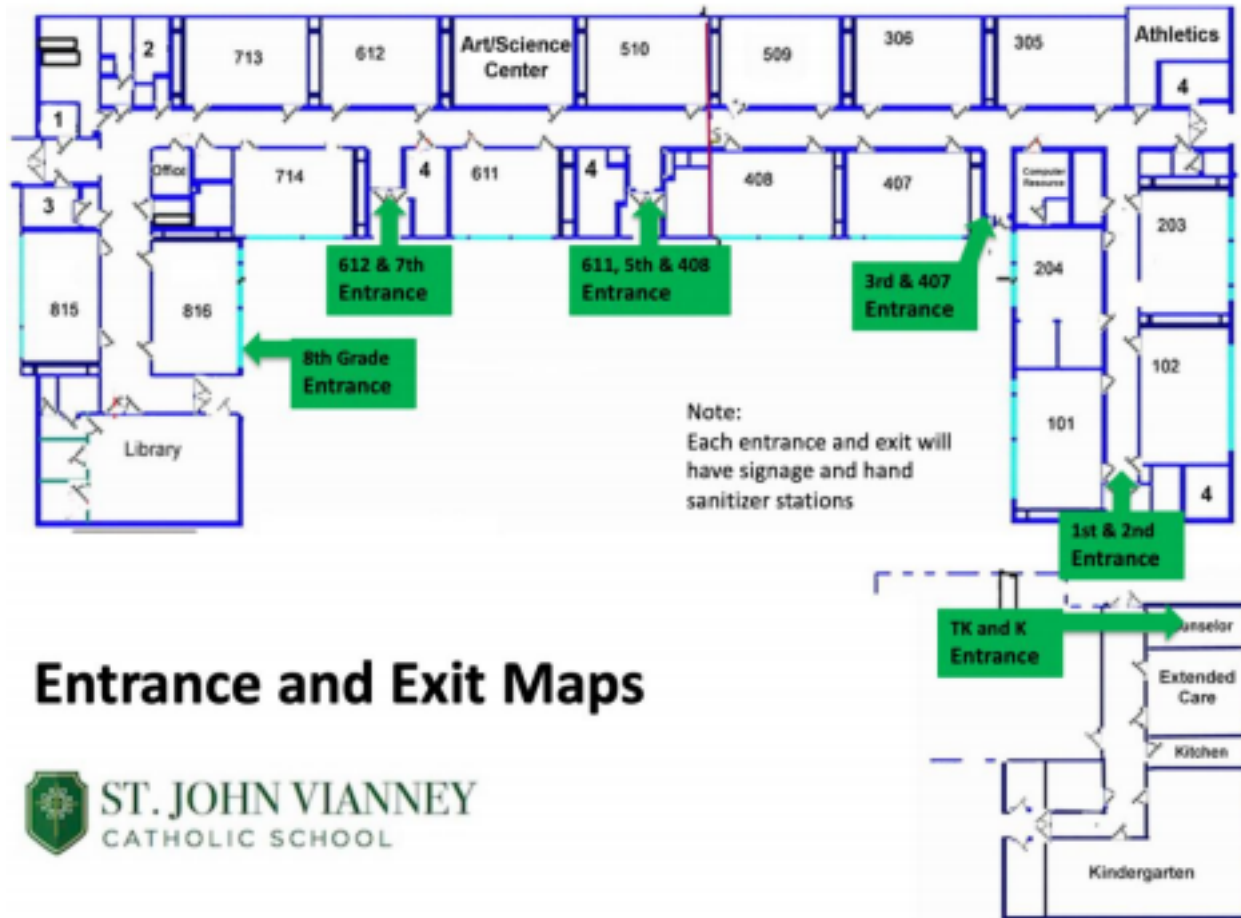
- Arrival/Dismissal
- Restrooms
- Recess
- Lunch
- Hallways/Walkways
- Classrooms
- Front Office
- Other areas relevant to the location

<b>School Protocols for Physical Distancing – Arrival/Dismissal</b>
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- Parents will drive through the parking lot between the church and school to drop off and pick up students. Parents have been instructed that they will need to wear mask, and not leave their car at any time.
- If a child needs to be dropped off late or picked up early: Parents will come to front door, ring bell. They will not be allowed to enter building. Student will be brought to the door or picked up from the front door by an adult staff member.
- Each staff member, student, and visitor must be in a mask and will be required to use hand sanitizer upon entering the campus (located at each entrance and exit). Students under age of 9 will be supervised and/or helped at the hand sanitizer station. Clear signage is posted throughout the campus.
- TK and K students will enter the building from the parking lot nearest the church. Parents will remain in their cars as teaching staff check students in and walk them to the classroom. ● 1st, and 2<sup>nd</sup> grade students will enter through the entrance next to the first grade classroom. Students must go directly to the classrooms.
- 3<sup>rd</sup> and 4<sup>th</sup> students will enter through the entrance across from the third grade classrooms and next to the 407 classroom.

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- 6<sup>th</sup>, 5<sup>th</sup>, and class 408 will enter through the entrance in the middle of the campus (across from room 510). Students will then go directly to their classrooms.
  - Class 612 and 7<sup>th</sup> grade will enter the entrance across from 612. Students will then go directly to their classrooms.
  - 8<sup>th</sup> grade will enter the door nearest the library
  - For dismissal, students will be called from their classrooms to cars by staff. Parents must wait in cars. Cars will have placards that say grade and name for students.
  - Students will be dismissed at 1:30, and – 2:15 p.m.. from their classrooms to cars, escorted by staff to the main parking lot car line.
- Physical Distance signage will be posted throughout the campus and on the floors of hallways.



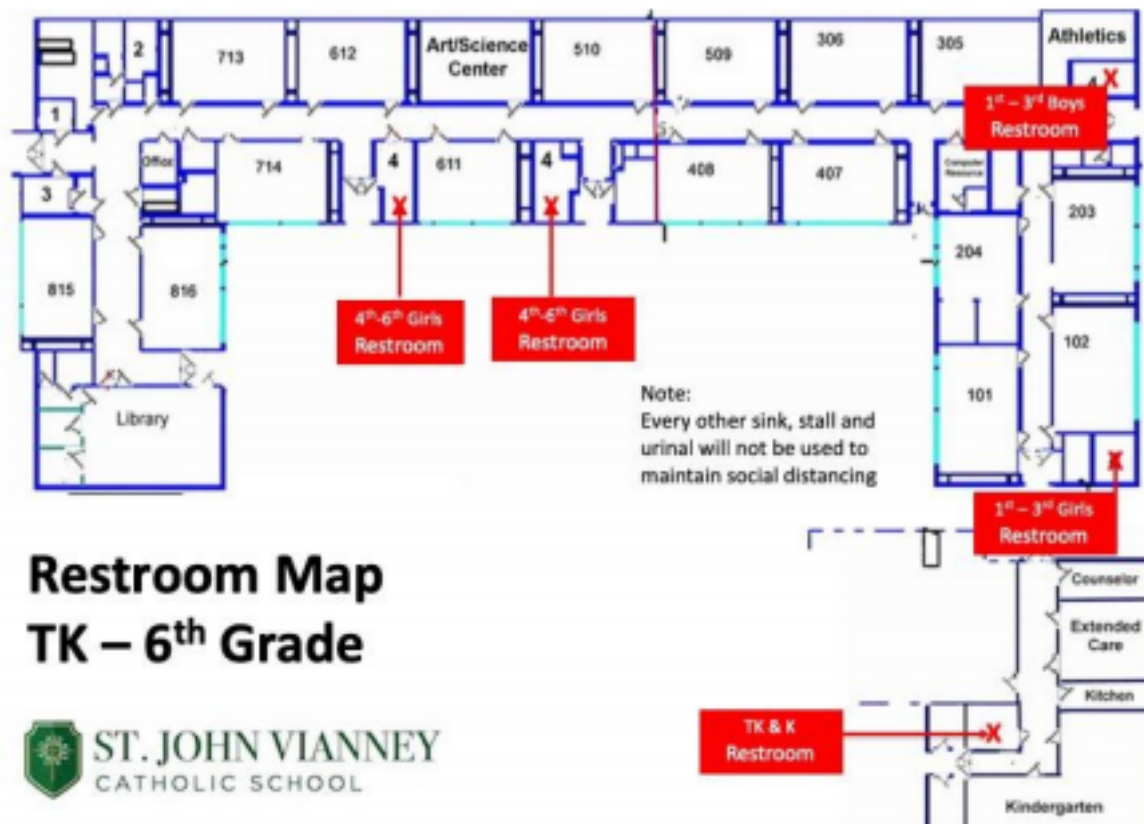
## Entrance and Exit Maps



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### School Protocols for Physical Distancing – Restrooms

- Markings will be placed on walkways outside restrooms so that the number of students in the restrooms does not go above capacity. Each cohort will have scheduled bathroom times in the morning and after lunch. Every other stall/urinal/sink will be taped off so children are spaced out while using the facilities.
- Each restroom has a capacity marked on the door and monitors will make sure these are adhered to, as well as enforcing hand washing before exiting.
- Restrooms will be disinfected by electrostatic sprayer after each cohort and by maintenance after all students have left for the day.
- Physical Distance signage will be posted throughout the campus and on the floors of hallways and bathroom limits will be posted outside of bathrooms.



Bathrooms will be divided into stable cohorts:

TK-K: Bathrooms in their building

1<sup>st</sup> – 4<sup>th</sup>- GIRLS Elementary Wing Bathrooms

1<sup>st</sup> – 4<sup>th</sup>- BOYS Bathrooms near the Athletics office

5<sup>th</sup> – 6<sup>th</sup> BOYS Bathrooms next to 611

5<sup>th</sup> – 6<sup>th</sup> GIRLS Bathrooms across from 612

Recess Schedule includes bathroom breaks for cohorts:

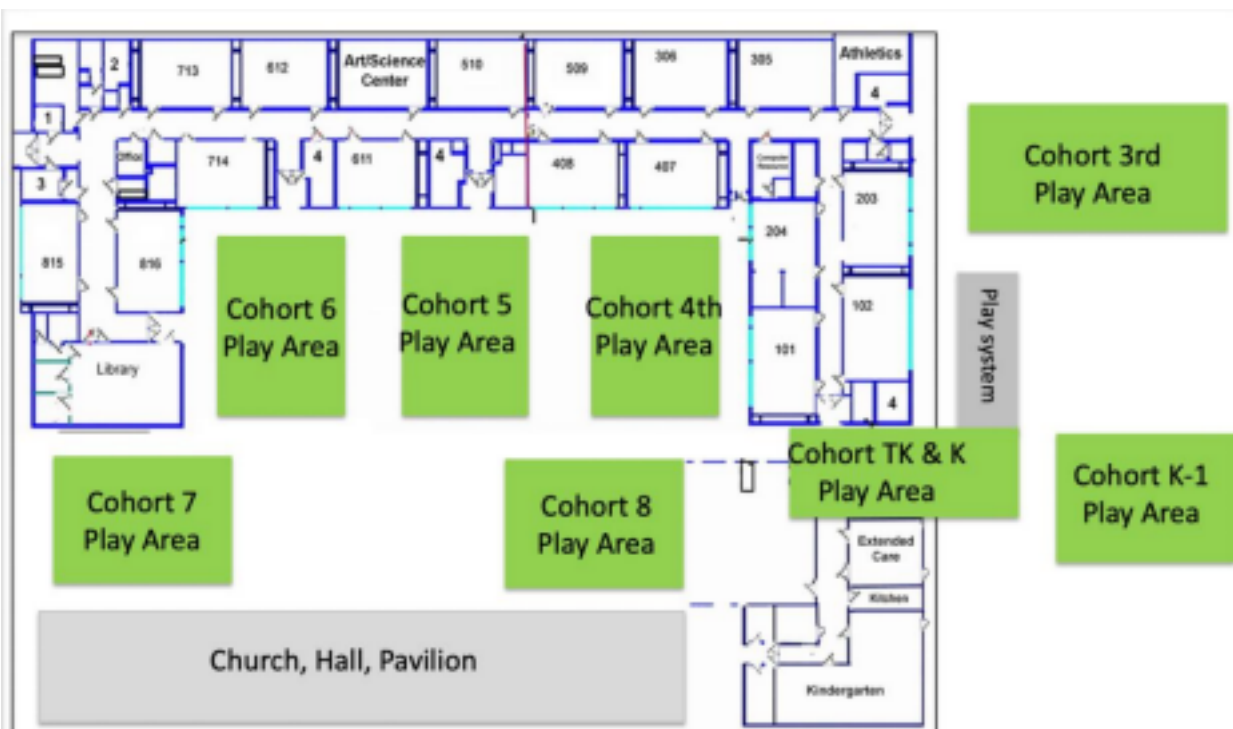
Recess will be scheduled at different times for each grade band (1-3, 4-5, 6)

- Each stable cohort will have a designated space in the blacktop, grass area, or play structure that will be used only by that cohort. Our property is large enough to allow sufficient space between students and cohorts to be out to recess at the same time.
- Recess activities will focus on more physical/separate activities. Equipment will not be used unless it is specific to each cohort, or child such as balls and jump ropes and will be sanitized each evening.
- Students will remain 6 feet apart and Cohorts must maintain 25 ft of distance at recess. • Yard Supervisors will be outside to ensure that physical distancing and health protocols are being followed.

Recess: 9:45 - 10:00 AM Gr 4-6

Recess: 10:30 - 10:45 AM Gr TK-3

Recess: 1:45 - 2:00 PM Gr TK-3



**\*\*Not to scale: 25-feet between cohort play areas**



## Play Area Map TK– 8<sup>th</sup> Grade

### School Protocols for Physical Distancing – Lunch

Lunch will be eaten outside when weather permits or in the classrooms 6 feet apart in all grades. Lunch: 11:50 - 12:30 PM TK-6

Students will go outside to play (socially distanced and in stable cohort assigned area) once lunch has been eaten.

### School Protocols for Physical Distancing – Hallways/Walkways

TK and K have a separate building and entrance. Children will remain 6 ft apart - markings on floors Gr. 1-8: each classroom has an entrance and exit door. Children will be directed in one direction, remaining 6 feet apart at all times.

Hallways in 1-8 wing, are bi-directional. Floors will have directional markings to stay on side of hallway (similar to roads for cars) and signage posted to remind students to stay 6-feet apart.

### School Protocols for Physical Distancing – Classrooms

- Each classroom has been measured and spread out to provide 6ft between each student desk, and teachers' desks. (13 desks per classroom)
- Grade cohorts (of 13 or less) are stable for both teachers and students
- Any teacher that is not the homeroom teacher must maintain 6 ft distance unless it is an emergency.
- Physical Distance signage will be posted throughout the campus and on the floors of hallways. Markings on floors will remind students to keep desks and persons for physical distancing. • All windows and doors will remain open for ventilation as long as weather and air quality permit.
- School recognizes that it is safest to use Outdoor instruction spaces by cohort (the same areas used for recess) and will do so when outside conditions permit, and technology use (distance learning with students at home can be managed).
- Students will be spaced six feet apart and learning areas will be separated by cohorts (at least 25 feet) and sanitized each evening.
- The main school building does not have HVAC. The TK/K building HVAC system uses MERV-13 filters.

### School Protocols for Physical Distancing – Front Office

- Only necessary visitors will be allowed on campus.
- Masks required for all visitors entering the School office. The floor inside and outside the office has signage posted to ensure physical distancing and that the number of people in the office at one time does not exceed capacity.
- Staff will be separated from visitors by plexiglass barriers. Physical Distance signage will be posted throughout the campus and on the floors of hallways to remind that physical distance will be maintained.



## B.2. Hygiene Measures

The CDC and local health departments recommend that schools explicitly teach and reinforce healthy hygiene practices for students and staff, including washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

At a minimum, these protocols should include:

- Explicitly teaching and reinforcing healthy hygiene practices
- Face coverings

School Protocols for Promoting Healthy Hygiene Practices
<p>Explicit instruction of healthy hygiene practices</p> <ul style="list-style-type: none"><li>● This will take place by teachers on the first day of school and throughout the week -- it will be checked via lesson plans. In addition, it will be announced at virtual morning assembly so the whole school hears the same message.</li><li>● Staff and families will be trained via zoom meetings and videos.</li></ul>
<p>Reinforcing healthy hygiene practices</p> <ul style="list-style-type: none"><li>● In addition to sinks in restrooms and many classrooms, there are hand sanitizer stations set up at each entrance and exit so that staff and students may sanitize hands when hand washing is not possible. Students under age of 9 will be supervised and/or helped at the hand sanitizer station.</li><li>● Regular review of health and safety lessons via lessons and reminders especially after long breaks.</li><li>● Interior doors will be propped open. Exterior doors will be propped open just before recess and lunch by adult staff.</li></ul>

## Face Coverings

- Teachers and staff
  - All adults must wear a cloth face covering at all times while on campus, except while eating or drinking.
  - Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
    - Staff who are unable to wear a face covering for medical reasons shall not be assigned duties that require close contact with students; no face shields without a mask. Teachers may consider using face coverings with clear windows during phonological instruction.
- Students
  - All students (TK through 8th grade) are required to wear cloth face coverings:
    - while arriving and departing from school campus;
    - in any area outside of the classroom (except when eating, drinking, or engaging in physical activity);
  - TK through 6<sup>th</sup> grade must use cloth face coverings when in the classroom even if they are in a stable classroom cohort.

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- Students excluded from face covering requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering.
- Post signage in high visibility areas to remind students and staff of (1) when and where face coverings are required and (2) appropriate use of face coverings.
- Communicate with all staff and families regarding expectations for use of face coverings at school and how to wash face coverings.
- Educate students, particularly younger elementary school students, on the rationale and proper use of face coverings

### **B.3. Cleaning and Maintenance**

Health departments recommend frequent cleaning and sanitation of high touch surfaces and indoor spaces. When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions.

In addition, resource/equipment sharing should be limited to all extents practicable. Drinking fountains should be suspended or replaced with refillable water bottle stations. Play structures should not be utilized until approved by the SCCPHD order.

**Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.**

At a minimum, these protocols should include:

- Sanitation schedule / responsibility
- Custodial staff will be trained and have personal protective equipment to protect anyone who will be cleaning and disinfecting areas used by any sick person. To reduce risk of exposure, school will wait 24 hours before cleaning and disinfecting or wait as long as practicable

<b>School Sanitation Protocol</b>		
Category	Frequency/Schedule	Person(s) Responsible
Classrooms	Daily	Cleaning Crew
Shared equipment/resources	After each use	Teacher/ Staff
Shared Spaces (hall, gym, etc.)	Daily and after each use	Cleaning Crew
Front Office	Daily and after each visitor high touch surfaces will be cleaned	Cleaning Crew
High touch surfaces	After each use	Cleaning Crew, Teacher/ Staff
Restrooms	After lunch Night after children have left	Maintenance staff, Cleaning Crew

**B.4. Food Service**

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

Please note that SCC also requires schools to follow the guidelines provided by the County Department of Environmental Health to prevent transmission of COVID-19 in food facilities.

At a minimum, these protocols should include:

- Student Food Service
- Adult Food Service

<b>School Protocols for Student Food Service</b>
<ul style="list-style-type: none"> <li>● Hot lunch is not provided at this time – students bring their own snacks and lunch</li> </ul>

<b>School Protocols for Adult Food Service</b>
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- Faculty and Staff will comply with all social distancing, face coverings, and stable cohort requirements and may get lunch from Choice Lunch. Faculty/Staff may not eat in the break room.
- Faculty/Staff may either eat in their classrooms, in an empty classroom, or at outside picnic tables
- Faculty/Staff may not eat together in the break room.

**B.5. Extended Care/Extra-curricular Activities/Athletics/School Events**

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

At a minimum, these protocols should include:

- School Events
- Extended Care
- Extra-curricular Activities
- Athletics

*Please note* - School events and extra-curricular activities must follow all physical distancing and cohort requirements. Field trips will not be taken at this time. Athletics are postponed through December and will be evaluated at that time.

**School Protocol for School Events**

- Principal and Student council will do virtual morning assemblies, and the students would watch via Zoom or live-stream
- Fundraisers, Walkathon, Family Nights will be held virtually

**School Protocol for Extended Care**

- After school care will follow the county guidelines for child care as listed here: <https://www.sccgov.org/sites/covid19/Pages/mandatory-directives-programs-serving-children-or-youth.aspx> • Stable assigned cohorts (of 12 or less) will be adhered to, and EC staff member will remain with the one stable cohort
- While inside, children will play in stable assigned cohorts and remain 6 feet apart. • While inside, windows and doors will remain open for ventilation so long as the weather and air quality conditions permit.
- Markings will be placed on walkways outside restrooms so that the number of students in the restrooms does not go above capacity. Each class will have scheduled bathroom times in the morning and after lunch. Every other stall/urinal/sink will be taped off so children are spaced out while using the facilities.
- Each restroom has a capacity marked on the door and monitors will make sure these are adhered to, as well as enforcing hand washing before exiting.
- Restrooms will be disinfected by electrostatic sprayer after each cohort and by maintenance after all students have left for the day.
- School recognizes that it is safest to use Outdoor instruction spaces by cohort (the same areas used for recess) and will do so when outside conditions permit.
- Outside activities will focus on more physical/separate activities. Equipment will not be used unless it is specific to each cohort, or child such as balls and jump ropes and will be sanitized each evening.
- While outside students will remain 6 feet apart and Cohorts must maintain 25 ft of distance. • EC Yard Supervisors will be outside to ensure that physical distancing and health protocols are being followed.
- The Extended Care director may “supervise/check-on” each cohort following strict 6 foot distancing and remaining less than 15 minutes.
- The EC building (TK/K building) HVAC system uses MERV-13 filters.

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- Students will be escorted to EC after school by member of stable cohort staff. • Parents will drive through the parking lot between the church and school to pick up students. Parents have been instructed that they will need to wear mask, and not leave their car at any time. They will call the EC room and child will be escorted to the car for pick-up.

#### **School Protocol for Extra-Curricular Activities**

To be done virtually only.

#### **School Protocol for Athletics**

Delayed until January.

## Monitoring

### C.1. Health Screenings

All employees, students, and visitors must be screened prior to entering the school campus each day. This screening should include a questionnaire (as of July 8, 2020, SCC does not require a temperature check). If an employee, student, or visitor answers affirmative to any of the screening questions, he/she may not enter the school building and should leave the campus immediately.

Staff and students' parents or guardians can conduct symptom screening at-home, prior to arrival. Symptom screenings do not need to be performed by a nurse or other health professional.

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

We will be implementing the screening questions to the right following county recommendations.

*\*note: latest County revision to question 1 to state 10 days rather than 14 days. The school will use this updated question in its screening.*

1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?  
Yes - STAY HOME and seek medical care.

2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.  
Yes - STAY HOME and seek medical care and testing.

3. a. Have you had any one or more of these symptoms today or within the past 3 days?  
 • Fever or chills  
 • Cough  
 • Loss of taste or smell  
 • Shortness of breath or difficulty breathing  
 Yes - STAY HOME and seek medical care and testing.

b. Have you had any one or more of these symptoms today or within the past 3 days and that are new or not explained by another reason?  
 • Fatigue  
 • Muscle or body aches  
 • Headache  
 • Sore throat  
 • Nausea, vomiting, or diarrhea  
 Yes - STAY HOME and seek medical care and testing.

The school will conduct visual screenings during the school day to monitor whether a staff/student demonstrates symptoms during the day.

Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when designing school-specific protocols.

At a minimum, these protocols should include:

- Employee Screenings
- Visitor Screenings
- Student Screenings

**School Protocols for Health Screenings**

#### Employees

- ParentSquare health screening (follows county guidelines for screening) must be filled out prior to coming on campus each day
- All students (as well as faculty and staff) must have a health screening form filled out on ParentSquare by parent or guardian prior to arrival on campus.
- The screening will be available at 6 a.m. the morning of the school day.
- Staff, students, and visitors will not be allowed on campus until screening is complete and is free of flags.
- For concurrent or hybrid/split schedules, only the groups who will be on campus need to have filled out the form prior to coming on campus.

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- Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher must be sent home immediately until testing and/or medical evaluation has been conducted.
- School will communicate screening requirements to all staff and families. Provide periodic reminders throughout the school year.

#### Visitors

- ParentSquare health screening must be filled out prior to coming on campus each day ● Visitors or volunteers who will have direct contact with students must provide evidence of negative COVID test done within one week prior.

#### Students

- ParentSquare health screening must be filled out prior to coming on campus every day

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

**As of August 7, 2020, Santa Clara County requires the following protocol for all schools:** Require students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.

- Positive test results:
  - Require that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
  - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, take actions as required in *Section 3* (Part D of the Plan) below.
- Negative test results:
  - Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours after resolution of fever (if any) and improvement in other

symptoms.

- Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative.
- Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes his/her isolation.
  - Documentation of negative test results must be provided to school administration. ▪ (SCC Recommendation) In lieu of a negative test result, allow symptomatic students and staff to return to work/school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

● **Surveillance Testing**

- In compliance with the [California Department of Public Health Guidelines](#), all school staff who have contact with students or other staff will participate in surveillance testing on a bimonthly basis as testing capacity permits – rotating 50% of staff to be tested every month to ensure all staff are tested within a two-month period.
- Staff may be tested by their primary health care provider or at one of the community testing sites.
- A listing of community sites can be found at [www.sccfreetest.org](http://www.sccfreetest.org).

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**Please refer to the specific requirements, recommendations, and considerations in the [Reopening of Santa Clara County K-12 Schools](#) as well as the [CDPH guidance](#) when *additional* designing school specific protocols.**



## D. Response to Suspected or Confirmed Cases and Close Contacts

**As of August 7, 2020, Santa Clara County requires the following protocol for all schools:** • Please note that this guidance may be updated by the County, and all schools must remain in compliance with the most recent County orders.

### **Suspected COVID-19 Case(s) Response:**

- Identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms. • Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.
- The school's isolation room is located across from the office managers office and is away from classrooms and offices
- Sick students will be escorted by an adult staff member to ensure that the child does not come in contact with others
- When the sick child is picked up, they will be escorted out through the front doors so not to come in contact with others.

### **Confirmed COVID-19 Case(s) Response:**

- School administrators should notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by emailing [coronavirus@phd.sccgov.org](mailto:coronavirus@phd.sccgov.org) and calling (408) 885-4214. Notify all staff and families in the school community of any positive COVID-19 cases while maintaining confidentiality as required by state and federal laws. Information concerning confidentiality can be found [here](#).
- Karen Suty, principal will be the contact with CSCPHD
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.
- If stable classroom cohorts have been maintained: All students and staff within the same classroom cohort as the confirmed COVID-19 case should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and remain quarantined at home for 14 days.
- For middle schools/junior high schools, or any settings in which stable classroom cohorts have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. A close contact is someone who has been within six feet of the case for a prolonged period of time (at least 15 minutes) regardless of face covering use. Close contacts should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and should remain quarantined at home for 14 days.
- For all settings: Provide information regarding close contacts to the County of Santa Clara Public Health Department via secure fax or email.
- No actions need to be taken for persons who have not had close contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

**Return to Campus after Testing:**

**Positive test results**

- Symptomatic individuals who test positive for COVID-19 can return at least 10 days since symptoms first appeared AND at least 3 days with no fever AND improvement in other symptoms.
- Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result.

**Negative test results**

- Symptomatic individuals, who are not close-contacts and who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms. • Documentation of a negative test result should be provided to school administrators. • In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 7 days after exposure, and remain asymptomatic, can return 14 days after the date of last exposure to the case. If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case’s isolation period ends.

**Communication Plan for Positive Cases**

In compliance with the Santa Clara County Public Health Department, the school will use the County communication protocols and templates for the following 3 scenarios:

- When a student or staff member in a cohort has been in close contact with a COVID-19 case • When a student or staff member in a cohort tests positive for COVID-19
- When a student or staff member tests positive in a non-cohort setting

Privacy requirements for FERPA and HIPAA will be maintained.

**Triggers for Transitioning to Distance Learning**

In compliance with the [California Department of Public Health Guidelines](#), the school will consult with the Santa Clara County Public Health Department and the Diocese of San Jose Department of Catholic Schools to determine when a temporary transition to distance learning is necessary. This transition will typically last for 14 days. During this time, cleaning and disinfection of the school campus will occur. While decisions for transitioning to distance learning will be made in consultation (taking into account local health conditions, geographic location, size of the campus, etc.), the decisions will be based on the following general guidelines from the California Department of Public Health:

Reported Positive Cases of COVID-19	Action
1+ staff/student in a stable cohort	Cohort transitions to Distance Learning
5% of staff/students in a school (within a 14-day period)	School transitions to Distance Learning

<p>25% of elementary schools within the Diocese transition to Distance Learning as a result of the above (within a 14-day period)</p>	<p>All elementary schools within the Diocese transition to Distance Learning</p>
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### **E. Reopening Learning Plan**

1. Roles and responsibilities for the following has been established
  - Leadership (School Principal, Admin Team, Office Administrator)
    - Administration of school program (communications, operations)
  - Teachers (Core Teachers, Specialists and Instructional Aides)
    - Academic instruction, supervision, parent communications
  - Staff (Office Staff, Facilities Coordinator, Extended Care Staff)
    - Program support, health & wellness, supervision, facilities
  - Parents
    - Partnership with school leadership, teachers and staff (communications, student accountability)
  - Students
    - Cooperation and collaboration with teachers, parents, staff and peers
  
2. Faculty collaboration schedule and structure
  - Site: Wednesdays from 12:30 – 3:00 P.M. via Zoom (professional growth, grade level articulation)
  - Dept. of Catholic Schools: four times a year (diocesan grade level collaboration)
  
3. Overview of the structure for cohorts
  - Cohort design and ratio
  - Room assignments
  - Teacher/aide/staff assignments

## **F. Distance Learning Plan**

Grounded in these core beliefs:

- We believe that our work is aligned to our mission
- We believe that we are called to deepen our relationships with God (our faith) and one another •
- We believe that every child can learn, every time
- We believe in the importance of forming the whole child
- We believe in fostering intellectual curiosity

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

- Daily synchronous opportunities for all grade-levels

- Explicit/direct instruction, guided practice, differentiated group meetings, class meetings: particularly in religion, language arts, and math
- Spiritual, social-emotional, and academic formation
  - Class meetings, virtual retreats, school Masses, Wellness Wednesday, collaboration periods, daily morning assembly and prayer
  - P.E., Art, and Music
- Core and co-curricular content areas with an emphasis on cross-curricular opportunities
  - Collaboration periods in middle school; project-based learning in science and social studies; art activities tied to curriculum

Please consult the 2020-2021 Distance Learning Plan, designed and co-created by St. John Vianney Catholic School Faculty and Staff for details.

## **G. Communication Plan**

Since June 18, 2020, the St. John Vianney Catholic School community has been invited to attend “A Cup with the Principal” each Thursday to engage in dialog regarding the plan forward for the 2020-2021 school year. Following this first town hall meeting, a survey was sent out to families to share insights from the experience of distance learning and social isolation due to the Coronavirus pandemic shelter at home directive.

Survey results were shared, and key learnings were noted to inform planning committee work. A Health and Safety Task Force was formed to identify and address misconceptions and fears. Teachers were tasked to engage in preparing the Reopening and Distance Learning Plan.

A draft of the Reopening Framework was shared with teachers, the pastor, and parent leadership. A revised framework was submitted to the Department of Catholic Schools.

The Framework will be continually refined as new guidelines emerge and as the Reopening and Distance Learning Plans are finalized.

- Weekly newsletters will continue throughout the year.
- On the week of August 10, teachers sent a video to welcome students and to get them excited about the first day of school.
- On July 28 & 29, Community Meetings were held by the Pastor with Parents and Teachers • August 11, 12, 13 the Principal held Grade Band Parent Meetings to discuss plans for distance learning

As stated above, St. John Vianney Catholic School families will be held to the “St. John Vianney Catholic School Pledge” and to adhere to health and safety guidelines for the good of the community.

### **Staff Training**

All staff and volunteers participate in the online Diocesan Reopening Training, which outlines the guidelines for mitigating the spread of COVID-19 and maintaining a healthy work environment.

The school will also complete the following to train staff on the school-specific protocols: • The principal will review the school reopening plan with the faculty and staff at weekly staff meetings.

- The Health and Safety Committee along with the principal will post the health and safety guidelines throughout the campus
- The Health and Safety Committee, principal and admin team will create a powerpoint presentation that explains the health and safety guidelines and protocols for proper use of masks, hygiene, and social distancing. These powerpoints will be compiled into videos which will be required for all staff to watch and answer questions.
- The principal will post weekly reminders about the health and safety guidelines/protocols in the weekly Viking Voice and Viking Insider newsletters.

## **H. Community Involvement**

During Shelter-in-Place, the principal engaged the parent community in weekly communication via the “Viking Voice”.

To gather data regarding the effectiveness of Spring’s Distance Learning program and to assess the needs of each household, surveys were sent to parents to gain insight on how to plan lessons going forward. The data gathered was instrumental in creating a framework for our plan forward.

Parents and teachers were invited to develop plans to reopen in Distance Learning and in-person. The parent Health and Safety Community members were invited to develop mitigation protocols as well as community engagement sessions to build shared understanding of COVID-19 and the protocols in place to keep every community member safe.

In addition to the faculty and staff, the pastor and parent leadership (School Advisory Council and Health and Safety Committee) provided feedback to refine the protocols published here. This internal group will continue to be the sounding board for future refinements along with regular parent surveys and polls to improve our implementation and mitigation plans.