



**DIOCESE OF  
SAN JOSE**



**ST. JOHN VIANNEY**  
CATHOLIC SCHOOL

**St. John Vianney School**  
**2020-2021 School Reopening Plan**  
Updated August 13, 2021

**Table of Contents**

- A. [Overview](#)
- B. [Prevention / Mitigation](#)
  - 1. [Physical Distancing](#)
  - 2. [Hygiene Measures](#)
  - 3. [Cleaning and Maintenance](#)
  - 4. [Food Services](#)
  - 5. [Extra-curricular Activities/Athletics/School Events](#)
- C. [Monitoring](#)
  - 1. [Health Screenings](#)
  - 2. [COVID-19 Testing and Reporting](#)
- D. [Response to Suspected or Confirmed Cases and Close Contacts](#)
- E. [Reopening Learning Plan](#)
- F. [Distance Learning Plan](#)
- G. [Communication Plan](#)
- H. [Community Involvement](#)

## 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 2021-2022 School Plan are to:

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

While the framework for 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. 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:

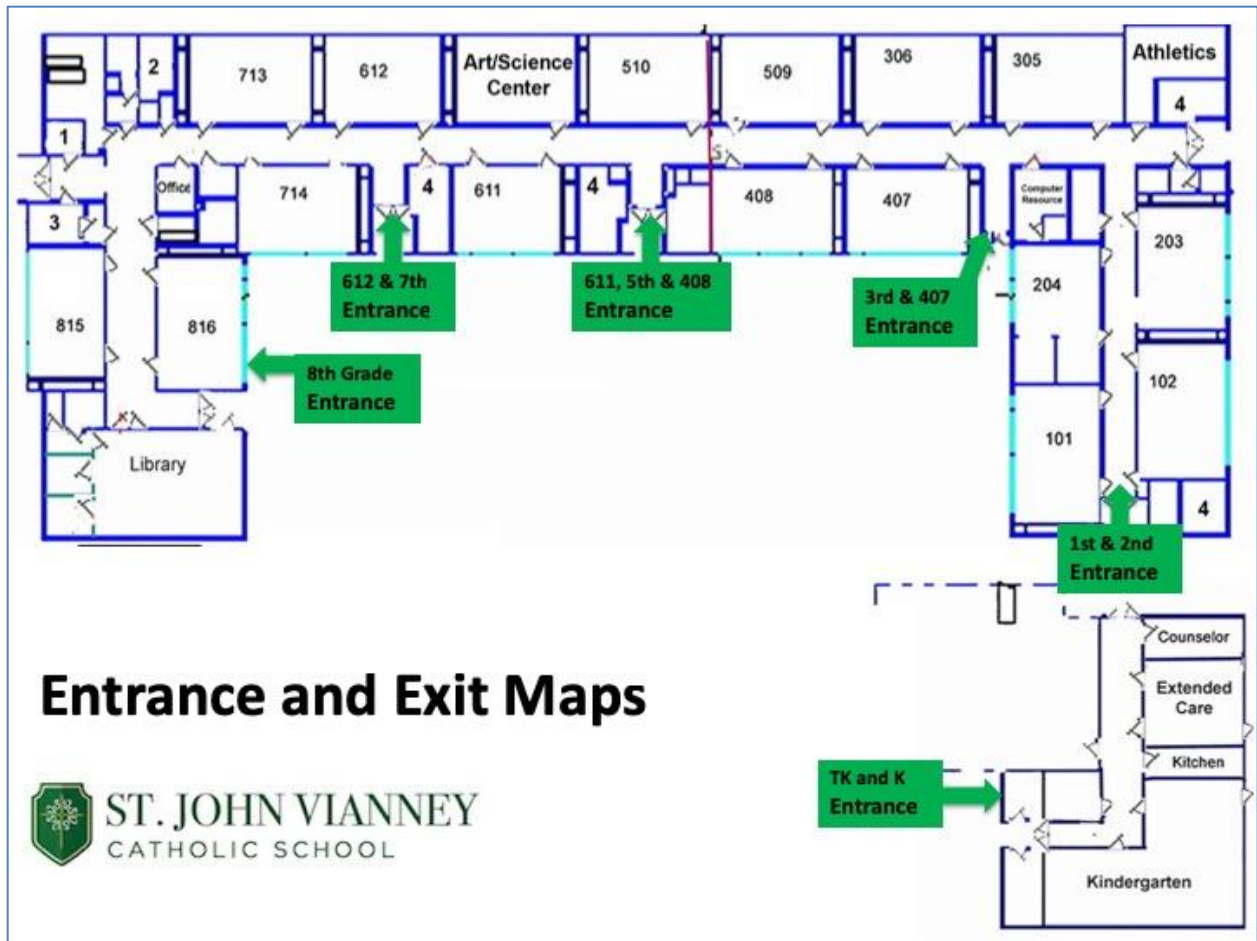
- Arrival/Dismissal
- Restrooms
- Recess
- Lunch
- Hallways/Walkways
- Classrooms
- Front Office
- Other areas relevant to the location

#### School Protocols for Physical Distancing – Arrival/Dismissal

-All students (as well as faculty and staff) must have a health screening form filled out on Parent Square by parent or guardian prior to arrival on campus. The screening will be available at 6am the morning of the school day. For hybrid or split schedules, only the groups who will be on campus need to have filled out the form prior to coming on campus.

-TK – 2<sup>nd</sup> grade students will be walked to their line by parents – all students, parents and staff will be masked

3<sup>rd</sup> grade through 8<sup>th</sup> grade students will be either dropped off in front of the church, or dropped off at the community center and walk on campus on their own.



School Protocols for Physical Distancing – Restrooms
<ul style="list-style-type: none"> <li>-Markings are placed on walkways outside restrooms so that they do not go above capacity.</li> <li>-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.</li> <li>-Restrooms will be disinfected by maintenance after all students have left for the day.</li> </ul>

Bathrooms will be divided into stable cohorts:

TK-K: Bathrooms in their building

1-2nd- Elementary Wing Bathrooms

407 & 3rd- Bathrooms near the Athletics office

408, 5<sup>th</sup>, 611- Bathrooms next to 611

612 & 8<sup>th</sup> Bathrooms across from 612

**School Protocols for Physical Distancing – Recess**

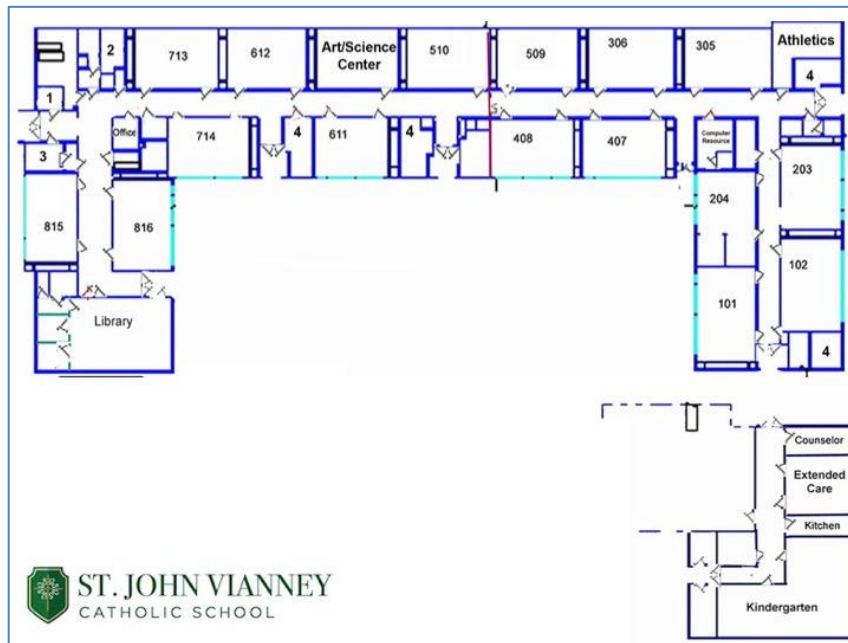
Each cohort will have a designated space in the blacktop, grass area, and play structure that will be used only by that cohort. Our property is large enough to allow sufficient space between students and cohorts to be out to recess at the same time. Equipment will not be used unless it is specific to each child such as balls and jump ropes.

**School Protocols for Physical Distancing – Lunch**

Lunch will be eaten outside in TK-8 and spaced as far apart as possible (up to 6 feet).

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

TK and K have a separate building and entrance. Children will remain 3 ft apart - markings on floors  
Gr. 1-8: each classroom has an entrance and exit door. Children will be directed in one direction,



**School Protocols for Physical Distancing – Front Office**

Masks required for all visitors entering the School office. Hand sanitizing stations are placed at every entrance and exit.

## 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. In addition, it will be announced at morning assembly so the whole school hears the same message.</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 around campus so that staff and students may sanitize hands when hand washing is not possible.</li> </ul>
<p>Face Coverings</p> <ul style="list-style-type: none"> <li>● Teachers and staff               <ul style="list-style-type: none"> <li>○ All adults must wear a face covering at all times while on campus, except while eating or drinking.</li> <li>○ Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.</li> </ul> </li> <li>● Students               <ul style="list-style-type: none"> <li>○ All students (TK through 8th grade) are required to wear face coverings:                   <ul style="list-style-type: none"> <li>▪ while arriving and departing from school campus;</li> <li>▪ in any area outside of the classroom (except when eating, drinking, or engaging in physical activity);</li> </ul> </li> <li>○ 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.</li> <li>○ 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.</li> <li>○ Communicate with all staff and families regarding expectations for use of face coverings at school and how to wash face coverings.</li> <li>○ Educate students, particularly younger elementary school students, on the rationale and proper use of face coverings</li> </ul> </li> </ul> <p>Note – SCC does not recommend using face shields without a face covering with the exception of short-term use during phonological instruction. Per Cal/OSHA, face shields should include a cloth</p>

drape attached across the bottom and tucked into the shirt to minimize the spread of respiratory droplets. The CDC recommends providing [information](#) to all staff and families in the school community on proper use, removal, and washing 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

School Sanitation Protocol		
Category	Frequency/Schedule	Person(s) Responsible
Classrooms	Daily	Cleaning Crew
Shared equipment/resources	Daily	Teacher/ Staff
Shared Spaces (hall, gym, etc.)	Daily	Cleaning Crew
Front Office	Daily	Cleaning Crew
High touch surfaces	Daily, and through out the day	Cleaning Crew, Teacher/ Staff
Restrooms	Daily	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

School Protocols for Student Food Service
Choice Lunch will be on-site when we reopen and will offer pre-packaged meals. One adult from each stable cohort will walk over to collect the meals for each stable cohort during lunch. Google doc in AM determining who/what is getting hot lunch. Helpers will get lunches for students and bring to classroom

School Protocols for Adult Food Service
Faculty and Staff will comply with all social distancing, face coverings and may get lunch from Choice Lunch.

## 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 morning assemblies and we could watch via zoom Fundraisers, Walkathon, Family Nights will be held virtually

School Protocol for Extended Care
Extended care will be open and follow all the same guidelines of the school. Masking, Social Distancing and Hygiene. Extended care students will be outside as much as possible.

School Protocol for Extra-Curricular Activities
To be done virtually only.

School Protocol for Athletics
Delayed until January for now.

## Monitoring

### C.1. Health Screenings

All employees, students, and visitors will 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. Alternatively, symptom screening can occur on-site via self-reporting, visual inspection, or a symptom screening questionnaire. 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.

Santa Clara County recommends the Screening Questions outlined in the figure to the right.

<b>1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?</b>
Yes – STAY HOME and seek medical care.
<b>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.</b>
Yes – STAY HOME and seek medical care and testing.
<b>3. a. Have you had any one or more of these symptoms today or within the past 3 days?</b>
<ul style="list-style-type: none"> <li style="width: 50%; margin-right: 50%;">• Fever or chills</li> <li style="width: 50%;">• Shortness of breath or difficulty breathing</li> <li style="width: 50%;">• Cough</li> <li style="width: 50%;">• Loss of taste or smell</li> </ul>
Yes – STAY HOME and seek medical care and testing.
<b>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?</b>
<ul style="list-style-type: none"> <li style="width: 50%; margin-right: 50%;">• Fatigue</li> <li style="width: 50%;">• Sore throat</li> <li style="width: 50%;">• Muscle or body aches</li> <li style="width: 50%;">• Nausea, vomiting, or diarrhea</li> <li style="width: 50%;">• Headache</li> </ul>
Yes – STAY HOME and seek medical care and testing.

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
<b>Employees</b> <ul style="list-style-type: none"> <li>● Parent Square health screening must be filled out prior to coming on campus everyday</li> </ul>
<b>Visitors</b> <ul style="list-style-type: none"> <li>● Parent Square health screening must be filled out prior to coming on campus</li> <li>● Temperature check in front office if there will be contact with staff or students and must be below 100.0</li> </ul>
<b>Students</b> <ul style="list-style-type: none"> <li>● Parent Square health screening must be filled out prior to coming on campus everyday</li> </ul>

## 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 their isolation.
  - Documentation of negative test results must be provided to school administration.
    - (SCC Recommendation) In lieu of a negative test result, allow symptomatic students and staff to return to work/school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

**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.**

## 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.

### **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 case while maintaining confidentiality as required by state and federal laws. Information concerning confidentiality can be found [here](#).
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.
- 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.

## E. Reopening Learning Plan

1. Roles and responsibilities for the following has been established
  - Leadership (School Principal, Vice Principal, 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 12:00 – 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

Please outline the content, audience, format, and frequency as well as protocols for eliciting and responding to feedback.

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 2021-22 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 August 18, a Community Meeting will be held in tandem with Classroom Meetings to prepare parents and students for the first day of school.
- On August 20, via Zoom, teachers will show a video recording with explicit instructions on the proper technique to wash hands, cover coughs and sneezes and how to wear face coverings. In addition, teachers will instruct students on refraining from touching eyes, noses and mouths.

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.

## H. Community Involvement

During Shelter-in-Place, the principal engaged the parent community 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 households, surveys were sent to parents to gain insight on how to plan 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 Parent-Teacher Group) 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.