

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: 02/03/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: St James School

Number of schools: 1

Enrollment: 66

Superintendent (or equivalent) Name: Tom Strickland

Address: 250 W. Third Street

Phone Number: 951-657-5226

Perris, CA 92570

Email: tom.strickland@stjamescs.c

Date of proposed reopening:
03/01/2021

County: Riverside

Grade Level (check all that apply)

Current Tier: Purple

TK 2nd 5th 8th 11th

(please indicate Purple, Red, Orange or Yellow)

K 3rd 6th 9th 12th

Type of LEA: Private Elementary

1st 4th 7th 10th

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

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

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

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

I, Tom Strickland, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

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

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Maximum of 20 student and 1 adult; Minimum of 10 students and 1 adu

If you have departmentalized classes, how will you organize staff and students in stable groups?

No departmentalized classes

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Electives will be virtual

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

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

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

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

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

☒ Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 6 feet

Minimum: 4 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

When teacher must do one on one instruction; all students/teachers will

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

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

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Asymptomatic prc testing will be conducted every 2 weeks for all staff.

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

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

Asymptomatic prc testing will be conducted every 2 weeks for all student:

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

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

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

Labor Organization

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

Name: _____

Date: _____

Parent and Community Organizations

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

Name: St James School Board and Parei

Date: 02/03/2021

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

Each of our 8 staff members were met with individually to discuss any concerns they may have regarding re-opening of school and the protections/requirements that are in place against Covid 19 virus exposure/infection.

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) _____. County has certified and approved the CRP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

St James School CSP (Covid Safety Plan)

The health and safety of students and staff is the top priority when making the decision to physically reopen school campuses for use of students, staff and others. The Diocese of San Bernardino shall follow, at minimum, CDC guidelines and adhere to California Department of Public Health (CDHP) and California State Department of Education guidelines for the official transition of stages and reopening of Diocesan Catholic Schools. All Catholic elementary schools shall conform to the Office of Catholic School pandemic protocols in accordance with the aforementioned guidelines, and those specifically directed by the Emergency Operations Collaborative (EOC) office of the Diocese of San Bernardino. Should any confirmed case of COVID-19 be detected, CDC protocols shall be implemented. Parents/guardians will be notified.

Mission Statement

St. James the Less Catholic School, located in Perris, California, is an educational ministry of St. James the Less Parish that exists to form each student in a spirit of faith and academic excellence following the model of our founders, the Sisters of Mercy. We serve students in Transitional Kindergarten through Grade 8, in our local parish as well as in our surrounding communities. The school welcomes those of different faiths and cultural backgrounds willing to participate fully in our mission and philosophy.

As we come back together from this very unusual circumstance, we will continue to be a source of strength and guidance for all our students, parents and staff. Having learned a lot from distance learning, we shall continue to work on and develop new learning methods and learning strategies which will be guided through cooperation between parents, students, and staff. Our faith has been challenged but we have gotten stronger and wiser in this process. We have become smarter and have developed a better understanding of who we are and what we are about. Working together as a team looking ahead we will work through the obstacles that will be ahead using our faith, wisdom, and knowledge to lead us on this path.

Cleaning Procedures

- Teachers will clean all desktops, iPads/Chromebooks and doorknobs daily.
- Teachers before leaving for the day will clean all common areas such as the teacher desk, podiums, white boards, Smart boards, and any other teacher-used surfaces.
- All classrooms are supplied with wipes at the beginning of the school year through the student supply packs.
- Each student's belongings will be kept in individual containers and will be sent home daily for cleaning. Extra supplies will be limited. If a student needs a pencil/pen, it will be given to him/her to keep. Electronic devices and learning aids will be cleaned before and after use.
- All touch points will be cleaned daily.
 - Doorknobs

- Lunch tables
- Play structure
- Restroom are cleaned daily by the custodian
- In the event there is a confirmed case of Covid 19, the classroom or area that has been used by this person, will be closed for 24 hours while it is sanitized and/or disinfected.
- St James School will train custodial staff to safely clean and/or sanitizers when a confirmed case of Covid 19 has been on campus using CDC recommended guidelines.
- In the event the school custodian is absent, the school office staff will maintain the cleaning and/or sanitizing of campus
- All classroom air filters have been changed as of June 22, 2020. All classrooms have doors and windows that can be opened and closed.

Stable Grouping:

St James School will be implementing a Stable Group Model by Classroom. The Elementary Stable Group Model will be used for grades Tk-6. Students will be in school 5 days a week. All students and teachers will remain with their own stable group at all times as follows:

- **There are 5 stable groups: TK-K; 1st-2nd; 3rd; 4th-5th; 6th**
- Stable Group size is limited to 20 students
- Students will remain in their stable group for the entire day, including recess and lunch.

Due to the Stable Group model we will be unable to provide after school care at this time.

Entrance, Egress & Movement

- Students:
 - Students will enter and exit through separate gates by Stable Group (See map pg 10)
 - Prior to entering campus, students will be asked pre-attendance screening questions daily via a mobile app
 - **The following COVID screening questions will be asked:**
 - **Fever or chills**
 - **Cough**
 - **Shortness of breath or difficulty breathing**
 - **Fatigue**
 - **Muscle or body aches**
 - **Headache**
 - **New loss of taste or smell**
 - **Sore throat**
 - **Congestion or runny nose**
 - **Nausea or vomiting**
 - **Diarrhea**

- 2 staff members will also monitor students entering each morning. Any student who exhibits cough, difficulty breathing, or other Covid symptoms will not be permitted on campus.
- Upon entering the campus, students will proceed immediately to their assigned classroom Stable group.
- During the school day, any student showing any symptom of COVID-19 will be sent immediately to the school office. School office staff will quarantine the student in the nurse room until the parent/guardian can pick the student up.
- **Parents:**
 - Parents/visitors to St James School will be required to make an appointment. Unscheduled visitors will be met at the front gate prior to entering campus.
 - All visitors must answer COVID-19 screening questions prior to entering campus and will be required to wear a face mask.
 - At this time we are not allowing lunches to be dropped off midday.
- **Staff:**
 - All staff will answer daily screening questions via the mobile app
 - All staff will be required to wear a face mask.

Face Covering & PPE

- **Students and Staff are required to wear a mask at all times.**
 - Students will be required to wear a face mask according to CDHP's requirements. (extra face masks are on hand for any student who forgets their mask at home.)
 - St James School teachers/staff understand that face masks are required to be worn in accordance with the CDHP's guidelines. Face shield may also be worn as an additional precaution BUT only in **addition** to a face mask.
- Students and staff may **TEMPORARILY** remove their mask when eating snacks and lunch.
- All student's desks have a Sneeze Guard attached to the desk
- All teacher's desks have a Sneeze Guard attached to the desk

Individuals are exempt from wearing face coverings in the following specific settings:

- Persons who are working in an office or in a room alone.
- Persons who are actively eating or drinking provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
- Persons who are outdoors and maintaining at least 6 feet of social distancing from others not in their household. Such persons must have a face covering with them at all times and must put it on if they are within 6 feet of others who are not in their household.
- Persons who are specifically exempted from wearing face coverings by other CDHP guidance.

The following individuals are exempt from wearing face coverings at all times:

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. Such conditions are rare.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

Note: Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

Health Screening for Students and Staff

- All students and staff will answer Covid-19 screening questions daily as a condition of entering campus.
- Asymptomatic Testing - While on Purple or Red tier all students and staff on campus will be PCR **tested** every two weeks.
 - This testing will be conducted on site, sent to a local lab for processing
 - Results will be accessible via portal
 - Students under 13 years of age must have signed permission for testing

Healthy Hygiene Practices

- St James School's health and safety protocols for students and staff are as follows:
 - 1. Face coverings
 - See above
 - 2. Stable groups.
 - There are 5 stable groups
 - Limit 20 students per stable group
 - 3. Physical distancing.
 - Physical distance of 6ft will be maintained
 - All desks are separated with individual partitions
 - 4. Adequate ventilation.
 - All classrooms have window and doors which will be open during

- 5. Hand hygiene.
 - Teachers/staff will reinforce washing hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly and covering coughs and sneezes among teachers, staff and students.
 - Teachers will teach students to use tissues to wipe their nose and to cough/sneeze inside a tissue or in their elbow.
 - Teachers/staff and students will wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- 6. Symptom and close contact exposure screening, with exclusion from school for staff or students with symptoms or with confirmed close contact.
 - Students who exhibit 1 or more symptoms of Covid-19 will have family called to come pick him/her up from school
 - Any student or staff exhibiting 1 or more symptoms of Covid-19 will be brought to the office isolation area until they can be picked up
 - Student or staff sent home with 1 or more symptoms will be required to get a COVID-19 test.
- 7. Surveillance or screening testing.
 - All persons entering campus will answer screening questions

Should we have a COVID-19 case in our workplace, we will implement the following procedures: When there is a positive COVID exposure or a positive COVID case on campus, administration is responsible for informing the Department of Public Health and contacting the Office of Catholic Schools (OCS).

	Student or Staff with:	Action	Communication with school community
1.	COVID-19 symptoms (e.g. fever, cough, loss of taste or smell, difficulty breathing) Symptom screening: per <u>CDC Symptom of COVID-18</u>	<ul style="list-style-type: none"> ● Send home if at school ● Recommend testing (if positive, see #3, if negative, see #4) ● School/classroom remains open 	<ul style="list-style-type: none"> ● No action needed
2.	Close contact (+) with a confirmed COVID-19 case.	<ul style="list-style-type: none"> ● Send home if at school ● Exclude from school for 10 days from last exposure, per <u>CDHP quarantine</u> recommendations. ● Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative). ● School/classroom remain open 	<ul style="list-style-type: none"> ● Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.

3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> ● Notify the LHD ● Notify Office of Catholic Schools ● Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. ● Identify school contacts (+), inform the LHD of identified contacts, and exclude contacts (possibly the entire stable group (++) from school for 10 days after the last date the case was present at school while infectious. ● Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten the 10 day exclusion). ● Disinfection of classroom and primary spaces where case spent significant time. ● School remains open 	<ul style="list-style-type: none"> ● School community notification of a known case. ● Notification of persons with potential exposure if case was present in school while infectious.
4.	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	<ul style="list-style-type: none"> ● May return to school after 24 hours have passed without fever and symptoms have started improving. ● School/classroom remain open. 	<ul style="list-style-type: none"> ● Consider school community notification if prior awareness of testing.

(+) A contact is defined as a person who is within 6 feet from a case for more that 15 minutes cumulative within a 24 hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(++) Stable Groups will comprise of 1-2 Staff members and no more than 20 students who will remain together while campus for classroom instruction, recess and lunch until dismissal at end of day. In some situations, (e.g., when seating charts are used, face covering is well adhered to, and teachers or staff have observed students adequately throughout the day), contact tracing and investigation may be able to determine more precisely whether each stable group member has been exposed. In this situation those who were not close contacts could continue with in-person instruction.

The Office of Catholic Schools (OCS) then proceeds with the following steps once the above is received:

- **Positive Case**
 1. OCS confirms with the principal that the employee/student is not on campus or has been sent home, and that the Department of Public Health has been notified.
 2. OCS reviews dates given in the email with the diocese's Emergency Operations Collaborative (EOC) to determine isolation period.
 3. If it is an employee, OCS notifies the Human Resource Director about a positive case to initiate contact tracing. If it is a student, the principal and OCS initiate contact tracing. In both cases, if a class has been exposed, the class goes into quarantine. If the student in question has a sibling in another class, the sibling goes into quarantine and their class is monitored for symptoms.
 4. If contact tracing and testing reveal a 5% school infection, the school initiates distance learning.
- **Exposure Case**
 1. OCS confirms with the principal that the employee/student is not on campus or has been sent home, and that the Department of Public Health has been notified.
 2. OCS reviews dates given in the email with the diocese's Emergency Operations Collaborative (EOC) to determine quarantine period. The employee/student is recommended to get tested. If they test positive, follow the steps above under Positive Case.
 3. If it is an employee, OCS notifies the Human Resource Director to determine contact tracing. If it is a student, the principal and OCS determine contact tracing to monitor for symptoms and plan for a possible Positive Case scenario.

Identification and Tracing Contact

Sheri Courvoisier, Business Manager
250 W. Third Street, Perris, CA 92570
951-657-5226

Physical Distancing

- St James School will implement and enforce CDPH physical distance guidelines. St James School will place signage and configure classrooms in such a manner as to promote the maintenance of a 6 foot distance between students at all times.
- Visitors to St James School will be required to make an appointment. Unscheduled visitors will be met at the front gate prior to entering campus. All visitors will be temperature checked and will be required to wear a face mask. At this time we are not allowing lunches to be dropped off midday.
- Extended Care Plan: not available while on Purple or Red tier

Staff Training and Family Education

- St James School has provided staff with training regarding enhanced cleaning practices, physical distancing guidelines and their importance, use of face coverings, screening practices, and COVID-19 specific symptom identification via a series of videos.
- Parents have been provided with educational materials - enhanced cleaning practices, physical distancing guidelines and their importance, use of face coverings, screening practices, and COVID-19 specific symptom identification.

COVID-19 symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Catholic Identity

St James School attends Mass weekly. The Masses will be conducted virtually allowing the students to remain in their classroom stable group. At some point, when numbers of students can be added, we will then look into school Masses with a specific number of students allowed to participate on a weekly basis.

Learning Environment

- Classroom Configuration
 - St James School will limit classroom size to no more than 20 students per grade. Students will sit face forward with 4 rows of 5 students each. This will allow for 6 feet social distancing within each classroom.
 - Group activities done outside will also adhere to the 6 feet social distance guideline..
 - Each student's belongings will be kept in individual containers and will be sent home daily for cleaning. Extra supplies will be limited. If a student needs a pencil/pen, it will be given to him/her to keep. Electronic devices and learning aids will be cleaned before and after use.

- **Outdoor Areas**
 - **St James School will implement social distancing with the students by:**
 - **Stable Groups will have staggered recess and lunch to the following schedule:**
 - **TK-K 9:30-9:45 11:30-12:00**
 - **1-2 9:45-10:00 11:50-12:20**
 - **3-5 10:15-10:30 12:10-12:40**
 - **6 10:30-10:45 12:30-1:00**
 - **Students will remain in their stable group classroom for eating then will be taken out to specific areas (assigned to each stable group) to walk/play if individual equipment is available.**
 - **Students must bring their own lunch from home**
 - **During recess and lunch students will be able to walk and play with individual equipment if the staff is available to clean prior to the next student's use of the same.**

St James Entrance and Egress Plan

(limits movement to 3 stable groups per entrance (30 students total per entrance))

