



**St. Raymond**  
TK-8 Catholic School

**Request for Review Plan to  
Open In-Person Instruction  
October 5, 2020**

# Infection Mitigation Plans for St. Raymond School (Request for Review Plan to Open In-Person Instruction)

## Part I: Entrance Protocols

Morning Drop-Off Requirement, Administrator Checklist

On Campus Protocols (In-School and Hybrid)

Between the time of 7:45am and 8:15am students can be dropped off at school. Students will remain in cars until approached by a staff member. Temperatures will be checked in the car by a staff member. All students and staff should wear a mask during Health Screenings. Staff members will begin the Health Screening Process (see Part II).

With approved temperature and appropriate hand washing and/or use of hand sanitizer, students head directly to their classroom. In a case where a mask is not present, one will be provided. Teachers will be at their doors to admit students. Students will enter and go directly to their assigned seats.

Walkie talkies will be utilized by all staff during check in procedures. Non-homeroom teachers will have specific locations to supervise students walking to class. TK-2 teachers will greet their cohorts in socially distanced lines on the sport court.

Students riding their bikes or walking will be directed to a specific area by the office for temperature check by school staff. Social Distancing will be in place at this check in area.

Staff will be subject to health screening before the start of school day and before entering the building. A staff member will follow CDC recommendations in the case of a failed health screening. Paper instructions will be provided.

Signs are posted in common areas requesting people stop and do not enter campus should they have symptoms.

A. Drop Off Map Reflecting Guidelines

School to create instructional video modeling all guidelines

**DROP OFF MAP - attached**

B. Map of temperature checks and hand washing/sanitizing stations  
**INCLUDED ON DROP OFF MAP- attached**

C. Drop Off Hours: 7:45am - 8:15am (published on the website)

D. Record Keeping of Refusal of Admission Procedure:

Staff will conduct temperature checks for students while students remain in their cars. If a student registers a high temperature, the staff member will instruct the parent to take their child home. Siblings may remain in school until they have a confirmed case. The staff member will indicate the student's name and grade. The office will then make the student absent in SchoolSpeak and make a note of the temperature reading.

## **Part II: Health Screenings**

A. Daily Routines: Parents should be reminded to keep children who are sick at home until they are fever and vomit free (without medication) for 24 hours. Daily Health and Safety checks will be performed on site consisting of temperature taking (county dependent) and a health screening. Further, students will be monitored for signs of illness throughout the day. St. Raymond has a School Nurse that will monitor students and staff. Students and staff will remain in the isolation room (nurse's station). The isolation room is a separate closed space away from classrooms and the school office.

Temperature Checks (county dependent):

Before entering the school building, all students and staff must have their temperature checked. If a child has a fever, he/she must not enter the school building.

B. Health Screening:

Before entering the school building, all students and staff (or guardians on behalf of students) must respond to the prescribed health screening. If a student or staff (or guardian on behalf of a student) responds with an affirmative to any of the screening questions, he/she must not enter the school building.

Health Screening will be conducted using a contact-less thermometer with a physical barrier in place to separate the screener from individuals screened. The person measuring temperatures will be trained and wear appropriate personal protective equipment (PPE) including a face mask, eye protection, and disposable gloves.

## Health Screening Questions (refer to county guidelines)

A person answering “Yes” to any one of the following questions cannot enter the school facility.

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?

Yes – STAY HOME and seek medical care as needed.

2. Within the past 14 days did you live in the same household as, or did you have close contact with, someone who tested positive for COVID-19 and/or someone who has been in isolation for COVID-19? Close contact is less than 6 feet for 15 minutes or more regardless of whether masks were worn or not.

Yes – STAY HOME and consult with your medical provider as needed.

3. Have you had any new or unexplained symptoms since the last symptom check? In the absence of a more likely diagnosis:

### **At least 1 of the following:**

- Fever (temperature 100.4° F /38° C or subjective fever)
- Vomiting
- Diarrhea
- Conjunctivitis or “pink eye”
- Rash
- New loss of taste or smell (i.e., new olfactory or taste disorder)
- Painful purple or red lesions on the feet or swelling of the toes (“COVID Toes”)

### **OR At least 2 of the following:**

- Chills • Repeated shaking with chills (rigors)
- Cough (new or change in baseline)
- Shortness of breath or difficulty breathing (new or change in baseline)
- Chest pain with deep breathing
- Sore throat
- Hoarseness
- Muscle pain (myalgias)
- Malaise or severe fatigue
- Abdominal pain
- Loss of appetite
- Nausea
- Headache

- A. Purchase Health Check Equipment: COMPLETED
- B. Purchase Essential Protective Equipment (EPE): COMPLETED

Distance Learning Protocols:

Not applicable. Attendance must be taken.

**Part III: Teaching, Planning, and Maintaining Social Distancing**

Classroom Physical Design Requirement, Administrator Checklist

- A. Map of Classroom Space and Placement of desks, including orientation to instructional spaces. (ATTACHED)

**MAP OF CLASSROOMS: See “Classroom Map-Master” “Grade Level Cohort Map Grades 1-8” “TK and K Classroom Map,” and Gym and Library Map”**

- B. Post Signage and install barrier to direct traffic around the classroom: use of blue tape and caution tape.
- C. Arrows and guidance on the floors so students have an understanding of spacing between one another: polly spots, blue tape.
- D. Physical barriers in classrooms as needed- Not needed due to size of classroom.
- E. Cleaning and disinfecting procedures for after use of instructional areas and following snacks/lunch:

**St.Raymond will follow Protocol outlined from the CDC:**

Cleaning Protocol (from CDC):

General framework for cleaning and disinfection practices. The framework is based on doing the following:

1. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
2. Disinfection using *EPA-approved disinfectants against COVID-19*
3. Frequent disinfection of surfaces and objects touched by multiple people is important.
4. Alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very

dangerous to breathe in. Bleach solutions will be effective for disinfection up to 24 hours. Keep all disinfectants out of the reach of children.

- F. Individual supplies required for each student so there is not sharing (including safe storage of supplies):

Students will be provided individual pencil boxes with personal supplies. These boxes will be labeled with the student's name and will remain either on the student's assigned desk or in the student's backpack at all times. There will be absolutely no sharing of any items at any time. Students will keep their backpacks in the back of their chairs during the school day. Students will bring pencil boxes home at the end of each day.

- G. Staggered dismissal times and designated hallways to maintain distancing guidelines:

Use of walkie-talkie to excuse students from classrooms individually to car-line to create a staggered release.

Earliest Time to Allow for Release and end of day:

**TK** 1:00pm

**K** 2:30pm

**Grades 1-2** 2:35pm

**Grades 3-4** 2:40pm

**Grades 5-6** 2:45pm

**Grades 7-8** 2:50pm

- H. Staggered recess and restroom times. COMPLETED

*SEE ATTACHED SCHEDULE*

Restroom schedule: Students will be encouraged to use the restroom in correlation with their recess and lunch dismissal time. However, students needing to use the bathroom during class instruction will use their assigned bathroom. Cohorts will be assigned a specific bathroom. Bathrooms will be frequently cleaned throughout the day per a schedule with industrial disinfectant sprayers. Bathrooms will also be cleaned at beginning and end of day. In our smaller restrooms, only one student will be allowed in

at a time. In our larger restrooms, only 2 students will be allowed in at a time. Students must wait in a socially distanced line which will be managed by an adult.

I. Verification of window safety for ventilation:

All St. Raymond windows function appropriately. All classrooms have the ability for cross ventilation as well as ceiling fans or free standing fans for additional air movement.

J. Water bottle policy to reduce/eliminate the use of water fountains: All water fountains have been removed from school grounds. Water fountains have been replaced with touchless water bottle fillers. Students will be required to bring their own water bottles to school.

#### **Part IV: Social Distancing in the Classrooms- Instruction for Students**

##### **On Campus Protocols (In School and Hybrid):**

Schools are responsible for instructing students in the importance of maintaining social distance in the classroom. Instruction must be reinforced by visual reminders of social distancing protocols.

- A. Protocols developed to teach social distancing to all grade levels: Each morning teachers will lead students in a review of social distancing protocols and precautions during a structured morning meeting time. Every class will have this morning meeting after morning announcements from 8:15-8:30am. These protocols will be posted and reviewed before and after recess and lunch times as well. See poster below in link. COMPLETED
- B. Signs to remind students how to stop the spread of germs, how to wash hands, why face coverings should be worn. See below in link. COMPLETED
- C. Policy and instruction on face covering, including proper use and cleaning (refer to county guidelines): Students and teachers must wear a face covering upon entrance to school grounds. Masks will be worn in the classrooms, but can be taken off when students are outside for recess and lunch breaks, but must maintain physical social distancing. If a student refuses to wear a face covering, the student will be excluded from campus. Students and staff exempt from wearing a mask due to medical conditions will not be forced to wear a mask. See Specifics below in link. COMPLETED
- D. Handwashing General- Hygiene policies and procedures: Students and teachers will follow CDC guidelines for handwashing. Handwashing is prioritized as much as possible. Signs will be posted reinforcing handwashing procedures. School

Nurse will review handwashing with all students and staff. See below in link.  
COMPLETED

- E. Sneeze and Cough protocols for students (including no touching of eyes and face): See below link from CDC. COMPLETED
- F. Discipline policy for misuse of protective equipment and violation of social distancing: Students violating social distancing protocol will receive a “think sheet” as outlined in our student handbook. For multiple violations of social distancing protocol a student will be asked to use alternative precautions to ensure they correct spacing. All personal items and/or school provided materials must be used appropriately as delineated in the school handbook. Misuse of items will result in a school/home consequence and reparations made for any materials that are broken or damaged. COMPLETED

All posters provided by CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

Other Resources for teachers (from CDC):

<https://www.youtube.com/watch?v=m4gborCUztk&list=PLvvp9iOILTQatwnqm61jqFrfsfUB4RKh6J&index=7&t=0s>

## **Part V: Social Distancing in Classrooms- Maintenance**

[Classroom Maintenance Requirement, Administrator Checklist.](#)

Schools are responsible for maintaining all health and safety protocols in active/utilized classrooms and instructional spaces. The following additional protocols support maintenance efforts of school personnel.

- A. Create and maintain roster identifying student composition of all cohorts: *IN PROGRESS, COHORTS TO BE CREATED AFTER OCTOBER 5TH*
- B. Teachers will remain in cohorts. Roster to reflect all assigned staff in every cohort list: *ROSTER TO BE POSTED OUTSIDE CLASSROOM AND MAINTAINED DAILY*
- C. Policy on mixing of cohorts and record keeping for track and trace efforts: Most classes will be split into two cohorts with the exception of 4th grade and 7th grade which will remain as one cohort due to small class size. Each cohort will be labeled “Cohort Cardinal”(1) and “Cohort Crimson” (2) .Chorts 1 and 2 will not

mingle at all. Each Cohort is self contained. Records will be kept through cohort lists as well SchoolSpeak. COMPLETED

- D. Maintain training for staff to recognize signs and symptoms of student illness: Teachers will review safety protocols including how to recognize signs and symptoms of illness at each faculty meeting. Current St.Raymond parents working in the medical field will also provide training at the beginning of the school year, and as needed throughout the year. St.Raymond has a designated school nurse to conduct training, health screenings, and serve as the point person for all possible cases. School parents who are doctors and nurses will hold regular training sessions with staff. They will also provide education for parents. The School nurse will facilitate training and information nights with the parent community. This will occur before students step on site, and continue regularly each month. COMPLETED
- E. Policy of shared use of electronics and instructional devices: In grades in 1-8 students have one to one ipads, and will not be sharing devices. In TK and K, students will be utilizing mostly SmartBoards designated to each cohort. These devices will be cleaned at the end of each day. COMPLETED
- F. Creation of DL Plans that are in place whether students are exclusively in class or in hybrid versions of class: Students choosing DL will have set times to zoom into instruction for each subject area. These students will be partnered with a student in the classroom during instruction to help mitigate any questions or confusion. Teachers will provide DL students with necessary school work and information no later than the Friday before each school week. Parents may choose to pick up work packets, if needed, or download packets to print at home. All expectations for DL students will be clearly communicated the prior week. Students will be assessed using Google Forms (or other adopted assessment platforms) to perform assessments. Teachers will also set times to DL students to zoom in to answer questions or clarify any class materials. COMPLETED
- G. Classrooms outfitted with protective equipment and cleaning supplies for use and distribution as needed (both planned and unplanned): COMPLETED

## **Part VI: Planning for Social Distancing Outside of the Classroom**

### **Social Distancing on Campus**

Schools are responsible for creating and maintaining plans that outline and enforce social distancing measures on the school campus. These plans must include physical adaptations and visual reminders to reinforce taken measures.

### Classroom Social Distancing Requirement, Administrator Checklist

- A. Develop scheduling that facilitates reduced mixing of student cohorts at school: Each class TK-5 will be split into two cohorts with a 15:1 ratio of students to teachers. 6th grade will also be split into 2 cohorts with a 15:1 ratio, however remain self-contained with designated teachers for each cohort. Each cohort will be labeled Cohort 1 (“Cohort Cardinal”) and Cohort 2 (“Cohort Crimson”). Cohorts 1 and 2 will not mingle at all. Each cohort has a designated classroom space as well as a zone for recess and lunch. COMPLETED
- B. Develop schedules and maps for entering and exiting the building: Students will be excused in staggered small groups to enter their classroom from the car line after passing Health Check. TK-2 teachers will receive students on the sports court. Poly Spots will be used to designate where students will stand in their separate cohorts. These classes will be dismissed at staggered times to enter their classroom. Students will walk with appropriate spacing between them. All students will use lines on the ground as designated walkways as well as indications to ensure proper social distancing. At dismissal, students will remain in their classroom until dismissed by staff with use of walkie talkie for communication. Students will walk to their car at a staggered pace. End of day dismissal will begin at 2:45pm. SEE RECESS/LUNCH/DISMISSAL SCHEDULE
- C. Create and post signed, lines and arrows that facilitate traffic and enforce distancing guidelines in all populated areas of campus: COMPLETED
- D. Install sanitation stations in all populated areas: COMPLETED
- E. Create and enforce maps and guidelines directing students into building without congregating in outdoor spaces: COMPLETED
- F. Create and post policies that limit visitors on campus, including procedures for parents: Parents will be asked to not volunteer at this time. This may change as the year progresses forward and is dependent on the most current information from the Health Department.
- G. Develop policies for all required school gathering. All other large gatherings should be avoided: For any necessary large school gathering, we will limit the number of attendees to 50. We will utilize a reservation system. Any gathering will occur on the school field, with households staying together in a “pod” designated on the lawn. *From the San Mateo County Website: Gatherings of over 50 persons are prohibited unless a larger gathering is specifically allowed by*

*the State. For example, the Order's limitation does not supersede the State's specific rules for protests or gatherings associated with places of worship, which can exceed the 50-person limit when in compliance with State guidelines.*

COMPLETE

- H. Publish communal spaces on campus that will remain closed: COMPLETED
- I. Update Extended Care policies to reflect all school policies for social distancing: At the end of school day, facilities being used for EC will be sprayed with disinfectant. Parents will sign up for EC using a reservation system the week prior to the week care is needed. Using this system, a new stable cohort will be formed for the week. Students will re-enter building spaces using the same protocols used for regular classroom health maintenance. EC will not occur at initial opening. We will open EC pending success of initial reopening. The designated EC space will be sanitized before the EC session begins. Each student and staff member will complete a health screening before entering EC each day. The number for an EC cohort will be 14:1 students to teachers, with a maximum number of 28 students enrolled in EC each day. COMPLETED
- J. Refer to local sports authorities and DPH and CDC guidelines for all extra-curricular and athletic programs and requirements: St.Raymond will follow any rules and regulations set by the PPSL for the 2020-2021 school year. All extracurricular activities after school have been postponed for the fall. COMPLETED

## **Part VII: Notice of Infection and Confidentiality Regulations**

See Graphs and Tables attached to this section.

## Managing Infection Notifications<sup>1</sup>

### On Campus and Distance Learning Protocols (Applies in all Cases):

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 14 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 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 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

<sup>1</sup> *Source RE Covid-19 and FERPA Guidelines:*  
[https://studentprivacy.ed.gov/sites/default/files/resource\\_document/file/FERPA%20and%20Coronavirus%20Frequently%20Asked%20Questions.pdf](https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPA%20and%20Coronavirus%20Frequently%20Asked%20Questions.pdf)

Archdiocese of San Francisco School Reopening Plan Logistics and Planning, 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 (>10 minutes) with or near the employee during the previous 14 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:

See Employee Section of Guidance

**When District/Private School Has a Case of COVID-19:**

- The School COVID-19 Point Person must report all COVID-19 cases and clusters of undiagnosed respiratory illness to SMC CD Control as soon as practicable (within 24 hours).
- The School Point Person should immediately notify the District Point Person of COVID-19 cases in the school community.
- The School COVID-19 Point Person and the assigned San Mateo County Health investigator will be in daily contact Monday – Friday, unless instructed otherwise by SMC CD Control.

The District COVID-19 Point Person collects data from all schools and must complete a daily report for all new cases (a line list) and submit it via secure email daily by 10:00 a.m.

- The District COVID-19 Point Person or Superintendent/Private School Head should notify SMCOE at (650) 802-5515.

**Responsibilities of San Mateo County Public Health:**

- Conduct formal contact tracing
- Advise School Point Person on the school site response

**Responsibilities of School COVID-19 Point Person:**

- Report data on cases per the protocol
- Follow advice of San Mateo County Health
- Seek additional guidance as necessary from the District Point Person

**Responsibilities of District COVID-19 Point Person:**

- Ensure a COVID-19 School Point Person for each school is identified
- Receive and provide training
- Ensure strong communication channels within the district and with San Mateo County Health and SMCOE
- Submit line list to San Mateo County Health

[Confidentiality Requirement, Administrator Checklist](#)

- A. Non-identifiable COVID-19 exposure notification form (provided by DCS):  
COMPLETED
- B. Site policy statement regarding limited notification of Covid-19 exposure on campus (provided by DCS): COMPLETED

- C. Notification plan for applicable internal community regarding exposure(s):
- D. Clear non-disclosure with external sources training with all employees.
- E. Contact information for local health department officials: COMPLETED

County of San Mateo Covid Call Center: 2-1-1

Menlo Park Police Department: 650-330-6300 (Student Resource Officer:  
Ofr. Victoria Trask)

City of Menlo Park: 650-330-6610

St. Raymond's school nurse and the administration will serve as the primary point of contact should this occur.

### **General Planning Assumptions**

After delivering at-home or distance learning since March 16, 2020, in adherence with health orders aimed to slow the spread of COVID-19, San Mateo County schools and districts are now planning and preparing various scenarios to reopen school campuses for the start of the 2020-21 school year.

It has become increasingly clear that the 2020-21 school year isn't likely to resemble school as we knew it last year or any year prior. With the promise of a COVID-19 vaccine still 12 to 18 months away, San Mateo County health and education leaders will be working in close collaboration to bring students back to school with modifications that implement the Four Pillars described in this Framework proceeding in a slow and gradual return to in-person, on-campus learning.

Governor Newsom has made it clear that, as long as public health data continue to reflect a flattening in the number of COVID-19 cases, he wants schools to open. Of the six criteria included in California's Pandemic Roadmap, three are especially relevant to schools.

These three criteria are:

- testing, contact tracing, isolating, and supporting those who test positive or are exposed
- ability of businesses, schools, and child care to support physical distancing
- ability to determine when to reinstitute certain measures such as Shelter in Place if necessary

### **State Four-Tiered Color System for Monitoring**

On August 28, 2020, Governor Newsom provided an updated direction about the reopening protocols for businesses. This system was not directly aimed at campus

reopening, but school decision-making was folded into the model.

This monitoring list narrows the metrics to two measures:

- Elevated Disease Transmission
  - Case rate per 100,000
  - Positivity rate

### **State's Criteria for Closing a School Campus Once it is Open**

The decision to close an individual school will be based on the number of cases in the school and the percentage of the teacher/students/staff who are positive for COVID-19. It will be made following consultation with San Mateo County Health.

The closure of a school may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers, students, and staff are identified as cases within a 14-day period, depending on the size and physical layout of the school. San Mateo County Health may also determine whether school closure is warranted for other reasons, including results from a public health investigation or other local epidemiological data.

- Once closed, a school may typically reopen after 14 days and the following have occurred: Cleaning and disinfection
- Public health investigation
- Consultation with San Mateo County Health

### **State's Criteria for Closing School District Campuses Once Open**

The superintendent should close a school district if 25 percent or more of the schools in the district have closed due to COVID-19 within 14 days. This decision should be made in consultation with San Mateo County Health. The district may typically reopen after 14 days, but again, in consultation with San Mateo County Health. Whether or not a school is open to on-campus learning, the Governor made it clear that the education of students is non-negotiable and schools would have to provide that education through whatever means available.

## **Part VIII: Managing Finances**

### **Financial Planning and Maintenance**

#### **On Campus and Distance Learning Protocols (Applies in all Cases):**

Administrators are responsible for managing site finances in order to ensure the long term viability of the school. Given the uncertain nature of emergency situations such as COVID-19 pandemic, extra care must be taken to conservatively plan for sustained operations with potential hardship for families and additional costs for essential school

functions.

### Managing Finances Requirement, Administrator Checklist:

- A. Tuition: Conservatively estimate a potential shortfall in collections. Communicate clearly tuition collection expectations and deferrals of obligation with a set due date. COMPLETED
- B. Conservatively budget for the 2020-2021 school year considering: staffing, resources, supplies, technology, facilities, PPE: COMPLETED
- C. Scholarship: Maximize financial aid for families. Explore venues to financially support students. COMPLETED

St.Raymond will continue to build our scholarship fund this year and into the future. The school will continually message the availability of financial assistance for families in need. The principal and the school accountant have adjusted the tuition assistance to ensure funds are available should families need assistance as the year progresses. The school accountant advises the principal on appropriate amounts of assistance for each family to establish accountability as well as maintaining a sufficient amount of available funds.

- D. Fundraising: Explore other avenues for raising funds outside of events (large gatherings). IN PROGRESS AND ON-GOING

With the help of the Mother's and Father's Club Presidents, the Administrative team, and the principal St.Raymond School is working to create, rethink, or reschedule fundraising events. Ideas include: online auction, fund-a-need, move events to the spring or next summer etc.

## Part VIII: Maintaining the School Campus

### Health and Safety Maintenance Practices

#### On Campus Protocols (In-School and Hybrid):

The safety of employees and students is the first priority. Upon reopening, schools must be completely cleaned and disinfected. Further, schools will continue to adhere to all necessary safety precautions. Cleaning steps outlined below are to be taken to protect employees and reduce the risk of the spread of infection. Schools will maintain safety by continuously cleaning and disinfecting per the chart below. Schools are expected to create a plan to ensure these maintenance expectations are being met.

All cleaning supplies must be in compliance with the approved disinfectants (refer to Environmental Protection Agency (EPA) List N, Disinfectants for use Against SARS-COV-2). Re-order/stocking of cleaning/disinfectant supplies for each facility. All disinfectants are stored in a safe locked area. For more information on cleaning supplies, see attachment

### Campus Maintenance Procedures, Administrator Reference Guide

Category	Campus Location	Frequency
Workspace	Classrooms, Office	At the end of each use and day
Appliances	Refrigerators	Daily
Electronic Equipment	Copy machines, shared computer/devices, printers, telephones	At the end of each use and day
General Used Objects	Handles, light switches	At least 4 times a day
Restrooms	Student and Teacher	Twice a day
Faucets (water bottle filler)	Student	Twice a day
Common Areas	Eating areas, teacher room, gym (storage)	At the end of each use/day

### Testing

In coordination with Nativity, St.Pius, and Our Lady of Mt.Carmel Schools, St.Raymond will assist in hosting weekly testing through Agile Force for faculty and the school community per the schedule below. School faculty and staff members will be prioritized, *and will be tested once a month*. Faculty and staff will also have the opportunity to retest through Agile Force at these locations or surrounding testing sites in the community. Should a staff member produce a positive test they will quarantine for 14 days and retest before reentering school. Staff members will also be asked to produce a negative test after travel. These scenarios will be addressed case by case.

Testing Schedule for Faculty and Staff:

October 7: Mt.Carmel

October 14: St.Raymond

October 28: Nativity

November 11: St.Pius

November 24: Mt.Carmel

December 9: St.Raymond

December 16 Nativity

January 6: St.Pius

January 13: Mt.Carmel

January 20: St.Raymond

January 27: Nativity

February 3: St.Pius

February 10: Mt.Carmel

February 17: St.Raymond

February 24: Nativity

March 3: St.Pius

March 10: Mt.Carmel

March 17: St.Raymond

March 24: Nativity

March 31: St.Pius

April 7: Mt.Carmel

April 14: St.Raymond

April 21: Nativity

April 28: St.Pius

May 5: Mt.Carmel

May 12: St.Raymond

May 19: Nativity

May 26: St.Pius

June 2: Mt.Carmel

**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 sit administrators will examine the protocols on an as needed basis.

***This plan is subject to change.***

Additional Resources/Guidelines to Follow:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

## Recess:

Students will eat in their classrooms. Cohorts will be dismissed at differing times and relegated to specific zones. We will make sure to publish to schedule before the start of school. Teachers will be physically present to ensure social distancing. No parents are allowed on campus at any point at this moment. Teachers and staff will be responsible for yard duty at all times.

Grade	Recess time
Tk	9:15 - 9:30
K	9:35 - 9:50
1st / 2nd	9:55 - 10:10
3rd / 4th	10:15 - 10:30
5th / 6th / 7th / 8th	10:30 - 10:45

## Lunch (play schedule)

Grade	Recess time	Eat time (in the classroom)
TK / K	11:00 - 11:30	11:30
1st / 2nd	11:30 - 12:00	12:00
3rd / 4th	12:00 - 12:30	12:30
5th / 6th	12:30 - 1:00	12:10
7th / 8th	12:30 - 1:00	12:10

TK

	Monday	Tuesday	Wednesday	Thursday	Friday (Assessments)
7:45 - 8:15	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>
Block 1 8:30-9:15					
Recess	<b>Play: 9:15-9:30 Eat in Classroom: 9:30-9:45</b>				
Block 1					
Block 2					
Lunch	<b>Play time : 11:00- 11:30 Eat in Classroom: 11:30-11:50</b>				
Block 3					
Block 4					
TK End of Day	<b>1:00 Dismissal</b>				
K-8 Packup / dismissal					

## K

	Monday	Tuesday	Wednesday	Thursday	Friday (Assessments)
7:45 - 8:15	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>
8:30-9:35					
Recess	<b>Play: 9:35- 9:50 Eat in classroom: 9:50-10:00</b>				
10:00-11:00					
Lunch	<b>Play : 11:00- 11:30 Eat in Classroom : 11:30 - 11:50</b>	<b>Play : 11:00- 11:30 Eat in Classroom : 11:30 - 11:50</b>	<b>Play : 11:00- 11:30 Eat in Classroom : 11:30 - 11:50</b>	<b>Play : 11:00- 11:30 Eat in Classroom : 11:30 - 11:50</b>	<b>Play : 11:00- 11:30 Eat in Classroom : 11:30 - 11:50</b>
12:00-1:00					
1:00-1:30					
1:30-1:55					
1:00-2:30	<b>Dismissal 1:30</b>				
2:30-2:55		Dismissal 2:30	Dismissal 2:30	Dismissal 2:30	Dismissal 2:30

## 1st

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 - 8:15	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>
Block 1 8:30- 9:10					
Block 1 9:10-9:50					
Recess	<b>Eat in Classroom: 9:50 Play: 9:55 - 10:10</b>				
Block 2 10:15 - 10:50					
Block 2 10:55 - 11:30					
Lunch	<b>Play 11:30-12:00 Eat in Classroom: 12:00 - 12:30</b>	<b>Play 11:30-12:00 Eat in Classroom: 12:00 - 12:30</b>	<b>Play 11:30-12:00 Eat in Classroom: 12:00 - 12:30</b>	<b>Play 11:30-12:00 Eat in Classroom: 12:00 - 12:30</b>	<b>Play 11:30-12:00 Eat in Classroom: 12:00 - 12:30</b>
Block 3 12:30 - 1:15					
Block 3 1:30-2:15	<b>Dismissal 1:35</b>				
Packup / dismissal		<b>Dismissal 2:35</b>	<b>Dismissal 2:35</b>	<b>Dismissal 2:35</b>	<b>Dismissal 2:35</b>

## 2nd

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 - 8:15	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>	<b>Staggered Dismissal from car to cohort on sport cohort. Students stand in a socially distant line with their teacher.</b>
Block 1 8:30- 9:10					
Block 1 9:10-9:50					
Recess	<b>Eat in Classroom: 9:50 Play: 9:55 - 10:10</b>				
Block 2 10:15 - 10:50					
Block 2 10:55 - 11:30					
Lunch	<b>Play 11:30-12:00 Eat in Classroom: 12:00 - 12:30</b>				
Block 3 12:30 - 1:15					
Block 3 1:30-2:15	<b>Dismissal 1:35</b>				
Pickup / dismissal		<b>Dismissal 2:35</b>	<b>Dismissal 2:35</b>	<b>Dismissal 2:35</b>	<b>Dismissal 2:35</b>

## 3rd

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 - 8:15	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>
Block 1 8:30- 9:10					
Block 1 9:10-9:50					
Recess	<b>Eat in Classroom: 10:00-10:15 Play: 10:15-10:30</b>				
Block 2 10:15 - 10:50					
Block 2 10:55 - 11:30					
Lunch	<b>Play 12:00-12:30 Eat in Classroom: 12:30 - 12:45</b>	<b>Play 11:30-12:00 Eat in Classroom: 12:00 - 12:30</b>	<b>Play 11:30-12:00 Eat in Classroom: 12:00 - 12:30</b>	<b>Play 11:30-12:00 Eat in Classroom: 12:00 - 12:30</b>	<b>Play 11:30-12:00 Eat in Classroom: 12:00 - 12:30</b>
Block 3 12:30 - 1:15					
Block 3 1:30-2:15	<b>Dismissal 1:40</b>				
Packup / dismissal		<b>Dismissal 2:40</b>	<b>Dismissal 2:40</b>	<b>Dismissal 2:40</b>	<b>Dismissal 2:40</b>

## 4th

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 - 8:15	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>
Block 1 8:30- 9:10					
Block 1 9:10-9:50					
Recess	<b>Eat in Classroom: 10:00-10:15 Play: 10:15-10:30</b>				
Block 2 10:15 - 10:50					
Block 2 10:55 - 11:30					
Lunch	<b>Play 12:00-12:30 Eat in Classroom: 12:30 - 12:45</b>	<b>Play 11:30-12:00 Eat in Classroom: 12:00 - 12:30</b>	<b>Play 11:30-12:00 Eat in Classroom: 12:00 - 12:30</b>	<b>Play 11:30-12:00 Eat in Classroom: 12:00 - 12:30</b>	<b>Play 11:30-12:00 Eat in Classroom: 12:00 - 12:30</b>
Block 3 12:30 - 1:15					
Block 3  1:30-2:15	<b>Dismissal 1:40</b>				
Pickup / dismissal		<b>Dismissal 2:40</b>	<b>Dismissal 2:40</b>	<b>Dismissal 2:40</b>	<b>Dismissal 2:40</b>

## 5th

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 - 8:15	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>
Block 1 8:30- 9:10					
Block 1 9:10-9:50					
Recess	<b>Eat in Classroom: 10:20-10:30 Play: 10:30-10:45</b>				
Block 2 10:15 - 10:50					
Block 2 10:55 - 11:30					
Lunch	<b>Play 12:30-1:00 Eat in Classroom: 12:10 - 12:30</b>	<b>Play 12:30-1:00 Eat in Classroom: 12:10 - 12:30</b>	<b>Play 12:30-1:00 Eat in Classroom: 12:10 - 12:30</b>	<b>Play 12:30-1:00 Eat in Classroom: 12:10 - 12:30</b>	<b>Play 12:30-1:00 Eat in Classroom: 12:10 - 12:30</b>
Block 3 12:30 - 1:15					
Block 3  1:30-2:15	<b>Dismissal 1:45</b>				
Pickup / dismissal		<b>Dismissal 2:45</b>	<b>Dismissal 2:45</b>	<b>Dismissal 2:45</b>	<b>Dismissal 2:45</b>

## 6th

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 - 8:15	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>
Block 1 8:30- 9:10					
Block 1 9:10-9:50					
Recess	<b>Eat in Classroom: 10:20-10:30 Play: 10:30-10:45</b>				
Block 2 10:15 - 10:50					
Block 2 10:55 - 11:30					
Lunch	<b>Play 12:30-1:00 Eat in Classroom: 12:10 - 12:30</b>	<b>Play 12:30-1:00 Eat in Classroom: 12:10 - 12:30</b>	<b>Play 12:30-1:00 Eat in Classroom: 12:10 - 12:30</b>	<b>Play 12:30-1:00 Eat in Classroom: 12:10 - 12:30</b>	<b>Play 12:30-1:00 Eat in Classroom: 12:10 - 12:30</b>
Block 3 12:30 - 1:15					
Block 3  1:30-2:15	<b>Dismissal 1:45</b>				
Packup / dismissal		<b>Dismissal 2:45</b>	<b>Dismissal 2:45</b>	<b>Dismissal 2:45</b>	<b>Dismissal 2:45</b>

## Reopening Plan Addendum: Return of 7th and 8th Grade

All 7th and 8th grade students are subject to the plan as outlined above, and from the San Mateo County Health Department and San Mateo County Office of Education Pandemic Framework.

Below are schedules for staggered release of 7th and 8th grade students. 7th grade will remain in a cohort of 20:1 student teacher ratio. 7th grade will remain cohorted together in the largest classroom measuring 29.6ft. X 37.5ft. 8th Grade will be split into 2 cohorts with a ratio of 14:1 in each cohort. 8th grade students will use the 8th grade classroom and the current 7th grade classroom for classroom space.

### 7th Grade Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 - 8:15	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>
Block 1 8:30- 9:10					
Block 1 9:10-9:50					
Recess	<b>Eat in Classroom: 10:20-10:30 Play: 10:30-10:45</b>				
Block 2 10:15 - 10:50					
Block 2 10:55 - 11:30					
Lunch	<b>Play 12:30-1:00 Eat in Classroom: 12:10 - 12:30</b>				
Block 3 12:30 - 1:15					
Block 3 1:30-2:15	<b>Dismissal 1:45</b>				
Packup / dismissal		<b>Dismissal 2:50</b>	<b>Dismissal 2:50</b>	<b>Dismissal 2:50</b>	<b>Dismissal 2:50</b>

### 8th Grade Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 - 8:15	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>	<b>Staggered Dismissal from car to cohort directly to classroom</b>
Block 1 8:30- 9:10					
Block 1 9:10-9:50					
Recess	<b>Eat in Classroom: 10:20-10:30 Play: 10:30-10:45</b>				
Block 2 10:15 - 10:50					
Block 2 10:55 - 11:30					
Lunch	<b>Play 12:30-1:00 Eat in Classroom: 12:10 - 12:30</b>	<b>Play 12:30-1:00 Eat in Classroom: 12:10 - 12:30</b>	<b>Play 12:30-1:00 Eat in Classroom: 12:10 - 12:30</b>	<b>Play 12:30-1:00 Eat in Classroom: 12:10 - 12:30</b>	<b>Play 12:30-1:00 Eat in Classroom: 12:10 - 12:30</b>
Block 3 12:30 - 1:15					
Block 3  1:30-2:15	<b>Dismissal 1:45</b>				
Pickup / dismissal		<b>Dismissal 2:55</b>	<b>Dismissal 2:55</b>	<b>Dismissal 2:55</b>	<b>Dismissal 2:55</b>

