

**NOTRE DAME ELEMENTARY  
SCHOOL  
BELMONT, CA**

**RE-OPENING PLAN &  
INFECTION MITIGATION  
PLAN**

**OCTOBER 2020**

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(From: San Mateo County Coalition for Safe Schools PRF)

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# **INTRODUCTION**

Notre Dame Elementary School (NDE) Reopening and Infection Mitigation Plan was designed to ensure a safe return to in-person learning for NDE students. Our plan has been created, incorporating the directives from the [San Mateo County Coalition for Safe Schools and Communities Pandemic Recovery Framework](#), the [San Mateo County Public Health, Policy, & Planning COVID-19 Recommendations Checklist for K-12 Schools and other School-Based Programs](#), the California Department of Public Health (CDPH) , and the Centers for Disease Control (CDC).

Faculty and staff members have participated in discussion and training related to the plan during the months of August and September 2020. All staff will participate in additional training during the month of October 2020 prior to the potential return of students to in-person instruction. Training will continue to be focused on health and hygiene, physical distancing and movement, face coverings, infection response and FERPA considerations and hybrid/hi-flex learning. As students return, on-going training will throughout the week, as needed and during weekly staff meetings.

The school principal presented an initial re-opening and safety plan in August 2020. Parents will be invited to attend a virtual meeting in late October 2020 to inform and update NDE's plan for school re-opening. At this meeting, parents will be instructed regarding preparing their children for school safety protocols. Faculty and staff members will be present during the return-to-school days to help model and teach procedures to families as they occur during the day (i.e. morning drop-off, pick-up, etc.).

NDE would like to thank all faculty, staff and community members whose input and extraordinary efforts have contributed to the creation of this plan. We are looking forward to once again welcoming our students back to campus.

# SECTION A

## ENTRANCE PROTOCOL

### GENERAL PROTOCOL

Family cars will enter the school campus from Notre Dame Avenue and proceed directly to our established drop off area for temperature checks. Students will remain in their cars, wearing their masks, and have their temperature checked by a designated faculty or staff member. Once the student receives clearance they may exit their cars and proceed directly to hand sanitizing stations at assigned entrances. Students will then enter the school building and proceed directly to their classrooms. Faculty and staff members will be at school entrances and classroom doors to assist in ensuring physically distanced hallway traffic and to admit students to the classroom.

### ARRIVAL TIMES

- Staggered arrival (to be published in SchoolSpeak and in Parent Student Handbook)
  - 8:00am-8:10am (Grades 5-8)
  - 8:15am-8:25am (Grades K-4)

### SET UP (Please refer to *Appendix A.1: Drop Off Map*)

- Students will exit cars at a minimum of 10 feet apart
- Temperature check/health screening by faculty members who approach cars
- Two (2) hand sanitizing stations outside entrances
- Hand sanitizing station at each classroom entrance
- Faculty and staff members at entrances and classroom doors

### REFUSAL OF ADMISSION

Parents will be required to complete a Daily Health Screening Questionnaire to be submitted each morning at drop off. Students whose family Daily Health Screening Questionnaire indicates a positive response to any of the questions or students who present with a fever of 100.4 degrees or higher upon arrival will not be permitted to enter the school building. Records of refusal of admission will be maintained per the following form (*Appendix A.2: Refusal of Admission Form*).



# APPENDIX A.1

Drop Off Map

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# APPENDIX A.2

## REFUSAL OF ADMISSION FORM

DATE	STUDENT NAME	GRADE	REASON FOR REFUSAL OF ADMISSION	SCHOOL STAFF MEMBER SIGNATURE

## SECTION B

### HEALTH SCREENINGS

#### GENERAL PROTOCOL

Parents will be reminded via regular communication on SchoolSpeak and Weekly Principal Updates to keep children who are sick at home. Daily health and safety checks will be performed on site, consisting of temperature taking and health screenings.

Students will be monitored for signs of illness throughout the school day. The school will follow the procedures outlined in *SECTION G: Managing Infection Response and Notification* for all signs/symptoms of illness.

### **TEMPERATURE CHECKS**

Before entering the school building, faculty, staff and students will have their temperature checked (please see *Section A: Entrance Protocol* for additional details). Any faculty/staff member or student having a temperature of 100.4 degrees or higher will not be permitted to enter the school building.

### **HEALTH SCREENING**

Before entering the school building, faculty, staff members and students must respond in writing with signature to the health screening questions below (*please see also Appendix B.1: Daily Health Screening Questionnaire*). If a parent/guardian responds with an affirmative to any of the screening questions, the student will not be permitted to enter the school building.

- *Within the last 10 days, have you [student/staff member] been diagnosed with COVID-19 or had a test confirming that you have the virus?*
- *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? Contact is less than 6 feet 15 minutes or more regardless of whether masks were worn or not.*
- *Have you had any new or unexplained symptoms since the last symptom check? In the absence of a more likely diagnosis:*
  - *At least one (1) of the following:*
    - *Fever (temperature > or =100.4 degrees Fahrenheit or 38 degrees Celcius*
    - *Vomiting*
    - *Diarrhea*
    - *Conjunctivitis or “pink eye”*
    - *Rash*
    - *New loss of taste or smell (i.e. ne olfactory or taste disorder)*
    - *Painful purple or red lesions on the feet or swelling of the toes (“COVID Toes”)*
  - *Or, at least two (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*

### **ONGOING MONITORING DURING THE DAY**

All faculty and staff members will be trained to monitor for signs of illness in students. If a child expresses that they do not feel well or if a child shows signs of illness, the child will be directed to the school office where their temperature will be taken immediately by designated school personnel.

Any student with a fever of 100.4 degrees or higher (or other clear signs of illness) will be directed to a supervised separate isolation room to wait until a parent arrives for pick up. COVID-19 testing will be recommended. Should a student be tested and the result be negative, the student may return to school when symptom and fever free (without the use of fever-reducing medications) for 72 hours. Should a student be diagnosed with COVID-19 by a medical professional, notification procedures will be followed as outlined in *Section G: Managing Infection Response and Notification*.

### **FACULTY AND STAFF TESTING**

Notre Dame Elementary faculty and staff members will be tested before the return to in-person instruction and will be tested frequently thereafter on a rotating basis, with approximately 25% tested every two weeks or 50% of the staff being tested each month. Staff members may opt for testing through their primary care physician or may opt to use one of the facilities on the State of California COVID Resource page: <https://covid19.ca.gov/testing-and-treatment/#top>. A list of current testing facilities will remain posted for staff members to reference. NDE also encourages students to be tested prior to the return to in-person instruction start of school.

### **PURCHASE OF PPE AND OTHER ESSENTIAL EQUIPMENT**

Health Check, PPE Equipment, and other essential equipment will be purchased and stock will be kept as necessary in all functioning areas including classrooms, other learning spaces, restrooms, and offices. Please see *Appendix B.2: Purchase of Health Check, PPE, and Essential Equipment*

## **APPENDIX B.1**

<b>DAILY HEALTH SCREENING QUESTIONNAIRE</b>	
<b>Student/Staff Member Name:</b> _____	<b>Date:</b> _____

Within the last 10 days, have you <b>[student/staff member]</b> been diagnosed with COVID-19 or had a test confirming that you have the virus?	YES	NO
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? Contact is less than 6 feet 15 minutes or more regardless of whether masks were worn or not.	YES	NO
<p>Have you had any new or unexplained symptoms since the last symptom check? In the absence of a more likely diagnosis:</p> <ul style="list-style-type: none"> <li>• At least one (1) of the following: <ul style="list-style-type: none"> <li>• Fever (temperature &gt; or =100.4 degrees Fahrenheit or 38 degrees Celcius)</li> <li>• Vomiting</li> <li>• Diarrhea</li> <li>• Conjunctivitis or “pink eye”</li> <li>• Rash</li> <li>• New loss of taste or smell (i.e. ne olfactory or taste disorder)</li> <li>• Painful purple or red lesions on the feet or swelling of the toes (“COVID Toes”)</li> </ul> </li> <li>• Or, at least two (2) of the following: <ul style="list-style-type: none"> <li>• Chills</li> <li>• Repeated shaking with chills (rigors)</li> <li>• Cough (new or change in baseline)</li> <li>• Shortness of breath or difficulty breathing (new or change in baseline)</li> <li>• Chest pain with deep breathing</li> <li>• Sore throat</li> <li>• Hoarseness</li> <li>• Muscle pain (myalgias)</li> <li>• Malaise or severe fatigue</li> <li>• Abdominal pain</li> <li>• Loss of appetite</li> <li>• Nausea</li> <li>• Headache</li> </ul> </li> </ul>	YES	NO
Parent/Guardian Signature: _____		

## APPENDIX B.2

## **PURCHASE OF HEALTH CHECK, PPE, and ESSENTIAL EQUIPMENT**

### **Purchase of Health Check Equipment**

- Infrared Thermometers (4)

### **Purchase of PPE**

- Face Coverings
  - Adult-size (grades 4-8 and up)
  - Child-size (grades K-3)
- Gloves
- Safety Shields (face)
- Gowns

### **Purchase of Other Essential Equipment**

- Soap
  - Classroom pumps
  - Hands-free dispensers in all restrooms
- Hand sanitizer
  - Classroom pumps
  - Free-standing dispensers in classrooms
- Disinfecting Wipes
- Disinfectant Solution (spray bottles, bulk quantities for general cleaning, etc.)
- Electrostatic Sprayers (5)

# SECTION C

## PHYSICAL DISTANCING - CLASSROOM DESIGN

### GENERAL PROTOCOL

Physical distancing measures, including physical adaptations to the classroom space as well as visual reminders, will be implemented to support student health and safety throughout our school campus.

### PHYSICAL DESIGN - CLASSROOM

- Desks/personal learning spaces will be placed a minimum of 6 feet apart in all directions (Please see *Appendices C.1 and C.2 - Classroom Map Samples*).
- Signage, arrows, physical barriers, and other markers will be used to direct traffic and maintain physical distancing in the classroom (Please see *Appendix C.3 - Signage and Sanitizing Stations Map*).
- Specific classroom signage will include: Physical Distancing, Face Coverings, Handwashing, and Cough/Sneeze procedures.

### STUDENT SUPPLIES

Student supplies will be kept in individual cubbies/containers. Students will not share any general classroom supplies; any supplies that may be used by more than one child (i.e. classroom library books, manipulatives, etc.) will be sanitized between uses.

### WATER BOTTLE POLICY

Students must bring their own reusable water bottles to school each day. Drinking from the water fountains will not be permitted at this time.

### RECESS TIME

Recess times will be staggered throughout the school day to accommodate physical distancing requirements. Play areas for each grade/cohort will be distanced from one another. Play areas will be designated for each grade/cohort.

#### Morning Recess

Grades K, 1, 2	9:45-10:00
Grades 3, 4, 5	10:00 -10:25
Grades 6, 7, 8	10:30 -10:45

## **RESTROOM TIMES**

Classes will be assigned specific, staggered times for restroom use. If a student needs to use the restroom at another time, the classroom teacher will notify the school office. School personnel will assist in supervising the student in order to ensure the adherence of physical distancing and safety protocols. Restrooms will be disinfected a minimum of four times a day.

## **CLEANING PROCEDURES FOR INSTRUCTIONAL AREAS**

Student desks will only be used by one student per day and will be professionally cleaned at the end of each day. Additionally, desks will be sanitized 2 times each day. Other workspaces and/or instructional areas will be cleaned after each use and at the end of each day. High touch points in each classroom (i.e. faucets, door handles, light switches) will be cleaned four (4) times per day. All cleaning/sanitizing solutions will be compliant with the EPA approved disinfectants list for use against SARS-COV-2. Please also see Section I: Health and Safety Maintenance Practices.

All cleaning supplies will be kept in locked, out-of-reach locations from students. Windows and doors will remain open during cleaning to provide for proper ventilation.

## **CLEANING PROCEDURES FOLLOWING SNACKS/LUNCH**

Students will wash hands before and after eating snacks and lunch. Surfaces used for snacks and lunch will be cleaned after each use. All cleaning/sanitizing solutions will be compliant with the EPA approved disinfectants list for use against SARS-COV-2.

## **WINDOWS**

Windows are operable, in good condition, and will be used for ventilation.

## **DISMISSAL TIMES**

Dismissal times will be staggered to support physical distancing. Parents will be asked to remain in their cars until students exit the building. Students will be required to proceed directly to their cars or on their way home if walking.

K and 1 (separate exits)	12:25pm
2 and 3 (separate exits)	12:30pm
4 and 5 (separate exits)	12:40pm
6, 7, 8 (separate exits)	12:45pm

# **APPENDIX C.1**

## **CLASSROOM MAP SAMPLE #1**

**Approximate Classroom Dimensions: 29' x 29'**





# **APPENDIX C.3**

## **Signage and Sanitizing Station Map**

# SECTION D

## PHYSICAL DISTANCING - INSTRUCTION FOR STUDENTS

### GENERAL PROTOCOL

NDE students will be educated about the importance of wearing face coverings, maintaining physical distance in the classroom, handwashing, the cough/sneeze protocol, and other health and hygiene procedures (Please see *Appendix D.1: Teaching Resources*) at the beginning of the school reopening and regularly thereafter. Both verbal and visual instruction will support student awareness. Signs, posters, and other markers will be placed appropriately around campus to inform and remind students of procedures and policies (Please see *Appendix C. 3 Signage and Sanitizing Stations Map*).

### PHYSICAL DISTANCING

Physical distancing of six (6) feet apart will be implemented across campus. School modifications to support physical distancing will include stable cohorts, staggered start times, altered schedules, staggered dismissal times, and specific student/staff movement patterns. Clear signage will help remind students of physical distancing requirements.

### HANDWASHING

Handwashing and hand sanitizing procedures will be explicitly taught and reinforced daily in the classroom. Handwashing will be prioritized, when possible, in place the use of hand sanitizers. Where there is no access to sinks (i.e. in the hallway), hand sanitizer stations will be available. Clear signage will help remind students of handwashing recommendations and requirements.

### FACE COVERINGS

To ensure the safest environment possible, staff and students from grade K-8 will be required to wear a face covering to school, while walking across school grounds, in all outdoor areas, and common spaces on campus. Exceptions may be made only for students and/or staff members with specific medical needs, while drinking or eating, for outdoor recreation when physical distancing maintained (i.e. P.E.), or when the mask

needs to be replaced. Clear signage will help remind students of face covering requirements.

Per the [San Mateo County Pandemic Recovery Framework](#), a “Face Covering” means a covering made of cloth, fabric, or other soft permeable material, without holes, that covers only the nose, mouth, and surrounding areas of the lower face. Face coverings should not use a valve device. Students should be able to secure and remove their own face covering. Face coverings with elastic bands are strongly recommended. Students should wear a clean face covering to school each day and should carry an additional clean face covering in their backpack for use if needed.

Adequate supplies of face masks will be kept on hand at the school. Should a student or staff member not have a face covering, one will be provided by the school. Any student, staff member, or school community member who refuses to wear a face covering will be excluded from campus. Should a family prefer that their child not wear a face covering, they may opt into the school’s distance learning program.

Face covering requirements in the classroom for students will be according to the following implementation schedule:

Kindergarten:	25% of instructional time
First Grade:	50% of instructional time
Second Grade:	75% of instructional time
Third-Eighth Grades:	100% of instructional time

Staff members will be required to wear face coverings at all times, except for when eating or drinking. Teachers may use face shields, which enable younger students to see teachers’ faces. Face shields should include a cloth draped across the bottom and tucked into the shirt.

### **SNEEZE AND COUGH**

Students will be taught to sneeze and cough into a tissue (or into their elbow if a tissue is unavailable) and to be sure not to touch their eyes or face after sneezing, coughing, or blowing their nose. Students will be required to wash hands after sneezing, coughing, or blowing their nose.

### **POLICY FOR MISUSE OF PROTECTIVE EQUIPMENT OR NOT FOLLOWING PHYSICAL DISTANCING PROTOCOLS**

Students will be reminded to wear their face coverings and to maintain physical distance per guidelines instructed by faculty and staff, posted around campus, and outlined in the Parent Student Handbook and on SchoolSpeak. If a student continues not to follow protocols after a verbal warning, the classroom teacher and/or the administration will discuss further disciplinary action. Parents may be contacted in hopes to partner with the school to help enforce safe practices.



# APPENDIX D.1

## TEACHING RESOURCES

### **Articles**

#### **Talking to Students about the Coronavirus/COVID-19 and Prevention**

[CDC Talking with Children about Coronavirus Disease 2019](#)

[CDC How to Protect Yourself and Others](#)

[Munson Healthcare Explaining Social Distancing to Kids](#)

[American Academy of Pediatrics Teens and COVID-19: Challenges and Opportunities During the Outbreak](#)

[American Academy of Pediatrics Handwashing: A Powerful Antidote to Illness](#)

[American Academy of Pediatrics Cloth Face Coverings for Children During Covid-19](#)

[CDC Returning to Schools After an Emergency or Disaster: Tips to Help Your Students Cope](#)

[CDC Consideration for Schools](#)

### **Books**

[\*I Don't Want to Wash My Hands\*](#)

[\*Paula and the Pandemic\*](#) (Book)

[\*Paula and the Pandemic\*](#) (read-a-loud)

[\*Anna and the Germ that Came to Visit\*](#)

[\*Understanding the Coronavirus - COVID 19- Activity book for Kids\*](#)

[\*Keep Away from Germs: A Children's Story about Social Distancing, Washing Your Hands and Keeping Germs Away\*](#)

[Mummy Wears a Mask](#)

### **Social Distancing**

[KiwiCo How To Explain Social Distancing to Kids](#)

[Cincinnati Children's Hospital What is Social Distancing?](#)

[Time To Come In, Bear](#)

[COV-ED: The Importance of Physical Distancing](#)

[BrainPop Social Distancing](#)

[CDC Social Distancing](#)

### **Hand Washing**

[BrainPopJr- How to Wash Your Hands](#)

[Baby Shark- Wash Your Hands](#)

[Cincinnati Children's Hospital- Stop Germs from Spreading](#)

### **Health/Hygiene- Coughing and Sneezing**

[Children's National Hospital Kid's Video Guide to Coronavirus](#)

[Peekaboo Kidz Safety Measures for Coronavirus](#)

[CDC Covid-19 Stop the Spread of Germs](#)

[CDC Cover Cough and Sneezes](#)

[CDC Cover Your Coughs and Sneezes- Kids](#)

### **Face Coverings**

[We Wear Masks A Social Story](#)

# SECTION E

## PHYSICAL DISTANCING - MAINTENANCE

### **GENERAL PROTOCOL**

NDE students will be assigned to stable cohorts. Students in stable cohorts will not mix during the school day. Faculty/staff members assigned to each stable cohort will be clearly defined. Faculty and staff members assigned to more than one stable cohort will follow strict sanitizing procedures when moving from one group to another. Daily records of student and staff members present in each cohort will be kept to support track and trace efforts if/when needed.

### **COHORT ROSTERS (STUDENTS AND STAFF)**

Rosters of students and staff members in each stable cohort will be maintained. Please see *Appendix E.1: Cohort Rosters*.

### **POLICY ON MIXING COHORTS**

NDE students in stable cohorts will not mix during the regular school day. Faculty and staff members assigned to each stable cohort will be clearly defined. Faculty and staff members not regularly assigned to a cohort that may need to enter for limited or specific purposes (i.e. Principal in an emergency) will follow strict sanitizing procedures before entering. Records of entry/exit will be kept at the door of each classroom/learning space to assist with any contact tracing should it be necessary.

### **STAFF TRAINING FOR RECOGNITION OF SIGNS/SYMPTOMS OF ILLNESS**

Prior to the start of re-opening, all school staff members will participate in training regarding recognizing signs and symptoms of student illness. Ongoing training will be provided quarterly and more frequently as necessary.

### **POLICY OF SHARED ELECTRONIC AND INSTRUCTIONAL DEVICES**

Electronic devices will not be shared by students or staff members. Any instructional item that may require use by more than one person will be sanitized between uses.



**CREATION AND MAINTENANCE OF DISTANCE LEARNING PLANS**

Distance learning plans will be created and maintained whether students are exclusively distance learning or participating in a hybrid model. Distance learning plans will include methods of instruction, learning materials needed, schedules, platforms and programs to be used, methods of assessment, communication expectations, and technology requirements.

### **PPE AND CLEANING SUPPLIES IN THE CLASSROOM**

The following PPE and cleaning supplies will be kept in each classroom and will be restocked as needed:

- Soap
- Hand Sanitizer
- Masks/Face Coverings
- Gloves
- Disinfecting Wipes
- Disinfecting Solution
- Face Shields (for staff)
- Safety Goggles (for staff)
- Paper towels
- Vomit/Liquid Absorbant

# APPENDIX E.1

## COHORT ROSTERS

(Student and Staff Names to Be Added Upon Return to Instruction)

Stable cohorts of no more than the maximum number of students that can be safely physically distanced (6 feet) in the classroom (8 -16, depending upon the classroom) will be established and maintained. Staff members not regularly assigned to a cohort that may need to enter for limited or specific purposes (i.e. Principal in an emergency) will follow strict sanitizing procedures before entering. Records of entry/exit will be kept at the door of each classroom/learning space to assist with any contact tracing should it be necessary.

**The following staff members will work with individual students or cohorts on a limited/brief, only as needed basis:**

Principal  
Office Manager  
Vice Principal  
Admissions Director  
Resource Specialist

**The following staff members will work with the students virtually:**

Spanish Teacher  
Music Teacher  
P.E. Teacher

### KINDERGARTEN

**(Students may choose to continue distance learning.)**

Kindergarten Teacher  
Instructional Aide  
P.E. Teacher (outside only)

### FIRST GRADE

**(Students may choose to continue distance learning.)**

First Grade Teacher  
Instructional Aide  
P.E. Teacher (outside only)

**SECOND GRADE****(Students may choose to continue distance learning.)**

Second Grade Teacher

Instructional Aide

P.E. Teacher (outside only)

**THIRD GRADE -****(Students may choose to continue distance learning.)**

Third Grade Teacher

Instructional Aide

P.E. Teacher (outside only)

**FOURTH GRADE****(Students may choose to continue distance learning.)**

Fourth Grade Teacher

Instructional Aide

P.E. Teacher (outside only)

**FIFTH GRADE COHORT****(Students may choose to continue distance learning.)**

Fifth Grade Teacher

Instructional Aide

P.E. Teacher (outside only)

**SIXTH GRADE COHORT****(Students may choose to continue distance learning.)**

Sixth Grade Teacher

Seventh Grade Teacher

Eighth Grade Teacher

Science Teacher

P.E. Teacher (outside only)

**SEVENTH GRADE COHORT A****COHORT B****(Students may choose to continue distance learning.)**

Sixth Grade Teacher

Seventh Grade Teacher

Eighth Grade Teacher

Science Teacher

P.E. Teacher (outside only)

**EIGHTH GRADE COHORT A****EIGHTH GRADE COHORT B**

**(Students may choose to continue distance learning.)**

Sixth Grade Teacher

Seventh Grade Teacher

Eighth Grade Teacher

P.E. Teacher (outside only)

### **EXTENDED CARE**

The Extended Care program will not resume upon the initial return to in-person instruction. When the program resumes in a modified model, cohorts will be determined with no more than 16 students **or** the number that can be safely physically distanced in each Extended Care space.

# Section F

## PHYSICAL DISTANCING - OUTSIDE OF THE CLASSROOM

### GENERAL PROTOCOL

Physical distancing will be required and maintained throughout the NDE campus. Plans and procedures will include physical adaptations and visual reminders.

### SCHEDULING AND SIGNAGE

Scheduling will be created to support physical distancing throughout the NDE campus, including: staggered drop off and dismissal times; staggered morning recess, lunch, lunch recess, and block scheduling at the middle school level. Outdoor learning will be encouraged when available and appropriate. Signage will be placed around campus as appropriate to support physical distancing and related health/safety measures (Please see *Section C* and *Appendices F.1: Play/Alternate Learning Spaces Map* and *F.2 Building Exit/Entry Map - Recesses and Dismissal* for additional details).

### VISITORS ON CAMPUS

During the initial return to school phase, only students and staff members will be permitted inside the school building. Visitors will not be permitted. Parents needing to drop off items at the school will be asked to leave the item in the drop off area outside the front door of the school. NDE school personnel will check for items regularly. Parents with a question for the school office will be asked to call or email rather than visit in person. Meetings between parents and school staff members will be conducted virtually. As San Mateo County Public Health permits moving into secondary visitation phases, opportunities will be implemented as regulations allow.

### SCHOOL GATHERINGS

Physical distancing in well-ventilated spaces (preferably outdoors) will be maintained for any “required” gatherings (i.e. teacher check-ins) during the school day. During the initial return to school phase, “not required” gatherings (i.e. large group staff meetings, parent organization meetings, whole school events) will not be held in person on campus. Efforts will be made to find alternatives to in-person gatherings to support the needs of

students and the school community. As the San Mateo County Public Health permits moving into secondary gathering phases, opportunities will be implemented as regulations allow.

#### **NOTIFICATION OF CLOSED SPACES**

Certain communal facilities and areas will be closed, including: drinking fountains, the “Space Ball” play structure.

#### **EXTENDED CARE POLICIES**

Physical distancing will be supported and maintained during Extended Care activities once this program resumes at NDE.. Students attending Extended Care will participate in health checks upon entry and will be assigned to one of three cohorts: K-2, 3-5, or 6-8. Students in Extended Care Cohorts will not mix. Students will be required to maintain a physical distance of 6 ft. Supplies and equipment will not be shared, or will be sanitized between uses if necessary.

#### **SPORTS AND EXTRACURRICULAR ACTIVITIES**

Notre Dame Elementary will refer to San Mateo County Public Health requirements and recommendations, as well as, state health requirements and recommendations as they pertain to sports and extracurricular activities.

# APPENDIX F.1

## PLAY/ALTERNATE LEARNING SPACES MAP

Notre  
Dame  
Avenue





# **APPENDIX F.2**

## **BUILDING ENTRY/EXIT MAP (RECESSES AND DISMISSAL)**



# Section G

## Managing Infection Response and Notification

### GENERAL PROTOCOL

Maintaining the dignity of every child is a priority of Notre Dame Elementary. In cases where health protocols require contact tracking and tracing, such is the case with COVID-19, NDE 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.

Notre Dame Elementary will follow all in-school procedures and communication/reporting requirements as outlined by the [San Mateo Coalitions for Safe Schools and Communities Pandemic Recovery Framework](#), the *San Mateo County Public Health, Policy, and Planning in the COVID-19 Recommendations Checklist*. **Please see Appendix G.1: Testing and Contact Tracing Tables for specific procedures.**

Any student or faculty/staff member showing symptoms of COVID-19 at school will be separated from all other students and staff members immediately in the school's designated isolation room (with a face covering) and then sent home. No others will be permitted to enter or pass through the isolation room while a student is waiting to be picked up; when arriving, parents/guardians will be asked to meet the student outside the front door of the school. **Please note:** should the symptoms be serious to warrant emergency care, 9-1-1 will be called without delay. All areas in the school used by any sick person will be closed off, cleaned, and disinfected.

Any student or faculty/staff member showing symptoms of COVID-19 will be recommended to get tested as soon as possible after developing one or more symptoms. The student or faculty/staff member will be asked to remain quarantined while waiting for results. Students or faculty/staff members who test negative will be permitted to return to school when they are symptom and fever free (without fever reducing medications) for 72 hours. Parents/guardians and faculty/staff are required to notify the principal immediately if a student or faculty/staff member tests positive for COVID-19.

Should a student or faculty/staff member test positive for COVID-19 ('case'), the school principal will immediately notify the San Mateo County Communicable Disease Control program, San Mateo County Office of Education. The school will communicate with the affected individual/family to confirm that they are under medical care and that they have a plan to isolate according to the CDC's protocol and that other members of the household who are also in the school community remain at home in self-quarantine per

county health guidelines.

Cases will be isolated and excluded from school until the case is fever free for at least 72 hours without the use of fever-reducing medications, has an improvement in respiratory symptoms (i.e. cough and shortness of breath), and at least 10 days have passed since the onset of symptoms. NDE will remain in contact with the faculty/staff member or family of the student to provide support as necessary and determine a safe return to school.

Cohorts and/or students (including siblings) and staff members who have had close contact/sustained prolonged exposure to the case (> 15 minutes) will be required to quarantine for a minimum of 14 days from the last contact with the case. Testing of contacts will be recommended; negative tests, however, will not shorten the 14-day quarantine period. All classrooms and school spaces where the case spent significant time will be closed and thoroughly cleaned and disinfected.

Notre Dame Elementary will remain in contact with the San Mateo County Communicable Disease Control Program and will complete the required line list daily for all new cases by 10am. In addition to positive COVID-19 cases, all clusters of undiagnosed respiratory illness will also be reported to the San Mateo County Communicable Disease Control Program and the San Mateo County Office of Education.

#### **NOTIFICATION OF STUDENT INFECTION TO THE 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) to or near the student. Unless a specific Personal Identifiable Information (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 THE MEDIA/EXTERNAL COMMUNITY**

Pursuant to FERPA guidelines, under no circumstance will identifying information regarding any student be released to media/external outlets. It is the position of Notre Dame Elementary School 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 THE 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 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 THE SCHOOL COMMUNITY**

In the event that an employee is determined to have COVID-19, notice will be given to those school community members who sustained prolonged exposure (>15 minutes) to or near the employee. This notice will contain non-identifiable information regarding the employee.

#### **NOTICE OF EMPLOYEE INFECTION TO THE MEDIA/EXTERNAL COMMUNITY AND LOCAL HEALTH DEPARTMENT**

It is the position of Notre Dame Elementary School 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.

#### **NON-DISCLOSURE TRAINING**

Prior to the start of the school year, all NDE employees will be required to participate in non-disclosure to external sources training.

#### **HEALTH DEPARTMENTS CONTACT INFORMATION**

San Mateo County Department of Health  
(650) 573-2222

California Department of Public Health (CDPH)  
(916) 558-1784

Centers for Disease Control and Prevention (CDC)  
800-232-4636

#### **TRIGGERS FOR TRANSITIONING TO DISTANCE LEARNING**

In keeping with the [San Mateo County Coalition for Safe Schools and Communities Pandemic Recovery Framework](#), Notre Dame Elementary may close 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 Public Health may also determine whether a school closure is warranted for other reasons, including results from a public health investigation or other local epidemiological data. The school would implement its distance learning program until it has been deemed safe to return to school and all county health procedures have been followed and requirements have been met.



# APPENDIX G.1

## TESTING AND CONTACT TRACING TABLES

(From the [San Mateo County Coalition for Safe Schools Pandemic Recovery Framework](#))

The information and tables below are those found in the [San Mateo County Coalition for Safe Schools Pandemic Recovery Framework](#) pp. 40-42. They will be used by St. Timothy School in all procedures related to testing, cases, and contact tracing.

### Case, Close Contact, Indirect Contact

To understand the continuum of health concern for members of the public regarding the contracting of COVID-19, the Pandemic Recovery Framework uses the terms Case, Close Contact, and Indirect Contact to mean the following within a pandemic context

- Case: A *Case* refers to a person who tests positive
- Close Contact: A *Close Contact* refers to a person who is within 6 feet of a confirmed case for more than 15 minutes, regardless of face covering use.
- Indirect Contact: *Indirect Contacts* are people who may have been in proximity to a *Close Contact*





## Cases and Contact Tracing in the School Community

**Table 1: Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts to Known COVID-19 Cases**

Scenario	Immediate Actions
<p><b>Scenario 1:</b> A student or staff member either exhibits COVID-19 <b>symptoms</b>, answers “yes” to a <b>health screening question</b>, or has a temperature of 100.4°F or above</p>	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Recommend testing (If positive, see Scenario 3; if negative, see Table 2)</li> <li>• School/classroom remain open</li> </ul>
<p><b>Scenario 2:</b> A family member of a student or staff member OR someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Contacts should be quarantined for 14 days from the last exposure to the case</li> <li>• Testing can be considered but will not shorten 14-day quarantine. <i>One cannot test out of quarantine.</i></li> <li>• School/classroom remain open</li> </ul>
Scenario	Immediate Actions
<p><b>Scenario 3:</b> A student or staff member tests positive for COVID-19</p>	<ul style="list-style-type: none"> <li>• <b>The school Principal or designee must immediately notify SMC CD Control</b></li> <li>• Case should be isolated and excluded from school for at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, or date of positive test if case is asymptomatic</li> <li>• <b>Quarantine and exclude the affected cohort/pod</b> for 14 days after the last day the case was present at school while infectious. Specific questions should be directed to SMC CD Control.</li> <li>• Testing of contacts can be considered. Symptomatic contacts should be prioritized for testing (but a negative test will not shorten 14-day quarantine)</li> <li>• Thorough cleaning and disinfecting of classroom and primary spaces where case spent significant time</li> <li>• Other cohorts/pods continue in-person instruction. I.e., <b>the entire school does not need to close.</b></li> <li>• Send notification to affected cohort/pod</li> </ul>

**Table 2: Steps to Take in Response to Negative Test Results**

Scenario	Immediate Actions
A <b>symptomatic</b> student or staff member tests negative for COVID-19 and was a <b>household contact</b> to a case	<ul style="list-style-type: none"> <li>• Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.</li> </ul>
A <b>symptomatic</b> student or staff member tests negative for COVID-19 and was a <b>non-household close contact</b> to a case	<ul style="list-style-type: none"> <li>• Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.</li> </ul>
A <b>symptomatic</b> student or staff member tests negative for COVID-19 <b>without close contact</b> to a case	<ul style="list-style-type: none"> <li>• Student/staff may return to school 72 hours after resolution of symptoms</li> </ul>
Scenario	Immediate Actions
An <b>asymptomatic</b> student or staff member tests negative for COVID-19 and was a <b>household contact</b> to a case	<ul style="list-style-type: none"> <li>• Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.</li> </ul>
An <b>asymptomatic</b> student or staff member tests negative for COVID-19 and was a <b>non-household close contact</b> to a case	<ul style="list-style-type: none"> <li>• Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.</li> </ul>
An <b>asymptomatic</b> student or staff member tests negative for COVID-19 <b>without close contact</b> to a case	<ul style="list-style-type: none"> <li>• Can return to school/work immediately.</li> </ul>

Scenario	Immediate Actions
A symptomatic student or staff member who is <b>not a close contact</b> to a known COVID-19 case tests negative for COVID-19 after <b>Scenario 1</b>	<ul style="list-style-type: none"> <li>• Student/staff may return to school 72 hours after resolution of symptoms</li> </ul>
A symptomatic or asymptomatic student or staff member who is a <b>close contact</b> to a known COVID-19 case tests negative after <b>Scenario 2</b>	<ul style="list-style-type: none"> <li>• Student/staff must remain in quarantine for a full 14 days after:               <ol style="list-style-type: none"> <li>1. date of last exposure to COVID-19 positive non-household close contact OR</li> <li>2. date that COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.</li> </ol> </li> </ul>
A staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	<ul style="list-style-type: none"> <li>• Can return to school/work immediately.</li> </ul>

# Section H

## Health and Safety Maintenance Practices

The safety of employees and students is the first priority of Notre Dame Elementary. Upon reopening, NDEI will have been cleaned and disinfected. The school will adhere to all necessary ongoing safety and sanitizing precautions. NDEI will maintain safety by continuously cleaning and disinfecting per the chart below. Daytime staff members and custodial staff will be trained in appropriate cleaning practices per area of responsibility.

All cleaning supplies will be in compliance with the approved disinfectants (refer to Environmental Protection Agency (EPA) List N, Disinfectants for use Against SARS-COV-2 ) and will be reordered and restocked regularly to ensure adequate supply on site.

Area/Type	Frequency	By Whom
Classrooms, Offices	At the end of each use and day	Staff (daytime), custodial staff end of day/night.
Appliances (refrigerators/microwaves, etc.)	At the end of each use (handles) and day	Staff (daytime), custodial staff end of day/night.
Shared electronic equipment (copy machines, phones)	At the end of each use and day	Staff (daytime), custodial staff end of day/night.
High touch areas (light switches, handles, faucets, etc.)	A minimum of four (4) times per day	Staff (daytime), custodial staff end of day/night.
Restrooms	Four times per day	Custodial Staff
Common Areas	At the end of each use and day	Staff (daytime), custodial staff end of day/night.

# **SECTION J**

## **PROPOSED RETURN TO SCHOOL SCHEDULE**

Notre Dame Elementary proposes for the following return to school schedule via the hybrid (HiFlex) model. NDE will follow a phased return to in-person learning.

Kindergarten - Grade 3:	Monday, November 2
Grades 4-5:	Monday, November 9
Grades 6-8:	Monday, November 16

We are aware that some families may choose to continue distance learning at this time. Therefore, NDE will provide a hybrid model of instruction and learning (HiFlex). This will enable teachers to provide instruction simultaneously to students in the classroom and students who choose to continue distance learning.