



**2021-2022**

**Infectious Mitigation Plan  
RETURN-TO-SCHOOL PLAN**

**September 10, 2021**

**Saint Matthew Catholic School will be open for in person instruction in August.**

## **Letter from the Principal**

Dear Saint Matthew Community,

Saint Matthew Catholic School plans on returning to campus in the fall. Saint Matthew is committed to putting health and safety at the forefront of our journey, with the goal of delivering a solid educational experience. We value face to face instruction and the social and emotional needs of each of our students.

We have safety features on campus. We have hand sanitizer stations around campus and will utilize the lunch table area in a more open and spacious manner. All of these accommodations demonstrate our commitment to model the appropriate behavior. We will conduct our regular janitorial services with an increase in disinfection of high contact areas throughout the day and school year.

Our operations plan has been updated to reflect the State of California's COVID Public Health Guidance for K-12 Schools in California, 2021-2022 School Year.

We look forward to continuing to partner with you as we embark on new adventures in education. We remain vigilant to safety and to providing your child with a quality education.

Dr. Peterson

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## **Guiding Principles**

We have updated this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe, and to reduce the impact of COVID-19 conditions upon returning to school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the health department of San Mateo County, San Francisco Archdiocesan guidelines, and the San Mateo County Pandemic Recovery Framework.

As we plan to return to in-person instruction, our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to work and schools. Understanding that there is inherent risk in returning from social distancing while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need for life to continue.
  - a. Hygiene: Within classes, we will emphasize strong hygienic practice.
2. **Appearance:** Keeping school open daily. We will comply with county health ordinances.
3. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level, in their faith and in all core academic standards.
4. **Collaboration:** Prioritize collaboration between teachers, staff, and administration, create a climate to support educator's innovative ideas

This document will be updated regularly.

### **Classroom Requirements**

As of July 12, 2021 the evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (masking) are implemented. Physical distancing will be encouraged.

#### *Recordkeeping for track and trace efforts*

St. Matthew will work to track and trace student movement throughout the building with our multiple schedule to operate a school of this magnitude.

#### *Training for staff for student illness*

Saint Matthew will work to teach all students and staff to be alert for symptoms. Teachers will watch for cough, shortness of breath, or other symptoms of COVID 19. Staff will be trained to

support student's mental health. A nurse from San Mateo County Health will address the entire campus staff at the opening meeting on infectious disease.

### **Cleaning and Supplies**

#### *Facilities Cleaning*

The safety of our employees and students is our first priority. Saint Matthew Catholic School will continue to adhere to all necessary safety precautions. The summer months had the janitors cleaning all rooms and offices.

When touching shared classroom or office equipment such as copiers and printers, or shared kitchen equipment such as Keurig machines, microwaves, refrigerators, and water fountains use of a tissue instead of direct contact is recommended and equipment should be wiped down if direct contact is necessary. In addition, the day janitor will wipe down high touch points throughout the day.

#### General Disinfection Measures

<b>Category</b>	<b>Area</b>	<b>Frequency</b>
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, Keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, Light switches, Sinks, Restrooms	After each recess
Common Areas	Extended Care, Gym, Play Structure, Ward Hall/Auditorium	At the end of each use/day; between groups
Common Area	Lunch Table	Between each group

*School Procured Additional Supplies*

<b>Item</b>	<b>Quantity</b>	<b>Notes</b>
Masks	500	For staff/students who forget their own.
Staff Gloves	500 count/class	Nitrile gloves
Hand Sanitizer	1 per class	Quart size, refillable containers
Sanitizing Wipes	As needed in all areas	Use to wipe high traffic and common areas regularly
Cleaning Solution		Alcohol-based; to be used by custodial staff
Bio disposal units	Campus	For used/soiled masks, gloves, and wipes
Restroom Soap Dispensers		Checked and refilled daily
Thermometers and O2 readers	19	School Office and one in each classroom
Acrylic/Plexiglass		Office counter

*Supplies Provided by Families/Students*

<b>Item</b>	<b>Quantity</b>	<b>Notes</b>
Masks		Clean mask worn daily
School Supplies		No shared supplies
Personal hand sanitizers	8oz individual bottles	



### *Classroom Cleaning*

Throughout the day the teacher will instruct students to wipe down their desks. We will have **two** janitors on campus to clean the campus throughout the day going over high touch points.

### Lunch/Recess Cleaning

Mrs. Diaz yard supervisors will clean tables after every use.

### Cleaning and Disinfection per CDPH

- Per CDPH COVID-19 guidance, cleaning once a day is usually enough to sufficiently remove potential viruses that may be on surfaces.
- If a facility has had a sick person with COVID-19 within the last 24 hours, the school will clean AND disinfect the spaces using a fogger disinfectant.

### **Cohorting**

The CDPH does not address cohorting in its 2021-22 guidance. Saint Matthew will keep the students in safe and reasonable cohorts.

### **Communication**

#### *Confidentiality*

Maintaining the dignity of every child is a priority of Saint Matthew Catholic School. In cases where health protocols require contact tracking and tracing, such is the case with COVID-19, St. Matthew Catholic School 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.

*Sample Communication Letter as Provided by County*

**Message to Families of Unvaccinated Exposed Students - Class Was Fully Masked**

This letter goes only to specific families and staff - not the whole school

*Note: Every situation is unique, and this template is only provided as a guide. The template will be updated as public health guidance changes and should be customized to meet the unique needs of your school/district.*

**ENGLISH VERSION**

Dear [XXX School/Classroom] Parents/Guardians:

The health and safety of our students and staff is our top priority. This letter is to inform you that [you or your child are/is] a likely contact of a member of our school community who has tested positive for COVID-19. That person is considered a *Case* and [you/your child are/is] considered a *Close Contact*.

The school community member who is a *Case* is in isolation and working with their healthcare provider to identify additional steps. We have also conducted a thorough cleaning of the [school/classroom].

We determined that all students and staff were wearing masks when the exposure took place, and therefore your child may continue to attend in-person instruction at school as long as they remain asymptomatic and undergo COVID-19 testing twice weekly during a 10-day modified quarantine period. [Add additional details, e.g. We will offer that testing at school, and an authorization form is attached. You may seek this testing elsewhere, but you will need to submit the results on the schedule we provide.]

Please note, your child will need to quarantine for all extracurricular activities, including sports, and activities within the community setting.

We will update you with any additional pertinent information when we receive it. Please continue to monitor [your child/ren] for symptoms and keep them home if they or someone in your household is experiencing symptoms. Please contact your healthcare provider if you have any additional questions or concerns.

Consistent with privacy laws and our own policies, we are not able to share more specific information concerning the community member who tested positive. As members of a

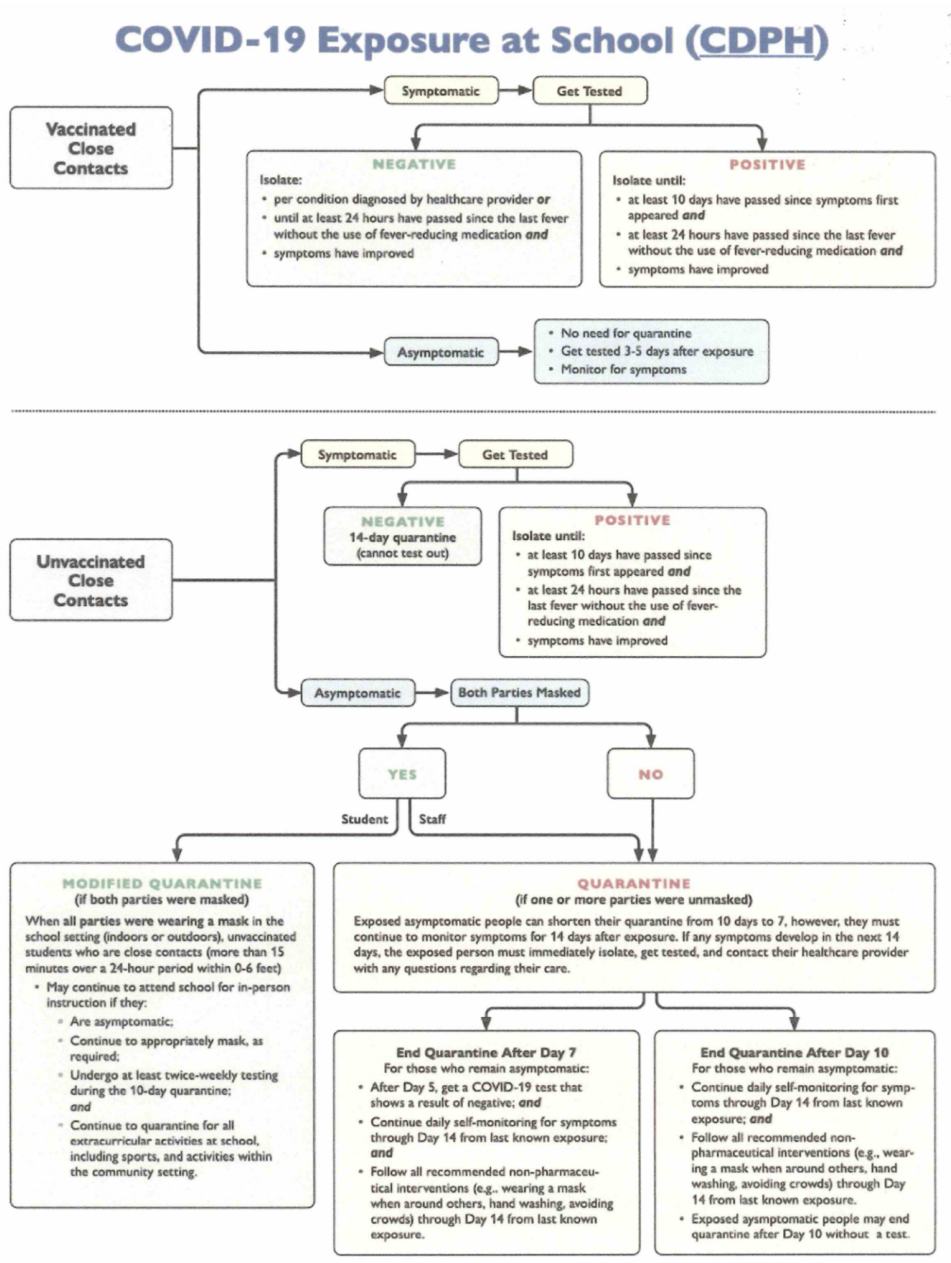
compassionate and caring community, I ask everyone to respect each other’s privacy, especially around health information.

Thank you for your continued support.

Sincerely,

[Name]

### Covid Exposure Chart



### **Curriculum**

In addition to state mandated content standards and curriculum, Saint Matthew Catholic School will include in the science curriculum components on Social Distancing and Handwashing.

### **Discipline**

The school will enforce new rules and regulations in regards to infectious disease. The school will not tolerate the misuse of PPE or not respecting the individual who is complying with the regulations. The first offense will be a verbal warning, the second offense will be a notice and email notification to the parent, and detention will be used if deemed necessary by the administration.

### **Distance Learning**

Saint Matthew Catholic School created a distance learning landing page on our portal this page will still remain should we need to pivot.

Every student will be using Google classroom. Parents in grades K-3 will receive their child's log in so you may access Google classroom.

### **Equipment and Essential Protection**

*Staff and students* will have temperature checks before entering the classroom.. The health screen will be done at home. If the teacher has a temperature they notify the principal and leave campus.

### **Equipment and Essential Protective Equipment**

Saint Matthew Catholic School has protective equipment and cleaning supplies. These include touch-free thermometers for every classroom and office, hand sanitizer, gloves, sanitizing wipes, and face masks. Sneeze guards and partitions have been purchased and are installed in the office area. Supplies will be replenished and additional equipment ordered as needed.

### **Extended Care (CASA)**

We will resume extended care in the fall.

### **Extracurricular and Athletic Activities**

- Students who are not vaccinated and have been exposed must quarantine for 10 full days for all extracurricular activities (e.g., at school, within the community settings).
- Students who are not vaccinated may not participate in extracurricular and athletic activities after an exposure to COVID-19.
- Students who are vaccinated and have been exposed do not require quarantine unless symptomatic.
- All students who participate in indoor sports and other higher-risk activities must continue to wear masks and should maintain physical distance as much as possible.

### **Facility Adjustments**

- The office has plexiglass shields to protect those who must conduct face to face interactions.
- The resource room has a plexiglass shield for those who must conduct face to face interactions.

Typical Classroom



Hand Sanitizer in every classroom



### **Family Education**

We have provided a link under the school’s family portal (website) to county educational material. Each month New Parent Education articles, webinars, and videos are posted under the “Parent Education Series” tab.

### **Financial Planning**

*Tuition:* The school principal and finance council conservatively estimated any potential shortfall in collections. All tuition collection expectations are to be clearly communicated via our tuition agreement and deferrals of obligation will have a set due date. Families are asked to set up a meeting with the principal for a payment plan with due dates.

*Budget:* The school principal along with the finance council will conservatively budget for the 2021-2022 school year considering staffing, resources, supplies, technology, facilities, EPE, and possible unexpected expenses.

### **Food and Other Deliveries**

All students must bring their lunch to school or order from Choicelunch. Choicelunch will be delivered to the classrooms. Choicelunch will be a grab and go scenario. **We ask that there be no food delivered to students during the school day** and that students do not share food with others. **Personal deliveries such as packages should not be delivered to the school.**

- Saint Matthew students eat outdoors. We will maximize physical distance as much as possible when students and staff are eating indoors.
- Custodial staff will clean frequently touched surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.

### **Gatherings**

Although CDPH does not address gatherings in its guidance.

### **Health and Hygiene**

#### *Handwashing*

All restrooms are equipped with soap dispensers. Frequent hand-washing with soap and water remains one of the best ways to avoid spreading germs. Everyone should get in the habit of washing their hands immediately upon arrival and many times throughout the day, and should avoid touching their eyes, nose and mouth with unwashed hands.

Each teacher will create protocols for washing hands throughout the day and at certain times before lunch.

Students and staff will be aware to hand sanitizer throughout the day.

#### *Hand Hygiene*

Promoting and making time for hand washing is a CDPH-recommended safety layer. As appropriate and feasible:


- Staff will provide students with training on proper handwashing technique.
- Students will wash hands and use hand sanitizer throughout the day, including during bathroom breaks, lunch time, and before and after PE.
- If sinks are available staff will provide students with time in the classroom for handwashing.
- Hand sanitizer and hand sanitizer stations are available on all school sites.

- Saint Matthew will also ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, masks, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

### Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and parents, students are required to conduct a self-screening of COVID-19 symptoms and only attend school if the temperature is no greater than 100.4 degrees Fahrenheit .

### Typical Health Screening Questions:



**SAN MATEO COUNTY HEALTH**  
**PUBLIC HEALTH,**  
**POLICY & PLANNING**

Dr. Scott Morrow, Health Officer  
Cassius Lockett, PhD, Director

Public Health, Policy & Planning  
225 37th Avenue  
San Mateo, CA 94403  
smchealth.org

<b>Sample COVID-19 Health Screening Questionnaire</b>
A person who answers "Yes" to any one of the following questions <u>cannot</u> enter the school facility.
<p><b>1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?</b> Yes – STAY HOME and seek medical care as needed.</p>
<p><b>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.</b> Yes – STAY HOME and consult with your medical provider as needed.</p>
<p><b>3. Have you had any new or unexplained symptoms since the last symptom check?</b></p> <p><b>In the absence of a more likely diagnosis:</b></p> <p><b>At least 1 of the following:</b></p> <ul style="list-style-type: none"> <li>• Fever (temperature ≥ 100.4° F /38° C or subjective fever)</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., new olfactory or taste disorder)</li> <li>• Painful purple or red lesions on the feet or swelling of the toes ("COVID Toes")</li> </ul> <p><b>OR At least 2 of the following:</b></p> <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> <p>Yes – STAY HOME and seek medical care/testing.</p>





Any student showing signs of illness will have their temperature taken in the isolation room, and students with a temperature above 100.4 degrees or showing any respiratory symptoms will be isolated and sent home.

The school will have a secondary location for those showing signs of illness.

#### *Isolation Room*

The school has created an isolation located near the office, (Ms. Diaz's office). This room has its own entry. The room is out of the main flow from students. If a student presents any symptoms they would be sent to this location for further observation.

#### *Instruction for handwashing*

The school will teach and reinforce handwashing with soap and water for at least 20 seconds.

#### *Instruction for sneezing and coughing*

The school will teach and reinforce appropriate measures to sneezing and coughing. Teachers will explicitly teach and frequently reinforce cough/sneeze etiquette as important strategies in slowing the spread of COVID-19 and other infectious diseases. Students will be instructed to wash/sanitize hands following coughing or sneezing as well as refraining from touching their eyes and faces.

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### Independent Study

If your class does not have an active case and your child will not be at school, they will be placed on independent study. Independent study is for two weeks. As with any independent study, there is limited contact with the school.

### Maps

*Entrance - Morning Drop Off*

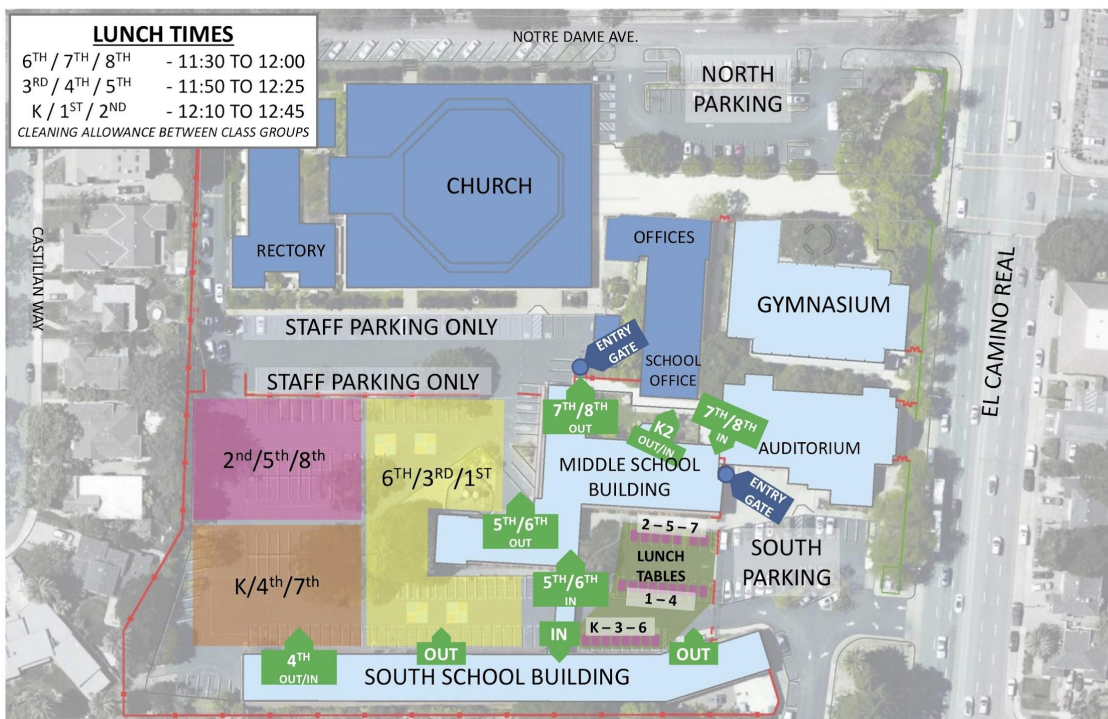
*(this map is under construction)*

Exit - Afternoon Pick Up

**PM  
AFTERNOON  
PICK UP  
2021**

ST. MATTHEW CATHOLIC SCHOOL CAMPUS  
910 SOUTH EL CAMINO REAL, SAN MATEO, CA 94402  
PHONE: 650 . 343 . 1373 www.stmatthewcath.org

### Lunch

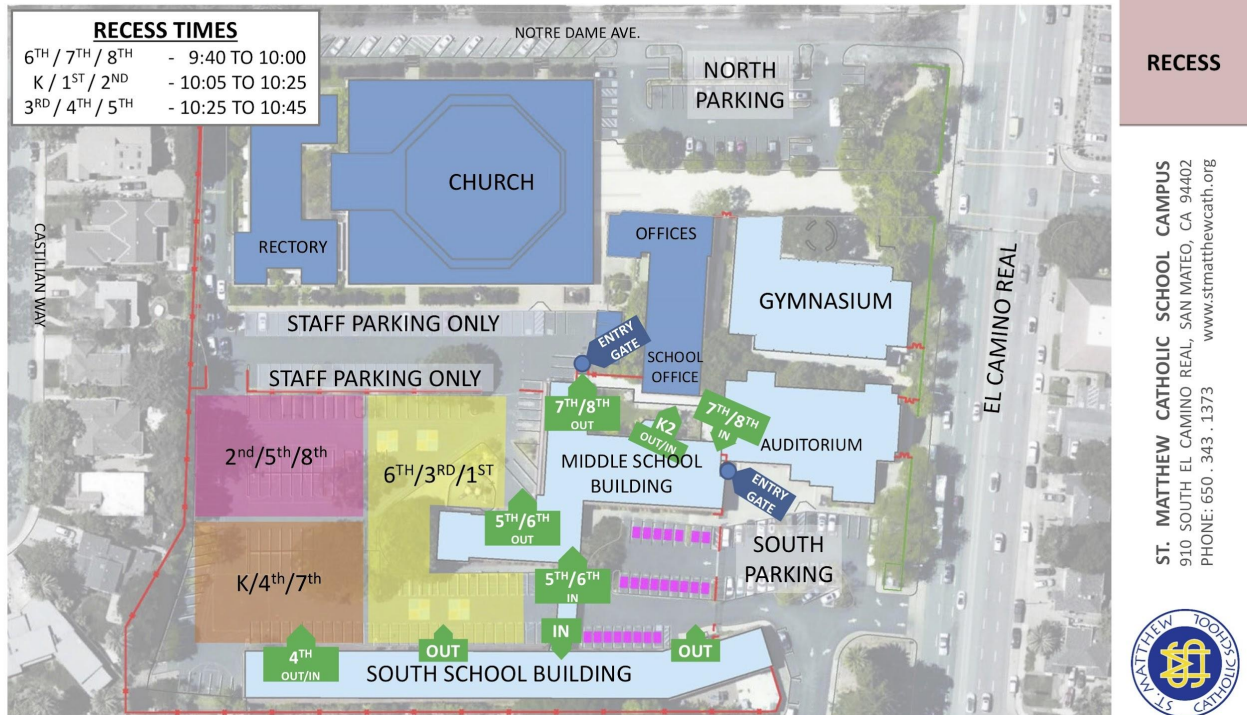


### LUNCH

ST. MATTHEW CATHOLIC SCHOOL CAMPUS  
 910 SOUTH EL CAMINO REAL, SAN MATEO, CA 94402  
 PHONE: 650 . 343 . 1373    www.stmatthewcath.org



## Recess



## Masks

Per the San Mateo County Health Officer's [order](#), Saint Matthew will require universal masking inside schools. The following summarizes Saint Matthew masking policies:

- All students are required to mask indoors except those who are exempt based on **CDPH face mask guidance**. Exemptions include:
  - Persons younger than two years old.
  - Persons with a medical condition, mental health condition, or disability that prevents wearing a mask. This includes persons with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance.
  - Persons who are hearing impaired, or when communicating with a person who is hearing impaired, the ability to see the mouth is essential for communication.

- Persons for whom wearing a mask would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
  - All adults are required to wear a mask per the San Mateo County Health Officer's [order](#).
  - Staff and other adults exempted from wearing a mask due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
  - Saint Matthew will provide a mask to students who fail to bring one.
  - Masks are optional outdoors. However, Saint Matthew will continue to monitor transmission in the school and community and adjust this policy as needed.
  - Staff will wear a mask indoors and outdoors.
  - In outbreaks, all employees must wear masks indoors and outdoors regardless of vaccination status.
- 
- Students and staff are required to wear a face covering in all indoor areas and common spaces on campus.
- 
- A face covering should not be medical-grade or use a valve device. A face covering should be considered essential clothing that is laundered at home by hand or machine washing and worn to school each day.
- 
- Students from kindergarten through eighth grade, all staff, and campus visitors must wear a face covering to school, while walking across school grounds, and in common areas of the campus. Wearing a face covering in the classroom is required for students and staff, although some children may not have tolerance for wearing the face covering over the long duration of a school day.
- 
- The school has masks available in every classroom for use should it be necessary, should a student forget or it gets dirty. If a student refuses to wear the face covering, the student will not be allowed on campus for in-person instruction. Teachers are encouraged to develop activities and classroom protocols to help students understand the rationale for wearing face coverings and to develop classroom culture that supports face coverings.

### **Mass**

Weekly Mass will resume under the Archdiocese and county officials guidelines. At this time, only half the school population will be in the church while the other half will watch live

streamed as we are in limited numbers in the church. The class assigned to the specific Friday Mass will work directly with the pastor and be present in the Church.

### Physical Distance

As of July 2021 distancing is no longer required.

The CDPH does not include any recommendations concerning physical distancing in schools and reports that, “Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented.”

Saint Matthew will maximize physical distance as much as possible when students and staff are eating indoors. Saint Matthew will also arrange for students and staff to eat outdoors as much as feasible.

Library, technology lab, or cafeteria will have a cleaning protocol between rotation of classes.

Utilize outdoor space for instructional purposes whenever possible.

Lunch will be delivered to classrooms in order to reduce mixing of students.

### Recess/Lunch Policies

Recess~ We have created a map for each grade to have a designated area. Playground equipment will be assigned per classroom.

#### Walking Pattern

At the designated recess time, students will exit to the yard using their assigned walk pattern. At the end of the recess period the yard supervisor will have the students walk in a methodical manner to enter the building. Students will enter the building using the designated entry point and immediately enter their classroom. Whenever students enter or exit the building they will do so in a single file line and maintain social distance.

### Equipment

Each class will have their own playground equipment.

### Meal Time

The classes will have assigned tables to sit at daily.

All surfaces will be wiped down before the students use the surface to eat.

Choice Lunch ~ Please see the section on Food.

### **Sanitation Areas**

The campus has purchased hand sanitizer dispensers which will be in the lunch area and points of entry.

### **School Schedule**

#### **Morning Drop-Off**

Drop-Off Hours: 7:45 AM - 8:00 AM

Protocol: Students will exit their cars and be directed by staff to head directly to the assembly area. Teachers will conduct temperature checks at the classroom door after morning assembly.

#### **Recess and Lunch Schedule**

Students will eat lunch at their assigned seats at the blue lunch tables in their new spot with consideration of social distancing. Students will recess/lunch in assigned areas of the campus (upper playground, lower playground, courtyard or play structure).

Time	Activity	Grade Level			
9:40 -10:00	Recess	6	7	8	
10:00 - 10:20	Recess	K	1	2	
10:20 - 10:40	Recess	3	4	5	
11:30 - 12:00	Lunch	6	7	8	
11:45 - 12:20	Lunch	3	4	5	



12:05 - 12:40	Lunch	K	1	2	
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### School Tours

School tours will resume in fall. The tours will not enter a classroom. Generally, the admissions director walks on the outside perimeter of the building.

### School Supplies

There will be no sharing of supplies between students. Students will keep individual supplies and books at their seats.

## Sick

### Stay Home When Sick and Get Tested

CDPH does not recommend that schools use screening questions before students or staff attend school. Instead, the focus is on reminding staff and families that those who are not feeling well should stay home. The CDPH notes that getting tested for COVID-19 when symptoms are consistent with COVID-19 will help with rapid contact tracing and prevent possible spread at schools. CDPH recommends that staff members and students with symptoms of COVID-19 infection not return for in-person instruction until they have met these criteria:

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; *and*
- Other symptoms have improved; *and*
- They have a negative COVID-19 test, **OR** a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) **OR** a healthcare provider has confirmed an alternative named diagnosis (e.g., Strep- toccocal pharyngitis, Coxsackie virus), **OR** at least 10 days have passed since symptom onset.

Students, teachers, and staff who have symptoms of infectious illness, such as influenza (flu) or COVID-19, should stay home and be referred to their healthcare provider for testing and care.

Staff should contact the principal if they are experiencing any common symptoms of COVID-19 or are not feeling well. Parents and guardians should contact [Staff Member] if their student is not feeling well.

Saint Matthew staff will remind parents and guardians to keep children home if they are showing signs and symptoms of COVID-19 and get them tested.

### Common Symptoms of COVID-19 (CDPH)

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

## Sick at School

When a student or staff member is sick while on campus, Saint Matthews Staff must escort the person to the school's isolation room and provide a COVID-19 test, if available. If not, the student or staff member should leave campus and seek a test from their healthcare provider or a community testing site.

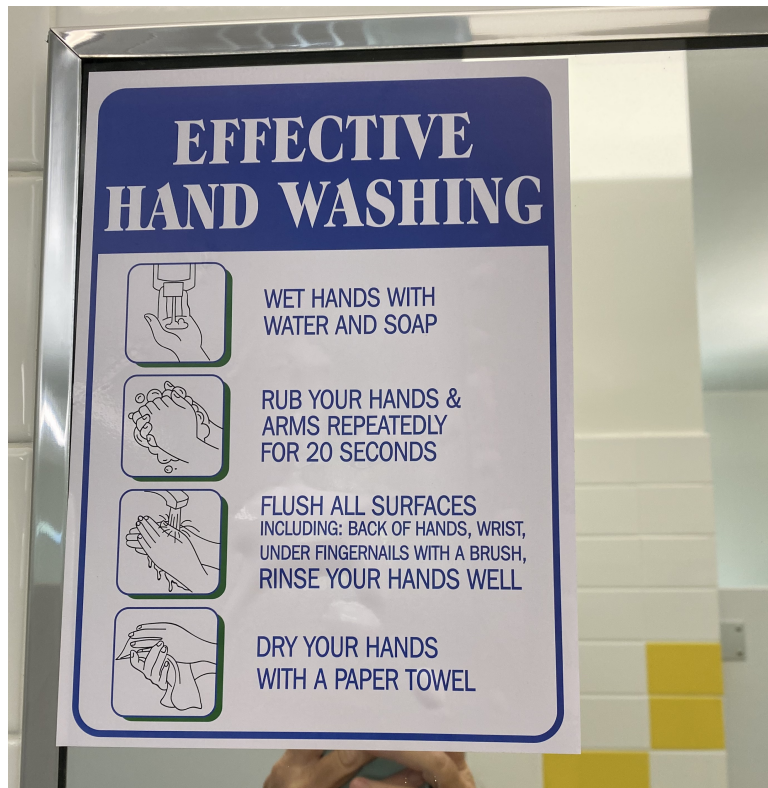
If the student or staff member tests positive for COVID-19, they will be directed to contact their healthcare provider for follow up response and monitoring.

If the student or staff member tests negative for COVID-19, they may return to school following the school's health policies, which is usually 24 hours after a fever subsides without the use of medication and symptoms have improved. Saint Matthew will ask for 72 hours at this time.

Saint Matthew staff will refer to this [CDC chart](#) for a step-by-step approach to responding when a student or staff member is sick while on campus.

### Signage

*Example Bathroom*



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# WELCOME BACK!

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We missed you!

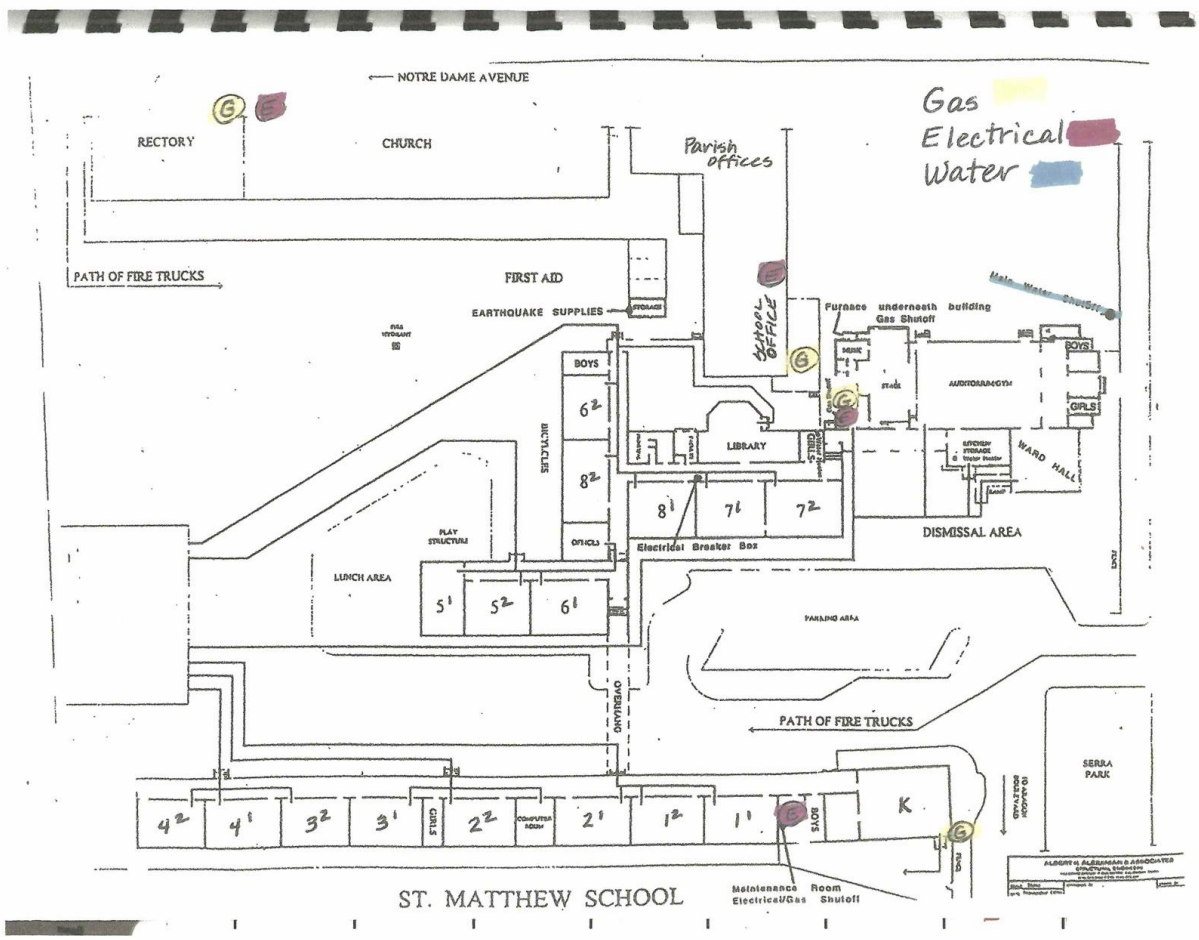
The health and safety of our staff and community members is our top priority. We kindly ask that you wear a mask and practice social distancing while on our school and parish campus.

If you have a cough or a fever, please come back and see us when you're feeling better.

Thank you!



**Site Plan for Tracking and Tracing**



**Social Distancing**

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying at least six feet apart from others and eliminating contact with others whenever possible.

### **Tracking and Tracing**

Saint Matthew will adhere to the county for tracking and tracing.

### **Response to Suspected or Confirmed Cases and Close Contacts Suspected COVID-19 Case(s):**

In general practice, if students, teachers, and staff present with fever, respiratory infection, or other COVID-19 symptoms, send them home immediately. Separate them from others in an isolation room established on campus until they go home. —

- Recommend students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms. Require that parents/guardians and staff notify the Principal/school administration immediately if the student or staff tests positive for COVID-19. —
  - Keep students who are waiting to be picked up in a previously designated isolation room in an area that others do not enter or pass through. Make sure that students keep their face coverings on.
  - If possible and safe, when parents or guardians arrive to pick up a sick student, have the student meet them outside instead of allowing the parents or guardians into the building. —
- Close off areas used by any sick person and do not use them before thoroughly cleaning and disinfecting.

- —Find alternative locations for students and teachers whose regular classroom is being cleaned or disinfected.

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

San Mateo County Health recommends school administrators take the following steps if one student, teacher, or other staff member is confirmed positive for COVID-19:—

- The school Principal or designee should immediately notify SMC CD Control of any positive COVID-19 case.—
- District designees will notify the Office of the County Superintendent.—
- School and district staff will communicate with the infected individual to confirm they are under medical care and have a plan to self isolate according to the CDC’s protocol. —
- Confirm that other members of the household who are also part of the school community remain at home in self-quarantine per County Health guidelines. —
- Notify staff and families of the affected cohort/pod of the positive COVID-19 case while maintaining confidentiality as required by state and federal laws. Quarantine and exclude the affected cohort/pod for 14 days after the last day the case was present at school while infectious. Information concerning confidentiality can be found here. —
- Close off areas used by any sick person and do not use them before thoroughly cleaning and disinfecting.
- Find alternative locations for students and teachers whose regular classroom is being cleaned or disinfected. —
- Advise sick staff members and students with confirmed COVID-19 not to return to school until they have met the discontinuation of home isolation criteria, usually at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, defined as resolution of fever without the use of fever-reducing medications if fever was present and improvement in other symptoms. —
- Because a test can remain positive long after an individual is no longer infectious, proof of a negative test should not be required prior to returning to the workplace after documented COVID infection.
-

**Close contacts to confirmed COVID-19 Case(s):**

San Mateo County Health recommends school administrators take the following steps if one student, teacher or staff member is confirmed to have been in close contact with someone who is confirmed positive for COVID-19:

- —Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home. Because one cannot test out of quarantine, they should, even if they test negative, remain in quarantine for a full 14 days after
  1. date of last exposure to COVID-19 positive non-household contact OR
  2. date that COVID-19 positive household member completes his/her isolation.—
- While a negative test will not shorten the duration of quarantine, students or staff with close contact to a confirmed case should be encouraged to get tested to help inform appropriate isolation/quarantine periods.
- —Take immediate measures to sanitize and disinfect the school property impacted by the Close Contact. —
- There is no need to document evidence of a Close Contact with County Health, but continue to consult with the County Superintendent and County Health officials as needed.
- —Maintain privacy of health and medical information for all individuals at all times per the ADA and FERPA laws. —
- Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.
- —No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case but were contacted to a contact. For example, if a student is under quarantine due to contact with a household member who is a confirmed case, the student's cohort can continue with in-person instruction.
- —Those who test positive should not return until they have met criteria to discontinue home isolation (see box above for Confirmed COVID-19 Case(s)).

**Return to Campus Criteria:—**

- Symptomatic individuals who test positive for COVID-19 should not return until they have met the discontinuation of home isolation criteria, usually at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, defined as resolution of fever without the use of fever-reducing medications if fever was present and improvement in other symptoms. —
- Asymptomatic individuals who test positive for COVID-19 can usually return 10 days after the collection date of their positive test result. —



- Symptomatic individuals who test negative for COVID-19 can usually return 72 hours after resolution of symptoms as long as they were not contacted with a known case of COVID-19. —
- Anyone (symptomatic or asymptomatic) who tests negative for COVID-19 and who is a non-household close contact or a household contact to a confirmed case of COVID-19 should not return to campus until completion of a full 14-day quarantine after
  1. date of last exposure to COVID-19 positive non-household close contact or
  2. date that COVID-19 positive household member completes his/her isolation.

See San Mateo County Health’s website for complete information in responding to cases and close contacts in the school community.

## Travel

Please see the table below for CDC recommendations and requirements concerning travel. Schools may also want to share the CDPH’s [flyer concerning travel](#) with families and staff.

Domestic Travel	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before travel	✓	
Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don’t get tested.	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓
International Travel	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before traveling out of the US	✓	
Mandatory test required before flying to US	✓	✓
Get tested 3-5 days after travel	✓	✓
Self-quarantine after travel for 7 days with a negative test or 10 days without test	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓

## Response Testing and Quarantine

### Definitions

**Fully vaccinated:** two weeks have passed since individual received their final dose of COVID-19 vaccine.

**Close Contact:** anyone who was within 0-6 feet indoors of a Case for more than 15 minutes over a 24-hour period.

### Testing and Quarantine of Vaccinated Close Contacts

Saint Matthew will follow the CDPH's guidance for schools on response testing and quarantine, which include the following:

- Fully vaccinated people should get tested if experiencing **COVID-19 symptoms**.
- If fully vaccinated people test positive for COVID-19, they should follow CDPH and local health department guidance regarding isolation and/or exclusion from high risk settings.
- Fully vaccinated students, teachers, and staff with no COVID-19 symptoms do not need to be tested following an exposure to someone with COVID-19.
- Following a known exposure at work, fully vaccinated workers do not need to quarantine if asymptomatic.
- Per Cal/OSHA, fully vaccinated employees do not need to be offered testing or excluded from work after close contact unless they have COVID-19 symptoms.
- The CDC now recommends that fully vaccinated people who have a known exposure to someone with suspected or confirmed COVID-19 to be tested 3-5 days after exposure, and to wear a mask in public indoor settings for 14 days or until they receive a negative test result.

### Testing of Those Who Previously Had COVID-19

People who have tested positive for COVID-19 within the past three months and recovered do not need to get tested following an exposure as long as they do not develop new symptoms.

## Testing and Quarantine of Unvaccinated Close Contacts

### When Both Parties Were Wearing a Mask

When both parties were wearing a mask in an indoor or outdoor school setting or school bus, **students** who are unvaccinated and are close contacts may undergo a modified 10-day quarantine and continue to attend school for in-person instruction if they:

- Are asymptomatic;
- Continue to appropriately mask, as required;
- Undergo at least twice weekly testing during the 10-day quarantine; and
- Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

CDPH provides the following testing guidance for students in modified quarantine.

- Testing should begin immediately after being exposed to someone with COVID-19. Subsequent testing should occur at least 3 days apart.
- Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.

According to CDPH, students in modified quarantine:

- Are strongly encouraged to wear masks when outdoors .
- May participate in all required instructional components of the school day, except activities where a mask cannot be worn, such as while playing certain musical instruments.
- May eat meals on campus using food service recommendations provided in this plan.

Please note: modified quarantine does not apply to teachers or other adults.

### When One Party Was Not Wearing a Mask

When one party was not wearing a mask, those who remain asymptomatic may discontinue self-quarantine under the following conditions:

- Quarantine can end after Day 10 from the date of last exposure without testing; OR
- Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.

- To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
  - Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
  - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested, and contact their healthcare provider with any questions regarding their care.

### **Additional Requirements Concerning Employees Who Are Not Vaccinated**

Per Cal/OSHA, [School/District] must:

- Exclude employees who have COVID-19 symptoms and/or are not fully vaccinated and have had a close contact from the workplace and, if that close contact is work related, ensure continued wages.
- Offer COVID-19 testing at no cost during paid time to their employees who are not fully vaccinated and had potential exposure to COVID-19 in the workplace, and provide them with information on benefits.

### **Tests to Assess Status during Quarantine or to Exit Quarantine**

- Any FDA-approved diagnostic test is acceptable for evaluation of an individual's COVID-19 status. This includes antigen diagnostic tests and PCR diagnostic tests. PCR tests are preferred, but not required. See the CDPH school testing resources for more information.
- Collection of diagnostic specimens for asymptomatic persons during quarantine may occur in schools, healthcare settings, or other locations supervised by school or healthcare personnel . Specimens may be processed at the point-of-care (POC) or in a laboratory.
- At this time, at-home testing is not recommended for evaluation of an individual's status during quarantine.
- For persons in quarantine who experience symptoms, a negative result from an antigen test or POC molecular test results should be confirmed with a laboratory-based PCR test.

## Case Reporting and Contact Tracing

The COVID-19 Point Person for all schools is [Name], [Title], and [Name], [Title], will serve as the designated alternate. All school staff and families will be informed of the designated staff person and how to contact them.

Saint Matthew staff will following this protocol where there is one or more confirmed cases of COVID-19 in the school community:

- The principal/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) at [COVID19\\_SchoolTeam@smcgov.org](mailto:COVID19_SchoolTeam@smcgov.org).
- The School COVID-19 Point Person will immediately notify [School/District's] 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 School COVID-19 Point Person will collect 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 principal COVID-19 Point Person will notify the Superintendent.
- The School COVID-19 Point Person will notify the school community using template letters provided in the Pandemic Recovery Framework.

Saint Matthew will comply with the notice obligations set out in SB 586, ensuring that staff and families will receive prompt notifications of exposures and closures, while also maintaining confidentiality.

School staff will receive training regarding COVID-19 reporting protocols in the event they receive a positive test result.

Saint Matthew will maintain accurate records and track all COVID-19 cases, while ensuring medical information remains confidential. These records must be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

**Per Cal/OSHA** guidance, Saint Matthew will provide written notice within one day of learning of a case to people at the school site who may have been exposed to COVID-19.

## Outbreaks

In the case of an outbreak, Saint Matthew will follow these protocols:

- Provide written notice of a school site outbreak (three or more cases in an exposed workgroup in a 14-day period) and major outbreaks (20 or more cases within a 30-day period).
- During any outbreak, masks are required regardless of employee vaccination status both indoors and outdoors when employees are less than six feet from another person.
- During major outbreaks, six-foot physical distancing is required where feasible, both indoors and outdoors.

### **Traffic Team**

Our fantastic traffic team will be at assigned areas to ensure safety of all students. Local law enforcement always compliments our staff for doing an outstanding job, we are confident we will uphold the confidence.

### **Training**

All staff will be trained at the start of school by a county health official on COVID measures to prevent and what to do should a student appear to display signs. (See Appendix A notes on training).

Family education is directly through our school website portal. The school will use the majority of the resources provided by local and state authorities.

Saint Matthew staff will participate in a safety protocol meeting with a county nurse to review and discuss COVID.

## **Vaccination**

Vaccination is an important strategy to protect both students, staff, and community members. Saint Matthew school staff members who are eligible are vaccinated. Saint Matthew will work to support all community members who are unvaccinated to learn more about the vaccine and the benefits of vaccination. Steps will be taken to protect those who are not vaccinated.

If a Saint Matthew student is vaccinated they will use the same protocols that are used to collect and secure other immunization or health status information from students. These protocols comply with relevant statutory and regulatory requirements, including Family Educational Rights and Privacy Act (FERPA) statutory and regulatory requirements.

If a student or staff member is unable or unwilling to share their vaccination status, they will be treated as **not vaccinated** for all purposes of this plan.

### **Visitor Restrictions**

Parents and visitors to Saint Matthew will be required to follow the same health protocols as students and staff.

Saint Matthew will limit nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated, particularly when there is moderate-to-high COVID-19 community transmission.

Saint Matthew will not limit access for direct service providers but can ensure compliance with school visitor policies.

Anyone, including visitors, who have symptoms of infectious illness, such as flu or COVID-19, should stay home and seek testing and care.

#### **All visitors are required to wear masks while indoors on campus unless exempt.**

Saint Matthew will implement measures to communicate to non-employees the mask requirements on their premises.

Saint Matthew may request that visitors provide proof of vaccination status before entering campus. If visitors are not vaccinated or refuse or are unable to provide this information, they must follow all school policies related to not vaccinated individuals.

### **Ventilation**

Ventilation will be maximized within all occupied indoor spaces through some combinations of operable windows, mechanical ventilation system, and/or portable air cleaners in a manner that complies with county guidelines.

- Outdoor windows and doors will be open as weather allows.
- All classrooms have in-room (portable) air cleaners to improve indoor air quality.
- When experiencing unhealthy air quality typically associated with wildfires, the school sites will implement the Big Five Shelter in Place Protocol, which includes:
  - Keeping doors and windows shut.
  - Holding outdoor classes and meals inside.
  - Setting the central system's circulating fan to operate continuously.
  - Using portable air cleaners in rooms.
- The principal will monitor [air quality](#).

### **Walking to School**

Morning~ Students walking or bike riding independently must arrive at the morning assembly area.

Pick up~ Parents can meet their child at the flagpole.

### **Water Bottle Policy**

Students will be required to bring their own water bottles. School drinking fountains will be available for refill of bottles only; in the main building a new water bottle refill station is now available. Students will not utilize fountain spigots for drinking.

### **Yard Duty**

All parents who are volunteering to do yard duty must wear a mask for the health and well being of our students. The check in location is the flagpole.

## **Frequently Asked Questions and Answers**



**What do I do if I have to pick up my child early?**

Please let the office know early in the mornings. Call the office when you arrive and inform us you are here. We will then call your child to the office and meet you at the front gate by the flagpole where you can meet and sign out him/her.

**What if a student needs to use the restroom?**

All bathrooms will be cleaned during the day. Students will be required to wear a mask to the bathroom.

**What safety measures will be in place in the classrooms?**

All students will be required to have their own mask (the school will have a limited supply of extra masks). Each classroom will have a hand sanitizing station at the front of the door. The doors will have an in and out; i.e. defined points of entry and points of exit, so it is one directional.

**What if I walk to school?**

For those families who live within walking distance and choose to walk to school, we will publish the protocol for the directional route you must take to walk to and from campus.

**Appendix A****Staff In-service St Matthew Catholic School Fall 2021**

1. **Covid-19 overview:**
  - a. Symptoms review: fever, cough, sore throat, difficulty breathing, loss of taste or smell, body aches, diarrhea/vomiting
  - b. Exposure: incubation 2 days to 14 days, may be asymptomatic during this time
  
2. **Proper use of PPE:**
  - a. Video donning and doffing mask and gloves <https://youtu.be/1HE8Z-kVbW0>
  - b. Use of gloves only recommended if contact with contaminated surfaces or body fluids (clean hands before putting on gloves and after properly removing gloves)
  - c. Use a mask while in the classroom with others present, may remove mask and wear face shield ONLY if 8-10 feet between Teacher and others
  
3. **Handwashing:**

- a. Please watch a video from WHO on handwashing standard. <https://youtu.be/IisgnbMfKvI>
- b. In addition to “when to wash hands standard”, during Covid-19 Pandemic wash hands after you have been in a public place and touched an item or surface that may be frequently touched by other people, ESPECIALLY door handles and tables. After touching YOUR eyes, nose, mouth, face or face mask (that is how germs enter our bodies)  
<https://www.cdc.gov/handwashing/when-how-handwashing.html>
- c. Modeling proper handwashing to make it part of the classroom culture
- d. Links to poster and experiments:  
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>  
[https://www.cdc.gov/healthyschools/bam/teachers/documents/epi\\_4\\_hand\\_wash.pdf](https://www.cdc.gov/healthyschools/bam/teachers/documents/epi_4_hand_wash.pdf)

**4. Covid-19 illness/ exposure; Quarantine/return to school/work safely:**

- a. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>  
[https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)

## **Appendix B**

### CalOSHA Addendum

Additionally, per Cal/OSHA guidance, employers must:

Contact the local health department immediately but no longer than 48 hours after learning of three or more COVID-19 cases to obtain guidance on preventing the further spread of COVID-19 within their workplace.

Maintain accurate records and track all COVID-19 cases, while ensuring medical information remains confidential. These records must be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Report a COVID-19-related serious illness or death immediately to the nearest Cal/OSHA enforcement district office.

