



2021-2022 Return to School Safer Plan

St. Joseph High School
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Hello,

Please note that this plan was initially published in July of 2020. In August of 2021, we updated this plan in compliance with the CPP guidance from the California Department of Education, California Department of Public Health, Santa Barbara County Department of Public Health, and the Archdiocese of Los Angeles. This plan is reflective of the current guidance and mandates. We have archived the initial plan from 2020, as it is an important artifact of the evolution of our response to and compliance to protocols. Last year's CPP can be found starting on page 24 of this document. May God bless all our families, students, faculty, and staff.

Yours in Christ and education,
Erinn Dougherty, Eliot Davis, Ashley Guggia, Tom Mott, and Pepe Villaseñor
St. Joseph High School Administration

Important Phone Numbers

Main School Office 805-937-2038

Admissions x117

Business Office x108

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COVID-19 Prevention Program (CPP)

for St. Joseph High School, Orcutt, CA 93455

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (COVID-19) that may occur in our workplace.

Date: August 23, 2021

Authority and Responsibility

The St. Joseph High School Administration has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand. The team lead is Ashley Guggia, Assistant Principal of Academics, Admissions, and Compliance; she is the COVID-19 liason for the school.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards Ashley

We implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Document the vaccination status of our employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace.

Exposed students and unvaccinated employees, will be instructed to stay home and quarantine. Vaccinated employees who are asymptomatic do not have to quarantine, but must self-monitor for symptoms for 14 days following exposure in compliance with in compliance with the "Protocols for Symptoms, Close Contacts, and COVID-19 Cases: School Settings." The Archdiocese of Los Angeles will be notified of all confirmed cases of COVID-19 disease among employees and students via the "LA Archdiocese COVID-19 REPORT FORM" ([ADLA COVID-19 reporting form](#)) Santa Barbara County Department of Public Health will be notified on instances of three or more positive cases in a 14-day period.

-
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/ \ OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- All employees were trained in COVID-19 policies during staff orientation, on August 17, 2021, by Ashley Guggia.
- All employees utilize the TrueCare24 App to track and self-evaluate health status on a daily basis. All students will participate in the TrueCare24 App, and show teachers their "PASSED" notification in order to enter classrooms period 1.
- All staff may email directly to the facilities director, gwood@sjhsknights.com, the maintenance director, lperez@sjhsknights.com, and/or to all members of administration.
- There is signage for school staff and students regarding COVID-19 protocols on campus.
- All staff report their needs for PPE and cleaning supplies to Mr. Wood, Mr. Perez, or Mrs. Brackett, the administrative assistant to the principal/front office coordinator.
- Optimus Cleaning will provide evening cleaning and deep cleaning of campus

Employee screening

We screen our employees and respond to those with COVID-19 symptoms by:

1. Online Daily Screening Requirements

All school staff must self-screen by responding to and submitting an online app (TrueCare) before arrival, which includes the following questions:

- In the last 14 days have you had close contact (within 6 feet for more than 10 minutes) with a confirmed or probably COVID-19 (coronavirus) case?
- Is there anything else preventing you from returning to campus as scheduled?
- Do you currently have, or have you had in the last 3 days any of the following symptoms: Persistent cough, sore throat, fever heat, shortness of breath, difficulty breathing, muscle pain, chills, loss of taste or smell?

2. Facial Covering Requirements:

All staff must wear face coverings at all times while indoors and onsite, unless working in an office or classroom alone. Coverings must:

- Be fitted properly over the nose and mouth
- Be made of safe material to breathe through
- May be worn with a lanyard to ensure the covering is available to the individual at all times
- Meet PPE standards

3. General Requirements

- Throughout the day if a staff member presents with symptoms, they are required to leave immediately
- All staff must wash hands throughout the day and have access to sinks, soap and hand towels, as well as hand sanitizers, those for personal use and are available in classrooms and in hallways throughout campus
- Staff temperature may be rechecked, and the person re-screened at any time during the day, using a non-contact thermometer if there is any cause for concern.
- Non-contact thermometers are available the throughout campus.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures are documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed, and correction time frames assigned, accordingly. Individuals from the maintenance crew and Ashley Guggia are identified as being responsible for timely corrections. Follow-up measures are taken to ensure timely correction, such as walkthroughs and a record of the correction is kept on file as necessary by Ashley Guggia.

Control of COVID-19 Hazards

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the

California Department of Public Health (CDPH).

Employees required to wear face coverings in our workplace at all time but may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or drinking at the workplace, provided employees are outside air supply to the area, if indoors, has been maximized to the extent feasible.
- Employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering or allowed non-restrictive alternative, will be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

Engineering controls

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

- Each classroom has two doors which must remain open at all times during the school day.
- Several rooms (gym, library, classrooms) also have increased ventilation due to windows which can be opened.
- Teachers/Staff have the option of utilizing fans or other filtration units in their rooms/offices.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

SJHS has full-time custodial staff, with a director of maintenance, a director of facilities, and an outside contract with Optimus Cleaning for cleaning each evening. SJHS uses disinfecting products approved for use against COVID-19 (EPA list). School (class based and office) staff assist with cleaning personal and commonly used surfaces. We implement thorough cleaning and disinfection measures for frequently touched surfaces. Commonly touched surfaces, such as doorknobs and railings, are disinfected frequently throughout the day. All working surfaces and shared objects are sanitized after each use. In addition, maintenance and custodial staff do a thorough cleaning of every classroom daily. All cleaning supplies used are in compliance with the lists of approved disinfectants. Products carry an EPA registration number as approved for use against COVID19 and have the appropriate Safety Data Sheet (SDS) showing that they comply with the requirements of the U.S. Federal Occupational Safety and Health Administration. (EPA registration numbers 1839-86-37265 and 1839-167- 14994).

Each maintenance staff member is responsible for the following:

- Cleaning of classrooms, offices, and common-use areas at the end of each use and at the conclusion of the day. Disinfection is done when students are not present by Optimus Cleaning each evening.
- Cleaning handles and doorknobs and light switches periodically throughout the day. School staff will assist during the school day.
- Copy machines, printers, electronic devices at the conclusion of the day. After each use, the user will clean the devices as well.
- Student and adult restrooms are cleaned daily.
- Faucets/sinks cleaned daily.
- All classrooms and common areas are sprayed with disinfectant at the end of the day, after everyone has left.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- Using EPA approved disinfectant products, we will arrange for cleaning and disinfection of the classroom and primary spaces where the case spent significant time.
- Disinfection is done when students are not present.
- Properly trained custodial staff will be equipped with proper PPE, including gloves, eye protection, and other appropriate protective equipment.
- The classrooms and common areas will be disinfected and overnight before students and staff are allowed to return.

If it is determined that a person with COVID-19 has been at school and poses a risk of exposure, the school may consider closing for further cleaning, disinfecting and quarantine.

Hand sanitizing

To implement effective hand sanitizing procedures, St. Joseph High School has the following in place:

- Hand sanitizer is available for use throughout campus by entrance and exit doors to all classrooms, office doors, and offices.
- All student restrooms have hand sanitizer outside the door so that students can sanitize upon entry and exit. Hand soap and paper towels are provided for students and staff in all restrooms for proper handwashing. Signage in all student bathrooms indicates proper hand washing procedure.
- All staff and students are encouraged to sanitize:
 - Before and after eating
 - Before and after using the restroom
 - Before and after group activities
- Personal bottles of hand sanitizer are available for students and staff upon request.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19 Eliot

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by section 3380, and provide and ensure use of such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. **Employees that request a respirator for voluntary use will be encouraged to use them in compliance with section 5144(c)(2) and will be provided with a respirator of the correct size, and provided the information required by Appendix D of section 5144.**

Testing of symptomatic employees

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

Investigating and Responding to COVID-19 Cases Ashley

We have developed effective procedure to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

We also ensure the following is implemented:

- **Employees that had close contact are offered COVID-19 testing at no cost during their working hours, excluding:**
- **Written notice within 1 day of your knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees at the worksite, independent contractors and other employers at the worksite during the high-risk exposure period. These notifications must meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and in a form readily understandable by employees and can be anticipated to be received by the employee.]**

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

Employees should report COVID-19 symptoms and possible hazards to:

SCHOOL STAFF:

Ashley Guggia – aguggia@sjhsknights.com

Erinn Dougherty – edougherty@sjhsknights.com

- All employees can report symptoms and hazards without fear of reprisal.

- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations, by submitting a request in writing to Erinn Dougherty, with appropriate supporting documentation from a licensed physician.
- Employees will have access to COVID-19 testing when testing is required.
 - This is provided at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.
- Information about COVID-19 hazards that employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures, are as follows:
- Employees who are identified during work hours as a “COVID-19 hazard” are sent home immediately to isolate and quarantine, and/or seek medical help as needed
- Employees who may have been exposed to a COVID 19 hazard at work will be informed by email immediately.
 - This email will explain what is being done to control the hazard, our COVID-19 policies and procedures. The identity of the individual is to be held confidentially.
- An email (and/or a text, and/or voice mail) with appropriate link and instructions will be sent to the school families and all employees to communicate the circumstances of any exposures with instructions as appropriate for isolating, quarantining, and testing.

Training and Instruction

We provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
 - The conditions where face coverings must be worn at the workplace.
 - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
 - Employees can request face coverings and can wear them at work regardless of vaccination status and

without fear of retaliation.

- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases and Employees who had a Close Contact

Where we have a COVID-19 case or close contact in our workplace, we limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
 - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits as required by California State Law. Employees will first use sick time and then, if sick time is exhausted, may pursue a leave of absence or disability as compliant with the ADLA, California state law, and Federal law. If a teacher is able to teach from home under quarantine circumstances, the teacher may not have to use sick time; this will be addressed on a case-by-case situation.
- Payment and continued wages will be accomplished by employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. Employees should consult the ADLA handbook for assistance or contact Dereka Anderson in the business office; she handles all HR issues and leave. Reference section 3205(c)(9)(C) for exceptions].
- Providing employees at the time of exclusion with information on available benefits.
 - <https://handbook.la-archdiocese.org/chapter-8/section-8-12/topic-8-12-2>

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases as needed.
- Positive COVID-19 cases are reported to the Archdiocese of Los Angeles via the "LA Archdiocese COVID-19 REPORT FORM" ([ADLA COVID-19 reporting form](#))

Return-to-Work Criteria

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
- COVID-19 symptoms have improved, and
- At least 10 days have passed since COVID-19 symptoms first appeared.
- **COVID-19 cases who tested positive but never developed symptoms** will not return to work until minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
- Persons who had a close contact may return to work as follows:
 - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
 - Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
 - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
 - At least 10 days have passed since the last known close contact, and
 - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.

If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. **[Reference section 3205(c)(10)(E) and (F) for additional guidance.]**

 _____ Date 8/24/21

Principal Erinn Dougherty

 _____ Date 8/24/21

Assistant Principal Ashley Guggia

 _____ Date 8/24/21

Assistant Principal Tom Mott

 _____ Date 8/24/21

Assistant Principal Pepe Villasenor

 _____ Date 8/24/21

Dean of Students Eliot Davis

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, trainings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing stationary work.

Person conducting the evaluation: _____

Date: _____

Name(s) of employee and authorized employee representative that participated: _____

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls

Appendix B: COVID-19 Inspections

Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace.

Date: _____

Name of person conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Ventilation* (amount of fresh air and filtration maximized)			
Additional room air filtration*			
[Add any additional controls your workplace is using]			
Administrative			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			

Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[Add any additional controls your workplace is using]			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
[Add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
<p>*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. We maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.</p>			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/

OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Date: **[enter date COVID-19 case – suspected/confirmed - became known to the employer]** Name of person

conducting the investigation: _____

Name of COVID-19 case (employee or non-employee*) and contact information: _____

Occupation (if non-employee*, why they were in the workplace): _____

*If we are made aware of a non-employee COVID-19 case in our workplace

Names of employees/representatives involved in the investigation: _____

Date investigation was initiated: _____

Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed: **[enter information]**

Date and time the COVID-19 case was last present and excluded from the workplace: **[enter information]**

Date of the positive or negative test and/or diagnosis: **[enter information]**

Date the case first had one or more COVID-19 symptoms, if any: **[enter information]**

Information received regarding COVID-19 test results and onset of symptoms (attach documentation):

[enter information]

Summary determination of who may have had a close contact with the COVID-19 case during the high- risk exposure period. Attach additional information, including:

- The names of those found to be in close contact.
- Their vaccination status.
- When testing was offered, including the results and the names of those that were exempt from testing because.
 - They were fully vaccinated before the close contact and do not have symptoms.
 - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.
- The names of those that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
- The names of those exempt from exclusion requirements because:
 - They were fully vaccinated before the close contact and did not develop COVID-19 symptoms.
 - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.

(ENTER INFORMATION)

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

1. All employees who were in close contact
2. Their authorized representatives (If applicable, the notice required by Labor Code section 6409.6(a) (2) and (c))

Names of employees that were notified:	Names of their authorized representatives:	Date

Independent contractors and other employers present at the workplace during the high-risk exposure period.

Names of individuals that were notified:	Date

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?

[enter information]

What could be done to reduce exposure to COVID-19?

[enter information]

Was local health department notified? Date?

[enter information]

Appendix D: COVID-19 Training Roster

Date: 8/16/21

Person that conducted the training:

Employee Name	Signature

Appendix E: Documentation of Employee COVID-19 Vaccination Status - CONFIDENTIAL

Employee Name	Fully or Partially Vaccinated	Method of Documentation

Update, accordingly and maintain as confidential medical record

Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This addendum will need to be added to your CPP if three or more employee COVID-19 cases within an exposed group visited the workplace during their high-risk exposure period at any time during a 14-day period. Reference section 3205.1 for details.

This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 testing

- We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:
 - Employees who were not present during the relevant 14-day period.
 - Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
 - COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- COVID-19 testing consists of the following:
 - All employees in our exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

COVID-19 investigation, review, and hazard correction

We immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review is documented and includes:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.

- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as feasible.
 - Requiring respiratory protection in compliance with section 5144.

Additional Consideration #2

Major COVID-19 Outbreaks

This addendum is enacted in the SJHS CPP in the event that the school should have 20 or more employee COVID-19 cases during the high-risk exposure period within a 30-day period. Reference section 3205.2 for details.]. This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:

- Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
 - In the event that a COVID-19 breakout occurs, the school acknowledges that it may have to return to distance learning during a school quarantine. This will be directed by the Santa Barbara County Public Health Department in cooperation with the Archdiocese of Los Angeles.
 - In the event of a return to distance learning, then employees would all telecommute and zoom into meetings, classrooms, and work assignments.
- In the event where the main office was open during such a time, staggered work hours would be arranged and employees would be physically distanced in the main office. All other employees have private classrooms/offices for safety.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

N/A - Additional Consideration #3

COVID-19 Prevention in Employer-Provided Transportation

[This addendum will need to be added to your CPP if there is employer-provided motor vehicle transportation, which is any transportation of an employee, during the course and scope of employment, including transportation to and from different workplaces, jobsites, delivery sites, buildings, stores, facilities, and agricultural fields provided, arranged for, or secured by an employer, regardless of the travel distance or duration involved. Reference section 3205.4 for details.

This addendum does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members, or if the driver is alone in the vehicle.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.
- To employees with occupational exposure as defined by section 5199.
- **To vehicles in which all employees are fully vaccinated.**
- To public transportation

Employees at St. Joseph High School are only authorized to ride in or drive vehicles if they are fully vaccinated. Employee transportation associated with the school is highly limited and primarily will be associated with athletics; all coaches must be vaccinated in order to ride in school vans.

Appendix E: 2020-2021 Return to School Safer Plan

Dear Parents,

Welcome to the 2020-2021 school year at St. Joseph High School. This spring and summer your SJHS administration has worked with the Archdiocese of Los Angeles' Department of Catholic Schools (ADLA DCS), local Catholic school principals in Deanery 1, and our SJHS parent/community Task Force to prepare to welcome our students back as safely as we can for the 2020-2021 school year. The culmination of this hard work is in the back to school plan provided here. Please be mindful that the situation is fluid, and the plan will be updated when and, if necessary, to comply with ADLA, Santa Barbara County (SBCPH), California (CDPH), and or any state or federal mandates.

A very special group of people comprised the *St. Joseph High School Task Force to begin the 2020-2021 School Year Safer*. These volunteers met twice a week to work on creating plans and protocols to meet all standards, mandates, guidance, and feasible implementation. I am deeply indebted and wish to express special thanks to our amazing task force members: Jason Adams (parent), Angie Blackburn (parent), Joel Byars (consultative board member/business member), Alyson Chavez (teacher), Leigh Collier (parent/office of the Santa Barbara County Supervisor), Julie Ellickson (parent/educator), Ashley Guggia (Assistant Principal of Student Life), Colleen Kuykendall (parent/educator), Mike Krob (Division Chair of Languages and Cultures/attorney), Missy Parker (parent/law enforcement), Cat Petty-Nickason (parent/educator), Ana Sevcik (parent/mental health professional), and Lisa Wesner (parent/business woman).

The administration, faculty, and staff of your school are honored that you, the primary educators of your children, have trusted us to share this awesome responsibility with you. We respectfully enter into this collaborative ministry with you to educate, form, challenge, and inspire your children to be the very best of God's creation. The SJHS administration, faculty, and staff believe that the integration of faith, reason and culture assist us in helping each student grow in wisdom and grace from his/her education. We are dedicated to living our Catholic faith, taking a sacramental view, working with individuals, mining the rich treasury of our faith, working for justice for all - for the education and formation of all students.

As parents, you are important members of our SJHS community. I believe that you will find the more you participate in the life, work, and worship of our community, the more meaningful your experience will be with us. At SJHS, we believe our community brings us together in interdependent relationships that challenge us to collaborate for the benefit of all students. We extend an open invitation to you to become meaningfully involved our school family. Once again, welcome to the school year. Please contact me, your principal, if I can help you. I am confident that our work together will be a grace from our generous God.

Peace and Blessings,
Erinn Dougherty

General Procedures and Protocols for Starting 2020 Safer at SJHS

1. Absence Policy

- a. If a student is not going to attend school, his/her parents must fill out the absence [form](#) on our website. This form will inform the school if the student is:
 - i. Ill and unable to perform school tasks
 - ii. Excused for appointment/family matter
 - iii. Distance Learning due to fever, cough, shortness of breath/difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or new loss of taste or smell.
 - iv. Student will be distance learning due to my preference.
 - v. Student will be distance learning to supervise a sibling whose school is not physically learning today.
- b. Students who are excused for (i) or (ii) will make up work within 1 day of return to school for each day absent and are not expected to engage in distance learning.
- c. Students who are excused for (iii, iv, or v) should log into their scheduled classes at their appointed times on canvas and click on the canvas screening log to access the live stream of their course.
 - i. The student will participate in the course in real-time as if he/she was physically present in the classroom.
 - ii. The student is expected to submit all work (formative and/or summative) in the appropriate canvas module for that respective day. He/she is not excused from participation in class or in coursework with (iii) as the designated reason for absence.
 1. Think physically absent/mentally present.
 2. This won't be recorded as an absence in the student's record of attendance.
- d. At the 7:43 warning bell, the front-desk secretary will send out the absence list to all teachers so they can plan to stream their classes if a student is not physically present due to iii, iv, or v.

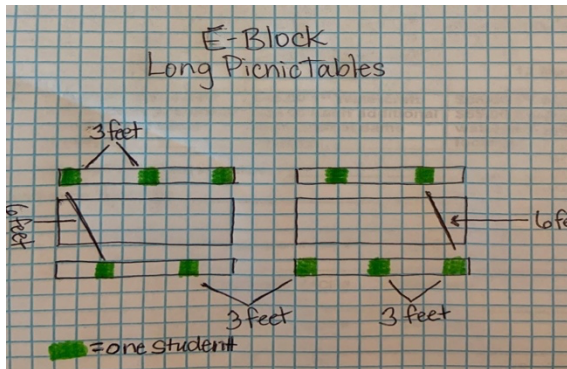
2. Restroom Protocol:

- a. Signage added to remind students about handwashing protocols
- b. Soap, water and paper towels provided
- c. Door propped when possible (weather/modesty permitting)
- d. Cleaned 2 times a day (once after lunch), wipes or spray for the kids to wipe between uses. Trash cans provided for wipe disposal.

3. Lunch Protocol:

- a. Dismissal for lunch: follow direction of traffic, follow social distancing guidelines.
- b. Lunch order/pickup will be in established protocol per Lunch Box; all orders must be placed online by 5pm the evening prior.
 - i. There will not be same-day or walk-up ordering
- c. Sections of tables based on grade level:
 1. Seniors on lawn and Senior tables and have Senior privilege to leave campus
 2. Juniors at long picnic tables
 3. Sophomores on lawn and Senior tables

4. Freshmen at long picnic tables



- d. Lunch Tables marked with tape where they can sit.
 - i. Each long picnic table has 5 students max-3 on one side and 2 on other staggered (see above) $31 \times 5 = 155$
 - ii. Each Senior lawn picnic table (6 ft. across and 4 feet between students) has 1 per bench- $4 \times 10 = 40$
- e. All tables will be cleaned between lunch periods.
- f. Lunch duty
 - i. Connie Plata will supervise E block both lunches
 - ii. Kelly Head (fall)/Andrea Allison (spring) will supervise the senior lawn both lunches
 - iii. Debbie Wegemer will supervise the E block both lunches
 - iv. Ashley Guggia will float both lunches
 - v. Kellie Brackett will supervise main office during both lunches

4. Classroom/physical spaces entrances and egresses

- a. One-way routes for entry and exit, using as many entrances as feasible. Entrance and exit doors should be marked clearly on both sides.
- b. Door handles should be cleaned on a regular basis.
- c. Administration Building: Enter through the front glass doors, exit through side doors following the arrows.
 - i. Until further notice, the library is closed to students.

5. Stream-in from-home Protocol:

- a. Teachers:
 - i. Teachers will Zoom in daily from their respective classrooms for an authentic feeling.
 - 1. Teachers will Zoom in from home in lieu of their classrooms on days where the school is closed for sanitizing (in the event of close contact or a positive COVID-19 case, the campus will be closed the following day for professional sanitizing).
 - 2. Teachers will Zoom in from home if they do not pass the wellness or temperature check, or if they have made special arrangements with administration

- ii. Link posted in Canvas course's module for students to synchronously access each day.
 - iii. Consistent settings for Zoom webinar for all teachers (muted upon entry, no sharing screens for students, etc.)
- b. Student issues:
 - i. Must join at the start of each class
 - ii. Follow Zoom rules/classroom rules for Zoom participation
 - iii. Participate in breakout rooms to increase student engagement and authentic feelings of camaraderie with peers.

6. Rainy Day Lunch Protocol

- a. Rainy day: Utilize the gym and 4-6 feet distancing
- b. Recommend that students bring a beach towel
- c. 2-3 Administrators in the gym in addition to Connie Plata, Kelly Head /Andrea Allison, and Debbie Wegemer
- d. Both sets of bleachers will be utilized
 - i. Kellie Brackett will watch main office

7. Personal Protective Equipment Protocol

- a. Teacher protocol: face shield
 - i. Face shields should be worn at all times while teaching.
 - ii. Face shields allow students to see face gestures, which help with learning.
 - 1. Before students walk in (once you unlock door), place face shield on and sanitize your hands.
 - 2. Sanitize face shield at beginning and end of each day.
- b. Teacher protocol: masks/gators
 - i. Outside of classroom and/or in the administration or other buildings – all teachers must wear a face covering (option to wear face mask or face shield)
- c. Teacher protocol: classrooms
 - i. All doors and windows should stay open weather permitting.
 - ii. All teachers will have a spray bottle with the same bleach/water/disinfectant solution.
 - iii. Maintenance will be in charge of checking spray bottles and refilling them.
 - iv. Teachers will spray all desks before students enter for the next class (students will wipe off solution).
- d. Teacher protocol: Teacher to teacher discussions
 - i. Teachers should go outside or to lounge to discuss/meet.
 - ii. Classrooms should only be used by assigned teacher and students.
 - iii. Administrators should carry wipes to wipe down/disinfect surfaces after observations.
- e. Student protocol:
 - i. All students must wear face masks and/or shields
 - ii. Masks must always be worn , except when eating.
 - iii. If a student cannot wear a mask/face shield for medical reason, said student must have medical documentation on file with the school.

General Overview: Academics & Attendance	SJHS
Daily school schedule	Students will follow a Monday-Friday class schedule as follows: Mondays: 7:45am - 2:10pm. Tuesday and Thursdays: 7:45am - 2:40pm. Wednesday and Friday: 7:45am - 1:05pm.
Devices	Students utilize their own iPads to engage in the Canvas Learning Management System.
Communication with parents	Via email and www.sjhsknights.com Social media channels like Facebook live principal “coffee talks” are also used.
Communication with students - digital	All students have SJHS emails and are all enrolled in Canvas for all courses.
Submitting work to the teacher	All students will use Canvas for digital submissions.
Distance learning plan for those who are sick, showing symptoms, or isolating at home	Students will be able to log in to their daily courses via Zoom.
Attendance	Absences / Tardiness will be reported using the online physical absence report located on our website, www.sjhsknights.com
Expectations of students who are distance learning for attendance day	Parents are responsible for completing the online attendance form to report physical absence in distance learning for each day a student is distance learning at home (be it preferentially or due to illness/COVID symptoms).

General Overview: Health & Hygiene	SJHS
Health checks upon arrival	Students will be using an app that asks a series of health screening questions before entering the school campus via a thermal screening of temperature.
Hand cleaning/washing/sanitizing	Students will sanitize before and after each class period and/or use of the restroom facilities. Hand sanitizers have been mounted in all buildings, offices, and classrooms.
Face masks / face shields	A facemask or shield is required for all people on campus. If a student is medically unable to wear facial covering, they must have a doctor's

	note excluding them from wearing facial protection on file with the school.
Limiting interaction among cohorts	<p>Modified cohorts with classroom changes mean that each grade level is a cohort.</p> <p>Students will have lunches in grade level bands (9 and 10, & 11 and 12), but will be seated following physical distancing protocols and with their grade level cohort.</p>
Personal items	<p>No student belongings, including athletic equipment, may be left overnight at the school.</p> <p>Per the CDC and CDPH, students will not have lockers. School related personal items must always be kept in student's bags; no items can be left in classrooms. All student items must remain with student at all times (think like an airport).</p> <p>In an email sent on 7/10/2020, it was recommended that students bring rolling bags (of a size that would fit in an overhead compartment) to carry their things.</p>
Deep cleaning practices	<p>At the beginning and end of every class, teachers will spray disinfectant on desks/sneeze guards and high touch areas (door knobs, etc.)</p> <p>Professional disinfecting of campus will occur nightly in compliance with CDC and CDPH guidelines.</p> <p>Restrooms will be cleaned at least twice daily in addition to supplying disinfectant spray in the restroom facilities.</p>
Individual supplies	<p>Each student will have their own bag of school supplies (pens, pencils, papers, etc.) and there will be no sharing of supplies at any time.</p> <p>Students who do not bring their own supplies, can go to the on-campus bookstore where supplies will be charged to the students' respective FACTS accounts.</p>

General Overview: Campus Policies

SJHS

Morning drop off	<p>Student drop-off will loop the west parking lot with students exiting near the senior lawn and calmly proceeding to a physically distanced line by the heritage lobby for thermal scanning.</p> <p>Students who drive will park in the student parking lot and calmly proceed to the boys' or girls' locker room (doors across from Jay Will Stadium) to a physically distanced line that leads to thermal scanning in the side lobbies.</p> <p>Once students have their apps approved, they may head to their classroom and show the "pass" on their device for entry or sticker in case of electronic failure.</p> <p>Students who have lawn period at the first period of the day or tardy, will report to the main office scanner in order to complete their check-in protocol and be given a pass to enter the classroom.</p>
Afternoon dismissal	<p>Students who drive must proceed to their cars immediately after dismissal. Students who are picked up, must wait for their rides in a physically distanced manner. Students may not congregate in the parking lot or while waiting for rides. Students will continue wearing their facial protection until they enter their vehicle.</p> <p>Student athletes who have practice must go directly to the locker room to change per physical distance protocols and then report to their designated practice areas.</p> <p>Once practice has concluded, student athletes are to leave or be picked up in a timely manner, following physical distance protocols without congregating on campus for socialization.</p>
Tardy / Early departure	<p>Parents are responsible for filling out the online attendance form to report tardiness or to excuse a student for an early out. The student will then report to the front office to check out at the designated time for early outs or to check in for tardiness over 15 minutes.</p>
Visitors	<p>Parents, while not considered visitors, but members of our SJHS family, are not allowed in classrooms or on campus for non-necessary reasons.</p> <p>All visitors, including parents, must come into the front office for a health screening prior to going to their designated appointment.</p> <p>Parents driving up to deliver lunch at their child's designated lunch time, must wait in their cars lined up by senior lawn for students to come and collect the lunch.</p>

	There will be no guests for lunch.
Lunch	<p>Students may order from the Lunch Box (link online) by 8am each morning for lunches to be packaged for each student (no a la carte ordering) OR students may bring their own lunches.</p> <p>Students may not use food delivery services (Grub Hub, Door dash, Uber Eats) until the end of pandemic protocols.</p> <p>For parent lunch protocols, parents may not leave vehicles if delivering lunch (see above). Parents should contact their student when they arrive.</p> <p>There will be no sharing of food or drinks.</p>
Water fountains / Bottle refills	Students are encouraged to bring a filled water bottle each day; they are not allowed to share their water bottles. They may use the filling station (which is touchless) to refill their bottles when needed. There will be no sharing of water bottles ever.
Hand sanitizer stations	Hand sanitizers are in each classroom, each office, and each building for student use. Students must sanitize on the way into each classroom at the beginning of each instructional period.
Recess	<p>N/A</p> <p>If a senior is assigned a lawn period, then that student must maintain physical distancing protocols if that student is on campus for lawn period (lawn periods were scheduled, whenever possible, for the first or last period of the day).</p>
Restrooms	<p>Every day, the bathrooms will be disinfected prior to the opening of school.</p> <p>Additionally, there will be sanitizing of each restroom midday by maintenance staff. Each evening professional sanitizing will occur for the entire campus, including classrooms.</p>
Closures	<p>In the event of an exposure and positive student, Students are to quarantine while maintaining distance learning by cohort, if needed.</p> <p>The full school will return to distance learning in compliance with state and county mandates in the event of a campus outbreak.</p>

General Overview: Facility Design & Maintenance	SJHS
Use of space (classroom design)	<p>Students will be seated 4 feet apart. The floor will be marked for easy replacement of desks.</p> <p>The teacher station will be up to 6 feet away from students.</p>
Additional design measures	<p>Sneeze Guards will be on each student desk.</p> <p>Hand sanitizers will be at the entrance to every classroom</p> <p>The school has adjusted to a modified block schedule to allow for fewer changes of classrooms each day within the larger 4 cohorts and within the 4 cohorts.</p>
Cleaning: classrooms	<p>Disinfectant spray bottles will be in each classroom for desks and chairs at regular intervals.</p> <p>Students and teachers will routinely disinfect working surfaces throughout the school day-- at the beginning and conclusion of each class period.</p> <p>Each evening professional sanitizing will occur for the classrooms.</p>
Cleaning: high touch areas	<p>Doorways and doorknobs will be sprayed at regular intervals.</p> <p>The entire campus will be cleaned and disinfected each evening.</p>
Cleaning: restrooms	<p>Every day the bathrooms will be disinfected prior to the opening of school.</p> <p>Additionally, there will be sanitizing of each restroom midday by maintenance staff. Each evening professional sanitizing will occur for the entire campus, including classrooms.</p>
Cleaning: staff areas	<p>High traffic areas will be disinfected following each of the 2 lunches in addition to the evening disinfectant protocol.</p>
Cleaning: outdoor benches and eating areas	<p>At the conclusion of each lunch, each group of physically distanced students will be, under the supervision of lunch monitors, responsible for disinfecting their tables.</p>

Use by other ministries & organizations	Not permitted at the current time.
Limiting traffic flow	The school is utilizing one-way hallways and arrows / vinyl flooring signs as well as signage hung to remind all persons on campus to follow one-way hallways and physical distancing protocols when in common spaces.

General Overview: Additional Programs	SJHS
Extended Care	N/A Senior students assigned to a lawn period must always maintain physical distancing protocols.
Sports	St. Joseph High School will follow all state, and county guidelines as outlined in the school's "Return to Play" guidelines. Fan attendance at athletic events will be in accordance with county guidelines.

CDPH COVID-19 INDUSTRY GUIDANCE FOR SCHOOLS & SCHOOL-BASED PROGRAMS CHECKLIST Our school has given consideration to...	Not Yet Started	In Progress	Completed/ Date
1. GENERAL MEASURES			
<p>1. Ensure there is appropriate review, awareness and understanding of this guidance document, as well as continued updates by the CDPH and CDE, among key site leaders.</p> <p>a. Protocol/Action Items</p> <p>i. A task force was created from volunteers in the SJHS community to create protocols and procedures to comply with ADLA, state, and county guidance, mandates, and orders.</p> <p>1. The membership is comprised of parents, community members, and educators.</p> <p>a. Jason Adams (parent), Angie Blackburn (parent), Joel Byars (consultative board/businessman),</p>			<p>In progress for the entirety of the 2020-2021 year. The SJHS Task force began on 6/22/2020 to unpack the guidance document and the continued updates by the CDPH and CDE.</p> <p>The principal was also a member of the ADLA Task Force which began 5/11/2020 and continued for a month of planning and reflecting on documents to inform the creation of this final document and associated</p>

<p>Alyson Chavez (teacher), Leigh Collier (parent/office of the Santa Barbara County Supervisor), Erinn Dougherty (principal), Julie Ellickson (parent/educator), Ashley Guggia (Assistant Principal of Student Life), Colleen Kuykendall (parent/educator), Mike Krob (Division Chair of Languages and Cultures), Missy Parker (parent), Cat Petty-Nickason (parent/educator), Ana Sevcik (parent/mental health professional), Lisa Wesner (parent/businesswoman)</p> <p>ii. The school's Executive Leadership Team (ELT) then operationalizes the recommendations made by the Task Force and ensures that all protocols and procedures are compliant with ADLA, state, and county guidance, mandates, and orders.</p>			<p>tables. The final version of the ADLA guidance document was delivered 6/23/2020.</p>
<p>2. Identify all external community organizations who use the school campus facilities and ensure they also follow guidance.</p> <p>a. Protocol/Action Items</p> <p>i. Until further notice, external organizations will not be allowed on campus. St. Joseph High School athletics will host athletic conditioning and summer camps aligned with the "SJHS Return to Participation Guide."</p> <p>1. This guide outlines physical distancing and health protocols that meet and exceed the county and state guidelines for summer camps.</p> <p>a. All students are in pods of no more than 10 for cohorting.</p>			<p>Executed June 2020</p>

<ul style="list-style-type: none"> b. All students must respond to a health questionnaire with all negative responses to come on campus. c. Upon arriving on campus, all students wait in physically distanced lines for a temperature check before entering the training facility. 			
<p>3. Develop a plan for the possibility of repeated closures of classes, groups or entire facilities when persons associated with the facility or in the community become ill with COVID-19.</p> <ul style="list-style-type: none"> a. Protocol/Action Items <ul style="list-style-type: none"> i. Assistant Principal of Student Life, Ashley Guggia, is the SJHS point person for all COVID-19 related matters. In this capacity, she is responsible for: <ul style="list-style-type: none"> 1. establishing and enforcing all COVID-19 safety protocols 2. ensuring that staff and students receive education about COVID-19 3. serving as a liaison to the Department of Public Health in the event of an outbreak on campus. ii. In the event of any confirmed COVID-19 case: <ul style="list-style-type: none"> 1. Ms. Guggia will fill out the ADLA document and email to ADLA to inform diocese of any verified, infected person working at SJHS, attending SJHS, or in close contact at SJHS. 2. In the event that a student is in “close contact” with a person who is diagnosed with COVID-19, the ADLA document will be filled out and emailed to the ADLA. 			<p>Adopted 7/6/2020</p>

<p>a. “Close Contact” is defined as an individual who was within 6 feet of the infected person for more than 15 minutes and/or an individual who had unprotected contact with the infected person’s body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment.</p> <p>iii. In the event of 1-2 confirmed COVID-19 case(s) on campus at any given time (not physically distanced):</p> <ol style="list-style-type: none"> 1. The school will be physically closed for one day to allow for deep sanitizing of classrooms and campus. 2. Students will distance-learn for the period of 1 day during the sanitizing of the school campus. <p>iv. In the event of 3 or more confirmed COVID-19 cases on campus (not physically distanced) during a one-week period:</p> <ol style="list-style-type: none"> 1. The school will be physically closed for a minimum of the remainder of the week to allow for deep sanitizing of classrooms as well as to comply with Santa Barbara County Public Health. 			
<p>4. Develop a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19.</p> <p>a. Protocol/Action Items</p> <p>i. Per the <u>Physical Absence Form</u>, ALL students have the right to zoom in from home due to parent preference or to</p>			<p>Adopted 7/1/2020</p>

<p>supervise younger siblings while distanced learning.</p> <p>ii. Per the SJHS policy</p> <ol style="list-style-type: none"> 1. any student who: <ol style="list-style-type: none"> a. has a fever or any potential COVID-19 symptoms b. has been in close proximity to someone with a confirmed COVID-19 diagnosis c. or is living with a person who is in quarantine per Santa Barbara or San Luis Obispo Health Department Order(s) 2. is required to distance learn from home until <ol style="list-style-type: none"> a. They have gone 3 days without symptoms/fever b. They have completed mandatory quarantine/testing/ and/or followed state/county guidelines regarding self-quarantine c. They have completed the quarantine policies per their respective county's health department. 			
2. PROMOTE HEALTHY HYGIENE PRACTICES			
<ol style="list-style-type: none"> 1. Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. <ol style="list-style-type: none"> a. Posters with reminders in visible locations. 			Adopted 7/1/2020
<ol style="list-style-type: none"> 2. Develop specific procedures for constant handwashing and restroom use at staggered intervals and that minimize congregations in bathrooms to the extent practicable. <ol style="list-style-type: none"> b. Limit occupancy to 5 students per restroom c. Appropriate signage regarding handwashing will be posted in all restrooms d. Door propped open if possible 			Adopted 7/1/2020

<ul style="list-style-type: none"> e. Cleaned twice a day, including after lunch. f. Select stalls/urinals to allow for social distancing, have fixtures been closed off to allow for physical distancing, is it feasible to add full barriers between stalls and urinals/paper towels available to open doors-sanitizer at entrances g. Add physical barriers, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart. h. During Class time <ul style="list-style-type: none"> i. Each teacher only sends 1 student at a time. ii. Each teacher can come up with their own method conducive to their classroom/guidelines. 			
<p>3. Teach and reinforce use of cloth face coverings, masks, or face shields. Face coverings are most essential when physical distancing is not practicable.</p> <ul style="list-style-type: none"> a. Must be wearing mask or face covering <ul style="list-style-type: none"> i. Will be sent to office to get mask if they don't have one ii. If they don't wear one, will be possibly sent home 			Adopted 7/1/2020
<p>4. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings and hand sanitizers for staff and children who can safely use hand sanitizer.</p> <ul style="list-style-type: none"> a. Maintenance to restock each classroom when needed through supply closet, which is fully stocked for year. b. Any student who does not bring in appropriate PPE, including a clean cotton cloth for wiping down sanitizing spray to desk/sneeze-guard, will be provided PPE by the main office and charged on his/her FACTS account. 			Adopted 8/3/2020

CDPH COVID-19 INDUSTRY GUIDANCE FOR SCHOOLS & SCHOOL-BASED PROGRAMS CHECKLIST Our school has given consideration to...			
3. INTENSIFY CLEANING, DISINFECTION AND VENTILATION			
1. Plan for suspending or modifying use of site resources that necessitate sharing or touching items.			Adopted 8/4/2020

<p>For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles. This includes playground and PE equipment. Limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable. But where allowed, clean and disinfect between uses.</p> <p>a. Protocol/Action Items</p> <ul style="list-style-type: none"> i. We have a water bottle filling station which can be used, as it is touchless. We do not currently have working water bubblers on campus. ii. We do not have playground equipment. iii. The heritage lobby, which was formerly available for seniors during lawn periods, is now closed. iv. Art supplies will be handed out to students individually rather than shared. 			
<p>2. Develop and communicate a cleaning schedule plan and process to <u>clean and disinfect</u> frequently touched surfaces within school at least daily and, as practicable, frequently throughout the day by trained staff.</p> <p>a. Protocol/Action Items</p> <ul style="list-style-type: none"> i. Disinfectant spray bottles will be in each classroom for desks and chairs at regular intervals. ii. Students and teachers will routinely disinfect working surfaces throughout the school day-- at the beginning and conclusion of each class period. iii. Each evening professional sanitizing will occur for the classrooms. 			Adopted 7/16/2020
<p>3. Ensure that you have cleaning supplies on hand, thoughtful selection of those chemical products, and that the application and use of those products are safe.</p> <p>a. Protocol/Action Items</p> <ul style="list-style-type: none"> i. Pro-Core has installed a sanitation room to enable the school to refill 			Adopted 7/17/2020

<p>our own bottles of disinfectant (to ensure we do not run out)</p> <p>ii. All faculty and staff will sign attestations after their 8/10/2020 training on pesticides compliant with the sanitizing stations in every office and classroom as well as the spraying of all high touch areas.</p>			
4. IMPLEMENTING DISTANCING INSIDE AND OUTSIDE THE CLASSROOM			
<p>1. Develop specific arrival and departure plans for students and visitors.</p> <p>a. Protocol/Action Items</p> <p>i. Students/Visitors must have their mask on when they leave their car</p> <p>ii. Students should go directly to first their designated thermal scanning area and maintain physically distancing en route to their scan.</p> <p>iii. Students should have health form filled out prior to first period. (electronic- a reminder will be sent at 7am per the health app's settings configured by the school).</p> <p>iv. Students will get a sticker by school employee at scanner to verify that he/she completed wellness check and temp scan successfully.</p> <p>v. Students will head to designated classroom per schedule, show their dated sticker, sanitize hands, and then proceed to their desk with sneeze guard to await the teacher spraying down their learning area. Students will wipe down the spray with their own clean, cotton cloth.</p> <p>1. Students who forget a clean, cotton cloth will be issued one in a Ziplock bag by the front desk; they will have their FACTS account charged \$6.00.</p> <p>vi. SENIORS with NO first period: Must be checked in at the front office</p>			<p>Adopted 7/17/2020</p>

<p>and receive their sticker in order to attend the next period.</p> <p>b. Departure: Students will need to go directly to their cars or sports practices.</p> <p>i. Physical distancing for younger students who are waiting for their rides.</p> <p>ii. Parents will be encouraged to pick up kids on time. Loitering will be discouraged.</p> <p>c. Rainy day—Students who are waiting for a ride may stay in classroom until they receive a text or call from parents who are waiting for them in the parking lot.</p>			
<p>2. Develop specific plans and processes for classroom spaces and layouts.</p> <p>a. Protocol/Action Items</p> <p>i. Protocol/Action Items</p> <p>1. On 6/03, a prototype room (E-7) was created to show the format of all classrooms, which will have all desks 4 feet apart in staggered rows, facing in the same direction. The first row is 8 feet from the front of the classroom to give the teacher room to move during lecture while maximizing social distancing</p> <p>2. On 7/18/2020, a group of parent volunteers came to the waxed/ready classrooms to follow the template of E-7 in furniture placement and orientation.</p> <p>3. At the end of the day on 7/18/2020, the classrooms had the furniture placed according to the template; at that point industrial dots (1" circles) were be placed under each leg so that if the furniture gets moved it can be easily returned to the</p>			Completed 7/18/2020

social distanced location of the template (4' apart from other furniture).			
<p>3. Develop specific plans and processes for non-classroom spaces and layouts.</p> <p>a. Protocol/Action Items</p> <p>i. Tables- sanitation caddies, 4-foot distancing rules</p> <p>ii. Senior Lounge-signage posted about physical distancing,</p> <p>iii. Library- is not be available for students</p>			Adopted 7/16/2020
5. LIMIT SHARING			
<p>1. Keep each child's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned.</p> <p>a. Protocol/Action Items</p> <p>i. Per CDPH, there will be no use of lockers for the 2020-2021 school year until further notice for best practices of wellness.</p> <p>ii. Students may not leave items overnight in any location on the school campus, including the gymnasium, team rooms, locker rooms, or classrooms.</p> <p>iii. All items must be brought home daily, including PE uniforms and art supplies.</p>			Adopted 6/29/2020
<p>2. Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.</p> <p>a. Protocol/Action Items</p> <p>i. Per policy, students will not share supplies of any kind.</p> <p>ii. The Canvas LMS will be leveraged to ensure that there is significant</p>			Adopted 6/29/2020

limiting of physical materials, handouts, and/or submissions. iii. Art supplies will be given to students individually and not shared in aggregate.			
3. Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable. a. Protocol/Action Items i. SJHS is a one-to-one device campus. No materials will be shared.			Adopted 6/29/2020
6. TRAIN ALL STAFF AND EDUCATE FAMILIES			
1. Train all staff and provide educational materials to families to ensure consistent adherence to guidelines, plans and processes you develop. a. Protocol/Action Items i. Train Staff 1. All staff will be trained on 8/10/2020; they had training materials shared via email to preview training on 8/4/2020. This will be ongoing throughout the year with updates as mandated/advised. ii. Educate Families 1. Parents have received weekly emails to educate them; additionally, a Facebook Live each Monday. August 10 th there is a Zoom meeting with the most recent information needed.			Adopted 7/26/2020 Completed 8/10/2020
7. CHECK FOR SIGNS AND SYMPTOMS			
1. Ensure plans to prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19. a. Protocol/Action Items i. Per the Shield, bullying is strictly forbidden at SJHS.			Adopted 7/14/202

<p>ii. All members of the SJHS community will sign the Covid-19 pledge for a safer return to campus.</p>			
<p>2. Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.</p> <p>a. Protocol/Action Items</p> <p>i. Staff will be instructed to stay home without reprisal.</p> <p>1. They must inform Kellie Brackett via email and text by 6:30am</p> <p>ii. Parents and students will be instructed to stay home and use distance learning, Zoom Classes. Parents are instructed to fill out the physical absence form for absence, physical absence due to COVID-symptom (learning online), and preferential distance learning.</p> <p>1. This <u>form</u> is available on the home page of the website.</p>			<p>Adopted 7/26/2020 Completed 8/10/2020</p>
<p>3. Implement screening and other procedures for all staff and students entering the facility.</p> <p>a. Protocol/Action Items</p> <p>i. . Students/Visitors must have their mask on when they leave their car</p> <p>ii. Students will go directly to the gym before 1st period to use the thermal scan and if the temperature is normal, they will be issued a sticker for admittance to school.</p> <p>iii. Using the app, students should have the daily health form completed prior to the thermal scan.</p> <p>iii. Teachers will verify that each student has their label from check in before student walks into class.</p>			<p>Adopted 7/31/2020</p>

<p>Check in for teachers begins at 7:00 A.M. in the school office and 7:30 A.M. in the gym for students.</p> <p>iv. Students will wipe their desks down with personal wipe that has been sprayed with disinfectant by the teacher prior to each new class.</p> <p>v. Seniors with NO first period: Must be checked in at the school office before 2nd period.</p> <p>vi. 9th -11th grade students who are tardy to school must be checked in at the school office before entering class.</p>			
8. PLAN FOR WHEN A STAFF MEMBER, CHILD OR VISITOR BECOMES SICK			
<p>1. Establish plans for when individuals show signs of symptoms while at school (including the use of an isolation room—see v. below).</p> <p>a. Protocol/Action Items</p> <p>i. Student communicates with teacher.</p> <p>ii. Teacher will call Covid-19 point person, Ashley Guggia (or another administrator if Ms. Guggia is not available), and he/she will inform her that a student is headed to the isolation room.</p> <p>1. Student will take established route to the isolation room (to the right of the counseling office). The student, if a self-driver, would head directly to his/her vehicle and proceed home in lieu of going to the isolation room.</p> <p>iii. Parents will be called by office immediately to be informed that student is waiting in isolation room and must be picked up ASAP or that student has been released home as a self-driver.</p>			<p>Adopted 7/30/2020</p>

<p>iv. Brightly colored “do not enter” signs to be used as signage on the door of the isolation room.</p> <p>v. According to CDC guidelines, when student/staff come in sick and/or with a fever to the office during the school day then they will be escorted directly to the isolation room or to their vehicle.</p>			
<p>2. Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared, or a negative test.</p> <p>I. Protocol/Action Items:</p> <ul style="list-style-type: none"> i. Notify parents of that respective cohort of a confirmed student illness via kenect ii. Parents to notify office staff of illness and proper protocol to be followed. <ul style="list-style-type: none"> 1. The county/state will notify school within 14-21 days of any confirmed positive; if the parents have NOT notified the school within 24 hours of that confirmed positive and/or send their child into school with a positive, confirmed diagnosis, that parent will have broken the SJHS Family Pledge of the school and will need to meet with the administration for the student to be considered for continued enrollment at the school. iii. Parents to share positive/negative test results with administration. If parents choose not to test or to share results, student will follow quarantine protocols. ** 			<p>Adopted 7/31/2020</p>

<p>1. Ashley Guggia, the Assistant Principal of Student Life, will be all families' main contact for COVID-19 information.</p> <p>a. Ms. Guggia will respect all FERPA and HIPAA guidelines regarding student/family privacy.</p> <p>b. Ms. Guggia will also be the main contact for ensuring protocols are followed.</p>			
<p>3. Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.</p> <p>a. Protocol/Action Items</p> <p>I. Canvas, or some other medium such as Zoom will be used to share lesson/lectures with students.</p> <p>II. Teachers broadcast live from classroom, using school-assigned iPad.</p>			Adopted 7/31/2020
<p>Provide students, teachers and staff from higher transmission areas opportunities for telework, virtual learning, independent study and other options as feasible to reduce travel to schools in lower transmission areas and vice versa.</p> <p>Protocol/Action Items</p> <p>8. Student Absences</p> <p>a. If a student is not going to attend school, his/her parents must fill out the absence form on our website. This form will inform the school if the student is:</p> <p>i. Ill and unable to perform school tasks</p> <p>ii. Excused for appointment/family matter</p>			Adopted 7/31/2020

<p>iii. Distance Learning due to fever, cough, shortness of breath/difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or new loss of taste or smell.</p> <p>iv. Student will be distance learning due to family preference.</p> <p>v. Student will be distance learning to supervise a sibling whose school is not physically learning today.</p> <p>b. Students who are excused for (i) or (ii) will make up work within 1 day of return to school for each day absent and are not expected to engage in distance learning.</p> <p>c. Students who are excused for (iii, iv, or v) should log into their scheduled classes at their appointed times on Canvas and click on the Canvas screening log to access the live stream of their course.</p> <p>i. The student will participate in the course in real-time as if he/she was physically present in the classroom.</p> <p>ii. The student is expected to submit all work (formative and/or summative) in the appropriate Canvas module for that respective day. He/she is not excused from participation in class or in coursework with (iii) as the designated reason for absence.</p> <p>1. Think physically absent/mentally present.</p> <p>2. This day will not be recorded as an absence in the student's record of attendance.</p> <p>d. At the 7:43 warning bell, the front-desk secretary will send out the absence list to all teachers so they can plan to stream their classes if a student is not physically present due to iii, iv, or v.</p>			
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CDPH COVID-19 INDUSTRY GUIDANCE FOR SCHOOLS & SCHOOL-BASED PROGRAMS CHECKLIST Our school has given consideration to...	Not Yet Started	In Progress	Completed/ Date
9. MAINTAIN HEALTHY OPERATIONS			
<p>a) Monitor staff absenteeism and have a roster of trained back-up staff where available.</p> <p>b) Protocol/Action Items</p> <ul style="list-style-type: none"> i. All staff will complete a daily wellness questionnaire prior to arriving on campus. ii. Once on campus, all staff will enter the main office and receive a thermal temperature scan. iii. If teaching staff is unable to work on campus due to symptoms / illness they will be required to teach via Zoom from an alternate location. iv. If a teacher teaches remotely, a substitute teacher (classroom monitor) will be assigned to the classroom by the Administrative Assistant to the Principal who maintains the list of potential substitutes. 			Adopted 8/5/20
<p>Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly.</p> <p>Protocol/Action Items</p> <ul style="list-style-type: none"> a. Staff members showing symptoms will not allowed on campus. Staff will be in communication with the COVID-19 point-person (Assistant Principal for Student Life) for a return to work protocol. 			Adopted 8/5/20

<p>b. Students showing symptoms will not be allowed to attend school and will have their parent notified to come pick them up from campus. The student will be isolated on campus in a designated room until they are picked up. The student will be in communication with the COVID-19 point-person (Assistant Principal for Student Life) for a return to school protocol.</p>			
<p>Designate a COVID-19 point-person to be responsible for responding to COVID-19 concerns. Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.</p> <p>Protocol/Action Items</p> <ul style="list-style-type: none"> a) The Assistant Principal for Student Life will be the COVID-19 point-person. b) Families will complete the Physical Absence Form by 7:30 A.M. if at all possible. 			Adopted 8/5/20
10. CONSIDERATIONS FOR PARTIAL OR TOTAL CLOSURES			
<p>Ensure planning for a partial or total school closure due to COVID-19.</p> <p>Communication</p> <ul style="list-style-type: none"> a) Communication will be sent to parents via email, text message (Kenect) and through our website and social media channels. b) Teachers/staff will be notified via email/text and/or staff meeting. c) Distance learning will be immediately implemented should a partial or total school closure occur. 			Adopted 8/5/20
<p>Know and follow appropriate protocol for when a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school.</p> <p>Protocol/Action Items</p> <ul style="list-style-type: none"> a) Communication will be sent to parents via email, text message (Kenect) and through our website and social media channels. 			Adopted 8/5/20

b) Teachers/staff will be notified via email/text and/or staff meeting.			

Classroom Physical Design Checklist Our school has given consideration to...	Not Yet Started	In Progress	Completed/ Date
<p>1. Create a map of classroom space and placement of desks, including orientation to instructional space(s)</p> <p>a. Protocol/Action Items</p> <p>i. A prototype room (e-7) was created to show the format of all classrooms, which will have all desks 4 feet apart in staggered rows, facing in the same direction. The first row is 8 feet from the front of the classroom to give the teacher room to move during lecture while maximizing social distancing</p> <p>ii. Once all classrooms are waxed and ready, all classrooms will follow the template of e-7 in furniture placement orientation.</p> <p>1. Once all classrooms have the furniture placed according to the template, industrial dots (1" circles) will be placed under each leg so that if the furniture gets moved it can be easily returned to the social distanced location of the template (4' apart from other furniture).</p> <p>2. Furniture that no longer fits in the classroom based on the template and physical distance spacing will be stored until the end of the COVID-19 epidemic.</p>			6/30/2020
<p>2. Post signage and install barriers to direct traffic around classroom space</p> <p>a. Protocol/Action Items</p> <p>i. Arrows will be placed in each classroom so that all aisles are one-way (on floors)</p> <p>ii. Arrows will be placed in all classrooms to ensure that all hallways are one way (on walkway floors as well as posted).</p> <p>iii. All classrooms will have an entrance door and an exit door with clear signage.</p>			Completed 8/7/2020
<p>3. Place arrows and guidance on the floors so students have an understanding of spacing between one another</p>			8/7/2020

<p>a. Protocol/Action Items</p> <ul style="list-style-type: none"> i. Arrows will be placed in each classroom so that all aisles are one-way (on floors) ii. Arrows will be placed in all classrooms to ensure that all hallways are one way (on walkway floors as well as posted). iii. Once all classrooms have the furniture placed according to the template, industrial dots (1" circles) will be placed under each leg so that if the furniture gets moved it can be easily returned to the social distanced location of the template (4' apart from other furniture) 			
<p>b. Place physical barriers in classrooms (as needed)</p> <p>Protocol/Action Items</p> <ul style="list-style-type: none"> i. The school will place a physical sneeze guard on every desk in compliance with CDPH guidelines and ADLA guidelines (as furniture meets the 4' not 6' requirements and, therefore, requires a barrier to meet and exceed guidelines with students wear facial coverings) 			8/8/2020
<p>4. Establish cleaning and disinfecting procedures for after use of instructional areas and following snacks/lunch</p> <p>a. Protocol/Action Items</p> <ul style="list-style-type: none"> i. Classrooms <ul style="list-style-type: none"> 1. At the beginning and end of each instructional class, teachers will take Buckeye Eco Neutral Disinfectant and spray down all surfaces. <ul style="list-style-type: none"> a. Students will take their personal cloth from their backpack and rub disinfectant on the surfaces of their desk/sneeze guard. b. Students who prefer can carry their own Clorox Brand Bleach wipes in lieu of having their area sprayed at the beginning and conclusion of each class. ii. Lunch Tables <ul style="list-style-type: none"> 1. Please refer to SJHS Lunch Protocol (Protocol #2) for detailed information about physical distancing and the associated plan to keep all students a minimum of 6 feet across physically distanced and 4 feet distanced on each side. 2. There will be a sanitizing caddy on each table. At the conclusion of lunch there 			<p>Adopted 6/30/2020</p> <p>EcoSpray in all classrooms; caddies will be implemented upon return to school campus.</p>

will be a 5-minute warning at each table to dispose of all food at respective trash receptacles, return to the table, spray sanitizer at all tables, and proceed to, in a physically distanced and organized manner, their next scheduled location on campus.			
<p>5. Require individual supplies for each student so there is not sharing (including safe storage of supplies)</p> <p>a. Protocol/Action Items</p> <p>i. Per CDPH, there will be no use of lockers for the 2020-2021 school year until further notice for best practices of wellness.</p> <p>ii. Students may not leave items overnight in any location on the school campus, including the gymnasium, team rooms, locker rooms, or classrooms. All items must be brought home daily, including PE uniforms and art supplies.</p> <p>b. Rolling backpacks or bags are recommended due to the number of textbooks and materials students will be bringing on and off campus daily.</p> <p>c. Whenever possible, assignments will be given and received on the LMS Canvas to limit transmission of germs.</p>			Adopted 6/18/2020
<p>6. Stagger dismissal times and designate hallways/stairwells to maintain distancing guidelines</p> <p>a. Protocol/Action Items</p> <p>i. Please see Bell Schedule and Master Schedule for detailed times and information regarding the schedule during the 2020-2021 school year.</p> <p>1. Block schedule adopted to limit class changes during the day from 7 classes, break, and lunch (9 rotations) to 4 classes/3 classes and lunch (5 or 4 rotations).</p> <p>2. The lunches were split into 2 distinct lunches at different times to allow for increased physical distancing</p> <p>a. Lunches are cohort by 9th and 10th grades in the first lunch and 11th and 12th grades in the second lunch.</p>			Completed in powerschool on 6/21/2020
<p>7. Stagger recess and restroom times</p> <p>a. Protocol/Action Items</p>			6/25/2020 adopted protocol

<ul style="list-style-type: none"> i. At a high school there is no recess. Lunches are staggered. The one 15 minute “break” was removed from the master schedule. ii. Students may leave class to use the restroom in case of emergency. <ul style="list-style-type: none"> 1. Buckeye Eco Neutral Sanitizing Spray will be available in each restroom. Students are encouraged to spray down the facilities before use and wipe with a small amount of toilet tissue before using the facilities. 2. Students may prefer to bring their own sanitizing wipes, and they are encouraged to use before use. 3. Additionally, restrooms will be cleaned after the first lunch daily and at the conclusion of each school day. 			
<ul style="list-style-type: none"> 8. Verify of window safety for ventilation <ul style="list-style-type: none"> a. Protocol/Action Items <ul style="list-style-type: none"> i. Each classroom has 2 doors and, weather permitting, should be open to allow for maximum ventilation along with classroom windows. 			6/26/2020 adopted protocol
<ul style="list-style-type: none"> 9. Establish a water bottle policy to reduce/eliminate the use of water faucets <ul style="list-style-type: none"> a. Protocol/Action Items <ul style="list-style-type: none"> i. All students are encouraged to bring a large, reusable water bottle (ex. hydro flask, swell, CamelBak, Nalgene) for hydration during the day. ii. Students will not be permitted to use water fountains on campus. iii. Students will be able to use the water bottle filling station to refill their reusable bottles, but they must line up 6 feet apart to maintain physical distancing if a line establishes. (Place stickers or tape to mark 6 feet distancing) 			6/26/2020 adopted protocol

Classroom Maintenance Checklist Our school has given consideration to...	Not Yet Started	In Progress	Completed/ Date
<ul style="list-style-type: none"> 1. Create and maintain rosters identifying student composition of all cohorts <ul style="list-style-type: none"> a. Protocol/Action Items <ul style="list-style-type: none"> i. At St. Joseph High School a grade level cohort is designated as being a member of a graduating class (2021, 2022, 2023, or 2024). 			Completed as of 7/6/2020

<ol style="list-style-type: none"> 1. Grade level cohorts have designated places to sit at lunches and, for all intents and purposes, are isolated in classes of students from the same grade level cohort. <ol style="list-style-type: none"> a. The only exceptions to the grade level cohort would be regarding a small percentage of students in courses designated as mixed grade (some electives) or students who have tested into a higher math than typical for their cohort. ii. All grade level cohort rosters and class rosters are maintained in the school's School Information System (SIS), Powerschool; they are also maintained in the school's Learning Management System (LMS), Canvas. <ol style="list-style-type: none"> 1. Physical copies of class rosters are kept in the classroom in the "Emergency Substitute" folder and in the safety folder. III. A binder will be kept to up to date by the Registrar and kept in the front office to designate the cohort rosters by grade level and by classroom. <ol style="list-style-type: none"> iii. Create a pledge for parents and students to sign related to the system in place for notifying school staff when risk is present as described in iv. iv. Consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 			
<ol style="list-style-type: none"> 2. Limit staff rotation between cohorts and reflect all assigned staff in every cohort list <ol style="list-style-type: none"> a. Protocol/Action Items <ol style="list-style-type: none"> i. Teachers are teaching fewer classes per day (Tuesday-Friday) to limit exposure. ii. Teachers are teaching primarily grade specific classes iii. Back up staff is cross trained and create a roster of this staff 			Master schedule completed 6/24/2020
<ol style="list-style-type: none"> 3. Establish policy on mixing of cohorts and record keeping for track and trace efforts <ol style="list-style-type: none"> a. Protocol/Action Items 			Master schedule completed 6/24/2020

Tracking and trace efforts will be managed using the student's schedule. Cohort mixing will be minimized during the school day based on classroom scheduling.			
<p>4. Maintain training for staff to recognize signs and symptoms of student illness</p> <p>a. Protocol/Action Items</p> <p>i. Signs posted in each classroom listing signs and symptoms</p> <p>ii. Staff and teachers need to be trained in signs and symptoms. Staff needs training in protocols prior to the start of school.</p> <p>iii. Back up staff is trained on all safety protocols</p>			<p>Adopted 6/25/2020</p> <p>Completed and signed 8/11/2020</p>
<p>5. Establish policy for safe shared use of electronic and instructional devices (if applicable)</p> <p>a. Protocol/Action Items</p> <p>i. Students will be discouraged from any sharing of electronic devices. Students will have their own supplies.</p> <p>ii. Students will use their own personal wipes to clean personal devices.</p> <p>iii. Student class materials will be posted to Canvas as much as possible to minimize sharing and distribution of classroom materials.</p> <p>iv. Special protocols are being developed for Physical Education, Science, and Art classrooms to govern materials used.</p> <p>v. When necessary teachers will wear gloves to pass out any items.</p>			<p>Adopted 7/2/2020</p>
<p>6. Outfit classrooms with protective equipment and cleaning supplies for use and distribution as needed (both planned and unplanned)</p> <p>a. Protocol/Action Items</p> <p>i. Each classroom will have a spray bottle with antibacterial cleanser spray. Classes will also have hand sanitizer dispensers placed next to entry door. Disposable gloves available for use</p> <p>ii. The teacher should be the only one touching these supplies</p> <p>iii. Teacher will wipe down inside and outside doorknobs at the beginning of class. Teachers will spray student desk and sneeze guard and students will wipe off desks when entering the classroom.</p>			<p>7/22/2020</p>

Campus Physical Distancing Checklist Our school has given consideration to...	Not Yet Started	In Progress	Completed/ Date
1. Develop scheduling that facilitates reduced mixing of student cohorts at school a. Protocol/Action Items i. Modify class schedules to keep grade-level cohorts as separate as possible ii. Additional lunch period added to allow only half of student body spread out on campus at a given time iii. Modified daily schedule: added number of periods and limited the number of times a student will be in a given class			8/5/2020
2. Develop schedules and maps for entering and exiting the building a. Directional signage posted throughout campus i. All classrooms will have a designated, with signage, an entrance and exit door ii. Entrance & Exit signs posted on doors, inside and out of all buildings.			8/5/2020
3. Develop schedules and maps for all outdoor spaces where heavy foot traffic is possible a. Main corridors need to flow in a circle (counterclockwise) i. Traffic flows on the right			8/5/2020
4. Create and post signs, lines and arrows that facilitate traffic and enforce distancing guidelines in all populated areas of campus a. Arrows on ground at most every 6 ft. b. Signs enforcing distancing rules with visuals posted throughout campus. c. Main hallway will have a physical barrier down the middle to separate foot traffic. i. All other hallways are one-way			8/5/2020
5. Install sanitation stations in all populated areas (if possible) a. Protocol/Action Items i. In lieu of sanitation stations, there are professionally installed hand sanitizers at each door, office, and classroom throughout campus.			8/5/2020
6. Create and enforce maps and guidelines directing students into buildings without congregating in outdoor spaces (including holding areas and passing areas) a. Protocol/Action Items			8/11/2020

<ul style="list-style-type: none"> i. All buildings have visible signage both inside and outside directing students to maintain social distancing protocols. ii. Visible signage indicating 6' distancing is placed on the ground in the areas where the students will line up for thermal scanning. 			
<p>7. Create and post policies that limit visitors on campus, including procedures for parents</p> <ul style="list-style-type: none"> a. Protocol/Action Items <ul style="list-style-type: none"> i. No unscheduled visitors allowed on campus during school hours. ii. Visitor is non-scheduled appt, who is not a parent, guardian, or emergency contact. iii. Signage outside main gate directing all visitors to report to the front office. iv. Signage posted at main gate stating face covering required for all persons on campus. v. All visitors are expected to comply with all rules including health questionnaire and thermal scanning. vi. Parents dropping off lunch are to stay in the vehicle. No lunch drop-off to the front office. vii. No food deliveries from outside vendors as rules cannot be made clear prior. 			Adopted 8/5/2020
<p>8. Publish communal spaces on campus that will remain closed</p> <ul style="list-style-type: none"> a. Protocol/Action Items <ul style="list-style-type: none"> i. Library will remain closed ii. Heritage Lobby will be used only for attendance in the morning or during inclement weather. iii. Main office: students and staff will follow social distancing rules and use proper entrances and egresses, following the signs iv. No lockers will be issued for the 20-21 school year v. Team rooms (boys and girls) are closed until further notice. vi. Wrestling room is closed until further notice. vii. Weight room is closed until further notice 			Adopted 8/5/20
<p>9. Update Extended Care policies to reflect all school policies for social distancing</p> <ul style="list-style-type: none"> a. Protocol/Action Items <ul style="list-style-type: none"> i. While there is no extended care, students are on campus at times outside of school hours. 			Adopted 8/5/20

<ul style="list-style-type: none"> ii. Students need to maintain 4 feet distance and face coverings. iii. During lawn periods, students will remain in the senior period lawn area. During inclement weather, students will use the Heritage Lobby observing distancing protocol and mask use. iv. All lawn period students will follow standard 4-foot distancing rules and wear masks/shields. v. After school, students waiting to be picked up will follow the same guidelines as above for Lawn Period students. 			
<p>10. Refer to local sports authorities and DPH and CDC guidelines for all extra-curricular and athletic programs and requirements.</p> <ul style="list-style-type: none"> a. Protocol/Action Items <ul style="list-style-type: none"> i. Sports activities will resume based on county and state guidelines and will be compliant with SJHS “return to play” protocol submitted 6/14/20. ii. CIF Competition will not begin until January 2021. iii. Decisions regarding closures will be made on daily details for the safety of the kids 			Adopted 8/5/20
<p>11. Develop policies for all required school gatherings. All other large gatherings should be avoided. (refer to county health guidelines to determine if this is allowed)</p> <ul style="list-style-type: none"> a. Protocol/Action Items <ul style="list-style-type: none"> i. All gatherings will follow our local and state guidelines. ii. In person Mass and assemblies will be on hold until further notice iii. In case of inclement weather, students will eat in the gymnasium using social distancing guidelines of separation by 4 feet. 			Adopted 8/5/20

<p>Creating and Maintaining Community Checklist</p> <p>Our school has given consideration to...</p>	Point Person(s)	Action Items	Progress/ Completion Date
<p>1. Creating community and connecting with students in new school configurations</p>	<p>Erinn Dougherty</p>	<p>The principal, Erinn Dougherty, will continue to hold weekly Facebook Live meetings for parents throughout the summer of 2020 to ensure that parents are updated on the new protocols, procedures, metacognition of decisions, and updates from local and state guidelines as we continue to move forward in this evolving situation. These meetings will go to bi-weekly when the school year begins with both in-person and online options.</p>	<p>Adopted 8/5/20</p>
<p>2. Facilitating community and connection with faculty and staff</p>	<p>Erinn Dougherty</p>	<p>Staff will need to be trained on the protocol for posting individual zoom links</p>	<p>Adopted 8/5/20</p>
<p>3. Onboarding students to orient to the new realities of the classroom and school</p>	<p>Ashely Guggia</p>	<p>Ms. Guggia will work with ELT to ensure a safe way to convey new protocols and policies in outdoor spaces (football stadium) to address physical distancing, safety, and new ways to ensure that we can continue to maintain good health while physically returning to school. This will take place throughout the summer (videos in July/early August) with the first days of school being 8/13 for freshmen and 8/14 for sophomores, juniors, and seniors.</p>	<p>Adopted 8/5/20</p>
<p>4. Developing a differentiated on-boarding plan for students that are new to the school (transfer students, freshmen, etc.)</p>	<p>Executive Leadership Team/ Assistant Principal of Student Life (Ashley Guggia)</p>	<p>As the entire schedule changed to a block schedule (reducing students on campus on Wednesday and Friday afternoons; allowing for fewer time in hallways/passing periods; eliminating the previously scheduled “break,” and creating fewer cohort interactions daily in</p>	<p>Adopted 8/5/20</p>

		sections of 20 students or fewer, physically distanced in classrooms with a 4' radius), all students will be new to the schedule and protocols. Therefore, the only differentiation that will need to occur will be on the electronic/learning management onboarding of Canvas. Students returning will already be fluent in Canvas and their emails, whereas transfers and new students will need to be onboarded to our LMS. All students will need information on how to access their streamed classrooms (where on modules it is, how to access it, and how to interface synchronously in a distanced setting).	
5. Developing authentic ways for parents to connect with the school community in a virtual world	ELT	Weekly masses will be available virtually through Zoom/Website, etc. Continued Facebook Live, community Zooms will facilitate ongoing communication strategies.	Adopted 8/5/20
6. Maintaining daily rituals (i.e. daily announcements, morning prayer, etc.)	Ashley Guggia & Campus Minister	Roll will be taken daily for each class. Announcements will continue to be emailed to all students, parents/guardians. Classes will continue to begin with a prayer and the school day will end with a prayer.	Adopted 8/5/20
7. Structuring social opportunities for students and families	Ashley Guggia	Teacher office hours, class / team/ club Zoom sessions will be virtual social options. Our Return to Sports protocol is in place awaiting county approval which will provide in-person social opportunities for students. Social opportunities for families will continue to be virtual (Facebook Live + other online meetings) until county mandates allow.	Adopted 8/5/20
8. Creating ways to mitigate stress responses in students, teachers, and families	Executive Leadership Team/ Assistant Principal of Student Life	Ways to mitigate stress responses in faculty will be in having designated faculty meetings to discuss concerns and productive approaches to present and future problems. Mitigating stress for	Adopted 8/5/20

	(Ashley Guggia)	families will be resolved through continual informative emails, virtual coffee talks, and social media postings. There will be several modes of creating stress responses for students such as providing one on one virtual assistance after class hours, direct email correspondence with faculty at all time which must be answered in a timely manner, physically present meetings with socially distant protocols in place in order to assist the student on a one to one basis.	
9. Enhancing approaches to support social emotional learning	Executive Leadership Team/ Assistant Principal of Student Life (Ashley Guggia)	Two members of the ELT (Mott & Guggia) will be assigned additional duties during the 1 st semester to provide additional academic/social and emotional support to students in need via online classroom management support and individual virtual meetings.	Adopted 8/5/20
10. Developing virtual open houses and other means to market and recruit new families while maintaining proper social distancing	Executive Leadership Team/ Assistant Principal of Student Life (Ashley Guggia)	Social media continues to be at the forefront of our recruiting strategy. "Info-Knights" are currently scheduled for the late-Fall/Winter which will adhere to all county guidelines and will be adjusted accordingly.	Adopted 8/5/20
11. Developing alternative fundraising events either virtually or ways that ensure proper social distancing and health guidelines	Pepe Villaseñor Erinn Dougherty Dereka Anderson	At this juncture, apart from the Rodeo Campaign and management of private donors, all fundraising events have been canceled and will resume in the Spring with dependence of the Covid landscape. The Rodeo Campaign has continued their efforts in which various raffle tickets have been sold on-line and through social media forums.	Adopted 8/5/20

<h2>Maintaining our Catholic Identity in Virtual Spaces Checklist</h2> <p>Our school has given consideration to...</p>			
	Point Person(s)	Action Items	Progress/ Completion Date
1. Providing opportunities for school-wide Eucharistic celebrations and other prayer services, involving students in the planning.	E.Gregory, Campus minister, Fr. Ed (Chaplain)	Plan how Mass will be possible following safety protocol, for example: cohort Masses out of doors and live-streamed.	Adopted 8/5/2020
2. Developing virtual or small group retreat experiences that will allow for proper social distancing	E. Gregory	Consult with other Catholic High Schools, and parish DREs, sharing ideas and experiences.	Adopted 8/5/2020
3. Invite parents and families to join in virtual prayer and faith life activities, including retreats.	E. Gregory	Explore effective use of Facebook, Kenect and school web-site for keeping parents informed and included.	Adopted 8/5/2020
4. Creating explicit service activities that can be completed in a virtual community.	E. Gregory	Consult with other Catholic High Schools, sharing ideas and experiences.	Adopted 8/5/2020
5. Continue to integrate Catholic worldview and Gospel values within content lessons.	Entire Faculty	During staff meetings, continue to encourage integration Catholic worldview and Gospel values within content lessons.	Adopted 8/5/2020
6. Create a plan for both Chaplain, and Principal to be present and visible.	ELT	Principal and Chaplain are already present and visible to a great degree. ELT to be sure they cover for them as needed so they are available for students and their families.	Adopted 8/5/2020



June 29, 2020

Dear Catholic School Parents,

We are pleased to share with our elementary school parents that the northern Santa Barbara County Catholic schools will be reopening full time and in-person for the 2020-2021 school year. The Department of Catholic Schools for the Archdiocese of Los Angeles provided guidance for our safe reopening, and we are working together to develop procedures and policies that follow these guidelines while meeting the needs of our individual school communities. Some of the procedures we are reviewing include:

- Health checks for students, staff, and visitors
- Physical distancing requirements
- Personal protective equipment
- Cleaning schedules and supplies
- Schedules to limit contacts

We, the principals of our local Catholic schools, are meeting regularly to establish the general and school specific protocols required at this time. The state and archdiocese continue to update their guidance, which will impact what procedures will be implemented when school starts in August. Due to these ever-changing requirements, we will provide our detailed plans for each school in early August. This will give you time to prepare both yourself and your child for the new school year.

Ensuring a safe learning environment is our priority. While the next school year will certainly look much different to start, we feel blessed that we can resume in-person learning. Our campuses have been too quiet for too long.

Your Servants in Christ,

Regina Fox

Regina Fox
St. Louis de Montfort

Michelle Cox

Michelle Cox
St. Mary of the Assumption

A handwritten signature in black ink, appearing to read "Rigoberto Gallardo".

Rigoberto Gallardo
La Purísima Concepción

Erinn Dougherty

Erinn Dougherty
St. Joseph High School



July 10, 2020

Dear Catholic School Parents,

We, your Catholic school principals, are continuing to work hard as a collaborative leadership team to ensure a safe return to campus in August. We've been meeting weekly, per our last email to families, to ensure consistency whenever possible across our campuses.

We will be (in detail) sharing out the operationalizing of all protocols in early August through a series of zoom meetings with our respective families. The principals in Deanery 1 are committed to seamless, consistent, and sensible protocols to ensure that all students are as safe as possible. In anticipation of those meetings during the second week of August, we would like to preview some details now.

Week 1 (7/10): Materials and Dress code and Friday dismissals

Week 2: (7/17/20): Scheduling and academic adjustments/programmatic changes

Week 3: (7/24): PPE, barriers, physical campus, Visitors, temp checks

Week 4 (7/31): Drop off and pick up at respective campuses

Week 5 (8/7): Extended care and athletics

Our back to school detailed webinars will occur the week of 8/10/2020

Week 1 Preview

Here are our week one updates on each campus. We know that students are adjusting to so many changes, and we are excited to give them some **one year special treats** in addition to those changes.

- At SJHS we are excited to allow sneakers (neat) on Monday Mass days. Students will not need to wear dress shoes for Mass during the 2020-2021 school year.
- All Catholic elementary students will have a one-year dispensation of the "shoe dress code policy." Students during 2020-2021 will be able to wear colored sneakers. It is imperative that any graphics have no skulls/crossbones, inappropriate words or symbols, or anything that is not in keeping with Christian standards of modesty and appropriateness. No "wheelies" or wheeled shoes.
- As families are nervous to go regularly to the salon or barber this year, students may wear their longer (males) if they choose. All styles must be "natural" in appearance (no shaved designs or unnatural hair color) and well kept. Students must follow neatness standards and have their eyes/faces visible. However, we will not be ensuring that hair doesn't come over the ears/collar for the 2020-2021 school year.

Materials

- We are recommending rolling backpacks since all materials must be taken home every day; no students' materials (pencil boxes, textbooks, notebooks, workbooks) can be left at school overnight. Smaller suitcases and rolling backpacks must fit into an overhead bin (don't bring your 5' rolling

- suitcase, friends).
- Students must wear a facial covering at all times on campus; additionally, students must bring at least one extra, clean facial covering. Face shields and buffs/neck-gaiters are recommended for ease of breathing, but it is the choice of each family to select an appropriate facial covering (mask, shield, buff, neck-gaiter).
 - o Facial covers must be appropriate. Any “decoration” of masks cannot be in a manner that would obstruct vision or be distracting to others. It is imperative that any graphics have no skulls/crossbones, inappropriate words or symbols, or anything that is not in keeping with Christian standards of modesty and appropriateness. Solid colors or simple designs are encouraged. Alcohol or substance logos are strictly forbidden.

Early Dismissals

- The elementary schools will have early dismissal on Fridays: SLdM 12:25, SM 12:30, LP 12:30.
- Wednesdays will now be a full day of school for the elementary schools.
- SJHS will have Wednesday and Friday early release in block scheduling to simplify the week (1:10 pickup as opposed to the 2:40 release the other days).
- Protocols will be shared regarding early dismissals as information becomes more solidified.

Extended Care

- As of 7/9/2020, La Purisima will not be offering extended care.
- St. Mary of the Assumption School and St. Louis de Montfort School will be offering extended care; details to come.
- SJHS does not provide extended care; however, students on lawn period or after school must maintain physical distancing protocols when on campus.

We will continue with weekly emails to keep our communities “in the know” with all we know in this ever-changing world. Please be flexible as we continue to refine our protocols with that of the state, county, and CDC.

May God Bless you,

Regina Fox

Regina Fox
St. Louis de Montfort

Michelle Cox

Michelle Cox
St. Mary of the Assumption



Rigoberto Gallardo
La Purísima Concepción

Erinn Dougherty

Erinn Dougherty
St. Joseph High School



July 17, 2020

Dear Catholic School Parents,

We, your Catholic school principals, are delighted to send you our 3rd email – our second weekly email in our summer communication series. This week we are focusing on scheduling and academic adjustments in addition to programmatic changes in compliance with our schools' responses to the county, state, and federal guidance.

In order to meet the CDC and Santa Barbara County Public Health Department's guidance to decrease student mixing of cohorts in public spaces, our respective schools will be implementing the following changes:

St. Louis de Montfort School

- School will be on Mondays - Thursdays from 7:50 am - 2:55 pm and on Fridays from 7:50 am - 12:25 pm with all students on campus daily.
- We will have 3 cohorts (TK-1), intermediate (2-5), and middle school (6-8). The cohorts will each have a lead teacher and an assistant. Each grade will remain separate in class and during activities and they will not intermingle. This will minimize the number of classes that have to distance learn in the event of a confirmed COVID-19 case.
- Morning assembly will be held in the classroom because large group gatherings will not be held at this time. Also all large group events are cancelled at this time.
- Recess will be held in cohorts to comply with decreased mixing. However, each class will have a designated area to play in and will only play with their classmates.
- Mass will be moved to Fridays at 11:30 am and will be scheduled by grade level. Look on the calendar for the scheduled.
- Fridays will be 12:25 dismissal (in lieu of Wednesdays).
- Teachers and students will be prepared to switch between in person instruction and distance learning. For students distance learning, instruction will be streamed live.
- Academic work will primarily be submitted through Google Classroom in digital form.
- All field trips are temporarily suspended.
- Difference on the report card.
 - Computers will no longer be a graded class.
 - Handwriting will no longer be graded for 5th - 8th grades. TK and Kindergarten do not grade handwriting. Students in 1st - 4th grades will be taught proper printing and cursive skills but it will not be graded for the 2020 - 2021 school year only.
 - Music will not be taught this year only. All performances are put on hold until further notice which includes the Christmas School performance.
 - PE will be twice a week for 1st - 8th grades with health guidelines taken into account when school begins. For example, PE activities cannot include any contact and require at least 6 feet of separation.

St. Mary of the Assumption School

- Classes will be on Mondays - Thursdays from 8:00am - 3:00pm and on Fridays from 8:00am - 12:30pm with all students on campus daily.
- St. Mary's will have three teams (or cohorts): primary (K-1), intermediate (2-5), and middle school (6-8). The cohorts will each have a lead teacher and assistant for the team. Cohorts will remain together and will not intermingle. This will minimize the number of classes that have to distance learn in the event of a confirmed COVID-19 case.
- Teachers and students will be prepared to switch between in person instruction and distance learning. For students distance learning, instruction will be streamed live.
- Academic work will be digital as much as possible and submitted through Seesaw or Google Classroom.
- Large gatherings are not allowed at this time; therefore, morning assemblies, Masses, and monthly performances are cancelled until further notice. Classes will participate in Mass through live-streaming and recorded liturgies.
- PE, art, and music will be limited based on health guidelines when school begins. For example, PE activities cannot include any contact and require at least 6 feet of separation.
- All field trips are temporarily suspended.

La Purísima Concepción

- Monday through Thursday will have school hours from 8am till 3pm. Friday will have early dismissal at 12:30pm. Students will attend everyday.
- Friday's will be Formal Dress Days in the expectation that we look forward to Mass on Fridays. We will work with our parish to offer the best options possible to celebrate mass.
- Our students will be placed in two cohorts to separate activities and minimize interactions.
 - Cohort A: Kindergarten through Second Grade
 - Cohort B: Third Grade through Eighth Grade
- Recess and lunch will be scheduled separately by cohorts, lunch and snack time will take place in the classrooms and recreational time will follow by the scheduled time for each cohort.
- We will work with as much digital content as possible to minimize the amount of physical exchange of learning materials. This digital content will be implemented in a classroom setting and if necessary during distance learning.
- We plan to provide student iPads with internet service in support of classroom instruction and distance learning.
- We will not gather in large groups and practice our school and Catholic traditions together. We will pray together, make announcements and celebrate through digital portals like Zoom.
- Specials such as Art, SUBE Spanish and PE will be scheduled as effectively as possible in adherence to social distancing procedures. To minimize exposure our classes will only have each special once a week.
- All field trips are temporarily suspended.

St. Joseph High School

- The schedule has been adjusted to a modified block schedule to decrease time in hallway transitions. All student thoroughfares will have signage to confirm which direction pedestrians will travel to decrease transmission of germs.
 - Students will attend all classes on Mondays with Mass adjusted for individual cohorts with zooming into Masses. EM's will deliver Eucharist to classes who are "virtually" attending Mass.
 - This is a fluid situation which will be compliant with county health mandates.
 - Students will have block schedules on Tuesday-Friday
 - On Tuesdays and Thursdays, students will have Periods 1-5
 - Students will attend 4 periods and have lunch
 - Freshmen and Sophomores will have lunch period 3
 - Juniors and Seniors will have lunch period 4



July 24, 2020

Dear Catholic School Parents,

We, your Catholic school principals, are delighted to send you our 4th email – our third weekly email in our summer communication series. This week we are focusing on PPE, hygiene and cleaning, physical campus, visitors, and temperature- checks in compliance with our schools' responses to the county, state, and federal guidance.

We continue our plans to return to in person instruction, despite the possibility that we will need to start with distance learning if current trends continue. Our goal remains to return to campus as soon as it is safe, and so this week we are sharing how each school is preparing.

PPE

- All students in grades K-12 must wear a mask. If students cannot wear masks for health reasons, they will wear a face shield.
- All staff members will wear masks or shields while on campus.
- All desks will have protective barriers on top to mitigate germs and protect students.
- Any food service would have gloved persons in preparation of any food

Hygiene and Cleaning

- Classrooms have hand sanitizer for students and staff.
- Student bathrooms have paper towels instead of hand dryers.
- Teachers will schedule frequent times for handwashing and review proper techniques for effective handwashing.
- Restrooms, high touch areas, and student desks will be cleaned several times throughout the day to promote positive hygiene.
- Lunch areas and/or recess equipment (where applicable) will be cleaned between uses.

Physical Campus

- All schools will have one way hallways or clear directives (based on respective site) to mitigate mixing of students and cohorts and increase student safety during movement.

Visitors

- All visitors, including parents, must come into the front office for a health screening prior to going to their designated appointment.
- Parents, while not considered visitors but members of our collective school families, are not allowed in classrooms or on campus for non-necessary reasons. An appointment must be scheduled for

meetings during the 2020-2021 school year.

- Lunches
 - At SJHS: Parents driving up to deliver lunch at their child's designated lunch time, must wait in their cars lined up by senior lawn for students to come and collect the lunch.
 - At the elementary sites: Parents may not drop off lunch or snacks. The school will provide a protein bar or other lunch item in the event that a student's lunch is left at home. Fees may apply.
- There will be no guests for lunch.

Temperature Checks

- All school sites have a clear protocol for screening all students, staff, faculty, and guests on campus in compliance with the Archdiocese of Los Angeles, the California Department of Public Health, and the Santa Barbara County Public Health Department.
 - At St. Joseph High School, thermal scanners have been installed in 3 locations for students and 1 location for faculty/staff/guests. All persons entering campus must complete a health screening and temperature scan to enter the campus.
 - At the elementary schools, all students will complete health screenings with their guardians prior to arriving at school. The schools will complete the health screening by checking student temperatures upon arrival.

As we continue our communication to you, our Catholic school parents, please look forward to the following emails over the next 2 weeks:

- Week 4 (7/31): Drop off and pick up at respective campuses and/or distance learning protocols
- Week 5 (8/7): Extended care and athletics

Additionally, our back to school detailed webinars will occur at the beginning of August. Each principal will hold a meeting/webinar to inform families about the policies and procedures of his/her respective school. Much of the information will be consistent between all 4 schools; site specific details will be presented by the principals. We have staggered the date for the elementary schools and SJHS (so that parents with both elementary and high school aged students can attend both meetings).

- Individual Webinar/Zoom Meetings to Return to School:
 - SLdM/SM/LP (all elementary schools): August 6th live broadcast at 6:30pm
 - St. Joseph High School: August 10th at 7pm
 - All schools will email their respective zoom links to families.

We will continue with weekly emails to keep our communities "in the know" with all we know in this ever-changing world. Please be flexible as we continue to refine our protocols with that of the state, county, and CDC.

May God Bless you,

Regina Fox

Regina Fox
St. Louis de Montfort

Michelle Cox

Michelle Cox
St. Mary of the Assumption

Rigoberto Gallardo

Rigoberto Gallardo
La Purísima Concepción

Erinn Dougherty

Erinn Dougherty
St. Joseph High School

Drop-Off and Pick-Up Procedures during Physical Campus Learning

- **At St. Joseph High School**

- School begins at 7:45 each morning.

- **Morning drop off**

- Students who are being dropped off:
 - must be dropped off by the heritage lobby and line up in a physically distanced manner for thermal temperature scanning, which will begin at 7:30 in the morning. While waiting in line to be thermal scanned, students will open the app on their phones to complete their wellness check.
 - Any student who does not pass thermal scanning will be sent to the designated sick area, which is to the right of the counseling office, to wait for a guardian to pick him/her up.
 - The parent/guardian will then need to fill out the physical absence form to document that their student will be learning from home.
- Students who self-park:
 - must park in the student lot and proceed to the locker room (girls proceed to the girl's locker room/boys proceed to the boy's locker room). They will wait, lined up in a physically distanced manner, for thermal temperature scanning, which will begin at 7:30 in the morning. While waiting in line to be thermal scanned, students will open the app on their phones to complete their wellness check.
 - Any student who does not pass thermal scanning will immediately go to his/her vehicle to return home.
 - The parent/guardian will then need to fill out the physical absence form to document that their student will be learning from home.
- These procedures will be detailed during materials pick-up days on August 13th (freshmen) and August 14th (sophomores, juniors, and seniors).
- After successfully completing the temperature scanning and health check, students will proceed to class with their passed sticker (which is the ticket to physically enter the classroom).

- **Afternoon dismissal**

- is at different times depending on the schedule
 - Gold Mass days (Mondays, during 5 day weeks) will dismiss at 2:10pm
 - Green Days with periods 1-5 (Tuesdays and Thursdays during 5 day weeks) will dismiss at 2:40pm
 - White Days with periods 6-9 (Wednesdays and Fridays during 5 day weeks) will dismiss at 1:05pm
- All students must either:
 - Immediately go to their parked vehicle if a self-parker/driver
 - Immediately report to athletic practice if an athlete with a scheduled team meeting, practice, or physical conditioning after school.
 - Wait, physically distanced 6' or more with facial coverings on, for parent pick up on the senior lawn or by the administrative building.

- **At St. Mary's**, all parents must remain in their cars. No walk ons will be allowed in order to maintain

social distancing and monitor contact tracing.

- Morning drop off: Students will be dropped off in the alley between the church and school. Each group of students (K-1, 2-5, and 6-8) will have a designated entry gate where their temperature will be checked by the cohort assistant before students are admitted. Any student with a temperature of 100°F or higher will be sent directly home. Students in grades K & 1 will line up to be walked to their classroom. Students in grades 2-8 will walk directly to their classrooms, where they will sanitize hands and enter for the day.
- Dismissal: Students will be lined up by grade outside. Parents/drivers will enter from the alley, follow the carpool lane around the lot, and remain in their cars until the children they are picking up are secure inside before continuing out of the lot onto Cypress Street.

- **At La Purisima**

- Morning drop off: Student drop off is restricted to car drop off only beginning at 7:30am till 8:00am. Vehicles must enter the first gate off of the I St. parking lot, drive up to the school blacktop and drive out of the alley exit to Olive Avenue. When a car drives up school staff will do a temperature check of students and ask if the prescreening was completed that morning, when the car window is rolled down. If their temperature is acceptable, below 100°, they are allowed to go directly to their classroom where their teacher will be waiting for them inside.
 - If a parent has an appointment with the office they are expected to exit the parking lot and park on Olive Avenue to enter through the school gate off of Olive Avenue. Their temperature will be taken and they will prescreened before going to the office. They are not allowed to go anywhere else on campus.
 - Few exceptions are made of Walk Up drop-off of students, for example if a family has the custom of walking to school because they live in the neighborhood or do not have access to a vehicle at the time of drop-off. Walk Up will take place at the school entrance on Olive Avenue. At the gate a school staff will take the temperature of the student and ask if a prescreening was completed. Parents/guardians will not be allowed on campus unless an appointment was made with 24 hour notice. If so they will be prescreened and temperature will be taken to be permitted to go to the school office. Parents/guardians are only allowed to go to the office for school business.
- Dismissal: School dismissal is after 3:00 and is strictly done by car pick up. Weather permitting students will wait on the school blacktop within their own class groups and are not permitted to commingle with other students, including siblings. The classes will be dismissed from the classrooms staggered in 30 second increments. Students will be given permission to approach their vehicle in an orderly fashion in a first come first served method.
 - Walk up pick-up of students will be done in a similar fashion at the school gate off of Olive Avenue. Parents must wait outside of the gate following social distancing guidelines while their children are permitted to approach the exit.
 - Office visits are also restricted to appointments that are made with 24 hour notice.

- **At St. Louis de Montfort School**

- Morning drop off:
 - **NO DROP OFF BEFORE 7:30 am**
 - Students will be dropped off in the driveway between the school and hall. Each group of students (TK-1, 2-5, and 6-8) will have a designated drop off location. Their temperature will be checked by the cohort assistant before students are admitted. Any student with a temperature of 100°F or above will get back in the car. Students in grades TK - 8th will walk directly to their classrooms, where they will sanitize hands and

enter for the day.

- No parking on Harp Road for dropping students off in the morning.

○ Dismissal:

- **NO WALK UP PICK UPS of STUDENTS ALLOWED**
- **Walkers will walk along the fence by the Albertson's shopping center**
- Students will be lined up by grade outside by the palm trees at the church parking lot. Parents/drivers will enter from Clark Avenue only, be directed to the car line, and remain in their cars until the children they are picking up are inside the car. Exit the parking lot between the rectory and the hall only.
- No parking on Harp Road for picking up students in the afternoon.

Next week we will conclude our joint communications with a final email to discuss additional programs such as extended care and athletics as well as plans for materials pick-up.

Reminder regarding our back to school detailed webinars in August.

- Individual Webinar/Zoom Meetings to Return to School:
 - SLdM/SM/LP (all elementary schools): August 6th live broadcast at 6:30pm
 - St. Joseph High School: August 10th at 7pm
 - *All schools will email their respective zoom links to families.*

We will continue with weekly emails to keep our communities "in the know" with all we know in this ever-changing world. Please be flexible as we continue to refine our protocols with that of the state, county, and CDC.

May God Bless you,

Regina Fox

Regina Fox
St. Louis de Montfort

Michelle Cox

Michelle Cox
St. Mary of the Assumption

Rigoberto Gallardo

Rigoberto Gallardo
La Purísima Concepción

Erinn Dougherty

Erinn Dougherty
St. Joseph High School



August 7, 2020

Dear Catholic School Parents,

We, your Catholic school principals, are delighted to send you our 6th and final email – our fifth weekly email in our summer communication series. This week we are focusing on materials pick-up days as well as discuss additional programs such as extended care and athletics.

At this point, we are facing the sad truth that it is now impossible to open physically on time. The governor, in his update on 8/3/2020, reiterated his mandate that we need to get to under 100 positive cases per 100,000 residents for 14 days straight in order to physically return. **Therefore, at this time, we will all begin our school year in a distance learning modality.** Last week's joint letter outlined how distance learning will look next year.

Given the governor's remarks, this puts us at the end of August or beginning of September at the earliest to be physically back on campus. We are, obviously, devastated and heartbroken at this news. We have been working hard all summer to welcome our students back mid-August, and have spent countless hours and significant funds to comply with CDC guidelines for a safer return. We continue to watch the process in the legislature, courts, and our county health departments to fight for our students' safer return to school as soon as possible for those who seek in-person instruction. In the words of our California Catholic Bishops, *"What our children will lose by "virtual" education — in terms of emotional development, skills and learning and achievement — will have a significant impact... Our Catholic schools across the state have been diligently implementing the Centers for Disease Control guidance for schools and the recommendations of local health authorities in preparing to return to the classrooms."* Please know that we share your grief that this choice is not an option for our families and pray that our physical campus is open for those who desire on-campus learning; we will have rigorous and excellent distance learning in the meantime for all (and for the remainder of the pandemic for those who want to preferentially distance learn even when we are back on campus).

Athletics

- **St. Joseph High School**

- The 13 area athletic directors met last week and formulated our Central Coast Athletic Association schedules for the 2020-21 school year.
- The CIF has moved all sports to 2021 so it will be a busy 6 months as we attempt to compete our roughly 700 games this school year.
- Athletics is in a slight holding pattern as we await new updates from the governor's office regarding our return to play protocols.
- These were originally released on Friday (7/31/2020), but rescinded later that same date for additional revisions.

- 10:45am: Physically distanced line to library for students to take their ID pictures and time to ask Mr. Stark/faculty/staff questions about upcoming school year
 - *Students are free to leave campus upon getting their ID pictures taken*
 - Returning Students Materials Day, 8/14/2020
 - Arrive at 8:30am, report to the gym. Please wear your SJHS polo (dress code) and your facial covering.
 - Girls, please enter through the girl's locker room.
 - Boys, please enter through the boys' locker room.
 - Chairs will be set up for students, physically distanced.
 - Please make sure that you bring your fully charged iPad
 - Students will get orientation packets at temp check-in
 - Students will return their emergency info from summer mailing at this time
 - Agenda
 - 9:15am: Opening prayer and Administration Information Session to Students
 - 9:30am: Mr. Stark goes over using the Microsoft office suite for all returning students
 - 10:00am: Physically distanced line to library for students to take their ID pictures and time to ask Mr. Stark/faculty/staff questions about upcoming school year
 - *Students are free to leave campus upon getting their ID pictures taken*
- **St. Mary's School:** All families will drive through during our Starting Smart Supplies Pickup to get your school devices and textbooks.
 - August 13th from 3:00pm - 7:00pm
 - August 14th from 10:00am - 2:00pm
- **La Purísima:**
 - August 7 from 2:00pm - 5:00pm
 - 2:00pm - 3:30pm: Cohort A - Kindergarten to 2nd Grade
 - 3:30om - 5:00pm: Cohort B - 3rd to 8th Grade
 - Please contact the school office by August 6 if you need to make arrangements for pick up if you can't make it to the scheduled times.
- **St. Louis de Montfort School:**
 - August 19 - 21 from 8:00pm - 4:00pm
 - Each family will have a 30 minute block of time to pick materials, meet the teacher and establish computer connectivity while on campus. You will be notified when sign-ups will begin.

It has been our pleasure and honor to collaborate as your Catholic schools principals. We look forward to sharing more information specific to each school in online webinars and recordings. Please mark your calendars and watch for emailed links or invitations.

- Elementary Schools (SLdM/SM/LP): August 6th broadcast available at 6:30pm
- St. Joseph High School: August 10th at 7pm

May God Bless you,

Regina Fox

Regina Fox
St. Louis de Montfort

Michelle Cox

Michelle Cox
St. Mary of the Assumption

Rigoberto Gallardo

Rigoberto Gallardo
La Purísima Concepción

Erinn Dougherty

Erinn Dougherty
St. Joseph High School

April 15, 2021 Memo:

No more preferential distance learning -- On campus learning or medically-necessary distance learning

Dear Parents, Students, and SJHS Community,

As vaccinations have become available for our faculty, staff, and students aged 16 or older (and testing on campus is becoming part of our campus-life for athletics)-- we are shifting from a mindset of "preferential distance learning" to a mindset of "medically necessary distance learning."

Effective Tuesday, 4/20/2021 we are shifting away from our current preferential model Tuesday - Friday. Students may preferentially distance learn on Mondays for their small group meetings, reviews, and intervention.

For students who are remaining home during the school day for medical reasons (either in the student's life or to protect a family member, etc.), they may continue to stay home to continue protecting those family members/themselves; we salute the sacrifice these students are making. The expectation is that these students won't be on campus physically for any reason throughout the day. **Students who do not physically attend classes cannot attend any other school event on or off campus) that day (Mass, an athletic contest, practice, rehearsal, club meeting, etc.).** The only students who don't attend physical classes Tuesday-Friday are those who will be "medically necessary distance learning." This would preclude them from coming to the physical campus for other reasons.

The expectation remains – if you have any COVID-like symptoms, then you must stay home (and off the campus) until you are symptom-free for 24 hours.

Thank you! We are excited to continue our journey back to a "more normal" life on our "safer" campus. It's been a little over a year since this began, and we hope a year from now that we've fully returned toprecedented times. This is the first sign of our pre-pandemic policies; this is the way school always was before.

God Bless!

Mrs. Dougherty, Mrs. Garcia, Ms. Guggia, Mr. Mott, and Mr. Villaseñor