

Saint Monica School

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Archdiocese of San Francisco
Department of Catholic Schools

Infection Mitigation Plan for Reopening of Schools

Logistics and Planning

Submission v.2: 2020-09-16 (Approved)

All contents are subject to change in deference to the Department of Catholic Schools, the San Francisco Department of Public Health, California State, and federal regulations.

Introduction

The Saint Monica School Faculty Task Force was convened in the summer of 2020 to prepare the Logistics Plan for the opening of the 2020-2021 school year. The first step in the process was taken when the parent community was invited to participate in a survey during the summer of 2020 to inquire views for reopening from our parent community. Faculty task force discussions were held to gather input and guide the creation of our Logistics Plan.

A focus on these two items were the cornerstones of our planning process:

1. Safety
2. Quality of Instruction

The items for our Logistics Plan include the preparation of the school building, procurement of needed supplies, defining safety procedures and policies, and creating schedules and directional maps.

While this plan for school reopening is in preparation for opening our school building for on-campus classes, we will also offer a complete Distance Learning Program, both for the necessity of our student education when in-person classes are not available, but also as an option for our families who choose the DLP option if/when we open the campus for in-person classes.

We have planned for a hybrid approach to our classes with the following highlighted points:

- The school day on campus/zoom schedule will be within the hours of 8:00 a.m. – 1:00 p.m. Asynchronous learning opportunities will be scheduled in the afternoons following student dismissal from campus.
- We will utilize on the Saint Monica School building and adjacent yards. In order to best control cohort use of spaces and predict cleaning programs, we will not be using any shared parish/school spaces.
- We plan to start the year by not offering a lunch period in order to avoid excessive risk with contamination.
- As we perfect our routines and as local conditions allow, we will plan to add a lunch period and afternoon classes, as well as activate our afterschool Extended Care Program (as guidelines for schools allow)
- Kindergarten through 2nd grade will have access to on-campus learning every day of the week. Each grade level will have one student cohort.
- Students in 3rd to 8th grades will have access to on-campus learning for two or three school days on a given week. Each of these grade levels will be split into two student cohorts, blue and white. Blue cohorts will be invited on campus on Mondays and Wednesdays, while White cohorts will be invited on Tuesdays and Thursdays. When one cohort is in the school building for class, the opposite cohort will participate via Distance Learning Program mode. Each Friday will alternate Blue and White cohorts on campus.

We have planned to begin the school year with a Distance Learning Program. All class schedules were created with the flexibility in mind so that either the hybrid mode or the distance learning mode can be activated with minimal interruption for family schedules. Focusing on the creation of a quality Distance Learning Program will ensure that our school community is prepared to activate a full distance learning program should it be needed at any point of the school year.

This Logistics Plan will be regularly revised and updated and revised as new guidelines are received from the National Center for Disease Control, the California State Department of Education, the San Francisco Department of Health, and the Archdiocese of San Francisco Department of Catholic Schools. Updates will be communicated to our school community via School Newsletters and copies of updated handbooks/plans will be posted.

Special thanks to the faculty task force members for the time offered in preparation of the Saint Monica Reopening Plans:

- Michael Devine, Nicole Keb, Lisa-Anne Kenyon, Joe Miller, Susan Smith, and Vince Sweeters

Saint Monica School Guiding Principles

Mission Statement

Our mission, which reflects our Roman Catholic Faith, is to provide a nurturing, Christ-centered environment, and a vigorous, dynamic, comprehensive school program, engaging the full range of a student's development.

Philosophy

The Saint Monica School Community strives to live Jesus' message of respect, love, and concern for one another in our contemporary and multi-cultural world. Our parents, clergy, faculty, and staff work together to build a community that fosters the religious, intellectual, moral, social, cultural, and physical growth of each student. We continue the welcoming tradition of our founding religious order, the Sisters of the Holy Names of Jesus and Mary, to provide our students and families with an education in the faith and to offer service to the needy. We embrace the modern needs of our students by offering support, balancing the advancement of athletics and the Fine and Performing Arts, while creating a challenging academic environment, particularly in the areas of science and technology.

Schoolwide Learning Expectations

Saint Monica School students are:

I) God's Children who:

- 1) Understand the teachings of the Catholic Church and Scripture as the living Word of God.
- 2) Develop a relationship with God through prayer.
- 3) Respect the sacredness of life, family, and all of God's creation.
- 4) Make moral decisions fostering compassion, tolerance, and justice.

II) Responsible Individuals who:

- 1) Develop a strong work ethic and one's own unique God given talents.
- 2) Participate in the fine arts, drama, and music.
- 3) Demonstrate athletic effort and good sportsmanship.
- 4) Practice good personal health habits and a commitment to fitness.

III) Academically Empowered Learners who:

- 1) Exhibit curiosity, enthusiasm, and self-motivation for lifelong learning.
- 2) Employ critical thinking skills and demonstrate a strong academic foundation.
- 3) Think creatively to recognize and solve problems.
- 4) Develop effective personal organization, research, study, and technology skills.

IV) Caring Citizens who:

- 1) Show appreciation for the unique individuality of all persons.
- 2) Serve community members on family, local, national, and global levels.
- 3) Acknowledge the importance of diverse cultures.
- 4) Promote stewardship and the ecological sustainability of the natural world.

V) Effective Communicators who:

- 1) Articulate ideas clearly, creatively and effectively.
- 2) Listen respectfully and interact cooperatively.
- 3) Evaluate diverse viewpoints.
- 4) Utilize technology for gathering, processing, and sharing information.

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Resources:

- San Francisco DPH Guidance for Reopening of TK-12 Schools for In-Person, On-Site Instruction: *2020-08-10*
- *Stronger Together: A California State Guidebook for the Safe Reopening of Public Schools*
- *Leading With Hope: A Reflective Guide for Catholic Schools in a New Reality*

A. Entrance Protocols

- Schools will need to create systems and procedures to handle the daily routines of the school and control access to the building.

Morning Drop-off Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
1. Drop off Map Reflecting Distancing Guidelines (10 ft.)			Plans are in place (see info below)
2. Map of temperature checks and hand washing/sanitizing stations (county dependent)			Plans are in place (see info below)
3. Drop off hours published			Plans are in place (see info below)
4. Record keeping of refusal of admission (per county guidelines)			Plans are in place (see info below)

1. Drop off Map Reflecting Distancing Guidelines (10 ft.)

- Student arrivals are scheduled in a staggered time pattern in order to avoid crowd gatherings and allow for families to have siblings arrive at the same time.
- Family arrival and drop off will occur in two locations:
 - Walking traffic will enter gate at 23rd Ave. southern gate and proceed to check in station at portico between lower and upper yards. Parent walking traffic will exit through 23rd Ave. southern gate.
 - All walking traffic will mind at least a six-foot social distancing between persons during student arrival procedures.
 - Driving traffic will enter gate at 24th Ave. and proceed to drop off check in/temperature check stations in the lower yard. The check in stations will be located near the rectory garages. Driving traffic will exit through the 23rd Ave. northern gate.
 - All driving traffic will mind at least a ten-foot distancing between cars during student arrival procedures.
- See Maps (Appendix 01):
 - Map A: Student Arrival Procedures and Health Screening Stations

2. Map of temperature checks and hand washing/sanitizing stations (county dependent)

- Student Arrival and Temperature Check Procedures:
 - Staff members will greet students at assigned locations on the yard and at building entrances.
 - Teachers will be in their respective classrooms in order to receive students as they enter the building and classrooms.
 - Walking traffic, as well as car traffic, will proceed to the respective cone area and staff will collect health screening survey information from families. Families will have information prepared and/or the following four questions will be asked upon arrival:

- 1) *Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, flu-like symptoms or been diagnosed with COVID-19 within the last 14 days?*
 - 2) *Do you or your child live with anyone or do you or your child have a fever, cough and/or shortness of breath? For children and adults, fever is 100.4 degrees or above using a forehead thermometer.*
 - 3) *Do you or your child live with anyone or do you or your child have any other signs of communicable illness such as a cold, flu, rash or inflammation?*
 - 4) *Do you or your child live with anyone or have you or your child experienced diarrhea or vomiting (within the past 24 hours)?*
- Touchless body temperature check for each student will be performed at arrival. If a student is measured to have a fever, the respective student will be asked to leave the campus with parent supervision. Students with no fever measurement will be allowed to proceed to building entrance.
 - Students will then walk to one of the school building entrances through the upper yard. Parents will not be allowed to enter the upper yard.
 - Students will be greeted by a staff member at one of the designated entrances and supervised for hand sanitizing at one of the building entry hand sanitizer stations.
 - Students will use the building entry door that is closest to their respective classroom in order to minimize unnecessary hallway traffic.
 - See Maps (Appendix 01):
 - Map A: Student Arrival Procedures and Health Screening Stations
 - Map B: Student Entry to Building and Hand Sanitizer Stations
 - Map C: Classroom Entry – Lower Level
 - Map D: Classroom Entry – Upper Level
 - See Four Question Health Questionnaire Form (Appendix 02)

3. Drop off hours published

- All students will follow a staggered arrival pattern for morning drop off procedures, organized by last name letter:
 - **A-G:** 7:45 a.m. – 7:55 a.m.
 - **H-M:** 7:55 a.m. – 8:05 a.m.
 - **N-T:** 8:05 a.m. – 8:15 a.m.
 - **U-Z:** 8:15 a.m. – 8:25 a.m.
 - Late arrivals: all students are expected by 8:25 a.m.
 - Late arrival students after 8:30 a.m. will report to the main school office at 5950 Geary Blvd. or to the Visitor Entrance of the Upper Yard after the security gate is closed.
- Schedules will be made available in school newsletters, posted on Schoolpseak, and provided by respective homeroom teachers.

4. Record keeping of refusal of admission (per county guidelines)

- Staff and students who are sick should stay home.
- In the event that a staff or student is not allowed to enter building due to showing signs of illness, the person(s) will be asked to go home and the refusal of entry will be documented.
- See Refusal of Admittance Documentation Form. (Appendix 02)
 - (Revisions/updates of form to be determined by DCS and/or SFDPH Guidelines)

B. Health Screenings

- Schools will need to establish a standard routine of checking the health status of all students that enter the school.

Health Screening Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
1. Develop routines, daily health checks			Plans are in place (see info below)
2. Create Health Screening			Plans are in place (see info below)
3. Purchase Health Check Equipment (county dependent)			Plans are in place (see info below)
4. Purchase Essential Protective Equipment (PPE)			Plans are in place (see info below)

1. Develop routines, daily health checks

- Parents will be asked to conduct the four-question health survey prior to escorting their children to school. The four question health survey form will be made available on the school information system: Schoolspeak, and well as the school website: stmonicasf.org. Copies will be may also be made available via the parent social portal or administrative or teacher distribution.
- Parents will be asked to complete the form prior to arriving to school and present the form to the appropriate health screening staff.
- Staff conducted daily health check routines will begin at student morning arrival. Walking traffic, as well as car traffic, will proceed to the respective cone area and staff will collect health screening survey information from families. Families will have information prepared and/or the following four questions will be asked upon arrival:
 - 1) *Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, flu-like symptoms or been diagnosed with COVID-19 within the last 14 days?*
 - 2) *Do you or your child live with anyone or do you or your child have a fever, cough and/or shortness of breath? For children and adults, fever is 100.4 degrees or above using a forehead thermometer.*
 - 3) *Do you or your child live with anyone or do you or your child have any other signs of communicable illness such as a cold, flu, rash or inflammation?*
 - 4) *Do you or your child live with anyone or have you or your child experienced diarrhea or vomiting (within the past 24 hours)?*
- Touchless body temperature check for each student will be preformed at arrival. If a student is measured to have a fever, the respective student will be asked to leave the campus with parent supervision. Students with no fever measurement will be allowed to proceed to building entrance for supervised entry.
- All students will be required to wear a mask. If a student arrives to campus without a mask, one will be provided.
- Students will be instructed to use hand sanitizer stations upon entry to the school building. Students will then proceed to their respective classrooms to be greeted by the teacher. Homeroom teachers will also have touchless thermometers to use as needed as well as touchless hand sanitizer stations at the classroom entrance.

- During the school day, teachers and staff will continue to monitor the health of students throughout the day in all scenarios: during classroom instruction, during breaks, visits to the playground, etc.
- If a student report illness or is observed exhibit symptoms, the teacher/staff will report to the school office. A staff member will go to the classroom or yard to conduct a health screening and temperature check. If deemed necessary, the student will be escorted to the school isolation room (Room 16, located near the school office). Parents will be contacted and instructed to pick up their child.
- See Four Question Health Questionnaire Form (Appendix 02)
- Upon arrival, students will report directly to their designated entrance in school building for temperature checks and hand sanitizing, then proceed to homeroom entrance with teachers supervision.

2. Create Health Screening

- The Four Question Health Screening Questionnaire Form will be utilized daily at student entry (Appendix 02)
 - This form may be revised, depending upon DCS and/or SF DPH guidelines
- Parents will be asked to conduct screening for children prior to leaving home
- Staff will collect pre-completed forms and verbally interview family as student arrives
- Forms will be collected daily as written documentation, as necessary

3. Purchase Health Check Equipment (county dependent)

- The following Health Check and Personal Protective Equipment is available:
 - Touchless Infrared Thermometers for each teacher and supervising staff
 - Pump and Touchless Hand Sanitizer Stations installed at building and individual classroom entrances
 - Extra supply of bottled hand sanitizer solution at classroom/office entrances
 - Six month supply of hand sanitizer solution
 - Packages of disinfectant wipes at classroom/office entrances (six month supply)
 - Disinfectant Cleaning Supply Solution available (six month supply)

4. Purchase Essential Protective Equipment (PPE)

- The following Health Check and Personal Protective Equipment is available:
 - Six month supply of protective masks (adult and child sizes)
 - Six month supply of protective gloves (adult and child sizes)
 - Face shields are provided for all teachers & staff

C. Social Distancing in the Classrooms: Physical Design

- Teaching, Planning, and Maintaining Social Distancing

On Campus Protocols (In-School & Hybrid):

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

Classroom Physical Design Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
1. Create a map of classroom space and placement of desks, including orientation to instructional space(s)			Plans are in place (see info below)
2. Post signage and install barriers to direct traffic around classroom space			Plans are in place (see info below)
3. Arrows and guidance on the floors so students have an understanding of spacing between one another			Plans are in place (see info below)
4. Physical barriers in classrooms (as needed)			Plans are in place (see info below)
5. Cleaning and disinfecting procedures for after use of instructional areas and following snacks/lunch			Plans are in place (see info below)
6. Individual supplies required for each student so there is not sharing (including safe storage of supplies)			Plans are in place (see info below)
7. Staggered dismissal times and designated hallways/stairwells to maintain distancing guidelines			Plans are in place (see info below)
8. Staggered recess and restroom times			Plans are in place (see info below)
9. Verification of window safety for ventilation			Plans are in place (see info below)
10. Water bottle policy to reduce/eliminate the use of water faucets			Plans are in place (see info below)

1. Create a map of classroom space and placement of desks, including orientation to instructional space(s)

- Unnecessary classroom furniture has been removed from classrooms. Priority for classroom space has been give to teacher instructional area, student desks, and teacher desk.
- Student desks will be placed at a six-foot distance from each other (preferred), five-foot minimum, depending upon size of class cohort and size of respective classroom.
- Touch less hand sanitizer stations are available at the entrance of every classroom.
- See map (Appendix 01):
 - Map E: Classroom Sample Orientation Map
- See sample pictures of classrooms with student desk orientation. (Appendix 03)

2. Post signage and install barriers to direct traffic around classroom space

- Students will be directed to wash their hands and/or use sanitizing stations prior to entering the classroom.
- Teachers will post signage provided by the school administration for both outside and inside the classroom. See samples of CDC provided signage for student viewing inside and outside of the classroom. (Appendix 07, A-H)
- Students will enter classroom through the marked “in” door.
- Students travel within the classroom will guided per the teacher’s directions and visual directional arrows.
- Students will exit classroom through the marked “out” door.
- Teachers will train students during class orientation and reinforce traffic behaviors daily to ensure that a safe environment is maintained for all.
- Barriers inside classroom will be marked as necessary.
- See map (Appendix 01):
 - Map E: Classroom Sample Orientation Map

3. Arrows and guidance on the floors so students have an understanding of spacing between one another

- Arrows are placed on floors in hallways and classrooms to guide student traffic patterns. Teachers and staff will daily reinforce walking traffic procedures and directions for students.
- Messaged markings are placed on floors to indicate areas for students to wait in line and promote social distancing practices.
- Area markings are placed on visible places on floors to show student desk and work areas. Teachers will daily reinforce expectations regarding spaces that students may use appropriately.

4. Physical barriers in classrooms (as needed)

- Mobile plexi-glass barriers will separate the teacher instructional space from the student desks with a six-foot minimum when teacher is at instructional space at front of classroom.
- Plexi-glass barriers placed upon teacher desks will separate space between teachers and students for use when teacher is sitting at desk.
- See map (Appendix 01):
 - Map E: Classroom Sample Orientation Map

5. Cleaning and disinfecting procedures for after use of instructional areas and following snacks/lunch

- Daytime Custodial Staff will be present on campus during the school day during all activities rotations and covering key areas, such as bathrooms and classrooms post recess snack (as applicable).
- Students will be instructed to eat recess snacks during outdoor recess (as best within reason).
- At the beginning of the In-building Classroom Plan, we will dismiss at 1:00 p.m. and will not conduct lunch in order to avoid a long series of student staggering and clean up routines.

- Multi-touch areas, such as hallway rails, doorknobs, light switches copy areas, and office mail areas will have frequent rotational cleaning during school and thorough follow up after dismissal.
- Following school dismissal, the afternoon/evening janitorial staff will conduct a thorough cleaning of the classroom, common rooms (bathrooms), and building.
- Safe and CDC approved cleaning supplies and disinfectants will be used for all cleaning routines.

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

- Students will only use their assigned desks and personal backpacks for storage of personal supplies. Closets will not be used for storing student belongings.
- Students will bring personal supplies in sealable plastic bags or closable plastic containers. Students will not be allowed to share supplies with others. Students will each have their own water bottle and personal hand sanitizer.
- Students will be assign to specific areas to sit in, work, and use as their personal area. Each student desk will be marked accordingly. This area will be used for the student desk as well as all personal belongings and backpacks. Teachers will guide students to wipe down and clean their desks daily.

7. Staggered dismissal times and designated hallways/stairwells to maintain distancing guidelines

- All students will follow a staggered morning drop off procedure, organized by last name letter:
- Dismissal Times and Groups:
 - A-G: 12:45 p.m.
 - H-M: 12:55 p.m.
 - N-T: 1:05 p.m.
 - U-Z: 1:25 p.m.
 - Late Pick Ups will be expected by 1:30 p.m.
 - For students waiting for pick up after 1:30 p.m., staff members will escort students to the main school office at Geary Blvd. and parents will be directed to pick up at office.
- Schedules will be made available in school newsletters, posted on Schoolpseak, and provided by respective homeroom teachers.
- See maps (Appendix 01):
 - Map G: Classroom Exit from Classrooms – Lower Level
 - Map H: Classroom Exit from Classrooms – Upper Level

8. Staggered recess and restroom times

- Recess Procedures:
 - Morning Recess will be conducted in both the upper and lower yards to ensure enough large spaces will be available between cohorts. Recess period will be 20 minutes in length with a five-minute passing period to ensure no mixing of cohorts during travel in and out of the school building.
 - Weather permitting; recess snacks will be eaten on the schoolyard. If snacks are eaten inside the classroom, students will pack items away and/or dispose of items prior to leaving the classroom. The janitorial staff will clean the classroom while the class is outside for recess.
 - Recess times and respective yards used per grade level:
 - 9:15 a.m.: Kindergarten (Upper Yard) & 1st grade (Lower Yard)
 - 9:40 a.m.: 2nd grade (Upper Yard) and 3rd grade (Lower Yard)
 - 10:05 a.m.: 4th grade (Upper yard) and 5th grade (Lower Yard)
 - 10:30 a.m.: Middle School, 6th grade (Upper Yard) and 7th/8th grades (Lower Yard)
 - Teachers/staff members will escort student cohort to assigned yard at beginning of recess and back into classroom at end of recess.

- Students are expected to maintain six-feet social distancing between others.
- Students will not be allowed to share play equipment and games with physical contact will not be allowed.
- Group activities will be allowed at the discretion of the supervising playground staff.
- Restroom Use Procedures:
 - Restrooms will be used per each student cohort (as reasonable as possible).
 - Every other bathroom stall and/or urinal will be made available for student use.
 - When entering bathroom, students will line up in a single-file line in, minding social distancing protocols. No more than four students will be allowed in the respective bathroom at a time.
 - Student cohorts will be escorted to the restroom on the return from recess in order to use bathroom and wash hands prior to returning to the classroom.
 - Teachers and staff will explain and reinforce bathroom use policy.
 - Students will be trained to mind all policies when using the bathroom during class times
- See map (Appendix 01):
 - Map F: Recess Procedures

9. Verification of window safety for ventilation

- All classroom windows are in working order and are available to be opened at the teachers' discretion for ventilation purposes.

10. Water bottle policy to reduce/eliminate the use of water faucets

- Water faucets will be closed off for use at this time for student use. Exception: fountains that may be used as water bottle filling stations.
- Students are required to bring a personal refillable water bottle to school each day. The student water bottles must have name placed visibly on label.
- Each classroom will have a back up case of plastic disposable water bottles of plastic water bottles for emergency use when students run out of water and no filling station is reasonably available.

D. Social Distancing in the Classrooms: Instruction for Students

On Campus Protocols (In-School & Hybrid):

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

Classroom Instruction- Social Distancing Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
1. Protocols developed to teach social distancing to all grade levels			Plans are in place (see info below)
2. Signs to remind students how to stop the spread of germs, how to wash hands, why face coverings should be worn			Plans are in place (see info below)
3. Policy and instruction on face coverings, including proper use and cleaning (please refer to county guidelines)			Plans are in place (see info below)
4. Hand washing - General Hygiene policies and procedures			Plans are in place (see info below)
5. Sneeze and Cough protocols for students (including no touching of eyes and face)			Plans are in place (see info below)
6. Discipline policy for misuse of protective equipment and violation of social distancing protocols			Plans are in place (see info below)

1. Protocols developed to teach social distancing to all grade levels

- Administration, teachers, and staff will instruct and reinforce training for students/families on these items:
 - Teachers and staff will provide grade level/developmental appropriate health and safety lessons for students.
 - Teachers and staff will give hand hygiene and hand washing instructions. Soap and water hand washing will be primary strategy and hand sanitizing will be secondary strategy to maintain hand cleanliness.
 - Teachers will educate and reinforce respiratory etiquette in the classroom. Practices of covering coughs and sneezes, as well as disposing of tissues, will be made part of classroom, hallway, and yard behavioral expectations.
 - Face coverings will be standard expectation at all grade levels. Teachers and administration will model and instruct for proper usage of face coverings.
 - Teachers and staff will instruct students to refrain from touching their face, mouth, eyes, and nose as best as possible.

- Teachers and staff will instruct students to not share school supplies in the classroom. Each student will be responsible for bringing to school and maintaining their own personal school supplies in a sealed container.
- Teachers and staff will instruct and reinforce students to mind the practice of maintaining a six-foot distancing protocol at all times: in the yard, in the classroom, in the bathrooms. Signage posted in the hallways and classrooms will give students visual cues and help to reinforce the practice. Student and teacher desks will be placed at 5 to 6 foot intervals as a standard classroom procedure.

2. Signs to remind students how to stop the spread of germs, how to wash hands, why face coverings should be worn

- The administration will provide teachers with CDC signage to hang outside of classrooms in hallway, entrances to classrooms, and inside classrooms.
- Administration will hang posters at building entrances, in office area, and in strategic locations in hallways.
- Posters will educate and remind students the importance of the following practices:
 - a. Staying home if sick
 - b. Maintaining six-foot social distancing
 - c. Being aware of and stopping the spread of germs
 - d. Importance of wearing face coverings and masks
 - e. Importance of hand washing and using hand sanitizer
 - f. Instructions to cover coughs and sneezes
 - g. Importance of not touching eyes, nose, and face
- See samples of CDC posters that will be used for educating and reminding students (Appendix 04: A-H)

3. Policy and instruction on face coverings, including proper use and cleaning (please refer to county guidelines)

- Face coverings keep people from spreading infection to others, by trapping respiratory droplets before they can travel through the air.
- A face covering is defined as a covering made of cloth, fabric, or other soft/permeable material, with holes, and that covers only the nose, mouth, and surrounding areas of the lower face. A face covering is considered essential clothing to be worn daily and that can be washed at home and worn to school each day.
- All students, faculty, and staff are required to have a face covering in their possession when entering campus.
- Students are required to bring two face coverings with them each day, one for use during the day, and one for back up. Face coverings will be worn at all times, except during snack or meal times.
 - Students 3rd grade and above: face covering are mandatory at all times
 - Students ages 2-9 should wear face coverings at all times, as much as reasonable, particularly:
 - When indoors
 - When participating in group activities
 - When encountering staff and/or students from other cohorts
- Students must wear face coverings if they become ill or show signs of illness and are waiting to be pick up from the office/isolation room.

4. Hand washing - General Hygiene policies and procedures

- Washing of hands is the most effective way to prevent the spread of germs.
- Hand washing and hand sanitizing procedures will be conducted/expected throughout the school day.
- Students will be instructed to follow these steps for hand washing:
 - 1) Wet your hands with clean water
 - 2) Apply soap and lather your hands by rubbing hands together. Include backs of hands, between fingers, and under nails
 - 3) Scrub hands with later for at least 20 seconds (hum the Happy Birthday song for a reference on time)

- 4) Rinse hands thoroughly with clean water
- 5) Dry hands using a clean towel or by air drying
- Students will be instructed to take particular care for hand washing at these key times:
 - At entry of building/classroom
 - Before during, and after preparing/eating food
 - At recess/snack time
 - At bathroom visits
 - After blowing your nose, coughing, or sneezing
 - After touching garbage
 - At end of day/dismissal procedures
- Students will be educated and reminded about this process by teachers/staff and posted visual signage

5. Sneeze and Cough protocols for students (including no touching of eyes and face)

- Teachers and staff will give instruction for proper covering techniques for coughing and sneezing.
- If students cough or sneeze, they will be instructed to do the following:
 - 1) Cover your mouth and nose with a tissue when you cough or sneeze
 - 2) Immediately throw used tissues into the trash
 - 3) If you do not have a tissue, cough or sneeze into your elbow, not into your hands
 - 4) Following cough or sneeze, wash your hands with soap and water for at least 20 seconds
 - 5) If soap and water are not available, use hand sanitizer to clean your hands

6. Discipline policy for misuse of protective equipment and violation of social distancing protocols

- Due to the serious nature of potential infection, student behavior that is observed to be inappropriate will result in disciplinary action.
- Students are expected to comply with all policies and expectations for use of protective equipment and social distancing.
 - Teachers and staff will ensure that personal protective equipment will be used appropriately.
 - Teachers and staff will enforce social distancing practices.
- If students willfully choose not to follow guidelines and protocols, they will be given a verbal warning, followed by teacher contacting parents for school/home discipline, followed by teacher and administration discussing with parent whether respective student will be asked to go home and/or return to campus.
- Families will be required to replace protective equipment for the misuse and/or destruction of school provided materials.

E. Social Distancing in the Classrooms: Maintenance

On Campus Protocols (In-School & Hybrid):

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

Classroom Maintenance Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
1. Create and maintain rosters identifying student composition of all cohorts			Plans are in place (see info below)
2. Limit staff rotation between cohorts and reflect all assigned staff in every cohort list			Plans are in place (see info below)
3. Policy on mixing of cohorts and record keeping for track and trace efforts			Plans are in place (see info below)
4. Maintain training for staff to recognize signs and symptoms of student illness			Plans are in place (see info below)
5. Policy of shared use of electronic and instructional devices			Plans are in place (see info below)
6. Creation of DL Plans that are in place whether students are exclusively in class or in hybrid versions of class			Plans are in place (see info below)
7. Classrooms outfitted with protective equipment and cleaning supplies for use and distribution as needed (both planned and unplanned)			Plans are in place (see info below)

1. Create and maintain rosters identifying student composition of all cohorts

- The school administration will create student cohort rosters in advance of return to in-person classes.
- The administration and faculty will follow SFDPH guidelines as well as review the respective class size cohort numbers, classroom spaces, and available teacher/staff supervision to form student cohorts.
- Due to our Kindergarten through 2nd grades having smaller class sizes, we will be able to offer full, daily return to classes, as these grades will each form one sealed cohort of students.
- Sealed cohort groups will be formed in the 3rd – 8th grades by splitting the respective class number in half. The first priority form forming cohorts will be to keep family siblings on the same schedule rotation. Parents will be given

the opportunity to petition for a cohort rotation based upon these criteria: parent work schedules or other important family information, student participation on the Learning Support Program, and student scheduled afterschool activities. Student socialization may also be considered in order to support our schoolwide program of supporting Social Emotional Learning. Adjustments to cohort groupings will be considered to support family needs as well as limiting students/staff exposure to potential infection.

- For grades 3rd – 8th, while one cohort is present in the building for in-class instruction, the opposite cohort simultaneously participate in a Distance Learning Program format with live classes via zoom.
- Each cohort of 3rd – 8th grade classes will attend in-person classes 2-3 times per week in an alternating schedule:
 - Cohort Blue attends in-person classes on Mondays and Wednesdays
 - Cohort White attends in-person classes on Tuesdays and Thursdays
 - Blue and White cohorts will attend classes on alternating respective Fridays
- All schedules will be posted on the school information system (Schoolspeak), announced in school newsletters, and provided by respective homeroom teachers.

2. Limit staff rotation between cohorts and reflect all assigned staff in every cohort list

- Staff rotation will be kept to a minimum and the process will be monitored by the school administration.
- All student cohorts will remain in their homeroom classroom for the entire school day.
- Kindergarten – 5th grade classes will be instructed and supervised by the respective homeroom teacher.
- In the 6th – 8th grades, where the curriculum follows a departmentalized structure, teachers will move to different classrooms to instruct respective curriculum classes. Students will not move between classrooms.
- Learning Support classes/meeting and Supporting Curriculum Classes will be offered virtually via Zoom format. As routines progress, we will consider holding PE classes on campus, outside on the schoolyard.
- If substitute teachers are needed to cover a homeroom teacher, priority will be made to have a designated teacher/staff cover the respective class for the entire school day and/or entire length of absence in order to maintain least amount of adult contact with a respective student cohort inside the classroom.

3. Policy on mixing of cohorts and record keeping for track and trace efforts

- Student cohorts will not mix.
- Student cohorts will be assigned to their respective classrooms for the length of the school day. Exceptions will be for bathroom breaks, recess on the school yard, and participation in Supporting Curriculum classes if/when allowed on different areas of campus.
- The school administration and homeroom teacher will collaborate to maintain the listing of all cohort groups as well as track which teachers maintain close contact each respective cohort group.
- Teachers and staff will direct Student Cohorts Groups to follow arrival and dismissal traffic patterns, and based upon last name letter groups.
- After initial routines are practiced successfully, we will consider activating our Extended Care Program based upon family needs. At that time, if deemed safe to proceed, we will review updated San Francisco DPH guidelines for forming additional cohorts to participate in afterschool activities.
- All student enrichment activities will be offered in a virtual format during the asynchronous schedule block.

4. Maintain training for staff to recognize signs and symptoms of student illness

- We will use CDC and San Francisco DPH materials for staff training.
- In advance of launching on-campus learning, the faculty and staff will be trained to recognize signs and symptoms of student illness, particularly those symptoms that are associated with COVID-19. Faculty and staff will receive training on how to use health screening and personal protective equipment.
- On-going information updates and training updates will be offered to staff throughout the school year.

5. Policy of shared use of electronic and instructional devices

- Saint Monica School is a one-to-one student to technology device program.
- Technology devices will be issued to students at the beginning of the school year (Registration Day) and students will be expected to maintain their issued device, both by bringing their issued devices back and forth from home to school per their class schedule, as well as at home during Distance Learning Program.
- If a student device needs repair or assistance for connectivity, the student/family will contact the School Technology Coordinator, respective teacher, or administration for assistance. The school staff will work to rectify problems or arrange for replacement of technology device.
- Technology devices will not be shared amongst students.
- Students are required to provide their own hearing/microphone devices, such as headsets or earbuds. Hearing/microphone devices will not be shared amongst students.
- Instructional materials, such as textbooks and workbooks, will be issued per student and will not be shared.
- Students will be responsible for keeping their own classroom and educational supplies and will not share supplies amongst other students.
- Students will be allowed to only bring the devices and materials to school as directed by the respective teacher.

6. Creation of DL Plans that are in place whether students are exclusively in class or in hybrid versions of class

- Our Distance Learning Program (DLP) is ready to be enacted at any time during the school year. We began the 2020 – 2021 school year in Distance Learning Program mode.
- Teachers are provided with a variety of technology devices and support materials to conduct distance learning successfully. Teacher instructional tools include:
 - Faculty laptops can be used in any situation (in class or DLP)
 - Faculty iPads and document cameras can be used for zoom instructional delivery as additional cameras/projection devices so that standardized procedures are used seamlessly, whether in the classroom during a hybrid model or for DLP activation.
- Technology devices are distributed to students on a one to one model, per grade level. Per the respective teachers' direction, our technology coordinator customizes the devices so that teachers have the ability to standardize their students' experience during distance learning. The technology devices issued are:
 - iPads for each Kindergarten – 3rd grade student
 - Chromebooks for each 4th – 8th grade student.
- Homeroom teachers will provide families a list of required student educational supplies to be used at home during the Distance Learning Program.
- Zoom is used as the connection platform between teachers and students in the virtual environment. Although the use of Zoom provides us with an opportunity create a virtual classroom, Distance Learning Classrooms are regarded as real classrooms with real teachers; therefore appropriate student behavior is expected at all times during zoom classes. All students are expected to follow the Saint Monica School Zoom rules:
 1. Be seated at a desk or table - in a quiet, well lit, and distraction free place for learning while in Zoom class meetings.
 2. Be dressed in proper clothing that is appropriate for the school day. No eating/drinking during Zoom class without teacher permission.
 3. Have your educational materials nearby and ready for use (books, notebooks, pencils, pens, etc.).
 4. Your Zoom identification screen name should be made up of only your first and last name. No virtual backgrounds without teacher permission.
 5. Students must have video on, be visible on screen at all times, and remain muted, unless the teacher gives permission to unmute. Be in a close position to camera so the teacher can see you clearly.
 6. Wait your turn and be prepared to speak clearly/participate if called upon by the teacher.
 7. Be on time to every Zoom class meeting throughout the day.

8. Ask for permission to leave a Zoom class meeting.
 9. Chat and other communication functions may only be used per the discretion and permission of the teacher.
 10. Be respectful to all participants, and give the teacher your full attention.
- As reasonable as possible, curriculum content is provided digitally. When textbooks and/or other student materials are necessary, items are scheduled for family pick up from the school office or mailed to family homes.
 - The benchmarks of our Distance Learning Program plans are:
 - Each grade level teacher will create a zoom schedule for core subject instruction that matches his or her respective students' developmental level. Schedules will progress as the developmental level of the students' progress. We generally follow a zoom class schedule of three or more per day. Schedules will be provided by the homeroom teachers and posted on our schoolwide information system (Schoolspeak).
 - Class schedules are created with the goal of being able to conduct the hybrid model in conjunction with the Distance Learning Program without creating unnecessary disruption to family and school schedule patterns. Scheduling follow these guidelines:
 - Core curriculum classes will be offered in the a.m. (synchronous)
 - Learning Support classes and coaching will be offered in the a.m. and p.m. (opposite times as the core curriculum)
 - Supporting Curriculum classes will be offered weekly or bi-weekly in the a.m. and p.m. (synchronous)
 - Enrichment classes, teacher support activities, and office hour check in opportunities will be primarily offered in the p.m. (asynchronous)
 - Our middle school teachers collaborate together to create a four-teacher curriculum presentation for our middle school students in the 6th – 8th grades.
 - Teachers are provided a variety of digital tools and software programs for instructional delivery and student engagement.
 - Google Classroom and Google for Education Tools are standard for Kindergarten – 8th grades.
 - Seesaw is a standard digital tool for Kindergarten – 2nd grade.
 - ALEKS is a standard Math curriculum enhancement for 4th – 8th grades.
 - Teachers in the Kindergarten - 5th grades, as well as in the Learning Support Program, all have the CTN/CTR sponsored programs available for use.
 - As part of the weekly schedule, teachers offer a variety of connection and support opportunities for families, including the following:
 - Read and Meet opportunities in the lower grades
 - Student/Parent/Teacher family conferences
 - One-on-one instruction support for students (this offering must have at least one parent present to join the respective teacher (per SF Archdiocese Safe Environment regulations)
 - Learning Support Program small group targeted instruction
 - Teacher hosted parent meetings for building classroom community
 - Group presentations by administration and/or teachers for select topics, such as Back to School information and the high school application process.
 - The principal conducts regular parent surveys at each grade level to check for parent satisfaction and family needs in order to make adjustments during conduction of the Distance Learning Program. This information is shared with respective teachers and discussed at virtual faculty meetings.
 - At any time, families will have the option to choose the Distance Learning Program for their child(ren), even if the respective class is open for in-person, on-campus learning.

7. Classrooms outfitted with protective equipment and cleaning supplies for use and distribution as needed (both planned and unplanned)

- CDC San Francisco DPH and CDC Guidelines will be followed for cleaning and personal protective equipment.
- Each classroom and common workroom will be provide with the following recommended PPE supplies: touchless thermometers, disposable masks, face shields, plastic gloves, hand sanitizer stations (wall mounted and back up pump dispensers), disinfectant wipes, and disinfectant cleaner sprays/paper towels.
- School administration will organize supply room where teachers and staff can obtain additional supplies as needed during the school day.
- Janitorial staff will maintain cleaning and PPE supply closet on each floor to support daily/nightly cleaning and supplies distribution.
- Janitorial staff will maintain an advance three to six month supply of cleaning supplies.
- Students are required to arrive at school with their own face coverings and back up hand sanitizer supply.

F. Planning for Social Distancing Outside of the Classroom

Social Distancing on Campus

On Campus Protocols (In-School & Hybrid):

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

Campus Social Distancing Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
1. Develop scheduling that facilitates reduced mixing of student cohorts at school			Plans are in place (see info below)
2. Develop schedules and maps for entering and exiting the building			Plans are in place (see info below)
3. Develop schedules and maps for all outdoor spaces where heavy foot traffic is possible			Plans are in place (see info below)
4. Create and post signs, lines and arrows that facilitate traffic and enforce distancing guidelines in all populated areas of campus			Plans are in place (see info below)
5. Install sanitation stations in all populated areas			Plans are in place (see info below)
6. Create and enforce maps and guidelines directing students into buildings without congregating in outdoor spaces (including holding areas and passing areas)			Plans are in place (see info below)
7. Create and post policies that limit visitors on campus, including procedures for parents			Plans are in place (see info below)
8. Develop policies for all required school gatherings. All other large gatherings should be avoided. (refer to county health guidelines)			Plans are in place (see info below)
9. Publish communal spaces on campus that will remain closed			Plans are in place (see info below)
10. Update Extended Care policies to reflect all school policies for social distancing.			Plans are in place (see info below)
11. Refer to local sports authorities and DPH and CDC guidelines for all extra-curricular and athletic programs and requirements.			Plans are in place (see info below)

1. Develop scheduling that facilitates reduced mixing of student cohorts at school

- When school reopening is both deemed safe and approved by the Department of Catholic Schools and the San Francisco Department of Public Health we plan to start with a hybrid program consisting of the following components:
 - Student cohorts will not mix.
 - In order to practice safety routines, focus upon core curriculum instruction and avoid providing a lunch period we will start with a school day with an 8:00 a.m. – 1:00 p.m. schedule.
 - Kindergarten through 2nd grade class sizes will allow for one cohort of students who will come to school for daily classes, Monday – Friday.
 - 3rd through 8th grade classes will be split into two halves of one cohorts each, Blue and White. While one cohort is in building for in-class instruction, the opposite cohort will participate in class with the teacher via zoom, with a similar structure and expectation to our Distance Learning Program.
 - The technology equipment and tools provided will enable teachers to perform dual instructional delivery.
 - For the 3rd- 8th grades, each cohort will be invited to be on campus 2-3 times per week on a daily rotational basis.
 - Blue Cohort groups will be on campus on Mondays and Wednesdays (while White Cohort groups are at home via distance learning)
 - White Cohort groups will be on campus on Tuesdays and Thursdays (while Blue Cohort groups are at home via distance learning)
 - Cohort groups will alternate each Friday.
- All classes held from 8:00 a.m. – 1:00 p.m. will be a combination of synchronous and asynchronous. All core curriculum classes will be synchronous for both in-class and Distance Learning students. Asynchronous class activities will be held during morning arrival, class breaks, and staggered dismissal.
- Afternoon schedules will be created by each grade level teacher and will be composed mostly asynchronous learning opportunities, such as enrichment classes, learning support activities, parent/teacher/student conferencing, small group instruction, and student self-paced assignment work. Select afternoon supporting curriculum classes will be synchronous for the entire class.
- All individual class schedules will be posted on our schoolwide information system (Schoolspeak) as well as provided by the respective teachers.

2. Develop schedules and maps for entering and exiting the building

- Schedule and Process for Entering School Building (Morning Arrival):
 - All students will follow a staggered arrival pattern for morning drop off procedures/entering the building, organized by last name letter:
 - **A-G:** 7:45 a.m. – 7:55 a.m.
 - **H-M:** 7:55 a.m. – 8:05 a.m.
 - **N-T:** 8:05 a.m. – 8:15 a.m.
 - **U-Z:** 8:15 a.m. – 8:25 a.m.
 - Late arrivals: students are expected by 8:25 a.m.
 - Late arrival students after 8:30 a.m. will report to the main school office at 5950 Geary Blvd. or to the Visitor Entrance of the Upper Yard after the security gate is closed.
 - After students are allowed to pass through the health screening stations, they will then walk to one of the school building entrances through the upper yard. Parents will not be allowed to enter the upper yard.
 - Signs will be posted to remind students and parents to remain six-feet apart from people in other households during arrival procedures.
 - Students will be greeted by a staff member at one of the designated entrances and supervised for hand sanitizing at one of the building entry hand sanitizer stations.

- Students will use the building entry door that is closest to their respective classroom in order to minimize unnecessary hallway traffic and proceed directly to their classroom to meet their homeroom teacher.
- Schedule and Process for Exiting School Building (Dismissal):
 - All students will follow a staggered dismissal pattern for end of the day/pick up procedures/exiting the building, organized by last name letter:
 - **A-G:** 12:45 p.m. – 12:55 p.m.
 - **H-M:** 12:55 p.m. – 1:05 p.m.
 - **N-T:** 1:05 p.m. – 1:15 p.m.
 - **U-Z:** 1:15 p.m. – 1:25 p.m.
 - Late pickups: parents are expected by 1:25 p.m. Students will wait on the schoolyard benches in the eastern section of the upper yard, visible to staff at the security gate.
 - Late arrival parents after 1:30 p.m. will report to the main school office at 5950 Geary Blvd. or to the Visitor Entrance of the Upper Yard after the security gate is closed.
 - Students will be dismissed by their homeroom teacher, leave the classroom, and proceed directly to the designated exits into the upper yard.
 - Students will join siblings, if applicable, and wait in designated spaces in upper yard. Staff will supervise students and instruct/remind students to remain at six-foot intervals.
 - Signs will be posted to remind students and parents to remain six-feet apart from people in other households during dismissal procedures.
 - Walking traffic will enter the 23rd Ave. southern gate and proceed to portico area. Staff members will release students to parents when parent is visible from security gate. Walking traffic will leave campus the via the same 23rd Ave. southern gate.
 - Driving traffic will enter the 24th Ave. gate and proceed through lower yard for pick up queue. Staff members will release students to parent vehicle when parent vehicle is visible from security gate area.
 - When students have safely entered vehicles, driving traffic will exit through the 23rd Ave. northern gate.
 - Limited parking will be available for parents as long as parked cars do not interfere with pick up queue.
- To review maps for all entry and exit procedures, see (Appendix 01):
 - Map A: Morning Arrival Procedures and Health Screening Stations
 - Map B: Student Entry into Building and Hand Sanitizing Stations
 - Map C: Student Entry into Classrooms (Lower floor)
 - Map D: Student Entry into Classrooms (Upper floor)
 - Map G: Student Exit from Classrooms (Lower floor)
 - Map H: Student Exit from Classrooms (Upper floor)
 - Map J: Dismissal Procedures

3. Develop schedules and maps for all outdoor spaces where heavy foot traffic is possible

- We expect outdoor foot traffic at the following times of the school day:
 - Student Morning Arrival
 - Recess
 - Dismissal/Student Pick Up
- The processes for both Morning Arrival and Dismissal are outlined above (section F.2)
- Recess Procedures:
 - Morning Recess will be conducted in both the upper and lower yards to ensure enough large spaces will be available between cohorts. Recess period will be 20 minutes in length with a five-minute passing period to ensure no mixing of cohorts during travel in and out of the school building.

- Weather permitting; recess snacks will be eaten on the schoolyard. If snacks are eaten inside the classroom, students will pack items away and/or dispose of items prior to leaving the classroom. The janitorial staff will clean the classroom while the class is outside for recess.
- Recess times and respective yards used per grade level:
 - 9:15 a.m.: Kindergarten (Upper Yard) & 1st grade (Lower Yard)
 - 9:40 a.m.: 2nd grade (Upper Yard) and 3rd grade (Lower Yard)
 - 10:05 a.m.: 4th grade (Upper yard) and 5th grade (Lower Yard)
 - 10:30 a.m.: Middle School, 6th grade (Upper Yard) and 7th/8th grades (Lower Yard)
- Teachers/staff members will escort student cohort to assigned yard at beginning of recess and back into classroom at end of recess.
- Students are expected to maintain six-foot social distancing between others.
- Students will not be allowed to share play equipment and games with physical contact will not be allowed.
- Group activities will be allowed at the discretion of the supervising playground staff.
- To review maps for all outdoor maps where heavy foot traffic is expected, see (Appendix 01):
 - Map A: Morning Arrival Procedures and Health Screening Stations
 - Map B: Student Entry into Building and Hand Sanitizing Stations
 - Map F: Recess Procedures
 - Map G: Student Exit from Classrooms (Lower floor)
 - Map H: Student Exit from Classrooms (Upper floor)

4. Create and post signs, lines and arrows that facilitate traffic and enforce distancing guidelines in all populated areas of campus

- Signage to promote safe practices and enforce social distancing guidelines, as recommended by the CDC and SF DPH, are posted at all building entrances and classroom entrances.
- Teachers have been provided with signage to use within the classroom.
- Directional arrows and messages have been placed on the floors of the school building hallways and classrooms.

5. Install sanitation stations in all populated areas

- Sanitation stations have been installed at all building entry points and outside the school office.
- Sanitation stations have been installed at the entrance to every classroom. Back up sanitation pump bottles are available outside each classroom.
- Sanitation stations are installed outside of each bathroom entrance.

6. Create and enforce maps and guidelines directing students into buildings without congregating in outdoor spaces (including holding areas and passing areas)

- Students will be instructed by teachers and staff not to congregate in groups during morning arrival, recess (within reason), bathroom breaks, and dismissal.
- Per SF DPH guidelines, students and staff will be required to wear face coverings and maintain at least a six-foot distance when moving through outdoor spaces.
- To review maps outlining student traffic direction in outdoor spaces, see (Appendix 01):
 - Map A: Morning Arrival Procedures and Health Screening Stations
 - Map B: Student Entry into Building and Hand Sanitizing Stations
 - Map F: Recess Procedures
 - Map I: Expected Heavy Foot Traffic
 - Map J: Dismissal Procedures

7. Create and post policies that limit visitors on campus, including procedures for parents

- We have created the following policies designed limit traffic and visits to the school building:
 - Admissions business will be conducted via zoom, email, and digital file transfer via email.
 - Parent/Family visits to the school building will not be allowed except for special appointments to office.
 - Student morning drop off will take place at designated places on our lower yard and at designated times per last name letter family groups.
 - After allowing students to pass through health screening checkpoints, students will enter the school building via the upper yard and go directly to the classroom. Parents will not be allowed to go into the upper yard or enter the building via the upper yard entrances.
 - For students who need to be picked up early during the school day, we will have students wait for pick up in the designated isolation room, which is adjacent to the school office and main school business entry point on Geary Blvd.
 - Student dismissal will be conducted from the upper and lower yards. Face coverings and social distancing requirements will be enforced.
 - General business visits to the school will be discouraged. If short visits are allowed to the office, however, face covering and social distancing requirements will be enforced.

8. Develop policies for all required school gatherings. All other large gatherings should be avoided. (refer to county health guidelines)

- Until the local health and infection concerns are mitigated and it is deemed safe by the San Francisco Department of Public Health, we will not host or allow gatherings that are not part of the student cohort system. Larger student body/community gatherings, such as Morning Assembly, School Picnics/Community Socials, and Athletic events are suspended and placed on “stand down operation” at this time.
- Virtual gatherings are available as an option to take the place of in-person gatherings and ceremonies.

9. Publish communal spaces on campus that will remain closed

- At this time, we are not planning to use our Extended Care area, gym or the Parish Hall spaces. We will re-evaluate the use of these larger gathering spaces as we practice operations in a safe manner, and are allowed to do so in conjunction with guidelines from the San Francisco Department of Public Health.

10. Update Extended Care policies to reflect all school policies for social distancing.

- For the first phase of re-opening, when we operate for the 8:00 a.m. – 1:00 p.m. school day, we are electing to not yet activate our Extended Care Program in order to err on safety practices and restrict cohort mixing.
- We will be monitoring both the need for parents to use Extended Care Program as well as follow future guidelines from the San Francisco DPH for expanding/creating additional cohorts so that students may be able to utilize the Extended Care Program.

11. Refer to local sports authorities and DPH and CDC guidelines for all extra-curricular and athletic programs and requirements.

- At this time, all athletic events and sports teams have been suspended in order to prevent cohort mixing and the potential spread of illness.
- Our Athletic Director is monitoring the decisions and directives of the CYO Athletic Program, which Saint Monica School is a participant for the 3rd through 8th grades.
- We do not administer athletics for the Kindergarten – 2nd grade.
- At this time, we do not plan to use our school plant and/or grounds for athletic practices and/or events in order to maintain classroom cohorts as the first priority strategy for safety plans and not mix students from other cohorts.

G. Notice of Infection and Confidentiality Regulations

Confidentiality Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
1. Non-identifiable COVID-19 exposure notification form (provided by DCS)			Plans are in place (see info below)
2. Site policy statement regarding limited notification of Covid-19 exposure on campus (Provided by DCS)			Plans are in place (see info below)
3. Notification plan for applicable internal community regarding exposure(s)			Plans are in place (see info below)
4. Clear <i>non-disclosure with external sources</i> training with all employees			Plans are in place (see info below)
5. Contact information for local health department officials			Plans are in place (see info below)

1. Non-identifiable COVID-19 exposure notification form (provided by DCS)

- The Department of Catholic Schools provides forms and procedural directions for COVID-19 exposure notification.

2. Site policy statement regarding limited notification of Covid-19 exposure on campus (Provided by DCS)

- The Department of Catholic Schools provides forms and procedural directions for COVID-19 exposure notification.

3. Notification plan for applicable internal community regarding exposure(s)

- Maintaining the dignity of every child, parent, and staff member is a priority of all schools within the Archdiocese of San Francisco.
- In cases where health protocols require contact tracking and tracing, we will make every effort to maintain confidentiality while complying with state, federal and local health department guidelines, as well as directives provided by the Department of Catholic Schools.
- Our school primary and/or secondary points of contact will communicate respective details with the San Francisco Public Health Department.
- Written notice of student infection to school community: when a student is determined to have Covid-19, notice will be given to those school community members who sustained prolonged exposure (>10 minutes) with or near the student during the previous 14 day period. This notice will contain non-identifiable information regarding the student.
- Written notice of staff infection to school community: when a staff member is determined to have Covid-19, notice will be given to those school community members who sustained prolonged exposure (>10 minutes) with or near the staff member during the previous 14 day period. This notice will contain non-identifiable information regarding the staff member.

- Revisions and amendments may be made to the notification process, per adjusted guidelines of the San Francisco DPH. As applicable, written notice of updates will be provided to the school community via school newsletters and posting on our school information system (Schoolspeak).

4. Clear *non-disclosure with external sources* training with all employees

- Education regarding Family Education Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) rules/regulations as well as management of infection notification will be conducted during faculty/staff trainings. Pertinent information for the parent community will be announce via school newsletter.
- Notice of student infection to the Local Health Department procedures will be followed per guidelines provided by the San Francisco Department of Pubic Health.
- FERPA and HIPAA guidelines will be followed and no information regarding students' personal information will be released to the media/external community.
- Saint Monica School will not allow for any release of any personal health information to the external/media community.

5. Contact information for local health department officials

- San Francisco Department of Public Health (SFDPH)
- 101 Grove Street, S.F., CA 94102
- 415-554-2500
- <https://www.sfdph.org>

H. Management of Finances

Managing Finances Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
1. Tuition a. Conservatively estimate a potential shortfall in collections b. Communicate clearly tuition collection expectations and deferrals of obligation with a set due date			Plans are in place (see info below)
2. Budgeting Conservatively budget for the 2020-2021 school year considering: staffing, resources, supplies, technology, facilities, PPE			Plans are in place (see info below)
3. Scholarship a. Maximize financial aid for families b. Explore venues to financial support students			Plans are in place (see info below)
4. Fundraising Explore other venues for raising funds outside of events (large gatherings)			Plans are in place (see info below)

1. Tuition

a. Conservatively estimate a potential shortfall in collections

- Our preliminary budget for the 2020 - 2021 school year was completed and approved in April/May 2020. Per DCS directions, we budgeted for up to a 10% decrease in student population and respective tuition shortfall. Thus far, our student enrollment and budget projection is tracking to actual registrations for the 2020 – 2021 school year.

b. Communicate clearly tuition collection expectations and deferrals of obligation with a set due date

- Families are required to submit a signed Saint Monica Tuition Agreement annually.
- Families are also set up with a Tuition Management Account. Saint Monica School uses TADS as our tuition management system.
- The Saint Monica School tuition agreement outlines annual expectations for submitting tuition payments, including due dates for monthly installments and consequences for late payments. The principal will work closely with families who ask for assistance throughout the school year and will create accommodations for special circumstances as the need arises. Priorities will be made to ensure that all tuition payments are submitted by end of the current school year.
- For families who have applied for and are granted tuition assistance, signed contracts are required to complete the agreement.

2. Budgeting: Conservatively budget for the 2020-2021 school year considering: staffing, resources, supplies, technology, and facilities, PPE

- We have created a conservative preliminary budget for this school year, which was approved last spring in April/May 2020. Updated budgeting will be completed at the end of September 2020. The primary factors of attention are focused upon tracking materials and staffing expenditures.
- We have conservatively budgeted to cover salary increases for all necessary faculty and staff.
- Although we will face unknown costs for needed equipment and staffing supervision throughout the year, our goal will be to meet a balanced budget.
- The following items have been given primary attention and concern for this years budgeting:
 - *Staffing* (providing adequate staff supervision for a safe on campus school program)
 - *Resources* (providing additional educational materials for students and providing staff training to support both Distance Learning Program as well as in-person instruction)
 - *Supplies* (providing additional cleaning and equipment supplies to meet or exceed DCS and San Francisco DPH guidelines)
 - *Technology* (providing materials and installation costs for enhancing our school wireless network, providing additional equipment and training for teachers to conduct DLP and in-person instruction in a virtual format, and maintaining student fleets of technology devices for our 1 to 1 student device program)
 - *Facilities* (preparing the school building to meet or exceed the DCS and San Francisco DPH requirements for a safe in-person learning environment)
 - *PPE* (providing PPE materials for all staff as well as providing back up PPE materials for students)

3. Scholarship

a. Maximize financial aid for families

- Families who communicate financial hardship are provided opportunities to apply for tuition assistance. We promote and guide families to complete applications for the following programs:
 - i. The BASIC Fund
 - ii. The Archdiocese of San Francisco Family Grant Program
 - iii. The Saint Monica Parish/School Tuition Assistance Program
- Announcements regarding our Tuition Assistance Programs are published in regular school newsletters.
- Applications are available via our school information system as well as by inquiry to the school office. When inquiries are received, families are encouraged to apply for financial assistance and our guided to completed process, both externally sources and for Saint Monica Tuition Assistance.
- Families are required to provide tax/financial information as well as a letter of explanation.
- All information is carefully considered and families who qualify for assistance will be provided tuition assistance awards on a case-by-case basis per the information outlined in the respective application.
- Saint Monica School will accept tuition assistance applications throughout the school year as the needs of families may change.

b. Explore venues to financial support students

- The principal and administrative secretary work together with families to complete applications to external sources of tuition assistance, such as the BASIC Fund and Archdiocese of San Francisco Family Grant Program. Private donations, Parish collections for the Religious Education Fund, as well as the interest payments used from restricted investment accounts all contribute to providing funds for family tuition assistance.

4. Fundraising: Explore other venues for raising funds outside of events (large gatherings)

- Due to current circumstances, we will not be able to rely on the traditional types of fundraisers that involve gatherings, both for students and families.

- The Saint Monica School Parent Club Fundraising Committee led a successful online auction effort and Day of Giving event at the end of the 2019-2020 School year.
- The production of virtual fundraising events has proven to be a substitute/partial replacement for in-person types of fundraising events. The administration and Parent Club Fundraising Committee will work together and plan to continue this practice of revising traditional fundraising events as part of the 2020-2021 fundraising strategy.

Appendices:

Appendix 01: Campus Maps

- A: Morning Arrival Procedures and Health Screening Stations
- B: Student Entry into Building and Hand Sanitizing Stations
- C: Student Entry into Classrooms (Lower floor)
- D: Student Entry into Classrooms (Upper floor)
- E: Classroom Sample Orientation Map
- F: Recess Procedures
- G: Student Exit from Classrooms (Lower floor)
- H: Student Exit from Classrooms (Upper floor)
- I: Expected Heavy Foot Traffic
- J: Dismissal Procedures

Appendix 02: Health Screening Forms

- Four Question Health Questionnaire Form
- Refusal of Admittance Documentation Form

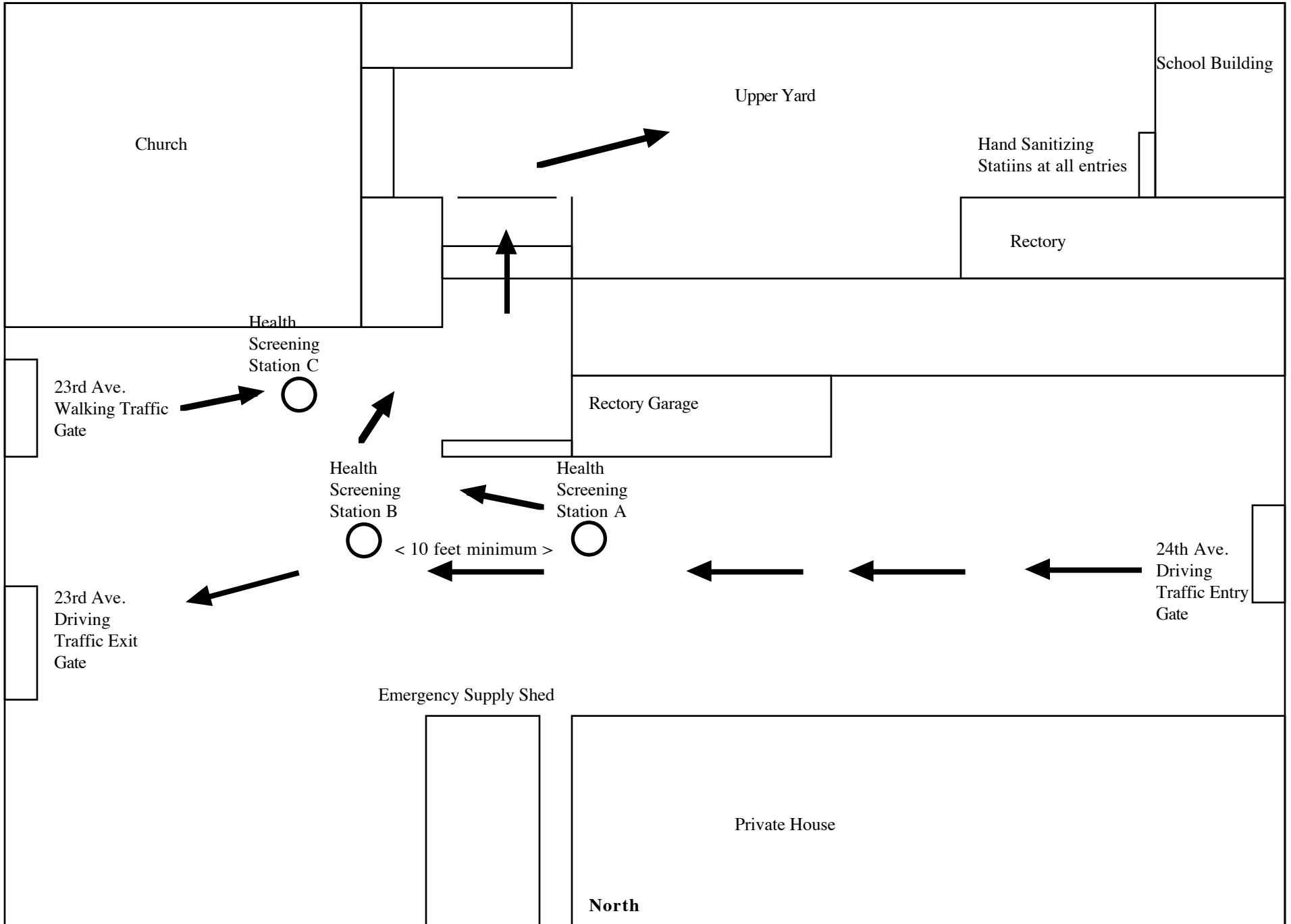
Appendix 03: Sample Pictures of Saint Monica Classrooms Desk Orientation

- Sample pictures of assorted classroom desk orientations

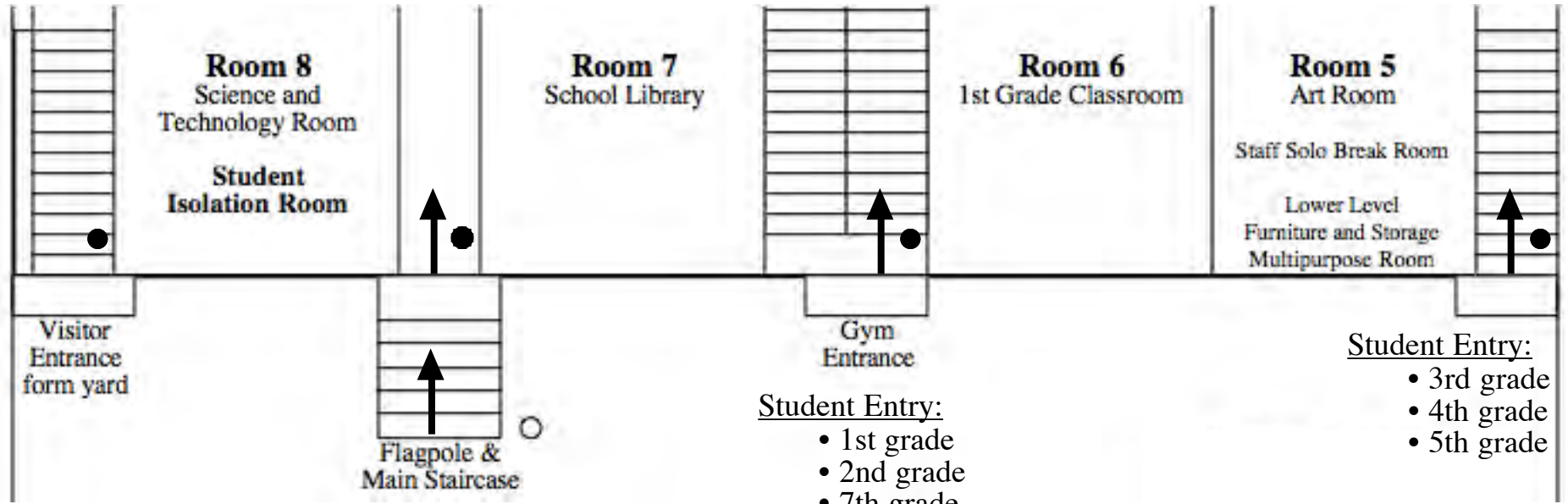
Appendix 04: CDC Safety and Health Practice Education Poster Samples

- A: Stay Home When Sick
- B: Wash Your Hands Instructions
- C: Did You Wash Your Hands?
- D: Handwashing Superhero
- E: Stop the Spread of Germs
- F: Germs Are Everywhere
- G: Wear a Mask and Social Distance
- H: Cover Your Cough and Sneeze

Map A Saint Monica School: Morning Arrival Procedures and Health Screening Stations



Map B Saint Monica School: Student Entry into Building and Hand Sanitizing Stations

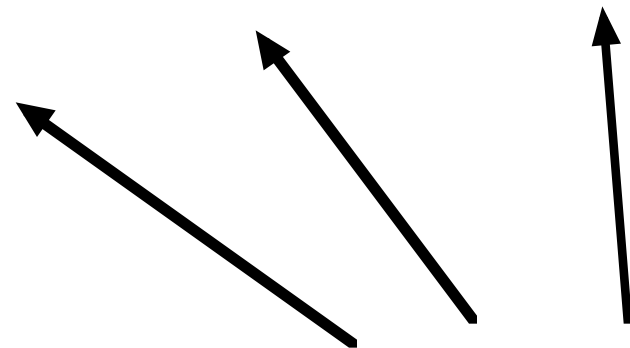


- Student Entry:
- Kindergarten
 - 7th grade
 - 8th grade

- Student Entry:
- 1st grade
 - 2nd grade
 - 7th grade

- Student Entry:
- 3rd grade
 - 4th grade
 - 5th grade

Upper Yard

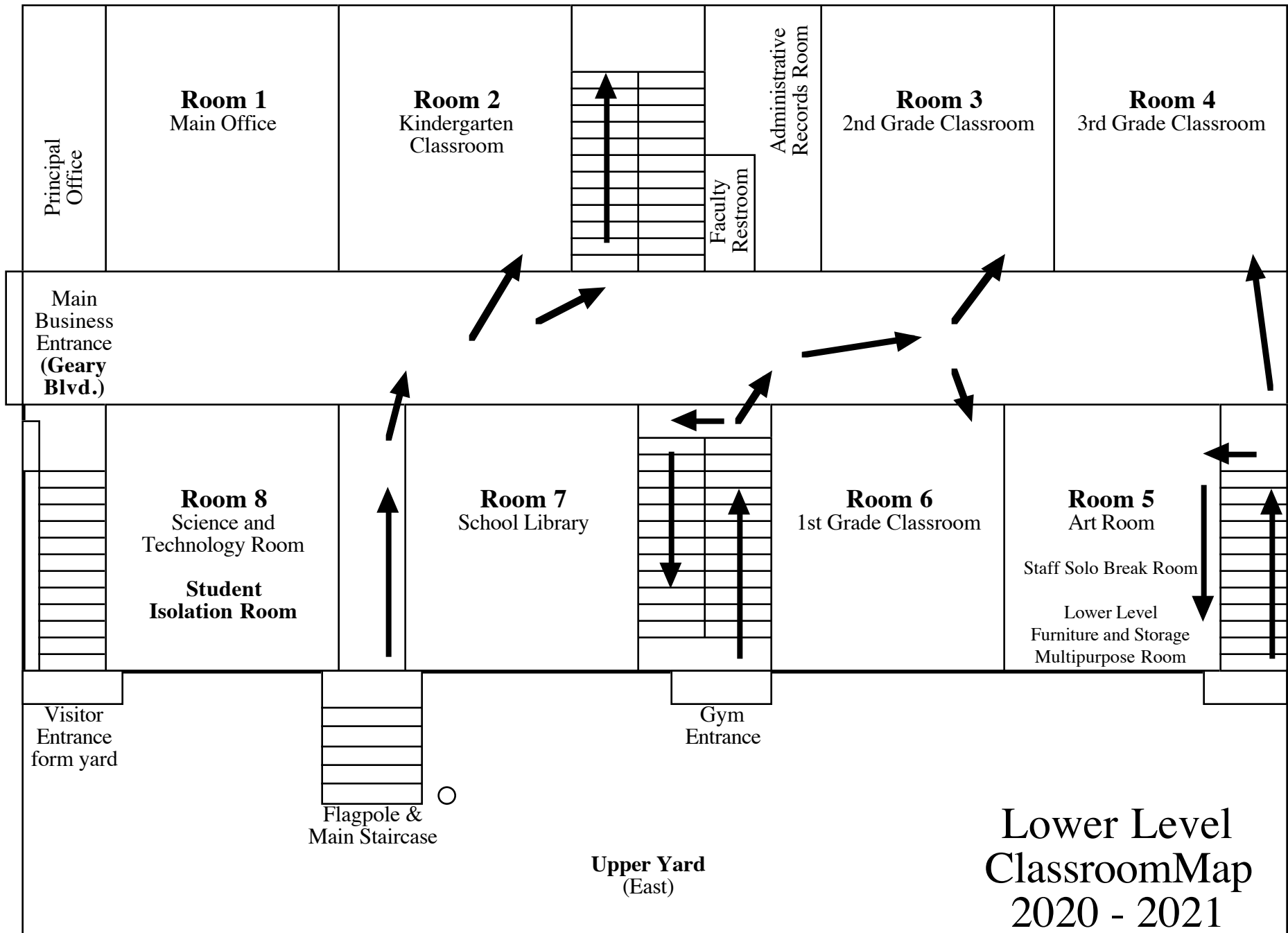


Student Walking Traffic from Security Gate

● Wall Mounted Hand Sanitizing Stations at all Entry Points

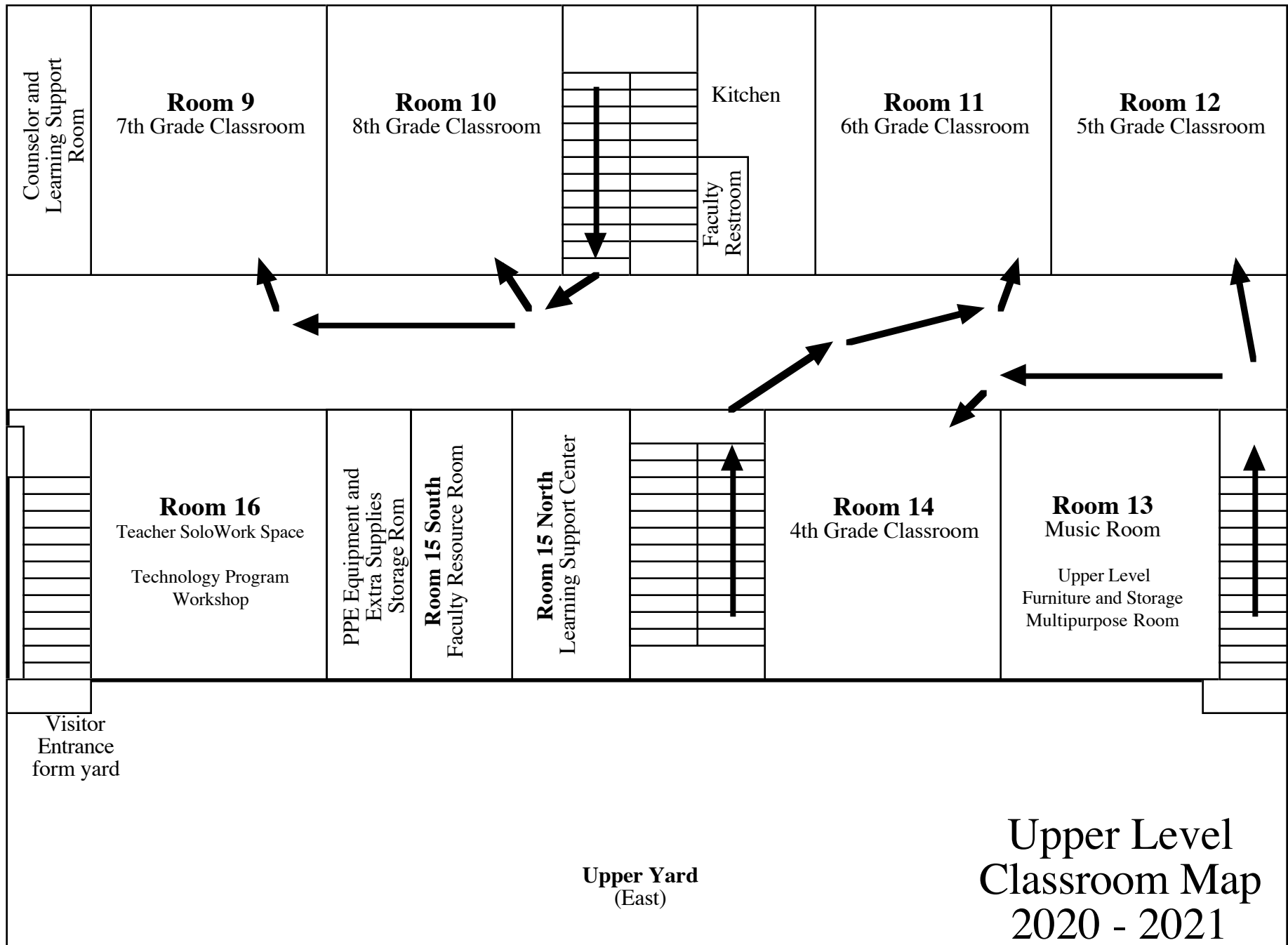
Map C

Saint Monica School:: Classroom Entry Map - Lower Floor



Map D

Saint Monica School:: Classroom Entry Map - Upper Floor

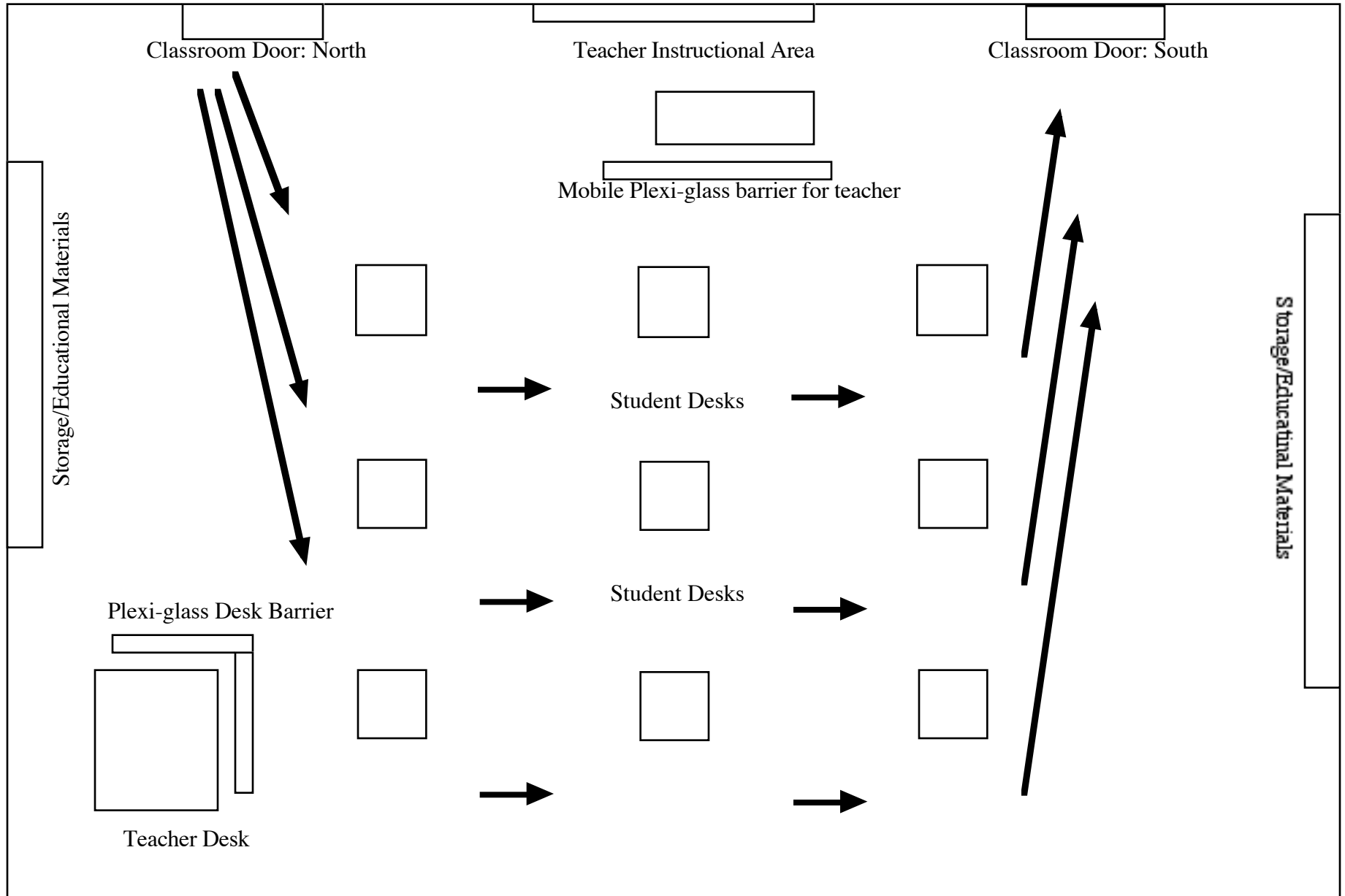


Map E

Saint Monica School:: Classroom Sample Orientation Map

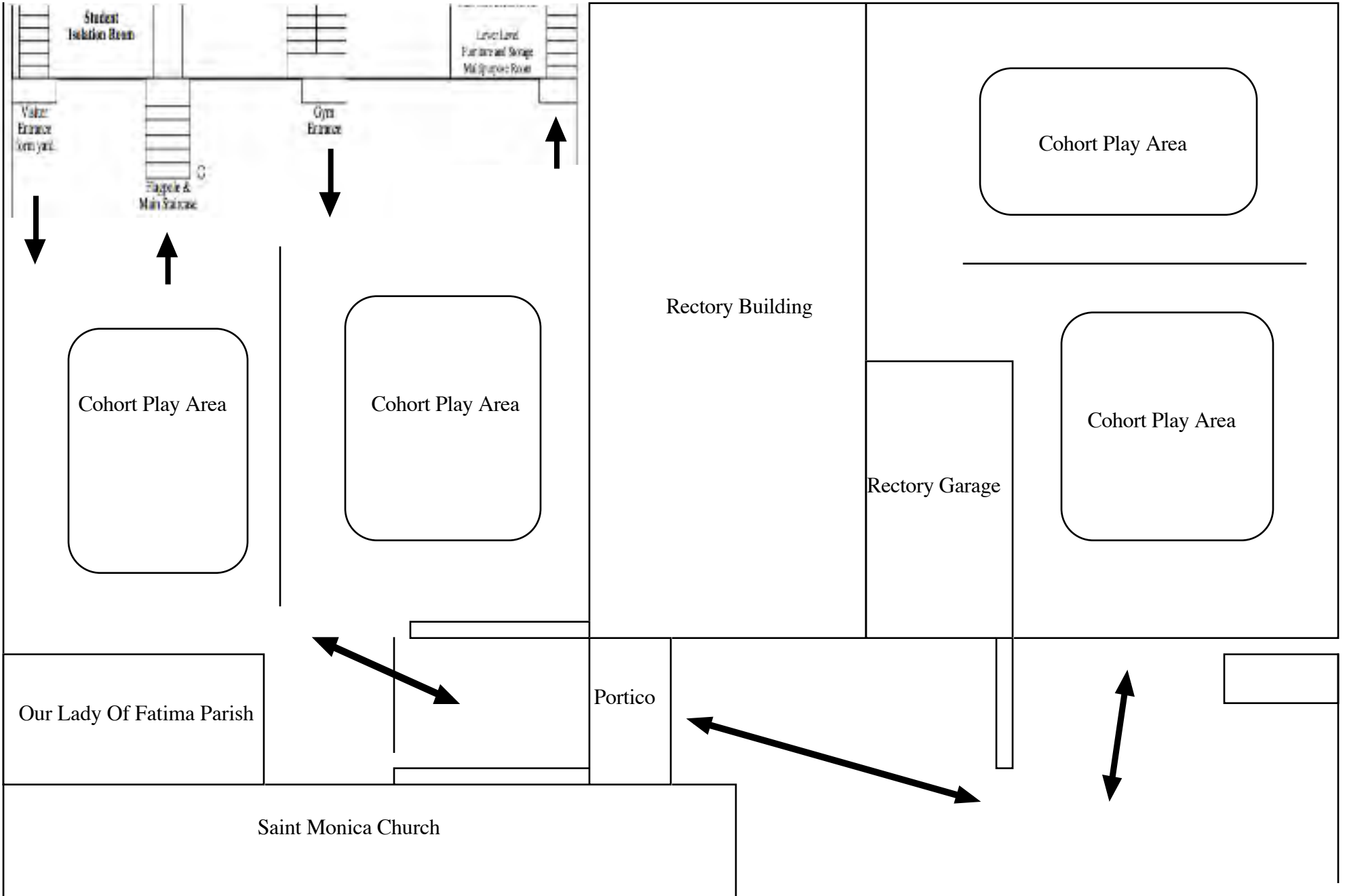
Hallway

● Hand Sanitizing Station at Entry Door



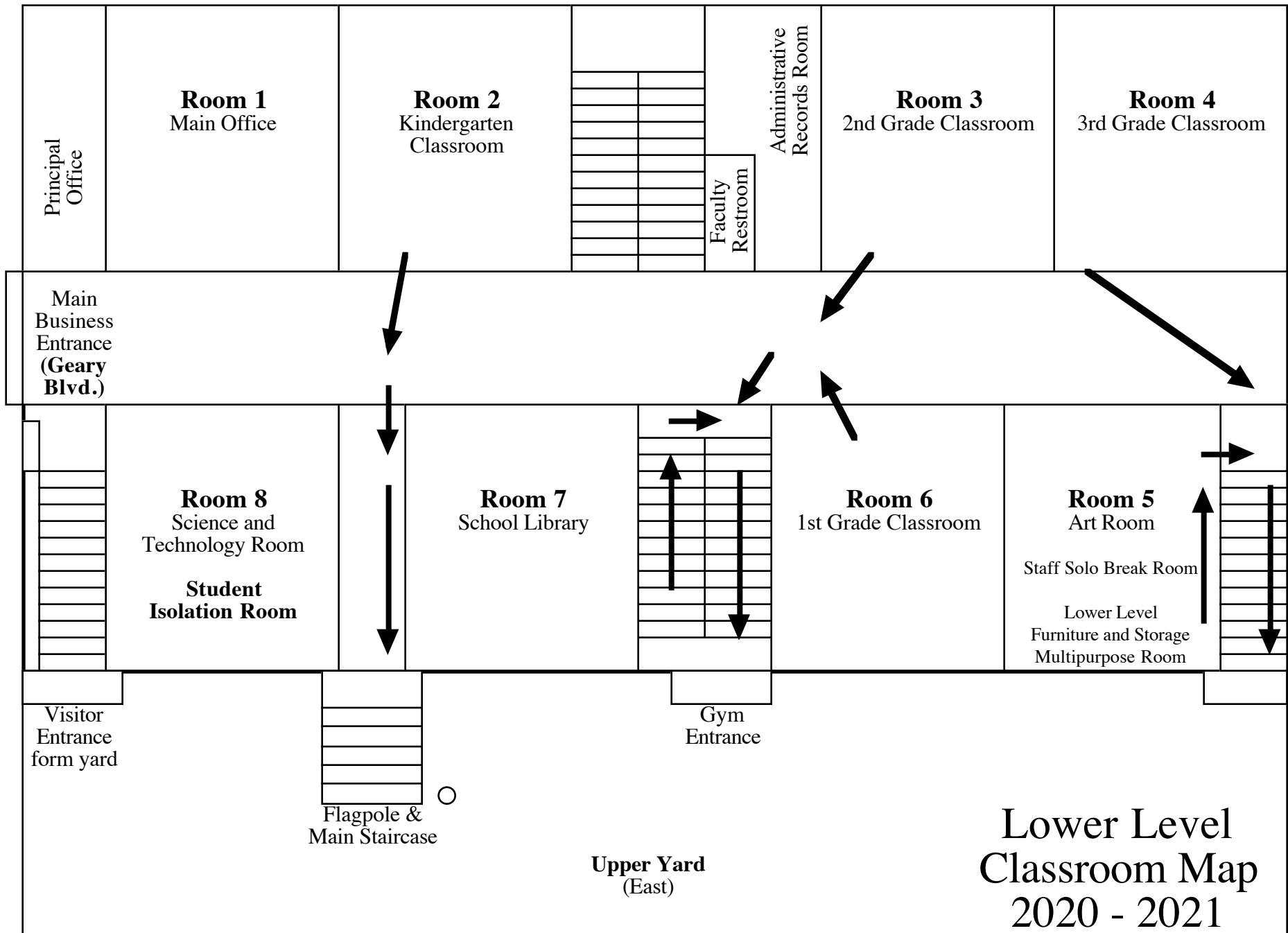
Map F

Saint Monica School: Recess Procedures



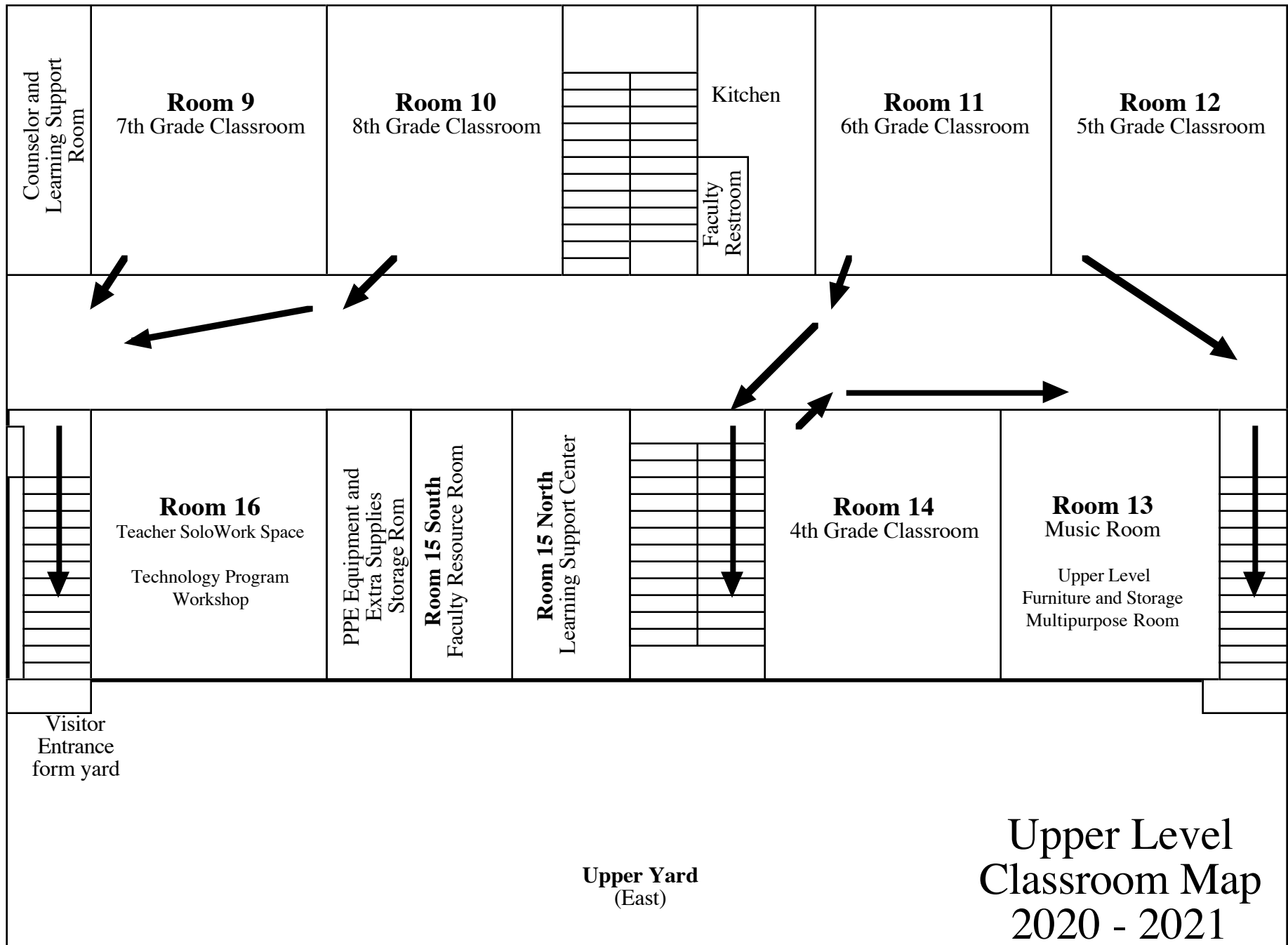
Map G

Saint Monica School:: Classroom Exit Map - Lower Floor



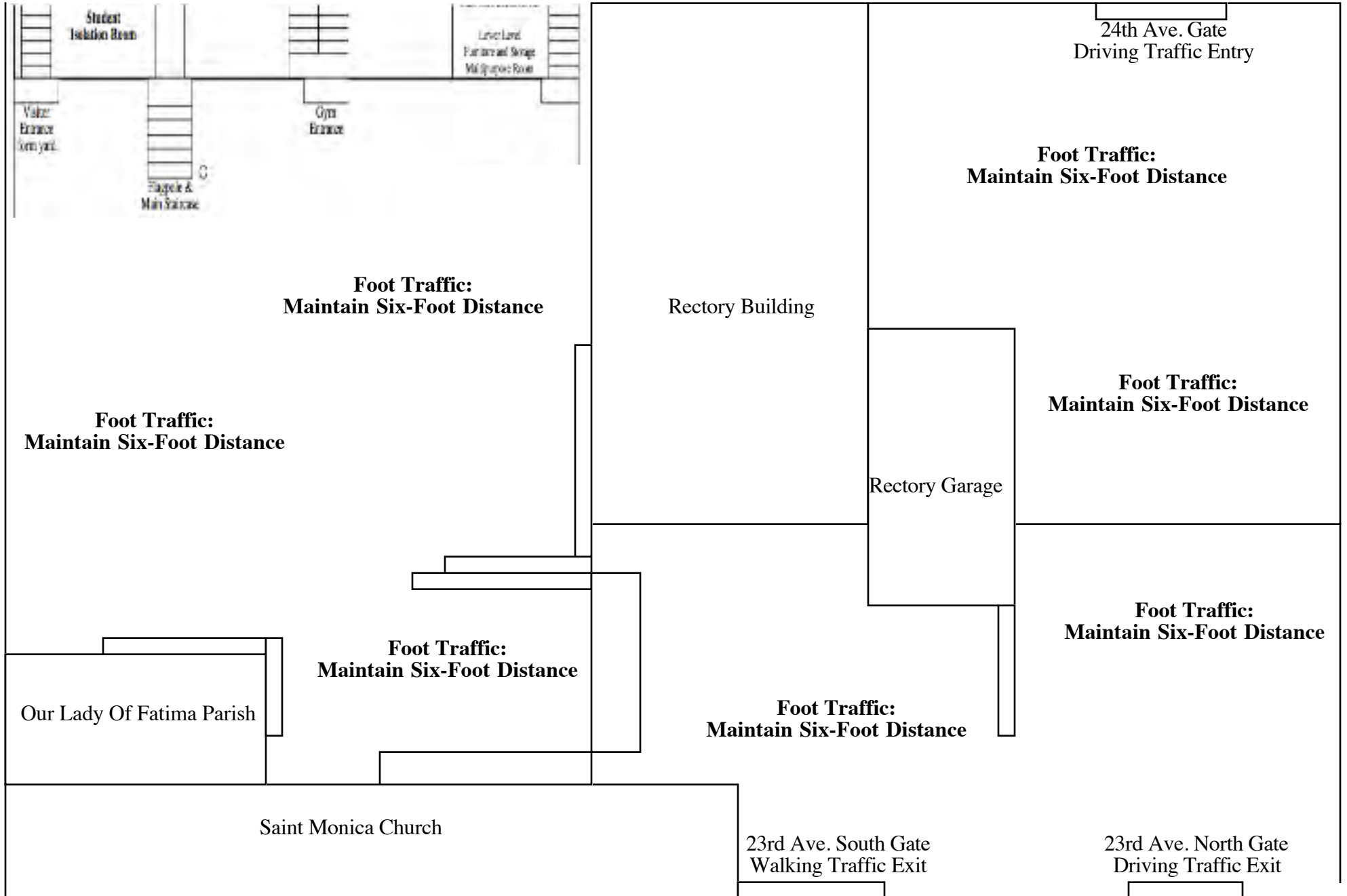
Map H

Saint Monica School:: Classroom Exit Map - Upper Floor



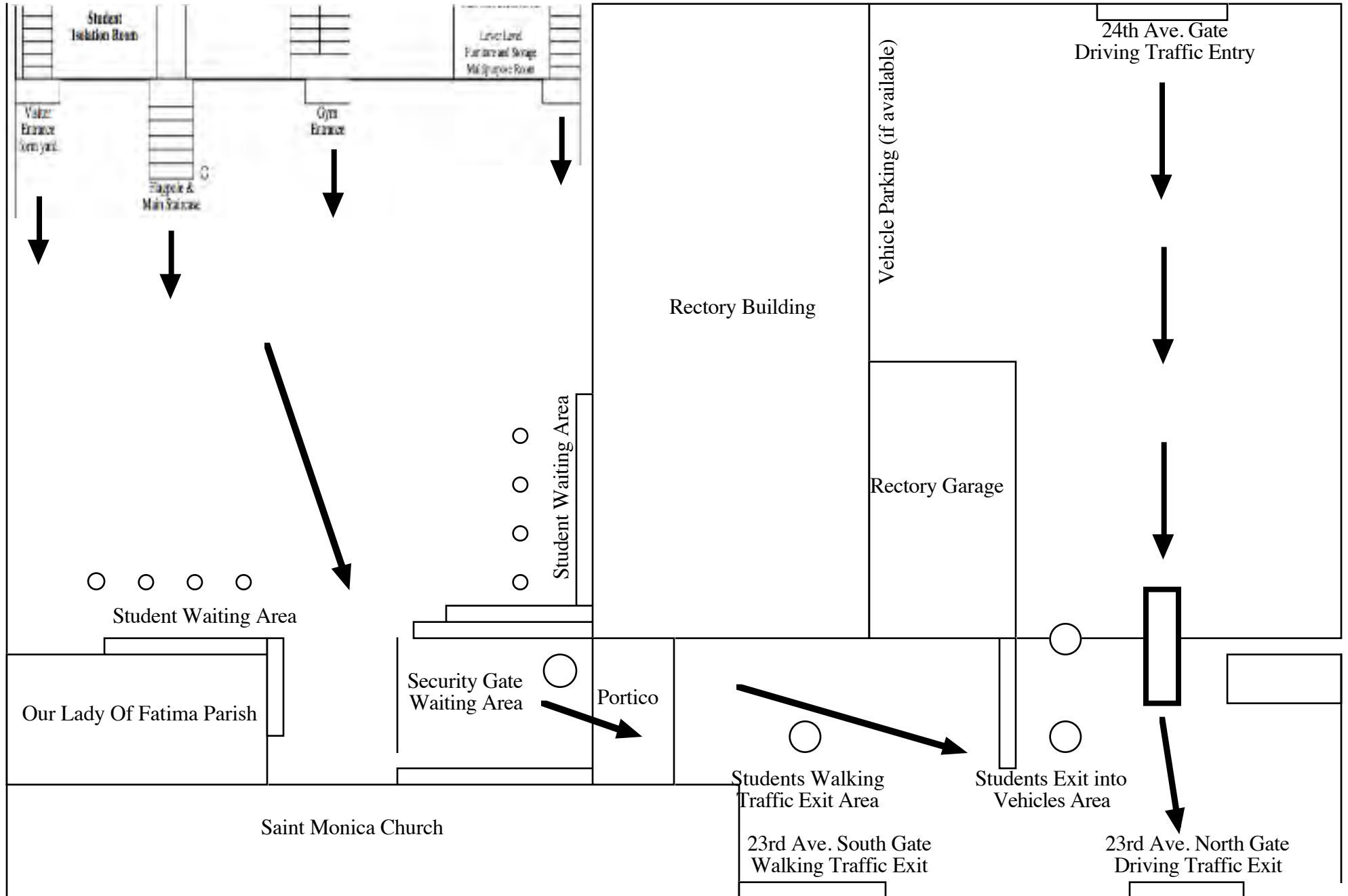
Map I

Saint Monica School: Expected Outdoor Heavy Foot Traffic Morning Arrival, Recess, Dismissal



Map J

Saint Monica School: Dismissal Procedures



Saint Monica School

Four Question Health Screening Questionnaire

Name (Student/Staff): _____

	Yes	No
1. Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, flu-like symptoms or been diagnosed with COVID-19 within the last 14 days?		
2. Do you or your child live with anyone or do you or your child have a fever, cough and/or shortness of breath? For children and adults, fever is 100.4 degrees or above using a forehead thermometer.		
3. Do you or your child live with anyone or do you and your child have any signs of communicable illness such as a cold, flu, rash or inflammation?		
4. Do you or your child live with anyone or have you or your child experienced diarrhea or vomiting (within the past 24 hours)?		

Intake Coordinator:

Name: _____

Date: _____

Signature: _____

Sample of Classroom Student Desk Orientation

Saint Monica School, San Francisco



DON'T FEEL WELL? STAY HOME WHEN YOU ARE SICK

Tell your mom, dad, or caregiver before you come to school. Tell your teacher or an adult if you become sick at school



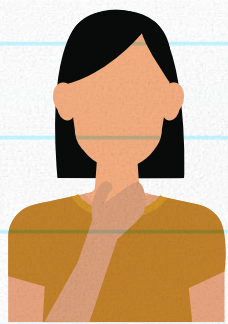
cough



Shortness of breath
or problem breathing



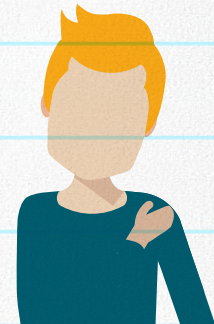
chills



sore throat



loss of taste
or smell



muscle pain

OTHER SYMPTOMS INCLUDE:

fever, runny nose, diarrhea, feeling nauseous
or vomiting, feeling tired, headache,
and poor appetite



cdc.gov/coronavirus



Hands that look clean can still have icky germs!



WASH YOUR HANDS!



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

Students: Let's work together to stop the spread of COVID-19

DID YOU WASH YOUR HANDS?

stop



think



wash hands



ASK YOURSELF:

Did I just go to the bathroom?

Am I about to eat?

Did I just eat?

Did I cough or sneeze?

Did I touch supplies or objects
that other people have touched?

Did I touch garbage?

Did I touch my cloth face cover?

If you can't wash your hands,
ask your teacher or another
adult for hand sanitizer.



cdc.gov/coronavirus

HANDWASHING

is your superpower!



cdc.gov/coronavirus

Stop the spread of germs that can make you and others sick!



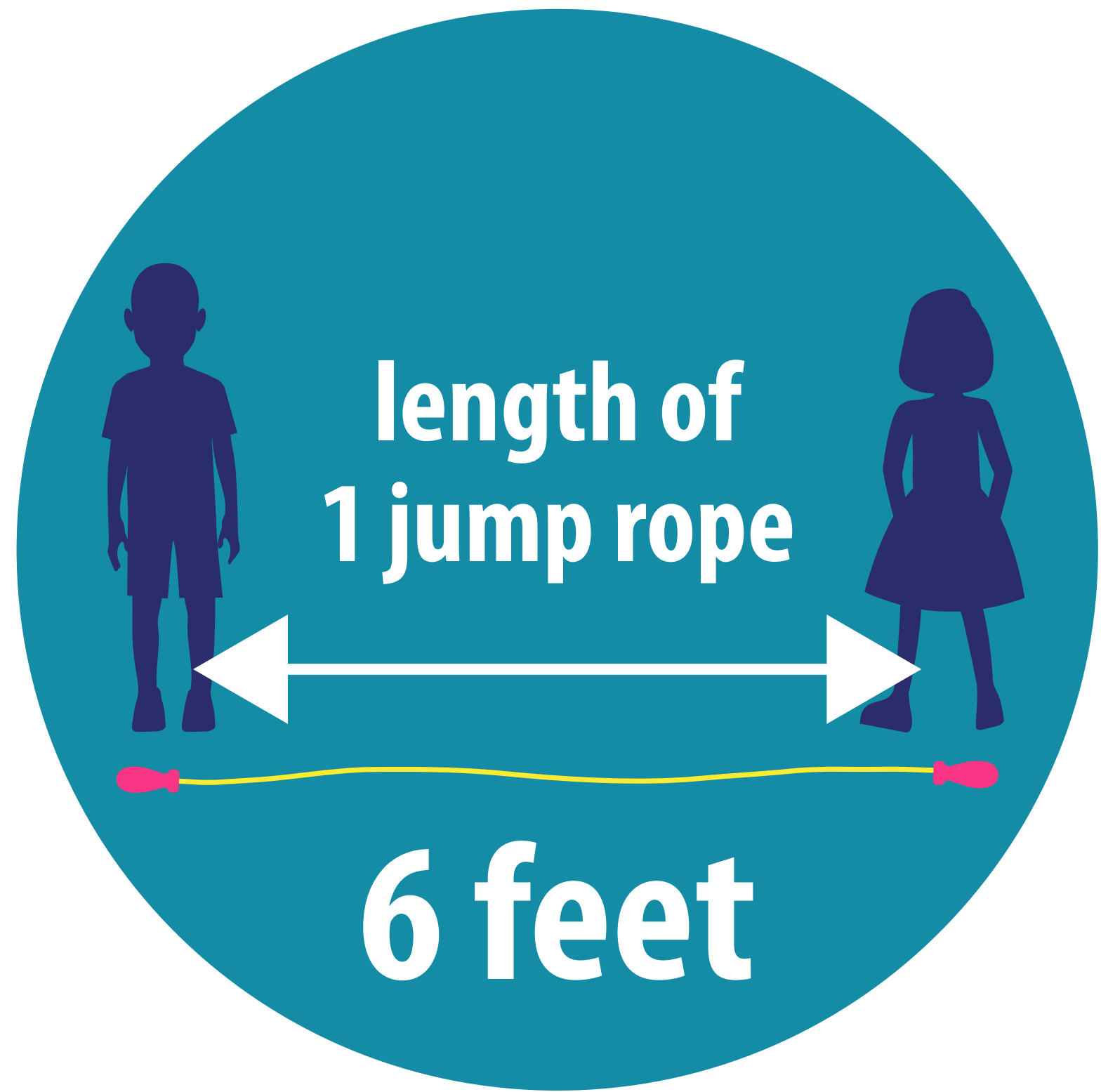
Wash your
hands often



Wear a cloth
face cover



Cover your coughs
and sneezes



Keep **6 feet** of space
between you and
your friends

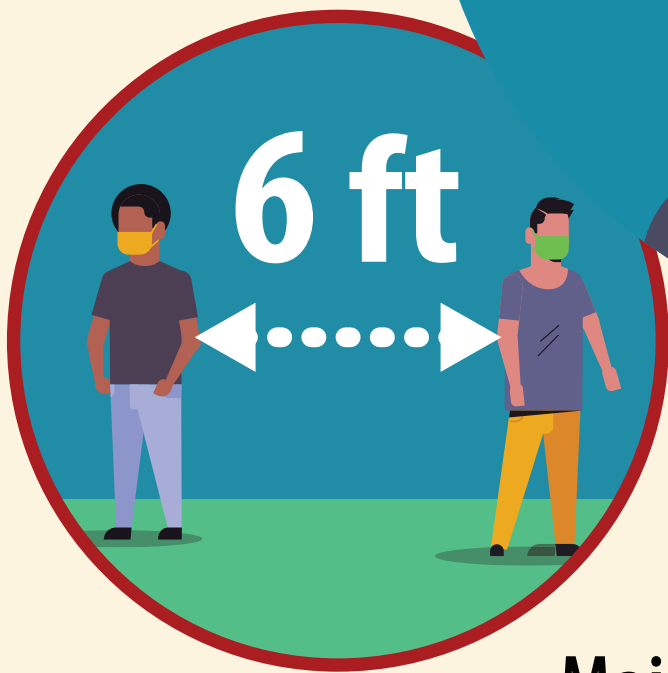
GERMS

are all around you.



Stay healthy.
Wash your hands.

Please wear a mask.



**Maintain a distance of 6 feet
whenever possible.**



cdc.gov/coronavirus

Cover Coughs and Sneezes

Stop the spread of germs
that can make you and others sick!



Cover your
mouth and nose
with a **tissue**
when you
sneeze or cough.



If you don't
have a tissue,
use your
elbow.



Wash hands
often, **especially**
after coughing
or sneezing.