

**Covid-19 School Reopening Plan for All Saints Catholic School**  
**22870 Second Street, Hayward CA 94541**

**Principal:** Jennifer Diaz, [jdiaz@csdo.org](mailto:jdiaz@csdo.org)

**Superintendent of the Diocese of Oakland:** Kathleen Radecke

**COVID-19 Liaison:** Sue Porter, [sporter@csdo.org](mailto:sporter@csdo.org)

**Dates of Reopening:** November 30, grades TK, Kindergarten, grades 1 and 2  
December 7, grades 3 and 4  
January 19, grades 5 through 8

**Reopening Plan Date Submitted for Waiver:** September 18, 2020

**Reopening Plan Date Submitted with Reopening Checklist:** November 30, 2020

**Reopening Plan Updated and Date Submitted with Reopening Checklist:** February 1, 2021

This COVID-19 School Reopening Plan has been updated to reflect the State of California's *COVID-19 Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School Year* issues on January 14, 2021.

[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated\\_Schools\\_Guidance.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf)

As required, our school has posted a COVID-19 Safety Plan (CSP) - referenced as the COVID-19 School Reopening Plan - on the homepage of our school's website. Our COVID-19 School Reopening Plan includes the school's Cal/OSHA COVID-19 Prevention Program (CPP) and the COVID-19 School Guidance Checklist. The detailed plans describing how our school meets the requirements outlined in the CSP elements are found in this COVID-19 School Reopening Plan.

### **Cleaning & Disinfecting**

Our school will adhere to the disinfection guidelines developed by the California Department of Public Health and the Centers for Disease Control and Prevention for classrooms, workspaces, outdoor spaces, playgrounds, etc. Prior to returning to in-person instruction, the school will receive a deep cleaning. The entire campus will be disinfected, including classrooms, using a commercial cleaning service. Electrostatic spraying method using the "N" level of sanitizing chemical per the CDC requirements completed as part of this process. This is the highest level of cleaning, combining the cleaning and disinfecting into one product. This process was completed in July and will be completed again before in-person instruction begins.

Daily janitorial service will occur on school days after school hours to ensure that each day will start with newly sanitized classrooms and common areas. There will be daily cleaning and disinfecting of high touch hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), refillable water stations, playground equipment, and shared objects (toys, games, art supplies, books)), pursuant to CDC guidance.

**Covid-19 School Reopening Plan for All Saints Catholic School**  
**22870 Second Street, Hayward CA 94541**

Bathrooms will be used by only one cohort at a time at designated times. Student bathrooms will be cleaned during the day at regular intervals. There is clear signage in all bathroom areas regarding social distancing and sanitation protocols. Sanitation products are available for staff to use after each time they use the dedicated staff bathrooms.

The sharing of supplies between students will be limited. Each child will have a set of their own materials to use throughout the day, to mitigate risk of infection within each cohort group. For materials/items that are shared, children will sanitize their hands first, the teacher will sanitize the item(s) after they are done and sanitize the child(ren)'s hands again as well.

Our HVAC system is only five years old. All vents have been cleaned and filters replaced. Cleaning and replacing of filters is completed four times a year. During the school day, air will be circulated through these filters. All of our classrooms have a wall of windows facing the outside, which will be opened to allow outdoor air to circulate in the classrooms. All hallway doors will be open to facilitate the movement of air through each room.

#### Cleaning and Disinfecting Video

- [Coronavirus \(COVID-19\): Safely Cleaning and Disinfecting at Work](#) (7 min)

#### **Cohorts**

All students will remain with their own classes, a stable cohort, throughout the school day. Each stable cohort represents a group of students and staff members that will stay together through the course of a day to eliminate or limit the mixing of students and staff in classes or congregate settings. The number of students per cohort is based on room size and configuration to maintain physical distancing requirements between students and between adults and students. Our cohort sizes by class are as follows:

- TK: 11
- K: 16
- 1<sup>st</sup> Grade: 10
- 2<sup>nd</sup> Grade: 14
- 3<sup>rd</sup> Grade: 22
- 4<sup>th</sup> Grade: 16
- 5<sup>th</sup> Grade: 17
- 6<sup>th</sup> Grade: 19
- 7<sup>th</sup> Grade: 13
- 8<sup>th</sup> Grade: 19
- Faculty and Staff returning to the building: 14

These cohorts will not physically interact with each other to minimize exposure. Lunch and recesses will be staggered and classes (cohorts) will not share play areas or play equipment.

**Covid-19 School Reopening Plan for All Saints Catholic School**  
**22870 Second Street, Hayward CA 94541**

**Physical Distancing**

Physical distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors will practice staying the recommended distance from others and eliminating contact with others whenever possible. In the classroom, teachers will:

- Distance teacher and other staff desks 6 feet away from student and other staff desks.
- Distance student chairs at least 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made.
- Under no circumstances should distance between student chairs be less than 4 feet.
- If 6 feet of distance is not possible, optimize ventilation, use desk partitions, or arrange desks to minimize face-to-face contact.
- Markings on classroom floors will identify traffic flow in the classrooms.
- Taped floor markings will identify walking directions throughout the campus in order to maintain physical distancing requirements.
- Nonessential, informal meetups, and ad-hoc gatherings will be avoided.

Social Distancing Videos

- [Sesame Street: Practicing Social Distancing with Abby and Rudy](#) (2 min)
- [Social Distancing - A Kid-Friendly Explanation Using BrainPop's Make-a-Movie](#) (3 min)
- [Social Distancing Song - 5 Steps on Social Distancing](#) (2 min)
- [Social Distancing - Spanish](#) (2 min)

**Entrance, Egress, and Movement Within the School**

For the safety of the children and staff, as well as our families, parent volunteers will be strictly limited and parent presence on campus will be extremely limited.

Anyone entering the school campus must comply with the applicable county COVID-19 requirements. Failure to comply is a violation of law. Unless specifically exempted by the applicable county health guideline, anyone entering the school campus must wear Personal Protective Equipment (PPE) covering his/her nose and mouth. The school will limit visitors to those visits essential for the school's operations and limit the duration of time a visitor shall be on campus. All visits to the school office will be by appointment only.

No parent, guardian, student, employee or visitors shall enter the school premises if that person has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; (c) is quarantined or self-quarantined because of COVID-19, whether diagnosed or not; or (d) has a temperature of 100 or greater. In all such cases, the person shall

**Covid-19 School Reopening Plan for All Saints Catholic School**  
**22870 Second Street, Hayward CA 94541**

not enter the campus without obtaining written medical clearance and providing it to the school principal.

All families must follow the carpool traffic lanes for drop-off /pick-up protocols. Parents will not be permitted to enter the building during drop-off or pick-up. Staff will monitor arrival and dismissal to curtail congregating and ensure students go straight from their carpool vehicle to the school building, and vice versa. All students will remain in their cohort during the drop off and pick up period of the day. We have four entrances to the building from the traffic lanes in our back parking lot. We will maintain different entrances for different cohorts to limit pathways to one to two cohorts at all times.

6 feet of spacing markings will be placed throughout the campus to remind students and staff to always stay 6 feet apart in lines and at other times they may congregate (e.g., during lunch, arrival and dismissal, restrooms, etc.).

Outside food delivery (e.g. Parent Food Delivery, Door Dash, Uber Eats, etc.) will not be permitted under any circumstances.

Signage will be posted in high visibility areas (entrances, parking lot, playground, classrooms, hallways and bathrooms) to remind students and staff:

- When and where face coverings are required
- Appropriate use of face coverings
- Physical distancing expectations
- Traffic flow
- Proper techniques for handwashing
- Covering of coughs and sneezes and other prevention measures
- At entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.

**Face Coverings and other Essential Protective Gear**

All guests, parents, and visitors will be required to wear face-covering whenever on-campus visiting the office. Cloth covering around the neck can be worn under the face shield as needed. Face coverings will be provided to students and staff who lose their face coverings or forget to bring them to school. Everyone will be required to wear masks:

- **while arriving and departing from school campus;**
- **in any area outside of the classroom (except when eating and drinking.**
- **Students in all grade levels TK/K-8 are required to wear face coverings at all times, while at school, unless exempted.**
- **All staff must use face coverings in accordance with CDPH guidelines:**
- **CPDH recommends disposable 3-ply surgical masks, which are more effective than cloth face coverings.**

**Covid-19 School Reopening Plan for All Saints Catholic School**  
**22870 Second Street, Hayward CA 94541**

- **For staff, bandanas, gaiters and similar face coverings are no longer acceptable.**
- **In limited situations where a face covering cannot be used for pedagogical or developmental reasons, a face shield with a drape can be used as long as the wearer maintains physical distance from others.**

Masks should fit snugly on the face while covering both the nose and mouth. Please note the following:

- Surgical masks may be used.
- Bandannas and neck gaiters are not acceptable options as masks.
- N95 masks are not recommended for general use on campus.
- Masks with valves attached to them are not permitted, as the valves increase the number of respiratory droplets released into the air.
- 2 years old – 2nd grade Strongly encouraged
- 3rd grade – High School Yes, unless exempt

***Mask Wearing***

- [We Wear Masks - A Social Story about the Coronavirus](#) (2min)
- [Wear a Mask Song for Kids](#) (3min)
- [Mask Up Video](#) - Spanish (30 seconds)

**Health Screenings for Students and Staff**

Our school will require parents, guardians, students and employees to answer basic health screening questions related to COVID-19 symptoms before coming to school. A list of COVID-19 symptoms (a cough; Shortness of breath or difficulty breathing; A fever of 100.4°F or higher or a sense of having a fever; A sore throat; Chills; New loss of taste or smell; Muscle or body aches; Nausea/vomiting/diarrhea; Congestion/running nose – not related to seasonal allergies; Unusual fatigue) and a self-checker is available on the [Center for Disease Control \(CDC\) website](#). Further, once present at school, if an employee, student or visitor exhibits symptoms of COVID-19, the school may conduct health screening and isolate the person, consistent with county guidelines. (No medical testing, blood or saliva draw will be performed.)

When students arrive at school, they will be directed to exit their vehicle and a temperature reading will be taken by a school staff member before the parent drives away and before the student will be allowed to enter the school building.

Anyone who has been exposed to someone with COVID-19 in the past 14 days (exposure means within 4-6 feet for 15-minutes or longer), has COVID-19 symptoms, or who is not feeling well will not be permitted on our campus. Students and staff will also conduct self-checks for symptoms throughout the day. Those who develop signs and symptoms of COVID-19 will be sent home.

**Covid-19 School Reopening Plan for All Saints Catholic School**  
**22870 Second Street, Hayward CA 94541**

All parents, guardians, students and employees must immediately notify the school principal if a student or employee has come into contact (through living arrangements or otherwise) with any person that has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; or (c) is quarantined or self- quarantined because of COVID-19, whether diagnosed or not. In any of these situations, the person will not be allowed on school property, until the minimum county isolation/quarantine requirements have been met.

Any student or staff member with a positive COVID-19 diagnosis will be required to isolate at home until 10 days have passed since symptoms appeared and at least 24 hours have passed without a fever and their symptoms have improved.

CDC: Back to School Strategies and Tips

- [Symptoms of Coronavirus Disease 2019](#)
- [I Think or Know I had COVID-19, and I had Symptoms. When Can I Be With Others?](#)

**Healthy Hygiene Practices**

Before students enter the building at drop-off, they will be directed to use hand sanitizer. Hand sanitizer stations will be set up throughout the school building for student and staff use. These are in addition to regular handwashing.

Students will move with their cohort at scheduled times for bathroom visits. Teachers and staff will accompany students to and from their designated locations to ensure cohorts remain secure and will disinfect restroom high touch areas after use.

Teachers will reinforce with students the importance of using tissues to wipe their nose and to cough/sneeze inside a tissue or in their elbow. Teachers, staff and students will also be reminded daily to wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom. Students and staff will be required to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly. Teachers and staff will model and practice proper handwashing with students as needed. Where soap and water are not readily available, staff and students are to use hand sanitizer with at least 60% alcohol. Children under the age of 9 will be supervised by an adult whenever using hand sanitizer.

Hand Washing Videos from the CDC

- [Happy Handwashing Song](#) (30 seconds)
- [Wash Your Hands-Child Video](#) (30 seconds)
- [What you need to know about handwashing](#) (2 minutes)
  - [En Español, En français](#)

If a student should become ill while at school and is showing COVID-19 symptoms, the student's parent or guardian will be contacted and notified of the situation. Parents will then have to immediately pick up the student. The student will be kept separate from all other students and staff while waiting for parents to arrive for pick up. Contact will be made by phone, with follow up text or email. The parent or guardian will be directed not to enter the campus but to pick up

Updated February 1, 2021

**Covid-19 School Reopening Plan for All Saints Catholic School**  
**22870 Second Street, Hayward CA 94541**

the student curbside. The employee who accompanies the potentially ill student, will wear PPE, including but not limited to mask and gloves. Our staff will advise the parent and/or guardian to contact the student's physician and for the student to get tested, isolate in their home or another residence, and refrain from going out in public, except for medical care. The student will remain out of school pending test results. Parents will be directed to the following Alameda County Public Health Department website containing information about local testing sites: [Alameda County COVID-19 Testing](#).

If a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, our school will implement the following steps:

- In consultation with the local public health department, our staff will ensure cleaning and quarantine of exposed persons and whether any additional intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- The classroom or office where the patient was based will be closed off for use until the area is cleaned and disinfected.
- We will wait at least 24 hours before cleaning and disinfecting.
- If 24 hours is not feasible, we will wait at least two hours and as long as possible.
- Additional areas of the school visited by the COVID-19 positive individual will also be cleaned and disinfected.
- Implement communication plans for exposure at school which includes outreach to students, parents, teachers, staff and the community.

**Identification and Tracing of Contacts**

Our school will follow Cal-OSHA reporting and recording instructions for all employees as well as reporting any positive Covid-19 cases to the Alameda County Public Health Department. Our school will cooperate with state and local health departments' contact tracing protocols. Our designated COVID-19 Contact Tracers are Jennifer Diaz, our principal, and Sue Porter, our Office Manager. Sue Porter is our COVID-19 liaison. They will follow county recommendations for contact tracing. Information on contact tracing can be found here: [COVID-19 Contact Tracing](#)

The contact tracing process will immediately commence if and when a COVID-19 positive case occurs. Our contact tracers will assist public health departments in knowing who may have had contact at a school with a confirmed case by:

- Keeping accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Keeping a log of any visitors, including date, time and where in the school they visited;
- Assisting local health departments in tracing all contacts of the individual at school; and
- Maintaining confidentiality as required by federal and state laws and regulations.

In the event of a positive case, the school will:

1. Schools must adhere to required reporting requirements and notify, as described below, the Local Health Department (LHD) of any newly reported case of COVID-

**Covid-19 School Reopening Plan for All Saints Catholic School**  
**22870 Second Street, Hayward CA 94541**

19 in a student or staff member if the LHD has not yet contacted them about the case,

2. If the case is present at school at the time the school is notified, the case must go home and be excluded from school for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date the specimen was collected for the positive test.
3. Assist LHD in identifying close contacts of the case. Send a notice, developed in collaboration with the LHD, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the LHD to notify exposed people.
4. Arrange for cleaning and disinfection of the classroom and primary spaces where case spent significant time. This does not need to be done until students and staff in the area have left for the day.
5. Implement online/distance learning for student cases if they are well enough to participate.

#### Required COVID-19 Reporting

- The school will notify the local health officer of any known case of COVID-19 among any student or employee who was present on a campus within the 10 days preceding a positive test for COVID-19. Specifically, the school shall report the following information:
  - The full name, address, telephone number, and date of birth of the individual who tested positive;
  - The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
  - The full name, address, and telephone number of the person making the report.
- This information shall be reported to the local health officer by telephone within **twenty-four hours** from the time an individual within the local educational agency or private school is first made aware of a new case.
- The school liaison to the LHD is: Sue Porter – sporter@cndo.org

If anyone in a staff member's, or student's, family, or someone they have been within 6 ft of for more than 15 minutes, is exhibiting distinctive symptoms of COVID-19 (fever above 100, shortness of breath, loss of taste or smell, cough), the staff member or student will be required to stay home for 72 hours for observation or until a negative COVID-19 test is produced. Co-workers who may have had contact with a person who tested positive for COVID-19, will be informed by our school and it will be recommended they get COVID-19 testing and self-isolate.

**Covid-19 School Reopening Plan for All Saints Catholic School**  
**22870 Second Street, Hayward CA 94541**

Instructions on isolation and quarantine procedures for Alameda County can be found at:  
[Home Quarantine Guidance for Close Contacts to COVID-19](#)  
[Home Isolation Instructions for People COVID19 and People Awaiting COVID-19 Test Results](#)

In accordance with an individual's right to medical privacy, our school will never disclose an infected person's name. An affected employee will be asked to follow his/her medical provider's instructions and the recommended quarantine/isolation instructions per the Alameda County Public Health Department prior to returning to the school campus. Similar protocols will be followed for students.

CDC: Back to School Strategies and Tips

- [Prepare for When Someone Gets Sick](#)

**Cluster or Outbreak at School**

When either a school or LHD is aware that an outbreak may be underway, the LHD should investigate, in collaboration with the school, to determine whether these cases had a common exposure at school (e.g., a common class or staff member, bus ride, or other common exposures outside of school). CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).

During the investigation, the school will:

1. Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations.
2. Identify, as part of the Covid-19 Safety Plan (CSP), one or more school staff member who can liaise with the LHD regarding the cluster/outbreak investigation by confirming which classes and stable groups included confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.
3. Identify absenteeism among those in affected classes or stable groups, and coordinate with the LHD to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the cases infectious period.
4. Coordinate with the LHD to share a line list of cases and contacts with dates present at or absent from school.
5. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.

**Covid-19 School Reopening Plan for All Saints Catholic School**  
**22870 Second Street, Hayward CA 94541**

6. Coordinate with the LHD on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.
7. Coordinate with the LHD on whether and when the school should be closed and reopened.
8. Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of SARS-CoV2 at the school or in the general community, and repeat recommendations for prevention and control measures.
9. Implement online/distance teaching and learning during school closure.
10. Arrange for cleaning and disinfection of entire school before reopening in the case of closure.

**School Closure Determinations and Switching to Distance Learning**

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure should be done in consultation with the Local Health Officer (LHO). Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- The LHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Length of closure: 14 days, or according to a decision made in consultation with the LHO.

**Testing**

Symptomatic testing: If a student or employee exhibits COVID-19 symptoms, the individual is sent home (or stays home). Testing for COVID-19 is encouraged. The student or employee can use the testing sites available on the County's website or make an appointment to see their medical provider. While waiting for results, the student or employee will not be able to return to school.

Response testing: If a student or employee is exposed to a confirmed case of COVID-19, the student or staff member is required to quarantine for 10 days. Testing for

**Covid-19 School Reopening Plan for All Saints Catholic School**  
**22870 Second Street, Hayward CA 94541**

COVID-19 is encouraged. The student or employee can use the testing sites available on the County's website or make an appointment to see their medical provider.

Asymptomatic testing: Employees participate in asymptomatic testing. COVID-19 testing is a key strategy in reopening schools safely. A minimum of 25% of our staff will be tested every two weeks, ensuring that 100% of our staff will be tested once within a two-month period, throughout the school year. A master schedule will be created to monitor testing status for everyone on staff.

Our school has arranged with Quest Diagnostic to provide testing services to all faculty and staff in accordance with the County requirements.

The lab information is as follows:

- **Lab Name:** Unilab Corporation dba Quest Diagnostics
- **Address:** 3714 Northgate Blvd, Sacramento, CA 95834
- **Phone#:** 916-927-9900
- **Email:** [MarieRose.M.Akin@questdiagnostics.com](mailto:MarieRose.M.Akin@questdiagnostics.com)
- **CLIA #:** 05D0644209
- **License to process Covid tests:** - No COVID-19 testing licensure is required in California
- **CDPH License Expiration Date:** 03/26/2021
- **Days to turn-around testing results:** 3 day turn-around

**Staff Training & Family Education**

All faculty/staff will be required to participate in training sessions regarding the requirements and practices contained in this document, including education on the prevention and spread of COVID-19. During these trainings, clear expectations will be communicated to staff including: (a) monitoring and assessing students for COVID-19 symptoms; (b) monitoring students to maintain social distancing and wearing PPE, consistent with county health requirements; (c) cleaning and disinfecting of the school premises, including classrooms, bathrooms and common areas.

Protected time will be allocated at each week's faculty/staff meeting to ensure everyone is aware of updates and changes to our COVID response procedures and safety protocols, as needed. Ongoing training will also be provided as new COVID-19 updates are made available. All school

**Covid-19 School Reopening Plan for All Saints Catholic School**  
**22870 Second Street, Hayward CA 94541**

families will be provided a copy of this document, as well as CDC's publication, [How to Protect Yourself and Others - COVID-19](#).

Teachers will educate students on the importance of healthy hygiene practices, understanding and monitoring for symptoms of COVID-19, and physical distancing.

The state, county and/or the Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

### **Communication Plan**

Open communication is key to our success and is important for keeping our school healthy. The weekly school newsletter will include a health and safety section that will house ongoing reminders for personal protection equipment, sanitizing personal belongings, and the importance of washing hands and good hygiene.

In addition to our weekly newsletters, the principal will hold bi-weekly "coffee with the principal" meetings via Zoom. These meetings are open to all members of our school community.

Monthly, families are invited to join our Parent and Teacher Group meetings.

Employees who had "close contact" with a person confirmed or suspected of having COVID-19 will be notified. The CDC defines "close contact" as being within six feet for a period of at least 15 minutes from two days before the testing until meeting the criteria for discontinuation of home isolation. However, this standard of "close contact" is not absolute and can vary depending on the circumstances. The staff notification letter will be based on the template provided by Alameda County: [Alameda County Template Letter to Staff](#)

The parents or guardians of students who had "close contact" with a person confirmed or suspected of having COVID-19 will be notified. The CDC defines "close contact" as being within six feet for a period of at least 15 minutes from two days before the testing until meeting the criteria for discontinuation of home isolation. However, this standard of "close contact" is not absolute and can vary depending on the circumstances. The parent notification letter will be based on the template provided by Alameda County: [Alameda County Template Letter to Parents/Guardians](#)

Our school will adhere to CDC, CHD, ACPHD, FERPA and HIPAA guidelines when communicating with staff and families about confirmed positive cases and high-risk exposures at the school (consistent with privacy requirements). These communications will be made via email using School Messenger and Constant Contact. Schoolwide meetings will also be called for schoolwide exposure and cohort meetings for isolated cohort exposure.

### **Key Constituent Consultation**

**Covid-19 School Reopening Plan for All Saints Catholic School**  
**22870 Second Street, Hayward CA 94541**

While we do not have a labor organization like the public schools' teacher unions, the principal has consulted with the faculty and staff in the decision-making process for the waiver. Based on these consultation meetings, the faculty and staff are supportive of applying for a waiver option for our school.

Faculty and staff are continually being notified and surveyed regarding the reopening of the school for in-person instruction. We meet every Wednesday as a whole group and individually as needed. Our faculty also meets in articulation meetings for lower school and upper school. Surveying the faculty has also been helpful in moving forward with this reopening plan. Faculty and Staff will continue to meet each Wednesday with a portion of our meetings dedicated to reopening plans. In addition to meeting weekly, we have a weekly Google Doc for faculty and staff where updates are posted and questions can be asked and answered. The general consensus is that the faculty and staff of All Saints Catholic School want to be with students in the building. We recognize that in-person learning is best for students and are eager to reopen.

Parents were surveyed in July and again in September to get information on their positions regarding in-person learning. Although we have many parents that are excited to have their children return to the school building, we have some who will continue to opt for distance learning. Meeting with parents regularly is key to keeping communication open. We meet monthly with large groups and twice monthly with small groups. Additionally, the principal and teachers meet with individual parents as the need arises. Our fall parent/teacher conferences will take place on October 8<sup>th</sup> and 9<sup>th</sup>. These meetings will allow our teachers time to talk individually with families regarding the reopening plan.

The school board has been consulted at the monthly board meetings in August and September. The school has the full support of the school board to seek a waiver for reopening in-person learning.

A School Site Planning Committee was formed in May 2020 to work specifically on plans to reopen our school for in-person learning. This committee was instrumental to the formation of this plan.

In addition to these main shareholders, the principal meets with the parish ministry staff and pastor on a weekly basis to share our reopening plans.

### **Travel Requirements**

The State of California has updated its travel policy with the following provisions:

- Non-essential travel (for recreational purposes) should be limited to 120 miles from the person's home.
- Californians who travel outside the state or the country must quarantine for 10 days upon their return to California.
- Visitors to California from other states and countries must also quarantine for 10 days upon their entry into California.

**Covid-19 School Reopening Plan for All Saints Catholic School**  
**22870 Second Street, Hayward CA 94541**

With this in mind, please limit recreational travel to no more than 120 miles from your home. If you must travel outside of California or outside of the United States, you will need to quarantine for 10 days upon your return to California.