



DIOCESE of SACRAMENTO  
**CATHOLIC SCHOOLS**

***BLUEPRINT FOR FALL  
2021-2022***



**v3.0**

**30 August 2021**



*“Start by doing what's necessary; then do what's possible; and suddenly you are doing the impossible.”*  
 -St. Francis of Assisi

## INTRODUCTION

Our schools responded heroically to the challenge of Covid-19, keeping students on campus while taking significant steps to mitigate the disease's spread. Our safety plan is currently in its tenth iteration since July 2020. This updated document aims to create an expectation of what the coming year holds. While we embrace a less restrictive environment, the safety and well-being of our students and staff remain our top priority.

Our priorities remain:

1. **Mission:** Strive to uphold our Franciscan mission, values, and traditions.
2. **Together:** Protecting our most vulnerable populations (medically compromised, students of color, underinsured, elderly, at-risk students, staff, etc.) is a moral and ethical obligation in caring for others as a community.
3. **Safety:** Our overall risk has been reduced because adults and students 12 and older have had the opportunity to be vaccinated. We will continue to manage our risk.
4. **Hygiene:** We will continue to emphasize robust hygienic practice.
5. **Presence:** Keeping school open daily. We do not want to burden parents with challenging schedules that prevent them from working a full workday - we want our students at school in-person.
6. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level in their faith and all core academic standards.
7. **Distance options:** We have launched our Catholic Online School, *Blessed Sacrament Online Academy* which allows any family who desires to continue with independent, distance learning the opportunity to do so. The distance school is a full-fledged online school independent of the local parish school. For more information please visit the website here: [Blessed Sacrament Online Academy](#)

We have written this document specifically for our school environments, and we expect it to evolve as the public health situation changes. The school principal will share any updated documents on the school website and through the school information system.

## Social & Emotional Well-Being

St. Francis is committed to the social and emotional well-being of our students and staff. We must do our best to ensure a smooth transition back to school for our students and staff in whatever capacity they may need. We must work together to check-in with how they are feeling, assess individual needs, and provide the necessary support during these challenging times.



# COVID-19 PREVENTION PROGRAM

## Layers of Safety: Infection Mitigation Strategies

For the past year, we have offered a variety of mitigation strategies working in unison to reduce our risk of exposure and transmission of Covid-19 on campus. We have effectively applied all recommended strategies, as well as our own novel strategies (such as behavioral screening), at our schools this past year. As Covid-19 rates of spread increased, we layered on the strategies. It is our hope that as people get vaccinated or recover from infection, and Covid-19 wanes, it stands to reason that we can move to less-intrusive interventions.

The new [CDPH Guidelines for the 2021-2022 School year](#) affirm this approach and at the same time, allow for our school sites to have a less restrictive environment as we move forward.

## Vaccination

CDPH strongly recommends that all persons eligible to receive COVID-19 vaccines receive them at the first opportunity.

All Catholic school employees who desired a Covid-19 vaccine have had access to one. Though we are not mandating vaccination, we will not make special accommodations for employees who choose not to receive them; in other words, this plan is predicated upon a vaccinated teaching force or society achieving herd immunity. Though we are not currently mandating vaccination for employees in the hope that we will reach herd immunity before that step is necessary, we will review this policy if faced with new mutations or other changes that may require a mandatory vaccination strategy.

In addition to vaccines required for school entry, CDPH strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- Protect the school community.
- Reduce demands on health care facilities.
- Decrease illnesses that cannot be readily distinguished from COVID- 19 and would therefore trigger extensive measures from the school and public health authorities.

## Antigen Screening

Our schools may require employees and students wishing to return to campus to undergo antigen screening at a place, time, and frequency as designated by the Catholic School Department, in collaboration with our advisors and county health departments.



## Social Distancing

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented.

- We will continue to encourage outdoor play and activities (masks optional outdoors), and we will encourage all persons on campus to continue to practice social distancing.
- Close contact interactions (to determine contact tracing) are considered less than 6ft and longer than a cumulative total of 15 minutes or more over a 24-hour period.
- We encourage the continued use of signage throughout campus to support social distancing and proper hygiene norms.

## Classroom Plans

- Windows will be opened for proper ventilation.
- Students have their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Shared spaces are cleaned regularly.
- School building disinfected nightly daily.
- Teachers will utilize outdoor space as much as possible.

## Screening

- Students and staff should conduct an at-home, daily self-check and temperature check before they come to campus. Temperatures need to remain below 100.4 degrees Fahrenheit.
- Should symptoms present themselves, school employees may all function as designated screeners for students and non-employees. The principal or school office staff may serve as screeners for faculty and staff if a third-party screener is required.
- During the day, any person experiencing or showing symptoms will report to the office for screening.
- If a staff member already at school shows symptoms described above, a supervisor will allow them to go home without penalty for that day.
- The school principal and/or contact tracers shall update the Catholic School Department Executive Assistant and school's county department of public health every Monday morning regarding confirmed COVID-19 cases amongst staff and students from the previous week.

## Personal Protective Equipment (PPE)

PPE is not a substitute for social distancing or proper handwashing. In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.



## Face Coverings

We will continue to comply with CDPH and county health guidelines on the use of masks.

### FACE COVERINGS FOR EMPLOYEES

- Adults in TK-12 school settings are required to mask when sharing indoor spaces with students.
- N-95 masks are more effective than cloth masks.
- Personal hygiene, social distancing, and frequent cleaning efforts are critical parts of employee protection.
- Masks are optional outdoors regardless of vaccination status (*except for employees supervising during morning walk and pick-up*).

### FACE COVERINGS FOR STUDENTS

- Masks are optional outdoors for all in TK-12 school settings.
  - Masks will be required outdoors during drop-off, morning walk, and pick-up.
  - No masks required while students are actively eating.
- TK-12 students are required to mask indoors with exemptions per [CDPH face mask guidance](#).
- Persons exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge.
- A face covering will be provided to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.
- Students who refuse to wear a mask indoors will be isolated from other individuals, a parent/guardian will be called to pick up the student. The student may return once a proper face mask/cover is worn.

### FACE COVERINGS FOR ALL OTHER ADULTS

- Masks are required for all adults entering the building, including vaccinated volunteers.
- Masks are to be worn outside during drop-off and pick-up due to the high number of adults and children present outside.

## Delivering Instruction

- Principals will present the plan to their communities and make themselves available for questioning.
- Teachers will provide initial and routine instruction in mitigation strategies and health practices to their students in keeping with all provisions of this protocol.
- Schools will inform the community of changes to this plan via their information system (School Speak) and post the updated plan or a link to the diocesan portal website on the school website.

## Cleaning & Disinfection Routine

- We will continue to maintain a high level of hygiene on campus. Students will continue to routinely clean and disinfect their desks and materials.



## Healthy Hygiene Practices

Reducing the risk of exposure to COVID-19 by proper personal hygiene practices and disinfection is a critical part of ensuring student and staff safety.

- Staff and families will be trained and educated in sanitation and hygiene instruction through training if needed and review of protocols.
- [Cleaning hands at key times](#) with soap and water for at least 20 seconds or an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not readily available is essential.
- Build time into daily routines for students and staff to wash hands.
- Families will be constantly reminded to maintain hygiene and distancing when necessary at home and in the community.

## Visitor & Volunteer Protocols

- All volunteers on campus must be vaccinated and wear a mask when indoors.
- Any visitors (UPS, FedEx, admissions, etc), must wear a mask when indoors and will only be allowed in the building for limited duration.

## Food

- Maximize physical distance as much as possible while eating (especially indoors). Arrange for eating outdoors as much as feasible.
- Clean frequently touched surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.
- Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.

## Travel Restrictions

Our focus will be on behaviors and not the act of travel itself. We reserve the right to ask community members to quarantine if they have traveled to regions which are documented hotspots, so please be prepared for a revisiting of this policy.



# COVID Symptoms and Case Response

## DEFINITIONS:

A **close contact** is defined as a person who is less than 6 feet from a case for more than 15 minutes over a 24 hour period.

## Contact Tracers

- The school has a designated employee who is a contact tracer whose name is on file with the Catholic School Department and County Health.
- Contact tracers must be trained either by the county within which the school resides or take one of the following courses on contact tracing:
  - Webinar-Based as recommended by the CDC:  
<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/general-training-modules.html>
  - Coursera Option: <https://www.coursera.org/learn/contact-tracing-for-covid-19>

## Symptoms

**Due to the contagious nature of COVID-19 and its variants, the following symptoms must be taken seriously. Should any staff member or students feel ill for any reason, we ask that they please stay home and be tested of COVID-19.**

### STUDENTS

- Fever of 100.4 degrees or higher;
- Sore throat;
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain;
- New onset of severe headache, especially with a fever.
- (If a student is exhibiting symptoms refer to student health history form)

### ADULTS

- Fever of 100.4 degrees or higher;
- Chills;
- Cough;
- Shortness of breath/ difficulty breathing; Fatigue;
- Muscle or body aches;
- Headache;
- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting; Diarrhea



## Testing

- Any student or staff person with symptoms not explained by another non-infectious condition diagnosed by a medical professional needs to be tested for COVID-19.
- Per this directive, symptomatic individuals must be tested within 48 hours of symptom onset, and provide test results within 72 hours.
- If the medical provider for the individual with symptoms cannot guarantee a 72-hour turnaround in test results, the symptomatic individual must seek out a different lab.
- The school principal should be notified immediately of a positive or negative result.

*\* Parents and students are responsible for the cost of their own testing, unless the school directs an entire cohort to get tested at a designated site.*

## Employee Testing

According to the CDPH Order, all unvaccinated employees must be tested weekly and provide results to the principal beginning immediately. Weekly tests are tracked accordingly.

## Quarantine and Isolation

Students and staff who test positive for the virus that causes COVID-19, take the following steps to protect others regardless of COVID-19 vaccination status: Isolate at home and isolate away from others for at least 10 days.

- If you do not have any symptoms, you should still isolate yourself at home for at least 10 days.
- If you develop symptoms, continue to isolate for at least 10 days after symptoms start as long as symptoms have improved, and no fever is present for at least 24 hours without use of fever-reducing medications.
- Contact your healthcare provider as soon as possible if you are more likely to get very sick because of being an older adult or having underlying medical conditions or if your symptoms get worse.

*A close contact is defined as someone within 6ft of a COVID positive person for more than 15 minutes over a 24 hour period (indoors or outdoors).*

### **Close Contact At School: ADULT**

- Any adult who is not vaccinated and has been exposed at school to a COVID positive person, must quarantine for 10 days. Adults are not eligible for modified quarantine.
- Any adult who is vaccinated and not symptomatic may return to campus. COVID testing is recommended.
- Any adult who is vaccinated and symptomatic must get COVID tested. If positive, quarantine for 10 days from symptom onset.

### **Close Contact At School: STUDENT**

- If the exposed student and the COVID positive student were both wearing masks during the exposure, the student must do one of the following:
  1. Modified quarantine
  2. Quarantine
- May end either quarantine after Day 7 if a negative test is collected after Day 5 of exposure.





***Close Contact Outside of School***

- If the student or staff member lives with the person who has COVID
  - Test for COVID. Quarantine for ten days. Not eligible for modified quarantine.
- If the student or staff member does not live with the person who has COVID
  - If vaccinated with no symptoms, may return to campus.
  - If vaccinated with symptoms, test for COVID. Quarantine for ten days from symptom onset. Not eligible for modified quarantine
  - If not vaccinated, quarantine for 10 days from last exposure. Test for COVID. Not eligible for modified quarantine. May end quarantine after Day 7 if a negative test that was taken after Day 5 post-exposure. If ongoing exposure is occurring in the home, the quarantine period may need to be extended.

***Modified Quarantine***

- Remember that modified quarantine is a new exemption to full quarantine that allows students who would otherwise be in full quarantine to attend class if their exposure was mask-on-mask in a school setting. Modified quarantine is only allowed for students, not adults. To participate in modified quarantine, students must:
  - Be asymptomatic;
  - Continue to appropriately mask, as required; students with a medical exemption preventing the wearing of face coverings do not qualify for a modified quarantine.
  - Undergo at least twice a week testing during the 10-day quarantine
  - Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.
- Students unwilling or unable to meet all of these conditions must complete full quarantine (which means school work will be provided to them during this time.)
- A principal may choose to require a quarantine instead of a modified quarantine, but must have this option documented in the school's Blueprint for Fall.

## **Additional Details**

### **VIRTUAL ACADEMY**

The Diocese of Sacramento will offer a dedicated virtual academy for any family opting for remote learning for their student. Our traditional parochial elementary schools will not offer dual delivery of instruction (i.e., in-person and online simultaneously) and instead will focus on in-person instruction.

### **DISTANCE LEARNING**

If a grade level group (entire class) must quarantine for a period of time, we will transition to distance learning as in the 2020-21 school year until quarantine is over.

### **SCHOOL CLOSURE & SUBSEQUENT REOPENING**

The Catholic School Department, in consultation with Public Health, will determine if a partial or full school closure is needed based on guidance and recommendations from CDPH. Both the school and the county must meet current state guidance to reopen.



## SAFE ENVIRONMENT

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition, the process outlined below will routinely serve to protect everyone and reduce the risk of spread of infection.

- Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of the reach of children and stored in a space with restricted access.
- Establish a cleaning schedule in order to avoid both under- and over-use of cleaning products.
- Ensure safe and correct application of disinfectant and keep products away from students.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible for example by opening windows where practicable.



# SCHOOL SCHEDULE & ROUTINES

## Morning Drop-Off

**Drop-Off Hours:** 7:40 AM - 8:00 AM (*if not in Extension*)

**Staffing:** Administration, Teachers, and Extension Staff

**Protocol:** Students will enter the yard through the walking gate on 25th Street. Students will go to their designated classroom areas in the school yard to drop-off back-packs and begin *Morning Walk*. Those students enrolled in Extension or TK (all morning) may enter through the front door on 25<sup>th</sup> Street if arriving prior to 7:40 AM and check into Extension via *SmartCare*. During inclement weather, students will go into Brunsmann or the Gym to their designated classroom area. Staff will be present to assist students.

- Both points of access will be supervised to prevent gathering of any sort.
- Student and parents will wear mask when at the gate/door and during morning walk.

## After School Pick-Up

**Time:** 1:30 PM - TK

2:30 PM - Kindergarten

3:00 PM - Grades 1-5

3:15 PM - Grades 6-8

**Staffing:** Teachers, Aides, and Extension Staff

**Protocol:** The campus gate will be opened at 2:30 PM. Parents will not be admitted prior into the school office. Parents will remain outside in the car park area to pick up students. TK students will be picked up at the front door.

## Late Arrival / Early Pick-Up

For students that arrive to school after 8:00am or leave early, parents will check-in/out their child(ren) from the Main Office using the *SmartCare* app.

## Mass

Mass will take place inside the Church with no more than two classes at a time (*we will continue Mass schedule until deemed safe to gather as a whole school community*). Mass will also be livestreamed into other classrooms when available.



## Recesses and Physical Education

**Staffing:** Aides, Extension Staff, & PE Teacher

**Protocol:** Recesses and Physical education will take place outdoors unless inclement weather or smoke prevent us from being outdoors. PE classes will take place in classrooms, gym, on the playground, or at Sutter’s Fort. We will continue to use outdoors spaces as much as possible and at grade-levels. Ball, equipment, and play structure are all available.

## Lunch

**Staffing:** Aides, Extension Staff, & PE Teacher

**Protocol:** Students will eat lunch in assigned areas (classroom, outdoors - weather permitting). The hot lunch program will continue with food being served in the cafeteria. Students will take lunches outside to eat and then clean their respective areas once they have finished.

## Recess & Lunch

**Schedule:**

Time	Activity	Grade Level		
9:05 - 9:25	Recess	TK		K
9:25 - 9:45	Recess	1	2	3
9:45 - 10:05	Recess	4		5
10:05 - 10:25	Recess	6	7	8
1:30 – 2:00	Recess	TK		K
11:00 - 11:45	Lunch	TK		K
11:30 - 12:15	Lunch	1		2
12:00 - 12:45	Lunch	3	4	5
12:45 - 1:30	Lunch	6	7	8



## Extended Care

**Hours of Operation:** Morning 7:00 – 8:00AM; Afternoon 3:00 – 6:00 PM

**Staffing:** Extension Staff

**Protocol:** Extension will be held in multiple spaces throughout the campus. Students will remain masked while indoors. Outdoor space will be used as much as possible. The facility will be cleaned in the evening.

### **Check-In & Check-Out:**

Parents will pick-up and drop-off inside the front entrance at the designated table through our contactless kiosk system. Students will be brought to them. Our touchless kiosk system, *Smartcare*, will allow parents to download an app on their phone, and upon check-in/check-out, will open the app, swipe their phone with the app QR code in front of the kiosk, and their child(ren) will be checked out.





# ST. FRANCIS OF ASSISI

ELEMENTARY SCHOOL • EST. 1895

ESTABLISHED 1895