Diocese of Orange
COVID-19 Prevention Program (CPP)

The Roman Catholic Diocese of Orange recognizes that in operating their business, there are risks of exposure to COVID-19 for employees and customers, as it is highly contagious and has a mortality rate greater than the flu.

In operating, The Diocese of Orange acknowledges the risks of COVID-19 exposure to its employees and customers and is committed to providing a safe and healthy business environment. To ensure that, the following COVID-19 Protection Plan (CPP) has been developed in response to the COVID-19 pandemic. All employees, including managers and staff, are responsible for implementing and complying with all aspects of this Plan to mitigate the potential for transmission of COVID-19 in our workplaces, and requires full cooperation among staff and management. Only through this cooperative effort can the safety and health of all staff and persons in our workplace be maintained and established.

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: January 27, 2021

Authority and Responsibility

The Pastor, Principal and/or Business Manager has overall authority and responsibility for implementing the provisions of this CPP in the workplace. A workplace coordinator will be designated for each location within the Diocese and will be responsible for COVID-19 issues and their impact at the workplace. They will be fully supported by the full administrative team.

In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Identification and Evaluation of COVID-19 Hazards

The Pastor, Principal and/or Business Manager will implement the following in the workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

The success of this program requires the full support of each and every employee. Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards. Employees will be apprised of the existence of this program and will be responsible for the immediate reporting to management of any concerns, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace.

We inform our employees as part of our initial new employee orientation and then as part of direct, on site, supervisor hosted meetings.

Employee screening

Employees are screened by:

- Self-screening according to CDPH and CDC guidelines
- Temperature measurement using non-contact thermometers when entering the workplace
    - Ensure face coverings used during screening by both screener and employee
- Screening and evaluation of staff who exhibit signs of illness

Correction of COVID-19 Hazards

Each parish and school location within the Diocese of Orange is responsible to identify and evaluate COVID-19 hazards and correction of hazards by conducting periodic COVID-19 related inspections. Diocese locations are notified of efforts to identify COVID hazards through HR communications. Data is collected on the results of the COVID-19 spot checks and presented to management and Senior Leadership. The severity of the hazard will be assessed, and correction time frames assigned, accordingly.

The Pastor, Principal and/or Business Manager follows-up on submitted COVID-19 safety concerns. Leadership of these locations are notified of hazards and unsafe behaviors and expected to resolve them by communication to employees. Repeated COVID-19 safety concerns are elevated to Senior Leadership.

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

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplaces by:

- Elimination of need for most employees to be in parish and Pastoral Center workplaces.
    - Use of remote telework for most office employees
- Staggered arrival, departure, work, and break times.
- Use of plexiglass barriers
- Visual cues such as signs and floor markers
- Reduced persons in an area by limiting staff and/or prohibiting visitors
- Maximum occupancy established for elevators based on elevator size and signs placed in elevator waiting areas
- Closing of break and lunchrooms
- Maximum capacity established for office and meeting rooms

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

Employees are required to wear a face covering when indoors, and when outdoors and less than six feet

away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. If an employee is unable to provide their own facing covering, we provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth. Face coverings are strategically placed in locations throughout the workplace. Signage is posted through buildings stating the requirement to wear a face covering.

The recommended face covering is a non-medical disposable mask or a cloth mask of two or three layers of tightly woven fabrics. Face shields are not acceptable as a substitute for masks.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- 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.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Installation of partitions or plexiglass barriers

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Keeping doors and windows open to outside air when possible
- Using economizers, where applicable, for fresh air flow
- Properly maintaining the ventilation system, including changing filters on a regular basis
- Increasing the filtration efficiency to the extent possible for existing ventilation systems
- Upgrading ventilation systems to maximize filtration efficiency when financially possible

Cleaning and disinfecting

Cleaning procedures have been established for all frequently touched surfaces, with specific procedures established for general spaces.

- Adequate supplies and time are allowed for cleaning to be done properly.
- Staff is trained on proper cleaning techniques.
- Daily cleaning and sanitization of offices, restrooms, shared spaces and high touch areas.
- Enhanced cleaning of shared spaces and touched surfaces after each mass, wedding, funeral, school day or other gathering of multiple persons.

For positive COVID-19 cases, decontamination is based on the last day the individual was on site and how long the space can be left unoccupied. CDC recommendations on disinfection are followed after a space was occupied by a COVID-19 positive individual:
https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.

Tools and equipment that must be shared between employees are cleaned and disinfected between users by a cleaning crew and/or the employee.

- Cleaning supplies are provided in each workplace.
- Training is provided on proper cleaning methods.

Hazard assessments have been conducted for all cleaning activities. Appropriate training and PPE recommendations have been shared.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing and Healthy Hygiene Practices

In order to implement effective hand sanitizing procedures, we:
- Promote frequent and thorough hand washing, by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, alcohol-based hand rubs containing at least 60% alcohol are provided.
- Provide proper handwashing education to employees.
- Locate hand sanitizer stations throughout every building.
- Encourage employees to wash their hands for at least 20 seconds each time
- Post signage in restrooms
- Allow time for employee handwashing
- Personal hygiene practices including frequent and thorough handwashing, sneezing into a tissue or elbow, avoiding touching one's face and daily cleaning and disinfecting of one's workplace are stressed.

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

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

Based on the hazard assessments conducted for cleaning activities, appropriate PPE has been recommended and has been provided to custodial employees. Disposable nitrile gloves and face coverings are required to be worn when performing cleaning activities.

- Janitorial employees wear masks and gloves, provided by our janitorial vendor.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Notified by their supervisor, maintaining confidentiality of the COVID-19 case
- Offered COVID-19 testing at no cost during their working hours.
- Human Resources policies and practices will be administered consistent with public health recommendations and are consistent with existing state and federal workplace laws (since these policies are changing frequently d/t COVID-19)

System for Communicating

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

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home
- Employees can report symptoms and hazards without fear of reprisal.
- Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.
- Employees are directed to Orange County Health Agency to access COVID-19 testing
  https://occovid19.ochealthinfo.com/covid-19-testing

    o COVID-19 testing is provided at no charge to the employee

- Contact tracing techniques will be used to identify source of exposure when there has been a COVID-19 case at the place of employment:
    o Positive cases will be report edto OC Health Agency

- All staff working in close proximity or having direct contact with the COVID-19 case during the previous three business days are notified and encouraged to see their health care professional.

- Investigation will be made to determine whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

- Employees who are well but who have a sick family member at home with COVID-19 should notify Human Resources for direction.

- Information about COVID-19 hazards which employees may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures will be communicated.

- Procedures and/or policies fare in place for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
    o Offer remote/telework if applicable to the position
    o Offer sick time or FMLA leave if the employee is eligible

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
    o Human Resources policies and practices will be administered consistent with public health recommendations and are consistent with existing state and federal workplace laws (since these policies are changing frequently d/t COVID-19)
- The fact that:
    o COVID-19 is an infectious disease that can be spread through the air.
    o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.

- An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

In addition to onsite, supervisor hosted meetings,

- Recordings of instructional webinars produced by the Diocese are posted at https://rcbo.org/focus/videos/ and https://extrasite.rcbo.org/
- Our vendor created the instructional video in English and Spanish for parishes to use to train staff.

Appendix D: COVID-19 Training Roster will be used to document this training at each location within the Diocese of Orange.

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case or per medical directive.
- Maintaining all employee rights and privileges per sick time and leave of absences policies of the Diocese during any COVID related illnesses.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the Orange County Health Agency whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Signed: _____   Date: ___Aug 28, 2021___

Thomas J. Burnham
Chief Human Resource Officer
Roman Catholic Diocese of Orange

Each Diocese parish or school site has developed their own protocols to meet the requirements of Appendices A-D below:
- Appendix A: Identification of COVID-19 Hazards
- Appendix B: COVID-19 Inspections
- Appendix C: Investigating COVID-19 Cases
- Appendix D: COVID-19 Training Roster

These guidelines are to be used in conjunction with the protocols already implemented and followed at each location.

Appendix A: Identification of COVID-19 Hazards

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

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

Person conducting the evaluation: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

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

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

Appendix B: COVID-19 Inspections
Use this in conjunction with the safety and inspection protocol already implemented and followed at your location'

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

[add any additional controls your workplace is using]			

[add any additional controls
your workplace is using]

Appendix C: Investigating COVID-19 Cases

Use this form in conjunction with Orange County Health Agency requirements.

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

Employee (or non-employee*) name:		**Occupation (if non-employee, why they were in the workplace):**	
Location where employee worked (or non-employee was present in the workplace):		**Date investigation was initiated:**	
Was COVID-19 test offered?		**Name(s) of staff involved in the investigation:**	
Date and time the COVID-19 case was last present in the workplace:		**Date of the positive or negative test and/or diagnosis:**	
Date the case first had one or more COVID-19 symptoms:		**Information received regarding COVID-19 test results and onset of symptoms (attach documentation):**	

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):	

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:		
All employees who may have had COVID-19 exposure and their authorized representatives.	**Date:**	
	Names of employees that were notified:	
Independent contractors and other employers present at the workplace during the high-risk exposure period.	**Date:**	
	Names of individuals that were notified:	
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		**What could be done to reduce exposure to COVID-19?**
Was local health department notified?		**Date:**

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date: [enter date]

Person that conducted the training: [enter name(s)]

Employee Name	Signature

Supplemental considerations on serious outbreaks

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.1 for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.

- In response to new information or to new or previously unrecognized COVID-19 hazards.
- When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.
  - [describe other applicable controls].

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will make testing available twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria,** and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Orange County Health Agency.**

COVID-19 School Guidance Checklist

January 14, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Diocese of Orange

Number of schools: 36

Enrollment: 16,492 `

Superintendent (or equivalent) Name: Erin Barisano, Ed.D.

Address: 13280 Chapman Ave.

Garden Grove, CA 92840

Phone Number: (714) 282-3065

Email: dvaladez@rcbo.org

Date of proposed reopening:
09/08/2020

County: Orange

Current Tier: Purple
(please indicate Purple, Red, Orange or Yellow)

Type of LEA: Diocese

Grade Level (check all that apply)

☒ TK ☒ 2nd ☒ 5th ☒ 8th ☒ 11th

☒ K   ☒ 3rd ☒ 6th ☒ 9th ☒ 12th

☒ 1st ☒ 4th ☒ 7th ☒ 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.
The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:
K12csp@cdph.ca.gov
LEAs or equivalent in Counties with a case rate >=25/100,000 individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

☒ I, Erin Barisano, Ed.D. , post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP),** pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☒ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (*e.g.*, instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

The numbers vary from a minimum of 10 students to 1 teacher to a maximum of 30 students to 1 teacher.
_____

If you have departmentalized classes, how will you organize staff and students in stable groups?

For schools with departmentalized classes, teachers travel to classrooms to deliver instruction.
_____

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Most schools are not offering electives, however, the ones that are, teachers will be traveling to classrooms to deliver instruction so students may remain in their stable group.
_____

☒ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

☒ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

☒ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

☒ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

☒ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: __6_____feet

Minimum: __4_____feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

The square footage in a small percentage of classrooms will not accommodate 6ft of distance between students.

☒ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

☒ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:
_____

☒ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:
_____

☒ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

☐ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

    ☐ Labor Organization

        Name of Organization(s) and Date(s) Consulted:

           Name: _____

           Date: _____

    ☐ Parent and Community Organizations

        Name of Organization(s) and Date(s) Consulted:

           Name: _____

           Date: _____

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

_____
_____
_____
_____
_____

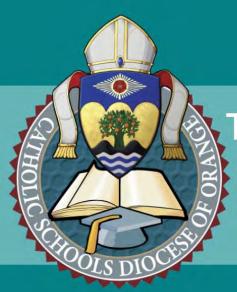## For Local Educational Agencies (LEAs or equivalent) in <u>PURPLE:</u>

☐ **Local Health Officer Approval:** The Local Health Officer, for (state County) _____. County has certified and approved the CSP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

<u>Additional Resources:</u>

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

THE LIGHT OF CHRIST GUIDES US
OC CATHOLIC SCHOOLS:
OUR JOURNEY BACK

COVID-19 Safety Plan

(Formerly Guidelines for Re-Opening Catholic Schools)

UPDATED 1.25.2021

"I wish to thank everyone for their sacrifices over these last weeks to benefit the common good. It has been a time of reflection, prayer, and growth in faith for many of us. We will continue to take one day at a time and walk in faith together."

Bishop Kevin Vann, May 22, 2020

OC CATHOLIC SCHOOLS: OUR JOURNEY BACK

January 29, 2021

Dear OC Catholic School Community,

Five months ago we celebrated that our schools were able to reopen for in-person instruction for the 2020-2021 school year. Through the faith-filled and courageous leadership and service of our Catholic school leaders, teachers, and staff, we have experienced many successes this year. However, we acknowledge the challenges we continue to face due to COVID-19. Throughout this pandemic, our schools have become adept to overcoming obstacles and remaining strong in the face of adversity.

We remain committed to transparency and compliance with our state and county health agencies. As such, this 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* issued on January 14, 2021. This guidance is a public health directive that applies to all public and private schools operating in California. Under operative executive orders and provisions of the California Health and Safety Code, schools must comply with orders and guidance issued by the California Department of Public Health and relevant local health departments to limit the spread of COVID-19 and protect public health.

As required, each school has posted a COVID-19 Safety Plan (CSP) on the homepage of the school's website. The CSP includes the school's Cal/OSHA COVID-19 Prevention Program (CPP) and the COVID-19 School Guidance Checklist. The general CSP for all schools has been posted on the Diocesan website: www.occatholicschools.org.

We remain incredibly grateful for the gift of our teachers and staff who have been stretched in mind, body, and spirit. Because of their great sacrifices and love for your children, we have been able to maintain in-person instruction. We are also grateful to our parents for respecting the important role they play in ensuring the health and safety of our students. Together we are building a stronger future for our children.

Thank you for your partnership on our journey!

In mission,

Erin C.O. Barisano

Erin C.O. Barisano, Ed.D.
Superintendent of Schools
Diocese of Orange

OC CATHOLIC SCHOOLS: OUR JOURNEY BACK

LETTER FROM THE SUPERINTENDENT

Dear OC Catholic School Principals, Teachers, Staff, Parents, and Students,

Thank you for your attention, partnership and patience over the last few months as we have all navigated the constantly changing realities within our community and our schools. From the beginning of this pandemic, our schools have served as sources of hope; they have been places where students continue to grow in faith and academic excellence even through a virtual platform. As we plan to re-open our campuses in August, we want to continue to be that message of hope and share with you our plans on the current realities and the beginning of the school year.

We remain committed to following the advice of health experts throughout this planning process. None of the guidelines we are working from are self-generated; we are relying on the guidance and expertise of the Center for Disease Control and Prevention, the California State and the Orange County Department of Education Guidelines and Orange County Health Agency. We are grateful to our parents who completed the Diocesan Parent Survey for additional input on implementation of guidelines. As we plan for re-opening our schools, we will continue to respond to guidance from the governor and state and local governments, so all of this planning is based on the best information that we currently have.

As of now, based on the CDC checklist for reopening schools we believe that we can open all schools in person in the fall and maintain a robust system of monitoring and response. Our plans to meet these guidelines are based around four foundations: monitoring and responding to student and faculty health; limiting and eliminating unnecessary or risky activities; revising cleaning and disinfection protocols; and finally, having additional blended learning and virtual learning options available for planned or unplanned shutdowns.

The guidelines include consistent requirements across the diocese to achieve a safe environment, but also allow for specific implementation to be handled at the school level. All schools will:

- Develop a daily temperature check system for all persons coming onto campus
- Increase healthy hygiene practices such as hand washing, deeper cleaning, disinfection, and ventilation
- Require faculty/staff/parents/school visitors to wear face coverings on campus.
- Develop social distancing protocols in all areas and for all gatherings where possible/feasible.
- Establish a plan to close school, if necessary, and quickly implement a Distance Learning program should a student, teacher, staff member, visitor, or member of the household test positive for COVID-19 in consultation with local public health officials.

We remain incredibly grateful to you, our parents and students, and all of our principals, teachers, and staff in the Diocese of Orange who remain committed to excellence in education and faith formation. I pray that you remain safe and healthy throughout the summer months; we are overjoyed about being able to see you in-person very soon.

Thank you for your partnership on our journey back!

In mission,

Erin C.O. Barisano, Ed.D.
Superintendent of Schools
Diocese of Orange

OUR JOURNEY BACK

In May 2020, a survey was distributed to parents of elementary and high school students. Nearly 4,500 responses were submitted. Survey questions were specific to reopening in the fall and what parents value the most in the way of health factors and educational models as well as challenges faced during distance learning. The survey also included two open ended questions, which allowed parents the opportunity to offer specific feedback and input.

A strong majority of parents (83%) highly preferred or preferred returning to the traditional school-day model and indicated they would like schools to consider enhanced cleaning as the top priority when planning for reopening. Additional factors parents would like considered are increased spacing in the classroom and regularly scheduled hand washing.

Parents affirmed, through their open ended comments, their desire to return to campus in the fall. A challenge they recognized during distance learning was the toll it took on their children both socially and emotionally and returning to campus would restore the sense of community and personal connections that their children are missing. Our schools will place additional focus on meeting the social and emotional needs of their students as they return to campus.

The data gathered from this survey played an integral role in the decision making process for reopening our schools in the fall. While the safety of our students is of primary importance, we also want to best meet the spiritual, academic, social, and emotional needs of our students. We recognize that parents are the primary educators and we value our partnership with our parents; as such, we place high value on input and feedback from parents and have taken all data provided by this survey into consideration.

OVERVIEW & PROCESS

The health and safety of students and staff is the top priority when making the decision to physically reopen school campuses for use by students, staff, and others. As campuses reopen, schools will need to establish clear plans and protocols to ensure the safety of students and staff. Knowing that there is not a "one-size-fits-all" solution for opening schools across our Diocese, schools should adhere to the comprehensive Health and Safety Checklist to guide their decision making (see Appendix).

The following guidelines and recommendations are intended to assist OC Catholic Schools with reopening in the fall. All information provided is based on a number of guidelines developed by the Center for Disease Control, California Department of Education, and the California Department of Health. These guidelines are subject to change based on future conditions and/or recommendations by various governmental and health agencies. Specific reopening decisions will be made at the local school level based on these state and local agencies with consultation and approval from the Diocese of Orange, the parish pastor and/or the Diocese of Orange Department of Catholic Schools. School plans must be flexible and nimble in responding to new information, and administrators must be willing to refine approaches when specific policies are not working.

Note: Revisions have been made to this plan, which reflect the State of California's *COVID-19 Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year* issued on January 14, 2021.

*Denotes revision according to the recent State of California's *COVID-19 Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year* issued January 14, 2021.

GUIDELINES FOR RE-OPENING

General

- Seek approval from Pastor or Department of Catholic Schools for Reopening Plan
- Communicate Reopening Plan and health/safety protocols with all stakeholders including a dedicated place on website
- Communicate COVID-19 Safety Plan (CSP) and Cal/OSHA Prevention Program (CPP) to all stakeholders and post it on website (revised 1/25/21)*

Health and Safety

- Create a local COVID-19 Health & Safety committee which will meet during Summer 2020 and throughout the school year.
- Students in all grade levels K-12 (K is inclusive of TK) are required to wear face coverings at all times, while at school, unless exempted. *
- Require faculty/staff/parents/school visitors wear face coverings on campus in accordance with CDPH guidelines
  - 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*
- Develop social distancing protocols in all areas and for all gatherings
  - Distance teacher and other staff desks 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*
  - If 6 feet of distance is not possible, optimize ventilation, use desk partitions, or arrange desks to minimize face-to-face contact*
- Develop a daily temperature check system for all persons coming onto campus
- Develop a plan to minimize access to campus, and limit nonessential visitors, facility use permits, and volunteers
- Create a comprehensive plan to address personal hygiene practices to ensure personal health and safety in school facilities (frequent hand-washing, availability of hygiene supplies such as soap, hand sanitizer, tissues, disinfectant wipes etc.)
- Create a plan to meet cleanliness and disinfecting standards in school facilities. Hand sanitizer should be readily available throughout the building and in each classroom. Classrooms, restrooms and touched surfaces as well as shared objects should be cleaned thoroughly each day and frequently throughout the day with EPA approved disinfectants

Instructional

- Decide on one of three suggested Instructional Models (see appendix) which can include a full-day traditional model if all requirements are met
- Develop and implement a Social-Emotional Wellness program (see appendix) for students and faculty/staff
- Establish a plan to close school, if necessary, and quickly implement a Distance Learning program should a student, teacher staff member, visitor, or member of the household tests positive for COVID-19 in consultation with local public health officials

Health and Safety

- To the extent possible, ensure social distancing on school campuses and adapt traditional activities to minimize mixing and movement of students, faculty, staff
- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.
- The CDC's criteria in the following links should be considered when a sick staff member, student or volunteer should return to work/school https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html and/or https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html
- Consider posting signs in highly visible locations (i.e., at entrances and in restrooms) that promote proper hand washing and other protective measures that describe how to stop the spread of germs
- Playgrounds and gyms should only be used by one group at a time and cleaned after each use. Limit free play to ensure safe distancing
- Student sick absences should not require a doctor's note to return as medical facilities are under increased strain. Consider a communication system for staff and or student parent/guardian to self-report to the school if they have tested positive or were exposed to someone with COVID-19 within the last 14 days
- Ensure that ventilation systems are operating properly and that there is increased circulation of outdoor air as much as possible. If practical based on weather, consider keeping windows open for increased ventilation. While fresh air is encouraged for ventilation, it should not interfere with maintaining adequate security for the building
- Consider eliminating the use of drinking fountains and encouraging staff and students to bring their own water to minimize use and touching of water fountains
- In a circumstance where sufficient physical distancing is difficult or impossible, all individuals, including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible
- Shared spaces such as communal spaces and break rooms should be closed or consider staggering the use of these spaces
- Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable
- Establish curbside drop-off and pick-up to limit direct contact between parents and staff members and adhere to social distancing recommendations. If children are met outside, an assigned staff member from the child's static group should escort the child into the facility when they arrive. Consider staggering arrival and drop -off times to manage the flow of students into and out of the facility
- Designate a staff person(s) for various shifts throughout the day to be responsible for COVID-19 concerns (i.e., school nurse/secretary). All school staff and families should know who this person is and how to contact them
- Cafeteria may not be able to accommodate social distancing recommendations. May want to consider having students bring their own meals or serving individually plated meals in classrooms instead of the Cafeteria
- How to maintain social distancing on school buses needs to be considered. Ensure that transportation staff are following safety and hygiene protocols according to the CDC's guidance for bus operators
- Advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation
- If an employee has tested positive for COVID-19, you should notify staff of their possible exposure but maintain confidentiality whenever possible about the employee as required by the Americans with

Disabilities Act. Please refer to the Appendix for instructions from Diocese of Orange Department of Human Resources

Instructional

- Endeavor to work with families who wish to have their child/ren remain at home rather than return to school or assist families to identify alternative temporary programs which could transfer back to the original school
- Develop contingency plans for teachers or students who may need to remain at home due to illness for an extended period of time
- Consideration should be given to how students and staff that are considered "high risk" and more vulnerable to the virus can continue participating in virtual classes, activities and events
- Student sick absences should not require a doctor's note to return as medical facilities are under increased strain. Consider a communication system for staff and or student parent/guardian to self-report to the school if they have tested positive or were exposed to someone with COVID-19 within the last 14 days. Please refer to the Appendix for instructions from Diocese of Orange Department of Human Resources

APPENDIX

The following documents were used in developing the OC Catholic Schools Reopening Guidelines and provide detailed information, checklists, guidance etc.:

COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year:
https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

OC Health Care Agency *Investigation and Contact Tracing Processes and Guidance for OC Schools:*
OC Health Care Agency PDF

CDC Considerations for Schools: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html

CDC FAQs for Schools:
 https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html

Center for Disease Control "Schools Decision-Making Tree"

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf

California Department of Education – "Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools"

https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf

California Department of Health – "COVID 19 Industry Guidance: Schools and School-Based Programs"

https://covid19.ca.gov/pdf/guidance-schools.pdf

CDC "Cleaning and Disinfecting Your Facility"

https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

1. Campus Access
2. Hygiene
3. Protective Equipment
4. Physical Distancing
5. Cleaning and Disinfecting
6. Employee Issues
7. Communication with Students, Parents, Employees, Public Health and Community
8. Identification, Tracing of Contacts, and Testing
9. Travel Guidelines

1. Campus Access

Exclude any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (reference CDC and CDPH guidelines for COVID-19 symptoms). Staff should discuss with the parent or caregiver and refer to the student's health history form or emergency card to identify whether the student has a history of allergies, which would not be a reason to exclude.

Monitor staff and students throughout the day for signs of illness. Determine any special or unique needs for students with disabilities related to planned district or schoolwide procedures:

- Students—Entering Campuses
  - *Passive Screening*. Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19
  - *Active Screening*. Engage in symptom screening as students enter campus , consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100 .4 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test
    - Thermometers must be properly cleaned and disinfected after each use
  - All students must wash or sanitize hands as they enter campuses
  - Provide supervised, sufficient points of access to avoid large gatherings
  - Use privacy boards or clear screens when practicable
  - If a student is symptomatic while entering campus or during the school day:
    - Students who develop symptoms of illness while at school should be separated from others right away, preferably isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, ensure physical distancing
    - Any students or staff exhibiting symptoms should be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a health care facility
    - Students should remain in isolation with continued supervision and care until picked up by an authorized adult
    - Follow established guidelines for triaging students in the health office, recognizing not all symptoms are COVID-19 related
    - Advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation
  - Protect and support students who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk by providing options such as virtual learning or independent study

- Staff—Entering Campuses
  - ***Passive Screening***. Instruct staff to self-screen before leaving for work (check temperature to ensure temperatures below 100 .4 degrees Fahrenheit, check for symptoms outlined by public health officials) and to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19
  - ***Active Screening***. Engage in symptom screening as staff enter worksites, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100 .4 degrees Fahrenheit), and ask all staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test
    - Thermometers must be properly cleaned and disinfected after each use
  - All staff must wash or sanitize hands as they enter worksites
  - For employees who are exhibiting symptoms from the workplace, please refer to the appendix for instructions from Diocese of Orange Dept. of Human Resources
- **Outside Visitors and Groups**
  - Limit access to campus for parents and other visitors
  - Establish protocol for accepting deliveries safely

2. <u>Hygiene</u>

Plan to address hygiene practices to ensure personal health and safety in school facilities:

- Handwashing. In accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, develop a plan for handwashing that includes:
  - Providing opportunities for students and staff to meet handwashing frequency guidance
  - Ensuring sufficient access to handwashing and sanitizer stations. Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent possible
  - Ensuring fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) is available and supervised at or near all workstations. Children under age nine should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. *Note: Frequent handwashing is more effective than the use of hand sanitizers*
- Train staff and students on proper handwashing techniques and PPE/EPG use, including the following:
  - Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students should use paper towels (or single use cloth towels) to dry hands thoroughly.
  - Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods .
  - CDC guidance on proper PPE use
- Teach staff and students to:
  - Use tissue to wipe the nose and cough and sneeze inside the tissue
  - Not touch the face or face covering

3. <u>Protective Equipment</u>

Plan to address protective equipment needs to ensure personal health and safety in school facilities and vehicles

- According to CDC guidance:
  - Training and information should be provided to staff and students on proper use, removal, and washing of cloth face coverings

- Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Schools should make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into shirt.
    - Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment.

- Staff Protective Equipment
    - As recommended by the CDC, all staff should wear face coverings. Per CDPH guidance, teachers could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction
    - Provide masks if the employee does not have a clean face covering
    - Provide other protective equipment, as appropriate for work assignments
        - For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves
        - For front office and food service employees, provide face coverings and disposable gloves.
        - For custodial staff, provide equipment and PPE for cleaning and disinfecting, including:
            - For regular surface cleaning, provide gloves appropriate for all cleaning and disinfecting
            - Classified staff engaged in deep cleaning and disinfecting should be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions. All products must be kept out of children's reach and stored in a space with restricted access
            - Cal/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used and training be provided to staff on the hazards of chemicals
- Student Protective Equipment
    - Students should use cloth face coverings, especially in circumstances when physical distancing cannot be maintained. Consider how to address students with disabilities who refuse or are not able to wear masks. At a minimum, face coverings should be worn:
        - While waiting to enter the school campus
        - While on school grounds (except when eating or drinking)
        - While leaving school

4. **Physical Distancing**

Plan to meet physical distancing standards in school facilities. Clearly define how staff can honor physical distancing recommendations, yet meet student medical, personal, or support needs. Determine how adequate space and facilities will be utilized to maintain health and safety of students and staff, especially when tending to individual student medical or personal needs. In a circumstance where sufficient physical distancing is difficult or impossible, all individuals, including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.

- Plan to limit the number of people on all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet distance between individuals. *(NB: 6 feet is the current minimum recommendation for physical distancing from the CDC, but it is important to pay attention to future modifications in public health recommendations.)*

- To the extent possible, and as recommended by the CDC, attempt to create smaller student/educator cohorts to minimize the mixing of students throughout the day. Minimize movement of students, educators, and staff as much as possible.
- Limit the number of students physically reporting to school, if needed to maintain physical distancing. Determine student and staff capacity of each school meeting 6-foot physical distancing objectives.
- The CDC recommends virtual activities in lieu of field trips and intergroup events.
- Post signage and install barriers to direct traffic around campus.
- Playgrounds/Outside Spaces/Athletics
  - Increase supervision to ensure physical distancing.
  - Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.
- Classrooms
  - Determine maximum capacity for students of each classroom while meeting 6-foot physical distancing objectives.
  - In accordance with CDC and CDPH guidance, ensure desks are a minimum of 6 feet apart and arrange desks in a way that minimizes face-to-face contact.
  - If necessary, utilize other campus spaces for instructional activities (e.g., lecture halls, gyms, auditoriums, cafeterias, outdoors).
  - If necessary, broadcast to other classrooms and students distance learning from home.
  - Increase staffing to ensure physical distancing for younger students and students with special needs.
  - Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain separation, when possible.
  - Address physical distancing objectives as students move between classrooms.
  - Address potential issues from physical distancing rules that could result in unintended segregation of students with disabilities on campuses away from peers without disabilities.
- Staff
  - Develop a plan that ensures physical distancing among staff in their work environment to reduce the spread of the virus that includes:
    - Avoiding staff congregation in work environments, break rooms, staff rooms, and bathrooms.
    - Avoid grouping staff together for training or staff development. Consider conducting the training virtually or, if in-person, ensure distancing is maintained.
  - Adjust staff schedules to accommodate new student schedules and physical distancing strategies.
  - In accordance with Cal/OSHA regulations and guidance, evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible.
    - Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.
    - If physical distancing between workspaces or between employees and students and visitors is not possible, add physical barriers that cannot be moved to separate workspaces.

5. **Cleaning and Disinfecting**

Plan to meet cleanliness and disinfecting standards in school facilities and vehicles

- Overall Cleanliness Standards
- . Schools must meet high cleanliness standards prior to reopening and maintain a high level during the school year
- In accordance with CDC guidance, avoid sharing of electronic devices, toys, books, and other games or learning aids
- Limit stuffed animals and any other toys that are difficult to clean and sanitize
- In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, develop a plan that includes:
  - Safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning
  - Disinfecting surfaces between uses, such as:
    - Desks and tables
    - Chairs
    - Keyboards, phones, headsets, copy machines
  - Disinfecting frequently—at least daily—high-touch surfaces, such as:
    - Door handles
    - Handrails
    - Drinking fountains
    - Sink handles
    - Restroom surfaces
    - Toys, games, art supplies, instructional materials
    - Playground equipment
  - When choosing disinfecting products, using those approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2 and follow product instruction
    - To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the EPA List N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid)
    - Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma
    - Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times
  - When cleaning, airing out the space before children arrive. Plan to do thorough cleaning when children are not present
  - Closing off areas used by any sick person and not using before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible
- Make a Plan for Adequate Outdoor Air Circulation
  - In accordance with CDC guidance, ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods. Do not open windows and doors if doing so poses a safety or health risk to children using the facility (for example, allowing pollen in or exacerbating asthma symptoms) . Maximize central air filtration for heating, ventilation, and air conditioning (HVAC) systems (targeted filter rating of at least MERV 13)

- Take steps to ensure that all water systems and features (e.g. drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water
- Keep each child's belongings separated and in an individually labeled storage container, cubby, or area. Send belongings home each day to be cleaned. Schools should consider not using lockers.

6. **Employee Issues**
   Engage employees on COVID-19 plans and provide necessary training and accommodations.

- Staffing Ratios
    - Ensure staffing levels are sufficient to meet unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19.
    - Consider rolling staff cohorts to meet needs and avoid overwork.
- Develop and provide staff training or utilize state-providing training on:
    - Disinfecting frequency and tools and chemicals used in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations. For staff who use hazardous chemicals for cleaning, specialized training is required.
    - Physical distancing of staff and students.
    - Symptom screening, including temperature checks.
    - Updates to the Injury and Illness Prevention Program (IIPP).
    - State and local health standards and recommendations, including, but not limited to, the following:
        - Proper use of protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer. Face coverings do not replace the need for physical distancing and frequent handwashing. Cloth face coverings are most essential when physical distancing is not possible. Also include training on removal and washing of cloth face coverings.
        - Cough and sneeze etiquette.
        - Keeping one's hands away from one's face.
        - Frequent handwashing and proper technique.
        - Confidentiality around health recording and reporting.
- Training for school health staff on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions.
- Training on trauma-informed practices and suicide prevention.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them.
- Reasonable Accommodations
    - Protect and support staff who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk by providing options such as telework or change in classification or duties.

7. **Communication with Students, Parents, Employees, Public Health Officials, and the Community**

   Plan a process for communicating updates to the community.

- School leaders should engage stakeholders, including families, staff, and partners in the school community, to formulate and implement the plans in this checklist.
- Communicate to staff, students, and parents about new, COVID-19-related protocols, including:
  - Proper use of PPE/EPG.
  - Cleanliness and disinfection.
  - Transmission prevention.
  - Guidelines for families about when to keep students home from school.
  - Systems for self-reporting symptoms.
  - Criteria and plan to close schools again for physical attendance of students.
- Target communication for vulnerable members of the school community.
- Create a communications plan for if a school has a positive COVID-19 case.
  - In the event of a positive case, the school will: *
    - Schools must adhere to required reporting requirements and notify, as describe below, the Local Health Department (LHD) of any newly reported case of COVID-19 in a student or staff member if the LHD has not yet contacted them about the case*
    - 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. *
    - 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. *
    - 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. *
    - Implement online/distance learning for student cases if they are well enough to participate. *
- 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 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. *

8. **Identification, Tracing of Contacts, and Testing**

- If a student or staff member is confirmed to have COVID-19, the school will immediately notify local health officials. These officials will help administrators determine a course of action. The school will likely dismiss the exposed students and staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities. The school will work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further the spread of COVID-19.

- 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). *

- An infected employee should consult with their health care provider immediately and follow the directives provided to them by their health care provider. The infected employee should follow CDC recommended steps, and not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. Currently, the CDC's criteria for discontinuing home isolation require that the employee experience all of the following: (1) 3 days with no fever, (2) respiratory systems have improved (e.g. cough, shortness of breath), and (3) 10 days have passed since his/her symptoms first appeared.

- The school will review symptoms with employees and parents of students. Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and be sent home as soon as possible. Students who have symptoms should be kept home. Anyone who experiences these symptoms at school will be separated from well students and staff until the sick person can be sent home.

- Employees and students with an underlying medical condition, and who are concerned, should consult their health care provider.

- When a student or staff exhibits COVID-19 symptoms, the student or staff member will be sent home and testing will be recommended. School employees and students who need testing should either go to their health care provider or a state-operated or other community testing site. **Testing information and test centers in Orange County may be found here: https://occovid19.ochealthinfo.com/covid-19-testing.** * The Department of Managed Health Care has filed an emergency regulation to require health plans to pay for COVID-19 testing for all essential workers, including school staff. In addition, tests are available at community testing sites throughout the state.

9. **Travel Guidelines**
- According to the most recent travel advisory (January 6, 2021), Californians should avoid non-essential travel to any part of California more than 120 miles from one's place of residence, or to other states or countries. Avoiding travel reduces the risk of virus transmission, including by reducing the risk that new sources of infection and, potentially, new virus strains will be introduced to California. *
- All persons arriving in or returning to California from other states or countries, should self-quarantine for 10 days. *

Schools should be considering three different models for re-opening:
- Traditional
- Hybrid (Examples A & B)
- Distance Learning

Example A: Two-Day Rotation Blended Learning Model. Students report to school on two designated days based on grade level for in-person instruction (example: Monday/Wednesday for grade levels TK–4, Tuesday/Thursday for grade levels 5–8). On the other days, students are engaged in distance learning. Physical education, health, and other content area teachers, as well as administrators and teachers on special assignment, could be included to reduce student–teacher ratios.

Example B: Early/Late Staggered Schedules. Grade level bands would have staggered start and dismissal times, such as AM/PM rotations (for example, TK–2, 3–5, 6–8). The bell schedule would accommodate multiple recesses and lunch periods and multiple meal distribution points, along with time for students to engage in handwashing before entering classrooms. Students could be in a homeroom with teachers rotating to decrease student congregation in hallways.

Consider the following when deciding on an instructional model:
- Parent survey data
- Access to technology (devices as well as connectivity)
    - Technology policies in place to protect private and sensitive student information to be compliant with CA data privacy laws
- Physical building and space restrictions should inform the instructional model choice
- Appropriate training for all staff
- The instructional and social-emotional supports that the students and their families will need.
- How to measure success and effectiveness of the model.
- What models other schools in the area are choosing to help with consistent and coherent approaches to support families.
- Communicate what instructional model will be implemented
    - Consider how to improve the efficacy of the communication by identifying and addressing potential language barriers, cultural barriers, and disability accommodations or supports necessary for communicating to families and other audiences.

Consider the following when intentionally planning for instruction:
- Resources that staff will need to work together to design and lead changes in their classrooms
- Best method for collecting and responding to student feedback
- How to support students with learning differences
- Implement Universal Design for Learning (UDL)
- Process for identifying essential standards and skills for student mastery at each grade level
- Structures in place to support the social-emotional and instructional needs of students

<u>**Collaboration & Assessment**</u>

In order to inform instruction and gauge student learning, it is important to consider and solidify a systematic cycle of assessments including initial screenings and formative and summative assessments and to ensure that all curriculum maps are current. For data to lead to meaningful change in student outcomes, teachers and administrators need designated collaboration time to analyze data, identify shifts and changes in instruction to meet student needs, implement intervention strategies, and assess the effectiveness of instructional strategies.

Initial Screening/Diagnostic Assessments
Purpose: Diagnostic assessments are used to identify specific areas where instruction or intervention may be needed to improve student learning.

We recommend schools administer the STAR Math, Reading, and STAR Early Literacy the first week students return to campus. These tests will give you baseline data to support instruction.

For schools that purchased **Freckle Math**:
- Data from the STAR Math assessment will integrate with Freckle and set adaptive practice starting points.
- Administer the Benchmark Assessment on domains that coincide with the 3rd trimester of the previous year.
  - Example: if you teach 4th grade, you would administer Benchmark Assessments in Freckle Math that coincide with the last trimester of 3rd grade.
    - A video on how to use Benchmark Assessments is on www.techoc.org under the Renaissance tab
    - For this reason, grade level meetings prior to school opening should take place.
    - Data from these assessments will inform instruction and groupings within the classroom and support individualized learning through the adaptive practice function of Freckle Math.

For schools that purchased **STAR 360**:
- 360 Implementation Guide
- Ready to use STAR Custom Skills Checks will give you data on how students are performing in relation to targeted skills and standards.
- Tentative training set for 7/17/20 (details to follow).

For Schools that have the **basic Renaissance package**:
- Assess with STAR Math and Reading the first week students return to campus.
  - Use the Instructional Planning Report data to inform your instruction.

Formative Assessments/Progress Monitoring
Purpose: Formative assessments and progress monitoring take place during the lesson and provide actionable information about students' learning status relative to the desired lesson goal. Teachers can use data from formative assessments immediately to adjust their instruction and ensure students' progress towards learning goals.

- Formative assessment examples may include collecting exit tickets through a digital platform at the end of each class session, whether online or in person; using an opener to reinforce skills and check for understanding on concepts recently taught; giving students opportunities to share what is working and what is not working; or continuing to provide ample opportunity for discussion and meaningful content interaction with students through high-order thinking questions. As students are given opportunities to participate in engaging activities, be sure to provide students with ample time to think and develop a solid response, as appropriate.

Consider the following when planning for assessment and instruction:
- When reviewing all assessment data, focus on a continuous improvement learning model.
- Consider developing a regularly scheduled time for grade-level teams and staff meetings to engage in cycles of inquiry around student data.
- Learning goals should be clearly established and explicitly communicated to students. Providing students with an essential question or learning goal at the beginning of instruction, and frequently referring back to the question or goal, provides transparency for students. In a virtual environment, this can include prominently posting the learning goal or essential question on a teacher's web page, asking students to keep a learning log to track their key learnings throughout a lesson or unit, or weekly check-ins that require students to respond to the essential question using information from the week's lessons and activities. *f*
- Consider using choice boards, which provide students with a variety of options that demonstrate learning and allow students to revise or resubmit work after re-teaching or receiving feedback.
- Feedback should be timely, specific, and actionable, either through written or oral communication, videos or sound recordings, or student-to-student feedback in online breakout sessions.

A-4: SOCIAL-EMOTIONAL WELLNESS AND LEARNING

During the COVID-19 response, it is critically important to place adult and student wellness first to establish a positive, safe, and supportive learning environment. Leading with Social-Emotional Learning (SEL) is essential because children need social and emotional support as they, like the adults around them, navigate the unprecedented challenges of alternative learning contexts, and because SEL helps students access academic content through building essential self-management skills, resilience, and connections.

Stress has a major impact on the developing brain. The Science of Learning and Development Alliance is a great resource for teachers, administrators, and LEAs to understand how stress affects students (see its research at https://www.soldalliance.org/resources). In the pandemic, students may have experienced high levels of stress from the disruption of their daily lives, worries about their own and family members' health, and possibly financial strains in the household and community. For children living in unstable or unsafe conditions, the stress and trauma—resulting in ongoing, unbuffered cortisol—threaten to have long-term negative impacts on their bodies and brains. These students will likely return to school needing additional supports to rebalance their limbic systems and refocus on the task of learning and being productive in a school community .

As the possibility of a virus resurgence exists, so does the possibility of alternating between virtual learning and in-person classroom activities. The CDE has compiled a list of resources that provide a range of SEL options for educators, administrators, other school leaders, and families/guardians as they support their students during distance learning. To view the list of resources, visit the CDE SEL and Distance Learning web page at https://www.cde.ca.gov/ci/se/seldistance.asp . Many of these resources can be used inside and outside the classroom.

The CDE is committed to helping educators learn more about SEL and how to infuse social and emotional supports into every child's school experience. The CDE convened a group of experts from different sectors of the education system to advise the best ways to support SEL implementation. The team developed California's Social and Emotional Learning Guiding Principles (full version and summary) and a social and emotional learning resource guide. To learn more about this work, visit the CDE SEL web page at https://www.cde.ca.gov/eo/in/socialemotionallearning.asp .

A-5: DIOCESE OF ORANGE-DEPARTMENT OF HUMAN RESOURCES

MANAGING COVID-19 CASES

As events are changing daily and more testing becomes available for COVID-19, the new reality is that more and more individuals around us may be testing positive for COVID-19, including employees, and parishioners.

Our hope is that by providing you with the guidelines below you will be able to mitigate fear and anxiety, remain calm, and effectively communicate the guidelines below to everyone involved in these circumstances whether you are in a parish, school, office setting, etc. These guidelines are for employees but may be used interchangeably for parishioners.

EMPLOYEE/STUDENT:

- Testing is available to all employees at any of the Orange County testing sites.

- If a student or staff member is confirmed to have COVID-19, you must immediately notify local health officials. These officials will help administrators determine a course of action for their school. You will likely dismiss students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities. Work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- An infected employee should consult with their health care provider immediately and follow the directives provided to them by their health care provider. The infected employee should follow CDC recommended steps, and not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. Currently, the CDC's criteria for discontinuing home isolation require that the employee experience all of the following: (1) 3 days with no fever, (2) respiratory systems have improved (e.g. cough, shortness of breath), and (3) 10 days have passed since his/her symptoms first appeared.

- Review symptoms with employees. Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and be sent home as soon as possible. Keep anyone sick separate from well students and staff until the sick person can be sent home.

- Employees with an underlying medical condition, and who are concerned, should consult their health care provider.

PARISHIONER:

- If a parishioner reports they recently attended Mass and then reported testing positive for COVID-19 conduct a thorough hazard assessment of the church and any other church facilities the parishioner may have accessed, including asking where they were seated in church. If it has been less than seven days since the sick parishioner has been in the church or church facilities, then the church should close off any areas used for prolonged periods of time by the parishioner. Then, the church should wait 24 hours before cleaning and disinfecting those areas, following CDC cleaning and disinfection recommendations. During this period, the church should open outside doors and windows to increase air circulation to these areas. If it has been seven days or more since the parishioner used the facility, additional cleaning and disinfection is not necessary. The church should determine which employees may have been exposed to the virus and may need to take additional precautions, including informing employees of their possible exposure to COVID-19 and quarantining potentially exposed employees.

- The parishioner should be asked not to attend Mass until after they meet the CDC criteria for discontinuing home isolation. Currently, those criteria require that the parishioner experiences: (1) 3 days with no fever, (2) respiratory systems have improved (e.g. cough, shortness of breath); and (3) 10 days have passed since his/her symptoms first appeared. If students and/or school staff may have been exposed to the parishioner, you must immediately notify health officials. The officials will help administrators determine a course of action for the school.

Further to limit the transmission of COVID-19 always encourage staff to wear masks. Parishioners are all urged, out of regard for others, to always wear a mask while attending Mass. To the extent federal, state or local law requires employees and/or parishioners to wear masks, we will comply with any such law.