



**2020-2021**

**RETURN-TO-SCHOOL PLAN**

**October 27, 2020**

**Saint Matthew Catholic School is currently open and operating in half - day cohorts.  
The school is currently incrementally bringing the students back on campus.**

## **Letter from the Principal**

Dear Saint Matthew Community,

Saint Matthew Catholic School plans on returning to campus in the fall. Saint Matthew is committed to putting the health and safety at the forefront of our journey, with the goal of delivering a solid educational experience. We value face to face instruction and the social and emotional needs of each of our students.

Over the summer, we made the required modifications such as plexiglass in the office area, created a new location for our lunch tables, and created new directional paths to walk in the hallways. All of these accommodations demonstrate our commitment to model the appropriate behavior. We will conduct our regular janitorial services with an increase in disinfection of high contact areas throughout the day and school year.

This has been a difficult year for all of us, but especially for students. We want to continue to provide a vital role in educating your child. We recognize that you miss school and we miss the students. We look forward to continuing to partner with you as we embark on new adventures in education. We remain vigilant to safety and to providing your child with a quality education.

Schools may have changed a bit but Saint Matthew hasn't.

Dr. Peterson

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## Guiding Principles

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe, and to reduce the impact of COVID-19 conditions upon returning to school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the health department of San Mateo County, San Francisco Archdiocesan guidelines, and the San Mateo County Pandemic Recovery Framework. Ultimately the county health office will have to approve our school's plan. Regular updates will be provided by the Department of Catholic Schools as information is provided.

As we plan to return to in-person instruction, our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to work and schools. Understanding that there is inherent risk in returning from social distancing while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need for life to continue.
  - a. Classes: In the spirit of “reducing the denominator,” students will spend most of their day with their own class to minimize the spread of COVID-19 between school groups.
  - b. Hygiene: Within classes, we will emphasize strong hygienic practice.
2. **Appearance:** Keeping school open daily. We want to avoid burdening parents with challenging schedules that require them to stay home and out of work. However, we will have to comply with county health ordinances regarding the classroom setup. To accomplish this, we will use other facilities around school as needed: the gym, auditorium, Ward Hall, etc.

3. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level, in their faith and in all core academic standards.
4. **Collaboration:** Prioritize collaboration between teachers, staff, and administration, create a climate to support educator's innovative ideas

This document will be updated regularly. The school will share the updated document on the school website and distribute the updated version to parents via Finals site.

### **Classroom Maintenance Requirements**

*Creating and maintaining rosters.* Students will be placed in cohorts according to grade level. All students who opt for an in-person experience will be able to come to school at once. Saint Matthew will also offer Distance Learning. Daily schedules were created to minimize students mixing outside of their main cohort and with additional time for pass for recess and lunch.

*Limit staff rotations between cohorts*

Staff lists and schedules are tracked and monitored by the administration. In the departmentalized classes teachers will teach in a designated "teaching space" that will be sanitized between uses. Teachers in these classes will bring their own personal books and supplies.

*Recordkeeping for track and trace efforts*

Cohorts will not mix and will follow the stable cohort model. St. Matthew will work to track and trace student movement throughout the building by assigning classrooms and restroom facilities schedules.

*Training for staff for student illness*

Saint Matthew will work to teach all students and staff to be alert for symptoms. Teachers will watch for cough, shortness of breath, or other symptoms of COVID 19. Staff will be trained to support student's mental health. A professional doctor will talk with the staff at the opening meeting on infectious disease. When it is safe to bring in a volunteer a doctor will visit the classrooms instructing them on infectious disease.

### **Cleaning and Supplies**

*Facilities Cleaning*

The safety of our employees and students is our first priority. Upon reopening, Saint Matthew Catholic School will have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school,

before employees and students return, the steps outlined below will routinely serve to protect everyone and reduce the risk of infection.

When touching shared classroom or office equipment such as copiers and printers, or shared kitchen equipment such as Keurig machines, microwaves, refrigerators, and water fountains use of a tissue instead of direct contact is recommended and equipment should be wiped down if direct contact is necessary. In addition, the day janitor will wipe down high touch points throughout the day.

#### General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, Keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, Light switches, Sinks, Restrooms	After each recess
Common Areas	Extended Care, Gym, Play Structure, Ward Hall/Auditorium	At the end of each use/day; between groups
Common Area	Lunch Table	Between each group

#### *School Procured Additional Supplies*

Item	Quantity	Notes
Masks	500	For staff/students who forget their own.

Staff Gloves	500 count/class	Nitrile gloves
Hand Sanitizer	1 per class	Quart size, refillable containers
Sanitizing Wipes	As needed in all areas	Use to wipe high traffic and common areas regularly
Cleaning Solution		Alcohol-based; to be used by custodial staff
Bio disposal units	Campus	For used/soiled masks, gloves, and wipes
Restroom Soap Dispensers		Checked and refilled daily
Thermometers and O2 readers	19	School Office and one in each classroom
Acrylic/Plexiglass		Office counter

*Supplies Provided by Families/Students*

<b>Item</b>	<b>Quantity</b>	<b>Notes</b>
Masks		Clean mask worn daily
School Supplies		No shared supplies
Personal hand sanitizers	8oz individual bottles	

### *Classroom Cleaning*

Throughout the day the teacher will instruct students to wipe down their desks. We will have **two** janitors on campus to clean the campus throughout the day. Every evening each classroom will be disinfected using an electrostatic disinfectant sprayer.

### *Lunch/Recess Cleaning*

Mrs. Diaz and Mrs. O'Reilly yard supervisors will clean tables after every use. In addition, the school has hired an additional janitorial staff to clean during the day all the high touch points and to assist at lunch and recess.

### **Cohorts**

*A cohort is defined as students in a class in the recommended county size.*

### *Half Day Cohorts*

Saint Matthew Catholic School will begin with cohort sizes of 17. School instruction will be half a day. Students will be on campus daily either in an AM cohort (7:45 to 11:15) or a PM cohort(12:00 to 3:30). The students will remain with their class for the duration of the day. Students will sit in individual seats facing one direction. The students will have independent instructional materials when not physically at school. Remote options will be available should a student not choose to return to school.

The cohorts are listed on the family portal.

### *Shortened Day*

Shortened Day is the next phase that will occur once we advance from half day cohorts as the county and health restrictions allow more students on campus. All the students will be present. This is a full class. This would only occur in red when the county guidelines allow us to resume face to face in a large group setting. We will begin with K-2, K-5, and K-8. The shortened day from 8:00 to 2:00 allows time for teachers to meet with any students in distance learning.

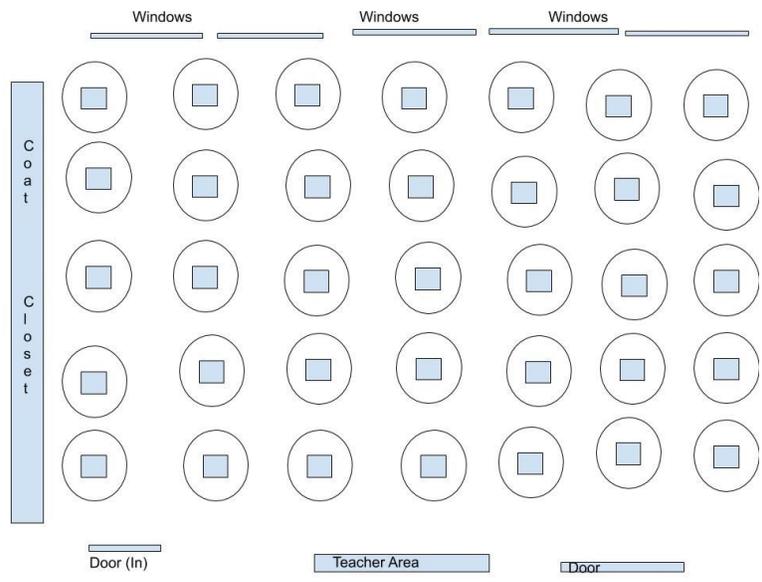
### *Waiver and Cohorts*

As of September 18th, Saint Matthew Catholic School will apply for the waiver for K-6 but initially will only bring back the students in grades K-2. The cohort size under the waiver is only

17 students for AM and PM cohorts. A survey will be sent specifically to 3-5 when the opportunity arises to bring those students back on campus. We are working in incremental stages over three weeks. As of October 2020, San Mateo County will allow students in grade 6-8 to return under red tier conditions.



New Kindergarten Desks (removal of tables)



The above shows all desks in the classroom. Under waiver conditions not all the desks would be used simultaneously. Students will have their own designated space solely for their use- their desks. Student desks will be placed in the suggested distance of 5 to 6 feet apart and facing forward in all classes. While students are moving around the classroom, they will be directed to

maintain social distancing. Teachers will manage the flow of movement with their classrooms through markings on the floors. The typical classroom is 24 feet by 36 feet.

## **Communication**

### *On Campus*

The school will post signs in highly visible locations that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).

### *To Parents*

Continue with our COVID section on the family portal along with our Distance Learning section on our website.

### *Confidentiality*

Maintaining the dignity of every child is a priority of Saint Matthew Catholic School. In cases where health protocols require contact tracking and tracing, such is the case with COVID-19, St. Matthew Catholic School will make every effort to maintain the confidentiality of community members while complying with local, state, and federal guidelines. As a matter of health and safety, this section is subject to amendment at any time.

### *Notice of Student Infection to School Community:*

In the event that a student is determined to have COVID-19, notice will be given to those school community members who sustained prolonged exposure (>10 minutes) with or near the student during the previous 14 day period. This notice will be provided on a standard exposure form that contains non-identifiable information regarding the student. Unless a specific PII release is obtained from the custodial parent, release of information regarding infection of a student must be managed to avoid a FERPA violation *See* 34 C.F.R. § 99.31(b)(1).

### *Notice of Employee Infection to School Community:*

In the event that an employee is determined to have COVID-19, notice will be given to those school community members who sustained prolonged exposure (>10 minutes) with or near the employee during the previous 14 day period. This notice will be provided on a standard exposure form that contains non-identifiable information regarding the employee.

Case information should be reported to principal Adrian Peterson at 650 343 1373 who will then report to San Mateo County Health.

## San Mateo County Response Chart

### General Planning Assumptions

#### Case, Close Contact, Indirect Contact

To understand the continuum of health concern for members of the public regarding the contracting of COVID-19, the Pandemic Recovery Framework uses the terms Case, Close Contact, and Indirect Contact to mean the following within a pandemic context:

- Case: A *Case* refers to a person who tests positive
- Close Contact: A *Close Contact* refers to a person who is within 6 feet of a confirmed case for more than 15 minutes, regardless of face covering use.
- Indirect Contact: *Indirect Contacts* are people who may have been in proximity to a *Close Contact*



#### Cases and Contact Tracing in the School Community

**Table 1: Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts to Known COVID-19 Cases**

Scenario	Immediate Actions
<p><b>Scenario 1:</b> A student or staff member either exhibits COVID-19 symptoms, answers “yes” to a health screening question, or has a temperature of 100.4°F or above</p>	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Recommend testing (If positive, see Scenario 3; if negative, see Table 2)</li> <li>• School/classroom remain open</li> </ul>
<p><b>Scenario 2:</b> A family member of a student or staff member OR someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Contacts should be quarantined for 14 days from the last exposure to the case</li> <li>• Testing can be considered but will not shorten 14-day quarantine. <i>One cannot test out of quarantine.</i></li> <li>• School/classroom remain open</li> </ul>

## General Planning Assumptions

Scenario	Immediate Actions
<p><b>Scenario 3:</b> A student or staff member tests positive for COVID-19</p>	<ul style="list-style-type: none"> <li>• <b>The school Principal or designee must immediately notify SMC CD Control</b></li> <li>• Case should be isolated and excluded from school for at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, or date of positive test if case is asymptomatic</li> <li>• <b>Quarantine and exclude the affected cohort/pod</b> for 14 days after the last day the case was present at school while infectious. Specific questions should be directed to SMC CD Control.</li> <li>• Testing of contacts can be considered. Symptomatic contacts should be prioritized for testing (but a negative test will not shorten 14-day quarantine)</li> <li>• Thorough cleaning and disinfecting of classroom and primary spaces where case spent significant time</li> <li>• Other cohorts/pods continue in-person instruction. I.e., <b>the entire school does not need to close.</b></li> <li>• Send notification to affected cohort/pod</li> </ul>

**Table 2: Steps to Take in Response to Negative Test Results**

Scenario	Immediate Actions
<p>A <b>symptomatic</b> student or staff member tests negative for COVID-19 and was a <b>household contact</b> to a case</p>	<ul style="list-style-type: none"> <li>• Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.</li> </ul>
<p>A <b>symptomatic</b> student or staff member tests negative for COVID-19 and was a <b>non-household close contact</b> to a case</p>	<ul style="list-style-type: none"> <li>• Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.</li> </ul>
<p>A <b>symptomatic</b> student or staff member tests negative for COVID-19 <b>without close contact</b> to a case</p>	<ul style="list-style-type: none"> <li>• Student/staff may return to school 72 hours after resolution of symptoms</li> </ul>

## General Planning Assumptions

Scenario	Immediate Actions
An <b>asymptomatic</b> student or staff member tests negative for COVID-19 and was a <b>household contact</b> to a case	<ul style="list-style-type: none"> <li>Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.</li> </ul>
An <b>asymptomatic</b> student or staff member tests negative for COVID-19 and was a <b>non-household close contact</b> to a case	<ul style="list-style-type: none"> <li>Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.</li> </ul>
An <b>asymptomatic</b> student or staff member tests negative for COVID-19 <b>without close contact</b> to a case	<ul style="list-style-type: none"> <li>Can return to school/work immediately.</li> </ul>

Scenario	Immediate Actions
A symptomatic student or staff member who is <b>not a close contact</b> to a known COVID-19 case tests negative for COVID-19 after <b>Scenario 1</b>	<ul style="list-style-type: none"> <li>Student/staff may return to school 72 hours after resolution of symptoms</li> </ul>
A symptomatic or asymptomatic student or staff member who is a <b>close contact</b> to a known COVID-19 case tests negative after <b>Scenario 2</b>	<ul style="list-style-type: none"> <li>Student/staff must remain in quarantine for a full 14 days after: <ol style="list-style-type: none"> <li>date of last exposure to COVID-19 positive non-household close contact OR</li> <li>date that COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.</li> </ol> </li> </ul>
A staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	<ul style="list-style-type: none"> <li>Can return to school/work immediately.</li> </ul>

## Community

Entire school weekly Mass will not resume in the Church until notified by the Archdiocese and county officials that it is acceptable. Friday Mass will be lived streamed. The class assigned to the specific Friday Mass will work directly with the pastor and be present in the Church. The other classes will be in their classrooms watching Mass.

Morning assembly is suspended and will not resume until phase 4 is achieved. The students will walk directly to their classroom upon arrival. The Student Council will read the announcements over the loudspeaker.

### **Curriculum**

In addition to state mandated content standards and curriculum, Saint Matthew Catholic School will include in the science curriculum components on Social Distancing and Handwashing.

### **Discipline**

The school will enforce new rules and regulations in regards to infectious disease. The school will not tolerate the misuse of PPE or not respecting the individual who is complying with the regulations. The first offense will be a verbal warning, the second offense will be a notice and email notification to the parent, and detention will be used if deemed necessary by the administration.

### **Distance Learning**

Saint Matthew Catholic School created a distance learning landing page on our portal. This will make it easier for all of us to navigate distance learning. The teachers have done a wonderful job creating a schedule for our distance learning model and can be found on the portal. As a result of the survey we have increased our number of minutes for live interaction. In addition, everyone will be using Google classroom. Parents in grades K-3 will receive their child's log in so you may access Google classroom. Every student into the Google classrooms prior to the start of school.

If we are in distance learning every student must put on their uniform and attend the first class which is morning attendance and prayer with their homeroom teacher at 8 AM. All students must be in an appropriate spot for learning, in bed is not appropriate.

The staff at Saint Matthew will receive an inservice from Dr. Lori Elliot on best practices with online learning.

### **Documents to Support Distance Learning and In-Person Learning**

The following documents have been created by the San Francisco Archdiocese to support distance learning and in-person learning.

Documents to Support Distance Learning

Waiver for teaching children on campus

Policy guidelines for online learning

### Documents to Support In-Person Learning

Agreement to Abide by Covid-19 Protocols

Exposure Letter (Employee)

Exposure Letter (Student)

Temporary Closure (Students)

Temporary Closure (Employee)

Covid-19 Case Follow Up Childist

Covid-19 Case Record

Case follow up - Employee

Case follow up Student

All the documentation can be found in Appendix B.

### **Entrance Protocol or Morning Drop-Off**

Drop-Off Hours: 7:45 AM - 8:00 AM

Protocol: *Students* will exit their cars and be directed by staff to head directly to their classroom. Teachers will be at their doors to admit students. Students will enter and go directly to their assigned seats.

The students will be required to answer the health screening questions prior to entering the classroom, unless they show a complete digital form. The health screening will include temperature checking. If the student does not pass the health screening, they will be sent to the isolation room for further investigation.

The map has designated entry points for the grades to minimize the exposure to others. The community will have a video from the student council demonstrating the new traffic patterns. In addition, our weekly message board will indicate the designated points of entry.

*Staff* will self-administer the health screening before entering campus. The health screen may include the temperature check and the staff member will follow protocol. If the teacher has a temperature they notify the principal and leave campus.

### **Equipment and Essential Protective Equipment**

Saint Matthew Catholic School has purchased a preliminary amount of protective equipment and cleaning supplies. These include touch-free thermometers for every classroom and office, hand sanitizer, gloves, sanitizing wipes, and face masks. Sneeze guards and partitions have been purchased and are installed in the office area. Supplies will be replenished and add additional equipment ordered as needed.

### **Extended Care (CASA) as of 7/10/20**

We will suspend CASA. We realize this is not ideal, however, the mixing of cohorts is not an option at this time. In the parent survey, 70% indicated that you could manage without this service.

### **Face Coverings**

Students and staff are required to wear a face covering in all outdoor areas and common spaces on campus.

Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and San Mateo County Public Health (SMCPH) state that wearing a face covering, when combined with physical distancing of at least six feet and frequent hand washing, significantly reduces the risk of transmitting coronavirus when in public.

Per San Mateo County's Health Officer, a "Face Covering" means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face. A face covering may include a scarf or bandana; a homemade covering made from a t-shirt, sweatshirt, or towel, held on with rubber bands or otherwise. A face covering should not be medical-grade or use a valve device. A face covering should be considered essential clothing that is laundered at home by hand or machine washing and worn to school each day.

### *Face Coverings: Saint Matthew School Practices*

Students from kindergarten through eighth grade, all staff, and campus visitors must wear a face covering to school, while walking across school grounds, and in common areas of the campus. Wearing a face covering in the classroom is required for students and staff, although some children may not have tolerance for wearing the face covering over the long duration of a school day.

The school has masks available in every classroom for use should it be necessary, should a student forget or it gets dirty. If a student refuses to wear the face covering, the student will not

be allowed on campus for in-person instruction. We will provide distance learning for the student.

Teachers are encouraged to develop activities and classroom protocols to help students understand the rationale for wearing face coverings and to develop classroom culture that supports face coverings.

### **Facility Adjustments**

- Classroom rugs, group tables, and superfluous furniture have been pushed to the side, and individual desks have six-foot gapping between student stations.
- Students have their own designated space (desk/table) with their own supplies, water bottle, and hand sanitizer.
- Spots outside classrooms and restrooms are designated six feet apart for student lineup and for parent pick-up.
- The office has plexiglass shields to protect those who must conduct face to face interactions.
- The resource room has a plexiglass shield for those who must conduct face to face interactions.
- Social distancing and best practices signage will be posted around campus and distributed to families.



Typical Classroom



Hand Santizer in every classroom



## **Family Education**

We have provided a link under the school's family portal (website) to county educational material. Each month New Parent Education articles, webinars, and videos are posted under the "Parent Education Series" tab.

## **Financial Planning**

*Tuition:* The school principal and finance council will conservatively estimate any potential shortfall in collections. All tuition collection expectations are to be clearly communicated via our tuition agreement and deferrals of obligation will have a set due date. Families are asked to set up a meeting with the principal for a payment plan with due dates.

*Budget:* The school principal along with the finance council will conservatively budget for the 2020-2021 school year considering staffing, resources, supplies, technology, facilities, EPE, and possible unexpected expenses.

*Scholarship:* The tuition assistance committee has read the financial aid for the families with an increase in amount awarded.

*Planning for Maintaining the school campus:* The safety of employees and students at Saint Matthew is the first priority. Upon reopening, schools must have been completely cleaned and disinfected. Further, school will continue to adhere to all necessary safety precautions. Cleaning steps will be increased to protect employees and students to reduce the risk of the spread of infection. Any new campus projects will be suspended.

## **Food and Other Deliveries**

All students must bring their lunch to school or order from Choicelunch. Choicelunch will be delivered to the classrooms. Choicelunch will be a grab and go scenario. **We ask that there be no food delivered to students during the school day** and that students do not share food with others. **Personal deliveries such as packages should not be delivered to the school.**

## **Gatherings**

### *Student Gatherings*

- All gatherings of large groups, including school masses, spirit assemblies, and morning assembly are prohibited until we enter yellow phase or minimal status.

- Students will remain with their classmates at all times, and structured recess areas will be assigned.
- Students are not to visit another classroom unless absolutely necessary.
- Students will be mindful of the social distancing and health practices in which they are instructed or they will not be allowed on campus.
- Students will have a designated space solely for their use in their classrooms.
- We will be working on developing ways that technology can be utilized to support drama, music, and other performance-based activities

#### Other Gatherings

- Plan for staff and other meetings to be held remotely.
- Limit physical education to non-contact activities that do not require shared equipment and can be conducted with required physical distancing.
- Field trips will be postponed until we are in yellow phase or minimal status.
- Students will not share spaces, supplies, or work in groups (social distancing will remain throughout the day).
- Students will use restrooms at designated times, and no more students will be admitted into a restroom at a time than there are sinks in the restrooms.

#### *Shared Spaces*

- The janitor will clean all shared common spaces throughout the day. The night janitor will clean each classroom and use a disinfectant sprayer.
- Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces.
- There will be limited access to certain spaces to reduce exposure to risks and ensure employee safety.

#### *School Office*

- In the initial phase of the school reopening, we ask all parents to refrain from visiting the school office.

### **Health and Hygiene**

#### Handwashing

All restrooms are equipped with soap dispenser. Frequent hand-washing with soap and water remains one of the best ways to avoid spreading germs. Everyone should get in the habit of washing their hands immediately upon arrival and many times throughout the day, and should avoid touching their eyes, nose and mouth with unwashed hands.

Each teacher will create protocols for washing hands throughout the day and at certain times before lunch.

Students and staff will be aware to hand sanitizer throughout the day.

### Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and parents, students are required to conduct a self-screening of COVID-19 symptoms and only attend school if the temperature is no greater than 100.4 degrees Fahrenheit .

*Typical Health Screening Questions:*



Dr. Scott Morrow, Health Officer  
Cassius Lockett, PhD, Director

Public Health, Policy & Planning  
225 37th Avenue  
San Mateo, CA 94403  
smchealth.org

### Sample COVID-19 Health Screening Questionnaire

A person who answers "Yes" to any one of the following questions cannot enter the school facility.

**1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?**

Yes – STAY HOME and seek medical care as needed.

**2. Within the past 14 days did you live in the same household as, or did you have close contact with, someone who tested positive for COVID-19 and/or someone who has been in isolation for COVID-19? Close contact is less than 6 feet for 15 minutes or more regardless of whether masks were worn or not.**

Yes – STAY HOME and consult with your medical provider as needed.

**3. Have you had any new or unexplained symptoms since the last symptom check?**

**In the absence of a more likely diagnosis:**

**At least 1 of the following:**

- Fever (temperature  $\geq 100.4^{\circ}$  F / $38^{\circ}$  C or subjective fever)
- Vomiting
- Diarrhea
- Conjunctivitis or "pink eye"
- Rash
- New loss of taste or smell (i.e., new olfactory or taste disorder)
- Painful purple or red lesions on the feet or swelling of the toes ("COVID Toes")

**OR At least 2 of the following:**

- Chills
- Repeated shaking with chills (rigors)
- Cough (new or change in baseline)
- Shortness of breath or difficulty breathing (new or change in baseline)
- Chest pain with deep breathing
- Sore throat
- Hoarseness
- Muscle pain (myalgias)
- Malaise or severe fatigue
- Abdominal pain
- Loss of appetite
- Nausea
- Headache

Yes – STAY HOME and seek medical care/testing.



Masks: Face masks are an essential part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus.

As of the writing of this document, gloves are not required of employees. Mask requirements will follow San Mateo County HHS guidelines for schools.

Any student showing signs of illness will have their temperature taken in the isolation room, and students with a temperature above 100.4 degrees or showing any respiratory symptoms will be isolated and sent home.

The school will have a secondary location for those showing signs of illness.

#### *Isolation Room*

The school has created an isolation located near the office, (Ms. Diaz's office). This room has its own entry. The room is out of the main flow from students. If a student presents any symptoms they would be sent to this location for further observation.

#### *Instruction for handwashing*

The school will teach and reinforce handwashing with soap and water for at least 20 seconds.

#### *Instruction for sneezing and coughing*

The school will teach and reinforce appropriate measures to sneezing and coughing. Teachers will explicitly teach and frequently reinforce cough/sneeze etiquette as important strategies in slowing the spread of COVID-19 and other infectious diseases. Students will be instructed to wash/sanitize hands following coughing or sneezing as well as refraining from touching their eyes and faces.

*Practices*

Disinfection of frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school will take place at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited and cleaned between use.

**Incremental Implementation***Step One (Minimum of three weeks)*

- Allow on-campus visitors including volunteers by appointment only or after 3:30 pm to pick up classwork.
- Pause all extracurricular activities
- Pause all gatherings (a gathering is any meeting or social activity outside of classroom instruction that includes more than four people)
- Convene all meetings remotely
- Reinforce the wearing of face coverings by staff, students, and any others who enter the campus

*Step Two (Minimum of three weeks)*

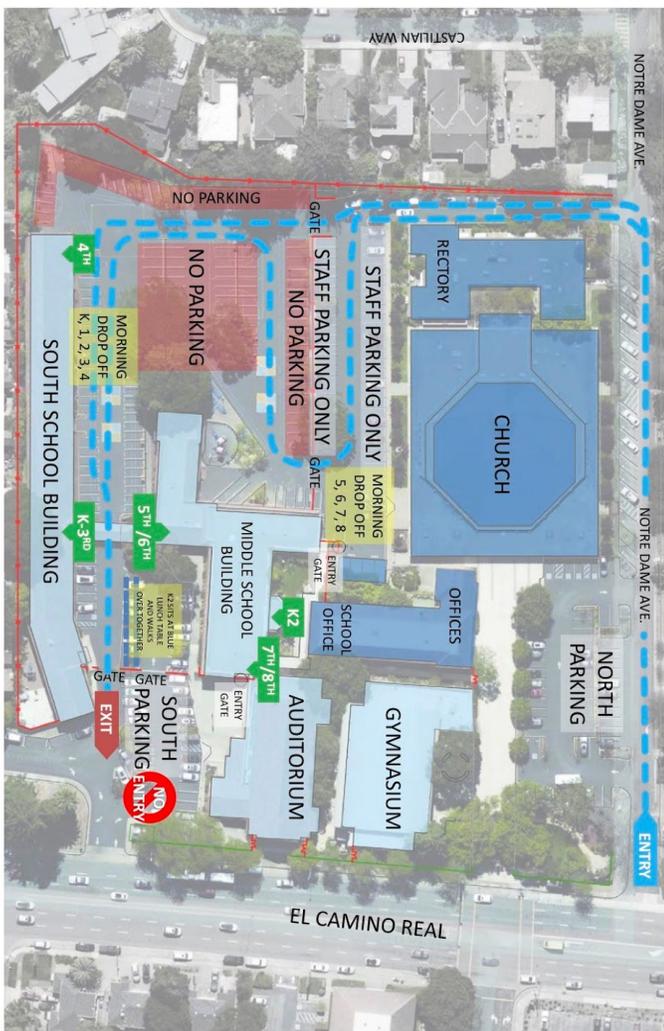
- Open the campus only to visitors and volunteers who directly support instruction with expectations that all will honor the hygiene, face coverings, and physical distance.
- Restrict extracurricular activities to those that directly support and intersect with instruction, with expectations that any in-person activities will honor the Four Pillars
- Restrict gatherings to groups smaller than ten people
- Convene most meetings remotely, specifically any that include groups larger than ten
- Consider holding sports (if allowed by health orders like golf, tennis, swimming, cross country) and school-related performances with no spectators or audience members. Conduct all such activities within the guidance of the Four Pillars

*Step Three: (Minimum of three weeks)*

- Allow volunteers and visitors on campus with strict adherence to the Four Pillars
- Restrict instructional and interest-based extracurricular activities to those that can be implemented with small groups who can physically distance
- If county health orders allow, convene high priority gatherings comprised of no more than 50 people, including sport and performance-based activities that can be conducted within the guidance of the Four Pillars

**Maps**

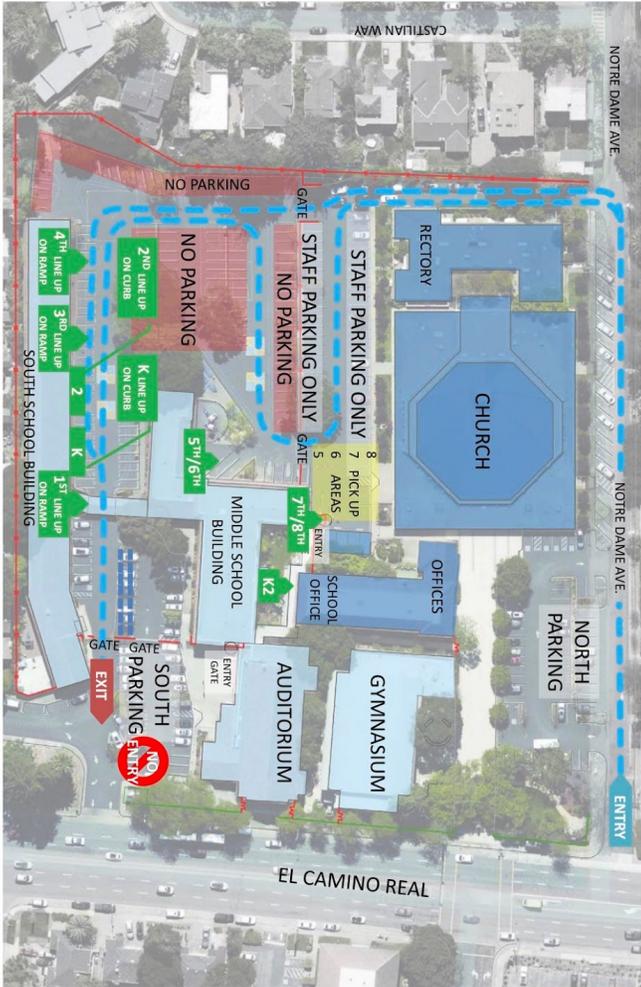
**Entrance - Morning Drop Off**



ST. MATTHEW CATHOLIC SCHOOL CAMPUS  
910 SOUTH EL CAMINO REAL, SAN MATEO, CA 94402  
PHONE: 650 . 343 . 1373      www.stmatthewcath.org

**AM**  
MORNING  
DROP OFF

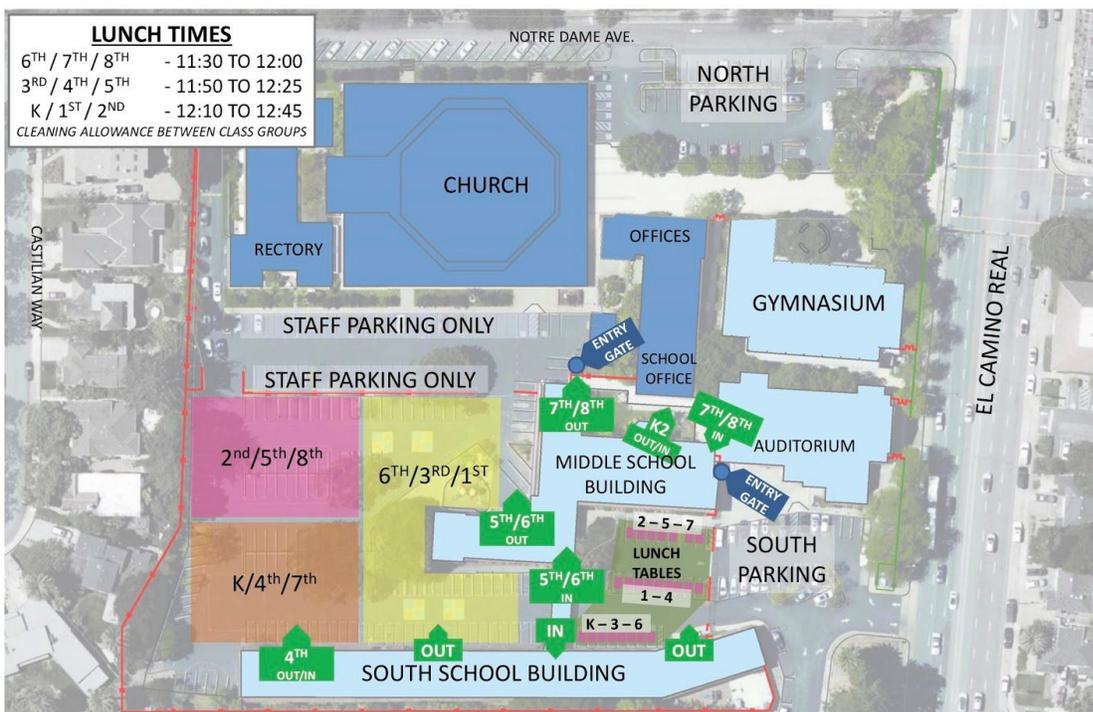
### Exit - Afternoon Pick Up



ST. MATTHEW CATHOLIC SCHOOL CAMPUS  
 910 SOUTH EL CAMINO REAL, SAN MATEO, CA 94402  
 PHONE: 650 . 343 . 1373      www.stmatthewcath.org

**PM**  
**AFTERNOON**  
**PICK UP**

### Lunch

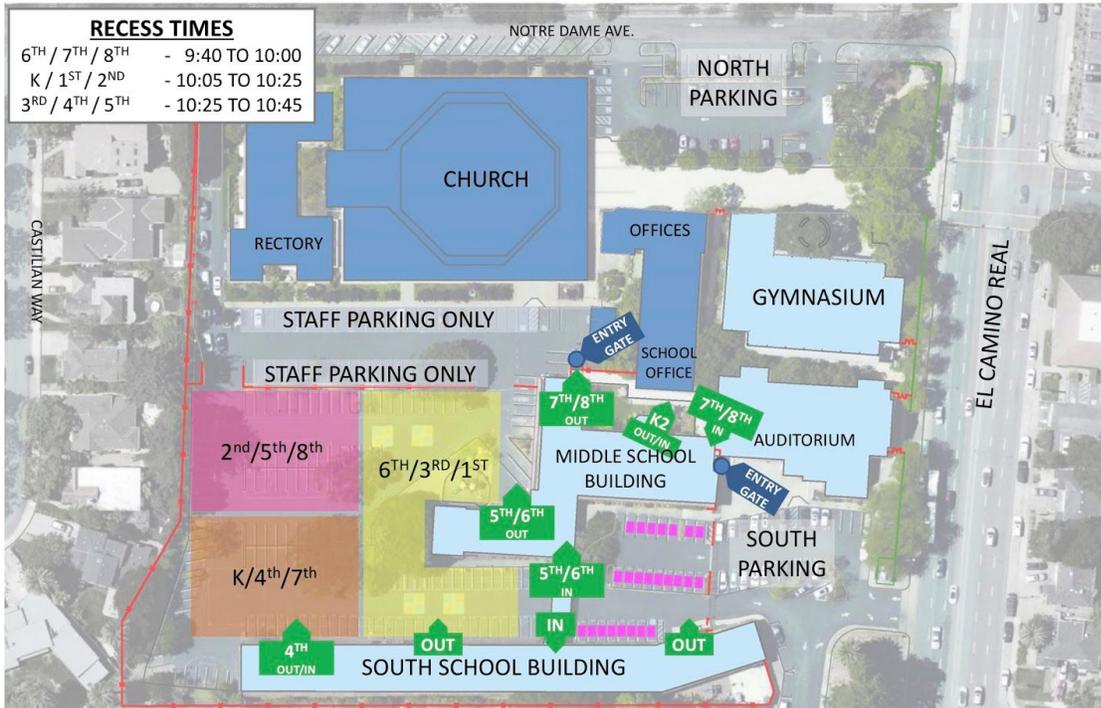


### LUNCH

ST. MATTHEW CATHOLIC SCHOOL CAMPUS  
 910 SOUTH EL CAMINO REAL, SAN MATEO, CA 94402  
 PHONE: 650 . 343 . 1373  
[www.stmatthewcath.org](http://www.stmatthewcath.org)

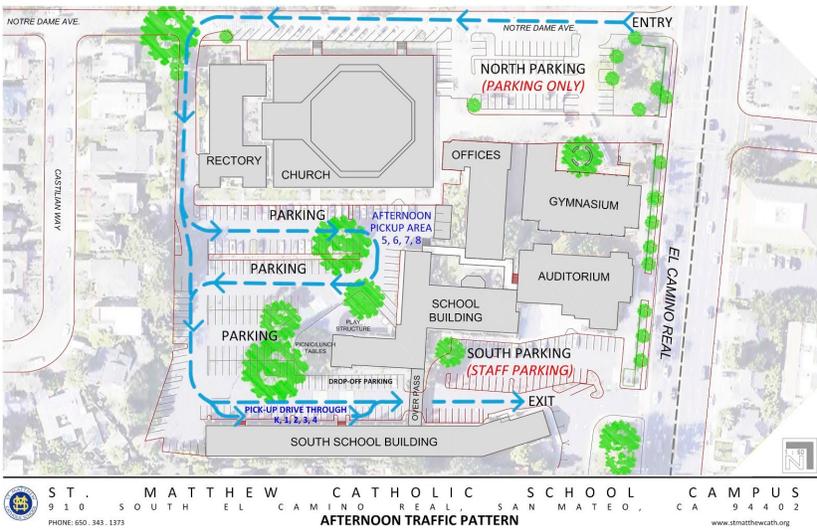


### Recess



**RECESS**

ST. MATTHEW CATHOLIC SCHOOL CAMPUS  
 910 SOUTH EL CAMINO REAL, SAN MATEO, CA 94402  
 PHONE: 650 . 343 . 1373  
 www.stmatthewcath.org



ST. MATTHEW CATHOLIC SCHOOL CAMPUS  
 910 SOUTH EL CAMINO REAL, SAN MATEO, CA 94402  
 PHONE: 650 . 343 . 1373  
**AFTERNOON TRAFFIC PATTERN**  
 www.stmatthewcath.org

Traffic flow patterns for automobiles will be similar to previous years. The map has designated entry/exit points for the grades to minimize the exposure to others. The community will have a video from the student council demonstrating the new traffic patterns. In addition, our weekly

message board will indicate the designated points of entry and exit. The students will not be able to leave at any door rather the designated location.

### Outdoor Space

A staggered schedule will be created for use of the school yard to facilitate more use of the beautiful campus.

### Physical Distance

According to the Centers for Disease Control and Prevention (CDC), *Physical Distancing* is one of the most effective tools to avoid exposure to the COVID-19 virus and slow its spread. Proper Physical distance requires people to stay at least six feet (or two arms' length) from other people, to avoid gathering in groups, and to stay out of crowded places. All activities, instructional or otherwise, must support physical distancing and be implemented across the campus at all times

#### *Physical Distancing for Saint Matthew*

- Students will be at individual desks facing in one direction with their own supplies.
- Classrooms will have modified layouts, we will not have carpets for instruction.
- Junior High students will not switch classrooms, the instructor will move.
- Defined points of entry and points of exit, so it is one directional.
- Floor markings or visual cues to demonstrate physical spacing
- Library, technology lab, or cafeteria will have a cleaning protocol between rotation of classes.
- Utilize outdoor space for instructional purposes whenever possible.
- Lunch will be delivered to classrooms in order to reduce mixing of students.



## Saint Matthew Catholic School Suspected COVID -19 Case Form

Date:

Name: \_\_\_\_\_ Employee \_\_\_\_\_ Student

Grade:

Symptoms notice:

- Temperature 100.4
- Shortness of breath
- Cough
- Running nose
- Sneezing
- Muscular Pain
- Tiredness

Additional Notes:

Time of fever or onset of symptoms:

Time of isolation at school:

Where is the employee/student being referred to:

List people who may have come in contact with suspected infected person:

Health department notified: Yes or No

Notified by:

Notes from health department:

Reporter Name/Title:

## **Recess/Lunch Policies**

### Walking Pattern

At the designated recess time, students will exit to the yard using their assigned walk pattern. At the end of the recess period the yard supervisor will have the students walk in a methodical manner to enter the building. Students will enter the building using the designated entry point and immediately enter their classroom. Whenever students enter or exit the building they will do so in a single file line and maintain social distance.

In the half day cohort model we do not have recess rather the students may go out for a stretch break.

### Equipment

Each class will have their own playground equipment when we are operating under a shortened day which is equivalent to a full re-open. We will not use equipment in the half day model.

### Meal Time vs. Play Time

The even classes will play first and the odd class will have snack. The yard supervisor will tell them when to switch. All surfaces will be wiped down before the students use the surface to eat.

### Choice Lunch

We are still contracting with Choice Lunch to provide a hot lunch option for Saint Matthew families. Choice Lunch is following protocols to allow for the safe handling and delivery of lunches to Saint Matthew. Students will have their lunch delivered to the classroom.

## Restroom Schedule

### Half- Day Cohort Restroom Schedule

Bathroom Stretch Break Schedule (Half Day)			
*No balls, walk/run track, 6ft. apart			
RAMP		MAIN BUILDING	
8:30-8:45	1-1	9:00-9:15	5-1
8:45-9:00	1-2	9:15-9:30	5-2
9:30-9:45	2-1	9:30-9:45	6-1
9:45-10:00	2-2	9:45-10:00	6-2
10:00-10:15	3-1	10:00-10:15	7-1
10:15-10:30	3-2	10:15-10:30	7-2
10:30-10:45	4-1	10:30-10:45	8-1
10:45-11:00	4-2	10:45-11:00	8-2
12:30-12:45	1-1	1:00-1:15	5-1
12:45-1:00	1-2	1:15-1:30	5-2
1:30-1:45	2-1	1:30-1:45	6-1
1:45-2:00	2-2	1:45-2:00	6-2
2:00-2:15	3-1	2:00-2:15	7-1
2:15-2:30	3-2	2:15-2:30	7-2
2:30-2:45	4-1	2:30-2:45	8-1
2:45-3:00	4-2	2:45-3:00	8-2

## Full Return Restroom Schedule

RAMP		MAIN BUILDING	
9:00-9:15	1-1	8:30-8:45	5-1
9:15-9:30	1-2	8:45-9:00	5-2
9:30-9:45	2-1	9:00-9:15	6-1
9:45-10:00	2-2	9:15-9:30	6-2
10:05-10:25	Recess K-2	9:40-10:00	Recess 6-8
10:30-10:50	Recess 3-5	10:00-10:15	7-1
10:50-11:05	3-1	10:15-10:30	7-2
11:05-11:20	3-2	10:30-10:50	Recess 3-5
11:30-11:45	4-1	10:50-11:05	8-1
11:45-12:00	4-2	11:05-11:20	8-2
12:00-12:30	Lunch 3-5	11:25-11:55	Lunch 6-8
12:35-1:05	Lunch K-2	12:00-12:30	Lunch 3-5
1:05-1:20	1-1	12:30-12:40	5-1
1:20-1:35	1-2	12:40-12:50	5-2
1:35-1:45	2-1	12:50-1:00	6-1
1:45-1:55	2-2	1:00-1:10	6-2
		1:10-1:20	7-1
		1:20-1:30	7-2
		1:30-1:40	8-1
		1:40-1:50	8-2

## Bathroom Schedule for Half Day Cohorts

<b>Bathroom Stretch Break Schedule (Half Day)</b>				
*No balls, walk/run track, 6ft. apart				
<b>RAMP</b>			<b>MAIN BUILDING</b>	
8:30-8:45	1-1		9:00-9:15	5-1
8:45-9:00	1-2		9:15-9:30	5-2
9:30-9:45	2-1		9:30-9:45	6-1
9:45-10:00	2-2		9:45-10:00	6-2
10:00-10:15	3-1		10:00-10:15	7-1
10:15-10:30	3-2		10:15-10:30	7-2
10:30-10:45	4-1		10:30-10:45	8-1
10:45-11:00	4-2		10:45-11:00	8-2
12:30-12:45	1-1		1:00-1:15	5-1
12:45-1:00	1-2		1:15-1:30	5-2
1:30-1:45	2-1		1:30-1:45	6-1
1:45-2:00	2-2		1:45-2:00	6-2
2:00-2:15	3-1		2:00-2:15	7-1
2:15-2:30	3-2		2:15-2:30	7-2
2:30-2:45	4-1		2:30-2:45	8-1
2:45-3:00	4-2		2:45-3:00	8-2

### **Sacramental Preparation**

Sacramental preparation will take place woven into the normal curriculum. An actual ceremony will not occur until we can get back into the church.

### **Sanitation Areas**

The campus has purchased hand sanitizer dispensers which will be in the lunch area and points of entry.

**School Schedule and Routines-** This schedule applies to when we return in full capacity. \*Due to restrictions the school is returning in ½ day cohorts.

#### **Morning Drop-Off**

Drop-Off Hours: 7:45 AM - 8:00 AM

Protocol: Students will exit their cars and be directed by staff to head directly to their classroom. Teachers will be at their doors to admit students. Students will enter and go directly to their assigned seats.

#### **Recess and Lunch Schedule**

Schedule: The schedule is set up to allow 5 minute passing time.

Protocol: Students will eat lunch at their assigned seats at the blue lunch tables in their new spot with consideration of social distancing. Students will recess/lunch in assigned areas of the campus (upper playground, lower playground, courtyard or play structure).

Time	Activity	Grade Level			
9:40 -10:00	Recess	6	7	8	
10:05 - 10:25	Recess	K	1	2	
10:30 - 10:50	Recess	3	4	5	
11:25 - 11:55	Lunch	6	7	8	
12:00 - 12:30	Lunch	3	4	5	
12:35 - 1:05	Lunch	K	1	2	

**Recesses (and Physical Education)**

Protocol: Recesses and physical education will be similarly structured, limiting free play to ensure social distancing and safety. Teachers will clean doorknobs after each recess. Playground equipment will be sanitized between groups.

**After School Pick-Up**

Time: 2:00 PM - 2:15 PM

Protocol: The campus gate will be opened at 1:45PM. Parents must not get out of their cars. Parents will not be allowed to wait outside classrooms to pick up students. Parents will not enter the classroom. Parents in the car line must wait in their cars for their child. Parents may not park on campus. The ramp students will line up in designated areas to prevent the mixing of cohorts. A parent may have to stop at various points on the campus to collect all their members.

**School Tours**

School tours will not take place until it is deemed appropriate.

**School Supplies**

There will be no sharing of supplies between students. Students will keep individual supplies and books at their seats.

**Signage**

*Example Bathroom*



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# WELCOME BACK!

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We missed you!

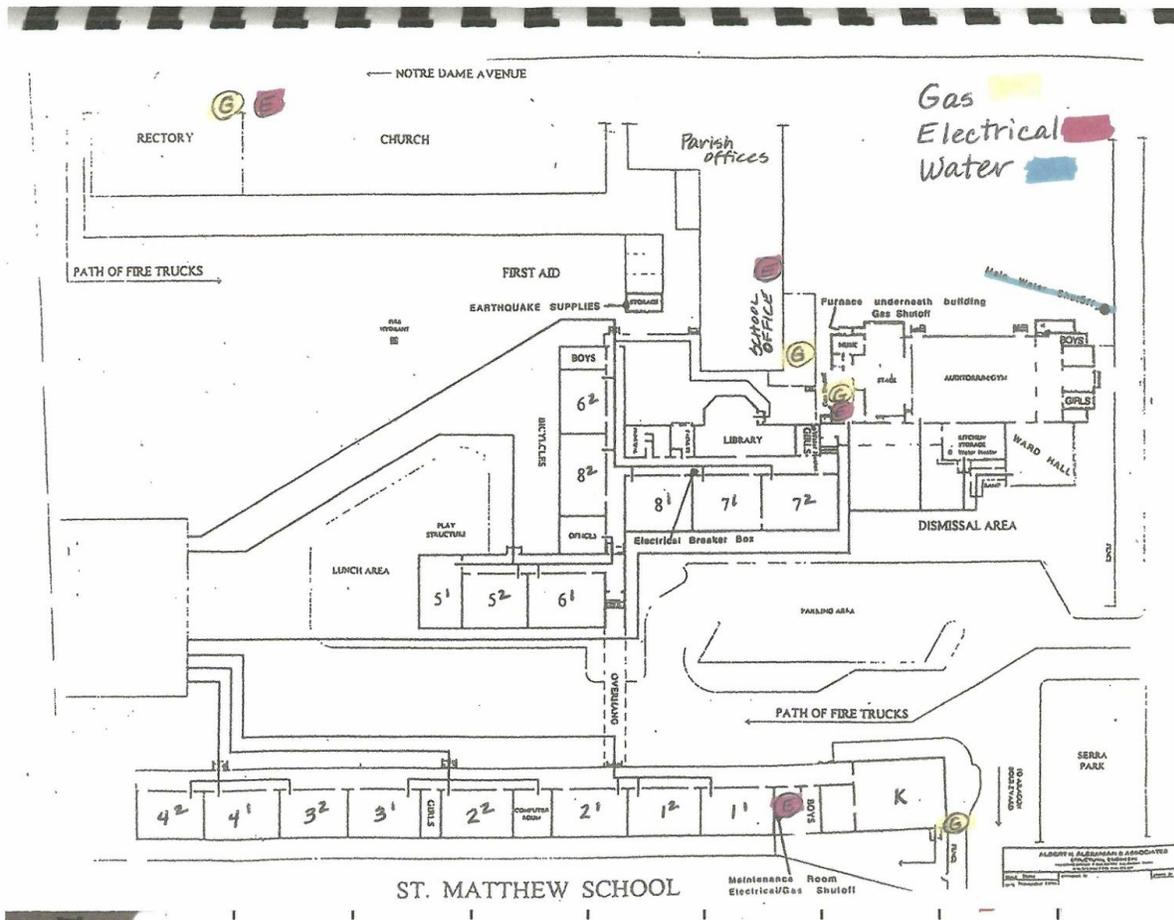
The health and safety of our staff and community members is our top priority. We kindly ask that you wear a mask and practice social distancing while on our school and parish campus.

If you have a cough or a fever, please come back and see us when you're feeling better.

Thank you!



### Site Plan for Tracking and Tracing



### Social Distancing

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying at least six feet apart from others and eliminating contact with others whenever possible.

Social Distancing Markings – Taped markings on the classroom floors will help students maintain the social distancing requirements.

### **COVID-19 Testing**

Saint Matthew Catholic School will follow the San Mateo County Pandemic Recovery Framework guideline in all matters regarding testing.

Taken from Framework:

Schools are not expected nor allowed to diagnose or treat students or staff for any medical condition, including COVID-19. Local health officials will provide guidance and support to individuals within a school community who test positive for COVID-19. Additionally, local health officials will conduct contact tracing to help identify individuals who may have been in close contact with a confirmed case.

Ongoing Testing in Schools:

*Taken from San Mateo County Coalition for Safe Schools and Communities Pandemic Recovery Framework*  
According to guidance provided by the California Department of Public Health on August 3rd, 2020, school staff should be tested, including teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. School districts and schools should ensure that staff are tested periodically by their primary care provider or by referring teachers to a community testing site, as testing capacity permits and as practicable. Examples of recommended frequency include all staff being tested over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate which staff members are tested over time. As of late September the county updated the testing to 100% of staff getting tested monthly.

When a school or school district reopens to in-person instruction, but the county is later placed in the widespread (purple) tier or if epidemiological data indicates concern for widespread or increasing community transmission, schools should increase testing of staff to detect potential cases. The schools are not required to close under this scenario.

Saint Matthew will allow the staff to use their health care provided. The staff will be tested every two months and will rotate staff members over time under the waiver. The testing will be encouraged when we are not in the purple. The testing will be increased should the county deem it necessary.

### **Tracking and Tracing**

Saint Matthew will adhere the county for tracking and tracing.

### **Response to Suspected or Confirmed Cases and Close Contacts Suspected COVID-19 Case(s):**

In general practice, if students, teachers, and staff present with fever, respiratory infection, or other COVID-19 symptoms, send them home immediately. Separate them from others in an isolation room established on campus until they go home.

- Plan ahead with the Principal, nurses, and other healthcare providers (if any) to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms during the school day.
- Recommend students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms. Require that parents/guardians and staff notify the Principal/school administration immediately if the student or staff tests positive for COVID-19.
- Students or staff who are not already wearing a face covering and are now exhibiting symptoms should immediately wear one and wait in an isolation area until they can be transported home or to a healthcare facility. For serious illness, call 9-1-1 without delay.
  - Keep students who are waiting to be picked up in a previously designated isolation room in an area that others do not enter or pass through. Make sure that students keep their face coverings on.
  - If possible and safe, when parents or guardians arrive to pick up a sick student, have the student meet them outside instead of allowing the parents or guardians into the building.
- Close off areas used by any sick person and do not use before thoroughly cleaning and disinfecting. To reduce the risk of exposure, ideally wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants with proper PPE and ventilation.

- Find alternative locations for students and teachers whose regular classroom is being cleaned or disinfected.

**Confirmed COVID-19 Case(s):**

San Mateo County Health recommends school administrators take the following steps if one student, teacher, or other staff member is confirmed positive for COVID-19:

- The school Principal or designee should immediately notify SMC CD Control of any positive COVID-19 case.
- District designee will notify the Office of the County Superintendent.
- School and district staff will communicate with the infected individual to confirm they are under medical care and have a plan to self isolate according to the CDC's protocol.
- Confirm that other members of the household who are also part of the school community remain at home in self-quarantine per County Health guidelines.
- Notify staff and families of the affected cohort/pod of the positive COVID-19 case while maintaining confidentiality as required by state and federal laws. Quarantine and exclude the affected cohort/pod for 14 days after the last day the case was present at school while infectious. Information concerning confidentiality can be found here.
- Close off areas used by any sick person and do not use before thoroughly cleaning and disinfecting. To reduce the risk of exposure, ideally wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants with proper PPE and ventilation. Keep disinfectant products away from students.
- Find alternative locations for students and teachers whose regular classroom is being cleaned or disinfected.
- Advise sick staff members and students with confirmed COVID-19 not to return to school until they have met the discontinuation of home isolation criteria, usually at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, defined as resolution of fever without the use of fever-reducing medications if fever was present and improvement in other symptoms.

- Because a test can remain positive long after an individual is no longer infectious, proof of a negative test should not be required prior to returning to the workplace after documented COVID infection.
- Determine whether disinfecting measures can be implemented without temporarily closing the school campus or if temporary closure is necessary.

**Close contacts to confirmed COVID-19 Case(s):**

San Mateo County Health recommends school administrators take the following steps if one student, teacher or staff member is confirmed to have been in close contact with someone who is confirmed positive for COVID-19:

- Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home. Because one cannot test out of quarantine, they should, even if they test negative, remain in quarantine for a full 14 days after
  1. date of last exposure to COVID-19 positive non-household contact OR
  2. date that COVID-19 positive household member completes his/her isolation.
- While a negative test will not shorten the duration of quarantine, students or staff with close contact to a confirmed case should be encouraged to get tested to help inform appropriate isolation/quarantine periods.
- Take immediate measures to sanitize and disinfect the school property impacted by the Close Contact.
- There is no need to document evidence of a Close Contact with County Health, but continue to consult with the County Superintendent and County Health officials as needed.
- Maintain privacy of health and medical information for all individuals at all times per the ADA and FERPA laws.
- Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.
- No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case but were contacts to a contact. For example, if a student is under quarantine due to contact with a household member who is a confirmed case, the student's cohort can continue with in-person instruction.
- Those who test positive should not return until they have met criteria to discontinue home isolation (see box above for Confirmed COVID-19 Case(s)).

**Return to Campus Criteria:**

- Symptomatic individuals who test positive for COVID-19 should not return until they have met the discontinuation of home isolation criteria, usually at least 10 days after

symptoms first appeared and at least 3 days (72 hours) after recovery, defined as resolution of fever without the use of fever-reducing medications if fever was present and improvement in other symptoms.

- Asymptomatic individuals who test positive for COVID-19 can usually return 10 days after the collection date of their positive test result.
- Symptomatic individuals who test negative for COVID-19 can usually return 72 hours after resolution of symptoms as long as they were not contacts to a known case of COVID-19.
- Anyone (symptomatic or asymptomatic) who tests negative for COVID-19 and who is a non-household close contact or a household contact to a confirmed case of COVID-19 should not return to campus until completion of a full 14-day quarantine after
  1. date of last exposure to COVID-19 positive non-household close contact or
  2. date that COVID-19 positive household member completes his/her isolation.

See San Mateo County Health’s website for complete information in responding to cases and close contacts in the school community.

### **Traffic Team**

Our fantastic traffic team will be at assigned areas to ensure safety of all students. Local law enforcement always compliments our staff for doing an outstanding job, we are confident we will uphold the confidence.

### **Training**

All staff will be trained at the start of school by a Registered Nurse and a county health official on COVID measures to prevent and what to do should a student appear to display signs. The school will have a Registered Nurse instruct the students on appropriate measure. (See Appendix A notes on training).

Family education is directly through our school website portal. The school will use the majority of the resources provided by local and state authorities.

### **Triggers for Closing School**

The closure of a school may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers, students, and staff are identified as cases within

a 14-day period, depending on the size and physical layout of the school. San Mateo County Health may also determine whether school closure is warranted for other reasons, including results from a public health investigation or other local epidemiological data.

Once closed, a school may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with San Mateo County Health

### **Visitor Restrictions**

Parents and visitors to Saint Matthew will be required to follow the same health protocols as students and staff. Once school is back in session on campus, visitation will be limited while COVID-19 risk persists as determined by county HHS. **We will not have volunteers the first three weeks of school.** The safety of our staff and students is our primary concern.

### **Walking to School**

Students walking or bike riding independently must arrive by the flagpole. Parents will need to wait by the flagpole for walkers.

### **Window Ventilation**

Classroom windows have been checked for safety and will provide proper cross ventilation. Classroom fans are available for classroom use.

### **Water Bottle Policy**

Students will be required to bring their own water bottles. School drinking fountains will be available for refill of bottles only; in the main building a new water bottle refill station is now available. Students will not utilize fountain spigots for drinking.

## **Frequently Asked Questions and Answers**

### **What if a student arrives late to school?**

Late students will enter and go to Mrs. Diaz area to be admitted.

**What do I do if I have to pick up my child early?**

You will need to call the office from your car to inform us you are here. We will then call your child to the office where you can meet and sign out him/her.

**What if a student needs to use the restroom?**

Restroom time is scheduled for a class during their allotted recess times, and at other class specific times during the day. Use outside of the schedule will be on a limited, case-by-case basis. All bathrooms will be cleaned during the day. Students will be required to wear a mask to the bathroom.

**What safety measures will be in place in the classrooms?**

Student desks will be separated by at least six feet and will all face in the same direction. All students will be required to have their own mask (the school will have a limited supply of extra masks). Each classroom will have a hand sanitizing station at the front of the door. The doors will have an in and out; i.e. defined points of entry and points of exit, so it is one directional.

**What if I walk to school?**

For those families who live within walking distance and choose to walk to school, we will publish the protocol for the directional route you must take to walk to and from campus. This will be provided and communicated in August.

**Appendix A****Staff In-service St Matthew Catholic School Fall 2020****1. Covid-19 overview:**

- a. Symptoms review: fever, cough, sore throat, difficulty breathing, loss of taste or smell, body aches, diarrhea/vomiting  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- b. Exposure: incubation 2 days to 14 days, may be asymptomatic during this time

“The largest study of pediatric patients (>2,000) with COVID-19 from China reported that illness severity ranged from asymptomatic to critical:<sup>16</sup>

- Asymptomatic (no clinical signs or symptoms with normal chest imaging): 4%
- Mild (mild symptoms, including fever, fatigue, myalgia, cough): 51%

- Moderate (pneumonia with symptoms or subclinical disease with abnormal chest imaging): 39%
- Severe (dyspnea, central cyanosis, hypoxia): 5%
- Critical (acute respiratory distress syndrome [ARDS], respiratory failure, shock, or multi-organ dysfunction): 0.6%" CDC report

c.

<https://www.crh.org/healthy-tomorrow/healthy-tomorrow/2020/07/30/covid-19-back-to-school-infographic>

## 2. Proper use of PPE:

- a. Video donning and doffing mask and gloves <https://youtu.be/1HE8Z-kVbW0>
- b. Use of gloves only recommended if contact with contaminated surfaces or body fluids (clean hands before putting on gloves and after properly removing gloves)
- c. Use a mask while in the classroom with others present, may remove mask and wear face shield ONLY if 8-10 feet between Teacher and others

## 3. Handwashing:

- a. Please watch video from WHO on handwashing standard. <https://youtu.be/lisgnbMfKvI>
- b. In addition to "when to wash hands standard", during Covid-19 Pandemic wash hands after you have been in a public place and touched an item or surface that may be frequently touched by other people, ESPECIALLY door handles and tables. After touching YOUR eyes, nose, mouth, face or face mask (that is how germs enter out bodies)  
<https://www.cdc.gov/handwashing/when-how-handwashing.html>
- c. Modeling proper handwashing to make it part of the classroom culture
- d. Links to poster and experiments:  
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>  
[https://www.cdc.gov/healthyschools/bam/teachers/documents/epi\\_4\\_hand\\_wash.pdf](https://www.cdc.gov/healthyschools/bam/teachers/documents/epi_4_hand_wash.pdf)

## 4. Covid-19 illness/ exposure; Quarantine/return to school/work safely:

- a. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

[https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)

## Appendix B Documentation from SF Archdiocese



ST. MATTHEW CATHOLIC SCHOOL

### Release, Waiver of Liability, and Indemnity Agreement For Communicable Diseases Including COVID-19

In consideration of permission to voluntarily participate on behalf of St. Matthew Catholic School in its [program] and related events and activities, the **Undersigned acknowledges and affirms on behalf of myself, and on behalf of all of my participating children, that:**

- Neither I nor my participating children shall participate in or attend any [program] events, and gatherings if experiencing symptoms of COVID-19, including, without limitation, fever, cough, or shortness of breath, or have a suspected or diagnosed case of COVID-19.
- To the fullest extent allowed by law, I and my participating children agree to comply with all federal, state, and local laws, rules, regulations, executive and/or emergency orders, and to follow the protocols as directed by the Centers for Disease Control and Prevention and the local County Department of Health Services, arising from, addressing, or related to COVID-19 or any other communicable diseases.
- I and my participating children acknowledge that [School] has taken steps to implement federal and state guidance for protecting against the spreading of COVID-19 and other communicable diseases. Due to the nature of the [program], I and my participating children acknowledge that physical distancing of six feet may not be possible at all times. We further acknowledge that participation in this program potentially adds to the number of social contacts I and/or my children may be exposed to in addition to my child(ren)s regular classroom cohort of students. I and my participating children fully understand and appreciate both the known and potential dangers of participating in [program] and acknowledge that despite the efforts of St. Matthew Catholic School to prevent and mitigate such dangers, participating in [program] may result in exposure to COVID-19 and other communicable diseases, which could result in quarantine, serious illness, disability and/or death.

**Indemnity.** The Undersigned agrees to indemnify and hold harmless St. Matthew Catholic School from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of participation or attendance of the Undersigned and/or my participating children in the [program] and related events and activities of St. Matthew Catholic School and to reimburse St. Matthew Catholic School for any such expenses incurred.

**Severability:** The Undersigned further expressly agrees that the foregoing Release, Waiver of Liability, and Indemnity Agreement is intended to be as broad and inclusive as is permitted by the law of the State of Arizona and that if any portion of this Agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

The Undersigned has read the foregoing Release, Waiver of Liability, and Indemnity Agreement and requests that his or her participating children as named below be given permission to voluntarily participate on behalf of St. Matthew Catholic School in its [program] and related events and activities.

**BY SIGNING BELOW, THE UNDERSIGNED ACKNOWLEDGES THAT I HAVE CAREFULLY READ AND UNDERSTAND THIS RELEASE, WAIVER OF LIABILITY, AND INDEMNITY AGREEMENT AND THAT I AM VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE [SCHOOL], ITS OFFICERS, EMPLOYEES, VOLUNTEERS, AND ANY OF ITS AGENTS.**

#### Policy Considerations for Online Instruction

Schools that provide an online option for students who are unable to attend classes in person (when school campuses are open) are offering such a service to accommodate families' particular needs -- both those who desire in-person learning and those who choose remote-learning for their children. It is critical that the school, therefore, provide policies and guidelines for online instruction as well as ensure parents agree to the policies and guidelines necessary to provide a safe learning experience for all. The following are considerations to include with any online or live-streaming instructional program disseminated to parents/guardians.

##### Parent permission form:

- It is recommended that schools require parents/guardians to sign a permission form acknowledging that, because the course content is being recorded by the school, there is a possibility their child/children's identity/identities (name/face) may be recorded during the instruction.
- Included in the permission form is a policy statement, "Students and all others (except the school) are strictly forbidden from taking screen shots or recordings of the class, the instructor, or individual students during online instruction without the prior written approval of the school administration and the teacher".

##### Supervision during online instruction:

- Teachers should be "present" during the duration of the lessons and have an awareness of what is going on with students, meaning their level of engagement and activity, both in class and students connected remotely.
- Classroom management, discipline, and remote-learning etiquette will be outlined by each school and reviewed with parents/guardians and students.
- Principals should supervise teachers during online instruction by popping in on the online instruction and monitoring lesson plans.
- Any indication of a violation of the safe environment of a student who is logged on to synchronous learning class must be reported immediately. If there is any question as to the validity of the situation warranting reporting, consultation with school administration should occur immediately in order to determine appropriate action.

##### Virtual Field Trips:

- Field trip content should align with curricular content and standards.
- Should be approved by the principal.

##### Accommodations for Students:

- Schools may be faced with making accommodations for the agreed-upon accommodations from the student's Catholic Accommodation Plan or ISP.
- The key is to arrive at a mutual understanding as to what is reasonable during online instruction.



ST. MATTHEW CATHOLIC SCHOOL

**Permission Form for Online and/or Live-Streaming Instruction**

For School Year \_\_\_\_\_

St. Matthew Catholic School may be providing online and live-streaming instruction to child(ren) including, but not limited to, while other children are attending the same class in person. Such synchronous instruction will be recorded by the school in order to provide the same course content to any students who are not able to attend the live session either in person or remotely. Because the course content is being recorded by the school, there is a possibility any child/children's identity/identities (name/face) may also be recorded during the instruction.

To protect the privacy of all students participating in St. Matthew Catholic School online program, students and all others (except the school as set forth above) are strictly forbidden from taking screen shots or recordings of the class, the instructor, or individual students during synchronous or asynchronous instruction.

I acknowledge my child(children) listed below may participate in recorded online classes that may result in my child(children)'s name and/or face being identified during the recording. I also agree to partner with St. Matthew Catholic School in enforcing the forbiddance of screen shots, recordings of the class, the instructor, or individual students by my child(children) or any others within my family or household (or under my supervision) during synchronous or asynchronous instruction.

NAME OF CHILD(REN)	GRADE

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

AGREEMENT TO ABIDE BY COVID-19 PROTOCOLS

St. Matthew Catholic School

Parent/Guardian: \_\_\_\_\_

Student(s) or Child(ren): \_\_\_\_\_

The novel coronavirus (or COVID-19) has created a pandemic resulting in a State of Emergency in California. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and health officers have required or recommended social distancing and, in many instances, have prohibited or significantly limited the congregation of groups of people.

The School is complying with all mandates and taking all reasonable steps to reduce the risk of spreading COVID-19. However, this risk cannot be completely eliminated. Consequently, for the safety of our staff, students, parents, and other visitors, the School requires all persons participating in its activities during this pandemic to agree to abide by our COVID-19 protocols, as follows:

1. I am the parent and/or legal guardian of the above-named student(s)/child(ren), and I give my permission for he/she/they to return to in-person instruction.
2. Agreement to Abide by COVID-19 Protocols. I agree that I, and/or, if applicable, my student(s)/child(ren), will not enter School grounds or facilities if I am, and/or he/she/they is/are, feeling ill, which includes, but is not limited to, the following symptoms: fever, cough, difficulty breathing, shortness of breath, chest pain, and/or bluish lips or face. I understand and acknowledge that I, or, if applicable, my student(s)/child(ren), may be denied entrance or admittance if the School determines that I am, or he/she/they is/are, showing any such symptoms. I warrant and represent that I am not aware of any medical condition of myself and/or, if applicable, my student(s)/child(ren) which would render it inappropriate for me and/or him/her/they to participate in the activity. I agree to abide by all COVID-19 guidelines issued by the Centers of Disease Control and Prevention ("CDC"), including, but not limited to, practicing "social distancing" by maintaining at least six (6) feet away from another person who is not a member of my household. I agree to abide by the School's maximum capacity limitations and other COVID-19-related policies and procedures which may include hand washing requirements and temperature checks for myself and, if applicable, my student(s)/child(ren). I agree to practice good hygiene etiquette such as sneezing into my elbow, utilizing tissues, and avoid touching my eyes, nose, and mouth, and, if applicable, to instruct my student(s)/child(ren) to do the same. I understand and acknowledge that my failure to abide by and/or my failure to ensure that any student/child of mine abides by this agreement may result in me and/or, if applicable, my student(s)/child(ren), being removed from the School-sponsored activity.

I certify that I am familiar with the School's COVID-19 Protocols, that I have read and understand the same, and that it is my intention by my signature that it bind not only on me, and my student(s)/child(ren).

Date: \_\_\_\_\_ x \_\_\_\_\_



## ST. MATTHEW CATHOLIC SCHOOL

[Date]

Dear [Name],

As a follow up to our conversation, you informed me that you [have tested positive for COVID-19][you suspect you have COVID-19 and are displaying symptoms] on or around [date].

We have reported this case to San Mateo County Public Health and personnel there have advised us to [fill in].

In accordance with public health guidelines, you may return to school, in the absence of COVID-19 testing, when all these conditions have been met:

- 3 days without a fever (100.4 F);
- The symptoms have improved; and,
- 10 days have elapsed since the symptoms first appeared.

Alternatively, if testing is available, you may return to school when all these conditions have been met:

- 3 days without a fever (above 100.4 F);
- The symptoms have improved; and,
- Receive two negative COVID-19 tests in a row at least 24 hours apart.

The spaces on campus where you had prolonged contact will be cleaned and disinfected in accordance with CDC guidance.

During your absence, you may work remotely. If you are unable to work remotely, you may take regular sick time from your sick bank. Please contact me directly to establish your remote work plan or for more information.

If you have any specific COVID-19 questions, please contact the County Health Department or your medical provider. I will be praying for your recovery and strength during this time. Please let me know how St. Matthew Catholic School can support you moving forward.

Sincerely,

Dr. Peterson  
Principal



## ST. MATTHEW CATHOLIC SCHOOL

[Date]

Dear [Name],

As a follow up to our conversation, you informed me that your child, [name], [has tested positive for COVID-19][you suspect he/she has COVID-19 and is displaying symptoms] on or around [date].

We have reported this case to San Mateo County Public Health and personnel there have advised us to [fill in].

In accordance with public health guidelines, your child may return to school, in the absence of COVID-19 testing, when all these conditions have been met:

- 3 days without a fever (100.4 F);
- The symptoms have improved; and,
- 10 days have elapsed since the symptoms first appeared.

Alternatively, if testing is available, he/she may return to school when all these conditions have been met:

- 3 days without a fever (above 100.4 F);
- The symptoms have improved; and,
- Receive two negative COVID-19 tests in a row at least 24 hours apart.

The spaces on campus where your child had prolonged contact will be cleaned and disinfected in accordance with CDC guidance.

During your child's absence, your child's teacher will provide your child with an independent study program. If your child is well enough to complete schoolwork, it will be important that you support your child through their independent study program. Upon return, your child's teacher will partner with you to ensure that your child remains on track.

If you have any specific COVID-19 questions, please contact the County Health Department or your child's medical provider. I will be praying for your child's recovery and your family's strength during this time. Please let me know how St. Matthew Catholic School can support you moving forward.

Sincerely,

Dr. Peterson  
Principal



## ST. MATTHEW CATHOLIC SCHOOL

[Date]

Dear St. Matthew Catholic School Community,

There is a positive case of COVID-19 in our school community. This case has been reported to the County Public Health Department and it requires that our school close for XX days. This is a precautionary step from the County to determine the virus' spread in the community. During this time, the school facilities will be cleaned and disinfected. [Fill-in more requirements from County]

Those with close contacts with the individual have been notified directly. "Close contact" is defined by the Centers for Disease Control as an encounter with a COVID-19 positive person for 15 minutes or more while standing less than 6 feet apart. For those who did not receive a close contact notification, it is unlikely that your child had prolonged contact with the individual. Out of an abundance of caution, please monitor your child for the following symptoms:

- Fever (100.4 F) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. Refer to this link for more information:

<https://www.cdc.gov/coronavirus/2019-nCoV/symptoms-and-signs.html>.

During the school's temporary site closure, your child's teacher will provide your child with a remote learning plan. It will be important that you support your child through his/her remote learning. Upon return, your child's teacher will partner with you to ensure that your child remains on track.

We will tentatively resume on-site instruction on [Date] subject to the County Health Department's approval.

If you have any specific COVID-19 questions, please contact the County Health Department or your child's medical provider. Please let me know how St. Matthew Catholic School can support you during this time.

Sincerely,

Dr. Peterson  
Principal



## ST. MATTHEW CATHOLIC SCHOOL

[Date]

Dear St. Matthew Catholic School Employee,

There is a positive case of COVID-19 in our school community. This case has been reported to the County Public Health Department and it requires that our school close for [XX] days. This is a precautionary step from the County to determine the virus' spread in the community. During this time, the school facilities will be cleaned and disinfected. [Fill-in more requirements from County]

Those with close contacts with the individual have been notified directly. "Close contact" is defined by the Centers for Disease Control as an encounter with a COVID-19 positive person for 15 minutes or more while standing less than 6 feet apart. For those who did not receive a close contact notification, it is unlikely that you had prolonged contact with the individual. Out of an abundance of caution, please monitor yourself for the following symptoms:

- Fever (100.4 F) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. Refer to this link for more information:

<https://www.cdc.gov/coronavirus/2019-nCoV/symptoms-signs/symptoms.html>.

During the school's temporary site closure, you will be working remotely, and your work hours remain the same. Please contact me directly if you have any questions about your remote work plan.

We will tentatively resume on-site instruction on [Date] subject to the County Health Department's approval.

If you have any specific COVID-19 questions, please contact the County Health Department or your medical provider. Please let me know how St. Matthew Catholic School can support you during this time.

Sincerely,

Dr. Peterson  
Principal

**COVID-19 Case Follow-Up Checklist**

Please use this checklist if an employee or student either tests positive for COVID-19 or suspects he/she has COVID-19 and has symptoms.

- Notify the County Public Health Department. Note who you spoke with and the date and time.
- Provide the County Public Health Department with employee/student name and contact information.
- Provide the County Public Health Department with roster of close contacts. Roster should include names and contact information.
- Notify Licensing if the individual is a preschool student or preschool employee.
- Implement directives of County Public Health Department.
- Notify the Department of Catholic Schools.
- Follow up with employee or student who tested positive for COVID-19 or suspects he/she has COVID-19 and has symptoms with any directives of County Public Health Department.
- Notify pastor (if parish school).
- Notify appropriate school faculty and staff.
- Notify close contacts – employees and/or parent/guardian of students
  - o Initial notification by phone call is preferred.
  - o Follow up with letter (template of COVID-19 Case Exposure letter provided by the Department of Catholic Schools)
  - o Place copy of letter in employee or student's confidential medical file
- Notify all members of the school community of temporary site closure if directed by the County Public Health Department (template of COVID-19 Temporary School Close provided by the Department of Catholic Schools).
- Ensure that the classroom/specialty teacher communicates and provides independent study program or remote learning plans, if applicable.
- Ensure the proper cleaning and disinfecting of prolonged contact locations.
- Update internal documentation of confirmed/suspected COVID-19 case. Keep in employee or student's confidential medical file (template of COVID-19 Case Record provided by the Department of Catholic Schools).

**COVID-19 Case Record**

This Case Record should be completed for any individual who tested positive for COVID-19 or suspects he/she has COVID-19 and is displaying symptoms. Case Record is to be kept in a confidential medical file for the individual.

Person Completing Case Record \_\_\_\_\_ Today's Date \_\_\_\_\_

**Background Information**

Name \_\_\_\_\_

Employee       Student       Volunteer       Other \_\_\_\_\_

Employee job title \_\_\_\_\_

**Grade Level/Specialty**

<input type="checkbox"/> Office	<input type="checkbox"/> 3 <sup>rd</sup> Grade	<input type="checkbox"/> 9 <sup>th</sup> Grade
<input type="checkbox"/> Preschool	<input type="checkbox"/> 4 <sup>th</sup> Grade	<input type="checkbox"/> 10 <sup>th</sup> Grade
<input type="checkbox"/> Transitional Kindergarten	<input type="checkbox"/> 5 <sup>th</sup> Grade	<input type="checkbox"/> 11 <sup>th</sup> Grade
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> 6 <sup>th</sup> Grade	<input type="checkbox"/> 12 <sup>th</sup> Grade
<input type="checkbox"/> 1 <sup>st</sup> Grade	<input type="checkbox"/> 7 <sup>th</sup> Grade	<input type="checkbox"/> Specialty _____
<input type="checkbox"/> 2 <sup>nd</sup> Grade	<input type="checkbox"/> 8 <sup>th</sup> Grade	<input type="checkbox"/> Other _____

**COVID-19 Information**

Positive Test       Suspected Case with Symptoms

Date reported to school \_\_\_\_\_ Earliest date of return \_\_\_\_\_ Date returned \_\_\_\_\_

**Follow Up Protocol from County Health Department**

Notification – Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**Protocols from County Health Department**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Location(s) to be cleaned and disinfected**

Office, specific location: \_\_\_\_\_

Isolation room

Classroom, specific classroom: \_\_\_\_\_

Bathroom facilities, specific location: \_\_\_\_\_

Other \_\_\_\_\_

Locations cleaned and disinfected – Date \_\_\_\_\_ Time \_\_\_\_\_



## ST. MATTHEW CATHOLIC SCHOOL

[Date]

Dear [Name],

As a follow up to our conversation, you informed me that you [have tested positive for COVID-19][you suspect you have COVID-19 and are displaying symptoms] on or around [date].

We have reported this case to San Mateo County Public Health and personnel there have advised us to [fill in].

In accordance with public health guidelines, you may return to school, in the absence of COVID-19 testing, when all these conditions have been met:

- 3 days without a fever (100.4 F);
- The symptoms have improved; and,
- 10 days have elapsed since the symptoms first appeared.

Alternatively, if testing is available, you may return to school when all these conditions have been met:

- 3 days without a fever (above 100.4 F);
- The symptoms have improved; and,
- Receive two negative COVID-19 tests in a row at least 24 hours apart.

The spaces on campus where you had prolonged contact will be cleaned and disinfected in accordance with CDC guidance.

During your absence, you may work remotely. If you are unable to work remotely, you may take regular sick time from your sick bank. Please contact me directly to establish your remote work plan or for more information.

If you have any specific COVID-19 questions, please contact the County Health Department or your medical provider. I will be praying for your recovery and strength during this time. Please let me know how St. Matthew Catholic School can support you moving forward.

Sincerely,

Dr. Peterson  
Principal



## ST. MATTHEW CATHOLIC SCHOOL

Printed Name of parent/guardian: \_\_\_\_\_ Date signed: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_

Names of Participating Children: \_\_\_\_\_

\_\_\_\_\_

**FOR PARTICIPANTS OF MINORITY AGE (UNDER AGE 18 AT THE TIME OF REGISTRATION)**

This is to certify that I, as parent/guardian, with legal responsibility for the participating children named above, have read and explained the provisions in this waiver/release to my participating children/wards, including the risks of presence and participation in athletic programs, practices and related events and activities, and their personal responsibilities for adhering to the rules and regulations for protection against communicable diseases. Furthermore, my participating children/wards understand and accept these risks and responsibilities. I for myself, my spouse, and my participating children/wards do consent and agree to the release provided above and hereby do release and agree to indemnify and hold harmless St. Matthew Catholic School, its officers, employees, volunteers, and any of its agents for any and all liabilities incident to the presence or participation of my above-named children/wards in these activities as provided above, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent provided by law.

Name of parent/guardian: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

## Addendum for 6th, 7th and 8th to Return to School

*A cohort is defined as students in a class in the recommended county size.*

### **Half Day Cohorts**

Saint Matthew Catholic School will begin with cohort sizes of 17. School instruction will be half a day. Students will be on campus daily either in an AM cohort (7:45 to 11:15) or a PM cohort(12:00 to 3:30). The students will remain with their class for the duration of the day. Students will sit in individual seats facing one direction. The students will have independent instructional materials when not physically at school. Remote options will be available should a student not choose to return to school.

### **Return to School**

Saint Matthew Catholic School incrementally brought the student body back on campus. The junior high students will be the last ones to come back on campus.

### **Entrance/Egress/Movement:**

We have specific traffic patterns on campus. Maps. The junior high students won't move between classrooms.

### **Testing:**

St. Matthew's is requiring that staff get tested as per county recommendations. As of late September the county updated the testing to 100% of staff getting tested monthly.

We just offered testing on October 17th.

Bathroom Break

Half Day does not have a recess. There is a scheduled bathroom break should it be needed.

<b>Bathroom Stretch Break Schedule (Half Day)</b>				
*No balls, walk/run track, 6ft. apart				
<b>RAMP</b>			<b>MAIN BUILDING</b>	
8:30-8:45	1-1		9:00-9:15	5-1
8:45-9:00	1-2		9:15-9:30	5-2
9:30-9:45	2-1		9:30-9:45	6-1
9:45-10:00	2-2		9:45-10:00	6-2
10:00-10:15	3-1		10:00-10:15	7-1
10:15-10:30	3-2		10:15-10:30	7-2
10:30-10:45	4-1		10:30-10:45	8-1
10:45-11:00	4-2		10:45-11:00	8-2
12:30-12:45	1-1		1:00-1:15	5-1
12:45-1:00	1-2		1:15-1:30	5-2
1:30-1:45	2-1		1:30-1:45	6-1
1:45-2:00	2-2		1:45-2:00	6-2
2:00-2:15	3-1		2:00-2:15	7-1
2:15-2:30	3-2		2:15-2:30	7-2
2:30-2:45	4-1		2:30-2:45	8-1
2:45-3:00	4-2		2:45-3:00	8-2

No switching classes: Junior High students will not switch classrooms, the instructor will move.