

# SCHOOL SITE-SPECIFIC COVID-19 PREPAREDNESS PLAN SUMMARY

## SCHOOL INFORMATION

Today's date (mm/dd/yy): 12/8/2020

School name: Sacred Heart Nativity Schools

School reopening date (mm/dd/yy): 11/02/2020

Indicate school setting: Elementary (TK-6th

Middle (6th-8th grades)

High (9th-12th grades)

grade) School/Program address:  
310 Edwards Avenue

District Office/Main Administration address (if applicable):  
310 Edwards Avenue

City: San Jose

City: San Jose

Zip code: 95110

Zip code: 95110

COVID-19 Designee Name: Lorraine Shepherd

Name of person completing form: Lorraine Shepherd

Direct phone for person completing form: 408-993-1293

Direct email for form completer: lshepherd@shnativity.org

## CAMPUS PHYSICAL SPACE

Students:

Staff:

1. Provide the current anticipated number of students/staff on campus daily: 39

39

17

2. Which grades are/will be open? TK  K  1  2  3  4  5  6  7  8  9  10  11  12

3. How many individuals are expected to be on campus at any point in the coming month? 56

4. Provide the planned minimum distance between student desks: 6 feet

## VOLUNTARY IMPLEMENTATION OF PRIORITY RECOMMENDATIONS

5. Describe site plans to minimize COVID-19 transmission in staff breakrooms:

Eating is not permitted in the break room. Eating is allowed in the adjoining Romero Hall (next to the break room) as long as there is only one person per 250 square feet. No touch paper towel dispenser and sanitizer is available for wiping any high touch surfaces. No community food is to be brought in.

6. Describe any plans to assess potential outdoor learning spaces (e.g., outdoor seating and shade/protection from elements) and/or to move instruction outdoors:

We have a few benches available for instruction with 6 foot distancing. Low stools are available for students and teachers to take outside for instruction, or for whole class instruction. All P.E. instruction is held outdoors.

7. Describe any site plans to optimize indoor ventilation (e.g., opening operable windows, using high efficiency filters, etc.):

All interior doors are open all day while staff/students are on campus. Teachers can open windows in their classrooms, or office windows can be open as well for ventilation. The HVAC system has been updated and filters for AC/Heating are changed frequently. Oscillating fans are available for teacher and staff use to optimize ventilation.

8. Describe any plans to facilitate routine testing of teachers and staff (e.g., by healthcare providers or at County testing sites):

All teachers and staff are required to complete monthly testing. Testing can be acquired through the primary care provider and a list of free testing sites in Santa Clara County has been provided to all staff. Results of tests are kept by human resources on a spreadsheet. Managers are notified in the event that no test result is submitted. Employees who fail to submit a negative test by the 1st of the month are not allowed to enter the facility until a negative test is submitted.

9. Describe any plans to resume in-person instruction in phases (e.g., elementary in month 1, middle school in month 2, etc.):

In person instruction began on 11/2/2020 for phase 1 of our reopening at 45% of students returning onto campus. Phase 2 reopening is scheduled for January 2021 and Phase 3 will occur in March 2021.

10. Provide link to complete school opening plan:

[https://docs.google.com/document/d/1obq5juvH68cQLQeLyIu2vIzBb1hvANN\\_bM0Gysmna10/edit#](https://docs.google.com/document/d/1obq5juvH68cQLQeLyIu2vIzBb1hvANN_bM0Gysmna10/edit#)

# School Preparedness Plan to Meet County Guidance for COVID-19

## Visitor Information

(POST ON WEBSITE AND AT ALL SCHOOL ENTRANCES)

### VISITORS/VOLUNTEERS

**The school allows only necessary visitors and volunteers on the campus and will limit the number of students and staff who come into contact with them.**

### FACE COVERINGS - We will support students and staff wearing masks by:

Requiring all students/staff to wear a mask while on campus. A mask will be provided to any student or staff who comes to campus and needs one. Signage is posted at the entrance of campus and throughout the hallways reminding students and staff of the face covering requirements. Students excluded from face covering requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering. Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.

### PHYSICAL DISTANCING - We will support physical distancing by:

Our class cohort sizes are small. All desks are 6 ft apart and all unnecessary furniture and desks have been removed. Signage and floor decals are posted throughout the building. Staff remind students verbally to physically distance when on the playground, walking up the stairs or in the classrooms. Decals are located on the floor and on staircase to mark the distance and space students should observe. Offices have been modified to ensure a minimum of 6 feet physical distancing. Student and staff education continues to ensure all county requirements are met.

### CLEANING & MAINTENANCE

#### We will support cleaning and maintenance of our campus by:

All classrooms and offices are cleaned daily. Bathrooms and high touch surfaces such as door handles, sinks, and bathrooms are sanitized nightly by our janitorial company. Classroom desks are sprayed and sanitized after use at the end of the day or before or after eating. Floors are mopped nightly and areas with carpet are vacuumed. Garbage cans in the Romero Hall are emptied following lunch meal service. Staff is instructed to not throw out food in their own office or classroom garbage can but to use the Romero Hall garbage cans. Janitorial company has been provided an extensive checklist of cleaning duties. School has acquired a supply of recommended cleaning supplies to disinfect and sanitize properly.

#### HYGIENE - We will support routine and frequent handwashing by:

Each classroom has a no touch hand sanitizer station in the room. All classrooms with sinks and all restrooms are equipped with no-touch soap and paper towel dispensers. Students are given more frequent opportunities for hand washing. Students are reminded daily by their teachers to practice safe hygiene and education is ongoing. Signage is posted throughout the hallway. Supplies of extra hand sanitizers are made available to all students and staff.

#### ROUTINE TESTING - We will encourage and support staff testing by:

We track all staff testing internally to input their timing and test results on a google doc that is kept by our H/R Department. Staff are not allowed on campus without a monthly negative COVID test. Email messages are sent as a reminder to get tests completed during the last 2 weeks of each month. Staff training with a de-brief on county protocols and testing sites occurs frequently at staff meetings. Staff has been notified of free county testing sites. Testing can be acquired through the primary care provider and a list of free testing sites in Santa Clara County has been provided to all staff. Results of tests are kept by human resources on a spreadsheet. Managers are notified in the event that no test result is submitted. Employees who fail to submit a negative test by the 1st of the month are not allowed to enter the building.

- **Families are required to report known cases of COVID-19 in their household to the school immediately. The school will report all known COVID-19 cases to Santa Clara Public Health.**

<https://docs.google.com/document/d/1obq5juvH68CQLQeLYu2vIzBb1>

- **For more details, see our complete school opening plan here:** [hvANN\\_bm0GysmnA10/edit#](https://docs.google.com/document/d/1obq5juvH68CQLQeLYu2vIzBb1)