

SCHOOL SITE-SPECIFIC COVID-19 PREPAREDNESS PLAN SUMMARY

SCHOOL INFORMATION

Today's date (mm/dd/yy): 11/20/2020

School name: Sacred Heart School

School reopening date (mm/dd/yy): 10/13/2020

Indicate school setting: Elementary (TK-6th

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Middle (6th-8th grades) ☒

High (9th-12th grades) ☐

grade) School/Program address:
13718 Saratoga Avenue

District Office/Main Administration address (if applicable):
1150 North First Street (Diocese of San Jose)

City: Saratoga

City: San Jose

Zip code: 95070

Zip code: 95112

COVID-19 Designee Name: Jessica Schelegle

Name of person completing form: Jessica Schelegle

Direct phone for person completing form: 831-252-8974

Direct email for form completer: j.schelegle@sacredheartsaratoga.org

CAMPUS PHYSICAL SPACE

Students:

Staff:

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

153

26

2. Which grades are/will be open? TK ☒

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3. How many individuals are expected to be on campus at any point in the coming month? 179

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:

Teachers are not permitted to eat or congregate in the staff break room. It is to be utilized by no more than 3 individuals at a time and only for the purposes of using the refrigerator, microwave, or coffeemaker. Teachers eat lunch outdoors with their class or alone in their own classroom/office.

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:

Two outdoor classrooms have been set up outside for use by classes. One area is at the lunch tables, and a second area has been set up on the play yard using four sets of bleachers. All bleachers, benches, and tables in the outdoor learning spaces have been marked with red dots to ensure that students are seated six feet apart while seated in the outdoor learning space. The outdoor learning area at the lunch table is a covered area which provided protection from the elements.

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

All classroom and hallway doors and windows remain open during the school day to optimize ventilation throughout the school building (weather permitting). Classroom ventilation systems are equipped with MERV-13 filters and remain on during school day.

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 get tested every month. All teachers and staff are required to get tested during the first week of the month and must submit their test results to the COVID designee by the 15th of each month. All test results are recorded, shared with the Diocese of San Jose, and electronically filed for records. Individuals may choose to get tested through their own health care provider, or using the free testing sites throughout Santa Clara County.

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

We resumed in-person instruction in the following phased manner: Junior Kindergarten and Kindergarten returned on October 13th, 1st-3rd grades returned on October 19th, 4th and 5th grades returned on October 26th, and 6th-8th grades returned on November 2nd. 6th-8th grades returned in a hybrid format with each class divided into two cohorts with half of the students attending on M/T for in-person instruction and the other half attending on TH/F for in-person instruction.

10. Provide link to complete school opening plan:

http://school.sacredheartsaratoga.org/wp-content/uploads/2020/11/SHS-Reopening-Plan-Update_10-2-2020.pdf

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 that ALL students and staff members to wear masks at all times while on campus (with the exception of eating and during strenuous physical activity outdoors). Extra masks are available in every classroom and in the school office in case any child breaks, misplaces, or forgets a mask. Students have been instructed by school staff and administration on the proper fit and usage of masks.

PHYSICAL DISTANCING - We will support physical distancing by:

...placing all student desks six feet apart*, placing teacher desk and teaching area six feet apart from all students, placing red dots on all hallway floors six feet apart for lining up, marking all lunch tables and benches with red dots to ensure students are seated six feet apart while outdoors, ensuring teachers are six feet from students at all times, reminding students to maintain 6' distance during recess and play, posting signage for maximum capacity in all rooms to allow for proper physical distancing, assigning different drop-off/pick-up locations for every grade level, staggering dismissal times to ensure physical distancing between cohorts. *(Due to cohort size, 5th grade desks set 5' apart and are equipped with sneeze guards)

CLEANING & MAINTENANCE

We will support cleaning and maintenance of our campus by:

Sanitizing student desks, chairs and high-touch surface areas throughout the school day, sanitizing every classroom nightly using the Clorox-360 Electrostatic Sprayer, wiping down/sanitizing all hand-holds and touched surfaces on play structures after use by a class.

HYGIENE - We will support routine and frequent handwashing by:

Building time into recess/lunch/PE schedules to allow for time to wash hands in bathrooms/classrooms with soap and water, installing touchless soap dispensers in all classrooms and bathrooms, installing touchless hand-sanitizer dispensers in each classroom, providing portable touchless hand sanitizer stations in the parking lot during drop-off for students to use prior to entering the school building, covering all water fountains, installing additional bottle fillers for personal water bottles.

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

... requiring all staff to be tested on a monthly basis and submit their clearances to the school office by the 15th of every month. Leave time for staff has been built into the staff schedules to allow for the scheduling of personal COVID-19 testing. We also require all staff to submit their daily temperature reading through our staff health screening process.

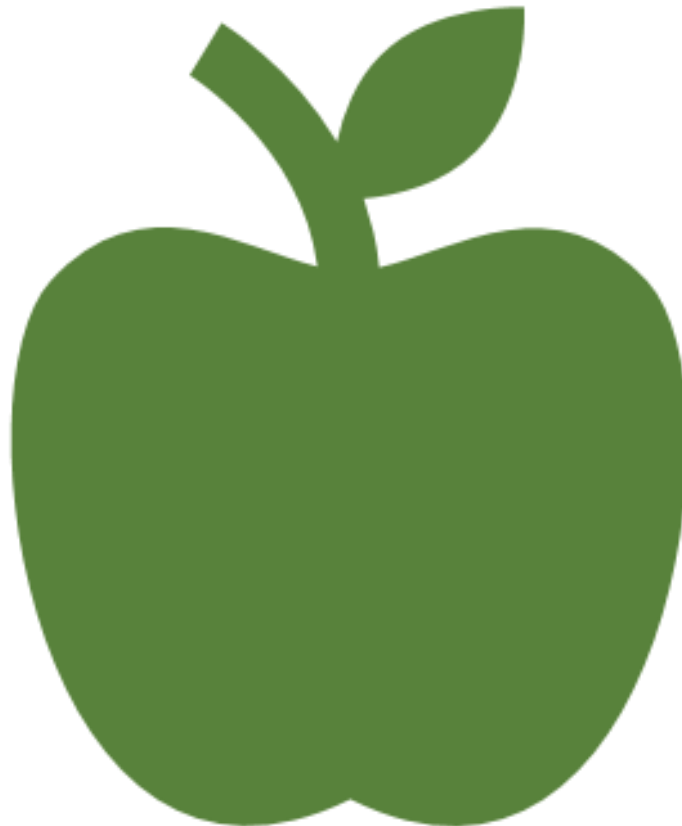
- Families are required to report known cases of COVID-19 in their household to the school immediately. The school will report all known COVID-19 cases to Santa Clara Public Health.**

<http://school.sacredheartsaratoga.org/wp-content/uploads/2020/>

- For more details, see our complete school opening plan here:** [11/SHS-Reopening-Plan-Update_10-2-2020.pdf](#)

COVID-19 Prepared School

Initial Plan Date: 10/13/2020 Revised Preparedness Plan Date: 11/20/2020



This school, Sacred Heart School, has completed a **School COVID-19 Preparedness Plan** to prevent the spread of **COVID-19**.

For more information or to learn how to file a complaint, see this school's School COVID-19 Preparedness Plan Visitor Information Sheet (required to be posted with this sign). To see this school's complete School COVID-19 Preparedness Plan, go to: http://school.sacredheartsaratoga.org/wp-content/uploads/2020/11/SHS-Reopening-Plan-Update_10-2-2020.pdf

Santa Clara County
PUBLIC HEALTH

