



## **Return to Campus Plan**

### **Junípero Serra High School**

October 2020

#### **Purpose**

The COVID-19 pandemic continues to present significant challenges throughout our community, our country and our world. This document outlines the guidelines, policies and procedures designed to monitor the health and well-being of the Junípero Serra High School community as we plan to open our campus for in-person learning beginning on November 9, 2020. We recognize that the COVID-19 situation will continue to evolve; therefore, these plans are subject to change.

#### **1. Background Information**

**Name of Applicant:** Junípero Serra High School

**Address:** 451 West 20th Avenue, San Mateo, CA 94403

**School Type:** Faith-Based School

**Number of Schools:** 1

**Enrollment:** 832

**Total Number of Students on Campus to Start:** 220

**Grades/Number of Students Proposed To Be on Campus for In-Person Instruction:**

9th: 115      10th: 100      11th: 108      12th: 100

**Number of Onsite Faculty and Staff:** 90

**Date of Proposed Start:** November 9, 2020

## 2. COVID-19 Contact Information

### **Designated Staff Contact for COVID-19 Information and Cases:**

Charlie McGrath, Principal

**Email:** [cmcgrath@serrahs.com](mailto:cmcgrath@serrahs.com)

**Phone Number:** 650.345.8207 ext.6113

Marybeth Ortiz, Assistant Principal: Student Life

**Email:** [mortiz@serrahs.com](mailto:mortiz@serrahs.com)

**Phone Number:** 650.345.8207 ext. 6128

### **Name of Superintendent or Equivalent:**

Barry Thornton, Ed.D., President

### **Signature of Superintendent or Equivalent:**



**Date:** October 15, 2020

## 3. School Plans for Reopening to In-Person Instruction

### **Website Address Where Opening Plan is Posted:**

<https://www.serrahs.com/parents/reopening>

- ☐ **Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected, and how use of shared items will be minimized.

### **In-Session Disinfection: Classrooms**

Each classroom is equipped with the following:

- A spray bottle of Bioesque Botanical Disinfectant
  - This disinfectant is nontoxic and does not require the use of essential protective equipment (EPE). It does not need to be rinsed and can be allowed to air dry if time permits. It has a four-minute dwell time to kill coronavirus.
- Paper towel dispenser
- Wall-mounted hand sanitizer dispenser
- Box of disposable gloves
- Face shield for the teacher
- Trash and recycling receptacles

Students and teachers will clean the desks, chairs, podium, pencil sharpener, door handles, light switches and any other common spaces in the classroom at the end of

each class period, before the next group of students enters the classroom. They will use Bioesque Botanical Disinfectant, allow sprayed surfaces to sit wet for the required four-minute dwell time, then wipe them dry with a paper towel. The paper towels will be placed in the trash bin. Use of gloves is optional as this is a nontoxic product. The passing periods and staggered movement between classes will facilitate this cleaning regimen.

Serra's maintenance team is supported by an outside cleaning service, Service by Medallion, to ensure thorough, deep cleaning during evening hours. Medallion is also contracted to provide deep cleaning in the event of a positive COVID-19 case.

### **In-Session Disinfection: Offices**

Each office space is equipped with the following:

- A spray bottle of Bioesque Botanical Disinfectant
- Multifold paper towels
- Wall-mounted hand sanitizer in close proximity
- Trash and recycling receptacles

After a non-occupant has been in the office, the door handle and any surfaces or objects the person came in contact with will be sprayed with disinfectant, allowed to sit wet for the required four-minute dwell time, then wiped dry with a paper towel. The paper towels will be placed in the trash bin. Office desks, including those in department offices, are designated for one person and not shared among employees.

### **In-Session Disinfection: Common Areas**

At midday, a member of the maintenance or janitorial team will use an electrostatic handheld fogger using Bioesque Botanical Disinfectant to fog all common areas including the chapel, gym, main office and auditorium. Due to the small particle size of the fogger, EPE is required; at minimum an N95 mask or equivalent respirator, gloves and eye protection will be provided and worn. The product will begin to dry after five minutes. The following areas will be fogged:

- Restrooms:
  - Sinks, soap and paper towel dispensers, toilets, toilet paper dispensers, partitions and door hardware
- Faculty break room:
  - Seating, counter tops, refrigerator handle, sink, soap and paper towel dispensers
- Door handles/push bars
- Light switches
- Handrails
- Water bottle filling stations
- Security desk
- IT help desk counter
- Snackbar counter

### **In-Session Disinfection: Cafeteria**

The cafeteria is equipped with the following:

- Multiple wall-mounted hand sanitizer dispensers
- Multiple trash, recycle and compost receptacles

- Fully equipped janitorial closet
- Plexiglass to provide barrier between students seated at dining tables

During lunch service a member of the maintenance team will monitor the space. If a student leaves a table, the team member will:

- Remove any debris from the table and seat.
- Spray these areas with Bioesque Disinfectant, allow for the four-minute dwell time, and then wipe the area dry before another student is allowed to sit in that space.

In between services and after the final lunch service, members of maintenance and janitorial staff will:

- Clean any soil debris off tables, seats, trash receptacles, and service areas
- Sweep the floor and mop/use the floor machine as needed.
- Change liners in the trash, recycle and compost receptacles.
- After everything is cleaned, all areas will be sprayed with disinfectant and allowed to sit for the required four-minute dwell time before drying with paper towels.
- After final service, disinfectant will be allowed to air dry.

### **In-Session Disinfection: After Hours Cleaning**

All common areas, restrooms, classrooms, and offices will be cleaned and disinfected each night.

- Trash will be removed and liners replaced in the receptacles.
- All surfaces in these areas will be sprayed with a cleaner and wiped clean of any soil or debris.
- Floors will be swept/mopped or vacuumed as needed.
- Once all surfaces have been cleaned, members of the janitorial staff will use two backpack electrostatic sprayers to spray disinfectant on all surfaces in the common areas, restrooms, classrooms, and offices. The disinfectant will be allowed to air dry.

### **Ventilation**

Each classroom is equipped with an XPOWER X-3780 air scrubber with a 600 CFM fan capable of 4.1 room changes per hour in the largest classrooms. It has a four-stage filtration system that includes HEPA filtration. Air purifiers will remain on during class periods; they will be turned to the highest setting between class periods, which allows at least one room change filtration of the air within the passing period.

All filters in the HVAC system have been replaced with MERV-13 filters. Offices and conference rooms where more than one person will work or meet are equipped with air purifiers with HEPA filtration.

Windows and hallway doors will remain open throughout the school day. If outside air measures 150 or above on the Air Quality Index, campus will be closed.

### **Student Lockers/Student Supplies**

Students will be required to keep all of their books and supplies in their own backpack while on campus. Students will not be assigned nor use a locker; they must bring their

books and supplies to and from home every on-campus school day. The sharing of supplies in classrooms--such as in science labs and art studios--will be limited and only allowed following strict disinfecting protocols between use. Physical education (P.E.) will be limited to non-contact activities that do not require shared equipment and can be conducted with required physical distancing.

### **Drinking Fountains/Water Systems**

Students and staff will be required to bring their own water bottles. Serra has installed touchless bottle fillers throughout the campus. Communal drinking fountains are not permitted and have been turned off.

#### **❑ Cohorting: How students will be kept in small, stable groups. Include information on size of cohorts.**

The student body has been divided into two student groups: Padre Blue and Padre Gold. This division facilitates the required physical distancing (see “Physical Distancing” section). Within those two groups, students will be in stable cohorts by class period and homeroom. Each stable cohort consists of 16 or fewer students in every class period throughout the instructional schedule. These stable cohorts will support contact tracing efforts if and when necessary.

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

There are eight entrances to the school building where students, staff and parents will be screened by entrance supervisors prior to entering the building. All entrances, exits, restrooms and lunchtime locations for students have been assigned by homeroom. This assignment allows us to provide for more timely contact tracing if and when it is necessary.

All classrooms, common areas and hallways have been reconfigured to limit the number of people who travel through areas of the campus, as well as to facilitate distancing between individuals. We have posted floor signage and directional signage throughout the facility to reinforce entrance, egress, and movement of individuals. Hallways have been marked by one-way directional signs to ensure that students are staying in their “lanes” in order to maintain physical distance.

In order to avoid close contact and mixing of cohorts, we will institute an AB Hybrid Schedule (shown below). The *Padre Blue* group of students will attend school in person on Mondays and Tuesdays and virtually on Thursdays and Fridays. The *Padre Gold* group of students will be on campus Thursdays and Fridays and will attend virtual classes on Mondays and Tuesdays. This schedule allows us to eliminate crossover and to thoroughly clean the campus in between groups.

**The plan detailing student entrance, egress, and movement throughout the school is included in the Appendix.** This document also includes drop-off/pick up times and locations, entrance assignments and screening protocols, restroom

assignments and capacities, lunch and independent study locations, and other information related to entrance, egress, and movement.

### AB Hybrid Schedule

	Monday (A Blue)	Tuesday (B Blue)	Wednesday	Thursday (A Gold)	Friday (B Gold)
Blue Group	1st-4th period (on campus)	5th-7th period (on campus)	Padre Core Day*	1st-4th period (online)	5th-7th period (online)
Gold Group	1st-4th period (online)	5th-7th period (online)		1st-4th period (on campus)	5th-7th period (on campus)

Padre Core Day is a scheduled time for students to meet with counselors, meet with their advisory and participate in community building activities. These sessions are organized in homerooms and within the confines of *The Pandemic Recovery Framework*.

### Staff

Teachers, administrators and other staff members have been assigned to primary work spaces and to restrooms; most teachers will work from a single assigned classroom. All employees will minimize movement and congregation as much as is practicable, maintain six feet of distancing to the the greatest extent possible, wear masks at all times unless working alone in a closed room or during meals, and will refrain from using another employee's phone, desk, office, or other work tool or equipment.

Teachers have been equipped with personal laptops and iPads that they will use as their teaching and office device throughout the workday. All shared classroom computer equipment has been removed. These changes have reduced the need for sharing of critical teaching equipment. Shared work spaces have been configured to allow a minimum of six feet of distancing between employee work stations.

### Visitors

At this time, all visitors are prohibited from entering the campus in accordance with Phase I of the *Pandemic Recovery Framework*. Campus visitors will be allowed in subsequent weeks per the phasing outlined in the Framework. We will continue to monitor this policy as new information becomes available.

Individuals needing to access the campus from time to time are required to check-in at the security desk at Station # 3, the Mary's Courtyard entrance to the school. They will be required to complete a brief health assessment, have their temperature checked and wear a face covering while on campus. They will be provided with visitor identification.

- ❑ **Face Coverings and Other Essential Protective Gear:** How face covering requirements will be satisfied and monitored.

### **Face Coverings**

Students, staff and visitors will be required to wear cloth face coverings at all times on campus, except during designated meal times and approved outdoor activities such as PE class activities where physical distancing is maintained. Only individuals who meet criteria established by the California Department of Public Health will be exempt from wearing a face covering on campus.

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 or a homemade covering made from a T-shirt, sweatshirt or towel, held on with rubber bands or otherwise. It should not be medical-grade nor 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. However, the school will have disposable face coverings available for anyone who arrives on campus without one or whose face covering is damaged during the school day.

### **Essential Protective Equipment (EPE)**

Maintenance will maintain a stock of face masks, gloves, face shields, safety glasses, hand sanitizer, paper towels, N95 masks and/or equivalent respirator, and disinfectant. Every night upon cleaning of the campus, hand sanitizer, paper towels, gloves and disinfectant will be checked in all classrooms, offices and common spaces, then restocked as needed. Any requests for additional EPE will be fulfilled by the maintenance team.

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

Every student and staff member will be required to complete a health pre-screening process before arriving on campus each morning. This process will be facilitated using the RUVNA school safety app. Once completed, the app provides the user with an “entrance ticket” on their cell phone, which they will show to the entrance supervisor to gain access to the school building.

RUVNA’s pre-screening questions:

- Have you experienced any of the following symptoms in the last 14 days? Cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, or others listed in CDC guidelines?
- Do you live with or have you had recent contact with someone diagnosed with COVID-19 in the past 14 days?
- Have you been tested for COVID-19 in the last 14 days?
- Is there anything else you would like to share? Anything that might prevent you from returning to work/school safely?

- Is your temperature currently above 100.4°F (38°C)?

In the event a student or staff member develops symptoms of COVID-19 once on campus, Serra will follow the protocols outlined by the *Pandemic Recovery Framework*, which requires that individuals be sent home immediately. They will be separated from others in a designated isolation room established on campus until they can be transported.

- ❑ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

Students will be instructed to wash or sanitize their hands in transition between classes. Each classroom has a hand sanitizer station, a paper towel dispenser and a cleaning solution to wipe down areas that need cleaning and for students to clean up after themselves. As an added precaution, students will be required to carry personal-size hand sanitizer with them at all times.

Hand washing is available in every restroom and faculty break room. Hand washing instructional stickers are on every mirror above sinks. Additional hand sanitizing stations have been added throughout the school campus to ensure proper hand washing and cleaning protocols. Signs also have been posted in restrooms identifying occupancy restrictions.

All bathroom fixtures, faucets, paper towels dispensers, urinals and toilets have been converted to touchless operation to limit contamination of surfaces.

Students and staff will participate in direct instruction regarding healthy hygiene practices upon their return to campus. These practices will be consistently promoted through the various and usual channels of communication including webinars, daily announcements, homeroom activities, posted signage, social media, etc.

- ❑ **Identification and Tracing of Contacts:** Actions staff will take when there is a confirmed case. Confirm that the school will have designated staff persons to support contact tracing and serve as liaison with San Mateo County Office of Education and San Mateo County Health staff.

Serra will take the following Immediate Actions as outlined in the [Pandemic Recovery Framework](#), Section III C “Testing and Contact Tracing”.



## 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*



1. Student or staff member who has symptoms or is a close contact of a confirmed case (outside school community):

Scenario	Immediate Actions
<b>Scenario 1:</b> A student or staff member either exhibits COVID-19 <b>symptoms</b> , answers "yes" to a <b>health screening question</b> , or has a temperature of 100.4°F or above	<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>
<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	<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>

2. Student or staff member having positive test result:

Scenario	Immediate Actions
<b>Scenario 3:</b> A student or staff member tests positive for COVID-19	<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>

3. Student or staff member having a negative test result:
  - a. If symptomatic then Table 2 as follows:

Scenario	Immediate Actions
A <b>symptomatic</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>
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	<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>
A <b>symptomatic</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>• Student/staff may return to school 72 hours after resolution of symptoms</li> </ul>

- b. If asymptomatic:

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>

c. Other scenarios depending on status as close contact:

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>

Designated staff persons to support contact tracing and serve as liaison with San Mateo County Office of Education and San Mateo County Health staff:

- Charlie McGrath, Principal
- Marybeth Ortiz, Assistant Principal: Student Life
- Aida Landaverde, HR Director

- ❑ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff. Describe the steps the school will take to transition students back to campus.

We will take a phased approach in returning our students to campus, bringing students back to school in one-week increments of no more than 220 students. During this transition period, there will be no more than 220 students per day on campus for in-person classes.

Signs have been posted throughout the campus reminding students and staff about wearing masks, washing hands and remaining physically distanced at all times. Physical distancing floor stickers appear throughout the campus encouraging students and staff to maintain physical distance.

Classrooms have been reconfigured to hold 16 student desks placed six feet apart with a placemark on the floor under each desk ensuring the desks remain six feet apart.

Maximum occupancy has been reduced to adhere to physical distancing guidelines in all common spaces including the cafeteria, gym, auditorium and chapel, to maintain physical distancing. When we move to a full AB Hybrid Schedule after the initial transition plan, only half the number of enrolled students will be allowed on campus at any given time to allow for physical distancing.

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

### **Staff Training**

Faculty and staff will return to campus for additional training and professional development before students return to campus. They will participate in direct instruction regarding all aspects of our health and safety protocols including cleaning and disinfecting classrooms and work spaces. They will physically walk the campus to understand traffic flow, experience physical distancing requirements and restricted common area policies, and generally immerse themselves into the new environment so that they are prepared to support our students when they return. Faculty and staff will also have the opportunity to work in their assigned on-campus spaces and make necessary adjustments. During this time students will participate in asynchronous learning activities. Staff not essential to daily operations will be instructed to work remotely as feasible.

### **Student/Family Education**

The week before each grade level returns to campus, students and parents will participate in mandatory educational webinars. During these webinars they will receive information on Serra's return to campus plans, including how to use the RUVNA school safety app, entrance, egress, and movement within the school, the cleaning protocols, etc. These webinars will be recorded and posted on our website for reference.

When students return to campus, they will participate in training on all aspects of our new health and safety protocols. Our return-to-campus transition period also will allow



us to assess protocols and adjust them as needed prior to implementing our full AB Hybrid Schedule.

- ❑ **Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

Students and staff who suspect they may be infected with COVID-19 or who have been exposed to someone who tested positive for COVID-19 will be instructed to isolate at home and secure testing from their health provider or through a local testing site as soon as possible. They must remain at home until test results are received, and may return to campus only if a negative test result is provided to the school and they are feeling well, including having been fever free for at least 72 hours (without medication).

### **Periodic Testing of Staff**

According to guidance provided by the California Department of Public Health on August 3, 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. 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.

In keeping with this testing requirement, all Serra staff will be tested for Covid-19 under the CARE Act through ARCH Staffing and Consulting using PMH Laboratory Inc., or they may elect to use their primary care provider.

Each staff member will be able to use the online scheduler to make an appointment. The test results will be sent to the local health department and the individual participants will be able to access their results through the PMH Laboratory website after three business days from the date of the clinic visit. Serra will require 50 percent of its staff members to be tested every month, rotating which staff members are tested over time.

Additionally, staff members will have the option to get tested either through Kaiser Permanente or Stanford Healthcare.

- ❑ **Triggers for Transitioning to Distance Learning:** The criteria the superintendent or equivalent will use to determine when to close the campus to in-person learning.

Various circumstances may trigger Serra to close its campus to in-person learning and revert to our 100% Distance Learning Schedule. We will work with San Mateo County Health and follow the California Department of Public Health criteria for determining a school closure.

The decision to close the campus and transition to distance learning will be based on the number of cases in the school and the percentage of the teacher/students/staff who are positive for COVID-19. It will be made following consultation with San Mateo County Health. It may be appropriate to close the school when there are multiple cases in multiple cohorts 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.

If Serra must close on-campus learning and transition to 100 percent distance learning, the principal will send email communications to both parents/guardians and faculty/staff making this announcement and delineating a timeline for implementation. An exact date will be designated when distance learning will resume for our students.

- ❑ **Communications Plans:** How the superintendent or equivalent will communicate with students, staff and parents about cases and exposures at school, consistent with privacy requirements such as FERPA and HIPAA.

## Appendix

### **When District/Private School Has a Case of COVID-19**

- The School COVID-19 Point Person must report all COVID-19 cases and clusters of undiagnosed respiratory illness to SMC CD Control as soon as practicable (within 24 hours).
- The School Point Person should immediately notify the District Point Person of COVID-19 cases in the school community.
- The School COVID-19 Point Person and the assigned San Mateo County Health investigator will be in daily contact Monday – Friday, unless instructed otherwise by SMC CD Control.
- The District COVID-19 Point Person collects data from all schools and must complete a daily report for all new cases (a [line list](#)) and submit it via secure email daily by 10:00 a.m.
- The District COVID-19 Point Person or Superintendent/Private School Head should notify SMCOE at (650) 802-5515.

### **Responsibilities of San Mateo County Public Health**

- Conduct formal contact tracing
- Advise School Point Person on the school site response

### **Responsibilities of School COVID-19 Point Person**

- Report data on cases per the protocol
- Follow advice of San Mateo County Health
- Seek additional guidance as necessary from the District Point Person

### **Responsibilities of District COVID-19 Point Person**

- Ensure a COVID-19 School Point Person for each school is identified
- Receive and provide training
- Ensure strong communication channels within the district and with San Mateo County Health and SMCOE
- Submit line list to San Mateo County Health

In the event of a student or an employee is determined to have COVID-19, a notice of exposure will be sent home to those who came in contact with him/her for 10 minutes or longer in the last 14 days. The non-identifiable COVID-19 exposure notification form provided by the Department of Catholic Schools will be used and delivered electronically through the parent portal of Serra's Student Data System. Confidentiality

will be maintained with the community members per FERPA/HIPAA regulations. Disclosure to San Mateo County Public will be made as required.

- ❑ **Submit a site plan prior to reopening to support San Mateo County Health's contact tracing efforts.**

Serra will submit a site plan separately, as required by San Mateo County Health.



# APPENDIX

## Serra Hybrid Drop-off & Pick-up Plan PADRE BLUE

DROP-OFF & PICK UP STATIONS - TIMES LISTED BY UPPER/LOWER DIVISION & HOMEROOM <a href="#">Map Here</a>		
<b>STATION 1:</b> <b>Enter:</b> Entrance on 20th Avenue Doors (2 check-ins) <b>Drop-off/Pick-Up:</b> 20th Avenue in front of school <b>Assigned Restroom:</b> Restroom #1 (Near Room 202) <b>Lunch Line:</b> Cafeteria Line 1	<b>Drop-Off:</b> <b>7:25am-7:40am:</b> Blue-1A & Blue-2A Blue-1B & Blue-2B  <b>7:40am-7:55am:</b> Blue-3A & Blue 4A Blue-3B & Blue 4B	<b>Pick-Up:</b> <b>2:40pm:</b> Blue-1A & Blue-2A Blue-1B & Blue-2B  <b>2:30pm:</b> Blue-3A & Blue 4A Blue-3B & Blue 4B
<b>STATION 2:</b> <b>Enter:</b> Entrance in Mary's Courtyard by the Cafeteria (2 check-ins) <b>Drop-off/Pick-up:</b> Parking Lot on Stratford <b>Assigned Restroom:</b> Restroom #2 (U-Shape Near Cafeteria & Campus Ministry) <b>Lunch Line:</b> Cafeteria Line 2	<b>Drop-Off:</b> <b>7:25am-7:40am:</b> Blue-1C & Blue 2C Blue-1D & Blue-2D  <b>7:40am-7:55am:</b> Blue-3C & Blue-4C Blue-3D & Blue-4D	<b>Pick-Up:</b> <b>2:40pm:</b> Blue-1C & Blue 2C Blue-1D & Blue-2D  <b>2:30pm:</b> Blue-3C & Blue-4C Blue-3D & Blue-4D
<b>STATION 3:</b> <b>Enter:</b> Mary's Courtyard Entrance by Campus Ministry <b>Drop-off/Pick-Up:</b> Parking lot on Stratford <b>Assigned Restroom:</b> Restroom #3 (Near Room 100) & Restroom #4 (Near Room 212) <b>Lunch Line:</b> Gym Line 1  *Tri-school students from Mercy and NDB will use restrooms in the u- shape hallway near the cafeteria and Campus Ministry.	<b>Drop-Off:</b> <b>6:45am-6:55am:</b> Zero Period Students  <b>7:25am-7:40am:</b> Blue-1E & Blue-2E  <b>7:40am-7:55am:</b> Blue-3E & Blue 4E Tri-School Students*  <b>8:55am-9:10am:</b> Student w/ 1st & 5th independent study period	<b>Pick-Up:</b> <b>2:40pm:</b> Blue-1E & Blue-2E  <b>2:30pm:</b> Blue-3E & Blue 4E
<b>STATION 4:</b> <b>Enter:</b> Alumni Plaza Entrance by Exit E Door (Near Room 107) <b>Drop-off/Pick-Up:</b> Alumni Plaza - Inside 20th Avenue Gate <b>Assigned Restroom:</b> Restroom #3 (Near Room 100) & Restroom #4 (Near Room 212) <b>Lunch Line:</b> Gym Line 1	<b>Drop-Off:</b> <b>7:25am-7:40am:</b> Blue-1F & Blue-2F  <b>7:40am-7:55am:</b> Blue-3F & Blue-4F	<b>Pick-Up:</b> <b>2:40pm:</b> Blue-1F & Blue-2F  <b>2:30pm:</b> Blue-3F & Blue-4F
<b>STATION 5:</b> <b>Enter:</b> Alumni Plaza Entrance by ARC Doors (2 check-ins) <b>Drop-off/Pick-Up:</b> Alumni Plaza - Inside 20th Avenue Gate <b>Assigned Restrooms:</b> Restroom #5 (2nd Floor B Wing) & Restroom #6 (Near Room 110) <b>Lunch Line:</b> Gym Line 2	<b>Drop-Off:</b> <b>7:25am-7:40am:</b> Blue-1G & Blue-2G Blue-1H  <b>7:40am-7:55am:</b> Blue-3G & Blue-4G Blue-3H & Blue-4H	<b>Pick-Up:</b> <b>2:40pm:</b> Blue-1G & Blue-1H Blue-1H  <b>2:30pm:</b> Blue-3G & Blue-4G Blue-3H & Blue-4H
<b>Health Screening Upon Entrance:</b> <ul style="list-style-type: none"> <li>Students will already have taken their temperature at home and completed the questionnaire in the Ruvna app.</li> <li>Personnel will work the stations and verify the students completed the app and have their "entrance ticket" on their phone.               <ul style="list-style-type: none"> <li>Any student without a cell or without an "entrance ticket" will have their temperature taken at the entrance and will be asked the following questions:                   <ul style="list-style-type: none"> <li>Do you have a sore throat?</li> <li>Do you have a cough?</li> <li>Have you been dealing with shortness of breath?</li> <li>Have you had close contact or been caring for anybody that tested positive for COVID-19 lately?</li> <li>(Any student with 100.4 or above will not be allowed to enter the school building and a parent will be contacted.)</li> </ul> </li> </ul> </li> </ul> <p><b>Please note: Student will be sent home and parent contacted if the answer is "yes" to any of these questions.</b>  <b>Students will enter and exit campus from the same location, therefore parents should drop-off and pick-up at the same location.</b></p>		

## Serra Hybrid Drop-off & Pick-up Plan

### PADRE GOLD

DROP-OFF & PICK UP STATIONS: TIMES LISTED BY UPPER/LOWER DIVISION & HOMEROOM <a href="#">Drop-Off/Pick Up Map</a>		
<b>STATION 1:</b> <b>Enter:</b> Entrance on 20th Avenue Doors (2 check-ins) <b>Drop-off/Pick-Up:</b> 20th Avenue in front of school <b>Assigned Restroom:</b> Restroom #1 (Near Room 202) <b>Lunch Line:</b> Cafeteria Line 1	<b>Drop-Off:</b> <b>7:25am-7:40am:</b> Gold-1A & Gold-2A Gold-1B & Gold-2B  <b>7:40am-7:55am:</b> Gold-3A & Gold-4A Gold-3B & Gold-4B	<b>Pick-Up:</b> <b>2:40pm:</b> Gold-1A & Gold-2A Gold-1B & Gold-2B  <b>2:30pm:</b> Gold-3A & Gold-4A Gold-3B & Gold-4B
<b>STATION 2:</b> <b>Enter:</b> Entrance in Mary's Courtyard by the Cafeteria (2 check-ins) <b>Drop-off/Pick-up:</b> Parking Lot on Stratford <b>Assigned Restroom:</b> Restroom #2 (U-Shape Near Cafeteria & Campus Ministry) <b>Lunch Line:</b> Cafeteria Line 2	<b>Drop-Off:</b> <b>7:25am-7:40am:</b> Gold-1C & Gold-2C Gold-1D & Gold-2D  <b>7:40am-7:55am:</b> Gold-3C & Gold-4C Gold-3D & Gold-4D	<b>Pick-Up:</b> <b>2:40pm:</b> Gold-1C & Gold-2C Gold-1D & Gold-2D  <b>2:30pm:</b> Gold-3C & Gold-4C Gold-3D & Gold-4D
<b>STATION 3:</b> <b>Enter:</b> Mary's Courtyard Entrance by Campus Ministry <b>Drop-off/Pick-Up:</b> Parking lot on Stratford <b>Assigned Restroom:</b> Restroom #3 (Near Room 100) & Restroom #4 (Near Room 212) <b>Lunch Line:</b> Gym Line 1  *Tri-school students from Mercy and NDB will use restrooms in the u- shape hallway near the cafeteria and Campus Ministry.	<b>Drop-Off:</b> <b>6:45am-6:55am:</b> Zero Period Students  <b>7:25am-7:40am:</b> Gold-1E & Gold-2E  <b>7:40am-7:55am:</b> Gold-3E & Gold-4E Tri-School Students*  <b>8:55am-9:10am:</b> Student w/ 1st & 5th independent study period	<b>Pick-Up:</b> <b>2:40pm:</b> Gold-1E & Gold-2E  <b>2:30pm:</b> Gold-3E & Gold-4E
<b>STATION 4:</b> <b>Enter:</b> Alumni Plaza Entrance by Exit E Door (Near Room 107) <b>Drop-off/Pick-Up:</b> Alumni Plaza - Inside 20th Avenue Gate <b>Assigned Restroom:</b> Restroom #3 (Near Room 100) & Restroom #4 (Near Room 212) <b>Lunch Line:</b> Gym Line 1	<b>Drop-Off:</b> <b>7:25am-7:40am:</b> Gold-1F & Gold-2F  <b>7:40am-7:55am:</b> Gold-3F & Gold-4F	<b>Pick-Up:</b> <b>2:40pm:</b> Gold-1F & Gold-2F  <b>2:30pm:</b> Gold-3F & Gold-4F
<b>STATION 5:</b> <b>Enter:</b> Alumni Plaza Entrance by ARC Doors (2 check-ins) <b>Drop-off/Pick-Up:</b> Alumni Plaza - Inside 20th Avenue Gate <b>Assigned Restrooms:</b> Restroom #5 (2nd Floor B Wing) & Restroom #6 (Near Room 110) <b>Lunch Line:</b> Gym Line 2	<b>Drop-Off:</b> <b>7:25am-7:40am:</b> Gold-1G & Gold-2G Gold-1H  <b>7:40am-7:55am:</b> Gold-3G & Gold-4G Gold-3H & Gold-4H	<b>Pick-Up:</b> <b>2:40pm:</b> Gold-1G & Gold-2G Gold-1H  <b>2:30pm:</b> Gold-3G & Gold-4G Gold-3H & Gold-4H
<b>Health Screening Upon Entrance:</b> <ul style="list-style-type: none"> <li>Students will already have taken their temperature at home and completed the questionnaire in the Ruvna app.</li> <li>Personnel will work the stations and verify the students completed the app and have their "entrance ticket" on their phone.               <ul style="list-style-type: none"> <li>Any student without a cell or without an "entrance ticket" will have their temperature taken at the entrance and will be asked the following questions:                   <ul style="list-style-type: none"> <li>Do you have a sore throat?</li> <li>Do you have a cough?</li> <li>Have you been dealing with shortness of breath?</li> <li>Have you had close contact or been caring for anybody that tested positive for COVID-19 lately?</li> <li>(Any student with 100.4 or above will not be allowed to enter the school building and a parent will be contacted.)</li> </ul> </li> </ul> </li> </ul> <p><b>Please note: Student will be sent home and parent contacted if the answer is "yes" to any of these questions.</b></p> <p><b>Students will enter and exit campus from the same location, therefore parents should drop-off and pick-up at the same location.</b></p>		

**Serra Hybrid Drop-off & Pick-up Plan  
STUDENT FLOW INSIDE SCHOOL BUILDING**

<b>Student Flow Inside School</b>	<b>Direction</b>
<b>A-Wing</b>	<b>2 Way</b> Keep Right
<b>B-Wing</b>	<b>1 Way</b> Keep Right
<b>U-Shape Hallway</b>	<b>2 Way</b> Keep Right
<b>Stairs by the Main Office</b>	<b>2 Way</b> Keep Right
<b>Stairs to the B Wing by the ARC</b>	<b>1 Way - Up Only</b> Keep Right
<b>Stairs Outside room B204</b>	<b>1 Way - Down Only</b> Keep Right
<b>Stairs Between Rooms 107 &amp; 109</b>	<b>1 Way - Up Only</b> Keep Right
<b>Stairs Outside of Rooms 111 &amp; 211</b>	<b>1 Way - Down Only</b> Keep Right
<b>ELEVATORS: A &amp; B Wing</b>	<b>Up/Down</b> 1 person/time

Please note: Students will be dismissed from classes in staggered times (5 minutes intervals). Even numbered classes will be released 1st and odd numbered classes will be released 5 minutes later. Students will wait outside their classrooms until able to leave. When at all possible students will enter the door to the right when facing the classroom from the hallway and exit the other door way to help with traffic flow between classes. Students should follow the signs and social distancing stickers on the ground.

**Serra Hybrid Drop-off & Pick-up Plan**  
**LUNCH AND INDEPENDENT STUDY PERIODS**

PERIOD	AVAILABLE LOCATIONS
<b>Before School</b>	Gym (Bleachers)
<b>1st Period</b>	Cafeteria Gym Closed for Cleaning
<b>2nd Period</b>	Gym Cafeteria Closed for Cleaning
<b>3rd Period</b>	Cafeteria Gym Blacktop Baseball Field Football Field (No food)
<b>4th Period</b>	Gym Closed - Athletics Cafeteria Students without afternoon activities should leave campus immediately after their last class of the day.
<b>5th Period</b>	Cafeteria closed Gym
<b>6th Period</b>	Cafeteria Gym Blacktop Baseball Field Football Field (No food)
<b>7th Period</b>	Cafeteria Students without afternoon activities should leave campus immediately after their last class of the day.
<b>Afterschool</b>	Classroom Gym Closed - Athletic Conditioning Cafeteria closed for cleaning

**Cafeteria Capacity:**

- 80 students w/ acrylic sneeze guards
- Students will enter the cafeteria from the cafeteria lobby and exit out the blacktop until the last 5 minutes of each period when they can exit into the school building.

**Gym Capacity:**

- 80 students for a 6 foot distancing lunch is the number so far.
- Students will enter the gym from the Hall of Fame Hallway near the locker room and exit the doors on the blacktop until the last 5 minutes of the period when they can exit into the school building.
- In the event that the cafeteria must be used as a sub classroom, students with free periods will go to the blacktop where they can remain socially distanced. Once the gym is cleaned, they will be able to enter to work independently in a socially distanced setting.

**Serra Hybrid Drop-off & Pick-up Plan**  
**RESTROOMS**

<b>RESTROOM ASSIGNMENTS &amp; CAPACITY</b>	<b>HOMEROOMS</b>
<b>RESTROOM #1:</b> NEAR ROOM 202 - 3 student max at one time	Homerooms A & B
<b>RESTROOM #2:</b> U-Shape Hallway Near Cafeteria & Campus Ministry - 3 student max at one time Women's Room in U-Shape for Tri-School Women Only	Homerooms C & D
<b>RESTROOM #3:</b> NEAR ROOM 100 - 3 student max at one time <b>RESTROOM #4:</b> NEAR ROOM 212 - 2 student max at one time	Homerooms E & F
<b>RESTROOM #5:</b> SECOND FLOOR B WING - 1 student at a time <b>RESTROOM #6:</b> NEAR ROOM 110 - 2 student max at one time	Homerooms G & H
LOCKER ROOM - 2 students at a time -- off limits	CLOSED
OUTSIDE GREEN ROOM (2 restrooms) - 1 at a time	EMPLOYEES ONLY
MAIN OFFICE CORRIDOR & FACULTY ROOM (3 restrooms) - 1 at a time	EMPLOYEES ONLY
WATER POLO LOCKER ROOM RESTROOMS (2 restrooms) - 2 at a time	EMPLOYEES ONLY
B-WING WOMENS ROOM - RE-ALLOCATED TO UNISEX - 1 at a time	EMPLOYEES ONLY
GREEN ROOM RESTROOMS (2 restrooms) - 1 at a time	EMPLOYEES ONLY & STUDENTS WITH MEDICAL ISSUES



## Site Map 2020



### DROP-OFF & PICK-UP LOCATIONS BY HOMEROOMS

STATION 1 (20th Avenue Entrance) -- Homerooms A & B

STATION 2 (Mary's Courtyard Entrance by Cafeteria) -- Homerooms C & D

STATION 3 (Mary's Courtyard Entrance by Campus Ministry) -- Homeroom E

STATION 4 (Alumni Plaza Entrance by Room 107) -- Homeroom F

STATION 5 (Alumni Plaza Entrance by ARC) -- Homerooms G & H

