



Request for Review of Plan to Open for In-Person Instruction

In order to incrementally open for in-person instruction while the county is on the Red Tier of the State’s monitoring list, a school or district must submit a request for a plan review to the San Mateo County Office of Education (SMCOE). SMCOE and San Mateo County Health (SMCH) will review this form and the school or district’s Return to Campus plan. If SMCH finds the plan meets its criteria, which are outlined in this form, a school or district will be able to bring students back to campus for in-person instruction.

If a school already has a waiver approved by the California Department of Public Health and wants to bring back students in additional grades, they will need to note that on this form and add an addendum to their plan that reflects their proposed changes.

Please note that Return to Campus plans must be published on the school or district’s website. Do not send with this form.

1. Background Information

Name of Applicant (Local Educational Agency or Equivalent):

Address:

STREET

CITY

STATE

ZIP

School Type: Traditional Public School Charter Public School Private, Independent, or Faith-Based School

Number of Schools: Total Enrollment: Total # of Students On Campus to Start:

Grades/Number of Students Proposed to be on Campus for In-Person Instruction:

TK: K: 1st: 2nd: 3rd: 4th: 5th: 6th:
7th: 8th: 9th: 10th: 11th: 12th: Continuing/adult learners:

Number of on-site faculty and staff:

Date of proposed start:

2. COVID-19 Contact Information

Designated staff contact for COVID-19 information and cases:

Email:

Phone Number:

School districts should include the information for *each* school contact in their plan.

Name of Superintendent (or Equivalent):

Signature of Superintendent (or Equivalent):

Date:

3. School Plans for Reopening to In-Person Instruction

School or district website address where reopening plan is posted:

Please check off the items below to confirm that the school reopening plan published on the district or school website addresses guidance from the California Department of Public Health, San Mateo County Health, and the Pandemic Recovery Framework (PRF). Please note, all residents and schools are required to follow public health directives.

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

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

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

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

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately (See the [SMCH COVID-19 Recommendations Checklist](#) for details).

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

Identification and Tracing of Contacts: Actions staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing and serve as a liaison with SMCOE and SMC Health staff (See the [SMCH COVID-19 Recommendations Checklist](#) for details).

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

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

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.

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.

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

Already have received a CDPH Waiver: Include an addendum to the plan posted on your web site that describes any updates or changes since your waiver was received.

Submit a site plan prior to reopening to support SMCH's contact tracing efforts. Use [this link](#).

Please submit your completed form to info@smcoe.org.

Expect the review to take 10-14 days. If additions and corrections to your plan are required, the review could take longer. The more thorough and complete the plan is from the start, the faster the review will likely be.



Addendum to Application

Having been approved for the waiver for grades K-6, St. Charles School is seeking approval to add our 7th and 8th grade students to this return.

Number and Description of Students to Return to Campus for In-Person Instruction:

General Education: 63

Please Describe: This number includes all students in grades 7 and 8 including students who will opt-out for distance learning, students who have disabilities, students with high needs and students with parents who are essential workers.

Students with Disabilities: 4

Please Describe: This group of students includes diagnoses of ADD/ADHD, speech and language, SLD of reading and math and dysgraphia.

Students with High Needs: 0

Please Describe: N/A

Children of Essential Workers: 6

Please Describe: The children of essential workers have parents who work in, medicine (doctors, nurses, and technicians), first responders, teachers/administrators, industrial/residential services, and finance.

Other: 0

Please Describe: All students have been identified in prior sections.

Number of on-site faculty and staff: 20

Date of proposed start: 11/2/2020

School Plans for Incrementally Reopening to In-Person Instruction for Grades 7 and 8

School or district website address where reopening plan is posted:

- stcharlesschoolsc.org
- <https://sites.google.com/stcharlesschoolsc.org/stcdl2020-21/home>



Cohorting: How students will be kept in small, stable groups.

Page/s of Plan: 5-8, 16-25

Please summarize your plan to address this:

St. Charles School 7th and 8th grade students will be grouped in Stable Cohorts of 15 students during the school day for Stage 2 as set forth in the St. Charles School Reopening Framework. The classes have been split into A Week/B Week hybrid cohorts that will be attending class from 8:30 a.m. to 1:30 p.m., rotating in person and distance learning based on day and week. Disinfecting of all spaces will occur prior to the start of each school day and at the end of each school day. Each Stable Cohort will have access to its own restrooms and outdoor space, as described in the St. Charles School Reopening Framework.

St. Charles School is blessed with a large campus and plenty of space that will ensure at least six feet distancing between each student desk in the classrooms.

To ensure the Stable Cohort model St. Charles School will not be providing an extended care option to families at this time. Further, fall sports for 2020-2021 school year have been canceled, and additional seasons will be determined based on COVID-19 mitigation.

- Entrances, 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.

Page/s of Plan: 10-12, 14-15, 26, 33-34

Please summarize your plan to address this:

St. Charles School is fortunate that all ingress and egress can occur through external passageways. Staggered schedules and multiple outdoor locations allow for play and outdoor activities, multiple points for drop off and pick up and defined routes on campus, marked by visual prompts to allow for appropriate six feet distancing at all times. All rooms for grades 7 and 8 open to the outdoors and do not require any movement inside the main building.

To avoid close contact and/or mixing of Stable Cohorts all parents will remain in their vehicles at drop-off and pick-up as set forth in the St. Charles School Reopening Framework. Upon completion of the temperature check each student will be sent directly to his/her classroom. The specific pathways for accessing entry points to the school for the 7th and 8th grade Stable Cohorts is set forth in the St. Charles School Reopening Framework.

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

Page/s of Plan: 12-14, 58

Please summarize how you plan to address this:

Health Screenings and Temperature Checks

Prior to arriving at school each day, all staff and students are required to complete a health screening that is electronically sent to the school for review. Upon arrival all students and staff will be checked-in, health screening will be validated, and a temperature check using a no-touch thermometer will be performed. The specific protocols for staff and student health screenings and temperature checks are set forth in the St. Charles School Reopening Framework.

Students or Staff Presenting with Symptoms of COVID-19.

If any student or staff member presents with symptoms of COVID-19, student or staff member will immediately be sent home and students will be isolated in the isolation rooms identified in the St. Charles School Reopening Framework until a parent or guardian arrives to pick the symptomatic student up. Symptomatic staff and students are required to be tested for COVID-19 as a negative test is required for re-entry to school.

St. Charles School will use the Tables for Cases and Contact Tracing in the School Community from the San Mateo County Coalition for Safe Schools and Communities, Pandemic Recovery Framework, pages 40-42 to dictate the appropriate next steps. For example, if a symptomatic teacher tests negative, and was without close contact to a case, the staff member may return to school 72 hours after resolution of symptoms. If the staff member tests positive for COVID-19, the Principal will immediately notify SMC DC Control, anyone in the cohort/pod must quarantine for 14 days after the last day the case was present at the school, while other cohorts may continue in-person instruction. Further, notice will be sent

to the affected cohort. The Tables for Cases and Contact Tracing in the School Community from the San Mateo County Coalition for Safe Schools and Communities, Pandemic Recovery Framework are included in the St. Charles School Reopening Framework, and will be sent out to all parents and Staff prior to the start of in-person learning.

- Identification and Tracing of Contacts:** Actions staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contract tracing. This includes submitting case and contact numbers to SMCOE, which will then notify the SMC Health, and notifying of exposed persons. Each school must designate a person for SMCOE and SMC Health staff to contact about COVID-19.

Pages of Plan: 57-61

Please summarize your plan to address this:

St. Charles School will follow the protocols as outlined by the San Mateo County Pandemic Recovery Framework for any case, close contact or indirect contact scenario. If a staff member, student or other person living in their household is exposed to or there is a known potential exposure to Covid-19, they must alert the School immediately by calling 650-593-1629 and/or emailing the principal at marmando@stcharlesschoolsc.org. Any information on known contacts will be provided to San Mateo County Health in the event of a verified case of COVID-19 as required by the Americans with Disabilities Act, the Family Education Rights and Privacy Act, and possibly HIPAA. The School has identified Mrs. Megan Armando, Principal, as the point person for communication and contact tracing.

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

Page/s of Plan: 16-25

Please summarize your plan to address this:

Multiple measures have been taken to ensure maximum physical distancing of staff and students while entering and exiting the school campus and while entering and exiting classrooms and common spaces. Beginning with drop off and pick up, both location and time have been staggered to minimize the number of students entering the building at one time.

Ingress and egress movement has been outlined so hallways keep 6ft. separation and one-way traffic as noted in the St. Charles School Reopening Framework and as marked with appropriate signage within the building. Stable Cohorts never enter or exit the building at the same time or following the same pathway as another Stable Cohort.

While in classrooms, student desks will maintain a minimum of 6ft. distance from each other and from staff work space. Students and teachers will follow the classroom flow of traffic as designated within the school framework.

Once recess and outdoor activities begin on campus, times and areas have been staggered designated to ensure limited to no exposure between Stable Cohorts. Students will eat all snacks at their desk and when student masks are off for eating or drinking, teachers will maintain a minimum of 6ft. from students while keeping their own masks on.

- 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.

Please summarize your plan to address this:

St. Charles School Staff will be tested before returning to school, and all staff will be tested over two months, where rotation of 25% of staff will be tested every two weeks, or 50% every month to rotate which staff members are tested over time. Staff may go through their primary care doctor or through one of the testing facilities listed on the State of California COVID Resource page:

<https://covid19.ca.gov/testing-and-treatment/#top>. We have provided our faculty with the list of locations where they can get tested for COVID-19. In addition, the school encourages all families and students to be tested prior to the start of school and as regularly as possible especially if exposed to COVID-19.

- 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.

Please summarize your plan to address this:

St. Charles School is prepared for an easy and immediate transition to distance learning as directed by the San Mateo County Health Department when specific classrooms and/or the campus must be closed due to exposure or infection of COVID-19.

Triggers for transitioning into Distance Learning include those triggers set forth in the Tables for Cases and Contact Tracing in the School Community from the San Mateo County Coalition for Safe Schools and Communities, Pandemic Recovery Framework, pages 40-42. In addition, as stated on page 21 of the Pandemic Recovery Framework, St. Charles School may close 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 a school closure is warranted for other reasons, including results from a public health investigation or other local epidemiological data. The school would maintain distance learning until it has been deemed safe to return and all county health processes and procedures have been fulfilled.

COVID-19 Contact Information

Designated staff contact for COVID-19 information and cases: Megan M. Armando

Email: marmando@stcharlesschoolsc.org Phone Number: 650-593-1629

Name of Pastor: Reverend David Ghorso

Signature of Pastor: David A. Ghorso

Name of Principal: Megan Armando

Signature of Principal: Megan Armando