



CRISTO REY DE LA SALLE

EAST BAY HIGH SCHOOL

ST. ELIZABETH CAMPUS

2021 Safety Handbook

Cristo Rey De La Salle High School

COVID-19 Response

Message from CRDLS Leadership

Dear Cristo Rey De La Salle Community,

Our COVID-19 Task Force at Cristo Rey De La Salle East Bay meets weekly to discuss and prepare for a safe return to campus. As we prepare to return to campus we continue to honor our deep Lasallian tradition of Inclusive Community and Social Justice. At the same time we are honoring all federal, state, and local guidelines.

This handbook outlines in detail the policies and procedures that are critical to keeping our community healthy. Our faculty, staff, students, families, and community members are prepared to adhere to these guidelines. In addition, we ask that our community continue to engage in healthy practices designed to keep our community COVID-19 free.

These practices include good hygiene, social distancing, wearing a mask, and avoiding large gatherings. Cristo Rey De La Salle is committed to making decisions that best serve the needs of our community. This document will be updated on a bi-monthly basis (or as needed) to reflect the most current guidance from public health officials, scientific knowledge, and clinical best practices. We ask for your support and patience as we navigate the reopening process together.

Sincerely,

Stephen Murphy
President

Ana Hernandez
Principal

Gayle Klein
Vice President
Corporate Work Study Program

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Reopening At a Glance

Phased Reopening Plan

Goal: Provide students with uninterrupted learning that accounts for social/emotional learning needs and upholds our mission statement. Ensure all students have access to resources that support their learning as best as possible during COVID-19.

Process: We are currently in Phase One, all students participate in full distance/virtual learning. Based on Alameda County and CDC guidelines, we are exploring the entering into Phase Two by bringing targeted students on campus for in person instruction and consistent feedback/support from faculty. This targeted group consists of students struggling with social/emotional concerns, technology, or CWSP or Academic work completion. Faculty and staff will be asked to be on campus (unless there is an underlying health condition that has been discussed with their direct supervisor).

When we are ready to enter Phase Three, we will bring more students back on campus, topping out at 15 students per classroom to allow for CDC guidelines and following a Hyflex Instructional model.

Please note, while in Phase Two or Phase Three, families who are concerned about sending their child(ren) back to campus, students who are sick, and students (or cohorts) who have to go into quarantine due to exposure/confirmed case of COVID-19 will receive instruction from their teacher(s) virtually via Zoom. During Phase Four and following all CDC and Alameda County guidelines all students, faculty and staff will be back on campus.

PHASE	DESCRIPTION	FACTORS WE WILL CONSIDER	WHAT IS OPEN FOR STUDENTS
1	<ul style="list-style-type: none"> Full Distance 	<ul style="list-style-type: none"> High prevalence of COVID in AC county 	Distance learning, picking up materials, Tech Support, and Food Distribution
2	<ul style="list-style-type: none"> Distance Instruction Counseling in-Person Academic support in-Person* CWSP for highest need 	<ul style="list-style-type: none"> High prevalence of COVID in AC county Student Needs Staff Capacity 	Counseling Opportunities: <ul style="list-style-type: none"> Academic support College Counseling Personal Counseling CWSP - highest need remote workers
3	<ul style="list-style-type: none"> Hyflex Instruction(with max classroom capacity at 15) Counseling in-person 	<ul style="list-style-type: none"> AC county off watch list for 14 consecutive days Student needs/ safety 	Opportunities for small groups of students on campus: <ul style="list-style-type: none"> Academic and Counseling support Student-life in-person activities open in

	<ul style="list-style-type: none"> Academic support in-person Voluntary Opportunities for Student Life Activities CWSP in person option (potentially) 	<ul style="list-style-type: none"> measures staff capacity/ staff measures 	<ul style="list-style-type: none"> afternoons Sports/Athletic opportunities in small pods Grade level community building/ Faith sharing CWSP reopen in person (potentially for some students/some companies)
4	<ul style="list-style-type: none"> Full In-person instruction 	<ul style="list-style-type: none"> - Significant Improvement in Covid cases in AC - Student Safety - Staff Safety 	Most school activities with significant safety restrictions and limitations

Phase 2

	Monday	Tuesday	Wednesday	Thursday	Friday
On - Campus Virtual Learning	All students virtually from home	11th grade 5 students	9th grade 10 students	10th grade 5 students	All students virtually from home
Social emotional counseling		11th grade Students 2 students	9th grade 3 students	10th grade 1 student	
CWSP Day	9A/B	9C/D	10th grade	11th grade	

Daily Schedule
8:00am-9:00am MENTOR (60 min)
9:05am-10:25am BLOCK 1 (80 min)
10:30am-11:50am BLOCK 2 (80 min)
11:55am-12:35pm LUNCH (40 min)
12:40pm-2:00pm BLOCK 3 (80 min)
2:05pm-3:25pm BLOCK 4 (80 min)

Campus Safety

Drop-Off Procedure

Parents should drop off students at the front of the school building. Students will enter using the side doors only, after they have been cleared to do so. While waiting to enter the building students should remain 6 ft apart from each other outside.

This drop-off procedure has been prepared to ensure that students attending Cristo Rey De La Salle in-person during the COVID-19 pandemic can enter the campus, the school buildings, and their classrooms in the safest manner possible. CRDLS understands that this drop-off procedure is not a simple one, but this is how morning drop-off must be conducted in order to ensure the safety of the students, parents, CRDLS staff, and the CRDLS community. It takes the cooperation of all students, parents/ guardians, and CRDLS staff to ensure that morning drop-off runs smoothly each day.

Due to the fact that students must have their temperature screened prior to entering the campus each morning, there is always the possibility that a student may not pass the temperature screening and will need to immediately return home.

All CRDLS staff who will be physically involved in running the drop-off protocol each morning will be wearing the appropriate personal protective equipment, as recommended by the Alameda County Public Health Department, the California Department of Public Health, and the California Department of Education.

Morning Student/Staff Health Screening: Upon arrival to CRDLS each morning, all individuals must take temperature and complete a questionnaire to ascertain if they have any of the following potential COVID-19 symptoms:

- Fever of 100.4 or above
- 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

If the answers to any of the symptom questions are “yes”, the student cannot come to the CRDLS campus that day. Any CRDLS student siblings in the same household also cannot come to the CRDLS campus that day. If all answers on the questionnaire are “no”, then the parent may bring the student(s) to CRDLS and will provide the completed questionnaire to CRDLS staff upon arrival who will record it. CRDLS staff will also be performing the same home health screening each morning to determine if they can come to work at the CRDLS campus that day. CRDLS staff that pass the home health screening will have their temperatures checked when they arrive at the gates of the CRDLS campus each morning. Any CRDLS staff that do not pass the temperature check are not allowed to enter the CRDLS campus and must

immediately return home. CRDLS staff who are cleared to enter the CRDLS campus will sanitize their hands at the check in table.

Morning Drop-Off Procedure: Drop-off will begin at 7:30AM and end at 8:00AM. Drop-off groups/times will be alphabetical as follows:

7:30AM-7:40AM	Families last name beginning with A-I
7:40AM-7:50AM	Families last name beginning with J-Q
7:50AM-8:00AM	Families last name beginning with R-Z

Once Students are Cleared by CRDLS Staff to Enter the CRDLS Campus: Once a student's home health screening questionnaire has been recorded by CRDLS staff, and the student has passed the temperature check, the student is allowed to enter the CRDLS campus. Students must be wearing appropriate face masks/coverings in order to enter the CRDLS campus. CRDLS staff are present in the school grounds to keep students on the correct route and ensure they maintain 6 feet of distance between each other in the school grounds. The school building is marked so that students know the correct route to follow

Pick-Up Procedure

Parents/guardians will arrive at the 34th Street side of school by vehicle or on foot to pick up their students. Students walking home, or taking public transportation should go home when school is out. No one will be allowed to hang out in the front of school.

Picked-up by Vehicle: All students should go to the car picking them up to avoid traffic backup on the street. Students exiting the school should do so by using the doors on the right or left side that they used in the morning. Students should not be exiting through the main lobby. At no time will the parent/guardian exit their vehicle, and all people in the vehicle must properly wear a face covering when interacting with CRDLS staff.

Face Covering Policy

Per the California Department of Public Health (CDPH) Industry Guidance issued on July 17, 2020, face coverings must be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

At a minimum, face coverings should be worn:

- While waiting to enter the school campus.
- While on school grounds (except when eating or drinking).
- While leaving school.

Cloth Face Coverings

- A cloth face covering is a material that covers the nose and mouth.
- It can be secured to the head with ties or straps or simply wrapped around the lower face.

- It can be made of a variety of materials, such as cotton, silk, or linen.
- A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

Staff Face Coverings

- All staff must use face coverings in accordance with CDPH guidelines unless exempt.
- In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield with a drape on the bottom edge can be used instead of a cloth face covering while in the classroom.
- When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the staff's name and date) until it needs to be put on again.

Student Face Coverings

- Face coverings are strongly encouraged for young children between TK and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.
- Face coverings are required for children between 3rd grade and 8th grade unless exempt.
- A cloth face covering, or face shield should be removed for meals, snacks, outdoor recreation, or when it needs to be replaced.
- Students who are not exempt from wearing a face covering and refuse to wear one provided by the school will be excluded from campus.
- When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.

Persons Exempt From Wearing Face Masks: Per the CDPH Guidance For The Use of Face Coverings issued June 29, 2020, the following individuals are exempt from wearing a face covering:

- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.

Note: Persons exempted from wearing a face covering due to a medical condition must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge.

Care for Face Covering

- Cloth face covering should be washed ideally after each use, or at least daily.
- Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle.
- If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face.
- Discard cloth face coverings that:
 - No longer cover the nose and mouth

- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric

Healthy Hygiene Practices

We will address [hygiene practices](#) (PDF) to ensure personal health and safety (per CDC and CDE). Teach and reinforce [washing hands](#), avoiding [contact with one's eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff. (per CDC, CDPH, CDE)

- Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% ethyl alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Not touch the face or face covering.
- Students and staff should wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly. Soap products marketed as “antimicrobial” are not necessary or recommended.
- Staff should model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed through the skin. Do not use hand sanitizers that may [contain methanol](#) which can be hazardous when ingested or absorbed.
- Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods. (per CDE)
- Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable. (per CDPH)
- Develop routines enabling students and staff to regularly wash their hands at staggered intervals. (per CDPH) Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer. (per CDPH)

Isolation Room Protocol

- **Where: Room 114**
- **Who (uses):** The designated COVID-19 point of contact for CRDLS (i.e. school nurse) to isolate students exhibiting signs of infectious illness
- **When (it is used):** Some students may develop symptoms of infectious illness while at school. Schools should take action to isolate students who develop these symptoms from other students and staff. -per CDC
- Students with any of the symptoms in Section 1 ([screening form](#)) should follow their school's current illness management policy to minimize transmission to others, to optimize learning opportunities, and to allow for these symptoms to resolve (at least 24 hours without fever reducing medications or in accordance with existing school illness policy).
- Students who develop any of the symptoms in Section 1 while at school should be placed in an isolation area separate from staff and other students:
 - School staff (e.g., workers, teacher aides, school health staff) who interact with a student who becomes ill while at school should use [Standard and Transmission-Based Precautions](#) when caring for sick people.
 - Students who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance for caring for oneself and others](#) who are sick.
- Students identified at school who develop any of the symptoms in Section 1 AND answer YES to any of the questions in Section 2 should be placed in an isolation area separate from staff and other students (e.g., a nurse's office, CRDLS's designated isolation room(s)) and then sent home or to a healthcare facility if symptoms indicate a need for further evaluation:
 - If a school needs to call an ambulance or bring a student to the hospital, they should first alert the healthcare staff that the student may have been exposed to someone with COVID-19.
 - After the student is placed in an isolation area, school staff who work in the isolation area should follow CDC's [Considerations for Cleaning and Disinfecting your Building or Facility](#).
 - **Note:** In developing plans for placing students with symptoms in an isolation area, schools should be mindful of appropriate safeguards to ensure that students are isolated in a non-threatening manner, within the line of sight of adults, and for very short periods of time.

Cleaning: Close off the classroom and/or office (isolation room(s)) where the patient was based and do not use these areas until after [cleaning and disinfection](#). Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. -per CDPH, CDC

Cleaning & Disinfection Policy

This document contains the cleaning and disinfecting plan for Cristo Rey De La Salle. CRDLS custodial staff under the guidance of the Operations Director will conduct the following cleaning of school grounds and any operated school vehicles on a daily basis. CRDLS will also be providing hand sanitizer dispensers throughout the school as well as providing each classroom with a bottle of hand sanitizer and cleaning wipes. Masks, gloves, and PPE will be provided to insure the safety of all students, staff and faculty.

Description: This protocol is for cleaning and disinfecting for the following: **routine cleaning, personal area cleaning, between classes, emergency cleaning, school vehicle cleaning.**

Safety Equipment: Personal protective equipment to be used at all times when cleaning any areas of the school. (masks, gloves, eye wear, shields)

1. All windows to be open to help promote air circulation that provides adequate ventilation.
2. Air purifiers will be placed in the hallways to promote air circulation.
3. Surfaces cleaned using cleaning solutions.
4. Allow the disinfectant to stay on the surface being cleaned for 5 minutes in addition to the minimum contact time described by the [EPA list N](#). This additional time allows for verification of disinfection..
5. Log the date, time, location, and initial the "Cleaning & Disinfection Tracking Log sheet." All disinfection & cleaning records will be kept by CRDLS.

Cleaning & Disinfection Frequency Table (table to be filled out when school schedule is set). (See appendix)

Cleaning & Disinfection Procedures and Methods

- *Routine cleaning* is performed on a regularly scheduled basis by CRDLS custodial staff. Routine cleaning includes daily cleaning and disinfecting of all restrooms, sweeping of all floors, sanitizing of cafeteria tables, emptying trash and other building based tasks.
- *Personal area cleaning* is performed by all employees in their personal workspace, which may include their desk, telephone, keyboard, chair or any other items they use in performing their duties. This cleaning is customized to personal preference.
- *Between Classes* each teacher will have a spray bottle and cleaning towel to wipe each desk after class.
- *Emergency cleaning* is performed by CRDLS custodial staff on an emergency basis, in response to a particular, identified incidence of disease. Building may be shut down for up to 10 days.
- *School vehicle cleaning* is performed after each use when transporting students or staff. It is the responsibility of the driver to notify the operations director of any problems outside of the regular cleaning and maintenance performed on vehicles.

Disinfecting Techniques

Note: All disinfectants and cleaning solutions being used are, [Per CDC recommendation](#)

Any debris or waste rags used in the following techniques should be machine washed or else disposed of immediately after use.

- **Spray Bottle and Microfiber Cloth (or Paper Towel) with disinfectant:** Staff and contracted workers assigned to clean/disinfect will have a bottle labeled with the appropriate cleaning or disinfecting solution. After spraying, surfaces should be wiped with a microfiber cloth (to be machine washed after use) or with disposable paper towels. Soiled cloths should not be re-used to wipe the next surface, because it could result in spread of germs. Disposable paper towels are the preferred wiping material
- **Pump Sprayer with disinfectant (Day cleaning):** Operations staff will be trained to use pump sprayers filled with cleaning solution in water. After spraying, adequate time to kill

the virus and dry is required before students or staff use. For example a minimum of 5 minutes is required prior to wiping and use. Reference [EPA List N information](#). The body of each pump sprayer must be labeled with the chemical name and follow the hazard labeling.

- **Pump Sprayer with disinfectant (Night cleaning):** The cleaning staff shall don the appropriate PPE when performing this task and must be trained to use the equipment. Classrooms are unoccupied and must remain unoccupied for a minimum of 4 hours after this task is completed. Each sprayer must be labeled with the chemical name it is spraying and follow the hazard labeling.
- **Equipment used by cleaning contractor and liquid(s) used to disinfect:** CRDLS will contract with a third-party vendor to provide supplemental cleaning to the school building. This vendor will use bottles filled with Waxie 730/764 disinfectant product dispensed by trigger sprayer to apply and will be responsible for the training, labeling, and PPE requirements for their employees. Reference [EPA List N information](#) and corresponding SDS.
- CRDLS incorporates the following measures due to COVID-19:
 - Cleaning staff will perform spraying with disinfectant on all interior spaces on a daily basis.
 - Cleaning staff will perform spraying with disinfectant in all restrooms on a daily basis and as described in the Frequency Table above.
 - All staff clean with cleaning solutions in their classrooms throughout the course of the day whenever the space changes over.
 - In the event of a positive COVID-19 case, CRDLS will follow the [CDC cleaning guidelines](#) for cleaning a facility during an outbreak.
 - Note that outdoor areas generally require normal routine cleaning and do not require disinfection.
 - All people responsible for these activities will be trained on the proper disposal of wastes generated.
 - In the event that a member of the CRDLS community is sent home sick with symptoms of COVID-19 or the CRDLS is made aware of a household with a case of COVID-19, CRDLS will take the following actions:
 - Ensure that the spaces occupied by the person in the last 48 hours go unoccupied for the following 24-48 hours.
 - According to [CDC guidelines](#), after waiting 24 hours, CRDLS will enter space to clean and disinfect.

Areas to Clean (Examples)

- **Routine cleaning:**
 - Restroom stalls and dispensers
 - Cafeteria tables
 - Toilets, sinks and faucets
 - Food preparation surfaces
 - Drinking Fountains
 - Door handles and knobs (including exterior doors) • Handrails • lockers
 - Windows
 - Recreation equipment • Countertops
 - Light switches
 - Copier, printer and fax control buttons • Front desk and lobby surfaces

- Microwave, refrigerator, appliances• Coffee machines
- Outside picnic tables and benches
- Gym
- **Personal area cleaning:**
 - Desks
 - Computer keyboards and mouse
 - Phones
 - Chair arms
 - Remote controls
 - Cabinet and file drawer handles
- **Emergency Cleaning**
 - Deep cleaning of all areas
- **Vehicle cleaning:**
 - **Seats**
 - **Door handles inside and out**
 - **Windows**
- **Vehicle Cleaning Log: (see appendix)**

Vehicle Cleaning Log			
Date	Time	Cleaned Location	Initials

Cleaning Schedules

Below are cleaning schedules per the janitorial walkthrough:

- The following areas will be cleaned after each class begins: handrails, door handles, water fountains. Bathrooms are checked throughout the day and cleaned before and after lunch and again at the end of the night with disinfecting. The Faculty Room to be

cleaned twice a day as well as a “Sanitation Station” consisting of cleaning wipes and hand sanitizer for staff members and students.

- Classrooms will be cleaned and sanitized at the end of each day and left closed until the next school day. The same will apply to office spaces, the lunch room and media room.
- The “Isolation Room” should be cleaned when/if used by a student or staff member.

Cleaning & Disinfection Frequency Table			

Cleaning/Disinfecting: It is recommended to use different color microfiber cloths for cleaning and sanitizing.

- *CLEANING* – Solution should be sprayed on a microfiber cloth to clean the surface.
- *DISINFECTING* – Solution should be sprayed on the surface and left for a 10 minute “dwell time” before wiping with a microfiber cloth.

Below is the EPA information for Waxie Disinfectants 730 & 764:

730 Disinfectant:

List N: Products with Emerging Viral Pathogens AND Human Coronavirus claims for use against SARS-CoV-2
Date Accessed: 07/28/2020

EPA Registration Number	Active Ingredient(s)	Product Name	Company	Contact Time (in minutes)	Formulation Type	Surface Types	Use Sites	Why is this product on List N?	To kill SARS-CoV-2 (COVID-19), follow disinfection directions for the following pathogen(s)	Date Added to List N
45745-11	Hydrogen peroxide	HP202	Midlab	5	Dilutable	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Healthcare; Institutional	Kills a harder-to-kill pathogen than SARS-CoV-2 (COVID-19); Emerging viral pathogen claim	Rotavirus; Norovirus; Rhinovirus	03/26/2020

764 Disinfectant:

List N: Products with Emerging Viral Pathogens AND Human Coronavirus claims for use against SARS-CoV-2
Date Accessed: 07/28/2020

EPA Registration Number	Active Ingredient(s)	Product Name	Company	Contact Time (in minutes)	Formulation Type	Surface Types	Use Sites	Why is this product on List N?	To kill SARS-CoV-2 (COVID-19), follow disinfection directions for the following pathogen(s)	Date Added to List N
1839-169	Quaternary ammonium	BTC 885 Neutral Disinfectant Cleaner-64	Stapan Company	10	Dilutable	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Healthcare; Institutional; Residential	Kills a harder-to-kill pathogen than SARS-CoV-2 (COVID-19); Emerging viral pathogen claim	Rotavirus	06/08/2020

Outbreak Cleaning: Outbreak cleaning will occur in the case that an individual tests positive or comes in contact with someone who has tested positive for COVID-19, all CDC contact tracing guidelines will be followed to ensure safety of those who may have been in the building with that individual.

The building may be shut down for up to 10 days for proper cleaning. Cleaning will be performed by CRDLS custodial staff only and additional procedures may need to be taken for deep cleaning of the full building. During shut down, no staff or students will be allowed in the building.

Bathroom Protocol

- Have Bathroom Windows Open To Maximize Airflow
- Bathroom capacity: 4 students at a time in each bathroom

In-class use case:

- Each classroom should have a sign out / in log when students leave to use the restroom.
- Set a time limit (5 minutes max.) students have to use the restroom.
- If a student is gone for more than the time limit, the teacher should notify the dean.
- Students are directed to line-up for the bathrooms or use them directly
- Students are required to wash their hands in the bathroom and they have to sanitize their hands before going back to class

- Students with medical problems that require them to use the restroom multiple times should have a doctor note on file and teachers should know.

Lunch Policy

- In their designated lunch area, student park, lunch room, students must still remain 6 feet apart.
- If lunch is to be held in their classroom, students are to eat their lunch at their desks.
- Face coverings are to be removed while the student or faculty member is eating or drinking then placed back on once they are done.
- Students and faculty are to maintain 6 feet apart during lunch.

Daily Screening of Staff & Students

Contact Tracing: Using the Raptor Screening System, contact tracing reports can be run if needed. In the case that an individual tests positive for COVID-19 after being on campus, the campus COVID-19 officer will contact all individuals that were exposed to the individual.

Staff Screening

- Passive Screening: perform a COVID-19 self-assessment (each staff member conducts a self-assessment of symptoms and possible exposure to COVID-19 before starting their school day) – *per ACPHD, CDE*
 - <http://www.acphd.org/media/585458/acphd-COVID-19-self-assessment-guidance-for-personnel-english.pdf>
- If personnel answered YES to any of the questions, they must be sent home/stay home and follow the isolation/quarantine steps [here](#).
- Temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit). -*per CDC, CDE, CDPH*
- Thermometers must be properly cleaned and disinfected after each use.
- All staff must wash or sanitize hands as they enter worksites. -*per CDE*
- Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. – *per CDPH, CDC*

Student Screening

Passive Screening: daily home screenings should ask parents to report their answers on two topics: **Symptoms and Close Contact/Potential Exposure** ([screening form](#)) -*per CDC*.

Parents, guardians, and caregivers can self-report the answers to these questions through existing school health portals or school communication platforms in the morning before the student leaves for school.

1. Active Screening: Determine who (which staff) will be asking about the COVID-19 screening questions. – *per ACPHD*
2. Directions for measuring temperature when there is no physical barrier (PPE only): • Upon arrival, wash your hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), gown, and a single pair of disposable gloves.
3. When using a non-touch (infra-red) or temporal thermometer, if you did not touch the person being screened, you do not need to change gloves before the next check. The

screener and the person being screened should be at least 6 feet apart from each other and from others.

4. Check all children daily for COVID-19 symptoms and conduct visual wellness checks of all students – *per CDC, CDPH, CDE, ACPHD*
5. ACPHD guidance/algorithm for health screening & sample health screening form here.
6. Make available and encourage use of hand washing stations; All students must wash or sanitize hands as they enter campuses– *per CDE*
7. Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.
8. Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. – *per CDPH*
9. Policies should not penalize students and families for missing class. – *per CDPH*
10. If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies. – *per CDPH*
11. Return-to-School Policies for answering YES on screening form (see algorithm per CDC)
12. What is protocol for a student or staff member to return to school after being ill, with positive or negative COVID-19 diagnosis?
 - a. Ill children or staff should not return to work or school until they have met all three criteria: 1) Respiratory symptoms are improving; 2) They have had no fever for 72 hours without the use of fever reducing medicines; 3) At least 10 days have passed since illness onset. -per ACDPH

Outbreak: When an individual tests positive for COVID-19, he or she will immediately inform the campus COVID-19 officer. The officer will begin the contact tracing process. Local health officials will be contacted if there is an outbreak of COVID-19 on campus (3 or more persons with positive COVID-19 tests).

The classroom or office where the patient was based will be closed off and will not be used until after thorough cleaning and disinfection. Cleaning and disinfecting of the area should take place 24 hours after use. If 24 hours is not feasible, wait as long as possible. In the meantime, the cohort members will be immediately sent home. Contacts to the infected patient will be identified and asked to quarantine/isolate. Any decision to move the school to distance learning will be made in collaboration with the county public health officer.

Access to COVID-19 testing: COVID-19 Testing will take place onsite and all individuals will be tested weekly.

- Faculty/staff can access [30 testing sites in Alameda County](#). Testing is also available through healthcare providers.
- COVID-19 testing available in Oakland: <https://bayareacovid19testing.com/>

Physical Distancing Policy

This protocol has been prepared to minimize risk of exposure of faculty, staff, and students at Cristo Rey De La Salle during the COVID-19 pandemic. This protocol provides direction regarding maintaining distancing and use of shared items in classrooms.

Physical Distancing

- The maximum number of people allowed in the 8th grade classroom is 18.
- Follow floor markings and signs to enter and exit classrooms
- Teacher desks are at least six feet away from student desks.
- Student desks are a minimum of 6 feet apart.
- Student desks are arranged to avoid face-to-face contact.
- Movement between students, teachers, and staff are minimized as much as practicable while in the classroom.

Sharing in Classroom

- Student belongings are kept separated and in individually labeled storage containers, cubbies or areas.
- Student belongings are taken home each day to be cleaned.
- When sharing high-touch materials such as art supplies and P.E. equipment cannot be avoided, limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- Avoid sharing electronic devices, toys, books and other games or learning aids as much as practicable. Where sharing occurs, clean and disinfect between uses.

Academics

Cohort Policy

To meet 6 feet spacing guidelines outlined in various local/state and federal guidelines, Cristo Rey De La Salle school capacity models allow for a limited number of students and staff to be on campus at the same time. To meet such guidelines, each class has been split into a smaller grouping or “cohort” of students. The number of students in each cohort is based on the 6 feet spacing capacity model of each grade’s classroom and should be marked at the entrance of each classroom or shared use space. In an effort to limit exposure to COVID-19, the following is recommended per CDPH guidelines:

- To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch.
- Keep the same students and teachers or staff with each group, to the greatest extent practicable.
- Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.
- Limit nonessential visitors, volunteers and activities involving other groups at the same time.
- Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students can follow to enable physical distancing while passing. In addition, schools can consider eliminating the use of lockers and moving to block scheduling, which supports the creation of cohort groups and reduces changes of classrooms.

Background:

What is Cohorting (per CDC)? Cohorting, aka “podding”, is a new term for a strategy that schools may use to limit contact between students and staff as part of their efforts to limit transmission of SARS-CoV-2 (the virus that causes COVID-19). These strategies work by keeping groups of students – and sometimes staff – together over the course of a predetermined period of time. Ideally, the students and staff within a cohort will only have physical proximity with others in the same cohort. This practice may help prevent the spread of COVID-19 by limiting cross-over of students and teachers to the extent possible, thus:

- Decreasing opportunities for exposure or transmission of SARS-CoV-2,
- Reducing contact with shared surfaces,
- Facilitating more efficient contact tracing in the event of a positive case, and,
- Allowing for targeted testing, quarantine, and/or isolation of a single cohort instead of school-wide measures in the event of a positive case or cluster of cases.
- In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact
- Cohorting strategies are common practice in many elementary schools across the United States. Many elementary school students have the same teacher and classmates during the entire school year. Implementation of this strategy varies, depending on setting and resources. For example:
 - Schools may keep cohorts together in one classroom, and have teachers rotate between rooms.
 - Schools may alternate cohorts by days or weeks, with cohorts assigned to specific days or weeks.
 - Schools may adopt a hybrid approach, with some cohorts assigned to in-person learning and others assigned to online learning.
- Evidence of the impact of cohorting on spread of COVID-19 is limited. Some evidence from other viral disease outbreaks and school reopenings in international settings suggests that cohorting may be an important tool for mitigating COVID-19 spread. However, it is essential to note that those studies were conducted in very different contexts, in communities with lower transmission levels.

Is a cohort approach used within the school? The level of student and staff mixing within the school should also be considered. If students are kept in cohorts to minimize mixing of students, exposure to an individual with COVID-19 may be limited to one particular cohort and not pose a broad risk to the rest of the school. Cohorts that have been in close contact with someone with COVID-19 can switch to virtual learning and stay home in accordance with CDC’s guidelines for [quarantine](#) and [self-isolation](#), and the school may remain open.

Reference – State and Local Guidance for Cohorts

	CDPH (7/21/20)	CDE (7/21/20)	ACPHD (7/23/20)
Size	Students must remain in the same space and in cohorts as small and consistent as	To the extent possible, and as recommended by the CDC, attempt to	As practicable, students should remain in the same space and in groups as small and as consistent as

	practicable, including for recess and lunch.	create smaller student/ educator cohorts to minimize the mixing of student groups throughout the day.	possible. When it is not possible to remain in stable cohorts within the same space (e.g. secondary school), face coverings and limiting group gatherings are a higher priority.
Length of time	Keep the same students and teacher or staff with each group, to the greatest extent practicable.	To the extent possible, and as recommended by the CDC, attempt to create smaller student/ educator cohorts to minimize the mixing of student groups throughout the day.	Keep cohorts stable for at least 4 weeks. If 4 weeks is not practicable, 3 weeks is allowable. If new students enroll, they can be placed into an already established cohort upon enrollment.
Teacher/Student Movement/Rotations	<p>Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.</p> <p>Limit nonessential visitors, volunteers and activities involving other groups at the same time.</p>	Minimize movement of students, educators, and staff as much as possible.	<p>Teachers will be able to teach different cohorts of children as long as they are practicing physical distancing protocols.</p> <p>If a teacher remains solely with one cohort, physical distancing will be less crucial to adhere to at all times. For younger children, keeping a physical distance from teachers will be difficult, which is part of consideration of stable cohort groupings in the younger grades</p>

References

- Centers for Disease Control (CDC) Schools Guidance
- California Department of Public Health (CDPH) School Guidance
- California Department of Education (CDE) Guidebook for Reopening
- California Department of Public Health (CDPH) Framework of K12 Schools
- COVID-19 School Guidance: Alameda County School Reopening Plans (ACPHD)

Non-mixing of Cohorts Protocol

Students will operate in cohorts at all times (courses, breaks, lunch, sports, etc.). Cohorts are identified as students within the same grade level. Cohorts will share instructional spaces and cleaning will occur between spaces. Students will have designated spaces solely for their use

inside the classroom that is socially distant from their peers. Under no circumstances should students or staff share workspaces or supplies. Stable cohorts are beneficial in that they:

- limit the number of possible exposures if someone on campus becomes infected with COVID-19.
- can reduce the number of people who become ill.
- assist with effective contact tracing and case investigations.
- lessen the impact of COVID-19-induced quarantines and closures

This protocol has been prepared to reduce possibilities for infection and minimize risk of exposure of faculty, staff, and students at Cristo Rey De La Salle during the COVID-19 pandemic. Per the California Department of Public Health (CDPH) Industry Guidance issued on July 17, 2020, students remain in cohorts as small and consistent as practicable including when they are in recess or in special instruction. This protocol provides direction regarding the non-mixing of cohorts during in-person learning.

Breaks

- Breaks between classroom cohorts will be held at staggered times throughout the school day.
- Students, faculty and staff are to maintain 6 feet distancing when practicable.
- Students, faculty, and staff are to wear face coverings during recess as guided by the Face Covering Protocol.
- Follow ground markings and direction signs to enter and exit school buildings for recess.
- If different classroom cohorts must share the same recess period, each classroom cohort must stay in the designated area assigned to their classroom cohort.
- In their designated area, students must still remain 6 feet apart.

Physical Education

- Instruction such as music and P.E. will be instructed one cohort at a time without mixing of other cohorts.
- During instruction students and faculty are to maintain 6 feet distancing.
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.
- Activities that involve singing must only take place outdoors.
- Activities that involve physical exertion and deep breathing must only take place outdoors.

Student Life: Please read the attached CRDLS 2020-21 Student Clubs Coronavirus/COVID-19 Protocols for participation details. (See appendix)

Student Clubs COVID-19 Waiver

In accordance with the Alameda County Health Order of June 8, 2020 and the California Interscholastic Federation (CIF) "Return to Physical Activity Training Guidelines" of May 15, 2020, Cristo Rey De La Salle is permitting students to participate in outside sports conditioning and student club meetings.

With our Lasallian Core Principles in mind we aim to promote a set of guiding behaviors and agreements to support the creation and maintenance of a meaningful and healthy school climate. Our Lasallian Core Principles include (1) Faith in the Presence of God; (2) Quality Education; (3) Concern for the Economically Marginalized and for Social Justice; (4) Respect for All Persons; and, (5) Inclusive Community.

Building community is a process that takes time and commitment. Administration, teachers, staff, families, and students must work together to create and maintain a school environment where everyone feels supported, respected and appreciated. Our focus and commitment on providing quality student led clubs and organizations is paramount to our Mustangs creating a sense of community.

It is a privilege for any student to participate in extracurricular activities, including student clubs. Each student must commit to actively participating and attending club meetings. Each student must commit to ensuring that their GPA will never fall below 2.5 at the quarter mark. Also each student must be on time with their power focus areas and projects within the Summit Learning Platform.

Our protocol has been created with safety as the top priority; however, the safest situation possible is to shelter-in-place entirely at home. Without question, we support the decision of any student or family that chooses that option.

Signing of the following waiver is required for a student choosing to participate in CRDLS on campus student club meetings:

- I acknowledge the contagious nature of Coronavirus/COVID-19 and that the CDC and many public health authorities recommend social and physical distancing.
- I further acknowledge that CRDLS has put in place preventative measures in accordance with current Alameda County Health Department and CIF guidelines.
- I also acknowledge that CRDLS cannot guarantee my student will not become infected with Coronavirus/COVID-19 despite these measures, and I understand that an increased risk of becoming infected may result from the actions, omissions, or negligence of my student and/or others.
- I voluntarily request that my student participate in CRDLS 2020 on campus student club meetings and acknowledge that such participation may increase my student's risk of exposure to Coronavirus/COVID-19.
- I acknowledge that my student must comply with the procedures set forth in the CRDLS 2020-21 Student Clubs Coronavirus/COVID-19 Protocols.
- I hereby release and discharge the CRDLS and each of its trustees, officers, employees, agents, servants and volunteers (herein collectively referred to as 'District') from any and all claims, and from any and all liability, arising out of or in connection with participation in CRDLS On Campus Student Clubs that may result in my student contracting Coronavirus/COVID-19 and/or any resulting damages therefrom. For the purposes of this agreement, liability means all claims, demands, losses, causes of action, suits or judgments of any and every kind that occurs during the above described activity and that results from any cause including the active or passive conduct and/or negligence of the District.

_____ Print Parent's Full Name

_____ Parent Signature

_____ Print Student's Full Name

_____ Student Signature

Club Meeting Day (circle one or two):
Monday Tuesday Wednesday Thursday

Student Club times are 4 - 6pm. In the event of any changes or cancellations I will notify everyone 24hrs in advance. If you have any questions please contact me: cbrinson@crstoreydelasalle.org or the club advisor _____.

Thank you,
 Coron Brinson
 Dean of School Culture

Adult Club Advisor: Here are the protocols and procedures that must be followed by the Adult Club Advisor BEFORE onsite Club Meetings.

Checklist

_____ Send waiver to all students planning on attending the in person club meeting.

_____ Schedule a phone call or zoom meeting with both students and parents to verbally go over the waiver.

_____ No more than 10 students per group and only 2 adults allowed.

_____ Provide water for students to refill their water bottles, to decrease any cross contamination.

_____ Take the temperature of students when they arrive and keep a log of name and temperature.

_____ Have a first aid bag with you at all times.

Athletics: CRDLS is instituting the following protocols for high school sports in order to allow for sports conditioning activities.

- Students may train together in social bubble groups of 10. This social bubble must remain stable for a period of at least 3 weeks. Students and adults may participate in only one social bubble at a time.
- Each bubble of 10 must have a defined outdoor training area that is at least 30 feet from the next group.
- Students and adults must wear face coverings and maintain 6ft physical distancing throughout the conditioning sessions. Plastic shields covering the entire face will not be allowed during participation due to the risk of unintended injury to the person wearing

the shield or others. This does not apply to any equipment allowed by the National Federation of State High School Associations' (NFHS) rules.

- All students and staff must bring their own water bottles and towels, to be stored in individual designated areas. Locker room facilities will not be operational.
- There will not be use of any shared equipment (including balls) at this time. All conditioning activities will be non-contact.
- Coaching staff is responsible for monitoring parking, drop off and pick up areas. There will be no congregating in the parking lot before or after sessions, and every effort should be made for students to arrive in their own vehicles.
- Upon arrival students and staff will undergo a brief health screening questionnaire, administered by a supervising adult, and have a non-contact temperature taken. Logs will be saved by supervising staff or coaches. Symptomatic students, and/or those with a temperature >100.4 will be sent home and restricted from further group activities based on county guidance. Written medical clearance will be required to return to any activities.
- Any student who is sick, or a parent/guardian of a student who believes their student is sick, should not participate in sports conditioning activities and should contact their doctor or other health-care professional for immediate assistance.
- These Protocols may change upon further notice from the Alameda County Public Health Department or other authority.

Corporate Work Study Program

Before departing home

- Parent/Guardian performs “visual check” (look at the student for signs of illness like cough, fatigue, extreme fussiness or irritability, or difficulty breathing.)
- Student completes [Health Screening](#) alongside parent/guardian
 - If a student answers “Yes” to any of the questions, the student stays home. CWSP then communicates the student’s absence to the corporate partner.
 - If the student answers “No” to ALL questions, the student can commute directly to the workplace/CRDLS campus.

Arriving to campus

- The student logs the first and last name and time of arrival at the clipboard at the front desk. Masks must be worn at all times.
- CRDLS Staff takes student temperature using a “non-touch” thermometer.
 - If the student has a fever (Alameda County defines a fever as a temperature of 100°F (37.8°C) or higher.), as defined above, the student will be sent home.
 - Temperatures below 96°F (35.6°C) should be rechecked to ensure the reading is accurate.
 - If the student has one or more siblings in the program, they also need to be sent home.
- Staff performs a second “visual check” (Look at the student for signs of illness like cough, fatigue, extreme fussiness or irritability, or difficulty breathing.)

Transportation/School Vans

- Before entering, staff and students must wear and use hand sanitizer. Masks must be worn at all times. Eating and drinking is strictly prohibited.
- Vans will be filled to a 50% of the maximum capacity (4 out of 8).
- Staff must open windows whenever possible to increase ventilation;

- Student: Each student will be assigned a designated seat in the van;
- Cleaning: Vans are cleaned by facilities management after AM drop-off and PM pick-up. Cleaning log sheets are located in each van. Vans are equipped and restocked with PPE materials (hand sanitizer, alcohol wipes, masks).

Arriving to Workplace

- In addition to completing the CRDLS CWSP [Health Screening](#), the student must adhere to additional Coronavirus/COVID-19 practices that the workplace requires.

If Student Becomes Ill at Work

- Should a student fail a company administered health screen, CWSP partners should relay that information to the school immediately and plans should be made to have a parent pick up the student immediately, or have the student retrieved by school staff.
 - If the student returns to campus, Parents should be contacted to pick up the student from school or be brought home directly. If parents cannot be contacted, the student should either return to school, and remain in the quarantine area until the parent/guardian arrives on campus for pick-up.
 - Quarantine Area: CRDLS Sick room, first door on the left when entering the campus from the main entrance

Traveling

- If a student travels outside the state of California or outside of the United States, your student will be required to quarantine for a minimum of 14 days before returning to work. If a student misses work due as a result and it is unrelated to being diagnosed with Coronavirus/COVID-19, the student will be required to make up their absent workdays.

Outbreak or Positive Test

- Non-student: CWSP will communicate with parents/guardians if there is a Coronavirus/COVID-19 outbreak or if a non-student employee tests positive. The student will be asked to quarantine for a minimum of 14 days before returning to work as a minimum requirement.
- Student: If a student tests positive for Coronavirus/COVID-19, CWSP will communicate with the primary workplace supervisor. The student will be asked to quarantine for a minimum of 14 days before returning to work as a minimum requirement.
- Returning to Work: Please keep in mind that in most cases, corporate partners will require documentation of a negative test result or medical clearance from the student's primary care physician in addition to fulfilling these conditions outlined in the California Department of Public Health's "[Responding to Coronavirus/COVID-19 in the Workplace for Employers](#)" document.
- Make-Up Day Policy: If a student misses a day of work due to being diagnosed with Coronavirus/COVID-19, the student is not required to make up their absent workdays. For any other reason, the student will need to make up their absent work day.

Violation of any part of these protocols and policies will result in potential removal from the student's CWSP job placement.

CWSP COVID-19: Waiver

In accordance with the Alameda and Contra Costa County Public Health Departments and CDC Guidelines, Cristo Rey De La Salle Corporate Work Study Program is permitting students to participate in onsite work at local Bay Area corporate offices.

We believe that every family should establish health protocols and we support their right to do so. At the same time, the protocols that we have established keep safety as the top priority and enable us to offer some of our students the ability to participate in the Corporate Work Study Program with a partner onsite. Where possible we encourage remote work. If neither is feasible, or at the family's request, students will take part in our Mini-MBA Training Program.

Signing of the following waiver is required for a student choosing to participate in the CRDLS Corporate Work Study Program - Job Placement:

- I acknowledge the contagious nature of Coronavirus/COVID-19 and that the CDC and many public health authorities recommend social and physical distancing.
- I further acknowledge that CRDLS CWSP and my respective job placement has put in place preventative measures in accordance with the current Alameda and Contra Costa County Public Health Departments.
- I also acknowledge that CRDLS cannot guarantee my student will not become infected with Coronavirus/COVID-19 despite these measures, and I understand that an increased risk of becoming infected may result from the actions, omissions, or negligence of my student and/or others.
- I voluntarily request that my student participate in CRDLS CWSP and acknowledge that such participation may increase my student's risk of exposure to Coronavirus/COVID-19.
- I acknowledge that my student must comply with the procedures set forth in the **CRDLS CWSP Coronavirus/COVID-19 Protocols & Policies** which also includes CWSP van transportation protocols (see below) if I am unable to directly transport my student from home to the workplace.
- I hereby release and discharge the CRDLS and each of its trustees, officers, employees, agents, servants and volunteers (herein collectively referred to as 'District') from any and all claims, and from any and all liability, arising out of or in connection with participation in CRDLS CWSP that may result in my student contracting Coronavirus/COVID-19 and/or any resulting damages therefrom. For the purposes of this agreement, liability means all claims, demands, losses, causes of action, suits or judgments of any and every kind that occurs during the above described activity and that results from any cause including the active or passive conduct and/or negligence of the District.

Please read the *CRDLS CWSP Coronavirus/COVID-19 Protocols & Policies* (attached) for full participation details.

_____ Print Parent's Full Name

_____ Parent Signature

_____ Print Student's Full Name

_____ Student Signature

Sick Staff or Students

If a staff/student is sick/symptomatic while entering campus or during the school day:

- Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case. (CDC)
- Students who develop symptoms of illness while at school should be separated from others right away, preferably isolated in an area through which others do not enter or pass. Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19. If more than one student is in an isolation area, ensure physical distancing. (CDC, CDE, CDPH)
- Any students or staff exhibiting symptoms should be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility. (CDC, CDE)
- Students should remain in isolation with continued supervision and care until picked up by an authorized adult. Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19. (CDE, CDC)
- For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.
- Follow established guidelines for triaging students in the health office, recognizing not all symptoms are COVID-19 related. (CDE)
- Advise sick staff members & parents of sick students that students are not to return until they have met [CDC criteria to discontinue home isolation](#), including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared. (CDC, CDE, CDPH)
- Measures to take if staff or student has symptoms, is a contact of someone infected, or is diagnosed with COVID-19: (CDPH pp. 3-4)
- Close off areas (isolation room(s)) used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students (refer to Isolation Room Protocol). (CDPH)

If a student needs to be sent home

Tell the parent or guardian that the child cannot attend school that day. Instruct them to contact their regular doctor or clinic and consider a [test for COVID-19](#). Give them the parent [handout on](#)

[COVID-19 health screens](#). The parent handout lists the conditions required for the child to return to school and has instructions on how to get tested. Remind the parent that the child should stay at home until they [meet conditions](#) to return to school. –per ACPHD

Human Resources Policies for Sick Days

The Families First Coronavirus Response Act (FFCRA or Act) required employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. These provisions expired on December 31, 2020 and Cristo Rey opted to extend the benefits through **March 31, 2021**.

Cristo Rey will allow employees who did not use the full two weeks of leave (up to a maximum of 80 hours for full-time employees) by Dec. 31, 2020 to take any remaining leave (subject to the terms and conditions for taking such leave under the FFCRA). There are no new hours of leave for employees starting January, 2021.

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of Leave:

- Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is quarantined and/or experiencing COVID-19 symptoms.
- Two weeks (up to 80 hours) of paid sick leave at 2/3 the employee's regular rate of pay or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period), where the employee needs to care for an individual subject to quarantine, or to care for a child whose school or child care provider is closed or unavailable due to COVID-19.
- Up to 10 weeks of paid expanded family and medical leave at 2/3 the employee's regular rate of pay or the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period), where an employee is unable to work due to a need to care for a child whose school is closed due to COVID-19.

Eligible Employees: *All employees* are eligible for two weeks of paid sick time for specified reasons related to COVID-19. *Employees employed for at least 30 days* are eligible for up to an

additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19.

Notice: Where leave is foreseeable, an employee should provide notice of leave as is practicable. After the first workday of paid sick time, Cristo Rey may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

Paid sick time provided under Family First Coronavirus Response Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.

When requesting paid sick leave or expanded family and medical leave, employee must provide Cristo Rey the following information as soon as practicable:

Request for Paid Sick Leave or Expanded Family and Medical Leave
Employee name;
The date(s) for which an employee requests leave;
The reason for leave; and
A statement that an employee is unable to work because of the above reason.
If an employee requests leave because an employee is subject to a quarantine or isolation order or to care for an individual subject to such an order, the employee should additionally provide the name of the government entity that issued the order. If employee requests leave to self-quarantine based on the advice of a health care provider or to care for an individual who is self-quarantining based on such advice, the employee should additionally provide the name of the health care provider who gave advice.
If employee requests leave to care for employee child whose school or place of care is closed, or child care provider is unavailable, employee must also provide:
The name of child;
The name of the school, place of care, or child care provider that has closed or become unavailable; and
A statement that no other suitable person is available to care for the child.

