



Archbishop Mitty High School

Covid-19 General Response Manual

As adopted, August 28, 2020; revised 11.2.2020; revised 11.12.2020

The Covid-19 General Response Manual (GRM) summarizes the school’s response, guidance, protocols, and campus directives related to the Covid-19 pandemic. It serves as a resource for students, families, and employees and is designed to inform and direct the school community and visitors to campus.

The GRM is adopted by the administration of the school in response to the recommendation of the school’s Covid-19 Response Team, a group of administrators, faculty members, and staff that meets weekly and is charged with directing the school’s overall response to the pandemic. The GRM is crafted based on directives and guidance from the [Santa Clara County Public Health Emergency Operations Center](#); the [California Department of Public Health](#); the [Centers for Disease Control and Prevention](#) (CDC); and the [Diocese of San Jose](#).

The GRM is shared with the community via the school’s Weekly Update and is posted on [the school’s website](#).

The GRM will be updated in response to changes in local, state, and federal guidelines and directives. It will guide the school’s decisions regarding the overall educational program and any reopening of the campus to students and staff.

Of paramount concern has been, and will continue to be, the safety and health of students, their families, and the school staff. Any return to campus will bring with it increased risks; through coordinated efforts by all in the school community, those risks can be reduced but not eliminated.

They will be taken on only when local governmental edicts allow for it; when it can be done safely; and when there is an unquestioned and significant educational benefit to bringing students back to campus, despite the health risks, as compared to alternative models.

In addition to guidance and directives within this document, employees of the school are provided with further guidance and directives from the school and from the Diocese of San Jose.

1. Community Support/Adherence

The school's efforts to mitigate the impact of the pandemic require the active participation and support of members of the school community in complying with directives of the GRM. The school presumes the best efforts on the part of everyone in the community to mitigate and to reduce health risks during the duration of the pandemic.

2. Counseling Support for Students and Families

Distance learning can increase stress among students; and attending classes at home can strain a family's ability to meet the needs of all of its members. The school's counseling staff is available to students and to their families to provide counseling services, as requested. Students are encouraged to reach out to their counselors for help in these difficult times.

3. Distance Learning Educational Program/Afterschool Program of Co-curriculars

With the state-directed closing of schools during spring, 2020, the school initiated a program in which all classes were held remotely via Zoom broadcasts. The program continues during the fall semester of 2020, with teachers enhancing the virtual classroom experience for students through expanded use of techniques of on-line pedagogy. The school is committed to shifting to on-campus instruction when local governmental ordinances allow for it and when it can be undertaken safely.

Parents are reminded to contact the Attendance Office whenever their student is unable to attend class, including a Zoom class session.

In its [statement of July 17, 2020](#) and its accompanying [Guidance: Schools and School-Based Programs](#), the California Department of Public Health announced that no school may re-open for in-person instruction until such time as the county in which the school is located has been off the [county monitoring list](#) for the 14 days prior to re-opening. The County of Santa Clara Public

Health Department then issued a [Mandatory Directive to Schools](#) that reaffirmed those conditions for re-opening for in-person instruction.

On August 18, 2020, the Santa Clara County Emergency Operations Center clarified its ruling by stating that students are allowed to be on campus for athletics-related conditioning only, so long as the activity is undertaken (1) out-of-doors; (2) with all participants maintaining 6-foot distances from one another; (3) with each participant participating in a stable, unchanging cohort. During September, 2020, the school initiated a limited program of such athletic conditioning, to commence during September, 2020. Additional to that is a vibrant program of virtual co-curricular events and activities in Performing Arts, Student Activities, Campus Ministry, and Athletics. Students are informed of program offerings and encouraged to participate via email notification.

In early October, the school added a variety of on-campus activities and other gatherings sponsored by Campus Ministry and Student Activities designed to bring students on campus.

In keeping with the [Santa Clara County directive](#), students may not participate in more than one cohort. Students wishing to change from one cohort to another (e.g., one sport-specific conditioning session to another; a Student Activities program offering to one in Campus Ministry) must wait three weeks with no contact with their first cohort before joining a second cohort. Attendance is taken upon entrance to the campus and by program directors on each occasion of a student on campus to establish a record of contact within a cohort and to ensure that students are adhering to the three-week transition requirement.

4. Campus Access

The campus is currently closed to the general public. It is open only to employees, students participating in cohort-based co-curricular sessions or other authorized on-campus gatherings, and visitors with an on-campus appointment. Other students and parents may come to campus only by appointment; and access to the campus on a daily basis will be limited to the main entrance to the school on Mitty Avenue. All persons coming to campus will take a brief health-screening prior to entrance that also serves as a record of who has been on campus, and on where they will be on campus; and persons experiencing Covid-19-consistent symptoms will be denied access to campus and encouraged to see a health professional.

Employees and students are required on a daily basis to undertake an on-line health-screening process prior to coming to campus (see Section 6).

5. Campus Access Points

Campus access points are limited, with other entry points to the campus being closed. Current access points are as follows:

- Main Entrance/Foyer: This entrance is staffed during business hours of the school. Faculty, students, visitors with an appointment, and delivery services may access the school once cleared (see Section 6).
- Gate between Aymar Events Center and Kinkade Performing Arts Center: This entrance is open and staffed only after school on days of co-curricular activities. Students coming on campus for afterschool co-curricular programs will be screened by personnel at this access point.
- Gate between Fien and MacLean gymnasiums: This entrance is open and staffed only after school on days of Athletic Department activities. Students coming on campus for afterschool conditioning skill sessions of the Athletic Department will be screened by personnel at this access point

If and when the school returns to on-campus instruction, access points to campus will be increased to reduce any potential crowding.

6. Screening Procedures for Students and Employees

Every day, prior to coming to campus, students and employees are required to complete a personal screening process at their homes. This process is accessed on the Student Portal and on the Faculty-Staff Portal (click on “Covid 19 Check In” within the menu on the left side of the webpage). The individual is prompted to respond to a set of screening questions, the answers to which indicate whether the individual will be cleared to come to campus that day. Once an individual is cleared to come to campus, the system issues a QR code visible on the individual’s iPad, computer, or smartphone. The QR code is to be displayed at entrance points to the campus; there it will be scanned by school personnel, thus establishing a record of attendance on campus on the part of the individual. That record of attendance can be accessed by administrative personnel as needed, as in a case of close contact with someone testing positive for the virus.

7. On-Campus Safety Requirements

Face coverings

To promote the health and safety of everyone present, everyone must wear a face covering while on campus except as follows:

- When working alone in a classroom or office
- When engaged in cohort-based athletic conditioning, in keeping with directives of the Santa Clara County Emergency Operations Center

- When eating or drinking

CDC guidelines provide [general considerations for wearing and maintaining a face covering](#), including the following:

- The mouth and nose are fully covered.
- The covering fits snugly against the sides of the face so there are no gaps.
- The wearer does not have any difficulty breathing while wearing the covering.
- The face covering can be tied or otherwise secured to prevent slipping.

It is recommended that anyone coming on campus bring with them two face coverings, in case one mask becomes lost or unusable. Replacement masks are available at check-in points for campus entrance and from the training staff of the school.

Social Distancing

All individuals on campus will maintain a safe physical distance of six feet, as feasible. Signage is placed at entrances to the campus, at restrooms, and throughout the campus to reinforce physical distancing. Students on campus are instructed to maintain social distancing at all times.

School supervisory personnel are present on campus to remind students to maintain social distancing.

No Shared Water Bottles

Individuals coming to campus should bring their own water bottles and refrain from sharing water bottles with others. Individual water bottles should be refilled at designated stations provided by the training staff of the school. A supply of bottled water is also available at the Department of Athletics for those without a personal water bottle.

8. Individual Hygiene Measures

Handwashing

Frequent handwashing is critical in preventing the spread of COVID-19 and other infectious diseases. Hand sanitizer dispensers are located at entrances and throughout the campus. Students, employees, parents, and visitors should wash or sanitize their hands upon entering the campus. Those on campus are encouraged to frequently wash or sanitize their hands throughout their time on campus.

Respiratory etiquette

Everyone should cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and avoid touching their face, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette signage is displayed throughout the campus to reinforce these habits.

9. Maintenance/Cleaning Protocols

All classrooms and offices are equipped with hand sanitizers and sanitizing wipes for use by anyone making use of the facility.

School personnel use CDC-approved, medical-grade disinfectants and have implemented updated cleaning, disinfecting, and ventilation practices throughout the campus. The school tracks campus use by employees throughout the day and administers frequent cleaning and disinfecting of high-touch areas and items such as door handles, railings, countertops, desktops, copy machines, and restrooms.

The school has contracted with an off-campus agency to provide deep-cleaning measures throughout the campus on a regular basis.

Those working from campus (e.g., teachers teaching remotely from their classrooms) are directed to open windows and doors in classrooms and offices where possible to increase ventilation.

10. Covid-19 Symptoms, Contact/Testing, Reporting Requirements

As defined by the CDC, individuals with COVID-19 may have any of the following symptoms, which may appear two to 14 days after exposure to the virus: cough, shortness of breath or difficulty breathing, fever, chills, muscle or body aches, congestion or runny nose, new loss of taste or smell, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face, nausea or vomiting, and diarrhea. Persons having any of these symptoms should stay home and not return to campus until they have been free of fever and fever-reducing medication for 72 hours and other symptoms have improved.

If anyone tests positive for Covid-19 and has been on campus within 48 hours of that positive test or within 48 hours of the onset of symptoms, they or their family should contact the school

immediately. The school administration will work with Santa Clara County Health Department officials to undertake contact tracing and to notify people who may have been in contact with the person. Locations on campus where the student was present will be cordoned off and disinfected per CDC guidelines.

A student who tests positive for COVID-19 test will not be permitted back on campus until at least 10 days after the positive test result and an absence of symptoms during the 3 days prior to returning to campus.

Persons coming in close contact with a person who has COVID-19 and who have been on campus within 48 hours of that contact are to notify the school immediately. The [CDC currently defines](#) “close contact” as “someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic clients, 2 days prior to positive specimen collection) until the time the patient is isolated.” In addition, such persons should be tested for the virus and should self-quarantine at home for 14 days.

Students experiencing symptoms while on campus should immediately notify the teacher or adult in charge of the event. The student will be escorted to an area designated to isolate those with symptoms. The student’s parent/guardian will be contacted; and, if symptoms are extreme, local emergency medical services will be contacted. The student will remain supervised until such time as they leave the campus with their parents or health service providers.

11. Required Employee Testing

Employees who work from campus are required to be tested monthly. To facilitate this, the school contracts with a private agency to provide on-campus testing on a monthly basis.

12. Campus Facility Changes

- The school’s HVAC system has been upgraded such that all classrooms and offices, the Kinkdae Center for the Performing Arts, the Aymar Events Center, and the Sobrato Center are equipped with ionization units to provide the safe flow of air throughout the facilities. Only the gyms are not equipped with ionization units; and they are equipped with filters that meet CDC and [EPA guidelines](#) for response to the pandemic.
- The school’s water system has been tested and confirmed to be safe and untainted by bacteria (e.g., Legionnaires Disease) that can collect in stagnant water supplies.
- Mobile protective barriers have been installed in offices throughout the campus and in the library.

- Floor markers have been placed at campus entrances, at restrooms, and at heavy-traffic offices to promote social distancing while waiting in line.
- Free-standing hand sanitizer units have been installed at campus entrances and throughout the campus.
- Campus entry points have been reduced and are staffed by personnel who screen and keep a record of all persons coming on campus.
- In keeping with Santa Clara County Health Department directives, signage has been installed at all campus entrance points directing those coming on campus and throughout the campus promoting pandemic-related health measures.
- If the campus returns to in-person instruction, classroom desks will be marked to indicate which desks are to be used, thus ensuring that all student desks in use are at a minimum of 6 feet apart. Faculty members are required to remain at a distance of 6 feet from students in classroom settings (and throughout the campus).
- In common areas (e.g., Aymar Events Center, Sobrato Center, front foyer), socially-distanced seating is promoted by reducing furniture and by marking which seats may be used. Campus supervisors also remind all to maintain social distancing.

13. Maximum Occupancy Levels

Maximum occupancy levels for all campus facilities have been established and communicated to faculty and staff. A reservation of facilities program has been established that requires program heads to reserve use of space and to confirm attendance levels within facility-specific occupancy levels. *See Addendum #1.*