

SCHOOL ARRIVAL & DEPARTURE TIMES

In-Person Arrival: 7:30am-7:55am

In-Person Start: 7:55am

Distance Learning Start: 8:15am

In-Person Departure: 2:35pm-3:10pm by grade level

*Wednesday Dismissal 12:15pm-12:45pm by grade level

UNIFORM

In-Person

Regular uniform or PE uniform. PE uniform on PE days. Plaid days will be announced. No mixing of uniform pieces.

Distance Learning

White or grey polo or PE shirt. Must be in St. Simon uniform for what is seen on the screen. Full PE uniform on PE days.

LUNCH PROGRAM

Taste Nutrition will begin delivering prepacked lunches on November 9. Contact Laura Potter for additional information at lpotter@stsimon.org.

DROP-OFF

The drop-off process will be the same as in the past but cars will be stopped at the top of the circle behind the gym and only 4 cars will unload at a time to allow distancing. Students will exit on the right side of the car. Parents must remain in their cars.

PICKUP

Grades 1-8

The pickup process will be a drive through the inner parking lot. Students will be released based on grade level and lined up in alphabetical groupings by their last name. Siblings/carpools will be released at the same time their youngest family/carpool member is released. Parents must remain in their cars.

Kindergarten

Kindergarten students will be dismissed at 2:35pm and can be picked up behind the gym near the Simon Room. At 2:40 kindergartners will move to the last pick up slot in the inner lot and older siblings can join them there.

VOLUNTEERING

In addition to the fingerprinting and VIRTUS training requirements, volunteers must complete a COVID-19 training session in advance: 1. View and listen to the COVID -19 Diocese of San José Reopening presentation. 2. Complete the Certificate of Completion form, and 3. Complete the Volunteer Activities Form. Volunteers must also do a health screening on the day(s) they are on campus.

VISITORS

Visitors will park in designated parking spaces next to convent, phone the office at 650 968 9952 x 1499 and wait in their car for the staff to greet them. Any visitor who needs to enter the building will be asked to sign in at the school entry and answer the health check questions before entering.

DAILY HEALTH CHECK

By 7:20 AM each morning an online health screening will need to be completed for all on-site school staff and students enrolled in the in-person learning option regardless of their attendance on that day.

MASKS

Masks should have two or more layers, be worn over the nose and mouth, and be secure under your chin. Gaiters are not allowed. Shields are allowed in addition to a mask.

PHYSICAL DISTANCING

Teachers

Teachers will maintain 6 feet of distance during direct instruction in grades K-8. Specialty teachers always maintain 6 feet of distance. PE will be taught in-person and outdoors, Spanish K-5 and art will be recorded. Music will be a combination of virtual live and recorded sessions.

Seating

Students will have assigned seating in classrooms.

Desks /Tables

Desks will be separated for maximum physical distancing as practical. Plexiglass barriers will be in place for teachers as requested and at all student desks.

Student Recess & Lunch

At recess and lunch students will be outside at physically distanced marked seating and each cohort will be 25 feet apart when eating and playing.

Equipment

Play equipment will be allocated and color-coded by cohort.

Restrooms

Restrooms limited to 3 students at a time

HYGIENE

Handwashing Stations

One outdoor handwashing station is supplied for every classroom.

Sanitizer

Hand sanitizer is available in every classroom. K-4 sanitizer use will be supervised by an adult.

Shared Spaces/Restroom

Students must wash or sanitize their hands when leaving the classroom and upon returning from the bathroom and other shared spaces.

Water Bottles

Students may use the bottle refilling stations for their own water bottles. The bottle filling station button will be wiped down after recess and lunch.

COVID SYMPTOMS & PROCEDURES

(SEE SCC TABLES I&II IN ST. SIMON REOPENING GUIDELINES)

Learning for Students at School Reporting Symptoms

Students that go the health office and report any symptoms of COVID-19 will be asked to wait in the isolation area and the parent will be called for pick up. Parents must follow the COVID symptoms protocols.

Students Quarantining or with Mild Symptoms

Students who are quarantining due to COVID-19 concerns or who have mild symptoms of illness, and would normally have come to school, will be able to join a distance learning cohort if they are absent from school.

REFERENCES

St. Simon Reopening Guidelines in Schoology under COVID-19 folder
[Santa Clara County Reopening K-12 Schools](#)
[State of California COVID-19 Industry Guidance](#)
[County of Santa Clara Mandatory Directive for Programs Serving Children or Youth](#)
[Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)

COVID -19 SAFETY PROTOCOLS

RESOURCES