

Appendix A
Athletic Team Conditions For Use of Facilities
(Applicable when Contra Costa County is in Purple)
(February 1, 2021)

As of February 1, 2021, all sports may start conditioning outside as outlined in this Appendix provided that the SCP Covid Rules and Regulations are followed and the conditions set forth below are met and in particular, all participants should wear face coverings when participating in the activity, even with heavy exertion as tolerated, even outdoors (unless the face-covering could become a hazard), and face coverings must be worn when not participating in the activity (e.g., on the sidelines) by all participants and coaches.

1. Arrange for Conditioning Time and Field-Coach Waiver and Acknowledgment.

- a. All conditioning shall occur, if at all, on one of the Salesian Designated Fields (set forth below).
- b. All requests for access to a particular Salesian Designated Field shall be made through the Athletic Director who will publish to all requesting coaches a calendar that will show the Field and the times for a particular team of a particular sport.
- c. Only approved requests shall be allowed to condition.
- d. The conditioning time will be no longer than 120 minutes. There shall be a 15-minute "clearing" time where one team will exit the field before another team may enter. While waiting, all students and coaches shall remain at least six feet from anyone else. There must be at least a thirty foot separation from any other team. At no time will parents or others be allowed onto the field.
- e. All coaches must email the Athletic Director and send a copy to the Principal that he or she has read the SCP Covid Rules and Regulations and agrees to comply with them, and must have delivered the appropriate COVID-19 Waiver Form Signed by the Coach on any such form as requested by Salesian.

2. Student-Parent/Guardian Actions Required Prior to Coming to Conditioning

- a. A parent or guardian of each student must have signed and returned to the Athletic Director via email (cnightingale@salesian.com) with the subject line: Covid-19: Waiver (Student Name)(Sport) unless the form is executed via Docusign which automatically archives the form. The form must be executed and delivered prior to the student being allowed to condition with the team.
- b. Students **MUST** bring their own mask and their own water supply in a bottle (or two or three) marked with his or her name on the bottle(s). If they bring a backpack it must have their name or number on it. Students **WILL NOT** be allowed to share water or any equipment whatsoever with one another. A student's water supply **MUST** be kept separate from the water supplies of any other student or coach.
- c. Students **MUST** come to conditioning dressed and ready for activity and wear a mask at all times as set forth above. All coaches will wear a mask at all times during conditioning. Students must observe all social distancing guidelines and Salesian rules to dress or change in a locker room or in the school restrooms should the student be attending school on campus. If the student is attending school remotely, the student must come to conditioning in appropriate attire and shall not be allowed in the school buildings for any reason. Students should be dressed in shorts, t-shirts, sweat tops, sweat bottoms, and any equipment required by the coach, such as black football cleats for football players, running shoes for basketball players, etc.
- d. Students should have used the bathroom prior to arriving on campus for those who are attending school remotely.

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3. Student- Actions Required During and Immediately After Conditioning

- a. Students **MUST CONSENT TO BEING SCREENED (pre-workout screening)** prior to the start of conditioning each designated day THEY are on the field if the coach decided to conduct the screening. Each student's temperature **MAY** be taken with a no-contact thermometer by a coach wearing a mask prior to stepping through the gate to any Salesian Designated Field. The screening **MAY** include questions about fever, cough, sore throat, shortness of breath, and possible contact with someone with COVID-19. Any student in the judgment of any coach with positive symptoms as set forth in the SCP Covid Rules and Regulations **WILL NOT** be allowed onto the field. If a student feels sick in any way on a designated conditioning day (including but not limited to: fever above 100 degrees Fahrenheit (Touchless Thermometers available in the front office), or chills, shortness of breath or difficulty breathing, new loss of taste or smell, dry cough, congestion, sneezing or runny nose not related to a previous condition, sore throat, fatigue, muscle or body aches, headache, nausea or vomiting, diarrhea), the student **MUST** stay home and **NOT** participate in conditioning until such symptoms are no longer present for the period of time as set forth in the SCP Covid Rules and Regulations.
- b. Students shall remain 6 feet apart from other participants and only one team may be conditioning in the same area at a given time. A student must refrain from conditioning with any member of any other school team.
- c. Students **WILL** leave campus immediately after conditioning has been completed. Athletes **WILL NOT** loiter on or around campus after conditioning.
- d. The school building shall not be accessible for any student who is not attending the school in the Hyflex school. Bathrooms, water fountains, and locker rooms will not be open for students who are conditioning, but attending school remotely, to minimize transmission of disease. All conditioning exercises will take place outside to maximize access to fresh air circulation. All conditioning practices will be scheduled for no more than 120 minutes.

4. Use of Gymnasium--Not allowed as of this time.

5. Use of Shared Equipment-- Weight lifting equipment may be shared but must be wiped down with sanitizing wipes after use by any participant. Such equipment must be used outside. Balls can be touched by multiple players as long as proper hand hygiene is practiced with students washing hands or using hand sanitizer before play, during breaks and after play.

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A description of the fields and a rough drawing of them follow:

Salesian Designated Fields

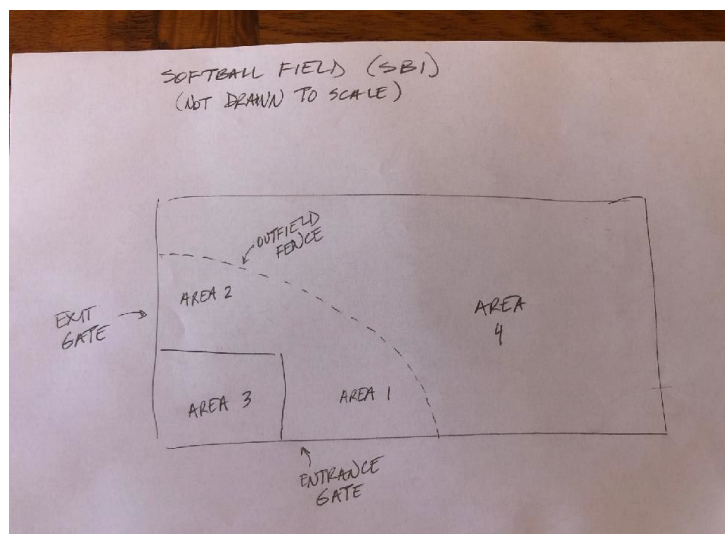
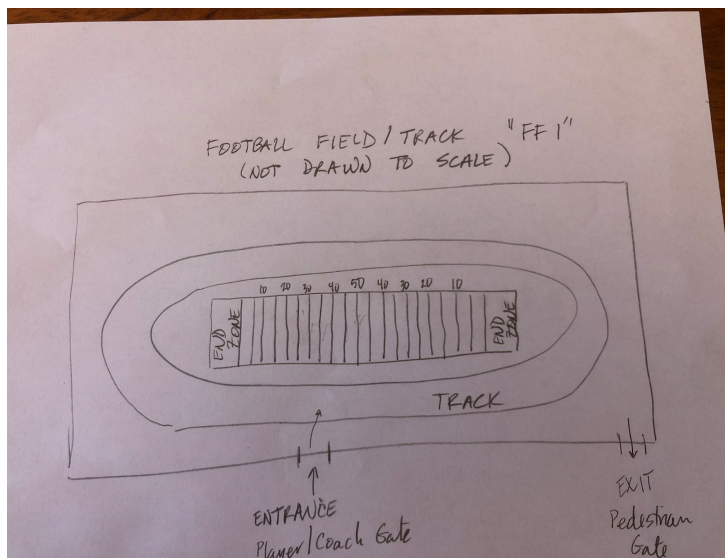
The Salesian fields are separated as the Football Field (FF1), the Baseball Field (BB1), and the Softball Field (SB1) (“Salesian Designated Fields”). Until further notice, each of the Salesian Designated Fields will have designated entrances and exits unique to each space. The purpose of having a single entrance and single exit for venues is to minimize any one person’s exposure to COVID-19, using a “one-way” model adopted to reduce the opportunity for people to cross one another’s paths.

For FF1, everyone will enter the main gate (**player, coach, referee entrance**) and everyone will exit the pedestrian gate (**the main entrance to the football field**). Once on FF1, students and their Pods will be directed to designated areas denoted by yard lines and each pod will be no closer than 10 feet from another Pod. Students will strictly follow all directions for conditioning set forth by coaches. Students will leave the field as directed through the pedestrian gate and then immediately leave campus.

For BB1, everyone will enter the gate adjacent to the Salesian dugout. Once on the field, students will move to the designated conditioning areas, called AREA 1 (right field), AREA 2 (left field), and AREA 3 (infield). Each AREA will be occupied by a student and his/her Pod and a coach or coaches as appropriate. Once conditioning is completed, students and coaches will exit the gate across from the Salesian residence parking structure in the left-center field.

For SB1, everyone will enter the gate through the visiting team dugout. Once on the field, athletes will move to the designated conditioning areas, called AREA 1 (right field), AREA 2 (left field), and AREA 3 (infield). Each AREA will be occupied by a student and his/her Pod and a coach or coaches as appropriate. Because SB1 is such a large field, a fourth AREA will be designated AREA 4, and it will be located outside the softball field fence line. Once conditioning is completed, students and coaches will exit the gate next to the home field dugout.

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Appendix A-1
Athletic Team Conditions For Use of Facilities
When Contra Costa County is in Red, Orange, or Yellow)
(February 1, 2021)

During Hyflex Learning, all sports may engage in conditioning as outlined in this Appendix provided that the SCP Covid Rules and Regulations are followed and the conditions set forth below are met.

1. Arrange for Conditioning Time and Field-Coach Waiver and Acknowledgment.

- a. All conditioning shall occur, if at all, on one of the Salesian Designated Areas and whenever possible in an outdoor area (set forth below).
- b. All requests for access to a particular Salesian Designated Area shall be made through the Athletic Director or the Physical Education Department Chair who will publish to all requesting coaches a calendar that will show the area and the times for a particular sport. There must be at least a thirty-foot separation from any other team.
- c. Only approved requests shall be allowed to condition or practice as set forth in this Appendix and operating under the general SCP Covid Rules and Regulations and Regulations.
- d. The conditioning time will be no longer than 120 minutes. There shall be a 15-minute “clearing” time where one team will exit the field before another team may enter. While waiting, all students shall remain socially distanced and not gathered together. At no time will parents or others be allowed onto the area.
- e. All coaches must email the Athletic Director and send a copy to the Principal that he/she has read the SCP Covid Rules and Regulations and agrees to comply with them, and must have delivered the COVID-19 Waiver Form signed by the Coach as if the Coach were an employee even though the coach may be a volunteer.

2. Student-Parent/Guardian Actions Required Prior to Coming to Conditioning

- a. A parent or guardian of each student must have signed and returned to the Athletic Director via email (cnightingale@salesian.com) with the subject line: Covid-19: Waiver (Student Name)(Sport) unless the form is executed via DocuSign which automatically archives the form. The form must be executed and delivered prior to the student being allowed to condition with the team.
- b. Students **MUST** bring their own mask and their own water supply in a bottle (or two or three) marked with his or her name on the bottle(s). If they bring a backpack it must have their name or number on it. Students **WILL NOT** be allowed to share water. A student’s water supply **MUST** be kept separate from the water supplies of any other student or coach.
- c. Students and coaches will only be able to share equipment as set forth herein and otherwise may not share any equipment whatsoever with one another.
- d. Students **MUST** come to conditioning with a mask on. The students must adhere to all room capacity SCP Covid Rules and Regulations (eg. bathrooms and locker rooms) to get dressed and ready for activity and wear a mask before the actual conditioning starts and immediately after it is concluded. Participants in youth and adults sports should wear face coverings when participating in the activity, even with heavy exertion as tolerated, both indoors and outdoors (unless the face-covering could become a hazard), and face coverings must be worn when not participating in the activity (e.g., on the sidelines) All coaches will wear a mask at all times during conditioning.
- e. **Student- Actions Required During and Immediately After Conditioning**
- f. Students **MUST CONSENT TO BEING** screened (**pre-workout screening**) prior to the start of conditioning each designated day THEY are on the field if the coach decided to conduct the

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screening. Each student's temperature **MAY** be taken with a no-contact thermometer by a coach wearing a mask prior to stepping through the gate to any Salesian Designated Field. The screening **MAY** include questions about fever, cough, sore throat, shortness of breath, and possible contact with someone with COVID-19. Any student in the judgment of any coach with positive symptoms as set forth in the SCP Covid Rules and Regulations **WILL NOT** be allowed onto the field. If a student feels sick in any way on a designated conditioning day (including but not limited to: fever above 100 degrees Fahrenheit (Touchless Thermometers available in the front office), or chills, shortness of breath or difficulty breathing, new loss of taste or smell, dry cough, congestion, sneezing or runny nose not related to a previous condition, sore throat, fatigue, muscle or body aches, headache, nausea or vomiting, diarrhea), the student **MUST** stay home and **NOT** participate in conditioning until such symptoms are no longer present for the period of time as set forth in the SCP Covid Rules and Regulations.

- g. Coaches must take roll for any student who participates.
- h. A student must refrain from conditioning with any member of any other school team.
- i. Students **WILL** leave campus immediately after conditioning has been completed. Athletes **WILL NOT** loiter on or around campus after conditioning.
- j. The school building shall not be accessible for any student who is not attending Hyflex on-campus instruction that day. Bathrooms, water fountains, and locker rooms will generally not be open for students who are conditioning to minimize transmission of disease, unless they are present that day for Hyflex learning. In such case, they must meet all social distancing requirements of Salesian. All conditioning exercises will take place outside to maximize access to fresh air circulation or when permitted in the weight room (with the door always open and hospital grade H-13 air purifier turned on) or in the gym (with the H-13 air purifiers (two of them) turned on and circulating fan (two of them) turned on. All conditioning practices will be scheduled for no more than 120 minutes.

3. Use of Gymnasium - While Contra Costa County is in the Purple Zone, no gym use is allowed. When Contra Costa County is in the Red Zone, the gym may be used for general conditioning as long as the social distancing SCP Covid Rules and Regulations are followed. The maximum number of participants (including coaches) in the gym shall not exceed 10% of its capacity while Contra Costa County is in the Red Zone, 25% of its capacity while Contra Costa County is in the Orange Zone, or 50% of its capacity while Contra Costa is in the Yellow Zone with the exact number to be set within those limits and posted in the gymnasium. Everyone in the gym must properly wear a mask at all times.

4. Weight Room-- While Contra Costa County is in the Purple Zone, no weight room use is allowed. When Contra Costa County is in the Red Zone, the weight room may be used for general conditioning as long as the social distancing SCP Covid Rules and Regulations are followed. The maximum number of participants including coaches in the weight room shall not exceed 10% of its capacity while Contra Costa County is in the Red Zone; 25% of its capacity while Contra Costa County is in the Orange Zone; or 50% of its capacity while Contra Costa is in the Yellow Zone; with the exact number to be set within those limits and posted in the weight room. Everyone in the weight room must be wearing a mask at all times.

5. Sharing of Equipment-- While Contra Costa County is in the Purple Zone, no equipment may be shared except for weights, or tennis balls on the tennis court provided that they are disinfected

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frequently and that proper handwashing or sanitizing is utilized as outlined in Appendix A. When Contra Costa County is in the Red Zone, Orange Zone, or Yellow Zones, weights, balls, etc. may be shared provided that they are wiped clean after each participant is finished. Mats and anything that has intense close contact with a participant shall be treated the same as weights. When Contra Costa is in the Red Zone, balls, sleds, bats, etc. may be shared provided that they are sprayed with disinfectant every fifteen minutes. The period of time is increased to twenty minutes in the Orange Zone and thirty minutes in the Yellow Zone.

6. **Relaxed Social Distancing**--While Contra Costa County is in the Purple Zone, no social distancing requirements shall be relaxed, but sports that are allowed under the state tiered guidelines can start to practice in their tier. So, for example, cross country may begin competition in the purple tier within its season as designated by the TCAL league. If permitted to have interscholastic competition, full practice may commence. If Contra Costa County is in the purple tier, the practices are outside. If Contra Costa County is in the Red, Orange, or Yellow tiers, practices that are inside shall only allow the limited number of participants as stated in these rules and Appendices. This goes for sports in the Red Zone, when in Red, the sports in the Orange Zone, when in Orange, and the sports in the Yellow Zone, when in Yellow.

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A description of the fields and a rough drawing of them follow:

Salesian Designated Areas

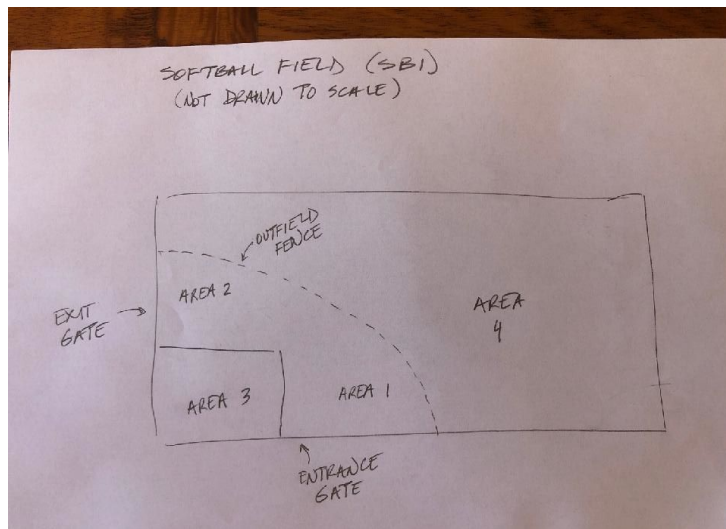
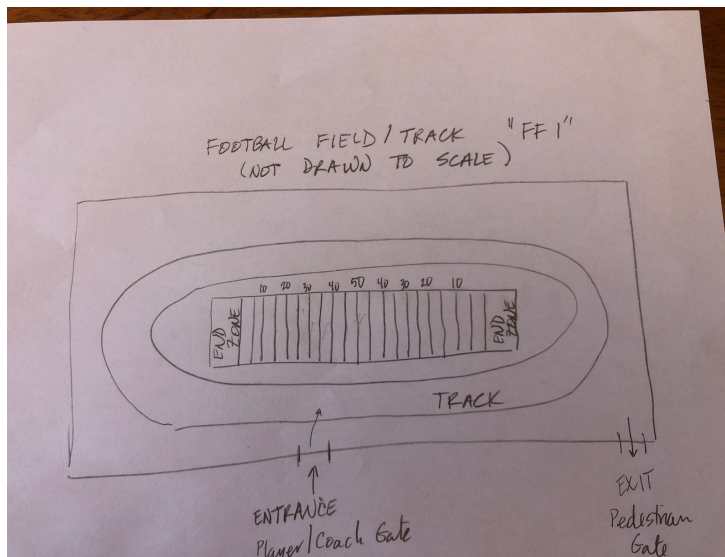
The Salesian fields are separated as the Football Field (FF1), the Baseball Field (BB1), and the Softball Field (SB1) (“Salesian Designated Fields”). Until further notice, each of the Salesian Designated Fields will have designated entrances and exits unique to each space. The purpose of having a single entrance and single exit for venues is to minimize any one person’s exposure to COVID-19, using a “one-way” model adopted to reduce the opportunity for people to cross one another’s paths. The indoor areas that may be used are the Weight Room and the School Gym which together with the Salesian Designated Fields are referred to herein as the Salesian Designated Areas.

For FF1, everyone will enter the main gate (**player, coach, referee entrance**) and everyone will exit the pedestrian gate (**the main entrance to the football field**). Once on FF1, students and their Pods will be directed to designated areas denoted by yard lines and each pod will be no closer than 10 feet from another Pod. Students will strictly follow all directions for conditioning set forth by coaches. Students will leave the field as directed through the pedestrian gate and then immediately leave campus.

For BB1, everyone will enter the gate adjacent to the Salesian dugout. Once on the field, students will move to the designated conditioning areas, called AREA 1 (right field), AREA 2 (left field), and AREA 3 (infield). Each AREA will be occupied by a student and his/her Pod and a coach or coaches as appropriate. Once conditioning is completed, students and coaches will exit the gate across from the Salesian residence parking structure in left-center field.

For SB1, everyone will enter the gate through the visiting team dugout. Once on the field, athletes will move to the designated conditioning areas, called AREA 1 (right field), AREA 2 (left field), and AREA 3 (infield). Each AREA will be occupied by a student and his/her Pod and a coach or coaches as appropriate. Because SB1 is such a large field, a fourth AREA will be designated AREA 4, and it will be located outside the softball field fence line. Once conditioning is completed, students and coaches will exit the gate next to the home field dugout.

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Appendix B - On-Campus Summer School

(February 1, 2021)

In light of the Covid-19 pandemic, the following protocols will be implemented during our Salesian summer school this year:

1. Student-Parent/Guardian Actions Required Prior to Coming to School

- a. A parent or guardian of each student must have signed and returned to the Principal via email (mflannery@salesian.com) with the subject line: Covid-19: Waiver (Student Name)(Course) unless the form is executed via Docusign which automatically archives the form. The form must be executed and delivered prior to the student being allowed on campus.
- b. Students **MUST** bring their own mask and their own water supply in a bottle (or two or three) marked with his or her name on the bottle(s), their own hand sanitizer, their own writing tools, paper, device, etc. Nothing is to be shared. If they bring a backpack it must have their name or number on it. Students **WILL NOT** be allowed to share water or any equipment whatsoever with one another. A student's water supply **MUST** be kept separate from the water supplies of any other student or teacher.

2. Student- Actions Required During Their Time on Campus

- a. Students **MUST ONLY ENTER THE SCHOOL BUILDING ON THE NORTH SIDE.** Students **MUST CONSENT TO BEING** screened throughout their attendance at Summer School. Each student's temperature **MAY** be taken with a no contact thermometer by a teacher or member of the staff or administration wearing a mask prior to entering the facilities or at any time. The screening **MAY** include questions about fever, cough, sore throat, shortness of breath, and possible contact with someone with COVID-19. Any student in the judgment of any teacher, staff, or administrator, with positive symptoms as set forth in the SCP Covid Rules and Regulations **WILL NOT** be allowed onto the field. If a student feels sick in any way on a designated conditioning day (including but not limited to: fever above 100 degrees Fahrenheit (Touchless Thermometers available in the front office), or chills, shortness of breath or difficulty breathing, new loss of taste or smell, dry cough, congestion, sneezing or runny nose not related to a previous condition, sore throat, fatigue, muscle or body aches, headache, nausea or vomiting, diarrhea), the student **MUST** stay home and **NOT** participate in conditioning until such symptoms are no longer present for the period of time as set forth in the SCP Covid Rules and Regulations.
- b. **Students, Teachers, Staff, Administrators are required to properly wear face masks at all times while on school grounds** except for staff or administrators in their own office with no visitors. All face masks must conform to any Salesian rule for dress code that is developed from time to time.
- c. Social distancing (6 feet apart from any other person) will be practiced by students and teachers in each classroom/teaching space that is used for summer school.
- d. Students will be assigned to a desk/ workspace that **ONLY** they will use each day for summer school (spaced 6 ft. apart from any other desk) and may not switch desks.
- e. Students will **NOT** be allowed to share any materials including, without limitation food, books, materials, pens/pencils, iPads, telephones, etc., at any time while on our campus including, without limitation, during class.
- f. Hand sanitizer will be available in each classroom for student use by students are encouraged to maintain their one personal supply as well.

- g. Students must thoroughly (20 seconds) and appropriately (as indicated in our bathrooms) wash their hands during each break.
- h. Before leaving a classroom daily, students will be asked by teachers to use the school provided wipes to wipe down their desk/workspace with disinfectant cloths and dispose of them in the trash cans.
- i. **STUDENTS SHALL ONLY EXIT THE SCHOOL ON THE NORTH SIDE.**

3. Cleaning Protocols.

- a. Desks/Workspaces will be wiped down daily at the end of each class (disinfecting wipes will be stored in each classroom for daily use and may not be removed from that classroom).
- b. **The school will provide wipes. No classroom will be used more than once a day for one/same group of students.**
- c. All classrooms used for summer school will be cleaned in the evening and ready for the next day.

4. Actions During Class by Teachers.

- a. Teachers will observe students for health risks, but the primary responsibility is for parents to screen their own student prior to allowing them out of the home.
- b. Teachers should send any student exhibiting any symptoms of illness (cough, shortness of breath, fever, etc.) immediately to the front office.
- c. Teachers will be encouraged to use as many digital assignments as possible to minimize disease transmission possibilities through hard copies of student work. Teachers should also provide feedback for students via a digital platform rather than handwritten.
- d. Classroom supplies/materials must be organized and stored for individual student use only during summer school (i.e. no baskets of paper, pens, markers for common use, but rather individual cups of pens, markers, etc., per desk/work station).
- e. Teachers shall make every reasonable effort to open windows to maximize airflow into the classroom/teaching area.
- f. Teachers shall before leaving a classroom daily, ask students to wipe down their desk/workspace with disinfectant cloths and dispose of them in the trash cans.
- g. Teachers shall encourage students to thoroughly wash their hands during each scheduled break.

**Appendix C - Tennis Court Use
(February 1, 2021)**

Conditions For Use of Facilities

As of June 22, 2020, those students interested in playing tennis at Salesian may start playing tennis on Salesian's tennis courts provided that the SCP Covid Rules and Regulations are followed and the conditions set forth below are met.

1. Arrange for Court Time -Coach Waiver and Acknowledgment.

- a. Non-tennis court conditioning shall be governed by Appendix A. All tennis court practice time is governed under this Appendix.
- b. All requests for access to Salesian Tennis Courts shall be made through the Athletic Director.
- c. Only approved requests shall be allowed.
- d. The court time will be no longer than 75 minutes. There shall be a 15-minute "clearing" time where one pod will exit the court before another pod may enter. While waiting, all students shall remain in their car. At no time will parents or others be allowed onto the court.
- e. All coaches must email the Athletic Director and send a copy to the Principal that he or she has read the SCP Covid Rules and Regulations and agrees to comply with them, and must have delivered the COVID-19 Waiver Form Signed by the Coach as if the Coach were both a student and parent on that form or such other form as requested by Salesian.

2. Student-Parent/Guardian Actions Required Prior to Coming to Play Tennis

- a. A parent or guardian of each student must have signed and returned to the Athletic Director via email (cnightingale@salesian.com) with the subject line: Covid-19: Waiver (Student Name)(Sport) unless the form is executed via Docusign which automatically archives the form. The form must be executed and delivered prior to the student being allowed to play tennis with the team.
- b. Students **MUST** bring their own mask and their own water supply in a bottle (or two or three) marked with his or her name on the bottle(s). If they bring a backpack it must have their name or number on it. Students **WILL NOT** be allowed to share water or any equipment whatsoever with one another. A student's water supply **MUST** be kept separate from the water supplies of any other student or coach.
- c. Students **MUST** come to tennis and ready for activity and wear a mask at all times. All coaches will wear a mask at all times during tennis practice. Students **WILL NOT** be allowed to dress or change in a locker room or in the school buildings unless they are on campus for Hyflex learning that day Students should be dressed in shorts, t-shirts, sweat tops, sweat bottoms, and any equipment required by the coach, such as tennis balls and tennis rackets, etc.
- d. Students should have used the bathroom prior to arriving on campus if they are not attending the Hyflex on-campus learning that day.

3. Student- Actions Required During and Immediately After Conditioning

- a. Students **MUST CONSENT TO BEING SCREENED (pre-workout screening)** prior to the start of conditioning each designated day THEY are on the tennis court if the coach decided to conduct the screening. Each student's temperature **MAY** be taken with a no-contact thermometer by a coach wearing a mask prior to stepping through the gate to the tennis court. The screening **MAY** include questions about fever, cough, sore throat, shortness of breath, and possible contact with someone with COVID-19. Any student in the judgment of any coach with positive symptoms as set forth in the SCP Covid Rules and Regulations **WILL NOT** be allowed onto the tennis court. If a student feels sick in any way on a designated conditioning day (including but not limited to: fever above 100

**Appendix C - Tennis Court Use
(February 1, 2021)**

Conditions For Use of Facilities

degrees Fahrenheit (Touchless Thermometers available in the front office), or chills, shortness of breath or difficulty breathing, new loss of taste or smell, dry cough, congestion, sneezing or runny nose not related to a previous condition, sore throat, fatigue, muscle or body aches, headache, nausea or vomiting, diarrhea), the student **MUST** stay home and **NOT** participate in conditioning until such symptoms are no longer present for the period of time as set forth in the SCP Covid Rules and Regulations.

- b. Students must to the extent possible maintain a minimum distance of 6 feet between themselves and other members of the tennis team. A student must refrain from conditioning with any member of any other team. If Contra Costa County is in Red, Orange, or Yellow, refer to Appendix A-1 for use of school facilities for changing or the bathroom.
- c. Students **WILL** leave campus immediately after conditioning has been completed. Athletes **WILL NOT** loiter on or around campus after conditioning.
- d. If Contra Costa County is in Purple: The school building shall not be accessible for any student not attending on-campus instruction on that day. Bathrooms, water fountains, and locker rooms will not be open for students who are conditioning to minimize the transmission of disease. All conditioning exercises will take place outside to maximize access to fresh air circulation. All conditioning practices will be scheduled for no more than 120 minutes.

Appendix D
SALESIAN COLLEGE PREPARATORY
COVID-19 SCP COVID RULES AND REGULATIONS
FOR EMPLOYEES, OFF-CAMPUS COACHES, VOLUNTEERS,
INDEPENDENT CONTRACTORS, VISITORS (“Employees”)

(As of February 1, 2021)

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. Over 240,000 people in the United States have died from COVID-19. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Salesian College Preparatory (“Salesian”) has put in place preventative measures to reduce the spread of COVID-19; however, Salesian cannot guarantee that an Employee, student or their family or friends, or to anyone with whom such persons may have contact will not become infected with COVID-19. Further, attending any activities associated with Salesian such as, but not limited to, attendance at school, attendance for athletics, participating in any club or other co-curricular activity, any school-related function of any sort on or off its campus (“School Function”) could increase the risk to an Employee, student or their family or friends of contracting COVID-19.

Notwithstanding, anything in these SCP Covid Rules and Regulations as they are amended from time to time at the sole discretion of the administration of Salesian and as supplemented by any corresponding Appendices, each Employee must comply with the most stringent of the following: Any national proclamation, any State of California proclamation, and any Contra Costa County (CCC) proclamation, or as it impacts any individual Employee the local proclamation in the county in which any such person resides.

It is expected that the SCP Covid Rules and Regulations will be changed from time to time with little or no notice. The SCP Covid Rules and Regulations are on the Salesian website on the COVID-19 Updates tab at: <https://www.salesian.com/about/communications/hyflex-learning>

The SCP Covid Rules and Regulations incorporate the Social Distancing Protocols of Contra Costa County which can be found at <https://www.coronavirus.cchealth.org/health-orders>.

This Employee guide is based on **Face, Space, Hands, and Home Guidelines provided by the CCC** Office of Education in conjunction with the County Health Department: **Face** (masks required), **Space** (social distancing), **Hands** (wash hands frequently), **Home** (stay home if you are sick).

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FOR EMPLOYEES, OFF-CAMPUS COACHES, VOLUNTEERS,
INDEPENDENT CONTRACTORS, VISITORS (“Employees”)
(As of February 1, 2021)

As we move to welcome Employees back to Salesian College Preparatory starting on July 1, 2020, the following guidelines MUST be followed:

1. All Salesian Employees (“Employees” is inclusive of staff, faculty, administrators, independent contractors, volunteers, off-campus coaches, and visitors) must READ, INITIAL, SIGN, AND EXECUTE THE EMPLOYEE COVID-19 WAIVER FORM PRIOR TO REPORTING TO WORK AT SALESIAN.
2. All Employees must complete a daily self-check, and **if any of the following symptoms (“Symptoms”) are present, the Employee must remain at home and not attend Salesian until such time as the Symptoms have not been evident for at least three days:**
 - Fever above 100 degrees Fahrenheit (Touchless Thermometers available in the front office) or chills
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell
 - Dry cough
 - Congestion, sneezing, or runny nose not related to a previous condition
 - Sore throat
 - Fatigue
 - Muscle or body aches
 - Headache
 - Nausea or vomiting
 - Diarrhea
3. **If an Employee is at Salesian at the onset of any of these symptoms, they must immediately inform their supervisor and the Facilities Coordinator (cleaning of the workspace/classroom will commence). The Employee should leave campus immediately after informing their supervisor. The Employee will need to report to the Isolation Room off the front office if they have to wait for transportation.**
4. **All Employees must submit, if asked, to having their temperature taken with a contactless thermometer and if their temperature is over 100 degrees Fahrenheit, must immediately inform their supervisor and the Facilities Coordinator (cleaning of the workspace/classroom will commence). The Employee should leave campus immediately after informing their supervisor. The Employee will need to report to the Isolation Room off the front office if they have to wait for transportation.**
5. As stated in the Corona Virus Response Act, 2020, EFMLA (Emergency Family Medical Leave Act) allows for an additional two week paid sick leave if needed due to the COVID-19 pandemic. This provision is in effect until December 2020 unless otherwise amended for all Salesian employees.

Appendix D
SALESIAN COLLEGE PREPARATORY
COVID-19 SCP COVID RULES AND REGULATIONS
FOR EMPLOYEES, OFF-CAMPUS COACHES, VOLUNTEERS,
INDEPENDENT CONTRACTORS, VISITORS (“Employees”)
(As of February 1, 2021)

6. **Wearing of Face Masks: All Employees are required to properly wear face masks at all times while on school grounds** except for staff or administrators in their own office with no visitors. N-95 masks are available for all maintenance staff; disposable surgical masks or cloth masks are available for Employees as a back-up (front office); plastic face shields are available for all faculty or staff.

All Employees must wear the mask appropriately. The masks can be cloth or surgical masks. Since surgical or other non-cloth masks often break, anyone relying on such a mask must have a backup mask in their possession. Each Employee should watch the video (English and Spanish links below) showing the appropriate way to put on a mask, wear a mask, and take off a mask. **The nose and mouth areas must be covered fully.**

Wearing a Mask like a Pro videos:

<https://youtu.be/ue-IPM19v0Y> (English)

https://youtu.be/Bnflp_3qXyM (Spanish)

7. Social distancing (remaining whenever possible 6-feet apart from any other person) will be practiced by all Employees at all times throughout Salesian in addition to wearing a mask when in a hallway or room with any other person, or within 6-feet of anyone outside.
8. Employees must avoid all physical contact with each other, including hugs, handshakes, high-fives, etc. Seating in the Staff Breakroom (faculty workroom) has been re-configured to accommodate social distancing. Employees should refrain from sharing food with each other, leaving mugs, plates, silverware, etc., on the Breakroom table or in the sink. The Breakroom table will be wiped down several times a day. No food should be served in the Breakroom buffet style.
9. Employees are expected to practice proper cough etiquette on campus (follow [CDC guidelines](#) and all national, state, and local orders as referenced above).
10. Hand sanitizer will be available for every office/workspace for Employee use. Employees are encouraged to maintain their own personal supply of hand sanitizer as well.
11. Employees must thoroughly wash their hands appropriately (20-seconds and as indicated by the multiple signs in each restroom) during each break, after eating, and after using the restroom. Restrooms will have soap dispensers stocked with antibacterial soap.
12. Before leaving an office/workspace at the end of the day, Employees will, as appropriate, be asked to use the school provided disinfectant wipes/cloths to wipe down their desk/workspace, and office telephone (if applicable), and dispose of the wipes/cloths in the trash cans.
13. All Employees are highly encouraged to get their annual flu shot during the fall and if they desire, to provide proof of receipt of the shot.

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14. Employees are encouraged to open windows as much as possible to maximize air circulation in their office/workspace area if they work indoors. They must talk to their supervisor before having all windows closed in their office/workspace area.
15. The Isolation Room for the Salesian Campus is located on the first floor of the main building in room 116. Any student, visitor, or Employee who is waiting to go home after exhibiting symptoms, will stay (with a mask on) in this designated isolation room.
16. Employees shall inform their supervisor or Human Resources immediately if they have any concerns with any of the above guidelines due to underlying medical issues, or if there are other health/safety concerns they wish to discuss relative to returning to the workplace in general.

Cleaning Protocols that the School intends to follow using Employees and outside janitorial services:

- 1. The school will provide disinfectant wipes (and plastic disposable gloves) for daily wipe down of office/workspace areas. All doorknobs, light switches, and stair rails will be wiped down daily by the janitorial staff.**
2. Break Rooms and restrooms will be cleaned and disinfected every evening.
3. Sanitizing supplies will be provided (and re-stocked daily) to promote Employee personal hygiene. This may include tissues, no-touch trash cans, antibacterial hand soap, alcohol-based sanitizers, disinfectants, and disposable towels.
4. Hand sanitizer dispensers will be installed in the hallways and refilled on a regular basis.
5. Janitorial staff will continue their normal routine cleaning with soap and water to decrease the amount of virus on surfaces and objects, reducing the risk of exposure to contagens.
6. Janitorial staff will disinfect as they deem necessary (after cleaning first) the school facilities with [EPA-approved disinfectants against COVID-19](#) to further reduce the risk. Disinfection of surfaces and objects touched by multiple people shall be encouraged by all Employees and will be done each day by the janitorial staff.
7. When [EPA-approved disinfectants](#) are not available, alternative disinfectants can be used by janitorial staff (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). All disinfectants will be kept out of the reach of students except for soap for handwashing, hand sanitizers, and disinfectant wipes.
8. Whenever students are attending class on campus, the janitorial staff will perform normal cleaning of the school wearing masks and gloves to protect others and themselves during the shift. If any of

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the janitors are feeling sick or have any of the symptoms stated above, they need to stay home and contact their boss and their boss will send a replacement until they are either tested and the test shows they are negative for the COVID-19 virus, or after three days without any symptoms and no COVID-19 test.

9. After the normal cleaning is done, another janitor will come through and use an Evaclean Disinfectant System. The tablets are EPA approved to kill bacteria including the COVID-19 strain. All restroom surfaces, railings, desks, door handles, gym bleachers (which normally will be left up and pushed in all day) will be cleaned on a daily basis. All shared offices will be disinfected on a daily basis and other offices will have the outside door handle disinfected. (Private offices will be disinfected if requested by the inhabitant of that private office.) All cafeteria tables, chairs, will be disinfected with the Evaclean sprayer once during the school day after break, and later in the evening (cafe, tables, chairs, and restrooms). All outside door handles and railings will be disinfected with the sprayer every evening
10. If someone on campus exhibits symptoms of COVID-19, the areas in which they were in will be disinfected thoroughly after discovery. If there is a positive COVID-19 test result for someone who has been on campus, the School will follow any and all mandates of the Contra Costa County Health Office for cleaning and disinfecting and if requested, closing that area off for a period of time.

Appendix E
SALESIAN COLLEGE PREPARATORY
On-Campus School for Students, Parents, Guardians
(February 1, 2021)

In light of the Covid-19 pandemic, the following protocols will be implemented for attendance at Salesian College Preparatory High School this year:

1. Student-Parent/Guardian Actions Required Prior to Coming to School

- a. A parent or guardian of each student must have signed and returned to the Principal via email (mflannery@salesian.com) with the subject line: Covid-19: Waiver (Student Name)(Course) unless the form is executed via Docusign, which automatically archives the form. The form must be executed and delivered prior to the student being allowed on campus.
- b. Students **MUST** bring their own mask and their own water supply in a bottle (or two or three) marked with his or her name on the bottle(s), their own hand sanitizer, their own writing tools, paper, device, etc. Nothing is to be shared. If a student brings a backpack, it must have their name or number on it. Students **WILL NOT** be allowed to share water or any equipment whatsoever with one another. A student's water supply **MUST** be kept separate from the water supplies of any other student or teacher.

2. Student- Actions Required During Their Time on Campus

- a. Students **MUST ONLY ENTER THE SCHOOL BUILDING ON THE NORTH SIDE.**
- b. Students **MUST CONSENT TO BEING** screened throughout their attendance School. Each student's temperature **MAY** be taken with a no-contact thermometer by a teacher or member of the staff or administration wearing a mask prior to entering the facilities or at any time. The screening **MAY** include questions about fever, cough, sore throat, shortness of breath, and possible contact with someone with COVID-19. Any student in the judgment of any teacher, staff, or administrator, with positive symptoms as set forth in the Rules, **WILL NOT** be allowed in the school. If a student feels sick in any way on a designated conditioning day (including but not limited to: fever above 100 degrees Fahrenheit (Touchless Thermometers available in the front office), or chills, shortness of breath or difficulty breathing, new loss of taste or smell, dry cough, congestion, sneezing or runny nose not related to a previous condition, sore throat, fatigue, muscle or body aches, headache, nausea or vomiting, diarrhea), the student **MUST** stay home and **NOT** participate in conditioning until such symptoms are no longer present for the period of time as set forth in the Rules.
- c. **Students, Teachers, Staff, Administrators are required to properly wear face masks at all times while on school grounds** except for staff or administrators in their own office with no visitors. All face masks must conform to any Salesian rule for dress code that is developed from time to time. On-campus students must properly wear their face masks at all times except for the act of eating or drinking during a break, but must immediately wear the mask when the act of eating or drinking is finished.
- d. Social distancing (6 feet apart from any other person) will be practiced by students and teachers in each classroom/teaching space that is used with desks at least five feet apart.
- e. Students will **NOT** be allowed to share any materials including, without limitation food, books, materials, pens/pencils, iPads, telephones, etc., at any time while on our campus including, without limitation, during class.

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- f. Hand sanitizer will be available in each classroom for student use by students are encouraged to maintain their one personal supply as well.
 - g. Students must thoroughly (20 seconds) and appropriately (as indicated in our bathrooms) wash their hands during each break.
 - h. Before leaving a classroom daily, students will be asked by teachers to use the school provided wipes to wipe down their desk/ workspace with disinfectant cloths and dispose of them in the trash cans.
 - i. **STUDENTS SHALL ONLY EXIT THE SCHOOL ON THE NORTH SIDE.**
 - j. Students shall comply with all posted signs and all COVID Rules and Regulations as amended from time to time.
- 3. Cleaning Protocols.**
- a. Desks/Workspaces will be wiped down daily, and teachers may request students at the end or beginning of each class to wipe down desks (disinfecting wipes will be stored in each classroom for daily use and may not be removed from that classroom).
 - b. **The school will provide the wipes.**
 - c. All classrooms used for summer school will be cleaned in the evening and ready for the next day.
- 4. Actions During Class by Teachers.**
- a. Teachers will observe students for health risks, but **the primary responsibility is for parents to screen their own students prior to allowing them out of the home.**
 - b. Teachers should send any student exhibiting any symptoms of illness (cough, shortness of breath, fever, etc.) immediately to the front office.
 - c. Teachers will be encouraged to use as many digital assignments as possible to minimize disease transmission possibilities through hard copies of student work. Teachers should also provide feedback for students via a digital platform rather than handwritten.
 - d. Classroom supplies/materials must be organized and stored for individual student use only during summer school (i.e. no baskets of paper, pens, markers for common use, but rather individual cups of pens, markers, etc. per desk/ work station).
 - e. Teachers shall make every reasonable effort to open windows to maximize airflow into the classroom/teaching area.
 - f. Teachers shall before leaving a classroom daily, ask students to wipe down their desk/ workspace with disinfectant cloths and dispose of them in the trash cans.
 - g. Teachers shall encourage students to thoroughly wash their hands during each scheduled break.