

STS. SIMON & JUDE

CATHOLIC SCHOOL

Sts. Simon & Jude Catholic School

Comprehensive
Health & Safety Plan
Re-Opening 2020-2021

August 6, 2020

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August 4, 2020

Dear Parents,

The winter of 2020 brought a medical crisis to the world not experienced since the Spanish Flu in 1918. In March, to help stop the spread of what we now know as COVID-19, California began to shelter-in and our schools closed across the state. The Diocese of Orange quickly transitioned to Distance Learning, a form of instruction foreign to both teachers and students. To say that the pandemic has disrupted our families and lives would be an understatement.

The goal since the first day of closure has been to re-open the school for in-person instruction. Our mission continues to provide a safe, nurturing, faith-based Catholic learning environment where high academics, service, community, and discipleship are valued.

The Health & Safety Plan was developed from the guidelines provided by the CDC, the California Department of Education, California Department of Public Health, Orange County Health Department, Diocese of Orange Department of Catholic Schools, parent survey data (May & August), faculty/staff input, SSJ health/medical consultants, and practical realities of school operations. While our Health & Safety Plan is comprehensive, I acknowledge that the measures implemented can only mitigate, not eliminate, the spread of the virus. The added bonus of the plan is the promotion of general wellness both physically and social/emotionally for our students.

Naturally the COVID-19 situation continues to evolve and change. As a result we and our plan will need to adjust and adapt as the situations occur.

I would like to thank you all for your continued patience and grace as we work to prepare our campus for the re-opening of the 2020-21 school year. I am reminded of the Bible verse from Matthew 19:26 "With man this is impossible, with God all things are possible".

Blessings,

Denise Grant

Denise Grant

Principal

Health and Safety – Campus Environment

Phase one

Cleaning and Disinfection

All campus rooms (offices, classrooms, hallways, bathrooms, library, computer lab, multi-purpose room, Colman Hall, & activity center) will undergo a deep cleaning nightly by a professional cleaning company. The company will use industrial foggers purchased by the school that utilize a CDC approved cleaning/sanitizing agent. Once the rooms have been cleaned the campus is locked down and not used by other organizations.

Day porters will clean high touch traffic areas multiple times throughout the day using a CDC approved (EPA Reg. No. 1839-169-14994) cleaning/sanitizing agent. The teachers will be supplied with the cleaning/sanitizing agent and may clean additional surface areas (spray bottle and wipe) as needed before the nightly deep cleaning.

Each student will be required to provide the grade appropriate supplies. Any supplies needed for projects not included in the grade level supply list will be cleaned prior to distribution and have a one-time use by the specific student. All manipulatives and play equipment will be cleaned prior usage and returned to a designate place for cleaning and disinfecting before it is used again. Some manipulatives and play equipment may be assigned to specific students for a determined amount of time (cleaned during the nightly deep cleaning).

All electronic devices will be assigned to students on a 1:1 ratio. No electronic devices will be shared. Daily cleaning/sanitizing of the devices will occur (end of the day). Students in grades 5-8 will be required to clean their device if it is taken off campus before it is used on campus.

Learning Zones – Cohorting

The campus has been divided into 4 Learning Zones (cohorts). These zones allow the students as members of a fixed group to stay together for all activities. Students will remain in their respective zones before school, throughout the day, during recess/lunch, and afterschool or StayCare. Each zone has access to bathrooms, water filing stations, hand sanitation stations, and a recreational area. Each zone has separate entrances and exits to eliminate any contact between students in other zones (cohorts).

The Learning Zones (cohorts) are as follows:

- Grades 5-8 – Zone Orca
- Grades 3-4 – Zone Bottlenose Dolphin
- Grades 1-2 – Zone Striped Dolphin
- Grades TYKE-Kindergarten – Spinner Dolphin

Entrance, Egress, and Movement - Traffic Patterns

The movement of students and faculty/staff on campus will be monitored and clearly defined. Each Learning Zone will be designated with colored tape with the end of the zone marked with double stripes. The hallways will be divided into specific traffic patterns with appropriate signage (i.e. arrows, stop sign, one way, social distance spot, etc). All Learning Zones have a designated entrance and exit point. There are no common or shared entrances for Learning Zones. Faculty/staff will instruct the students on proper protocol for bathroom usage and limit the number of students in the bathroom at one time. Outside areas will also be marked for each zone if two zones are outside at the same time. If an outside area includes surfaces (tables, chairs, equipment) the area will be cleaned after each zone has used the area.

Campus visitors and volunteers will be very limited or not allowed. Any visitor or volunteer entering campus will follow the health screen protocol. All visitors and volunteers will request entrance onto the campus via the electronic doorbell at the pedestrian gate by the middle school wing.

A modified drop-off and pick-up procedure will be implemented to mitigate student and parent gathering in the parking lot area. The continuity of the Learning Zones will be maintained during the drop-off and pick-up procedure.

Grade level recess times and lunch times will be staggered to avoid group gathering and more than one Learning Zone in a designated outside area. For example, one grade may eat inside while another plays outside on the blacktop or field. One Learning Zone may use the field while another uses the blacktop. Faculty/staff will be assigned to monitor the Learning Zones as they use the recreational area.

A security fence with locked pedestrian and vehicle gates will be installed that will fully enclose the campus and surrounding community buildings. A horticulture department will be established within the gated area for an agriculture curriculum.

Health and Safety – Students/Faculty/Staff/Parents

Personal Protective Equipment

It is mandatory for all faculty/staff to wear personal protective equipment (PPE). The faculty/staff have the option of wearing a mask, gaiter, or face shield (or any combination of the three). The faculty/staff working with early childhood students are encouraged to wear a face shield to help with non-verbal cues and phonics articulation.

Students will be required to follow the Guidelines on Face Coverings which reflect the new California state recommendation issued on 7/17/2020:

- TYKE – Kindergarten: Face coverings encouraged
- 1st – 2nd grade: Face coverings – strongly encouraged
- 3rd – 8th grade: Face coverings – required, unless exempt

SSJ branded masks and gaiters have been ordered and may be purchased at a nominal fee. Any student without a mask will be provided a disposable mask for the day.

Personal clear desk shields also known as Sneeze Guards have been purchased for each student. The shield is installed on the desk but is portable and can be moved with the student to other learning spaces. The shield supports physical distancing while allowing for social interaction.

Additional PPE is stocked on campus and will be distributed to any individual if a mask, gaiter, or face shield is lost, damaged or defective. Any individual required to wear PPE observed not complying with the guidelines will be asked to comply or will be escorted off campus.

Health Screenings – Students & Faculty/Staff

Active health screenings will be employed for students, faculty/staff, and visitors. During the drop-off procedure temperatures of the students will be taken before the student is allowed out of the car (20 infrared touchless thermometers purchased). Any student over 100.4 will not be let out of the car and on campus. Siblings in the car will also be sent home for a minimum of 24 hours. Temperatures will be taken again before lunch.

Any student with a temperature of over 100.4 or with COVID-19 symptoms will be removed to the designated **isolation room** (MPR). The school nurse will monitor

the student until he/she is picked up from campus. The isolation room is outside of all the Learning Zones and can be accessed by an outside door. The isolation room is designated for the sole purpose of separating the individual from the Learning Zone thus mitigating the contamination of the Learning Zone.

Faculty/staff will be screened when they arrive on campus and again during the lunch break. Any faculty/staff with a temperature over 100.4 will be removed to the isolation room until they can be safely removed from campus.

Any visitor or volunteer to the campus will be temperature screened before they enter campus and asked the following questions:

1. Do you have any of these symptoms that are not caused by another condition?

- *Fever or chills*
- *Cough*
- *Shortness of breath or difficulty breathing*
- *Fatigue*
- *Muscle or body aches*
- *Headache*
- *Recent loss of taste of smell*
- *Sore throat*
- *Congestion*
- *Nausea or vomiting*
- *Diarrhea*

2. Within the past 14 days, have you had contact with anyone that you know had COVID-19 or COVID-like symptoms?

3. Have you had a positive COVID-19 test for active virus in the past 10 days?

4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?

Any individual responding in the affirmative to the above questions will not be allowed admittance to the campus.

Healthy Personal Hygiene Education & Practices

Intentional instruction will be given daily at every grade level to promote healthy personal hygiene and practices, highlighting cause and effect. This instruction will include but is not limited to: handwashing techniques, avoiding contact with one's eyes, nose and mouth, covering coughs and sneezes, contamination, and healthy living practices. Daily routines will be established enabling students and faculty/staff to regularly wash hands and use hand sanitizer.

Professional Sanitation Stations have been purchased (quantity 13) and have been placed at every entrance/exit. These are touchless units are similar to the units in hospitals. Additionally, each classroom has hand sanitizer stations (CDC recommended sanitizer) along with separate bottles of hand moisturizer.

Additional precautions have been taken to promote healthy hygiene and mitigate the spread of germs. Each bathroom has been equipped with hands-free faucets, toilets and foot-pulls for the doors. Communal water fountains have been shut off. Students are required to bring a personal water bottle. Water filling stations have been installed for the purpose of refilling water bottles. Day porters will be cleaning throughout the day the bathroom area and water filling stations as a part of the regular cleaning of high touch contact areas.

Physical Distancing

To the extent possible physical distancing will be practiced throughout the campus. Faculty/staff will teach and model physical distancing practices. The class size is capped at 25 students per room (average room approximately 1000 sq. ft.). Lockers will not be used and signage around the bathrooms and water filling stations will facilitate physical distancing.

Hallway patterns (appropriate signage) designated throughout the Learning Zones to avoid small group gathering or congestion along with clearly marked entrances and exit points have been established to promote physical distancing.

Colman Hall, Activity Center, blacktop, field, lunch tables and horticulture area will be repurposed as needed for instruction and recreation while maintaining physical distancing.

Modified drop-off and pick-up procedures along with staggered schedules for recess and lunch will be used to promote physical distancing.

Hot Lunch Program

The school continues to partner with Healthy Choice Lunches. Healthy Choice has modified its program to create a touchless delivery system. Student lunches will be delivered to the campus and the sealed lunches will be delivered to the appropriate classroom.

Health and Safety – Policy/Procedures/Protocols

Identification and Tracing of Contacts

The school nurse (Mrs. Juska: ejuska@ssjschool.org) is the designated person for the local health department to contact about COVID-19. The following is the protocol concerning identification and tracing of contacts:

- If a student or staff member is confirmed to have COVID-19, the school will immediately notify local health officials. These officials will help administrators determine a course of action. The school will likely dismiss the exposed students and staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities. The school will work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further the spread of COVID-19.
- An infected employee should consult with their health care provider immediately and follow the directives provided to them by their health care provider. The infected employee should follow CDC recommended steps, and not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. Currently, the CC's criteria for discontinuing home isolation require that the employee experience all of the following: (1) 3 days with no fever, (2) respiratory systems have improved (e.g. cough, shortness of breath), and (3) 10 days have passes since his/her symptoms first appeared.
- The school will review symptoms with employees and parents of students. Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and be sent home as soon as possible. Students who have symptoms should be kept home. Anyone who experiences these symptoms at school will be separated from well students and staff until the sick person can be sent home.
- Employees and students with an underlying medical condition, and who are concerned, should consult their health care provider.

Plan Implementation & Enforcement – Faculty/Staff Training / Family Education

The Health and Safety plan was created in consultation with a committee of professionals in the medical, industrial, and science related fields. The basic summary or highlights of the plan was presented to the faculty/staff via email and

then discussed during a faculty meeting. Training on the specifics of the plan will occur during the teacher prep days in late August (two days have been designated).

The basic summary or highlights of the plan were published in a newsletter to the parents. Learning Zone informational meetings were held on three consecutive days at which time the parents could attend an outdoor meeting, watch via live stream, or watch a taped version of the meeting. The details were presented and followed by a question/answer session. The parents watching live used the chat function to ask questions. A full version of the Health and Safety Plan is published on the website.

Updates on the implementation of the plan have been reported in newsletters and bulletins. Orientation days have been scheduled for the week before school to discuss in small groups (in person outside or Zoom) and educate the parents and students on the specifics of the plan.

Testing Protocols – Students & Faculty/Staff

To ensure the safety of students and staff, surveillance testing will be implemented. The school will test staff periodically, as testing capacity permits and as practicable. When a student or staff exhibits COVID-19 symptoms, the student or staff member will be sent home and testing will be recommended. School employees and students who need testing should either go to their health care provider, a state-operated, or other community testing site. The department of Managed Health Care has filed an emergency regulation to require health plans to pay for COVID-19 testing for all essential workers, including school staff. In addition, tests are available at community testing sites throughout the state.

Triggers for Distance Learning Implementation

Should a student or faculty/staff test positive the principal will notify local health officials and the Diocese of Orange, Department of Catholic Schools. These officials and administrators in collaboration with the principal will determine if or when it would be necessary to physically close the school, prohibit in-person instruction, and pivot to Distance Learning.

Communication Plans

SSJ is committed to ongoing, timely, and informative communication between school and home. In order to provide effective communication the following will be utilized:

- Principal News & Notes
- Constant Contact emails
- Small group meetings – outside and streamed live/taped

Any communication between the school and parents required as a result of a confirmed COVID-19 case will be made via email in the form of an "Exposure Notice" in compliance with the privacy requirements of FERPA AND HIPPA.

Health and Safety – Campus Environment Phase Two

Air Filtration and Purification

Phase Two includes the purchase of state of the art commercial air filtration and purification solutions to be placed throughout the entire school. There are several options for this type of system. While we are still in the process of investigating the various options, we have raised a significant amount of the funds needed to implement Phase Two and our goal is to have this phase completed by the time students arrive on campus for the 2020-2021 academic school year.

Instruction

Instructional Model

A **traditional model**, 5 full days and in-person instruction, will be implemented if all safety requirements are met AND if one or both of the following is achieved:

- Orange County removed from the Watch List
- Waiver approval for TK – 6th grade

The faculty/staff and administration have prepared the campus to provide a safe, healthy, rich, learning environment for the students returning to school. As previously detailed in the Health and Safety section of the plan the following measures will be taken:

- All Learning Zones remain intact – no contact or mixing of students between zones
- Specials teachers will push into the respective classrooms
- Materials stay with students or in the classroom
- Personal Shields remain with each student and travel to other areas when needed
- Staggered recess/lunch
- Individually assigned school-issued devices remain with student
- Grades 6-8 – departmentalized classrooms
- No locker usage
- Block schedule to reduce the number of daily class changes
- Staggered release times to minimize foot traffic in hallway
- Use of exterior doors to minimize foot traffic in classrooms

**If grades 7th and 8th are not permitted to return to campus under the current waiver restrictions a Distance Learning Model will be implemented. Distance learning will occur simultaneously for those grades until they are allowed to return to campus.

School Closure – Distance Learning Model

A **distance learning model**, synchronous and asynchronous instruction, will be implemented if the waiver is not approved and Orange County remains on the Watch List, reinstatement of a stay-at-home order, or intermittent school closure for cleaning requirements.

Asynchronous learning is when instruction and learning do not happen at the same time for all students. A faculty member provides instruction through a pre-recorded video, resources and tasks via Google classroom or Flipgrid. The student accesses learning at a time that works for him/her and their family. Synchronous learning is when the student(s) and the faculty member are engaged online learning at the same time via Zoom.

Expectations will be clearly defined for students, parents, and faculty in a separate document (Sts. Simon & Jude Distance Learning Expectations) which will include schedules, standards for time spent in synchronous/asynchronous learning, grading, communication, and grade specific parameters and guidelines.

At this time there are no plans to offer a full-time distance learning model for those families that wish to have their students remain at home instead of returning to campus.

Extended Absences

If a student, at any given time is required to stay at home due to an illness or recover from an illness, a learning plan to maintain educational continuity will be implemented. The learning plan will be grade level appropriate and created with collaboration from the classroom teacher, resource faculty, and parents. Students that are absent will have access to daily lessons, assignments, hand-outs, and resources via FACTS, Google Classroom, packets, and email. This learning plan is not intended to replace in-class instruction; individual live instruction is not available due to faculty/staff instructional schedules.

Social-Emotional Health

Social emotional learning (SEL) is defined as the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. It is important to establish a positive, safe and supportive learning environment as our students navigate the unprecedented challenges associated with the pandemic. With this goal in mind the following measures will be implemented:

- Support / create opportunities for students to interact with their classmates, faculty/staff safely in the classroom and during recess/lunch breaks
- Continued partnership with Outreach Concern – counseling available on campus and virtually

- Provide school activities that promote social / emotional wellbeing to the extent possible (Student Body Masses, prayer circles, Learning Zone intramural games, electives, assemblies, instrumental concerts etc.)
- Professional development for faculty/staff specifically targeting social/emotional health - introduction and understanding of the 5 SEL competencies (self-awareness, self-management, social awareness, relationship skills, and responsible decision-making), investigating strategies/ teaching practices for intentional teaching of SEL
- Adoption of the social/emotional learning program by Loyola Press. The program is called *Growing with God* and it integrates with the Loyola Press regular religion series *Christ our Life* currently used by SSJ. This SEL program covers all 5 competencies outlined by The Collaborative for Academic, Social, Emotional Learning (CASEL)

** The pandemic situation is fluid and the Health & Safety Plan may be revised and updated as needed. Version date: 8/6/2020