



## **St. Catherine of Alexandria Parish School COVID Safety Plan**

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## **St. Catherine of Alexandria Parish School Reopening Plan 2021**

The health and safety of students and staff is the top priority when making the decision to physically reopen school campuses five days a week for use of students, staff and others. St. Catherine of Alexandria will follow the CDC guidelines and adhere to California Department of Public Health (CDPH) and California State Department of Education, and the San Bernardino Diocesan Office of Catholic School's guidelines for the official transition of stages and reopening of Diocesan Catholic Schools. All Catholic elementary and high schools shall conform to the Office of Catholic School pandemic protocols in accordance with the aforementioned guidelines, and those specifically directed by the Emergency Operations Collaborative (EOC) office of the Diocese of San Bernardino. Should any symptomatic case of COVID-19 be detected, CDC protocols for dismissal of classes shall be implemented and the physical closure of school facilities be instituted. Should either of these actions be necessary, parents/guardians will be notified, and both students and teachers will transition into Catholic Online Synchronous Learning (COSL).

St. Catherine of Alexandria Parish School began school using a Synchronous Online Learning model to ensure student safety and has now been approved for in person instruction in grades TK-8 on \_\_\_\_\_. Those students who opted to continue with at home learning, will engage in a quality learning model of instruction which will include live instruction as well as Asynchronous Learning where students work independently to develop necessary skills. Student will partake in Google Meets for live instruction with their homeroom teacher for the core classes of Religion, Math and Language Arts and some additional pull out classes offered. In addition, a homeschool Education Advisor will check in with the at home students regularly to assist with student assessment and lesson plan organization.

### **Mission Statement**

St. Catherine of Alexandria Parish School provides a Christ-centered Catholic environment where all students are challenged to achieve their personal best spiritually, and culturally. We are committed to educating the whole child, promoting excellence and modeling compassion. We are a community of believers enlightened by knowledge and enriched by faith.

### **Catholic Identity**

Catholic identity will remain one of the pillars of St. Catherine of Alexandria Parish School. Teachers will continue to maximize Catholic identity in each class. Mass will remain scheduled throughout the

year. One class will be assigned to each Mass to physically attend and participate in person as soon as allowable by state and local officials, and the diocese. The rest of the school will live stream the Mass and participate virtually from their classrooms. This procedure will be used for other religious activities scheduled throughout the year (rosaries, stations of the cross, etc.).

Although the prevention of COVID-19 spread cannot be guaranteed, all reasonable measures shall be taken for the safety of all students, teachers and staff, and teacher aides who will interface with the student body through the course of the school day. Teachers and staff will be trained in pandemic safety protocols for reopening, in order to ensure a safe and healthy educational environment.

## Cleaning and Disinfection

- ✓ St. Catherine of Alexandria Parish School will ensure adequate disinfecting supplies for proper cleaning procedures.
- ✓ All faculty and staff will be trained on how to follow protocol to safely use disinfectants and sanitizers.
- ✓ The school will have a supply of Clorox wipes and hand sanitizer. Parents will be asked to donate Clorox wipes and hand sanitizer as well in case a classroom needs more supplies. The school will use the diocesan contact as well as family contacts to ensure enough supplies are always on hand.
- ✓ Faculty/staff will disinfect counters, desks, door handles periodically throughout the school day (in the morning upon arrival, at recess before student return, at lunch recess before students return, and at the end of the school day after students are dismissed).
- ✓ When cleaning, the space will be aired out (before children arrive and while at recess). ✓ The school janitor will disinfect frequently touched surfaces within the school such as the, restrooms, and other outside equipment or objects every hour.
- ✓ Tables will be cleaned after each use.
- ✓ Additional maintenance and custodial staff will be hired to ensure proper cleaning procedures are in place.
- ✓ If the janitor is out absent teacher aides and office staff will be utilized to help ensure the cleaning continues on schedule.
- ✓ Touch free soap dispensers will be installed throughout the campus and maintained.
- ✓ Air conditioners will continue to be maintained as well as checking air filters and filtration systems to ensure optimal air quality.
- ✓ Drinking fountains will be eliminated and faculty/staff and students will be encouraged to bring their own water to minimize use and touching of water fountains.
- ✓ St. Catherine of Alexandria Parish School will follow **disinfection guidelines** developed by the Centers for Disease Control (CDC) for school campuses, including classrooms, workspaces, outdoor spaces and play areas.
- ✓ The janitorial staff will disinfect the space were a COVID case has been identified. Custodial staff will be trained on proper cleaning and disinfection of infected COVID-19 area.

As much as possible, increased circulation of outdoor air will be used by opening windows and doors. In addition, air purifiers have been purchased for each classroom to reduce viruses and reduce airborne particles. If students or faculty/staff are exhibiting respiratory symptoms or fever the class will be removed for the rest of the day to ensure the classroom can be thoroughly cleaned and aired out for arrival the next morning.

## **Drop-off / Pick-up Procedures**

To minimize contact at school between students, staff, teachers, and families, arrival and drop-off will be modified into a drive-thru system.

### Drop Off

- Morning drop off will occur beginning at 7:30 A.M. to 8:00 A.M.
- Staggered arrival and pick up times will be grade level specific in order to reduce school traffic and encourage social distancing. Students in lower grades TK-2 7:30, 3-5- 7:40 and 6<sup>th</sup>-8<sup>th</sup> 7:50
- The gate between the school and the parish hall will be open to facilitate drive-thru drop off.
- Vehicles will drive into the back of campus and go into one of three lanes that will be marked by cones.
- A staff member will direct the vehicle to the front of the lane, car window will be lowered and a touchless thermometer will be used by staff to scan the student's temperature.
- Students without a temperature will be allowed to exit their vehicle with their mask/ face shield in place and walk to their classroom.
- If a student registers with a temperature of 100.4 degrees or higher, parents will be asked to pull into a parking space and remain in their car for 5 minutes. After 5 minutes they may return for a second temperature check.
- Those with registered temperatures of 100.4 degrees or higher and/ or the CDC COVID-19 symptoms will not be allowed on campus.
- Visual wellness checks of all students, teachers and staff will continue throughout the day.
- A temperature check may be performed throughout the day for any student, faculty or staff member. Those faculty and staff with registered temperatures of 100.4 degrees or higher, cough and/or shortness of breath exhibited throughout the day will be sent home immediately. Those students with registered temperatures of 100.4 degrees or higher, shortness of breath or other COVID-19 symptoms exhibited throughout the day will be sent to the office to be isolated while parents are called. Parents/guardians must ensure a person on the student's emergency list will be available to pick up the child as soon as possible.

### Dismissal

- Dismissal will take place beginning at 2:50 P.M. and ending at 3:30 P.M.
- Dismissal time will be staggered based on grade levels. TK and Kindergarten 2:50 and 3:00 for additional grades.
- Parents will pull up through the side gate, between the parish hall and the school office, and remain in their car.
- Students will be called out to each vehicle upon the arrival of parents to the front of the drive-thru lanes to ensure safety and social distancing of the school community.
- After care will be provided after 3:30 P.M. Students will report to one of two after care rooms depending on their grade level and will remain seated with their classroom cohort.
- Parents picking up students in extended care should contact staff by phone in after care once they arrive to the school parking lot.
- After care staff will then walk students off of campus through the Kindergarten gate. Parents waiting to pick up their child(ren) should remain six or more feet apart.

## **Learning Environment/ Small Stable Cohorts**

- Cohorts will be limited to single classroom with only the grade level interaction.
- Instruction for cohorts will take place in individual classrooms for grades TK-5 and cohort movement for 6<sup>th</sup>-8<sup>th</sup> will be restricted.
- Each classroom will maximize space between both teacher and student seating and desks, as much as possible, given limitations of classroom dimensions and desks will be arranged in a way that minimizes face-to-face contact between students in grade 1-8.
- Teacher and other staff desks or podiums will be six feet away from student desks.
- Separation of students will be enhanced by adding plexiglass dividers when increased physical distancing cannot be achieved with in classroom workspaces.
- To ensure collaboration continues amongst students, teachers will adapt lessons to utilize Google Docs and other online resources when possible to continue working together with other students but minimize movement indoor and continue distancing as much as possible.
- When possible, teachers will adapt lessons to turn in online to minimize contact.
- All students will be required to have their own supplies to avoid cross contamination between classrooms, students and teachers. Student's belongings will be separated from others' and in individually labeled containers, cubbies, and in their personal desks. Students will be encouraged to take items home as needed to be cleaned.
- Each class will be assigned their own electronic devices to utilize throughout the day, via Apple cart every three days. Electronic devices (iPads) will be picked up in the computer lab daily by teachers on their assigned day. The teacher/aide will ensure that the device is properly cleaned before another student uses it.

### **Transitional Kindergarten thru 5th grade will use the Cohort Model by Classroom**

- Students and the teacher/teacher aide shall remain with their own class, at all times.
- Specialty teachers (Art, Music, Computers, Spanish and Library/Accelerated Reader) will either video conference into the class or will use push-in model in classroom with no student movement.
- The teacher/aide will assist during this time.
- P.E. will also take place on the black top or field with the classroom teacher having the ability to distance 10 or more feet away from the students and give directions.

### **Middle School, grade 6th thru 8th will use the Cohort Model by Students**

- Students shall remain in their own cohort for classes.
- Teachers, including specialty teachers (Science, Art, Computers, Spanish, Music and Library/Accelerated Reader) will move to the middle school classrooms.
- The teacher departing the classroom will clean and sanitize all common areas such as the teacher desk, podiums, white boards, Smart boards, and any other teacher-used surfaces.
- Upon entering the new classroom, the teacher will sanitize their hands, before beginning any instruction.
- P.E. will also take place on the field with the classroom teacher having the ability to distance 10 or more feet away from the students and give directions.
- Pullout classes (Spanish and Art) and specialty spaces (Science Lab, Computer Lab, and Music Room) will also be used by one middle school class a day.
- After the class the classroom, will be properly cleaned and another class can use it the next day.

## Recess and Lunch

- Students will eat lunch and go to recess with their groups at times that are staggered from other groups. Recess will be staggered to ensure social distance.
- One classroom will be allowed in each area (grass area and blacktop) at a time.
- Play structures will be limited to use by one class per day.
- Students will eat lunch in their classrooms or individually at the lunch tables with only one class during the designated time.
- Lunch recess will be staggered after eating.
- Hot lunch will be distributed to each classroom by a staff member provided by Mia's Catering in closed/ packaged individual boxes for each student that ordered for the day. The food service workers will follow the same protocol as an arriving faculty/staff member. They will be required to wear a face mask, as well, before entering the school and parish hall.
- All classes will have their own playground equipment that will be sanitized after each use.
- Supervisors (aides) at recess will ensure physical distancing. Play will be limited to activities that do not necessitate physical contact.
- Students will wash hands or use touchless hand sanitizer before coming back into the classroom.

## Staff & Visitor Environment

**Visitors** will maintain minimum of 6 ft of social distancing in the office. Anyone arriving at the office throughout the day for any reason will also follow the same protocol followed by arriving faculty/staff. Visitors/Families will be asked to adhere to minimum of 6 ft of social distance protocols while visiting the school office. 6 ft of social distance indicators have been placed in the lobby and on the walk way to help define appropriate spacing. Visitors will not be allowed in the office until proper social distancing of 6 ft can be ensured. No parents or volunteers will be permitted on campus during the COVID-19 pandemic restrictions.

If a **faculty/staff** member needs to use the office area they should wait to ensure that proper 6 ft of social distancing can be practiced before entering. Faculty/staff should sanitize all areas they used after use (copy machine). Office staff and administration will use 6 ft of social distancing and face masks to ensure proper hygiene and safety measures.

The teacher/staff lounge will be used by a limited number of teachers/staff to ensure minimum of 6 ft of social distancing. Any faculty/staff that uses the staff lounge will sanitize areas used after use. The door should remain open as much as possible for maximum ventilation.

## Health & Safety Procedures

The health and safety of our students and staff are a priority at St. Catherine of Alexandria Parish School. All staff, students, and visitors are expected to adhere to the following guidelines and safety procedures.

### Face Coverings

- Under the current California masking mandate, all staff and teachers will wear appropriate face coverings per California Department of Public Health (CDPH) Guidelines. All staff will be supplied with face coverings and shields and will be reissued a supply throughout the year. St. Catherine's will follow appropriate guidelines necessary to open safely.
- Face coverings must be used at all times by staff and students while on campus: indoors or outdoors. In the event a mask is lost or misplaced, the school office will issue an emergency mask. If student can not wear a mask due to medical condition, doctor's note must be provided and face shield will be worn.
- Clean cloth masks or face shields should be worn to school.
- CDPH recognizes there are some people who cannot wear a face covering for medical reasons. People are exempted from the requirement if they are under the age 2, have a medical or mental health condition or disability that impedes them from properly wearing or handling a mask, or when it would inhibit communication with a person who is hearing impaired. This medical condition must be communicated to our school office by the way of a physician's order.
- According to CDPH guidelines, if a student refuses to wear a face covering, the student must be excluded from on-campus instruction, unless they are exempt, until they are willing to wear a face covering.
- St. Catherine of Alexandria Parish School will adhere to required guidelines and mandates referring to face coverings.

### Health Screenings for Staff, Students, and Visitors

All individuals coming to St. Catherine of Alexandria Parish School are expected to adhere to the following health screening procedures:

- ✓ Complete a self-screening before leaving home checking for COVID-19 symptoms and elevated temperatures.
- ✓ Check-in with the office or at the drop-off carline for a temperature and symptoms screening provided by SCA staff.
- ✓ Remain home if you experience symptoms, have tested positive for COVID-19 within the last 14 days, and/or have been exposed to any one experiencing COVID-19 symptoms.

Please also be advised,

- All students, staff, and visitors are expected to check for symptoms of sickness in the morning at home before arriving on school campus. If possible it is encouraged that all faculty, staff, and students take their temperature before leaving their home. Students, staff, and visitors who are sick or have recently been in contact with someone exhibiting COVID-19 symptoms which includes **cough, fever, chills, muscle pain, shortness of breath or difficulty breathing, uncharacteristic fatigue, sore throat, muscle or body aches, loss of taste or smell, runny**

**nose, nasal congestion, nausea or vomiting, abdominal pain, diarrhea, rash and/or headache** will remain home.

- Parents should call the office to self-report any symptoms. Teachers and staff will contact the principal and administrative secretary to report absenteeism. A substitute teacher will be called on when necessary to cover absent teachers.
- All teachers and staff shall follow Diocesan HR policy for reporting illness and requesting sick leave.
- Students, staff, and/or visitors who exhibit any COVID-19 symptoms while on campus will be sent home immediately. (Parent or emergency contact must arrive within 30 minutes of call)
- **Screening upon arrival will take place for ALL teachers, staff, students, and visitors.**
- **Faculty, staff, and visitor temperatures** will be scanned upon arrival by the office staff. If a faculty/staff member registers with a temperature of 100.4 degrees or higher, they will be asked to wait for 5 minutes. After 5 minutes they may return for a second temperature check.
- **Student temperatures** will be taken at drop-off. A staff member will direct the vehicle to the front of the lane, car window will be lowered and a touchless thermometer will be used by staff to scan the student's temperature. If a student registers with a temperature of 100.4 degrees or higher, parents will be asked to pull into a parking space and remain in their car for 5 minutes. After 5 minutes they may return for a second temperature check.
- **Anyone with registered temperatures of 100.4 degrees or higher or Covid-19 symptoms** such as cough, chills, muscle pain, shortness of breath or difficulty breathing, sore throat and/or new loss of taste or smell that are related to the Coronavirus **will not be allowed on campus.**
- Students, teachers, or staff who have a travel history over the course of the last 14 days to an area identified by the CDC as Level 3 Travel Health Notice will be excluded from campus.
- Those who have been in close contact with someone diagnosed with COVID-19 must be excluded from school for 14 days from the day of their last exposure.
- Sick teachers, staff and students will not return to campus, until they have met CDC criteria to discontinue home isolation which includes, 24 hours without fever or use of fever reducing medication and a minimum of 10 days since **last** positive test. Communication of self-report symptoms will be documented and faculty, staff and families will immediately be contacted of any positive cases of COVID-19.

### **Healthy Hygiene Practices**

Healthy hygiene practices will be reinforced amongst all faculty, staff, and students.

- ✓ Students and teachers will be trained in best practices of washing hands and covering coughs or sneezes.
- ✓ Signs will be posted on ways in which to curb the spread of COVID-19, promoting proper hand washing, including everyday protective measures, such as social distancing and the safe and proper care and removal of face coverings.
- ✓ Students will be shown how to use tissues to wipe their nose and to cough/sneeze inside a tissue or in their elbow.
- ✓ All faculty/staff and students will be reminded to wash their hands before and after eating with the use of posted signs and announcements by the faculty/staff especially after coughing or sneezing; after being outside; and before and after using the restroom. ✓ Students and staff will be reminded to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry

hands thoroughly. ✓ Teachers and staff will model and practice hand washing and teach students how to properly do so as well.

- ✓ All faculty and staff will use face coverings and keep a minimum of 6 ft of social distancing.
- ✓ Students and faculty/staff will be required to use hand sanitizer when leaving and entering the classroom.
- ✓ The school community will be provided a handout that indicates the COVID-19 symptoms (attached CDC Coronavirus symptoms).

## Identification and Tracing of Contacts

- School administration will communicate with Riverside County of Public Health about reported cases of COVID-19. We will ensure that all proper communication is handled according to HIPAA and FERPA regulations.
- A list of exposed students and staff will be created and submitted to the Riverside County Public Health and we will notify our community about possible exposure.
- Record keeping of screening and temperature checks will be recorded by teacher and office staff. Incidents of possible exposure to COVID-19 will be documented and local health officials, the Office of Catholic Schools, faculty, staff and families will immediately be contacted of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- Teachers, staff or students, including families, will not be penalized for absenteeism or missing class due to having symptoms of COVID-19 or self-quarantining due to exposure to someone who has tested positive for COVID-19.
- The school will disinfect the space were a COVID case has been identified.

## St. Catherine of Alexandria Parish School COVID-19 Response Plan

- **Symptom:** COVID-19 Symptoms (e.g. fever, cough, loss of taste or smell, difficulty breathing)

**Action:**

- ✓ Send home ✓ Recommend testing ✓ School/Classroom remain open

**Communication:** Not needed

- **Symptom:** Close contact with a confirmed COVID-19 case (Close contact: a person who is less than 6 feet from a case for more than 15 minutes.) **Action:**

- ✓ Send home exposed student / quarantine for 14 days from last exposure ✓ Recommend testing (will not shorten 14-day quarantine) ✓ School/classroom remain open.

**Communication:** School community notification of a known contact.



- **Symptom:** Confirmed COVID-19 Case infection

**Action:**

- ✓ Notify the local public health department
- ✓ Isolate case and exclude from school for 10 days from symptom onset or test date ✓ Identify close contacts, quarantine & exclude exposed contacts (likely entire cohort) for 14 days after the last date the case was present at school while infectious.
- ✓ Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14 – day quarantine) ✓ Disinfection and cleaning of classroom and primary spaces where case spent significant time
- ✓ School remains open

**Communication:** School community notification of a known case

- **Symptom:** Improvement of Symptoms **Action:**

- ✓ May return to school 24 hours after symptoms resolve without the use of medication ✓ School / Classroom remain open

**Communication:** School community notification if prior awareness of testing

**This plan is based on the latest CDC requirements.**

## Communication

As new critical information is passed down to the schools from the state, county, and/or diocese, changes to the school reopening plan may become necessary. St. Catherine of Alexandria Parish School will communicate changes with families, through:

- ✓ ClassDojo
- ✓ Google Classroom ✓ School Newsletter ✓ School Website ✓ Parent Letters ✓ Phone systems

We will communicate changes to the school or classroom environment / schedule as quickly as possible to ensure open communication is continuous. Incidents of possible exposure to COVID-19 will be documented and local health officials, the Office of Catholic Schools and faculty, staff and families will immediately be contacted of any positive cases of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

## **Triggers for Switching to Online Synchronous Learning (T)**

St. Catherine of Alexandria Parish School will follow the directives of the California Department of Public Health for school closure based on the number of cases, the percentage of the teacher/ students/staff that are positive for COVID-19, and following consultation with the Local Health Officer, St. Catherine will then close the school when there are multiple cases in multiple cohorts or when at least 5 percent of the total number of teachers/ students/ staff have cases within a 14-day period.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. St. Catherine of Alexandria Parish School will work in cooperation with Riverside County Department of Public Health to monitor school and regional conditions and respond accordingly. If St. Catherine's is closed for in-person learning, it may reopen after 14 days and after cleaning and disinfection, and consultation with the local public health department and Office of Catholic Schools.

Closure announcements by class or complete school closure will be dependent on incidents of possible exposure to COVID-19 and testing positive of the virus. An independent option will be used for students who cannot attend on campus instruction. These students will need to video conference in during classroom instruction hours.

In the event California state officials, local public health officials, or the Diocese of San Bernardino determine that school closure will occur, St. Catherine will move directly into Catholic Online Synchronous Learning (COSL).

## **Social Emotional Health and Well-Being**

Social Emotional health has always been a critical part of the whole person educational plan at St. Catherine of Alexandria Parish School. Building self-management skills, resilience, conflict resolution, and personal connections assist in developing healthy life skills. The teaching staff is committed to weaving these social emotional skills throughout the curriculum to ensure that the students feel safe and secure in this learning environment. While maintaining the physical health of the teachers, staff, and students of St. Catherine of Alexandria Parish School, the school administration will also monitor the mental health of students and staff. Referrals to outside resources such as Caritas Counseling will be utilized when needed. Teachers will continue to be trained to monitor the mental health of their students on a daily basis. Discussions and educational material including diocesan curriculum will be utilized to ensure this remains a priority. Maintaining as many school activities with modifications will help in providing the school community outlets during these stressful times.

The goal of coming back to campus is to support students in knowing that we can move safely forward when faced with adversity in a way that benefits the individual and the community. Understanding the values of flexibility, creativity, and planning will assist students in handling future obstacles and disappointments. The educational vision of St. Catherine of Alexandria Parish School remains the same – to provide a Christ centered, Catholic environment where all students are challenged to achieve their personal best spiritually, academically and culturally and to educating the whole child, promoting excellence and modeling compassion as a community of believers enlightened by knowledge and enriched by faith.