

St. Peter & St. Paul Catholic School Covid Safety Plan

The health and safety of students and staff is the top priority when making the decision to physically reopen school campuses for use of students, staff and others. The Diocese of San Bernardino shall follow, at minimum, CDC guidelines and adhere to California Department of Public Health (CDPH) and California State Department of Education 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 Distance Learning.

The purpose of St. Peter and St. Paul Catholic School is to provide a faith-based educational environment for all students. Teachers act as facilitators to motivate students to take responsibility for their actions, their goals, and their lives. Together with parents, we strive to generate an enthusiasm for learning that promotes spiritual, social-emotional, intellectual, and physical growth that will prepare students for their future in our Catholic Church and in our society.

Preparedness

Communication

- The school will communicate to families that we have adequate supplies and procedures to ensure health and safety through the school website, weekly email communication and the school Band App.
- The school will communicate school plans to families as often as updates are made available and these will remain posted on the school website.
- When someone tests positive/shows symptoms for COVID-19, the school will communicate this information through written communication and the use of the IRIS message system. Name(s) of individuals will not be disclosed.

Health and Safety

- Students and staff, who are sick or have recently been in contact with someone exhibiting COVID-19 symptoms will actively be encouraged to remain home.
- Informing families of COVID-19 symptoms and protocol:
 - Teachers, staff, and students will be monitored throughout the day for signs of illnesses. Those with registered temperatures of 100.4 degrees or higher, cough or other COVID-19 symptoms will be sent home immediately. Emergency contact will be notified by phone.
- Monitoring symptoms of students and staff:
 - Arrival and dismissal for Elementary and Middle School students will be through the use of carpool lines at staggered drop-off points in the west parking lot facing Beryl Street.
 - Elementary students will enter/exit the JPII building through either the north courtyard doors or south playground door and go directly to their classroom or carpool line; Middle School students will enter their respective homerooms through the north and south exterior classroom doors of the middle school building; Preschool students will be signed-in near the north preschool gate of the Parish Hall facing Banyan Street. Parents are not permitted inside classrooms.
 - Assigned faculty/staff will assist students during carpool drop-off and pick-up
 - Students will remain in cohorts during carpool procedures
 - Temperature checks with no-touch thermometer will be conducted each day in morning carpool line by staff/faculty members before students enter buildings.
 - Implement screening for all teachers, staff and students.
 - Conduct visual wellness checks of all students.
 - Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FREPA and state law related to privacy of educational records.

- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required under FREPA and state law related to privacy of educational records.
- Record keeping of screening and temperature checks will be kept in wellness binder
- Wellness monitoring throughout the day will consist of morning temperature check and visual checks throughout the day

- Procedures when someone becomes ill:
 - Establish isolation areas for teachers, staff or students exhibiting COVID -19 symptoms, until such time as they can be transported home or to a healthcare facility. If symptoms appear serious, call 911 immediately. COVID-19 symptoms include:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Close all areas used by any sick person; do not re-use before cleaning, sanitizing and disinfecting. To reduce risk of exposure, wait 24 hours before such cleaning. If it is not possible to do so, wait as long as practicable.
 - Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.
 - Advise sick teachers, staff and students not to return to campus, until they have met CDC criteria to discontinue home isolation, including three (3) days with no fever and ten (10) days since symptoms first appeared.
 - All teachers and staff shall follow Diocesan HR policy for reporting illness and requesting sick leave.
 - In the event of employee/student COVID exposure or positive COVID case:
 - Principal emails report to Associate Superintendent
 - Information is then reviewed by the Office of Catholic Schools (OCS) and the diocese's Emergency Operation Collaborative (EOC) to quarantine/isolation periods for employee or student. Contact tracing will determine if a class or school will need to abide by the same quarantine/isolation periods.
 - Associate Superintendent informs Principal of prescribed protocol
 - EOC will communicate with the appropriate Department of Health authorities.
 - To return to campus after 14-day quarantine period, student or employee must be free of symptoms for 24 hours before returning. If there is COVID in the household, the household must be free of symptoms before student/employee returns from their quarantine period.
 - A list of available substitute teachers will be maintained in the event a teacher is absent.

- Health and safety protocols for all students and staff:
 - Washing of hands
 - Personal protective equipment (face masks and/or face shields) will be worn by all staff; gloves will be worn when appropriate
 - Students in grades K-8 are required to wear face coverings at all times, while at school
 - Face mask will be provided to individuals arriving without one, or who do not have a replacement mask
 - Students, faculty/staff are encouraged to have second mask at school
 - Face coverings should be removed for snacks, meals, or when it needs to be replaced
 - When cloth face covering is temporarily removed, it will be placed in a clean, safe area, clearly marked with student's name and date, until it needs to be put on again.
 - In limited situations where a face covering cannot be used for pedagogical or developmental reasons, a face shield with a drape (per CDC guidelines) can be used instead of a face covering while in the classroom as long as wearer maintains physical distance from others

- All classrooms will be provided with hand sanitizing stations, tissue, paper towels, wipes, spray sanitizer, touchless trash cans, and air purifiers
- Implementing disease prevention behavior into the culture of the school:
 - All staff will be trained and provided with educational materials (enhanced sanitation practices, physical distancing guidelines and their importance, use of face coverings, screening practices, and COVID-19 specific symptom identification) during annual staff training in August.
 - Training materials from EOC and Catholic Mutual will be used to educate staff and students in proper disease prevention protocol.
 - Teach and reinforce washing hands and covering coughs and sneezes among teachers, staff and students.
 - Teach students to use tissues to wipe their nose and to cough/sneeze inside a tissue or in their elbow.
 - Remind teachers, staff and students to wash their hands before and after eating; after coughing or sneezing; before or after using outside spaces, play structure, or equipment; and before and after using the restroom.
 - Students and staff should 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 should model and practice handwashing.
 - COVID protocol signage will be posted
 - Distancing markings will be placed on flooring
- Protocols in the classroom and other spaces on campus:
 - Students/staff must use sanitizer when leaving and entering the classroom
 - Social distancing must be maintained while standing/walking in line
 - Congregate movement through hallways will be limited as much as possible through the use of staggered scheduling and assigned entrances and exits.
 - Face coverings must be worn
- Protocol for visitors/ Deliveries/ Lunch drop-off:
 - All visitors on campus are restricted to the office and must wear a face covering.
 - Packages and lunches must be left at the front desk and will be delivered by a staff member.
- Extended Care:
 - Continue with cohort model.
 - Weather permitting, extended care will be conducted on the playground, with cohorts being assigned to designated areas (lunch tables, grass area); only one cohort per area, with social distancing between cohorts. Lunch area will be disinfected after each cohort during lunch periods and after extended care closes for the day.
 - During colder/inclement weather and time change, the parish hall will be used. Specific areas within the space will be designated for each cohort; only one cohort per table, with social distancing between tables of different cohorts.
 - If a large space is not available, a classroom will be used. If the classroom is going to accommodate multiple cohorts, the classroom will be disinfected after the original cohort has left the classroom. Once cleaned, specific areas within the space will be designated for each cohort; only one cohort per table, with social distancing between tables of different cohorts.
 - Adhere to healthy hygiene practices.
- Monitoring the mental health of students and staff:
 - Opportunity to discuss social/emotional issues will be provided for students daily during class discussions.
 - Time will be allotted during staff meetings for faculty and staff to discuss mental health issues.
 - Appointment with the Pastor will be facilitated for those who make the request.
 - Information for mental health services will be provided for school families and staff.

Cleaning Procedures

- Routine cleaning and disinfection procedures and frequency:
 - Training procedures for staff will be provided through EOC and Catholic Mutual materials/videos.
 - Desks will be wiped down by teachers at lunch or whenever needed, doorknobs will be wiped down at recess and lunch, iPads/Chromebooks in elementary grades will be wiped down after use (middle school iPads are 1-to-1).
 - All classrooms will be thoroughly cleaned (including the use of UV light) daily after school

- Disinfectant spray and wipes will be provided to each classroom and will be kept in a locked cabinet, away from student access
- Schedule for campus staff to disinfect touch points and frequently used surfaces:
 - Touchpoints and frequently used surfaces (doorknobs, counter tops, keyboards) will be cleaned intermittently throughout the day.
 - Restrooms will be cleaned between cohort use or every two to three hours (cleaning log will be kept).
 - Eating areas will be cleaned between cohorts
 - Outside equipment (balls, jump ropes, etc.) will be disinfected before use by another cohort
 - Play structure will be cleaned at the end of each day
 - Outdoor playground/natural play areas will receive routine maintenance
- Procedures for immediate disinfection of rooms where people with respiratory symptoms or fever have been:
 - The school will disinfect the space(s) where a positive COVID case has been identified
 - Close all areas used by any sick person; do not re-use before cleaning, sanitizing and disinfecting. To reduce risk of exposure, wait 24 hours before such cleaning. If it is not possible to do so, wait as long as practical. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.
 - Faculty/staff/administration will conduct routine cleaning if a custodian is absent
 - Custodian and/or cleaning service will maintain touch free soap dispensers
 - Custodial staff will attend annual diocesan OSHA training and be provided with protocol to safely use disinfectants and sanitizers
 - HVAC service is contracted throughout the year and maintenance is on-going
 - Air purifiers will be installed in each classroom
 - UV lights will be installed in each classroom

Staff Environment

- Teacher/Staff lounge or conference area changes to promote social distancing, hygiene and sanitation:
 - Seating will be spaced to maintain appropriate distancing
 - Hand sanitizing station will be installed
 - Sanitizing wipes will be available for counters/table
- Office configurations area changes to promote social distancing, hygiene and sanitation:
 - Individual work spaces will be maintained
 - Hand sanitizing station will be installed
 - Plexiglass divider on front desk will be installed

Catholic Identity

- Students will attend weekly school Mass
- Current attendance limitations prohibit the entire student body attending together
- To ensure all students are actively participating, half of our classes will physically attend Mass while the rest of the school live streams from their classrooms.

Learning Environment

- Campus will be open 5 days/week (Monday-Friday)
- Preschool & Elementary – Cohort Model by Classroom
 - a. Students and teacher shall remain with their own class, at all times.
 - b. Maintains social distancing from other cohorts; limits sharing of desks/chairs, classroom items
 - c. Student chairs will be distanced at least 6 ft. apart, except where 6 ft. of distance is not possible after a good-faith effort has been made
 - d. Students requiring learning accommodations (IEP, etc.) will receive services in a designated resource room with the resource teacher/instructional aide. Resource room will be sanitized between students, and teacher will adhere to personal hygiene protocol.
- Middle School – Cohort Model for Students
 - e. Students shall remain in their own cohort with no student movement between classes.

- f. As much as possible, students shall remain with their own teacher. When teacher movement is necessary, teacher must do as follows:
 - i. Teacher departing the classroom must clean and sanitize all common areas such as teacher desk, podiums, white boards, Smart boards, and any other teacher-used surfaces.
 - ii. Upon entering the new classroom, the teacher must sanitize face shield (cleaning inside and outside surface) and sanitize hands, before beginning any instruction.
- g. Promotes departmentalization of subjects while limiting sharing of desks/chairs, classroom items
- h. Student chairs will be distanced at least 6 ft. apart, except where 6 ft. of distance is not possible after a good-faith effort has been made
- i. Students requiring learning accommodations (IEP, etc.) will receive services in a designated resource room with the resource teacher/instructional aide. Resource room will be sanitized between students, and teacher will adhere to personal hygiene protocol.

Transition into Distance Learning

- 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 Distance Learning. Distance Learning is not an independent option and will only be available for students with a verifiable medical condition requiring no exposure to students/faculty/staff.
- Closure announcement will be specific by class or complete school closure
- Classroom Configuration
 - Student seating will be spaced apart as much as room size and student count allows.
 - Table seating or group seating will have plexiglass dividers in place to maintain separation of students.
 - Classes with fewer students at individual desks may not have plexiglass dividers.
 - All students and teachers will be required to wear face mask/face shield in the classroom.
 - Group activities will be conducted outdoors whenever possible and only when social distancing allows.
 - Limiting of shared items: Preschool students will be assigned pre-packaged supplies for use in classroom activities. Activity trays will also be assigned by child. Items will be placed in "used" bin to be disinfected at the end of the day. Elementary and Middle School students will be required to have individual supplies – there will be no communal supplies (pencils, crayons, scissors, glue sticks, etc.). Each student will be provided with a personal cubby/seat sack for books and belongings.
- Outdoor Areas
 - School preparation for social distancing:
 - Preschool students will remain in their classrooms for snack/lunch
 - Staggered lunch and recess times will be scheduled for cohorts to maintain separation of groups.
 - Lunch tables near middle school and elementary buildings, as well as grass area, will be used for snack and lunch. Common areas will be sprayed with disinfectant solution and wiped down between cohorts.
 - Hot lunch will be provided through a pre-packaged catered program (ordered online) distributed by staff/aides wearing face coverings and gloves.
 - Cohorts will rotate through assigned playground areas/equipment on a weekly basis. Only one cohort will be allowed in a specific area during rotation.
 - Equipment such as balls, jump ropes, etc. will be numbered and assigned to specific cohorts. Equipment will be disinfected before use by another cohort.