

## *St. Catherine of Siena School* **COVID-19 Pandemic Reopening Guidelines**

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 and developed with input from the San Bernardino Department of Public Health.

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 Synchronous Online Learning.

As you know, the teachers and staff are committed to continuing to provide a quality Catholic education for all students preschool through eighth grade. The safety of students, staff, and teachers is of the utmost importance. Therefore, we remain committed to the following mission statement:

St. Catherine of Siena School, a ministry of St. Catherine of Siena Parish since 1956, is called to invest in the needs of children academically and spiritually, while embracing their diversity.

St. Catherine's serves all families seeking a quality Catholic education in the Inland Empire. As disciples of Christ, all students preschool through eighth grade, will have a comprehensive academic foundation needed to meet the demands of the 21<sup>st</sup> century. Towards this end, St. Catherine of Siena School is committed to the fulfillment of these most precious values: becoming Active Catholic Christians, Life Long Learners, Leaders, Persons of Global Awareness, and Responsible Citizens.

### **Preparedness**

#### **Communication**

All communications regarding the COVID-19 Pandemic and its effects on In-person Instruction, will be communicated via Gradelink email, IRIS Alert, the school newsletter Cougar Chronicles, or school letter from the principal. **All families will receive a copy of the COVID-19 Pandemic Reopening Guidelines.**

**It is not possible for school personnel to diagnose the coronavirus, COVID-19. We will do our best to check for symptoms that may or may not be on the virus checklist and provide the information to our families for further follow-up with a health care provider.**

**All updates will be communicated as soon as possible.**

## **Health and Safety**

### **COVID-19 Symptoms**

Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, congestion/runny nose, nausea/vomiting, and diarrhea.

- **St. Catherine of Siena School requires all students, teachers, and staff to wear a face mask.**
- **All students and staff will have their temperature taken and recorded daily as they arrive at school. Student temperatures will be taken as they arrive in their cars and staff temperatures will be taken as they report to the school office. “Those with registered temperatures of 100.4 degrees or higher, cough or other COVID-19 symptoms should be sent home immediately.” Each student and staff member’s temperature will be charted and recorded daily. Any elevated (99.4 or higher) temperature will be re-checked during the lunch period. If a student or staff member becomes ill throughout the day, he or she will be sent home for the remainder of the day. If a teacher becomes ill, a substitute teacher will be called in and the teacher will go home. Substitute teachers will only be in the classroom of the sick teacher.**
- **In addition to the morning temperature check, student temperatures will also be checked after lunch.**
- **Contact between students and teachers will be minimal. Students will turn in assignments to a designated tray or container and have their own personal school supplies (pencil, pen, notebook, folder, etc.).**
- **All snack and lunch bags must be stored in the students backpack or designated location in the classroom.**

**Reporting Positive Cases-** Once it has been determined someone has tested positive for COVID-19, the administration will “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 or without the use of medication and ten (10) days since symptoms first appeared.” *Confidentiality and HIPAA Laws will be observed.*

### **Protective Barriers**

**Students and teachers will be provided with protective barriers.**

### **Sanitizing Protocols**

**Teach and reinforce washing hands, 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 students to wash their hands before and after eating; after coughing or sneezing; after being outside; 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 will model and practice handwashing.

- Teach and reinforce use of face-coverings among teachers, staff and students. Face coverings must be worn by all teachers, staff, and students, particularly when physical distancing is difficult.
- Each classroom will have a sanitation station that contains, paper towels, hand sanitizer, tissues, a trash can, and disinfecting wipes.
- CDC posters with proper handwashing and sanitizing procedures are posted in each classroom along with How to Blow Your Nose, wearing a mask, germs awareness, and social distancing.
- All persons entering and leaving the classroom (s) will use sanitizer and wear a face mask. This rule will also apply to the office and all other rooms on the campus.

## **Arrive & Leave Campus**

### **Student Drop-off and Pick-up**

- Students will remain in their cars each morning for drop-off, until their temperature is taken and recorded. Then they will go to the classroom, however, if their temperature is above 100.4, they will not be allowed to attend school. There will be 2 drop-off/pick-up areas: 1) at the main gate and 2) at the back gate. **Preschool students will be dropped off at the preschool south door.** School staff will rotate morning duties; after school pick-up will be at the same 2 areas, with all teachers walking students to a designated gate.

### **Deliveries and Lunch Drop-off**

- All visitors for essential business, will check in at the office and have their temperature checked, must wear a mask, and use hand sanitizer. For deliveries, most will be met at the door and the packages or mail will be taken from the delivery person. Students should bring their lunch to school or purchase one from the lunch program\*. Lunch drop-offs are limited. If a student forgets their lunch, an emergency lunch will be provided. No food deliveries from UberEats, GrubHub, PostMates, DoorDash, etc.

### **Extended Care**

- Extended care will be housed in the parish hall. Students will be separated by grade levels. All areas will be disinfected and sanitized as students leave their designated area. If there are only 3 grade levels attending extended care the Extended Care Room will be used for services and the same protocols will apply for disinfecting and sanitizing (sanitation station) all areas used. ***In the event there is not sufficient need for extended care services, we will not have an Extended Care Program.***

## **Cleaning Procedures**

### **Daily Cleaning and Disinfection Procedures**

- Daily cleaning will occur by the teacher and designated staff member, to include the following: all desks & chairs, tables, doorknobs, whiteboards, cabinet handles, electronic devices, pencil sharpener, paper baskets, and

protective barriers will be wiped down in the morning, after recess/lunch, and at the end of the day. Student can wipe off their desks as needed.

- Daily deep cleaning will occur by the custodian, to include the following: Super 60 type disinfecting solution will be used to clean, all desks & chairs, tables, protective barriers, doorknobs, whiteboards, cabinet handles, wiped down, floors mopped, Lysol type spray or disinfecting fogger will be used to ensure disinfecting for all items used throughout the day.
- Electronic wipes and or spray will be used to disinfect all electronic devices used daily.
- Within the classroom, touch points will be disinfected every 2 hours; in the school office and preschool as used. Bathrooms will be disinfected every 2 hours; lunch tables after recess and lunch; at the end of the day the custodian will deep clean the lunch tables with a Super 60 type solution.
- Reported COVID-19 symptoms within a room: Wait 24 hours, if possible, then the entire room will be deep cleaned, and off limits until the following day. If this room is a classroom, the students and teacher will be moved to a spare room.

### **Cleaning Supplies**

The classroom list of supplies and cleaning supplies provided by St. Catherine of Siena School, will be used for cleaning.

Soap and Paper Towel Dispensers Check

- Designated staff will check, the 3 bathrooms, the teacher's lounge, and the office every 2 hours.

### **Staff Environment**

Teacher/Staff lounge

- There will be no more than 3 staff members in the room during the lunch period. After each lunch period the staff members using the lounge will sanitize the area they used. Staff members will social distance during the use of the room and wear masks when not eating.

School Office

- All visitors for essential business must wear a mask and have their temperature checked when entering the school office. The school office has sneeze guards (plexi-glass barriers) on the counters to protect the staff and visitors conducting business at the counter. A touchless hand sanitizer dispenser has been installed on the wall and counters and door handles will be wiped after each person leaves the counter area.

### **Catholic Identity**

Attending Mass

Grades preschool, kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> will attend Mass on Thursdays at 8:30 AM (this Mass will be changed from 8 to 8:30 AM to accommodate the student Mass)  
Grades 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> will attend the regularly scheduled Friday Mass at

**8:30 AM. *This schedule will apply when all students preschool through 8<sup>th</sup> grade return to in person instruction.***

**Monthly School Mass will be postponed until the attendance capacity is revised to 50% or 100%.**

## **Learning Environment**

*The following models will be used:*

***Preschool, Primary & Elementary – Cohort Model by Classroom***

***Middle School – Cohort Model by Students.***

These models follow The Office of Catholic Schools recommendations and are best for social distancing and minimize the possibility of student interaction; students and teachers will remain with their own class at all times; no student movement between classes.

## **Returning to Catholic Online Synchronous Learning**

- **If 5% of the school population, students and staff, test positive for COVID-19, the entire school program will close and shift to Catholic Online Synchronous Learning. The decision to return to COSL will be made by The Office of Catholic Schools and in consultation with the Bishop and the Emergency Operations Collaborative, not the school administration. All of the medical facts will be used to make this determination.**
- **Should a 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 to COSL.**

**CDC Protocol for a detected symptomatic case of COVID-19: notify all parties→students & parents, staff, and all known contacts; identify the area in which the positive case was detected and close the area, if possible, wait for 24 hours, then disinfect/clean the area; notify the local health officials and The Office of Catholic Schools; all parties must implement self-isolation→to include 3 days without fever or without the use of medication and 10 days since symptoms first appeared.**

## **Classroom Configuration**

**All classes will use the Cohort Model by Classroom or Student, which means the students in each grade level will stay together in the classroom all day. Students will not switch classes or exchange students from another grade level. All classrooms will arrange student desks to meet the 6 ft. rule for social distancing, space permitting.**

- **Tables used for group activities will use protective barriers.**
- **Classrooms with 2 doors will designate 1 for entry and 1 for exit, with clearly marked labels.**
- **Contact between students and teachers will be minimal.**
- **All student desks will face forward.**
- **Group activities will be limited.**
- **Students will turn in assignments to a designated tray or container and have their own personal school supplies (pencil, pen, notebook, folder, etc.).**

### **Student Supplies**

- **Preschool, Primary, Elementary, and Middle School students will have their own personal supplies, eliminating the need to share supplies.**
- **Student textbook should be stored in their desk or designated area of the classroom.**

### **Outdoor Areas**

**There are 3 schedules for recess and lunch periods. For each recess, the yard supervisor will have designated areas for students to eat, play, and line-up. **Preschool will only use their own playground area.****

- **Weather permitting, outside instruction may occur at the lunch tables or designated areas.**
- **Students have designated seating areas in the lunch area. All tables will be sanitized after recess and lunch by the yard supervisors. At the end of the day, the custodian will do a deep sanitizing cleaning of the tables.**
- **If there is a Hot Lunch Program, lunches will be delivered to the classrooms for all students purchasing a lunch.**
- **All classrooms have a supply of outdoor equipment that will be sanitized for students' use on a daily basis. After use of the equipment, the yard supervisors' will disinfected and sanitize each item.**
- **Students may NOT bring their own sports equipment to school for personal use.**

### **Mental Health**

**Teachers will set aside time for mindfulness and mental health checks. Weather permitting, teachers will hold a class session outside, create nature activities, or include meditative exercises throughout the day. Teachers will “check-in” with students for an overall assessment of mental health and notify parents of any concerns.**

### **Additional Comments:**

***Students will be in school 5 days a week, until otherwise noted.***

***Services are pending for a Lunch.***

***In the event the protective items are not available for purchase, there will be a delay in implementing those particular safety checks and the reopening of the school for in person instruction.***