



St. Adelaide Academy COVID-19 Policy and Procedure 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. An individual classroom will go into quarantine and onto Distance Learning once a positive COVID case is identified in a classroom. The school will go into quarantine and onto distance learning once there is a 5% COVID positivity rate on campus.

St. Adelaide Academy Mission Statement

“Saint Adelaide Catholic Academy fosters personal academic success and spiritual self-awareness in each student. We are dedicated to building a Christ-centered community that promotes respect, diversity and dignity. Our mission is to provide students with the specific skills they need to be successful Catholic stewards, scholars and leaders.”

The order to fulfill our Mission, 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. On campus instruction will allow students to be more successful to build academic skills.

School Procedures for On-Campus Instruction

Communication

- ❖ Open lines of communication are imperative in order for families to have all necessary information. The school will communicate through newsletters and our Remind messaging system with updates to our plan.
- ❖ A Zoom parent meeting will be held prior to reopening to inform parents with information and allow for questions. In addition, a “**COVID-19 Policy and Procedure Plan**” will be added to the Parent Handbook. School families will be informed regularly as the school plan is amended or updated.
- ❖ In the event that someone tests positive for COVID-19 or shows symptoms of COVID-19, the school will notify local health officials, the Office of Catholic Schools, staff and families of those in the cohort through phone calls. Families outside the cohort will be notified through Remind. Confidentiality will be maintained, as required under FERPA and state law related to privacy of educational records.

Health and Safety

- ❖ The staff and students will have temperatures checked using a no-touch thermometer. Anyone with a temperature of 100.4 degrees or higher will be sent home. We will document and track incidents of high fever in the school office on a spreadsheet in a folder.
- ❖ We will monitor teachers, staff and students throughout the day for signs of illnesses. In the event that someone becomes ill during the day, (including those with registered temperatures of 100.4 degrees or higher, cough or other COVID-19 symptoms) will be brought to the isolation sick room off the main office until such time as they can be transported home or to a healthcare facility. If symptoms appear serious, we will call 911 immediately.
- ❖ Sick teachers, staff and students will be advised not to return to campus, until they have met CDC criteria to discontinue home isolation, including three (3) days with no fever, without the use of medication, and ten (10) days since symptoms first appeared.

- ❖ Students will go through a short training on hygiene “etiquette”, hand washing, covering coughs and sneezes, social distancing and proper use of face coverings. Teachers, staff and students will be reminded to wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- ❖ We conducted staff training and introduced a positive behavior campaign related to health and safety protocols for hygiene and cleaning. We addressed confidentiality and positive ways to communicate with parents and students regarding safety. Students will learn that “Love is...protecting” (or some slogan like this) each other from illness by taking the steps to wear face coverings, social distance and practice proper hygiene.
- ❖ We will set a time for mindfulness/mental health in our daily schedules. We will be spending time outdoors taking walks, holding class outdoors, watching mindfulness videos/meditations for mental breaks, setting time aside to “talk it out”, praying more often for intentions (in addition to our normal prayer times).

Symptoms

- ❖ Possible COVID symptoms: fever, chills, cough, repeated shaking with chills, muscle pain, headache, sore throat, shortness of breath or difficulty breathing, new loss of taste or smell, congestion/runny nose, nausea/vomiting, diarrhea
- ❖ We will actively encourage students and staff, who are sick or have recently been in contact with someone exhibiting COVID-19 symptoms to remain home.
- ❖ The staff and students will have temperatures checked using a no-touch thermometer. Anyone with a temperature of 100.4 degrees or higher will be sent home. We will document and track incidents of high fever in the school office on a spreadsheet in a folder.
- ❖ Sick teachers, staff and students will be advised not to return to campus, until they have met CDC criteria to discontinue home isolation, including three (3) days with no fever, without the use of medication, and ten (10) days since symptoms first appeared.
- ❖ St. Adelaide School will conduct a 2-month test plan for staff surveillance. The school will have 50 percent of our staff test in the first month, and the other 50 percent in the second month after opening, and then rotate the testing so that all staff is tested every 2 months. The administration will keep track of all testing results and will work with the San Bernardino County of Department of Public Health as to necessary reporting and tracking. The staff will be tested by their primary care provider with their medical plan and results will be collected. Other acceptable community resources which are approved, may also be explored.

RESPONSE PLAN: (staff and students)

- ❖ **Symptom** – (fever, chills, cough, repeated shaking with chills, muscle pain, headache, sore throat, shortness of breath or difficulty breathing, new loss of taste or smell, congestion/runny nose, nausea/vomiting, diarrhea)
 - **Action:**
 1. Send home
 2. Recommend testing
 3. School/classroom remain open
 - Communication:** no communication needed
- ❖ **Symptom** – close contact with a confirmed COVID-19 case (close contact is defined as contact with a positive COVID individual less than 6-feet apart and a cumulative duration of at least 15 minutes)
 - **Action:**
 1. Send home/quarantine for 14 days from last exposure
 2. Recommend testing (will not shorten 14-day quarantine)
 3. School/classroom remain open
 - Communication:** School community notification of a known contact
- ❖ **Symptom** – confirmed COVID-19 case
 - **Action:**

1. Principal will notify San Bernardino County's Department of Public Health
2. Isolate case and send home for 10 days from the day of their positive COVID test or first sign of symptoms, whichever is most recent.
3. Identify close contacts, quarantine and exclude exposed contacts (likely the entire cohort) for 14 days after the last date the case was present at school while infectious
4. Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)
5. Disinfection and cleaning of classroom and primary spaces where case spent significant time
6. School remains open
7. The entire school will transition from in-person instruction to distance learning once the school has a 5% COVID positivity rate.

Communication: School community notification of a known case

❖ **Symptom** – improvement of symptoms

➤ **Action:**

1. May return to school 24 hours after symptoms resolve without the use of medication
2. School/classroom remain open

Communication: School community notification if prior awareness of testing

Protocol for Informing Office of Catholic School

When there is a positive COVID exposure or a positive COVID case on campus, the principal is responsible for informing the Department of Public Health and answering the following questions when contacting the Office of Catholic Schools (OCS).

Employee/Student Exposure to Positive COVID Individual

1. Name of employee/student.
2. Does the positive COVID individual and employee/student live together?
 1. If no, what is the date of last contact between the positive COVID individual and employee/student?
3. Test date for positive COVID individual.
4. Test results date for positive COVID individual.
5. Date of first sign of symptoms for positive COVID individual.
6. Dates the employee/student has been on campus, including five days prior to the testing date or first sign of symptoms, whichever is oldest, and up to the last day on campus.
7. Who has been on campus within the five days prior to the testing date or first sign of symptoms, whichever is oldest, and up to the last day on campus?
8. Who had direct contact with employee/student five days prior to the testing date or first sign of symptoms, whichever is oldest, and up to the last day on campus?
9. Test date for employee/student.
10. Test results date for employee/student.

Employee/Student Positive for COVID

1. Name of employee/student.
2. Test date for employee/student.
3. Test results date for employee/student.
4. Date of first sign of symptoms.
5. Dates the employee/student has been on campus, including five days prior to the testing date or first sign of symptoms, whichever is oldest, and up to the last day on campus.
6. Who was on campus within the five days prior to the testing date or first sign of symptoms, whichever is oldest, and up to the last day on campus?

7. Who had direct contact with employee/student named within five days prior to the testing date or first sign of symptoms, whichever is oldest, and up to the last day on campus?

The Office of Catholic Schools (OCS) then proceeds with the following steps once the above is received:

Positive Case

1. OCS confirms with the principal that the employee/student is not on campus or has been sent home, and that the Department of Public Health has been notified.
2. OCS reviews dates given in the email with the diocese's Emergency Operations Collaborative (EOC) to determine isolation period.
3. If it is an employee, OCS notifies the Human Resource Director about positive case to initiate contact tracing. If it is a student, the principal and OCS initiate contact tracing. In both cases, if a class has been exposed, the class goes into quarantine. If the student in question has a sibling in another class, the sibling goes into quarantine and their class is monitored for symptoms.
4. If contact tracing and testing reveal a 5% school infection, the school initiates distance learning.

Exposure Case

1. OCS confirms with the principal that the employee/student is not on campus or has been sent home, and that the Department of Public Health has been notified.
2. OCS reviews dates given in the email with the diocese's Emergency Operations Collaborative (EOC) to determine quarantine period. The employee/student is recommended to get tested. If they test positive, follow the steps above under Positive Case.
3. If it is an employee, OCS notifies the Human Resource Director to determine contact tracing. If it is a student, the principal and OCS determine contact tracing to monitor for symptoms and plan for a possible Positive Case scenario.

Personal Protection

- ❖ Students and staff will be taught 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 should model and practice handwashing. Where soap and water are not readily available, staff and students are to use hand sanitizer with at least 60% alcohol.
- ❖ Hand sanitizer dispensers are mounted on the wall in each classroom in addition to individual bottles of hand sanitizer. Students and staff will wash hands each time they enter and leave the classroom and opportunities for soap and water hand washing will be available throughout the day. Students will wash their hands thoroughly when using the restrooms and throw away used paper towels properly.
- ❖ Face masks are required for both students and staff. Shields may be worn by staff as an additional precaution but not in place of a face mask. Face coverings may be challenging for students (especially younger students) to wear in all-day school settings. Face coverings must be worn by all teachers and staff and encouraged in students (particularly older students) if feasible, particularly essential when physical distancing is difficult. There are obvious times when face coverings cannot be worn, when we are eating or when we are practicing sounds etc. During these times, we will be sure that we are following social distancing guidelines. Extra disposable masks will be available.

Drop Off/Pick Up Procedures

- ❖ Morning care (between 7:00-7:30) will be limited and must be prearranged with the administration. As students and staff arrive at school between 7:00-7:30, they will drive up to the north gate or the south gate. The staff and students will have temperatures checked using a no-touch thermometer. Anyone with a temperature of 100.4 degrees or higher or showing symptoms of COVID-19 will be sent home.
- ❖ If students are free of fever and symptoms, they will be admitted to the school campus and go directly to the school hall where they will sit as cohorts, supervised by a staff member. Parents coming to the north parking lot will exit onto Baseline Road. Parents at the south parking lot will exit onto Church Avenue. Preschool

parents will drive up to the preschool classroom for temperature checks done by the preschool teacher. The same procedure will take place between 7:30-8:00, but students will go directly to their classrooms.

- ❖ Dismissal will be similar to our “rainy day” pick up. Parents will drive through the south parking lot and proceed through the upper playground in one row. Students remain in the classroom until the teacher, who is standing at the classroom door, sees the child’s car. The student goes to the car and the parent leaves campus, remaining in the single row. Cars exit onto Church Avenue.

Cleaning Supplies and Procedures

- ❖ Each classroom will be equipped with gloves, cleaning and sanitizing solution, microfiber cloths, paper towels and disinfecting wipes. All cleaning products comply with EPA standards and will be properly stored. Cloths and supplies will be replenished as needed.
- ❖ Throughout the campus, signs are posted to inform everyone 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.
- ❖ Restrooms are deep cleaned weekly by a contracted company. Restrooms and classrooms will be thoroughly clean and disinfect daily. Soap dispensers and paper products will be replenished. Rugs will be vacuumed and sprayed with a disinfectant spray daily. Frequently touched surfaces within the school including door handles, sink handles, and desktops will be cleaned and disinfected. Hand sanitizer dispensers in the classrooms will be filled regularly.
- ❖ Cleaning and disinfecting will occur throughout the day. Playground equipment will be disinfected each morning.
- ❖ In the classrooms, desks will be wiped down desks and frequently touched surfaces between 7:30 and 8AM each day. This process will be repeated by the teacher when students go out to recess and lunch. Students will wipe down their devices and they will not share supplies. Teachers will ensure that any shared objects such as toys, games, art supplies etc. are disinfected between uses.
- ❖ All areas used by any sick person will be closed and not re-used before cleaning, sanitizing and disinfecting.
- ❖ Air filters are replaced twice a year and filtration systems (A/C and heaters) are checked to ensure optimal air quality and operation. Teachers will be encouraged to increase circulation of outdoor air as much as possible by opening windows and doors when weather is permitting.

Catholic Identity

- ❖ Mass attendance by students will be determined based on the guidelines set forth by the Bishop. Since the school Mass on Fridays is also attended by parishioners, the entire school will be unable to attend at first. We will begin with a few classes attending weekly. Students will sit in designated areas, socially distanced. Student buddies will not be established this school year. All classes that do not attend Mass will watch via live stream. We will also explore the idea of holding an outdoor Mass.
- ❖ Wednesday prayer assembly can be done over the school loudspeaker. Students will be lined up, socially distanced, outside their classrooms.

Learning and Outdoor Environment

- ❖ St. Adelaide Academy will use the Preschool/Elementary School - Cohort Model by Classroom for preschool through grade 5. We will use the Middle School – Cohort Model for Students for grades 6-8. Students will be on campus receiving instruction for five days a week.
- ❖ In the Preschool, we will separate the students into groups of 12 with the same teacher.
- ❖ For kindergarten through 5th grade, each classroom will operate as a cohort with the same teacher. There will be no movement between classrooms. The PE teacher will teach physical education with the teacher or aide present to ensure the maximum social distancing.
- ❖ Middle school students will stay in the same room with teachers moving to allow for departmentalization. Departmentalizing at the middle school is beneficial because it allows teachers to focus on one or two subjects which provides for a greater level of expertise and deeper understanding. The teacher departing the classroom will clean and sanitize all common areas such as teacher desk, podiums, white boards, and

any other teacher-used surfaces. Upon entering the new classroom, the teacher must sanitize hands, before beginning any instruction.

- ❖ In all classrooms, we will maximize space between both teacher and student seating and desks, as much as possible, given limitations of classroom dimensions. Teacher desks will be at least six feet away from student desks. Teachers have designed student seating to maximize distance between student desks; extra furniture has been removed from classrooms. Desks will be arranged in a way that minimizes face-to-face contact between students. Markings will be placed on the carpet to ensure that desks remain in the proper place. Staff and students will remain 6-feet apart at all times or where practicable. In classrooms with a larger population, plexiglass dividers or partitions will be placed between desks. Each student in classrooms with a larger population, plexiglass dividers or partitions will be placed between desks. Each student will have their own container with their own supplies at their desk. Younger students may have their own bin of items for activities such as coloring books, art supplies etc. Teachers will establish age-appropriate routines for turning in assignments, getting backpacks, etc. to minimize movement in the classroom.
- ❖ Distance Learning can replace on-site instruction in the event that a child or member of the child's household is determined to be immune compromised and cannot attend on-site instruction. Teachers will record some lessons and provide some live instruction for these students.
- ❖ Drinking fountains will not be used and will be blocked off/water turned off. We ask that students bring their own water bottles to minimize use and touching of water fountains.
- ❖ St. Adelaide Academy has a large outdoor area which allows us to easily manage social distancing. Recess and lunch times will be staggered to minimize the number of students outside at one time.

Recess Schedule:

9:30 – 9:45 PS/TK (south campus)
3-5 (north campus)

9:45 – 10:00 K-2 (south campus)
6-8 (north campus)

Lunch Schedule:

11:40 – 12:20 PS/TK (south campus)
3-5 (north campus)

12:20 – 1:00 K-2 (south campus)
6-8 (north campus)

- ❖ Cohorts will have their own lunch tables near their classroom. These will be used at recess and lunch time. On rainy days, students will remain in their classrooms for recess and lunch. Hot lunch will be delivered to the classrooms and distributed by teachers to students at the lunch tables. Lunch benches will be washed down with soap and water prior to 9AM each day and washed down after lunch. Play areas will be assigned and possibly rotated daily. Activities will be limited to activities that do not involve physical contact with other students until advised otherwise by state/local public health officials. Students can bring their own balls, jump ropes, sidewalk chalk, drawing supplies, and sand toys. They will not be able to share these toys and will be responsible for disinfecting their own toys and putting them back in their own bins. We will encourage and teach games like hopscotch and Simon Says that are more independent. Supervisors will ensure that students stay socially distanced and in their assigned play area.

Extended Care

- ❖ After school Extended Care will be available beginning at 3PM to no later than 6PM. These students will be outside with social distance on the benches or inside the school hall, also maintaining social distance. Students will sit in designated areas by cohort. They can do homework or independent activities. Students may use personal devices with adult supervision. They are not allowed to share toys or supplies, so they will need to have these things in their backpack. Students will not play on the playground equipment. Preschool Extended Care will be held in the classroom.

Visitors

- ❖ All visitors and deliveries must come through the school office. Lunch deliveries by the SBCUSD will be received at the north gate. All mail and deliveries are primarily received at the church office. All staff in

routine contact with the public, i.e. front office, will use gloves and facial coverings. Visitors and nonessential volunteers will be limited.

- ❖ Parents picking up children during school hours or school business will be limited. Visitors will not be entering classrooms. Visitors must wear protective face coverings and have temperature checks prior to conducting business in the office. Visitors will be socially distanced at the front office. Those coming to the school office must wait six feet apart on porch so that only one person at a time is inside the office with the Business Manager. Whenever possible, business will be conducted online or via the telephone.

PLEASE NOTE: This is a living document and will be modified as CDC and County Health policies/directives and recommendations change.