

REOPENING OF SAINT ANNE SCHOOL, SANTA ANA FALL 2020

OVERVIEW

Saint Anne School is committed to the spiritual, intellectual, social/emotional, and physical growth of our students. We will continue to provide a high quality Catholic education as we have been able to do for the last 75 years. Our goals during this unprecedented time of the COVID Pandemic is to:

- *. Maintain and foster a Catholic environment to support the spiritual growth and development of our students, families and staff
- *. Protect the health and safety of our students, families and staff
- *. Use the guidelines established by local, state, and diocesan authorities for reopening our campus
- *. Continue to provide a high quality, rigorous Catholic education to all of our students

Due to the current uncertainty of this COVID Crisis and how it is playing out in California, specifically, Orange County and our city of Santa Ana, we need to have three options for our families. These are listed below:

OPTION ONE: Full Return to Campus with In Person Learning

Full return to campus with health and safety protocol including increased sanitation which allows our students to return to our traditional campus experience with in person learning. There will be modifications which will include physical distancing, dividing each grade level into two smaller classes with a teacher and a teacher aide working together, and utilizing digital learning components within the school day.

OPTION TWO: Wednesday and Friday Only, Noon Dismissal

For those parents who wish to limit exposure they may opt for this hybrid model. Students come to school only on Monday and Friday for half day of instruction and then complete the assignments at home and view the live streaming of their teachers on Monday, Tuesday, and Thursday.

OPTION THREE: Full Remote Learning

In this scenario, all learning will be presented virtually. Students will not be in school, but rather in their own homes with their devices. Students will have a virtual classroom experience interacting with their teachers each day through live streaming of lessons and digital learning through supplemental programs such as IXL and Freckle (math and language arts), Kahn Academy, and other virtual programs. This program will be a full day experience, 9:00 - 12:00 with teacher led classes and from 1:00 - 3:00 as a time to complete assignments or receive small group instruction from their teacher.

Saint Anne School may have to move from In Person Learning to Full Remote Learning should the COVID Virus spike in our local area and officials recommend not having students on campus.

If one person in a class tests positive, the teacher and students would quarantine for 14 days. If 5% of a school's population, that is 15 students/faculty tests positive, the entire school will shift to distance learning for 14 days.

Students who are required to quarantine due to contact tracing procedures and then later be further quarantined because of exposure to other household members.

GENERAL READINESS FOR SAINT ANNE SCHOOL

Saint Anne School will develop a plan for organizing students and staff into cohorts that remain together while social distancing, with limited mixing between groups by dividing each class into two groups, TK through Grade 8. Preschool will remain its own cohort as only 10-12 students will be allowed enroll for the year.

The first few days of the year if we should have a full return to campus with in person learning, we will stagger the classes so that no more than 3 classes are on campus the first week of school. This will allow us to assign students to cohorts, give teachers and teacher aides an opportunity to know students, and allow for the needed instruction and practice of protocols listed in this document, specifically:

- Correct hand washing procedures
- Social distancing of students
- One way only in hallways and stairways
- Lunch time procedures and cleanliness
- Recess procedures so that social distancing remains at this time also
- Arrival and dismissal procedures
- Classroom procedures
- Google Classroom instruction
- Cloth face masks or face shields with cloth at the bottom that will be tucked into shirts will be demonstrated to students by teachers and how to wash them when at home
- Sanitization of hands when entering classroom
- What to do if they feel sick before coming to school

We have a crew of at least three people appointed who will be responsible for the disinfection of bathrooms, classrooms (before school, at lunch periods when students are not there, and after school) who will work with our maintenance man. They will ensure that the hand washing stations (there will be 6-8 outside) are equipped with water and soap, and that all classrooms have hand sanitizing fluid.

The faculty room will become the COVID isolation place for any sick student. Only the two point persons will be allowed in the room. Teachers and staff will not have access. Any papers needing to be run off will be done by these two point persons. We will have an area of the room set apart with shields for students to be in should they become ill and we suspect that they have the COVID virus. The COVID crew will have special personal protection, including gloves, masks, face shields and gowns when they are with children who are ill. They will have extensive inservice on how to care for someone who has symptoms of COVID as well as how to stay protected themselves and others, including the removal and disposal of PPE clothing and gear.

Signs will be placed in highly visible locations to promote everyday protective measures and describe how to stop the spread of germs. These places will include: lunch room where students will pick up their lunches, bathrooms, classrooms, hallways, and entrance to the school. All water fountains will be covered up. Students must bring their own water supply to school and we will have two water bottle fill stations with no touch-buttons.

Communication will be sent home three weeks before school begins and then each week leading to the opening of school in which parents must sign a COVID contract stating that they have read our plan and that they will work to ensure their children are not exposed to the COVID virus on weekends or when they are not at school. We will hold several virtual parent meetings as well as an in person 'New Parent' meeting outside where Mass is held. In this meeting it will be explained that parents are not allowed in the school grounds and all of the protocols that will be in place to ensure the safety of their children.

PROMOTING HEALTHY HYGIENE PRACTICES

Saint Anne School will support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60% alcohol in each classroom and each doorway of the school, tissues and disinfecting supplies. When students change from classroom to hall after lunch, the classroom and hall classroom will have been disinfected by our two point persons and our maintenance personnel.

Students will have been instructed on hand hygiene and keeping their neighbor healthy by using a tissue when sneezing or coughing, frequent hand washing and use of hand sanitizer as students enter and exit classrooms. A ziplock bag will be taped on each desk for used Kleenex and student trash.

All students must wear a cloth face mask or a face shield with cloth at the bottom that is tucked into their shirt. Students will be expected to bring their own clean face covering daily. In the event that a student does not have a face covering, one will be provided to him/her at the time of screening as they enter the school grounds.

When students arrive for school, Grades 4-8 will remain in their cars in the Pick Up and Drop Off Zone on Sycamore Street until one of the two designated teachers take the temperature of the student. At that point if the student has less than a 99 degree temperature (WHO), they will have a sticker placed on their collar and will be allowed to enter the gate near the rectory and go to their class line in the first parking lot near the church. Students in Grades Kindergarten through Grade 3 will enter the gate near the Preschool, after they have had their temperature checked. They will have a sticker placed on their collar and then they are to go to their class line within the first parking lot. All TK and Preschool will be met at the gate near the playground by the teacher

aides who will have the parent sign in their children and check the temperature of the child. At this point the student will be brought to the classroom by the teacher aide.

At dismissal the same procedure will take place at the same gates with two teachers with walkie talkies announcing whose parents have arrived. Day care students will also be dismissed with a teacher manning the gate and using a walkie talkie to call for students to come to their parent's cars which will be arriving in the parking lot near the Pre-school.

We will install carbon filters in all of our air conditioning units in the classrooms and will not be using the fans. We will open windows in the classrooms and use the area under the tents when possible.

PHYSICAL DISTANCING

All areas of the campus will require physical distancing. In the classrooms, space between seating and desks will be in place for the goal of at least 6 feet of physical distance. Each desk will have a desk shield to further enhance physical distance. Students will receive assigned seating from the teacher and will not move to another desk during the school day. The school will use single student desks to better support physical distancing.

All unnecessary furniture, books, carpets, items in classrooms will be removed and stored in the large container unit someone donated. Students will not share materials in the classrooms. TK and Preschool will be allowed to use plastic toys and objects that can be thrown in a bucket of soapy water after school and then dried for the next day.

Physical distancing will be reinforced during arrival to campus prior to the screening process as parents will not be allowed in the school grounds and students will keep to 6 feet distance while walking to their classrooms. There will be signage to provide visual cues for students to remember social distancing, such as one way hallways and stairways and directional routes throughout the campus.

Students who remain for Daycare will go to Campbell Center after it has been disinfected and will have assigned seats. They will do assigned work until 4:00 pm when they will be able to have structured recess so that social distance is enforced.

Students will go to the lunch room to pick up their lunch, 6 feet apart, and then return to their classroom to eat their lunch at their desk. Parents will not be allowed to bring food from home or have it delivered to students. Students must bring their own lunches or receive from our lunch program and must have their own water or drink. No parties will be allowed this year, such as birthday parties in which parents come and set up food for a class.

Students will be able to go outside in their cohort under the supervision of the aides and the PE teacher. They will be introduced to games that allow for social distance and will not be allowed to share equipment. Students have been asked to bring a gym bag with a yoga mat (for classroom and PE use) a bean bag, and a jump rope.

Preschool through Grade 3 will be allowed to use the playground, but only in their cohort and after the playground has been disinfected.

Masses, field trips, assemblies, and other large gatherings will not be allowed. Weekly masses with one or two classes will be allowed outside. Students will not be allowed to attend mass with younger buddies.

SOCIAL EMOTIONAL LEARNING

Saint Anne School will continue to have an on-site school counselor from Catholic Charities. At the beginning of the school year we hope to have a short workshop for our teachers so that we are all aware of what can be done to encourage healthy emotional life for our students and ourselves as we navigate through the COVID Crisis.

Although we know that sports is a very wholesome and healthy way for our students to engage and grow in teamwork and self confidence, we will suspend our sports program until it is allowed by the Parochial Athletic League.

The Jazz Band and the Drumline after school for the Marian Alliance as this activity can easily incorporate social distance if taught in one of the two halls.

WHEN SOMEONE IS SICK

Parents will be instructed on when their children should not come to school and how to notify the school should their child or a family members becomes sick with COVID symptoms, test positive for COVID, or have been exposed to someone who has COVID. In the case that a child becomes ill at school with COVID symptoms they will be separated from their cohort and go home immediately. If that child then tests positive, the parents of this cohort of children will be notified and asked to quarantine for 14 days.

The two point people for COVID should use Standard and Transmission-Based Precautions when caring for children with COVID symptoms, including mask, face shield, gloves and gown.

The school administration will close off the area where the sick child was and wait 24 hours before cleaning and disinfecting to reduce risk of exposure for those doing the cleaning.

In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID while maintaining confidentiality in accordance with the Americans with Disabilities Act.

The school administration will inform those who have had close contact of 6 feet for 15 minutes or more with a person diagnosed with COVID to stay home, quarantine for 14 days from the date of exposure and self monitor for symptoms and follow CDC guidance if symptoms develop.

Parents will be strongly urged to make sure that their children at home maintain social distancing when outside the home so that the risk is lessened of them bringing the COVID virus to school.

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 dismiss the exposed students and staff who have been in contact of 6 feet for 15 minutes or more for 14 days from the date of last exposure and be symptom free for 24 hours without the use of medication. 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 CDC'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 passed 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. Testing of Students and Staff To ensure the safety of students and staff, surveillance testing 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 test-

ing will be recommended. School employees and students who need testing should either go to their health care provider or 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. Please note that the Diocesan Re-Opening Guidelines are being updated to include these items as well.

We recommend the following website for signing up for COVID 19 testing:
<https://occovid19.ochealthingo.com/covid-19-testing>

The following resources were used to develop our Reopening Plan: Center for Disease Control and Prevention and the World Health Organization along with the Guidelines from the Diocese of Orange