



2020 - 2021 School Safety Plan



Christ Cathedral Academy

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Dear Christ Cathedral Academy Families,

The following document is a layout of how Christ Cathedral Academy will move forward with the 2020 - 2021 school year. The Christ Cathedral Academy safety plan was created using the CDC (Center for Disease Control) and Diocesan guidelines as a framework. The following protocols are designed to keep a Christ-centered, student-driven environment CCA is known for creating while keeping the safety of our staff, students, and families as a top priority. While the protocols are comprehensive, there may be adjustments made to maintain compliance with CDC and Diocesan guidelines. Our safety plan has been divided into two sections: traditional school and distance learning. We are only providing those two options for the 2020 - 2021 school year (no hybrid model will be available). Please note these attached guidelines are subjects to change based on potential changing directives made by the CDC, state, and local agencies. Please take the time to carefully review all of the procedures and familiarize yourself with them. In order for these safety protocols to be effective, all members of the community must be active participants. These guidelines were written to be shared amongst the adults in your family. It is important to remember that whatever anxiety you may feel, the children will feel it more. You have the power to set the stage for your child(ren) to be excited to return to school. Please always speak positively about school with your child(ren) and celebrate their return. We would like to thank you for your continued partnership and for entrusting us with the care of your children.

This Reopening Plan has been updated to reflect the State of California's COVID-19 Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School Year issued on January 14, 2021.

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

Blessings,

Julianna Tapia
Principal



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Traditional School

Full Day, Five Days a Week



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Students Arriving at School:

- Christ Cathedral Academy will be taking temperatures of students and staff upon arrival
 - Prior to arriving at school, parents/guardians are asked to go through a passive check of their children
- Students will arrive between 7:30 am - 8:00 am
- We will have a valet style carline (as per Diocesan guidelines)
 - Parents/Guardians will enter the campus through Lewis and exit via Chapman Ave.
 - **Parents/Guardians will remain in their vehicle in the morning drop off line - NO EXCEPTIONS**
 - Students will exit the vehicle (when asked) and have their temperature checked
 - K-8 Students are required to wear a mask (provided by parent/guardian) upon entry and exit of the school
- Students are required to have extra masks in their backpacks
- If a student wears a shield, there must be a cloth attachment to the bottom that tucks into their polo shirt or button-up shirt
- Temperature checked (contactless thermometer used)
 - Any student with a fever (100.4 or more) or exhibiting signs of Covid-19 will not be allowed to enter the school building
 - Symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea
- Students will walk up to the school (as directed by a staff member)



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At School Procedures:

- Students will be required to use hand sanitizer upon entering school
- Students go to their sanitized classroom to await the start of the day.
- **Students in all grade levels K-8 are required to wear face coverings at all times, while at school, unless exempted.**
- Students exhibiting signs of sickness will be sent to the nurse's office for a temperature check
- Students with a fever will be placed in the isolation room and parent/guardians will be contacted for immediate pick-up
 - Students with fever will need to remain at home for 72 hours from the first day without fever
- Upon entering the classroom (each time), students will be asked to wash their hands or use hand sanitizer
- Teacher and other staff desks 6 feet away from student and other staff desks
- Student chairs at least 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made
- If 6 feet of distance is not possible, optimize ventilation, use desk partitions, or arrange desks to minimize face-to-face contact
 - Partitions are provided for each student's desk (K-8)
- All students will have their own books and supplies clearly labeled and separate from other students' items
 - Students are required to bring personal school supplies (the supply list is on the school website)
 - Sharing of classroom supplies will not be allowed
 - All students will have a school-provided iPad that will go home with the student each evening
 - It is the responsibility of the student to charge and disinfect the iPad each evening
 - Classrooms will not have libraries, stuffed animals, and other communal items to limit sharing/contact between students



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At School Procedures:

- Homeroom classes have been relocated to different classrooms in order to ensure safe distancing
- Snack and lunch schedules will be staggered in order to ensure safe distancing and the ability to go outside
 - Spaces such as the gym, outdoor play yard, Mezzanine, and music/multi-purpose room will be utilized
- Lunch tables will be cleaned and sanitized between use and marked with designated seating spots in order to ensure safe distancing
- No equipment will be allowed for use during outdoor playtime
- Staff will monitor for social distancing
- Students will remain in their classrooms for the duration of the school day (exception is snack, lunch, outdoor classroom, and when otherwise unavoidable) and teachers will rotate to different classrooms for instructional purposes

Face Coverings:

Students in all grade levels K-8 are required to wear face coverings at all times, while at school unless exempted.

All staff must use face coverings in accordance with CDPH guidelines

- CDPH recommends disposable 3-ply surgical masks, which are more effective than cloth face coverings
- For staff, bandanas, gaiters, and similar face coverings are no longer acceptable.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, a face shield with a drape can be used as long as the wearer maintains physical distance from others



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Pick Up Procedures:

- Students will be picked up between 2:30 pm to 3:00 pm
- **All parents/guardians will pick up students via a valet style carline as per Diocesan guidelines (the same lane used for morning drop off) - NO EXCEPTIONS**
- Parents/guardians will be given placard with last name and student grade numbers for carline
- **Parents/guardians will be asked to remain in their vehicle and pull up to have students called**
- Students will remain in their classroom until their name is called
- Staff member will escort students safely to carline

Only When Necessary:

- In-person pick up (ONLY WHEN A NECESSITY, i.e. Doctor's appointment, emergency, etc.)
 - Parents/guardians who wish to pick up their students in person will need to inform the **front office** earlier that day and receive confirmation from the front office
- Parents/guardians who wish to pick up their student in person will remain outside of the building
- Parent/guardian will come to the front office only
- Students will remain in their classroom until their name is called
- Staff member will escort students safely to front office



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Extended Care Procedures:

Before School Procedures:

- Students can arrive between 6:30 am to 8:00 am
 - Temperatures will be checked (contactless thermometer used)
 - Any student with a fever (100.4 or more) or exhibiting signs of Covid-19 will not be allowed to enter the school building
- Students will be required to use hand sanitizer upon entering school

After School Procedures:

- Students will go to the lunch tables or gym
- Extended care staff will ensure and remind students of social distancing
- Students will be picked up between 3:00 pm - 6:00 pm
- Students will remain in the designated area for extended care
- Parents/guardians will proceed to the front office to have students called from the extended care classrooms



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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 likely dismiss the exposed students and staff for 2-5 days. 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.



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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 testing 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.

Positive COVID-19 Case

In the event of a positive case, the school will:

- Schools must adhere to required reporting requirements and notify, as described below, the LHD of any newly reported case of COVID-19 in a student or staff member if the LHD has not yet contacted them about the case,
- If the case is present at school at the time the school is notified, the case must go home and be excluded from school for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date the specimen was collected for the positive test.
- Assist LHD in identifying close contacts of the case. Send a notice, developed in collaboration with the LHD, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the LHD to notify exposed people.
- Arrange for cleaning and disinfection of the classroom and primary spaces where case spent significant time. This does not need to be done until students and staff in the area have left for the day.

Implement online/distance learning for student cases if they are well enough to participate.



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Required COVID-19 Reporting

- The school will notify the local health officer of any known case of COVID-19 among any student or employee who was present on a school campus.
- The school will utilize the Orange County Health Care Agency's "*Investigation and Contact Tracing Processes and Guidance for OC Schools*" (December 2020) to report all positive cases and close contacts.
- This information shall be reported to the local health officer by telephone within **twenty-four hours** from the time an individual within the local educational agency or private school is first made aware of a new case.
- The school liaison to the LHD is: Julianna Tapia

Cluster or Outbreak at School

When either a school or LHD is aware that an outbreak may be underway, the LHD should investigate, in collaboration with the school, to determine whether these cases had a common exposure at school (e.g., a common class or staff member, bus ride, or other common exposures outside of school). CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households, and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).

During the investigation, the school will:

1. Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations.
2. Identify, as part of the CSP, one or more school staff members who can liaise with the LHD regarding the cluster/outbreak investigation by confirming which classes and stable groups included confirmed cases or symptomatic students and staff members and if recent events or gatherings involved any cases or symptomatic persons.



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3. Identify absenteeism among those in affected classes or stable groups, and coordinate with the LHD to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the case's infectious period.
4. Coordinate with the LHD to share a line list of cases and contacts with dates present at or absent from school.
5. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
6. Coordinate with the LHD on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.
7. Coordinate with the LHD on whether and when the school should be closed and reopened.
8. Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of SARS-CoV2 at the school or in the general community, and repeat recommendations for prevention and control measures (see sample notification #3 in Appendix 2).
9. Implement online/distance teaching and learning during school closure.
10. Arrange for cleaning and disinfection of the entire school before reopening in the case of closure.

School Closure Determinations

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggests that active in-school transmission is occurring. The closure should be done in consultation with the LHO. Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.



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- The LHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Length of closure: 14 days, or according to a decision made in consultation with the LHO.

Travel Requirements

The State of California has updated its travel policy with the following provisions:

- Non-essential travel (for recreational purposes) should be limited to 120 miles from the person's home.
- Californians who travel outside the state or the country must quarantine for 10 days upon their return to California.
- Visitors to California from other states and countries must also quarantine for 10 days upon their entry into California.

With this in mind, please limit recreational travel to no more than 120 miles from your home. If you must travel outside of California or outside of the United States, you will need to quarantine for 10 days upon your return to California.



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Distance Learning

Virtual Learning Not on CCA Campus



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Distance Learning Procedures:

This is a full trimester commitment and not designed for students to flip-flop back and forth. A child may switch one time per trimester. The only exception to this is when a child is sick or shows signs of being sick.

- Parents/guardians may opt for distance learning through CCA instead of traditional school at CCA
- Students and parents/guardians will adhere to norms set forth by CCA for distance learning
 - Students will be in uniform
 - The Zoom camera MUST be on
 - Students will refrain from eating during live-streamed classes
 - Students will log on on time for classes
 - Students will submit assignments during the timeframe put forth by the teacher of record
- All students will have a school-provided iPad
 - It is the responsibility of the student to charge the iPad each evening
- Teachers will live-stream ELA, Math, and Religion each day
 - The live-stream will provide real-time access to teaching in the classroom for the subjects listed above
 - If a student is unable to attend a lesson, a recording will not be provided
 - Teachers may provide links to videos to supplement lessons missed
- Teachers will provide curriculum for other subjects via Seesaw or Google Classroom
- Office hours will be made available weekly for student/teacher communication
- Schedules will remain the same each week
 - Exceptions may occur, families will be informed prior to the change in time