

# **Our Lady of Perpetual Help Catholic School Indio Reopening Plan**

## **Introduction**

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.

We know that there is no guarantee that our following plan will prevent a student or staff member from contracting COVID-19. As the first educators, parents are still able to choose the primary method in which they choose their children to learn. Parents will still be able to have their children remain at home during Catholic Online Synchronous learning.

OLPH School will follow the reopening plans currently in place, however with the everchanging circumstances this current plan may need to be altered or adjusted at any time. Our main priority is the health of our students and staff. At any time, we may need to revert to a hybrid model of distance learning as well as the possibility of returning to Catholic Online Synchronous Learning (Closed Campus). OLPH School will be prepared for any situation.

## **Our Lady of Perpetual Help Catholic School Mission Statement**

The mission of Our Lady of Perpetual Help Catholic School and Preschool, in partnership with our parish, is to create an environment that nurtures the minds and spirits of our students, helping them to experience learning, live Gospel values in their daily lives, and proclaim with confidence and courage the teachings of Jesus Christ.

## **Operational Plan**

OLPH School has prepared three different models in the event there is a need to transition:

1. On-Site Learning/Traditional Learning
  - a. Students will be on campus with a traditional learning model, as allowed by the Diocese of San Bernardino and California state mandates. All CDC requirements, heightened hygiene and sanitation protocols will remain in place.
2. Hybrid Model
  - a. A hybrid schedule would be implemented if school administration feels that the safety and the hygiene of the students are compromised. Students would shift into a hybrid schedule of synchronous and asynchronous learning with alternating dates on campus.
3. Catholic Online Synchronous Learning
  - a. COSL would replace On Site Learning and we would revert to a synchronous model with Catholic Online Synchronous Learning. Students with a compromised immune system would also have this option whether the school is following the onsite model or a hybrid model.

## Preparedness

### Communication

- OLPH School will communicate through FACTS SIS/RenWeb and SeeSaw online platforms. We will also communicate to all families via email and text. We will also utilize the FACTS SIS system to send out voice messages.
- Families will receive weekly updates from the preschool classroom and updates from the school as necessary.

### Classrooms

- Classrooms will have a maximum capacity of 24 students to ensure 6 feet distance between students.
- Teacher and student seating will have as much space as possible between them, dependent on the limitations of the classroom dimensions.
- If classroom dimensions do not allow for six feet apart, a barrier of plexiglass will be implemented.
- Classes will be self-contained in cohorts and will have limited exposure, to only the teacher, aide, principal and assistant principal. Principal and assistant principal will only be used in the event of the teacher's aide and teacher cannot remain with the students.
- Classroom doors will be propped open during entry and dismissal.
- Air filtration systems are installed on every classroom AC vent to ensure clean air circulation.
- Student Drop-off and pick-up will be in different locations to maximize social distancing, and allow for one class at a time in the school hallways.
- All recess, lunches and PE time will be staggered to allow for cleaning and disinfecting of the lunch tables and playground equipment between student use.
- Classes will be dismissed with staggered dismissal times to allow for one class to walk in the hallway at a time.
- Physical Education will be limited to activities that do not involve physical contact or equipment that cannot be sanitized.
- Pre-Kindergarten-2<sup>nd</sup> grade have sinks in their classroom and they will not be allowed to drink from the water fountain in the classroom. Students will have a hand washing system upon entry of the class. This entails washing their hands when entering in the morning, after recess and after lunch.
- Grades 3<sup>rd</sup>-8<sup>th</sup> students will be asked to sanitize their hands as they enter the classroom.
- Once students are in class there will be minimal movement as they will have all necessary resources in their personal desks. We are opting to use the online textbook component that is included with our current curriculum. However, the hard copies will be available to those who need it.
- Students will be required to have their personal belongings in a pencil pouch, such as but not limited to: crayons, markers, pencils, pens, highlighters, glue sticks, color pencils.
- One-on-one sessions with a resource teacher or aide will be scheduled in a designated space and all healthy hygiene practices will be followed.
- Classrooms items such as Chromebooks, listening devices, counters, desks and chairs will be disinfected after each use and daily.
- All school drinking fountains will remain closed.
- All classrooms will be supplied with proper sanitation solution, hand sanitizer wall mounts as well as face shields, masks and new air filtrations on the air vent.
  - Students and teachers will be restricted to their individual desk/workspace. Student's items will be required to be with them at their desk and sharing of pencils, markers etc. will be prohibited.

### Common Areas

- All seating that does not allow for distancing or sanitation will be closed.
- All common areas or seating areas will be closed, other than the lunch tables for snack and lunch time only. Lunch tables will be sanitized in between use.
- If seating area is available outside or in common areas, chairs will be distanced 6 feet apart and will be sanitized with a daily.

- Students will be allowed to use the bathrooms at specific times with supervision outside to ensure the number of students using the restroom is regulated. Staff will insure, to the best of their ability proper hand washing took place. Restrooms will be sanitized twice throughout the school day, specifically after scheduled break times.

### **Symptoms and Reporting**

- Students and staff who become sick or have been in contact with someone exhibiting COVID-19 symptoms will be mandated to be tested and will remain on 14-day quarantine.
- Screening for all teachers, staff and students will be implemented.
  - Visual wellness checks, temperatures of 100.4 or higher, cough, or other COVID-19 symptoms will be sent home immediately.
- Temperatures with a no-touch thermometer will be taken daily, before entering the campus.
- Students with temperatures of 100.4 or above or show other symptoms will be sent home with parents at check-in. If a student is sent to the office during the school day, the student will be isolated in the designated area and arrangements will be made to have the student picked up.
- Possible exposure and temperatures will be documented and logged and tracked. Local health officials and families will be contacted immediately if there are positive cases of COVID-19.
- RenWeb will be used in order for teachers, staff, parents and students to self-report.
- Staff or students will not be penalized for absences or missed class time.
- Isolation areas will be utilized if a teachers, students or staff exhibit COVID-19 symptoms until they can be transported home or to a healthcare facility. Symptoms include:
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell
- If a teacher, staff or student become ill, all areas used by the sick person would be closed and would not be reused before cleaning, sanitized and disinfected. To reduce the risk of spread, the area would not be used for 24 hours.
- A mandate will be in place for sick teachers, students and staff not return to campus, until they have met the 14-day quarantine, and have had no fever and have been symptom free.

### **Monitoring Mental Health**

- Teachers and staff will be trained on the effects of Coronavirus and the impact on mental health and well-being of students, teachers and staff members.
- OLPH School will provide resources to support the well-being of the school community.
- Emphasis of self-care and healthy coping lessons will be implemented.
- OLPH School will utilize an anonymous reporting application STOPit to assist parents and students report any concerns for another's mental health.

### **Health and Safety**

- All staff of OLPH will enter through the main office where they will have their temperature taken and will also be asked a set of screening questions, screeners will also check for symptoms of Coronavirus.
- Students will enter in two locations (health check tents) depending on grade level and be screened at the health check tent locations before entry.
- Parents/caregivers will be asked to walk their child to the health check tent (sections on the sidewalk will be marked to remain 6 feet apart), Once the student's temperature is checked and cleared. *Only the student will be allowed on the campus. If the student should show symptoms or have a temperature of 100.4 or*

above, they will be asked to return home with their parent or caregiver and we would request a negative COVID-19 test. Staff members and approved volunteers would be in charge of temperature checks.

- 1<sup>st</sup>-4<sup>th</sup> grade student's will be dropped off at the front gates. Parents will be asked to walk their child to the health check tent (sections on the sidewalk will be marked to remain 6 feet apart) Once the student's temperature is checked and cleared, they will be allowed to enter the school. *Only the student will be allowed on the campus. If the student should show symptoms or have a temperature of 100.4 or above, they will be asked to return home with their parent or caregiver and we would request a negative COVID-19 test. Students cleared will enter the East wing of our school. Doors will be propped open to allow for touch less entry.*
- 5<sup>th</sup>- 8<sup>th</sup> student's grade will be dropped off on the west side of our school entry (younger siblings will be allowed) They will also follow 1<sup>st</sup>-4<sup>th</sup> grade check protocol. Parents will be asked to walk their child to the health check tent (sections on the sidewalk will be marked to remain 6 feet apart) Once the student's temperature is checked and cleared, they will be allowed to enter. *Only the student will be allowed on the campus. If the student should show symptoms or have a fever, they will be asked to return home and we would request a negative test. Students will be asked to enter the West wing of the building; doors will remain open to allow for touch less entry.*
- Contact with/between staff, teachers, families, volunteers, and community will be limited on campus, if not eliminated to maintain safety and sanitation. Student drop off, dismissal, and pick-up times will be staggered.
- Students will be required to use hand sanitizer before entering their classroom each time.
- All staff and students will be required to wear a mask or face shield. Face shields will be provided to all staff and students.
- Students will be dismissed in the same location as drop off according to grades. However, parents will be asked to remain in their cars at the pick-up line and students will be distanced outside awaiting parents.
- Staff and Faculty will be trained on recognizing symptoms of COVID-19. If students should show signs, they will immediately be sent to the office to be seated in our designated quarantine area. They will then be checked again for all symptoms and temperature rechecked. if the temperature remains at 100.4 or above the student will be sent home and asked for a negative test before return.
- If a student or staff member becomes ill at the school, we will ask for the student to be tested and will need a negative COVID-19 test before we allow the student back in school. If they are able to continue working, they may take part in the distance learning program from home. If they became ill, we will inform parents and if there is a positive COVID-19 test result the class and teacher will be placed on a 14-day quarantine. They may return the day after completing the 14-day quarantine.
- If a student or staff member becomes ill and test positive, all cohorts and those who came in direct contact will be placed on 14-day quarantine and move into distance learning.
- If a student or staff member of OLPH School tested positive, parents and staff will be notified by the school. However, the identification of the student or staff member is to remain confidential.
- If a teacher becomes ill, we will have his/her teacher's aide cohort to become the substitute or assign a substitute from the approved and cleared substitute list. If that is not possible the principal or assistant principal would step in and become the substitute.
- Visitors will not be allowed on the main school campus with the exception of service providers. We will attempt to schedule all repairs or services after the school hours.
- In the event a visitor needs to meet with one of our students or staff there will be a designated area located in the office to ensure limited exposure to others and classrooms.
- Visitors will need to answer screening questions and have their temperatures taken. This will also allow for easy cleaning and sanitizing of the space.
- We continue to discourage lunch drops offs. In the event we need to permit a lunch drop off, we will call a student to the office to pick up their lunch. The outside of the lunch box will be sanitized by the parent in the office before it leaves with the student.

### **Extended Care**

- Extended care will continue to be separated in their cohort grades. They will have separated spaces and will be expected to socially distance in their designated area.
- Extended care will only be available to those deemed essential workers.

### **Cleaning Procedures**

- School will be cleaned daily by the night custodian; cleaning entails all surfaces wiped down.
- Classrooms will be maintained by teachers daily before and after school.
- Restrooms will be sanitized twice a day, after recess and after lunch, as well as normal cleaning in the evening.
- All lunch tables will be sanitized between our staggered recess and lunch times, including after school.
- Playground equipment will be sanitized between use.
- Clean and disinfecting of frequently touched items will take place daily. All desktops, surfaces and doorknobs, light switches will be wiped down at the end of each school day by the teacher. This includes all iPad and chromebooks. However, in hopes of reducing contamination, 4<sup>th</sup>-8<sup>th</sup> grade students will be checked out chromebooks. This will eliminate the chance of other students using/sharing the device.
- If a student or staff member is sent home ill, an immediate removal of students and staff will be required. They may be asked to exit to the gym while sanitation staff enters the classroom to clean and disinfect the area. There is a plan in place to host a temporary classroom in the gym if this should occur.
- All cleaning solutions will comply with EPA standards and will be stored in a secure location.
- Cleaning will not take place when the students are present.
- Each classroom will be stocked with cleaning solutions.

### **Catholic Identity**

Our Lady of Perpetual Help Catholic School will continue to uphold our mission statement.

The mission of Our Lady of Perpetual Help Catholic School and Preschool, in partnership with our parish, is to create an environment that nurtures the minds and spirits of our students, helping them to experience learning, live Gospel values in their daily lives, and proclaim with confidence and courage the teachings of Jesus Christ.

OLPH will ensure that our Catholic identity remains throughout any form of operational learning plans. Our prayer services, Thursday mass and prayer will remain as an integral part of our daily classes. Students will be able to view and access mass and prayer services through streaming while we are in COSL. If we are on campus, prayer services and mass will be implemented in students' individual classes. The transition into a hybrid system would take place once we feel it is safe to begin mass and prayer services in person, in which time this would be done with all safety, health and sanitation requirements in place.

### **Office Staff Environment**

- Limited seating will be arranged in the office lobby and the staff lounge.
- Teachers' lunches will be staggered, this will reduce the number of teachers in the lounge at once.
- Sanitation supplies will be provided in the lounge and teachers will be asked to sanitize their space before and after use.
- Sanitation supplies will be provided in the main office.
- The school main office will allow for over 6 feet of distance between staff.
- Face shields or masks will be required and social distancing required.
- Plexiglass shield will be in placed at the front desk.
- OLPH School office will not allow walk-ins unless there is an emergency.
- Appointments must be made to access the office to allow for sanitation between visitors.