



Holy Rosary Academy

COVID Safety Plan 2020-2021

Holy Rosary Academy COVID Safety 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.

Mission Statement

Holy Rosary Academy is dedicated to providing a Christ Centered Catholic education to all students to facilitate their spiritual growth, academic success and moral responsibility in order to become Life-Long Learners who are successfully equipped to face the challenges of the future. Located in the heart of San Bernardino, the school welcomes all students from the parish as well as those in the surrounding community who desire a high-quality Catholic education. Holy Rosary Academy continues the traditions of the founding Dominican Sisters with the focus on developing each child's individual gifts and talents so they can reach their full potential. Holy Rosary Academy believes in working with parents as a partnership to facilitate all aspects of their students' learning, while working hand in hand with each family to provide a rigorous Catholic education while developing a strong spiritual and moral foundation in accordance with the Gospel.

Holy Rosary Academy is a mission driven Catholic school who focuses on the spiritual growth, academic success and moral responsibility of each student. In accordance with the mission, Holy Rosary Academy has set into place various health and safety measures to ensure the well being of all shareholders. These health and safety measures are aligned with the CDC requirements for school openings and are subject modification and/or change as CDC guidelines are updated.

Preparedness

Holy Rosary Academy is ready to reopen with all safety measures in place. Each classroom will be a cohort and will not mingle with students outside their cohort. The cohort will stay with their teacher and aide (Kindergarten) all day. Teachers will not mix with any cohort except their own. Once back on campus, when restrictions are lifted further, the junior high will be self-contained and will no longer change classes or teachers.

Communication

Holy Rosary Academy will communicate to families our ability to have adequate supplies and procedures to ensure health and safety through:

- Registration process
- Parent handout with safety measures and procedures listed for quick reference.
- All handouts and documents will be available to parents through email, Gradelink School Page, Remind and DoJo.

School families will be notified of any changes to the COVID-19 Safety Plan anytime the guidelines change, and we update the school plan.

If a child, teacher, or staff member tests positive for COVID-19, parents and staff in the cohort will be notified by a phone call and email and/or text. If a child shows several symptoms of COVID-19, the parents and staff in the cohort

will be notified of possible exposure and asked to monitor their children for symptoms and will be notified of any positive tests.

The Office of Catholic Schools (OCS) will be notified about any positive test results. OCS will notify the EOC (Emergency Operation Collaborative) who will then notify the appropriate Department of Health authorities. If at any time the school should have 5% of the school population test positive for COVID-19, all on campus instruction will transition to Online Synchronous Learning.

Health and Safety

Parents will be notified of the symptoms of COVID-19 and the protocol they must follow if they or their child meets the criteria of having symptoms at registration, virtual orientation and through documents posted on Gradelink, the HRA website and sent home through Remind and DoJo.

The symptoms of COVID-19 are:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Congestion/runny nose
- Nausea/vomiting
- Diarrhea

Staff and students will have their temperature taken before entering the school grounds. All students, teachers and staff will be required to wear a mask. Anyone with a temperature of 100.4 or higher will not be allowed to enter the school grounds and will be sent home. Teachers will monitor their cohort throughout the day for anyone showing symptoms and check everyone's temperature before lunch each day. Students showing symptoms or fever during the day will be removed from the cohort and placed in isolation while waiting to be picked up by their parents.

Arrival and Dismissal

Arrival and dismissal for the students will be staggered.

Arrival: Students in grades K-3 will be assigned to arrive between 7:30 am and 7:45 am. Students in grades 4-8 will be assigned to arrive between 7:50 am and 8:05 am. Families with students in both grade levels will be assigned to arrive at the later arrival time (7:50 am – 8:05 am)

Dismissal: Students in grades K-3 will be dismissed between 2:40 pm and 2:55 pm. Students in grades 4-8 will be dismissed between 3:00 pm and 3:15 pm. Families with students in both grade levels will be assigned to the later dismissal time. (3:00 pm – 3:15 pm)

Arrival: Students in grade K-3 will have their temperature checked and pass a health screening before entering through the front doors of the main building. The health screening questions will include:

Do you have any symptoms of COVID-19? (These include fever, cough, shortness of breath, muscle pain, sore throat, chills, repeated shaking with chills, congestion/runny nose, nausea/vomiting, or diarrhea.)

Is anyone in your house currently sick?

Did you take any medicine this morning or last night?

Have you had contact with a COVID positive person?

Have you been outside the country recently?

When the temperature check and health screening are complete, students will wash their hands at a portable handwashing station, and then report directly to their classrooms. Students in grades 4-8 will enter through the side gate located south of the front doors and in front of the drive-through and have their temperature check and health screening, wash their hands at a portable handwashing station, and then report directly to their classrooms. Paw

prints will be painted in the appropriate areas to help achieve social distancing in both locations and arrows will be painted to indicate the way to exit each location to keep social distancing in effect.

Dismissal: Students will remain in their classroom with their teacher. As parents arrive to pick up their students, the dismissal personnel will radio the appropriate classroom and ask for the student to be sent out. K-3 students will exit through the front doors of the main building and 4-8 students will exit through the side gate located south of the front door and in front of the drive-through area.

Temperature Check Procedures: All students and staff will have their temperature taken before entrance onto the school campus. Anyone with a temperature of 100.4 or higher will not be allowed on campus and will be sent home. The principal and Administrative Assistant will be responsible for taking the temperature during arrival and documenting anyone with a temperature of 100.4 or higher. The temperature of students will also be taken before lunch each day by the classroom teacher. The principal will take the temperature of all staff members before their entrance onto the school campus. If any staff member's temperature is 100.4 or higher, the person will not be allowed on campus and will be sent home. Teachers will self-monitor their own temperature during the day.

Health Screening: All students will have a visual health check while their temperature is being taken. The students will also be asked questions about their health such as: Did you take any medicine this morning? Do you have a cough, headache or muscle aches? How do you feel today? Is anyone in your house sick? Have you had contact with a COVID positive person? Have you been out of the country recently? COVID-19 symptoms include:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Congestion/runny nose
- Nausea/vomiting
- Diarrhea

Record Keeping of screenings and temperature checks: Students arriving at school with a temperature of 100.4 or higher or any other symptom will be notated in the log book. The log book will be kept in the office.

Procedures for monitoring throughout the day: Teachers will take student temperatures every day before lunch. Teachers will also use observational skills to determine if a child looks sick, is coughing a lot, or is lethargic.

Procedures when someone becomes ill: If a student becomes ill during the day, teachers will notify the office and the student will be placed in an isolation room until they are picked up by their parent. Parents will be notified with a phone call that their child is sick and needs to be picked up by them or their designee immediately. Parents will be told their child needs to be symptom and fever free, without the use of medication, for 3 days before returning to school for all non COVID-19 illnesses. (Depending on the illness, students may possibly return the next day if symptom free i.e. stomachache or headache without fever.) If student has COVID-19 symptoms, the student may not return to campus until they have met CDC criteria to discontinue home isolation, including three days with no fever, without the use of medication, and fourteen days since symptoms first appeared. A student or staff member who receives a positive COVID-19 test result must follow CDC guidelines and quarantine at home for 14 days from onset of symptoms and must be free of symptoms for 24 hours before returning to school. If a child or teacher tests positive for COVID-19, their entire classroom cohort will go home and quarantine for 14 days. If there is COVID in the household, the household must be free of symptoms before the student/employee returns from their quarantine period. The Office of Catholic School's will be notified about any positive test results, they will notify the EOC (Emergency Operation Collaborative) who will then notify the appropriate Department of Health authorities. If at anytime the schools should have 5% of the school population who test positive for COVID-19, on campus instruction will transition to Online Synchronous Learning.

Procedures for substitute teachers if a teacher is absent: Holy Rosary Academy has two employees on staff that are qualified to substitute when a teacher is absent. The principal will also be used as a substitute if needed. Teachers will have lesson plans available through Gradelink and sub plans through Google Classroom. Substitutes will be trained in all COVID-19 safety procedures and protocol.

Health and safety protocols for all students and staff:

- Teachers will teach health and safety protocols to their students and consistently monitor student compliance.
- Students and teachers will wash hands before entering the classroom.
- Students and teachers will use hand sanitizer before entering and before leaving the classroom and as needed during the day.
- All students and teachers will wear masks at all times. Masks may be removed for eating at recess, eating at lunch, nap/rest time, and to replace with a clean mask. When masks are removed for these instances, they will be placed in a plastic bag with the child's name written clearly on the bag.
- Masks will be available for students and teachers who arrive at school without their mask.
- Students/Teachers with an exemption note from their Dr. must wear a face shield and drape per CDC guidelines
- In the Classroom or at their desk students will have tissues, hand sanitizer, Clorox wipes and extra mask. Older students will have these items at their desk while younger students will have them available in the classroom.

Implementing disease prevention behavior into school culture:

- Teachers and staff will be trained in all COVID-19 safety measures, protocol, and procedures before the school year begins. Training will be on-going and reviewed each month during staff meetings
- Students will be trained initially by their parents who will have received our health and safety protocols during registration. Teachers will review and re-enforce the health and safety protocols with students the first day and continue to enforce and review protocols and procedures daily.
- Administration, teachers and staff on campus will be tested in accordance with the guidelines of the CR of our county.
- Students and teachers who have been exposed to someone with COVID-19 will be tested and asked to quarantine.

Protocols in the classroom and other spaces on campus:

- Everyone on campus must use sanitizer when entering and leaving the classroom.
- Everyone must wash hands for at least 20 seconds throughout the day - i.e. entering the school, before and after recess, after using the restroom and after lunch.
- Every classroom will be thoroughly sanitized at the end of the school day.
- Everyone on campus must social distance
- Water fountains will be turned off and students must bring their own water to school.
- Students will remain seated in their classroom and only get up with teacher permission.
- Jr. High students, when allowed on campus, will not be changing classrooms. Each grade (6th, 7th, and 8th) will be their own cohort and be instructed by their homeroom teacher.
- Large gatherings will not occur on campus. Common areas such as the Library will be closed.

Protocol for visitors:

- Visitors will not be allowed on campus during the school day.
- Parents who need to access the office will do so by appointment only and be expected wear a mask and social distance.

- Lunches and deliveries of lunches will not longer be accepted during the day. Students will be expected to bring their lunch with them in the morning. The school will have packaged items available for students who forget their lunch.
- Deliveries for the school will be accepted outside the door. Any delivery person who needs to deliver a large school order must wear a mask and social distance.

Extended Care Protocol

- All students must be registered for Extended Care services in order to attend. This will give the school firm numbers to adequately prepare and staff Extended Care.
- Drop in or students not pre-registered for Extended Care will not be able to attend.
- During the school year, Extended Care will be held outside as long as the weather and daylight permit.
- The Extended Care modular will be used when it is not feasible to be outside.
- The Extended Care modular will be divided into 8 sections separated by clear plastic dividers in order to make a designated area for each grade level. Only 30 students will be allowed in the Extended Care modular. If Extended Care has more than 30 students, the group would also use the Library as an additional Extended Care room.
- If students are outside when their parent arrive, the parent will wait at the gate and the child will be brought to them.
- If the students are in the Extended Care modular, the parent will ring the Extended Care doorbell (Ring doorbell with camera), the teacher will be able to see who is at the door and will bring the child to the door to be released to the parent.
- To avoid shared paperwork, parents will no longer sign their students out of Extended Care. A no-contact sign out log will be maintained by the Extended Care teacher.
- Extended Care modular will be cleaned and sanitized nightly and as needed when in use.

Monitoring Mental Health:

- Teachers will continue to monitor and support student well being and mental health through their daily Religion lessons.
- Teachers will build trust by creating a safe and open environment where students are free to share, journal, and reflect their feelings and concerns.
- Teachers mental health will be monitored and supported by the principal through daily check ins, conferences and an open-door policy.
- Administration will continually monitor the mental health of the teachers and staff.

Cleaning Procedures

The school will be cleaned and sanitized nightly in preparation on the next school day. Classrooms will be spot sanitized during the day as needed. Student bathrooms will be cleaned and sanitized every hour and a log will be kept for documentation. Teachers will disinfect door handles and common areas in the classroom frequently during the school day. The office will be sanitized after a student or teacher visits. Teacher bathrooms will be sanitized by each teacher after they use the restroom. Outside tables will be cleaned and sanitized each morning and again after they are used. All teachers, staff, and administration will wear gloves while performing any type of cleaning/sanitizing

Teachers will clean desktops and Chromebooks (1:1 Chromebook program so each student has their own Chromebook to use exclusively) daily. Doorknobs and other commonly touched areas will be cleaned frequently during the school day. Cleaning supplies will be provided by the school and be kept in a secure place in each classroom out of the reach of students. Touch points in the classroom and hallway will be disinfected before and after recess and lunch and at the end of the school day. Additional sanitizing will be done as necessary during the day depending on the circumstance. These areas include:

- Doorknobs will be sanitized after every use.
- Desktops and chairs will be sanitized after recess, after lunch and at the end of each day.
- Chromebooks are assigned to each child and only used by that child. Chromebooks will be sanitized at the end of each day.
- Any item that may be used by more than one student such as the classroom pencil sharpener will be sanitized after each use.
- The isolation room will be immediately disinfected after it is used to be ready for another student if needed.
- The playground and swings will not be used by students and will be off limits.
- Student restrooms will be sanitized every hour and a log kept for documentation.
- Teacher restrooms will be sanitized after each use by the person using the restroom.
- The office will be sanitized after a student or teacher visits or after an appointment with a parent. The Administrative Assistant's desk now has a plexiglass shield installed for extra protection.
- The school will thoroughly disinfect any area or space where a COVID case has been identified.

Any student who shows symptoms of illness or fever will be removed from the classroom and brought to the isolation room. When the student leaves the classroom his/her work area will be sanitized along with the common touch points like doorknobs. The isolation room will also be sanitized after the child is picked up by the parent.

Holy Rosary Academy employs a custodial crew from a bonded, licensed company. The company will send another crew if the original crew is absent. The principal will be meeting with the custodial company to go over required protocols for cleaning the campus during COVID-19. The written school protocols will be given to the custodial company with the requirement that their personnel be aware and trained of our expectations.

Soap dispensers will be maintained by the custodial crew with support from the principal. Soap dispensers will be sanitized every hour during the sanitizing of the restrooms.

Each classroom has windows that open to allow fresh air in the classroom. This will be done when practical and safe. Air conditioner/heater filters are cleaned yearly and replaced as needed. Each classroom has an air purifier that will be run during the day.

Staff Environment

The teacher/Staff lounge will not be available for use during the school day. Teacher mailboxes will be sanitized at the end of each day.

The front office desk has a plexiglass partition installed for extra protection and social distancing stickers will be in place on the floor to remind people to distance from others. Parents will be allowed in the office by appointment only and the office will be sanitized after each person leaves the office. Masks will be required.

Catholic Identity –

Mass will be celebrated once a week. Classes will watch the Mass as it is live streamed from the parish. When restrictions are relaxed, only two classes will attend Mass each week and will sit on opposite sides of the church. The Mass will be live streamed and the rest of the classes will participate in their classroom. Classes will alternate attending Mass so each class will get to physically attend once a month.

As the year continues and everyone gets used to the new protocols and restrictions allow, the pastor will begin celebrating Mass daily for the school. Two classes will attend Mass each day so that every class will have attended Mass once during the week.

Learning Environment

Each classroom at Holy Rosary Academy will be its own cohort. Cohorts will not mix. The sixth, seventh, and eighth grade classes, when allowed back on campus, will also be part of this cohort model and stay in their own classroom all day. Junior high teachers will prepare video instruction for their subject matter which the homeroom teacher will

facilitate with their students. Each junior high teacher will remain with their homeroom students all day and will not mix with the other junior high students. This cohort model would keep the whole school from having to go into Distance Learning if one student tests positive for COVID-19. Only the student's cohort would have to quarantine at home and go into Distance Learning.

Pullouts from the classroom will not occur until restrictions allow. Tutoring through Title funding will occur through Zoom. When restrictions allow, students who utilize Title Tutoring will be pulled from their classroom one grade level at a time. Grade levels will not mix. Tutoring will take place outside on the lunch benches in good weather and will move inside if the weather is too cold or too hot. Title Teachers will clean and sanitize their area after each group of students. Hand sanitizer will be used by students and the teacher before and after each tutoring session.

Distance Learning would go into effect by cohort only if a student or the teacher in the cohort tests positive for COVID-19. Siblings of students who test positive will also go home to quarantine and do Distance Learning.

Classroom Configuration

All unnecessary items will be removed from the classroom to minimize contact surfaces and create more space for social distancing. Kindergarten, first, second, and third grades will utilize tables with plexiglass partitions to separate students in their workspace. Tables will be placed 6 feet apart whenever possible. Fourth, fifth, sixth, seventh, and eighth grades will utilize individual desks configured in rows facing forward to optimize social distancing. Desks will be spread apart as far as space allows and each desk will be equipped with its own three-sided sneeze guard partition.

Students and Parents should expect that all precautions and protocols for sanitizing, disinfecting and social distancing will be followed at all times. Students will wear masks, wash hands frequently and use hand sanitizer throughout the day. There will be no sharing of items allowed. Each student will be expected to have their own school supplies, masks, and tissues. Teachers will not be providing class sets or shared items for students.

In place of physical gatherings for group activities, junior high students, when allowed on campus, will conduct group work virtually through Zoom Rooms and online shared activities. Elementary students will be able to group share with their table partners through the plexiglass partitions. Students will not be allowed to move freely around the classroom or change desks.

Holy Rosary Academy will limit sharing between students as much as possible. If necessary, teachers in all grade levels will sanitize any item given to a student to use and sanitize again when the item is collected.

Non-Classroom Areas

Shared spaces such as the Library and Teacher's Staff room will not be utilized until restrictions are lifted. Only one cohort at a time will use the hallway. During morning recess and lunch recess, the hallway will be one way only. The cohort heading outside will use the hallway to exit west to the outside campus. The cohort returning indoors will return inside by exiting the side gate on the south side of the campus and return through the front doors and head south down the hallway to their classroom. A UV light will be used in the hall way every night as well as regular disinfecting and cleaning.

Outdoor Areas

Holy Rosary Academy's outdoor campus is large and spacious which will allow social distancing between cohorts during recess and lunch. Recess and lunch will be staggered with only 2 cohorts outside at a time social distancing on opposite sides of the playground.

Recess schedule will be:

Kindergarten and First grades – 9:45 am – 10:00 am

Second and Third grades – 10:00 am – 10:15 am

Fourth and Fifth grades – 10:15 am – 10:30 am

6th, 7th, and 8th grades will be added to the schedule when they are allowed back on campus.

Students will eat lunch in their classroom and take recess outside when they are finished eating. There will be no hot lunch served until restrictions are relaxed.

Lunch and lunch recess schedule will be:

Kindergarten and First grades – lunch in classroom from 11:45 am to 12:05 pm, lunch recess from 12:10 pm to 12:25 pm

Second and Third grades – lunch recess from 11:45 am to 12:05 pm, lunch in classroom from 12:10 to 12:25 pm

Fourth and Fifth grades -lunch in classroom from 12:10 pm to 12:25 pm, lunch recess outside from 12:30 pm to 12:45 pm

Recess

Recess will be a time for the students to stretch their legs and move around. Only two cohorts at a time will be outside on separated by cohort on different sides of the outside campus. Playground equipment such as balls and jump ropes will not be used. The playground structure and swings will be used by one cohort at a time. All students will wash their hands before and after use. Teacher led organized structured play will also utilized to allow for social distancing while exercising.