



**Our Mission: To provide a quality education within a Catholic, Christian atmosphere through a caring, holistic approach that prepares students for spiritual growth, social responsibility and academic success.**

## **St. Margaret Mary School COVID-19 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 and developed with input from the San Bernardino Department of Public Health. 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.

### **Communication**

- Weekly communications will be sent out to parents through the weekly Newsletter.
  - Newsletter will include the information for students returning to campus each day.
- Should a person test positive for Covid-19, the class will be notified immediately through email, text, and by recorded voice message over the phone.
  - Definition of exposure, which is, contact with a positive COVID individual less than 6-feet apart and a cumulative duration of at least 15 minutes.
  - Students or employees will be sent home immediately if they test positive for COVID or confirmed that they have been exposed to someone with COVID.
  - Those with COVID will go into a 10-day isolation period from the day of their positive COVID test or first sign of symptoms, whichever is most recent.
  - The principal will directly contact the San Bernardino County's Department of Public Health.
  - An individual class will go into quarantine once there is a positive COVID case within the classroom.
- Those exposed will go into a 14-day quarantine period regardless if they test negative for COVID. If there is COVID in the household, the household must be free of symptoms before the student/employee returns from their quarantine period.
  - 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
- Should a person exhibit symptoms of Covid-19, they will be encouraged to seek verification through getting tested.

- This person will be instructed to remain at home for a minimum of three (3) days and until they are symptom free without the use of medication.
  - In this situation parents of the class or classes will be notified of the situation and given the actions taken by the school to ensure the safety of the other students in the class.
  - Parents will be encouraged to keep their child home should their child begin to exhibit symptoms.
- The Superintendent will communicate with the school weekly through email and is available by phone in case of an emergency.

### **Health and Safety**

- St. Margaret Mary 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 San Bernardino 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.
- A supply list will be included to assist parents with making necessary purchases during the summer.
- The school hours have been modified to accommodate for monitoring symptoms of students and staff.
  - All staff will be checked for temperature and will have to answer Covid-19 symptom questions.
    - Staff will be sent home if exhibiting any of the Covid-19 symptoms.
      - A qualified sub will be activated in these situations.
    - 7:00am-8:00am: Classroom teacher will provide morning care
      - Responsible for checking the temperature of each student using the provided infrared no contact scanner.
    - 8:00am: School Begins and Tardy Bell
      - Responsible for checking the temperature of each student using the provided infrared no contact scanner.
    - Staff Responsible for acquiring the temperature of each student before permitting students to enter the classroom.
      - A student with a temperature at or above 100.4 F will not be permitted into class and the parent must take them home.
      - Responsible for notifying the office of any student needing to be sent home due to elevated temperature or exhibiting any of the following symptoms:
        - Fever
        - Cough
        - Shortness of breath or difficulty breathing
        - Chills
        - Repeated shaking with chills
        - Muscle pain
        - Headache

- Sore throat
  - New loss of taste or smell
  - Congestion/runny nose
  - Nausea/vomiting
  - Diarrhea
- Staff members will keep a detailed record of any person exhibiting symptoms listing:
  - Name of person
  - Date
  - Time
  - Symptoms
  - Actions taken
- Monitoring
  - Throughout the day teachers and TAs will monitor students' health.
    - Temperatures will be taken after the morning and lunch break.
      - Should a student exhibit any symptoms during the day, they will be taken directly to the office to be sent home.
      - Students will wait in a separate back medical area until he/she is picked up.
      - The classroom will be closed for the day, with students and the teacher moving to another room to complete instruction for the day.
      - Parents will be notified of the situation.
- Non Covid-19 Illness
  - Should a student or staff member be ill with a cold or flu they may return when they are symptom free without the use of medication.
- Covid-19 Illness
  - Students or staff testing positive for Covid-19 must quarantine for a minimum of ten days from the time of the positive result.
    - Must have a negative test after the ten days or a signed note from their doctor.
- Explain arrival and dismissal procedures.
  - To ensure minimal contact the school has devised a schedule for parents dropping off children in the morning. Students with their parents will enter through the large gate located at the entrance to the school field. The entrance is very large and will allow students and their parents to remain distanced from other parents.
    - 4<sup>th</sup>-6<sup>th</sup>: 7:15am-7:30am
    - 1<sup>st</sup>-3<sup>rd</sup>: 7:30am-7:45am
    - TK-Kinder: 7:45am-8:00am
  - Once parents have dropped off students they will exit out of the main entrance gate leading back to the parking lot which is in a different area than the entrance gate.
  - Upon arrival parents will take their child or children to class
    - All persons entering campus must wear a mask.

- The teacher will take each child's temperature using an infrared non-contact scanner and give each child a cursory assessment of health.
  - Arrival (8:00am-?)
    - Upon arrival parents will bring their child or children directly to the office for temperature check and health assessment.
      - Once cleared, office personnel or a TA will take the student or students to their classroom.
  - Dismissal
    - To ensure minimal contact dismissal times will be staggered with teachers walking their class to the field entrance where each class has a specific area to stand and wait for parents to arrive.
      - TK-Kinder 2:15pm-2:35pm
      - 1<sup>st</sup>-3<sup>rd</sup>: 2:35pm-2:55pm
      - 4<sup>th</sup>-6<sup>th</sup>: 2:55pm-3:05pm
    - Students remaining after the initial dismissal will return to the classroom until checked out by an authorized adult listed on the dismissal form. (3:05pm-4:30pm)
      - All persons entering the school must wear a mask or face shield.
    - Should a student remain on campus after 4:30pm, the TA or teacher responsible for them will escort them to the Hall.
      - The Hall will have designated areas for each class, ensuring minimal contact with other stable groups.
  - Substitute Teachers
    - All subs will be trained and adhere to the school's Covid-19 protocols.
      - The principal, vice principal, and level coordinator will be notified of the absence and will work to provide necessary coverage for the teacher/TA.
- Personal Protective Equipment
  - Staff
    - Staff members will wear masks at all times during the day while on campus.
    - Each teacher in addition to their mask will have a protective sneeze guard as a barrier while teaching.
  - Students
    - TK-2 will wear a mask or a shield at all times.
      - Parents will be required to provide additional masks for their child, should the need arise in which a replacement mask is required.
        - The school will provide a replacement only when the student does not have a replacement.
    - 3<sup>rd</sup>-6<sup>th</sup> will wear masks at all times
      - Parents will be required to provide additional masks for their child, should the need arise in which a replacement mask is required.
        - The school will provide a replacement only when the student does not have a replacement.
    - Additionally, each student will be provided a trifold barrier shield for their individual desk.

- Washing of hands
  - Students will be required to wash their hands frequently throughout the day.
    - Before school
    - During morning restroom break
    - After morning recess
    - Before and after lunch
    - During afternoon restroom break
- Hand Sanitizer Stations
  - Stations will be installed in each room used by students and staff.
    - Classrooms
    - Office
    - Hall
    - Resource room
- Personal Protective Equipment
  - Face Shields or masks
    - Replacement masks will be provided by parents and will be located in the students backpack.
  - Plexiglass shields for all tables in primary classrooms that do not have individual student desks.
  - Individual plastic pencil boxes containing school supplies needed for each day.
    - Students will not share any resources.
    - Taken home and sanitized each day.
  - Ample tissue for blowing nose before and after sneezing.
  - Teachers will have disposable hypoallergenic gloves to be used when cleaning surfaces.
  - Ample disinfectant wipes
  - Spray bottle with disinfectant
- Refillable water bottle stations
  - Additional water bottle refill stations are being installed and drinking fountains disconnected.
  - Large containers of water with small disposable cups will be available for students who do not have a refillable water bottle.
  - Stations will be sanitized multiple times during the day.
- Staff Training
  - Upon the return to campus and before the start of school, all staff will be trained in the most effective ways to minimize the spread of germs and how to properly disinfect/sanitize surfaces.
- Student Training
  - To prepare students for our return to campus, how-to videos will be sent home to parents instructing them to watch the videos and practice with their child or children.
  - Additionally teachers will begin the year with training students on the proper way to wash their hands, using tissue, disposing of tissue, and using hand sanitizer.
    - Students will be instructed on what to do if their face shield or mask becomes tainted due to falling on the ground



- Monitoring Mental Health
  - Students
    - Teachers and TAs will monitor the mental health of their individual stable groups.
  - Staff
    - The principal and admin team will monitor staff members' mental health.
      - Administration will be mindful of the stress being placed on staff and will limit all extra duties/work.

### **Cleaning Procedures**

- The school is cleaned/sanitized thoroughly each night by a third party cleaning company.
- Classroom procedures for teachers and staff to clean desktops, iPads/Chromebooks and doorknobs
  - Teachers/Staff are:
    - Responsible for sanitizing all surfaces accessible to students/staff and used by students/staff multiple times during the day:
      - When transitioning to different tables/centers/desks
      - During recess and lunch breaks
      - During PE
      - After school
    - Responsible for sanitizing personal workspace and resources used for instruction:
      - Computer
      - Chromebook
      - iPad
      - Keyboard
      - Desktop/teaching table
      - Face Shield
    - Responsible for sanitizing all surface areas used by students/staff during recess, lunch, PE, and after school care. Sanitizing must be completed by a teacher/TA or SMMS staff member, NOT students.
      - Lunch tables
      - Play structure
        - Spray bottles with a special disinfectant solution will be provided for no contact sanitation.
      - Equipment
      - Restrooms
        - Spray bottles with a special disinfectant solution will be provided for no contact sanitation.
      - Door knobs
- Cleaning Supplies
  - Supplies provided by the school and obtained as needed from the office:
    - Face masks

- Hypoallergenic disposable gloves
  - Disinfectant wipes
  - Disinfectant spray bottles for no contact disinfectant areas
  - Hand Sanitizer
- Procedure for immediate disinfection of rooms where people with respiratory symptoms or fever have been
  - The room will be immediately vacated and locked down for a minimum of 1 hour before it is thoroughly cleaned/disinfected by the custodian or designated staff member.
  - The room will then be cleaned again by the contracted cleaning company that night.
- Touch Free Sanitizer/Soap Dispensers:
  - The janitor or cleaning company will maintain the dispensers.
    - The principal or a designated staff member will refill dispensers if the custodian is out for the day.
- Training for custodial staff:
  - Proper usage directions will be given to the custodian in advance to ensure he/she is familiar with how to use disinfectants and sanitizers.
    - Tutorial videos will be provided if available from the manufacturer.
- AC filters
  - Filters are changed regularly during normal usage.
    - Filters will be changed every two weeks during Covid-19 protocols

## **Staff Environment**

- Teacher/Staff lounge or conference area changes to promote social distancing, hygiene and sanitation.
  - Additional recess and lunch times have been added to account for adequate social distancing, hygiene, and sanitation.
    - During Covid-19 protocols staff and parent meetings will continue to be held virtually if the number of attendees does not allow for social distancing.
- Office configuration area changes to promote social distancing, hygiene and sanitation.
  - No changes are required at this time. Office staff have adequate space for social distancing.

## **Catholic Identity**

- Mass
  - Due to large class sizes, only two classes will be able to physically attend Mass in the church.
    - The remainder of the school will participate through live stream.
    - Classes will rotate attending Mass physically to ensure all students remain connected to the church.
  - Prayer Service
    - Due to large class sizes, only two classes will be able to physically attend the prayer service in the Hall.
      - The remainder of the school will participate through live stream.
      - Classes will rotate attending prayer services physically to ensure all students have a chance to make a presentation to



the school.

## Learning Environment

- TK through 6th – stable groups Model by Classroom
  - In this model each class will be its own stable groups and remain together with the teacher and TA for the entire school day.
    - This model will have very limited contact with staff outside the stable groups.
- Distance Learning will be used only when:
  - A family is extremely worried about returning to in-person instruction and prefers their child/children continue with online synchronous learning.
  - A student has a documented medical situation that requires them to remain in a more controlled environment.
  - A class has a student/staff member that has tested positive for Covid-19 and must be quarantined for a minimum of ten days.
    - If the teacher tests positive for Covid-19, a trained sub will provide the Distance Learning for the class.
  - A Closure announcement has been issued from the Diocese requiring the school campus to close completely.
- Classroom Configuration
  - TK-1st
    - Additional learning tables have been purchased to ensure no more than 4 students will be at a table.
      - Each student will have their own tri fold plastic shield as a barrier to allow students to have their own safe space.
        - Tri fold barriers are 2ft by 2ft by 1.5ft
      - Tables will be spread out to provide as much spatial distance as possible.
    - Students will keep all personal items stored in a backpack.
    - Necessary school supplies such as pencils, crayons, and scissors will be kept in a small plastic storage container.
    - iPads will continue to be used for small group learning activities.
  - 2nd-6th
    - Each student will have their own tri fold plastic shield as a barrier to allow students to have their own safe space.
      - Tri fold barriers are 2ft by 2ft by 1.5ft
    - Tables will be spread out to provide as much spatial distance as possible.
    - Student desks will face the same direction and will be spaced to provide as much spatial distance as possible.
    - Personal school supplies will be kept in each student's desk.
    - Textbooks and school supplies will be kept in the student's cubby.
    - All personal items will be kept in the student's backpack.
    - iPads will continue to be used for small group learning activities.
    - Chromebooks (3rd-5th) will be kept at the student's desk for the duration of the school day.

- Outdoor Areas

- To ensure stable groups keep social distancing to a maximum, additional recess and lunch times have been added to the schedule.
  - Specific times for snack and lunch will be published as we get closer to the start of school.
  - JK will continue to utilize their specific lunch and play area.
  - Kinder and 1st will eat their snack and lunch at the same time, but in a separate designated area at the lunch tables.
    - Tables will be sanitized after each use.
    - Each class will have their own playground equipment and designated playground area.
      - Equipment will be sanitized after each use.
  - 2nd and 3rd will eat their snack and lunch at the same time, but in a separate designated area at the lunch tables.
    - Tables will be sanitized after each use.
    - Each class will have their own playground equipment and designated playground area.
      - Equipment will be sanitized after each use.
  - 4th and 5th will eat their snack and lunch at the same time, but in a separate designated area at the lunch tables.
    - Tables will be sanitized after each use.
    - Each class will have their own playground equipment and designated playground area.
      - Equipment will be sanitized after each use.
  - 6th will eat their snack and lunch at a specific time separate from all other classes.
    - Tables will be sanitized after each use.
    - Each class will have their own playground equipment and designated playground area.
      - Equipment will be sanitized after each use.
  - Equipment
    - Students will be able to play with equipment individually, but will not be able to share with their classmates.
  - Masks and Face Shields
    - During playtime students will be able to remove their mask only if adhering to the prescribed 6ft social distancing.
      - Lanyards are recommended to minimize the loss of masks while playing.
        - The mask would be attached to the lanyard and worn on the shoulders of the student.

- Snack and Lunch

- During Covid-19 protocols parents will need to provide their child with a snack and a lunch each day.
  - Lunch deliveries will be permitted only by an immediate family member.
    - In the case of an emergency parents may call the office to make arrangements for a person not considered an immediate family member to deliver lunch.