



St. Joseph School

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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 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 cases 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 Catholic Online Synchronous Learning (distance learning).

Our mission is to foster *Catholic values and invite students to a deeper relationship with Jesus Christ. The school community educates the whole child to become a responsible and vibrant member of the Church and helps the students live their faith in a larger society.* As a community we understand the importance of remaining deeply grounded in our faith during difficult times. The St. Joseph School faculty and staff remain committed to the education of all our students no matter the format of instruction. It is our hope and goal to continue delivering instruction in person 5 days a week. We understand the need for socializing and interaction amongst our students and also take the safety of our students to heart and will follow safety protocols and measures in place to promote a healthy environment. We will transition to COSL if need be to ensure the safety of our students and employees in accordance with the following guidelines and any mandates from governing bodies. The following guidelines demonstrate an effort to continue serving our students and families during the COVID-19 pandemic with a faith filled program on a safe school campus to the greatest extent possible.

Communication

How will the school communicate to families that the school has adequate supplies and procedures to ensure health and safety?

- The school's COVID Safety Plan will be posted on the school website and updated as needed.
- List of safety supplies and general disinfecting protocols will be shared with families prior to the start of school.
- Healthy hygiene practices will be shared and promoted frequently
- **Critical safety layers in place include:** required face coverings, frequent hand hygiene, and screening of symptoms. Those that have medical exemptions for a face mask must provide a doctor's note and must wear a face shield with a drape (per CDC guidelines).
 - Face mask guidelines include:
 - All individuals 2-years-old and older must correctly wear a mask while indoors.

- While outdoors, students and employees may remove their masks. The only exception to this would be during a multi-classroom activity where more than 50 are gathered in one outdoor area (i.e. morning drop off, all school assembly).
- Any individual, who is not a student or employee, that is visiting or volunteering at the school must correctly wear a mask while on campus, indoors or outdoors, regardless of vaccination status.

How often will the school be communicating to families about school plan updates?

- As soon as accurate and reliable information can be communicated to families, school administration will inform families of any updates via email using Student Information Systems (SIS).

How will the school communicate when someone tests positive for COVID-19? Show symptoms of COVID-19?

- If a student is experiencing symptoms, their parent/guardian will be notified by phone call to pick them up and keep them at home for a minimum of 3 days to monitor the development of symptoms. Student(s) will be kept isolated in the health room until the parent/guardian arrives. Student(s) can return if symptoms have cleared and a doctor has confirmed it is not COVID or a negative test result confirms they do not have COVID, and they have had no fever for 24 hours without medication.
- If an employee or student tests positive for COVID-19, they will self-quarantine at home for 10 days if unvaccinated, or 7 days if vaccinated. Further, if any family member is an employee or student within the Diocese of San Bernardino, they too quarantine as indicated. They must be free of symptoms for 24 hours without medication before returning.
- If an employee or student is exposed to someone that has tested positive for COVID-19, they will self-quarantine at home for 10 days, if unvaccinated, or 7 days if vaccinated. They must be free of symptoms for 24 hours without medication before returning.
- If a student must self-quarantine due to symptoms, exposure or testing positive for COVID, the absence would be treated as any other illness absence and will follow set school guidelines to submit work.
- The school will go into quarantine and transition to distance learning if mandated to do so due to a large COVID-19 positivity rate on campus.
- Protocol for informing Office of Catholic School-
 - When there is a positive COVID exposure or a positive COVID case on campus, the principal is responsible for informing the Department of Public Health and reporting each case to the Office of Catholic Schools (OCS) utilizing the designated form.

The Office of Catholic Schools (OCS) then proceeds with the following steps once the above is received:

Positive Case

1. OCS confirms with the principal that the employee/student is not on campus or has been sent home, and that the Department of Public Health has been notified.
2. OCS reviews dates given in the email with the diocese's Emergency Operations Collaborative (EOC) to determine isolation period.
3. If it is an employee, OCS notifies the Human Resource Director about a positive case to initiate contact tracing. If it is a student, the principal and OCS initiate contact tracing. In both cases, if a

class has been exposed, the class goes into quarantine. If the student in question has a sibling in another class, the sibling goes into quarantine and their class is monitored for symptoms.

4. If contact tracing and testing reveal a 5% school infection, the school initiates distance learning.

Exposure Case

1. OCS confirms with the principal that the employee/student is not on campus or has been sent home, and that the Department of Public Health has been notified.
2. OCS reviews dates given in the email with the diocese's Emergency Operations Collaborative (EOC) to determine quarantine period. The employee/student is recommended to get tested. If they test positive, follow the steps above under Positive Case. If it is an employee, OCS notifies the Human Resource Director to determine contact tracing. If it is a student, the principal and OCS determine contact tracing to monitor for symptoms and plan for a possible Positive Case scenario.

Health and Safety

COVID-19 symptoms to look out for:

- 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

How is the school monitoring symptoms of students and staff?

- Screening should be done at home, provided that parents and employees have access to COVID-19 symptom information. Students and employees should stay home if they are ill.
- All classrooms are equipped with a touchless thermometer to check temperatures if COVID-19 symptoms become visible or if students communicate they are not feeling well.
- Office staff will be notified if a student becomes ill. The student's family will be contacted and told the student must be picked up from school as soon as possible. The student's family will monitor symptoms for a minimum of 3 days prior to returning to school symptom free. A doctor's note indicating the symptoms are related to a non-COVID diagnosis or negative COVID test result, and no fever reducing medications 24 hours prior to returning to school are required. Upon the room being vacated, sanitation procedures will be followed before anyone is allowed to enter the room. Any space where a positive COVID case has been identified will be disinfected.

Travel

- Vaccinated:
 - No self-quarantine or testing is required after returning from out of state travel.

- Those traveling out of the country must test within three to five days upon return to the state and self-quarantine for seven days.
- Unvaccinated:
 - Out-of-state or international travellers must test within three to five days of return and self-quarantine for seven days; OR self-quarantine for ten days if not tested.
 - Employees are encouraged to share their vaccination status in order to avoid additional self-quarantine requirements.

What are the school's health and safety protocols for all students and staff?

- With all individuals correctly masking indoors, elementary grades do not need to be in cohorts, and junior high students may move to different classrooms during the day.
- Students and staff will use hand sanitizer to clean hands upon entering and exiting the classroom throughout the day. Reminders for proper hand washing and sanitizing will be clearly posted in all bathrooms, classrooms, and school office. Teachers and staff will teach, review and remind students of hand washing and use of masks protocols to promote a safe environment.
- All students and staff are required to wear face coverings indoors at all times while at school or during crowded outdoor activities (i.e. outdoor all school assemblies). Disposable gloves, masks, and face shields will be available to those who request one.
- Students will be asked to have a COVID-19 preparedness kit in their backpacks each day. The preparedness kit will be part of the student supply lists. Parents should check the kit frequently in order to restock supplies. The kit includes: face mask, personal hand sanitizer, travel size tissue, and disinfectant wipes, if available. The school will also have a constant stock of hand sanitizer in all classrooms, bathrooms, and office spaces. Masks will also be provided if a student forgets theirs at home.
- Disinfectant cleaners will be stored in every classroom and kept out of the reach of students. Child-safe cleaners will be used throughout the day as needed, following protocols established for cleaning and disinfecting.

Parent Meetings & Volunteers

- All parents attending indoor meetings on campus must properly wear a mask at all times.
- The duration of meetings will be kept to the least amount of time possible, preferably no more than one hour.
- If indoors, social distancing will be encouraged whenever possible.
- If parents are visiting classrooms for a meeting with the teacher, meetings will be kept as short as possible, preferably no more than one hour.
- Parents will be asked to sanitize hands before entering classrooms.
- Parents need to minimize interaction while on campus for the health of the school community. When dropping off or picking up students, parents will be asked to keep moving to support traffic flow and minimize congregating in large groups.
- Parent volunteers will be primarily utilized for student drop off between 7:00-8:00am. Parent volunteers must wear a face mask at all times. Other volunteers will be limited to necessary tasks only and will be organized in spaces that do not have prolonged direct contact with students during school hours.

How will the school implement disease prevention behavior into the culture of the school?

- All staff will receive a copy of the Covid Safety Plan and any supporting literature on safety measures and protocols relevant to our campus. Safety protocols training will also occur during teacher in-service days prior to the start of school.
- Parents and students will receive necessary communication addressing home safety checks and health and safety protocols that will be followed at school prior to returning to in-person instruction. Parents will support the school's efforts by reviewing and practicing healthy hygiene practices at home before and throughout the school year. Teachers and staff will continue to teach, review, and reinforce healthy and safety protocols with students daily. Updates and reminders will be shared with families via SIS using email and/or text messaging. Necessary reminders and updates will also be made available on the school website and/or classroom communication platforms (i.e. Class Dojo).

What is the protocol for visitors? Deliveries?

- All visitors to the school office must wear a mask and use hand sanitizer if approaching the front office counter. Hand sanitizer will be available for all visitors entering the school office during office hours.
- Only one person/family will be allowed into the office lobby at a time.
- Visitors will not be allowed beyond the office during the hours of 7am-3:15pm. Only essential service workers/volunteers approved by school office staff will be allowed beyond the school office during school hours. They must wear a face mask at all times.

What is the school's extended care plan?

- Extended school care will be offered for students from 6:45-7:30am and 3:15-6:00pm.
- Students will be supervised in the ESC building or classrooms. Hand sanitizer will be available for all students and staff as they enter and exit the ESC spaces.

How is the school monitoring the mental health of students and staff?

- Daily prayer; frequent check-ins through community circles or class meetings; mindfulness (breathing; quiet moments; meditation); utilize Catholic Charities Counselor.
- Concerns brought to SST meetings and strategies/resources shared to support student wellness and learning.
- Administration will conduct regular check-ins with all faculty and staff, facilitate shared prayer experiences, and offer support resources to the greatest extent possible.

Cleaning Procedures

What are the routine cleaning and disinfection procedures and their frequency?

- Daily cleaning of all student and adult bathrooms, classrooms, office, teacher's lounge, computer lab, health room, and all spaces used by students/staff will be done at the end of each school day.
- Disinfecting of high-touch surfaces such as faucets, door handles, light switches, etc. in classrooms will be done by teacher/classroom aide throughout the day.
- Janitorial staff will conduct frequent maintenance of all bathrooms to disinfect high-touch surfaces such as faucets, door handles, light switches, toilet seats, etc. Cleaning of high-touch surfaces in all bathrooms will be logged and posted in each bathroom.

What are the classroom procedures for teachers and staff to clean desktops, Chromebooks and doorknobs?

- Daily disinfecting of desktops and chairs will take place at the end of each school day. Teacher/classroom aide will spray and wipe down individual desks and surfaces throughout the day as needed (i.e. in response to a student sneezing).
- Students in grades K-8 will not share Chromebooks. Wiping down of Chromebooks will occur as needed. Appropriate disinfectant cleaner and tissue/paper towel will be used by students to wipe down Chromebook.

What cleaning supplies will be provided and how will teachers and staff obtain these cleaning supplies?

- Cleaning and disinfecting supplies will be kept out of the reach of students in every classroom. Additional supplies will be kept in the janitorial supply closet and school office.
- An approved disinfectant cleaner (Super60) for multiple surfaces will be available in pump and spray form, along with paper towels and multi use rags. Rags will be washed regularly.

What is the schedule for campus staff to disinfect touch points and frequently used surfaces regularly?

- Front Office- door handles, front lobby counter and glass doors wiped down with disinfectant frequently.
- Health Room & Bathroom- wiped down with disinfectant 3-4 times a day (or deep cleaned after quarantine of ill students).
- Office restrooms- surfaces wiped down with disinfectant throughout the day.
- Classrooms- door handles, desks, and chairs wiped down with disinfectant 3-4 times a day, or as needed (before school, recess, lunch, after dismissal/end of day).
- Student Restrooms- surfaces wiped down with disinfectant by janitorial staff several times throughout the day; deep cleaning once a day.
- ESC rooms- surfaces wiped down with disinfectant before students enter; door handles, desks, and chairs wiped down 1-2 times a day, or as needed (during outdoor play break; end of ESC).
- Hand hygiene will be emphasized before and after outdoor play on play structure/equipment with each cohort of students.

What are the procedures for immediate disinfection of rooms where people with respiratory symptoms or fever have been?

- A janitorial staff member will be scheduled between 8am-6pm to respond to immediate needs and keep to scheduled maintenance throughout the day.
- Teachers and staff will be trained to respond to disinfecting needs that may occur in the classroom.

Who will conduct routine cleaning if a custodian is absent?

- A substitute janitor will be called in to work the shift of the absent janitor, and trained staff member(s) will support the regular disinfecting of high touch point surfaces.

How will touch free soap dispensers be maintained?

- Janitorial staff will refill soap and wipe down dispensers as part of regular bathroom cleaning

How will the school train custodial staff to safely use disinfectants and sanitizers?

- Janitorial staff will be trained prior to students returning to campus. All staff will be trained during the teacher-inservice prior to the start of school reopening. Diocesan training materials and/or CDC disinfecting resources will be given to staff and referenced regularly. Instructions for how to safely use cleaning disinfectants will also be distributed and communicated to all staff during COVID-19 safety training.

Has the school recently changed air conditioning/heater filters? How will the school ensure adequate ventilation?

- Connor Air Conditioning and Heating services our units every 4 months. HEPA filters are being used.

- Classroom windows and doors will remain open when weather permits.

Staff Environment

Teacher/Staff lounge or conference area changes to promote hygiene and sanitation

- Hand sanitizer dispensers will be available in both teacher lounges and work spaces.
- 2nd kitchen and patio in the north building will have extra tables and chairs to accommodate additional seating during break times.

Office configurations area changes to promote social distancing, hygiene and sanitation

- Hand sanitizer dispensers will be available in school office lobby and staff office areas
- 1 adult/family in the school lobby at a time (sign posted on the front door)
- Use of masks required signs posted in area

Catholic Identity

How will school Mass be conducted?

- The school will adhere to approved parish plans for attending Mass.
- Students and employees will wear masks while attending school Masses.
- Number of students will be in accordance with the parish plan maximum capacity allowance.