



## **Nazareth School Reopening Plan 2020-2021 School Year**

**All policies and procedures are based on guidance from the San Diego County Office of Education, the California Department of Public Health, the Center for Disease Control, the San Diego County Public Health Order, and the Diocese of San Diego as of April 2, 2021. All policies will be updated as new information is made available.**

PLEASE NOTE: The most recent changes modified in this document are highlighted in yellow.

This Operations 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* issues on April 2, 2021.

[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated\\_Schools\\_Guidance.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf)

As required, the school has posted a COVID-19 Safety Plan (CSP) on the homepage of the school's website. The CSP includes the school's Cal/OSHA COVID-19 Prevention Program (CPP) and the COVID-19 School Guidance Checklist. The detailed plans describing how our school meets the requirements outlined in the CSP elements are found in this Operations Plan.

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# INTRODUCTION

Nazareth School has created this plan to aid in navigating the reestablishment of our school for on campus learning where employees, students, and families feel safe. The purpose of the reopening plan is to reduce the impact of COVID-19 conditions upon returning. The guidelines referenced in this plan are based on all policies and procedures are based on guidance from the San Diego County Office of Education, the California Department of Public Health, the Center for Disease Control, the San Diego County Public Health Order, the Diocese of San Diego and applicable federal, state and local agencies. All policies will be updated as new information is made available.

In addition, the Nazareth Reopening Plan can be found on the school's website and the Diocese of San Diego's website under the heading School Reopening Plans.

1. [San Diego County Office of Education Reopen Plan](#)
2. [California Department of Public Health COVID-19 Industry Guidance: Schools and School-Based Programs](#) (updated January 14, 2021)
3. [Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
4. [Center for Disease Control Guidelines for Reopening Schools](#)
5. [San Diego County Public Health Order](#) (effective January 25, 2021)
6. [Diocese of San Diego Office for Schools- School Re-Engagement](#)
7. American Academy of Pediatrics [COVID-19 Planning Considerations: Guidance for School Re-entry](#) (Last Updated: 6/25/2020)
8. [County of San Diego Order Of The Health Officer And Emergency Regulations \(Effective November 3, 2020\)](#)
9. [COVID-19 School Guidance Checklist](#)
10. [Nazareth School CAL/OSHA COVID-19 Prevention Plan](#)
11. [CDC Decision Tree](#) (03-10-2021)
12. [Travel Guidance \(04-02-2021\)](#)

## **GUIDING PRINCIPLES**

In order to ensure the continued well being of our students, families, and employees the following guiding principles have been put in place:

1. The Core Values of the Sisters of Nazareth: Love, Patience, Compassion, Respect, Justice, and Hospitality, and Catholic Identity
2. Health and Safety Measures
3. Instructional Procedures

## **SECTION 1: THE CORE VALUES OF THE SISTERS OF NAZARETH AND CATHOLIC IDENTITY**

### **OUR MISSION**

"As a Catholic institution, Nazareth School community members integrate the charism and core values of the Sisters of Nazareth into the educational experience. It is the school's aim to nurture mind, body, and spirit in an atmosphere of mutual respect and trust in God..."

Nazareth Mission Statement

In this time of Covid-19, we are called to live the Core Values of the Sisters of Nazareth more than ever. We are facing a period of uncertainty and fear. Our communities are being impacted with social distancing when it comes to celebrating our faith together. As stated in the Mission Statement, "our aim is to nurture the mind, body, and spirit" of our children. Nazareth School is committed to building up the whole child, and that foundation lies in our faith. We will adapt our approach to meet and strengthen our Catholic faith formation even in this uncertain time. We want to maintain our Catholic identity within the confines of the guidelines provided by the Diocese of San Diego, the CDC, the state, and the county.

The opportunities to practice our faith will look different this year.

- 1) Liturgies will depend on the current guidelines. We are planning to stream liturgies as well as prayer services in the classroom/online, so everyone will be able to participate. Students will be assigned weekly to participate in Mass either virtually or in person with their class. Students and parent(s)/guardian(s) who wish to attend mass in person, must follow the following guidelines.
  - Face coverings will be worn by all who attend Mass.
  - Students will sit with their class, but maintain physical distancing.
  - There will not be any altar servers, and we will suspend the Choir at this time.
  - Students and participants will not sing or share the Sign of Peace.
  - All those who receive communion will do so at the end of Mass and proceed to the exit with their parent(s)/guardian(s).
- 2) School community prayer will either be in person, or live streamed at the beginning of the day, mid-day and end of the day.

- 3) Religious instruction will be presented live through Google and/or Zoom.
- 4) Service opportunities will depend on the state and county guidelines, and the abilities of the students.
- 5) We encourage families to participate in their faith through family prayer such as the Rosary or watching virtual Masses online. The Mission San Diego de Alcalá and parishes are celebrating outdoor Mass, please consider attending.
- 6) Classes will still have Prayer Buddies, but will have to build relationships virtually.

## CORE VALUES



As faithful Catholic Christians, we practice and model the Core Values of the Sisters of Nazareth: Love, Hospitality, Respect, Compassion, Patience, and Justice. During distance learning, we will continue to practice these Core Values in our day to day interactions with students, teachers, staff, and adults.

These include being sensitive to the needs of others to keep everyone healthy and happy. Follow the safety rules by wearing a mask, washing hands, and keeping a physical distance of six feet apart where feasible. When anyone is sick, we will be compassionate to those who are suffering. We will practice hospitality when those who have been sick return to school. Our love and respect for each other is the heart of Christ's teaching.

# SECTION 2: SAFETY OF STUDENTS, STAFF, AND VISITORS

## EMPLOYEE AND STUDENT SAFETY

### VISITOR RESTRICTIONS

At this time, only essential visitors will be allowed to come onto campus. This means that we unfortunately cannot have parents or volunteers helping in the classrooms.

Nazareth School will not allow normal visitation to our campuses unless scheduled. Please call the office for guidance or an appointment.

If you are on campus for an appointment, please wear a face mask at all times and maintain a 6 foot distance. All visitors will be screened by having their temperature checked as well as questions about symptoms and exposure. **VISITOR SELF-SCREENING FORM / Self Declaration by Visitor**

Parents should remain in their car and call the office when picking up their child for an appointment or a sick child.

### TRAVEL RESTRICTIONS

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Travel-Advisory.aspx>

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

#### Travel Advisory

Updated April 2, 2021

CDPH and the CDC recommend delaying travel until persons are fully vaccinated, because travel increases the chance of getting and spreading COVID-19. Travel threatens to exacerbate community spread within and beyond California —particularly because travel itself (especially the use of shared conveyances in air, bus, or rail travel) can increase a

person's chance of spreading and getting COVID-19, including Sars-CoV2 variants of concern.

With over 18 million vaccine doses administered statewide, vaccines have made a difference and overall disease trends have improved dramatically over the past ten weeks. Case rates, test positivity, transmission rate, hospitalizations and ICU admissions have all declined since the winter surge. While we have made great progress, many states and countries are experiencing increasing levels of transmission, and it is imperative that California continue to take steps necessary to curb the spread of COVID-19 and contain new sources of infection until we can achieve higher levels of vaccination in California and beyond. The State is issuing the following recommendations, which supersede the Travel Advisory issued on April 1, 2021

- All travelers arriving in or returning to California from other states or countries should follow [CDC travel guidance](#).
- All travelers who test positive or develop [symptoms of COVID-19](#) should [isolate](#) and follow [public health recommendations](#).
- Fully vaccinated travelers:
  - are less likely to get and spread COVID-19, and can travel safely within the United States and California
  - should follow [CDC travel guidance](#), and are not required to test or quarantine before or after travel unless they have symptoms concerning for COVID-19 disease.

#### **Non-Essential Travel of unvaccinated persons [i]**

1. Except in connection with essential travel<sup>[ii]</sup>, Californians should avoid non-essential travel outside of California, to other states or countries unless they are fully vaccinated. Avoiding travel reduces the risk of virus transmission, including by reducing the risk that new sources of infection and, potentially, new virus strains will be introduced to California.
2. Non-essential travelers from other states or countries, are strongly discouraged from entering California, and should adhere to the quarantine procedures set forth below.
3. Non-essential travelers who are not fully vaccinated should get tested with a viral test 1-3 days before travel, and get tested 3-5 days upon arrival to their destination. They should stay home and self-quarantine for a full 7 days after travel, even if their test is negative.
4. Non-essential travelers who are not fully vaccinated and don't get tested should stay home and [self-quarantine](#) for 10 days after travel.



A Local Health Officer may determine if and when the situation within the Local Health Officer's jurisdiction warrants measures that are more restrictive than this statewide advisory, and retains authority to implement such measures.

CDPH will update these recommendations as more people are vaccinated, as rates of COVID-19 change, and as additional scientific evidence becomes available.

i "Non-essential travel" includes travel that is considered [tourism or recreational in nature](#).

ii "Essential travel" is travel associated with the operation, maintenance, or usage of critical infrastructure or otherwise required or expressly authorized by law (including other applicable state and local public health directives), including work and study, critical infrastructure support, economic services and supply chains, health, immediate medical care, and safety and security. Persons who routinely cross state or country borders for essential travel do not need to quarantine.

Nazareth School will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the administration and the Diocesan Office for Schools.

- Watch for fever, cough, shortness of breath, and [other symptoms](#) of COVID-19
- Take temperature if symptoms develop
- Follow [CDC guidance](#) if symptoms develop

Nazareth School would appreciate open communication about travel and potential exposure to keep everyone safe during this time.

## RETURN TO ON-CAMPUS LEARNING

We are very blessed that, as of Tuesday, August 18, 2020, San Diego County has been removed from the state mandated watch list. Nazareth has been working tirelessly to get ready for the eventuality of returning to in-person instruction. All of our classrooms are ready and waiting to be filled with all of your wonderful children's laughter.

- Please note third, fourth, fifth, seventh and eighth grades will be moving to the St. Joseph Building
- First grade has been relocated to the Science Room in Upper Campus.
- Thanks to the Sisters of Nazareth support, we will be able to teach every student with 6 feet of social distancing, in every classroom inclusive of these classroom adjustments.

As soon as we receive the Nazareth Board of Director's approval of our Nazareth Reopening Plan, we will give an exact date of when Nazareth School will be returning to on campus instruction as long as San Diego County stays off the California state watch list.

When we return to campus, we will continue to offer distance learning all year long, for every classroom via Zoom.

- Every teacher has been given a new iPad and will be receiving a Swivl device for streaming instruction live.
- The Swivl device will enable students at home to see the teacher as they walk around the room and teach the class. In addition, they will be able to hear the students at home.
- If your child is sick, or presents a Covid-19 symptom, we ask that you keep them home and follow the Covid-19 protocols.

Linked here are the [Nazareth School On Campus Health Protocols](#) which detail the Covid-19 symptoms and [SD County HHSA & Office of Edu: Fever/COVID 19 Symptom Decision Tree](#).

- It will be our collective responsibility to work together to mitigate the spread of Covid-19, and keep our campus open, once we return to school. We ask that every parent please screen your children prior to leaving your home, before leaving for school.

When we return to campus, we will make sure the Nazareth School Reopen plan is executed in a safe and purposeful manner.

- We will be opening Nazareth School campus in a rolling fashion, to guarantee all safety protocols are followed and practiced.
- It will take place over a four-day period, by day 4 all classes will be back on campus.
- Nazareth will be allowing only a few new classes a day to return to campus, some from upper campus and some from St. Joseph's. We understand that this may pose a difficulty for families who may have some of their children remaining in distance learning, while others are returning physically to campus.
- It is our intent to open Nazareth in the safest manner possible, to ensure our students and teachers remain healthy.

### **Reopening Schedule**

- The following grades will return to campus only, over a four day period.
- It will be imperative that parents follow this schedule to ensure a safe return to campus.

**Day One:     Tuesday, September 1, 2020**

**Kindergarten (K)**

**First Grade (1st)** will return to campus **only**.

**Day Two:**     **Wednesday, September 2, 2020**

**Kindergarten (K)**  
**First Grade (1st)**  
**Second Grade (2nd)**  
**Third Grade (3rd)**

**Day Three:**     **Thursday, September 3, 2020**

**Kindergarten (K)**  
**First Grade (1st)**  
**Second Grade (2nd)**  
**Third Grade (3rd)**  
**Fourth Grade (4th)**  
**Fifth Grade (5th)**  
**Sixth Grade (6th)**

**Day Four:**     **Friday, September 4, 2020**

**(All Grade levels)**  
**Kindergarten (K)**  
**First Grade (1st)**  
**Second Grade (2nd)**  
**Third Grade (3rd)**  
**Fourth Grade (4th)**  
**Fifth Grade (5th)**  
**Sixth Grade (6th)**  
**Seventh Grade (7th)**  
**Eighth Grade (8th)**

## **STUDENT AND STAFF SCREENING AND PROTOCOLS**

### **Sick Students Guidelines**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our Nazareth School community, we will be requiring all parents to complete a daily self-screening regarding their children, which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Fever with or without chills/rigors (fever defined as a temperature greater than or equal to 100.0 degrees Fahrenheit that does, without medication?)
- Cough
- Shortness of breath or difficulty breathing
- Nasal Congestion or runny nose (rhinorrhea)
- Sore throat
- Nausea, vomiting or diarrhea
- Fatigue
- New loss of taste or smell
- Headache
- Muscle or body aches
- Poor feeding or poor appetite
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential.

Students will have a temperature reading done at drop off for morning care. Parents will be present during the screening. If temperature is 100.0 degree Fahrenheit or more the parents will be required to take the child home.

Students being dropped off for school will have a temperature reading done in the car by a staff member. If a child has a temperature of 100.0 degrees Fahrenheit or higher, he/she will not be allowed to exit the car. The parents will need to take their child home.

**We encourage parents to take their child's temperature and check for symptoms every morning before they leave their home.**

### **Arrival and Screening Procedures**

If your child is healthy and ready to come to school, please note the following procedures to ensure the safety and health of all students, faculty and staff:

- School drop off will occur between 7:30am and 8am to reduce the amount of traffic
- Since the school does not employ a bus system, no specific plan is needed to address those procedures
- The option for school drop off will be using the **Rancho Mission Road** drop off line or the **San Diego Mission Road** entrance and merge into the school main parking lot. You will then complete the traffic pattern and exit up the ramp to the Ranch Mission Road exit.
- If you arrive late to school (after 8:00am), parents will need park and walk their children to the front office to be screened, prior to being allowed to go to their classroom
- Depending upon which option you choose for drop off, your child's temperature will either be checked (using a no touch thermometer) in the

drop off line by a staff member, while they are still in the car, or if you choose to park in the parking lot and walk your child to preschool, there will be a temperature check station by Mrs. Gabbard.

- Your child's temperature will be checked and recorded in a confidential binder, **only** if they have a temperature of 100 or above and your child will be screened for signs, symptoms and contact of COVID-19 by your answers to the questionnaire.
- At least one parent **MUST REMAIN** with their child (either in the car at drop off line or at the screening station) until their child has been cleared. The child and parent must wear a face covering at all times. If the child exhibits any of the signs, symptoms or have had contact with COVID-19, you will be required to take them home. The regulations around sick children are in the sections below.
- **If a student does not pass the health screening, the parent must take them home and keep the school informed of symptoms.** See below on the policy of students returning to campus after an illness.
- Refusal to comply with the sick policy will result in a meeting with administration and potentially result in consequences up to and including expulsion from the school.
- While you are waiting to be screened at the station, please maintain 6 feet distance from other families, to ensure the safety and health of everyone.
- All health information regarding students will be kept confidential and stored in a safe and secure location. The information will only be used by employees of the school for the purpose of contact tracing by the local public health official.
- After a student has been cleared as "healthy" for school, they will walk directly to their designated hand washing station. Once they have properly washed their hands, they will walk directly to their first class to begin their school day. Their first period teacher will be waiting in their classroom for the students.
- Each classroom in use will have hand sanitizer available for student and staff use as well, in addition to a designated hand washing station.
- The school will provide directional markings to provide assistance to students in which directions they should be moving to promote social distancing and reduce the amount of traffic of students. The campus will also have signage for reminders about signs and symptoms of COVID-19, proper handwashing technique and proper facial covering usage.
- Nazareth School strongly recommends that all students be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
  - Protect the school community
  - Reduce demands on health care facilities
  - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.
  - Nothing in this guidance should be interpreted as restricting access to appropriate educational services.

## **Active Covid-19 Symptoms**

If a child exhibits any of these symptoms at the arrival screening or during the school day, a parent **MUST** pick them up within **one hours time** and take them home as soon as possible.

If a child has an identified condition that will result in a positive screening (i.e. allergies, eczema, migraines, asthma, etc.), the school may use their discretion in allowing the student to enter campus. If a student has a pre-existing condition that may present itself as COVID-19, you must provide the school with a doctor's note describing the condition and symptoms. The note must contain the doctor's name and contact information.

- **If a student who was sent home, tests positive for COVID-19, all those in close contact to the student will be notified and required to self isolate for 14 days since the onset of symptoms or the test date.**
- Those in contact will be isolated for 14 days after the last day the case was present at school while infectious. The designated school representative (the Principal and Administrative Assistant) will share this positive test result with our local public health official and work with them to make sure the school is following all of the proper guidelines.

If a student has symptoms, but **tests negative for Covid-19**, they may return to school 3 days **after** symptoms resolve or improve.

**If a student has close contact with a positive case of COVID-19, they must self isolate for 14 days after last exposure, before returning to school.**

**Testing is strongly recommended.**

**If a student has symptoms of COVID-19 but cannot get access to testing,** they must self isolate at home and meet the following requirements:

They have met CDC criteria to discontinue home isolation, including

- 3 days with no fever without medication
- symptoms have improved **AND**
- 10 days since symptoms first appeared

If a student shows a pattern of any of these symptoms throughout the school day, the school is obligated to remove the student from the classroom. They will be required to stay in the designated isolation room (formerly the Reception Room) with a face covering until a parent picks them up to go home.

Please refer to the Instruction and Learning section for policies and procedures around the opportunity to live stream classes for children who must remain home but are well enough to do school work.

## **Dismissal Procedures**

At the end of each school day, all students will remain in their classroom under the supervision of their last period teacher. Dismissal will last from 2:45-3:15pm each day and 11:55-12:25 pm on half days.

At least two designated staff members will be outside at the same entrance to school used for arrival. Parents can either use the Rancho San Diego Road to pick up children or the San Diego Mission Road entrance.

Once a parent arrives to pick up their child, they will need to say their child's name to the staff member and the staff member will use their walkie-talkie to alert the school. The teachers will be alerted through the walkie talkies and/or school's PA system to send the child out to go home. All students will wash their hands before leaving campus. This will reduce the amount of students exiting campus at the same time.

**If you are using the car drop off line, we ask that you please be patient as there will be greater wait times for children to leave their classrooms and walk across campus safely.** Please also make sure all parents use a face covering when speaking to staff members.

If you are greeting your child in person, please ensure you are wearing a face covering and maintain 6 feet of distance between other parents to ensure the safety of everyone.

As mentioned above, the students will be required to wear their face covering during the dismissal process.

## **Sick Teacher Guidelines**

Teachers and staff will be held to the same health guidelines stated above in the student section. Below are the following procedures in place for staff:

Teachers are encouraged to self screen at home prior to coming to school using the regulations stated above.

Upon arrival at school, teachers will submit to a health screening and temperature check, which will be recorded in a confidential binder and be screened using the questionnaire to assess signs, symptoms and contact with COVID-19. If their temperature is above 100 degrees or they identify signs, symptoms or contact with COVID-19 , they will be sent home immediately. Signs and symptoms include:

- Fever with or without chills/rigors (fever defined as a temperature greater than or equal to 100.0 degrees Fahrenheit that does, without medication
- Cough
- Shortness of breath or difficulty breathing

- Nasal Congestion or runny nose (rhinorrhea)
- Sore throat
- Nausea, vomiting or diarrhea
- Fatigue
- New loss of taste or smell
- Headache
- Muscle or body aches
- Poor feeding or poor appetite
- Known close contact with a person who is lab confirmed to have COVID-19

All health information regarding faculty and staff will be kept confidential and stored in a safe and secure location. The information will only be used by employees of the school.

If teachers and staff are deemed healthy after the screening, they will wash their hands before entering the classrooms.

If throughout the day, a teacher or staff member develops a fever or any symptoms, they will be sent home immediately.

If a substitute teacher is required, they will also be screened following our policies and procedures designated for teachers and staff.

Teachers and staff will be allowed to return to campus if they meet the guidelines listed above in the sick student section.

If a teacher shows symptoms and is isolating at home, testing is strongly encouraged.

If they are well enough to teach remotely, but must remain at home for a variety of reasons, that option will be allowed while we await test results. The students will be supervised in the classroom by a school employee.

Under new guidance, teachers and staff are required to be tested for COVID-19 regularly, which means at least every other month and having at least one staff member testing every week. **Nazareth House will provide testing via an independent testing contractor to ensure all teachers and staff meet the Covid-19 ongoing testing guidelines.** The test results will then be confidentially shared with the Principal and Administrative Assistant.

- Nazareth School strongly recommend that all staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:



- Protect the school community
- Reduce demands on health care facilities
- Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.
- Nothing in this guidance should be interpreted as restricting access to appropriate educational services.

Please refer to the Instruction and Learning section for policies and procedures around the opportunity to live stream classes for teachers who must remain home but are well enough to teach.

## HEALTH PROTOCOL

### Contact Tracing

- The school community will be notified if we are made aware of any positive COVID-19 cases both on and off campus, while still maintaining confidentiality. If a member of the household or person who the family has had contact with tests positive for COVID-19, we ask that all families inform the school immediately. Please read more regarding positive cases on campus in the Cleaning and Sanitation Procedures section.
- If the school is made aware of a positive COVID-19 case, we will document and track incidents of possible exposure and notify health officials, while still maintaining confidentiality. The school will also consult with San Diego Health and Human Services to determine whether next steps, including isolation, quarantine, closure, communication, etc. are necessary when cases arise.
- If a staff member becomes ill or if another person is exhibiting symptoms of COVID19 at school, they may be asked to leave and go home or to the nearest health center.
- If a student becomes ill or is exhibiting symptoms of COVID19 at school, he/she will be isolated and the parents/emergency contact will be called to pick up the student. Parents will wait in a parking space for their child to be escorted by a staff member to the car.
- Students or staff members returning to school from an approved medical leave should contact administration. You may be asked to submit a healthcare provider's note before returning to work.
- If you have been diagnosed with COVID19, you may return to school when all 3 criteria are met:
  - At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
  - You have improved in respiratory symptoms (cough, shortness of breath, etc); and
  - At least 14 days have passed since symptoms first occurred

- If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work until the three criteria listed above have been met.

## **Face Coverings Policy for Teachers, Parents and Students**

### **Face Coverings:**

**Students in all grade levels K-12 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

Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

- Teach and reinforce use of face coverings, or in limited instances, face shields.
  - Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.
  - Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
  - Training should also include policies on how people who are exempted from wearing a face covering will be addressed. Training for staff is conducted by the principal. Training for students is conducted by their teacher.
    - Face covering should be removed for meals, snack, nap time
    - Note: Preschool Licensing requires face coverings for all preschools over the age of 2
    - 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
    - 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
- Face shield FAQs:  
[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/faceshield\\_handout.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/faceshield_handout.pdf)

### Students and Face Covering Requirement:

- Under 2 yrs old: No face covering requirement
- 2 yrs old - 2nd grade: Yes, must be worn unless exempt
- 3rd grade - high school: Yes, must be worn unless exempt
- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- A cloth face covering should be removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Nazareth School will provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Nazareth School will offer alternative educational opportunities for students who are excluded from campus, such as livestreaming into class from their home.

### Staff

All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.

In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.

Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

All students will be required to wear cloth face coverings during their arrival and dismissal from school. They will also be required to wear them when moving throughout hallways, to the bathroom and to and from recess and lunch.

All classroom desks have been arranged in a way to ensure all students are at least 6 feet apart.

Students do not have to wear face coverings while they are eating snacks or lunch.

Students will be required to wear their face coverings while they play at recess and lunch if they are unable to maintain social distancing (minimum 6 feet apart). If students are able to maintain social distance during recess or lunch, they still must have their face covering with them in the event that the 6 feet distance is broken. High intensity activities will not be allowed during recess and lunch due to the face coverings (if they are worn). Wearing face coverings during this time allows for slightly more flexibility in their ability to play more closely with their classmates while still practicing safety measures.

For more information regarding Recess and Lunch procedures, please read the Physical Distancing on Campus Section.

All students will be provided a cloth face coverings from the school. They are allowed to bring their own from home, as long as they are school appropriate. The school will have disposable face masks available if a child forgets to bring theirs and they will receive it at the arrival screening station. After each day of use, the cloth face covering should be washed thoroughly before reuse.

## **GUIDANCE IF EXPOSED**

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
  - a. Your healthcare provider
  - b. Nazareth School's administrator
  - c. Your supervisor
3. Your supervisor will work with HR to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

## **SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. Nazareth School employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the school in order to maintain the social distancing requirement of 6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

**Masks:** Face masks are important, as well as personal hygiene, social distancing, and frequent cleaning efforts, please refer to Face Coverings Policy for Teachers, Parents and Students section above.

**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

*Please note that social distancing should still be practiced even with the use of gloves and masks.*

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

## PERSONAL WORKSPACE/CLASSROOM

- Nazareth School staff will use signage to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their cohort or grade level.
- Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.
- Students will not be involved in the sanitizing process of surfaces or classrooms. Students will be responsible for cleaning their own hands before they enter school in

the morning, before and after recess, before they eat, after lunch, and at the end of the day.

## SHARED WORKSPACE

All staff members are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Nazareth School has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Nazareth School Custodial Team will clean all workspaces at their designated cleaning time.

*Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.*

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

**Capacity**– Nazareth School will be monitoring the number of people in each classroom while the risk of infection exists and begins to diminish.

**Conference Rooms**– Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Zoom/Google Meet as a virtual option even for employees in the school.

**Breakrooms or Teacher Lounge/Multipurpose Room**–These spaces will be limited to a number of staff members according to the square footage and social distancing allowed. The use of shared appliances such as coffee machines, refrigerators, and microwaves will be discouraged. Areas that have been used by a staff member must be wiped down with disinfecting wipes immediately after use.

**Copy Room** – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

## FACILITIES CLEANING

The safety of our students and our staff members are our first priority. Upon reopening, our school will have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the classrooms and other rooms before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect everyone and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

# GENERAL DISINFECTION MEASURES PROTOCOL

General measures as stated below will be followed regularly.

## GENERAL DISINFECTION MEASURES

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily after each use
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	At least 2 times a day
<b>Restrooms</b>	Classroom and staff	At least 2 times a day
<b>Common Areas</b>	Library, Conference rooms, Auditorium, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

## DEEP CLEANING AND DISINFECTION PROTOCOL

Frequent disinfection, which was thought at the beginning of the pandemic to be a key safety component, can pose a health risk to children and students due to the chemicals used and has proven to have limited to no impact on COVID19 transmission.

- **Cleaning** involves water and soap or detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks
- **Disinfection** kills germs on surfaces using specific agents

- If a positive case is identified, the spaces where the case spent a large proportion of their time should be disinfected
- Students should and will never be disinfecting

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. The area will be closed off for at least 24 hours, if possible, so that the school can thoroughly disinfect the area.

Staff will clean frequently-touched surfaces at school daily

- Frequently touched surfaces in the school include, but are not limited to:
  - Sink handles
  - Shared tables, desks, or chairs including Morning and afternoon Extended Care groups
  - shared and are cleaned before the next group arrives.
  - Desks or chairs do not need daily cleaning if only used by one individual during the day.
  - Door handles.
  - Shared technology and supplies.

Outdoor Equipment:

- If used, outdoor playgrounds/natural play areas only need routine maintenance. Children will wash or sanitize their hands before and after using these spaces.
  - When hand hygiene is emphasized, cleaning of outdoor play structures is not required between cohorts.
- A professional deep cleaning of the entire Nazareth School including the Upper Campus and St. Joseph Building, occurred on August 20-21 and December 8- January 3, 2021.
  - Every room was professionally disinfected by a FDA approved and safe fogging solution, to ensure Nazareth School is ready for students to return to campus.



## SIGNAGE

Nazareth School Signage has been placed throughout the offices and entire school as reminders to wear mask over mouth and nose at all times, keep socially distant (6 feet apart), and to wash hands thoroughly. (See Exhibit A)

## FOOD SHARING/DELIVERY

Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to Nazareth School.

## COVID-19 CASE FORM

Effective immediately, every local educational agency (LEA) and private school in California shall notify its local health officer of any known case of COVID-19 among any student or employee who was present on a K-12 public or private school campus within the 10 days preceding a positive test for COVID-19. Specifically, the LEA or private school shall report the following information:

- The full name, address, phone number, and birth date of the individual who tested positive;
- The date the individual tested positive, the school(s) at which the individual was present

on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and

- The full name, address, and telephone number of the person making the report.

This information shall be reported to the local health officer by telephone (or web portal for San Diego County) 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.

## Does not supersede Cal/OSHA reporting requirements.

Beginning January 25, 2021, every local educational agency (LEA) and private school in California shall notify CDPH whether it is serving students in-person. Specifically, the LEA or private school shall report the following information:

- In-person instruction is provided full-time, including whether provided for all grades served by the local educational agency or private school or only certain grade spans.
- In-person instruction is provided only part-time (hybrid model), including whether provided for all grades served by the local educational agency or private school or only certain grade spans.
- In-person instruction and services are provided only pursuant to the Guidance Related to Cohorts issued by the California Department of Public Health.
- No in-person instruction and services are provided (distance learning only).
- This reporting shall continue every other Monday until this directive is modified or rescinded.
- This information shall be reported via a web form that will be made available by the California Department of Public Health.

If an employee or student becomes ill on campus, he/she will immediately report to the **isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- Nazareth School staff must complete the **Suspected COVID19 Case Form** and call the local health authority.
- The staff member attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The staff member will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The campus supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the administration.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

## **RESTROOM USAGE DURING THE DAY**

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

STUDENT AND STAFF RESTROOMS will be cleaned two times a day.

## **SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF**

The counselor will work with students individually or in small groups (outside or an area that will allow proper physical distance) to address any well-being needs. The counselor will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

## **STAFF TRAINING**

### **Pre-return to School Training**

An RN from Aprevia presented a Covid-19 safety inservice to all of the staff to ensure understanding and preparedness to align with this manual

### **Cleaning Crew Protocols**

Disinfection methods, comprehensive cleaning training, and an electrostatic fogger for additional cleaning measure when an outbreak occurs in a cohort.

It is very important that all staff members understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We structured the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

- All training topics can be reinforced with signage in the buildings.
- School/District checklists
- Response Teams
- Disinfection Measures
- Transportation

- Isolation protocols
- On site health screening
- Daily self-screenings
- Visitors
- Cleaning Crew Protocols

## COMMUNICATION METHODS

The school community can expect to receive school wide communication from the Principal weekly either through email, slide presentation and/or video. The Principal will communicate more regularly if needed.

Communication between home and school is vital during this time.

In an attempt to reduce the amount of transmission and exposure, our school will be removing the amount of paper we distribute. Nazareth School will ensure all forms and documents are made available to parents through either email or website.. We are strongly urging all parents to update their emails and phone numbers **REGULARLY** to reflect the most accurate contact information.

At this time, we will not be sending home monthly folders and all materials will be sent digitally.

To stay updated on the most up-to-date information:

- Teachers, students, and parents need to check their email often.
- Visit our website
- Follow our social media platforms
- SeeSaw PK-2; Google Classroom Grades 3-8
- Emails or virtual meetings during teachers' office hours.
- Phones calls

## Section Three: ACADEMICS AND HOME-BASED LEARNING

This section is intended to provide insight into the physical school layout, which will adhere to health guidelines, and promote a place where productive learning and play can exist.

### **Classroom Spaces**

Each grade level will be assigned a specific classroom, where all of their instruction will occur (except PE). If the students have different teachers for different grade levels, the students will remain in their base classroom while the teachers rotate. The students will not be left unsupervised.

Adhering to local and state guidance, all students will be 6 feet apart from one another to ensure social distancing. Teachers are still equipped to deliver a blended learning model within this framework and will institute opportunities for collaboration within these limits. Teachers will maintain appropriate distance from students for their safety but will adhere to the students' social, emotional and academic needs first.

- Distance teacher and other staff desks 6 feet away from student and other staff desks
- Distance 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
- Under no circumstances should distance between student chairs be less than 4 feet
- If 6 feet of distance is not possible, optimize ventilation, use desk partitions, or arrange desks to minimize face-to-face contact

**Cohorts:**

Kindergarten will use the kindergarten classroom.  
First grade is in the science lab.  
Second grade is in the second grade classroom.  
Third and fourth will be in the Daycare Room  
Fifth grade will be in the activities room.  
Sixth grade will be in the 6th grade classroom.  
Seventh and eighth will be in the computer lab.

**Student Schedules**

Students' schedules have been specifically designed to limit the amount of contact they have with students in other grades while on campus to reduce the risk of transmission. Students' schedules are designed in a cohort based model, which means they will interact only with their grade level physically in the classroom, and outside for recess, lunch and PE. This involves two staggered recess and lunch times at designated locations.

While Nazareth School prides itself on providing mixed grade level opportunities for students to collaborate with their schoolmates and Prayer Buddies, we realize that doing this in person violates local and state guidance.

It is encouraged that parents view their children's schedule to better understand the temporary system we have in place.

### **Recess/Lunch Policy**

Due to the staggered schedules we've created, we are happy to report that students will be able to enjoy a 20 minute outdoor recess and 35 minute outdoor lunch each day.

Prior to coming to lunch and recess, students will visit their designated handwashing station to thoroughly wash their hands. Face coverings will be worn to and from recess. The students will be supervised by a teacher throughout the duration of recess and lunch.

#### **Eating Policies:**

- Students will sit at their designated lunch area. There will be markers indicating where the students are able to sit, limiting the tables to two students each. Face coverings will be removed for eating and drinking.
- Once students are done eating, they will receive hand sanitizer from their supervising teacher and/or use provided hand washing stations. Students will have to wait the duration of their eating time (either 10 or 20 minutes) before engaging in play.
- The teacher will wipe down the tables and benches where children sit to prepare for the next class.

#### **Playing Policies:**

- Nazareth School recognizes that play is a huge part of the school experience. We also understand it is nearly impossible to have students play 6 feet apart. Under current guidelines and to allow slightly more freedom to students at play time, face coverings must be worn unless the students can ensure a 6 foot distance from one another.
- High intensity activities will be prohibited during play time, as it is not safe to do with a face covering.
- Students will still not be allowed to touch other students and cannot share play equipment. Students will be encouraged to engage in parallel play.
- Students will be provided with latex and powder free gloves to use during chalk play, soccer, basketball and other recess/PE activities.
- Equipment will be sanitized between uses for cohort safety.

### **PE Policy**

PE will be taught to students twice a week by grade level, meaning PE classes are no longer combined. Each grade level will have a designated equipment they can utilize for PE, although not every class will require equipment. Equipment will not be shared and will be sanitized after each class's use.

Face coverings will be worn to and from PE. Depending on the planned activity and the ability to socially distance, face coverings are required for PE. We want students to play safely and enjoy themselves, but we must obey health and safety guidelines.

### **Supply Policy**

Due to health concerns regarding students sharing supplies, each student will be required to bring and use their own supplies during the school day. Backpacks will be placed in the classroom. Each student's desk has a storage place to house the items they need during the day. Each student will be required to bring their own supply case (of their choosing) to ensure that their supplies can be kept in a safe and condensed place. Please **label all** of your student's supplies so they do not get lost or mixed up.

If for whatever reason, a student needs to borrow supplies from the school or teacher, it will be sanitized before and after student use.

### **Technology Policy**

Nazareth School currently working on becoming a one-to-one device school, meaning we will eventually have enough devices for each student to use one during the school day.

Upon delivery of the new devices to Nazareth School, and once the Technology Use Agreement is signed by the student and parent/guardian, the student will be assigned a device to use each day.

While on distance learning, the school will offer a loaned iPad device program, given that the families sign the Special Technology Use waiver.

### **Assembly/Gathering Policy**

Under the current guidelines and due to our enrollment, we will not be permitted to hold whole school physical gatherings at this time.

Morning assembly will occur virtually and be streamed to each classroom through the projector until we are safe to gather together again. Other school wide gatherings will be done virtually unless we are able to divide the school up into small groups and still maintain social distancing.

Field trips will not occur until it is safer to do so.

We will continue to monitor the situation and will be happy to transition our events, assemblies and gatherings to in-person when it's safe. Otherwise, we can assume they will be held virtually, postponed or cancelled.

## **Instruction and Learning**

This section details the instruction and learning expectations based on a socially distanced model. Since the resurgence of Covid-19 brings the potential of more school closures, Nazareth School aims to be proactive in creating a system that is smooth and easily transferred to a distance learning model. Nazareth School also recognizes the extreme importance of adding in additional social emotional learning opportunities for students as they transition back to school after many months apart.

Elementary Schools:

- Electives or counselling should be assigned to only one group or conduct their classes/counselling, virtually

Middle/High Schools:

- Schools may keep a single group of students together in one classroom and have educators rotate between groups
- Smaller groups can move together in staggered passing schedules
- Block scheduling

## **Digital Learning Platform**

Nazareth School will continue to use Google as its educational platforms. Each student receives a google username and password which allows them access to Google Suite for Education. Such features include Classroom, Meets, Docs, Sheets, etc. Email is only available for grades 3 through 8.

From the start of the school year, each class will already have class resources, materials and access through a digital platform. For grades K-2, the main platform will be SeeSaw. For grades 3-8, the main platform will be Google Classroom. Since the school is attempting to become digital friendly, classroom resources, text and materials will be available on the digital platform, which can be accessed both at home and at school. Parents each have access (in different ways) to the platforms and each have settings to inform parents of student progress.

The advantage to having most classroom materials available on a digital platform all year are many, but there are two main reasons for members of the Nazareth School community. First of all, in the event of another mandated school closure, the transition to distance learning is much easier and seamless for the students. Secondly, since the guidelines regarding sick students are much stricter than before, this allows students much easier access to their classes if they are home but well enough to engage in their school work. Both are explained in more detail in the section below.



There are two reasons why a student would need to access class materials through distance learning: if the school is forced to close due to COVID-19, or the student is mandated to remain at home while they are ill, have travelled internationally or have been exposed to COVID-19. Each scenario is described below.

- School Closure
  - In the event that the school is mandated to close due to COVID-19, we will transition again back to distance learning, where the students access their class materials remotely and experience both synchronous and asynchronous learning with their teachers.
  - The school will provide a weekly schedule to families, informing them of the expected classes each day. Teachers will also email parents of their expectations for learning. The Principal will communicate schoolwide once a week to keep families informed.
  - Students will experience a balance of synchronous and asynchronous learning. Synchronous learning is when all students log onto Google Meets or Zoom with their teacher and conduct a live lesson. Asynchronous learning is when teachers are giving opportunities for seatwork, in some cases pre-record lessons may be offered and make them available to students to watch any time throughout the day.
  - Students will access their class materials through their digital learning platform and turn in any necessary work or assessments to their teachers remotely.
  - During distance learning, Nazareth School will continue to use standard grading as its system for assessing students and providing feedback.
  - If students do not attend synchronous classes or submit any assessments, the school will communicate with the family. Student attendance will be based on attending class meetings and turned in assignments.
  
- Mandated student isolation/sickness
  - See the guidelines in the Sick student policies section regarding mandated student isolation or sickness.
  - Each teacher will have a tripod available in their classrooms in the event that they need to live stream a class via Google Meets or Zoom so that a student who is at home can “attend” class.
  - The student at home will log onto Google Meet/Zoom at the appropriate class time on their schedule. They should be muted for the duration of class unless they have a question or the teacher chooses to allow them to participate. If attending class remotely, the student should be dressed in their Nazareth uniform polo or shirt.
  - Most work that the class is working on in-person will be available to the student through their digital learning platform, so that they do not miss out on learning opportunities.
  - Since the teacher will have an in-person class, the student should expect to ask their teacher questions in the chat box or via email. The

student must have patience since the teacher might need time to respond to their question.

### **Grading Policy**

While Nazareth's grading policy is not expected to change as a result of the school's physical re-opening, there will be different things taken into consideration based on what we've learned in our distance learning experience. Blended learning and project based education will be embraced to ensure all students are comprehending the curriculum. Nazareth School will continue to implement standards referenced grading from Kindergarten through grade 8.

As indicated in the Distance Learning Platform section, the only major change in terms of grading policy moving forward will be that whenever there is a standard that lacks evidence due to insufficient work from the student, it will be evaluated as "NE" meaning No Evidence.

### **Instructional Considerations**

With the limitations provided to ensure every student, teacher and staff member's safety, we know that school will both look and feel different. We are happy to adjust our plan as restrictions change, but what will remain is that students will feel safe, loved and cared for on campus. We also hope to continue to foster their love of learning.

While under these new restrictions, students cannot move throughout the room like before, teachers will be intentional by still planning ways for students to collaborate from their seat, whether verbally or virtually. Group projects and discussions are still very possible and will occur.

Teachers will also be very aware of the amount of time students are on their screens. While we know more screen time might be necessary in the interest of maintaining connection, it won't be used unnecessarily.

### **Parental Choice**

If a parent chooses to have their children remain in distance learning after we have opened in person, they will follow the same criteria listed above.

### **Social Emotional Learning**

Nazareth School will prioritize the social emotional learning of our students. As stated, the return of physical school brings a large array of emotions, and we want students to feel safe when they step onto our campus, knowing that the new rules and regulations seem intimidating.

While we know academic instruction is important, we also know (and research confirms) that students cannot learn in an environment where they don't feel safe or

supported. As we transition back to physical school, we want to establish our safe environment first, so that learning can occur. Teachers are spending a lot of time crafting specific ways to address the students' social emotional needs every single day.

## **Equity**

Nazareth School is a place that will always promote equality and inclusion, and our practices must demonstrate that. Below are a few ways we plan to address equity at our school.

- Technology
  - Each student will be assigned a device to ensure that all students have equal access to the materials they need. If we must revert back to distance learning, we will continue to loan out devices to those in need.
- Curriculum
  - There must be a demonstration of equity among race, sex, culture and ability.
- Student Support
  - Nazareth School welcomes students with Individualized Education Plans (IEPs) or learning challenges, as long as it is in the best interest of the child, teachers and family.
  -

## **Positive COVID-19 Case**

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

1. Schools must adhere to required reporting requirements and notify, as described below, the Local Health Department (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,
2. 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.
3. 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.
4. Arrange for cleaning and disinfection of the classroom and primary spaces where a case spent significant time. This does not need to be done until students and staff in the area have left for the day.
5. Implement online/distance learning for student cases if they are well enough to participate.

### **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 campus within the 10 days preceding a positive test for COVID-19. Specifically, the school shall report the following information:
  - The full name, address, telephone number, and date of birth of the individual who tested positive;
  - The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
  - The full name, address, and telephone number of the person making the report.
- 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: [include name]

### **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 member 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.

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 cases 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 entire school before reopening in the case of closure.

### **School Closure Guidelines**

Nazareth School will follow diocesan and public health order guidelines regarding the temporary closure of campus.

When a student, teacher or staff member tests positive for COVID-19 and has exposed others at school, the following steps will be implemented:

- In consultation with the local public health department, it will be decided whether a school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate.
- Additional close contacts at school outside of a classroom should also self isolate
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- The school community will be notified if such an occurrence happens within 24 hours of the school knowing of a positive test result. Confidentiality must be maintained, according to FERPA and HIPPA.
- A mandatory school closure will go into effect if the school has a 5% positivity rate from COVID-19 tests.
- If a school closure happens, all members of the community should maintain social distancing and avoid gatherings.
- If a school closure happens, depending on the timing, we will move to a distance learning structure. More information around distance learning can be found in the Instruction and Learning Section.

### **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 suggest that active in-school transmission is occurring. Closure should be done in consultation with the Lead Health Officer (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.
- 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.

### **Testing**

Symptomatic testing: If a student or employee exhibits COVID-19 symptoms, the individual is sent home (or stays home). Testing for COVID-19 is encouraged. The student or employee can use the testing sites available on the County's website or make an appointment to see their medical provider. While waiting for results, the student or employee will not be able to return to school.

Response testing: If a student or employee is exposed to a confirmed case of COVID-19, the student or staff member is required to quarantine for 10 days. Testing for COVID-19 is encouraged. The student or employee can use the testing sites available on the County's website or make an appointment to see their medical provider.

Asymptomatic testing: Employees participate in asymptomatic testing. The school has established a schedule for testing so that employees are tested once every two months. The employees use the testing sites available on the County's website.

## **SCHOOL REPORTING SD COUNTY MANDATE (11/03/2020)**

a. All public, charter, and private schools may hold classes and other school activities only under circumstances permitted by the State and in compliance with the COVID19 Industry Guidance: Schools and School - Based Programs, and as may be updated or superseded by further State guidance. Institutions of higher education may hold classes or other school activities only under circumstances permitted by the State and in compliance with the COVID - 19 Industry Guidance: Institutions of Higher Education and as may be updated or superseded by further State guidance. A written, worksite-specific COVID-19 prevention plan as stated in their applicable state guidance may be used by schools and institutions of higher education in lieu of a Social Distancing and

Sanitation Protocol or Safe Reopening Plan. HEALTH AND HUMAN SERVICES  
AGENCY PUBLIC HEALTH SERVICES Page 2 of 11 ORDER OF THE HEALTH  
OFFICER AND EMERGENCY REGULATIONS

b. All school districts, charter schools, and private schools serving grades TK – 12 inclusive, shall report the following to the San Diego County Office of Education (SDCOE) on or before the second and fourth Monday of each month, in a format designated by SDCOE:

1. i. Number of students participating in full-time in-person learning, by school site and school district, if applicable.
2. ii. Number of students participating in hybrid learning (a mix of in-person and distance learning) by school site and school district, if applicable.
3. iii. Number of students participating in distance learning by school site and school district, if applicable.
4. iv. Number of school employees who work onsite at a school, by school site and school district, if applicable.
5. v. The name, email, mailing address, and phone number of the person responsible for responding to complaints regarding COVID-19 prevention, by school site and school district, if applicable. SDCOE shall report this information to the County of San Diego by the end of business on the following day (Tuesday) and shall post this information on its publicly facing website.

c. All school districts, charter schools, and private schools serving grades TK – 12 inclusive, as required in the most recent COVID -19 Industry Guidance: Schools and School-Based Programs, shall notify local health officials immediately of any positive case of COVID-19, and exposed staff and families, as relevant, while maintaining confidentiality as required by state and federal laws.

## EXHIBIT A: SIGNAGE







**Nazareth School Reopening Plan**  
**Acknowledgement Statement**

By signing this document, I, \_\_\_\_\_,  
acknowledge that I have read the Nazareth School Re-Open Plan 2020-2021 in its  
entirety. I also acknowledge that this plan is subject to change based on updated  
and/or revised information regarding the safety and health of the students,  
teachers and staff. I acknowledge that I will be notified of any changes to this  
document, as they will be highlighted in yellow.

I also acknowledge that I understand if I have any questions or concerns regarding  
this document, I will ask them respectfully to Mrs. Coons, the principal. I also  
acknowledge that I understand that Nazareth School will continue to follow local,  
state and national health orders regarding COVID-19. This means that there might  
be a policy I do not like or agree with, but I understand it is required based on the  
local, state and national guidance for re-opening schools.

I also acknowledge that by signing this document and returning the  
Acknowledgement Statement to the school, I am ready to have my child return to  
campus, as long as it continues to be safe and all of these policies stated above are  
in effect. I acknowledge that I will comply with all of the policies pertaining to  
parents, particularly in the guidelines around the health of my child.

\_\_\_\_\_  
Parent/Guardian Name (printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Name (printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name(s) of students