



St. Didacus Parish School  
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## COVID-19 Safety Plan

Please note that these policies and procedures are based on guidance from the San Diego County Office of Education, the California Department of Public Health, the Centers for Disease Control, the San Diego County Public Health Order, and the Diocese of San Diego as of January 14, 2021. All policies will be updated as new information is gathered. The most recent changes to this document will be highlighted in yellow.

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## [Section One: Referenced Documents](#)

This section contains the documents used as guidance and the policies and procedures required from the California Public Health Order regarding best and safest practices to combat the spread of COVID-19. The guidance has been used to dictate the policies and procedures we will institute at St. Didacus Parish School as we reopen to ensure we are following best and safest practices. This safety plan can also be found at our school's website:

[www.stdidacusparishschool.org](http://www.stdidacusparishschool.org)

Under each heading, you will find a hyperlink to the document. These documents and guidelines are subject to change as we learn and receive more information about the current state of the pandemic.

1. [San Diego County Office of Education Reopen Plan](#)
2. [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California](#) (Release Date: 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 December 10, 2020)
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: 1/5/2021)

## Section Two: General Health and Safety Guidelines

This section contains the general health and safety policies that St. Didacus Parish School will be implementing beginning on the first day of school, August 18, 2020 until further notice. All policies have been made in accordance with the documents referenced in Section One and are in the best interest of the students, faculty and staff.

### 1. Screening for symptoms at home

We strongly encourage all parents to screen their children at home for signs for symptoms or illness **PRIOR** to coming to school. This will reduce the number of times you will be asked to keep your child at home, as the guidelines around symptoms and illnesses are much stricter at this time. To screen your child prior to school arrival, please assess the following:

- Does your child have:
  - Fever or chills
  - Cough, congestion, or runny nose
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - Sore throat
  - Nausea or vomiting
  - Diarrhea
  - New loss of taste or smell

If your child has any of these symptoms **OR** has been in direct contact with someone who has tested positive for COVID-19, please do not bring them to school on that day.

If you plan on keeping your child at home due to illness, you are obligated to call and inform the school of their symptoms and if they have been seen by a doctor. If they have seen a doctor, you are obligated to inform the school of his or her diagnosis.

## 2. 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 7:30 and 8:00 am. Daycare will be between 7:00 and 7:30.
- All students should be dropped off in the Big Yard using the drop off lanes only. Please enter by going north on Felton Street and turning right into the big yard. Any student walking or riding their bikes should enter the walk through gate (keeping 6 feet of distance from other students/families) in the same area.
- All children being dropped off by car will have their temperatures checked (using a no-touch thermometer) in the drop off lanes while they are still in the car. Your child's temperature will be checked by school staff and parent volunteers (who have themselves already been cleared) and recorded in a confidential binder 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 station where the students will be screened) until their child has been cleared and the child and parent must wear a face covering. If the child exhibits any of the signs, symptoms or has had contact with COVID-19, you will be required to take them home. The regulations around sick children are in the sections below.
- While you are waiting to be screened at the station, please maintain 6 feet of distance from other families, to ensure the safety and health of everyone.
- After a student has been cleared healthy for school, they will walk directly to their designated hands-free hand washing station. Once they have properly washed their hands, they will walk directly to their classroom to begin their school day.
- 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.

- If a student is late arriving to school, they need to enter from the main entrance of school on 34th Street. The student health screening will take place before they enter the building. A parent needs to be present outside, but cannot enter the building once the child has been cleared into the school.

### 3. Sick student guidelines

The following are the guidelines for health screening children either at school arrival or if they fall ill during the day:

- Fever (100 or higher) or chills
- Cough, congestion, or runny nose
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell
- Contact with any person who has tested positive for COVID-19

If a child exhibits any of these symptoms at the arrival screening or during the school day, a parent **MUST** pick them up and take them home as soon as possible. Testing is strongly recommended.

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 its discretion in allowing the student to enter campus.

If a student tests positive for COVID-19, the student will remain home and be required to self isolate for 10 days starting from the onset of symptoms or the test date. All people considered as close contacts will be notified and must quarantine for 14 days after the last day the case was present at school while infectious.

If a student has symptoms but tests negative, they may return to school 3 days after symptoms resolve.

If a student has close contact with a positive case of COVID-19, they must quarantine 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

- 24 hours 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 with a face covering until a parent picks them up to go home. The nurse and all who deal with the symptomatic student will be required to wear a face covering, gloves, and face shields while in direct contact with that student.

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.

#### **4. Sick staff 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.
- 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.

Under new guidance, teachers and staff are required to be tested for COVID-19 regularly by their primary care provider or with a community testing site, which means at least every other month.

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.

## 5. [Contact Tracing](#)

The school community will be notified if we are made aware of any positive COVID-19 cases on campus, while still maintaining confidentiality. 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, as well as students, staff and parents, while still maintaining confidentiality. The school secretary/nurse will be the point of contact, and will also, along with the principal, be responsible for contacting the local health department. The child's stable groups will also be part of the contact tracing, with help and guidance from the local health department.

## 6. [Travel Guidelines](#)

If a child, teacher or staff member travels outside the country, they are required to inform the Principal.

If a child, teacher or staff member travels to another state or country, they will be required to quarantine at home for 14 days after their return before coming back to school as stated by the [CDPH Travel Advisory](#).

If a child, teacher or staff member travels on a cruise ship or river boat, they must use the following regulations:

- Self-monitor for symptoms
  - Check temperature twice a day

- Watch for fever, cough, shortness of breath, and [other symptoms](#) of COVID-19
- Avoid contact with [people at higher risk for severe illness](#)
- Follow [CDC guidance](#) if symptoms develop

If a child, teacher or staff member travels to another state with widespread community transmission, they must use the following regulations:

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

St. Didacus Parish School would appreciate open communication around travel and potential exposure to keep everyone safe during this time. After travel, everyone is expected to continue using the daily temperature checks and screenings to ensure health and safety.

## **7. Face coverings policy for teachers, parents and students**

All teachers and staff will be required to wear a cloth/disposable face covering or face shield (with neck gaiter) while they are coming to and from campus and working with students.

The health and safety of our students and staff is our top priority. To that end, each desk has been fitted with a plexiglass desk shield, designed to provide extra protection for the students. This will allow the students to sit safely at their desks in the classroom, along with our 6-foot-distant policy.

All students will be required to wear clean, dry cloth/disposable 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. They should avoid touching their masks if at all possible.

Students in grades Preschool-8 will be required to wear their face covering in class during instruction. Due to the increase in the amount of time students will wear face coverings throughout the day, teachers will provide additional periodic breaks outside where the students can safely take them off if they are 6 feet apart. 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. 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. St. Didacus Parish School will provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. St. Didacus Parish School will offer alternative educational opportunities for students who are excluded from campus, such as livestreaming into class from their home.

Bathroom use: Restrooms may be used throughout the day, but no more than two students may be in the restrooms at any one time. The air dryers will not be used; paper towels will be provided.

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-foot 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 with 2 cloth face coverings from the school. They are allowed to bring their own from home, as long as they are Catholic 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.

## 8. [Dismissal procedure](#)

At the end of each school day, all students will remain in their classroom under the supervision of their teacher. Dismissal will last from 2:45 -3:00 pm each day and 12:00-12:15 pm on minimum days.

At least two designated staff members will be outside in the Big Yard for the drive through pick up. Children will be called on the walkie talkies when their ride is here to pick them up. No parents are allowed to walk on campus to pick up their child. If you walk to campus to pick up your child please wait at the "St. Didacus Parish School" gate on Felton Street and your child will be summoned for you. All students will wash their hands or use hand sanitizer before leaving campus.

If you are using the car drop off line, please be patient, as it may take longer for children to leave their classrooms and wash their hands. Please also make sure all parents use a face covering when speaking to staff members.

If you are walking to campus to pick up your child in person, please make sure 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.

## 9. [Visitor policy](#)

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

If you have to come to school for a meeting, or you have an urgent matter between the hours of 8 am and 3 pm, please use the Main Entrance on 34th Street. **PLEASE** call before coming if you do not have an appointment to ensure that we can help you safely. Appointments with teachers and staff are required, so that we can ensure safety of everyone.

If you come to campus, you will be required to wear a face covering and meetings will be held maintaining a 6 foot distance between parties. All visitors will be screened by having their temperature checked and identifying signs, symptoms or contact with COVID-19.

## 10. School closure guidelines

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

If 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 community will be notified if such an occurrence happens.
- 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.

## 11. School communication

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. All privacy laws (HIPAA and FERPA) will be followed to the best of our ability.

Communication between home and school is vital during this time. St. Didacus Parish School school will communicate with students, staff and parents about cases and exposures to COVID-19 at the school according to the guidelines released from the Student Privacy Policy Office regarding FERPA & Coronavirus Disease 2019 (COVID-19).

The school will communicate with students, staff and parents through weekly (or daily) staff meetings, email and via Schoolspeak to promote a safe learning environment. If there are positive cases and exposures at the school, staff will be informed via direct meetings and students and families will be notified via both email and SchoolSpeak, whichever is practicable at that time. This communication will be consistent with the rules and requirements set forth by both FERPA and HIPAA.

In an attempt to reduce the amount of transmission and exposure, our school will be reducing the amount of paper we distribute. Therefore, we are requiring parents to utilize SchoolSpeak for all of the necessary resources. St. Didacus Parish School will ensure all forms and documents are made available to parents through either email or SchoolSpeak. The school calendar is also available through SchoolSpeak, as well as progress reports. We are strongly urging all parents to update their SchoolSpeak profiles **REGULARLY** to reflect the most accurate contact information. This includes email and cell phone.

Each school employee (faculty and staff) has acknowledged that they have read and understand the expectations and implications of this plan. All faculty and staff have been, and will continue to be, trained on our Covid-19 Safety Plan and Safety Protocols, as well as given necessary educational materials and tools for implementing the protocols both inside and outside the classrooms.. All parents and staff have been provided with all of the links to the references used in creating our COVID-19 Safety Plan, including a link to the COVID-19 Industry Guidance: Schools and School-Based Program. Parents/ families have been provided with this plan and by returning to in-person learning, they understand that they are expected to comply with all components that apply to them. The principal, as well as other staff and faculty, will regularly inform and educate the entire community through established school communication channels (SchoolSpeak), regarding best practices to enact the plan.

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

If you require any printed materials, please ask the office staff and they will do their best to accommodate your needs.

### [Section Three: Catholic Identity](#)

Our Catholic identity is the cornerstone of our school. While we must comply with health and safety regulations, we can be creative in how we bring our faith to life among our school community. This section details modifications and opportunities for our school to maintain an active faith life.

## 1. [Mass Policy](#)

St. Didacus Parish School plans to continue to hold weekly Masses on Wednesdays at 8:30 outside on the school grounds.

Due to the current restrictions regarding capacity and outside Masses, the students will be attending Mass in small groups on Wednesdays, at least once a month.. All Masses will be celebrated in the Little Yard.

To ensure the safety of everyone, the following Diocesan guidelines will be used:

- Face coverings will be worn by all who attend Mass
- Students will sit with their class but maintain social distancing throughout the school yard
- During this time, we will suspend the Choir and student participation of altar serving
- There will be no physical touching allowed during the Sign of Peace, nor will there be singing during Mass
- All who intend to receive communion will do so at the end of Mass and proceed to the exit to walk back to class with their teacher

## 2. [Mornings of Prayer/retreat policy](#)

During Advent and Lent, each class will participate in a Morning of Prayer mini retreat led by the CAP leader. All students will participate observing all social distancing requirements.

The 8th grade retreat will be scheduled for a 2 day, 1 night experience at Camp Stevens if the government guidelines allow it to happen. If we are not able to do the overnight retreat we will hold the retreat in the church hall.

## 3. [Daily prayer/reflection opportunities](#)

Under the current guidelines, we will not be able to gather together outside as a school in prayer each morning. However, we still want to start our day

in prayer as a community. Using our student council's help, each morning will begin with a prayer assembly using a zoom link with the children in the classrooms, led by the student council members. This way, we can still gather together as a community safely and start our day in prayer.

Before meals, the students will still be able to pray together as a class, as well as at the end of the school day.

Students will continue to have dedicated class time for Religion, which will continue to allow them to explore and deepen their faith, as well as reflect on their relationship with God.

#### **4. Engagement of families with faith**

We know that family and faith go hand in hand and we are determined to be creative in how we integrate our faith community at St. Didacus Parish School. Parents will continue to lead our students through our Christian Action Program, conducted using whatever the current guidelines allow us to do. Family Mass will continue as well. Each grade will take a turn as always, one time throughout the school year, using all new church protocols. The CAP leaders will continue to provide service projects for each class, using those same public health guidelines.

Our school and parents must partner together in our mission of providing a faith-based education to students. The school will continue to explore multiple ways to engage in our faith as a community while still obeying public guidelines.

### **Section Four: Physical Distancing On Campus**

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.

#### **1. Classroom setup**

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 will introduce 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.

Windows will be left open, and fans will only blow fresh air from the outside to the inside.

## 2. 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 group-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 St. Didacus Parish School prides itself on providing mixed grade level opportunities for students to collaborate with their schoolmates, we realize that doing this in person violates local and state guidance. However, through the use of technology, we plan on still providing several opportunities throughout the month for students to engage in buddy time.

## 3. Recess/ Lunch policy

Due to the staggered schedules we've created, we are happy to report that students will be able to enjoy a 10-minute outdoor nutrition break, a 20-minute break to eat lunch in the classroom at their desks, and a 30-minute outdoor recess each day. They will be assigned a specific location to do this.

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, and we will encourage them to wear them during recess time as well. The students will be supervised by a teacher throughout the duration of recess and lunch.

Eating Policies:

- Students will sit at their desks in the classroom. Face coverings will be removed for eating and drinking.
- Students are responsible for bringing their own lunch and water to school. No hot lunch will be offered and water fountains will be shut down for the safety of the students.
- Once students have finished eating, they will clean their desks, remove any trash, and receive hand sanitizer from their supervising teacher.

#### Playing Policies:

- St. Didacus Parish 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 in grades K, 1, and 2 will have some use of the play structure. It will be sanitized after each group uses it.
- Students will not be allowed to touch other students and cannot share play equipment. Students will be encouraged to engage in parallel play.
- Each grade level will have a designated bin of appropriate play equipment, which will not be shared with other grade levels. Students can ask permission to use a piece of equipment to play with, however, they have to use that equipment for the duration of play time and cannot share with another student. At times of high risk, play equipment may not be offered to the students during recess.
- After playtime is over, the equipment will be sanitized.

#### Transitional Policies:

- Hallway traffic patterns have been established with signs on the ground to remind students to remain 6 feet apart. These are located throughout the school building. Students will be required to follow these traffic patterns throughout the day. Signs are also posted throughout the school to remind students, staff and visitors to observe and conform to all social distancing rules.

## 4. Staff Distancing

The staff will be required to remain physically distant from one another as mandated by county health laws. Face coverings will be worn to and from all activities, as well as in the classroom. During staff meetings, they will be seated individually, at least 6 feet apart from one another, always wearing face masks. No more than two staff members will be allowed in the school office at one time, and only one staff member will be allowed in the staff restroom at one time.

All staff are required to follow the same walking pattern as the students, and follow all signs and arrows. At no time will they be allowed to be within 6 feet of one another. Each teacher's desk will be more than 6 feet away from any student's desk. Desk shields will be in place at all times.

## 5. [PE Policy](#)

PE will be taught to students three times per week for 30 minutes by grade level. PE equipment will be sanitized between use, although not every class will require equipment. Equipment will not be shared.

Face coverings will be worn to and from, and during PE. Social distancing is still required at all times. We want students to play safely and enjoy themselves, but we must obey health and safety guidelines.

## 6. [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 hung on the backs of their chairs, or stored in a designated location to house the items they need during the day. 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.

## 7. [Technology policy](#)

St. Didacus Parish School is striving to be a one-to-one device school for each grade level, meaning we hope to have enough devices for each student to use during the school day on campus only. If any device needs to be shared, the teacher will sanitize it between uses. All students and

parents need to sign the Technology Use Agreement prior to using any devices.

If the school must return to distance learning, we do have a limited supply of previously used chromebooks that may be loaned out to those who may need it, provided that the families sign the Special Technology Use waiver.

## 8. [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 every morning via Zoom to each classroom until we are safe to gather outside together again. Other schoolwide gatherings will be done virtually unless we are able to divide the school up into small, stable group (or 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.

## 9. [Before- and After-School Care guidelines](#)

St. Didacus Parish School is happy to continue to offer before- and after-school care, because we know this fulfills a need that so many parents have. Because we're limited by new guidelines, the students at daycare will be outside for the majority of the time; the auditorium will not be used. When students are indoors, the art room will be the daycare room. All drop-off and pickup will be done in the big yard. Students who attend daycare will adhere to the safety and health regulations, such as maintaining social distancing and the use of face coverings when necessary.

## [Section Five: Cleaning and Sanitization Procedures](#)

This section indicates the different commitments each group will make towards ensuring the campus and those on campus are safe and healthy.

## **1. School cleaning and sanitization procedures**

Teachers, custodian, and all staff have been trained via in-person meetings at school regarding implementation of the sanitization and overall re-opening plan. Families will be alerted to any updates on the current plan via SchoolSpeak, Zoom meetings, and our school website. Prior to the school's re-opening, all carpets have been professionally cleaned.

At the end of each school day, each space used by either teachers, students or staff, will be sanitized thoroughly so that when people arrive the next morning, the campus is safe and healthy. All products used to sanitize will be safe in terms of exposure.

After play equipment is used by individual students, it will be sanitized by a teacher thoroughly before reuse.

Each grade level will have hand sanitizer available for use all day. Each grade level will also be assigned a specific hand washing station for use throughout the day.

If there is exposure on campus to a confirmed positive case of COVID-19, the locations of extreme exposure will be closed off for at least 24 hours so that the school can thoroughly disinfect the area.

## **2. Teacher cleaning and sanitization procedures**

Each teacher will have disinfectant wipes and a spray bottle with a cleaning solution available to them in each classroom if the situation arises where something needs to be cleaned or sanitized. This also includes outdoor space.

Teachers will be responsible for sanitizing any used items in their classroom (i.e. supplies, technology, etc.) at the end of the school day before they are used again.

## **3. Shared items**

Shared items will no longer be allowed, except in situations where this is not practicable. Objects and equipment (e.g., toys, games, art supplies and

playground and recess equipment) will be limited as much as possible. When this is not possible, and sharing must occur, cleaning and disinfection will be done between each use.

#### 4. Student cleaning procedures

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

During the day, the students may be asked to assist in the cleaning of surfaces or supplies. The teacher will spray the cleaning solution and the student will use a paper towel to wipe it down.

### Section Six: 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, St. Didacus Parish School aims to be proactive in creating a system that is smooth and easily transferred to a distance learning model. St. Didacus Parish 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.

#### 1. Digital Learning Platform

St. Didacus Parish School will continue to use Google as its operating system. Each student receives a google username and password which allows them access to Google Suite for Education. Such features include Classroom, Docs, Sheets, etc.

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. We will use as many digital-platform resources as possible to limit the amount of paper being used. Parents each have

access (in different ways) to the platforms and each platform has settings to inform parents of student progress.

The advantages to having as many classroom materials as possible available on a digital platform all year are many, but there are two main reasons that pertain to members of the St. Didacus Parish School community. First, in the event of another mandated school closure, the transition to distance learning is much easier and more seamless for the students. Second, 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 are well enough to engage in their school work. Both are explained in more detail in the section below.

## 2. [Distance Learning Platform](#)

There are four reasons why a student would need to access class materials through distance learning: if the school is forced to close due to COVID-19, if the student is mandated to remain at home while they are ill, if the student's family is not comfortable with their return to in-person learning, or if they 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 diocese and/or the pastor or principal will make the determination whether or not to close the school based on recommendations from local health authorities.
  - The teachers will provide a weekly schedule to families, informing them of the expected classes each day. They will also email parents of their expectations for learning. The Principal will communicate schoolwide once a week (Tuesdays) to keep families informed.
  - Students are to check in through their class check-in at 8:00 and actively participate in their class activities until 2:45. All synchronous (Zoom) lessons are mandatory.
  - Students may experience both synchronous and asynchronous learning. Synchronous learning is when all students log onto Zoom meetings with their teacher and conduct a live lesson. Asynchronous learning is when teachers

- pre-record lessons 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.
  - Students must turn in all classroom assignments on time.
  - For any given standard, if a student has not shown sufficient evidence of learning, they will receive a grade of “NE” meaning No Evidence.
  - If students do not attend synchronous classes or submit any assessments, the school will continue to communicate with the family until improvement is shown.
- Mandated student isolation/sickness OR parent choice to keep their child at home
    - See the guidelines in the Sick student policies section regarding mandated student isolation or sickness.
    - If a student is at home but still able to attend class, they will take attendance on the Google Form available so their teachers are aware of their presence.
    - Each teacher will have a tripod available in their classrooms in the event that they need to live stream a class via Zoom so that a student who is at home can “attend” class.
    - The student at home will log onto 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 St. Didacus Parish School uniform, and in an attentive, upright position (e.g., at a desk, or a table).
    - 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.

### 3. Grading Policy

St. Didacus Parish School will implement standards referenced grading in Kindergarten. This is a system where students are graded more on their

progress on individual standards, measuring students' proficiency on a specific set of outcomes. Grades 1 through 8 will continue to be graded based on achievement.

#### 4. Blended Learning Models

St. Didacus Parish School will begin to implement a blended learning environment. This model is now receiving positive praise from schools across the country for its ability to individualize instruction. We believe we will be able to better meet the needs of our students using this model. This implementation will be gradual.

#### 5. 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 still plan ways for students to collaborate from their seat, whether verbally or virtually. Group projects and discussions are still very possible and will occur.

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

Much of the learning process is hands-on, and these resources are ordinarily shared among the class. Teachers are prepared to modify those activities so that students can still experience learning through exploration and inquiry, but health guidelines prevent the sharing of supplies and materials. This is where parallel exploration will come into play, where students each have their own set of materials and can experience learning together and individually.

Lastly, St. Didacus Parish School has continued to adhere to the philosophy that homework should be used to enhance learning. This is true now more than ever. Students' return to school will be exciting, but we also

anticipate some underlying stress and anxiety. We are still very much in a pandemic and we know that everyone has dealt with this differently and experienced it in very different ways. We want students to WANT to come to school, and when they are home, have time to relax, decompress and spend time with their loved ones. The students will still have nightly homework, but we want to make sure that family connections are also prioritized.

## 6. Social Emotional Learning

As mentioned above, we at St. Didacus Parish School want to prioritize the social emotional learning of our students. We want students to feel safe when they step onto our campus, but at the same time we understand that the new rules and regulations may seem intimidating.

While we know academic instruction is important, we also know (and research confirms) that students learn best in an environment where they feel safe and supported. As we transition back to physical school, our goal is to establish a safe environment first, so that optimal learning conditions are present. Our teachers are aware of this and will work toward crafting specific ways to address the students' social emotional needs throughout each day.

One way to do this is to provide time during Religion class and throughout the day to focus on the social and emotional needs of each student. We'll do this through various activities and classroom discussions. Although much will be different from what they're used to, teachers will work toward keeping as much "normalcy" as possible. We believe this will add to the students' sense of comfort and well-being.

## 7. Equity

St. Didacus Parish School is a diverse community of students, and is a place that will always promote equality and inclusion. Our practices will demonstrate that. Below are a few ways we plan to address equity at our school.

- Technology
  - All students grades 1 through 8 will have use of their in-school devices. All students have equal access to available apps and programs.

- If we must revert back to distance learning, we will continue to loan out our older devices to those who need them.
- Curriculum
  - Teachers differentiate to make sure that all students' needs are met.
  - There must be a demonstration of equity among race, gender, culture and ability.
- Student Support
  - St. Didacus Parish 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.

## St. Didacus Parish School Re-Open Plan Acknowledgement Statement

I acknowledge that I have read the St. Didacus Parish 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 my understanding that if I have any questions or concerns regarding this document, I will ask them respectfully to Mrs. Dean, the principal. I also acknowledge that I understand that St. Didacus Parish School will continue to follow all local, state and national health orders regarding COVID-19 to the best of our ability. 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 understand that by acknowledging this document, when St. Didacus Parish School opens, 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.

Please click the Acknowledge button on SchoolSpeak.