

## ***St James School Reopening Plan***

The health and safety of students and staff is the top priority when making the decision to physically reopen school campuses for use of students, staff and others. The Diocese of San Bernardino shall follow, at minimum, CDC guidelines and adhere to California Department of Public Health (CDHP) and California State Department of Education guidelines for the official transition of stages and reopening of Diocesan Catholic Schools. All Catholic elementary and high schools shall conform to the Office of Catholic School pandemic protocols in accordance with the aforementioned guidelines, and those specifically directed by the Emergency Operations Collaborative (EOC) office of the Diocese of San Bernardino. Should any symptomatic case of COVID-19 be detected, CDC protocols shall be implemented. Parents/guardians will be notified.

### ***Mission Statement***

St. James the Less Catholic School, located in Perris, California, is an educational ministry of St. James the Less Parish that exists to form each student in a spirit of faith and academic excellence following the model of our founders, the Sisters of Mercy. We serve students in Transitional Kindergarten through Grade 8, in our local parish as well as in our surrounding communities. The school welcomes those of different faiths and cultural backgrounds willing to participate fully in our mission and philosophy.

As we come back together from this very unusual circumstance, we will continue to be a source of strength and guidance for all our students, parents and staff. Having learned a lot from distance learning, we shall continue to work on and develop new learning methods and learning strategies which will be guided through cooperation between parents, students, and staff. Our faith has been challenged but we have gotten stronger and wiser in this process. We have become smarter and have developed a better understanding of who we are and what we are about. Working together as a team looking ahead we will work through the obstacles that will be ahead using our faith, wisdom, and knowledge to lead us on this path.

### **Cleaning and Disinfection Procedures**

- St James School will clean and disinfect the classrooms, restrooms, lunch tables and playground structures daily with disinfectant solution
- Teachers will clean all desktops, iPads/Chromebooks and doorknobs daily. All classrooms are supplied with clorox wipes at the beginning of the school year through the student supply packs.
- Each student's belongings will be kept in individual containers and will be sent home daily for cleaning. Extra supplies will be limited. If a student needs a pencil/pen, it will be given to him/her to keep. Electronic devices and learning aids will be sanitized before and after use.
- All touch points will be disinfected daily with a disinfectant solution.
  - Doorknobs

- Lunch tables
- Play structure
- Restrooms
- In the event a classroom or area has been used by any sick person, the classroom or area will be closed for 24 hours while it is sanitized and disinfected.
- In the event the school custodian is absent, the school office staff will maintain the cleaning and sanitizing of campus
- St James School will maintain soap dispensers during the daily sanitation and cleaning of restrooms
- St James School will train custodial staff to safely use disinfectants and sanitizers by CDC recommended guideline to health and safety during COVID-19 and will provide educational materials - enhanced sanitation practices, physical distancing guidelines and their importance, use of face coverings, screening practices, and COVID-19 specific symptom identification.
- All classroom air filters have been changed as of June 22, 2020. All classrooms have doors and windows that can be opened and closed.

### **Cohorting:**

St James School will be implementing both the Elementary – Cohort Model by Classroom and the Middle School – Cohort Model for Students. The Elementary Cohort Model will be used for grades Tk-5. Students will be in school 5 days a week. All students and teachers will remain with their own class at all times as follows:

- **There are 4 cohorts: TK-K; 1st-2nd; 3rd; 4th-5th**
- Cohort size is limited to 20 students
- Teachers departing the classroom must clean and sanitize all common areas such as the teacher desk, podiums, white boards, Smart boards, and any other teacher-used surfaces.
- Upon entering the new classroom, the teacher must sanitize the face shield (cleaning inside and outside surface) and sanitize hands, before beginning any instruction.

While in their COHORT students will remain in their Cohort for the entire day, including recess and lunch. All students have sneeze guards attached to their desks; teachers also have a sneeze guard attached to his/her desk.

### **Entrance, Egress & Movement**

- **Students:**
  - All students will enter and exit through the large black gate on the East side of campus (See map pg 11)
  - Prior to entering campus, students will be scanned for temperature and monitored for symptoms by 2 office staff members. Any students who have a temperature of 100.4 will be asked to go home.
  - **The following COVID questions will be asked:**

- **Do you have any of these symptoms that are not caused by another condition? • Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • Recent loss of taste or smell • Sore throat • Congestion • Nausea or vomiting • Diarrhea**
- **Within the past 14 days, have you had contact with anyone that you know had COVID-19 or COVID-like symptoms? Contact is being 6 feet (2 meters) or closer for more than 15 minutes with a person, or having direct contact with fluids from a person with COVID-19 (for example, being coughed or sneezed on).**
- **Have you had a positive COVID-19 test for active virus in the past 10 days?**
- **Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?**
- If any answers are yes, the student will not be permitted on campus.
- Upon entering the campus, students will proceed immediately to their assigned classroom Cohort.
- School will keep a binder of daily temperature checks in the school office
- Teachers will monitor students for wellness throughout the day. Those with registered temperatures of 100.4 degrees or higher, cough or other COVID-19 symptoms should be sent home immediately.
- Any students showing signs of illness will be sent immediately to the school office. School office staff will quarantine the student in the nurse room until the parent/guardian can pick the student up
- **Parents:**
  - Parents/visitors to St James School will be required to make an appointment. Unscheduled visitors will be met at the front gate prior to entering campus.
  - All visitors will be temperature checked, COVID screening questions will be asked and parent/visitor will be required to wear a face mask.
  - At this time we are not allowing lunches to be dropped off midday.
- **Staff:**
  - All staff will enter through the front gate and will be temperature checked, COVID screening questions will be asked and face mask will be required.
  - In addition, staff will be tested bi monthly by their primary care provider with their medical plan and results will be collected. Other acceptable community resources which are approved, may also be explored.

### **Face Covering & PPE**

- Students will be required to wear a face mask according to CDHP's requirements. (extra face masks are on hand for any student who forgets their mask at home.)
- St James School teachers/staff understand that face masks are required to be worn in accordance with the CDHP's guidelines. Face shield may also be worn as an additional precaution BUT only in addition to a face mask.

- Students may TEMPORARILY remove their mask when eating snack and lunch.
- All student's desks have a Sneeze Guard attached to the desk
- All teacher's desks have a Sneeze Guard attached to the desk

### **Health Screening for Students and Staff**

- All students and staff will have temperature checks prior to entering campus. When symptoms are present, the subsequent steps will be followed:
  - 1. If a student or staff presents a fever of 100.4 or above during drop-off, student or staff will not be allowed on campus and must be taken home.
  - 2. If a student or staff presents a fever of 100.4 or above during school hours, schools will follow protocols to ensure student safety. The student will be isolated until such time as the parents/guardians are notified that the student must return home immediately.
    - a. The student or staff must be symptom free without medication for 3 days from the day the student was sent home, before being able to return to school.
    - b. If the student or staff is not symptom free for 3 days, it will be recommended that he or she be tested for COVID-19. The student or staff must remain home for an additional 10 days. During this time, all other members within the cohort will be monitored.
- All students and staff will answer screening questions prior to entering campus.
  - If any answers are yes, the student or staff will not be permitted on campus.

### **Healthy Hygiene Practices**

- St James School's health and safety protocols for students and staff are as follows:
  - Teachers/staff will reinforce washing hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly and covering coughs and sneezes among teachers, staff and students. Teachers will teach students to use tissues to wipe their nose and to cough/sneeze inside a tissue or in their elbow. Teachers/staff and students will wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
  - Personal Protective Equipment (PPE) such as face coverings must be worn by all teachers and staff and encouraged in students (particularly older students) if feasible, particularly essential when physical distancing is difficult.
  - In the classroom students will have access to disposable face masks, hand sanitizer, tissues, and cleaning wipes.
- St James School will implement disease prevention behavior into the culture of the school by:
  - Staff will be trained in CDC recommended guidelines for health and safety during COVID-19. They will be provided with educational materials-enhanced sanitation practices, physical distancing guidelines and their importance, use of face coverings, screening practices, and COVID-19 specific symptom identification.

- Students will be trained on washing hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly, using tissues to wipe their nose and to cough/sneeze inside a tissue or in their elbow. Teachers/staff and students will wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- St James School protocols in the classroom and other spaces on campus:
  - Teachers, staff and students will wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.

## Identification and Tracing Contact

Sheri Courvoisier, Business Manager  
 250 W. Third Street, Perris, CA 92570  
 951-657-5226

When there is a positive COVID exposure or a positive COVID case on campus, administration is responsible for informing the Department of Public Health and answering the following questions when contacting the Office of Catholic Schools (OCS).

### Employee/Student Exposure to Positive COVID Individual

1. Name of employee/student.
2. Does the positive COVID individual and employee/student live together?
  1. If no, what is the date of last contact between the positive COVID individual and employee/student?
3. Test date for positive COVID individual.
4. Test results date for positive COVID individual.
5. Date of first sign of symptoms for positive COVID individual.
6. Dates the employee/student has been on campus, including five days prior to the testing date or first sign of symptoms, whichever is oldest, and up to the last day on campus.
7. Who has been on campus within the five days prior to the testing date or first sign of symptoms, whichever is oldest, and up to the last day on campus?
8. Who had direct contact with employee/student five days prior to the testing date or first sign of symptoms, whichever is oldest, and up to the last day on campus?
9. Test date for employee/student.
10. Test results date for employee/student.

### Employee/Student Positive for COVID

1. Name of employee/student.
2. Test date for employee/student.
3. Test results date for employee/student.
4. Date of first sign of symptoms.
5. Dates the employee/student has been on campus, including five days prior to the testing date or first sign of symptoms, whichever is oldest, and up to the last day on campus.
6. Who was on campus within the five days prior to the testing date or first sign of symptoms, whichever is oldest, and up to the last day on campus?

7. Who had direct contact with employee/student named within five days prior to the testing date or first sign of symptoms, whichever is oldest, and up to the last day on campus?

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

- **Positive Case**
  1. OCS confirms with the principal that the employee/student is not on campus or has been sent home, and that the Department of Public Health has been notified.
  2. OCS reviews dates given in the email with the diocese's Emergency Operations Collaborative (EOC) to determine isolation period.
  3. If it is an employee, OCS notifies the Human Resource Director about positive case to initiate contact tracing. If it is a student, the principal and OCS initiate contact tracing. In both cases, if a class has been exposed, the class goes into quarantine. If the student in question has a sibling in another class, the sibling goes into quarantine and their class is monitored for symptoms.
  4. If contact tracing and testing reveal a 5% school infection, the school initiates distance learning.
- **Exposure Case**
  1. OCS confirms with the principal that the employee/student is not on campus or has been sent home, and that the Department of Public Health has been notified.
  2. OCS reviews dates given in the email with the diocese's Emergency Operations Collaborative (EOC) to determine quarantine period. The employee/student is recommended to get tested. If they test positive, follow the steps above under Positive Case.
  3. If it is an employee, OCS notifies the Human Resource Director to determine contact tracing. If it is a student, the principal and OCS determine contact tracing to monitor for symptoms and plan for a possible Positive Case scenario.

### **Physical Distancing**

- St James School will implement and enforce CDPH physical distance guidelines. St James School will place signage and configure classrooms in such a manner as to promote the maintenance of a 6 foot distance between students at all times.
- Visitors to St James School will be required to make an appointment. Unscheduled visitors will be met at the front gate prior to entering campus. All visitors will be temperature checked and will be required to wear a face mask. At this time we are not allowing lunches to be dropped off midday.
- **Extended Care Plan:**
  - Extended Care will be held in it's own room
  - All students using Extended Care will be separated by their grade level cohort per table with social distancing at and between tables of different cohorts.
  - Adherence to all previous stated healthy hygiene practices will be observed

## **Staff Training and Family Education**

- St James School will monitor the mental health of students and staff through classroom activities and discussions. Staff have Monday morning meetings which will allow for sharing and concerns that may arise. Students will be able to share concerns throughout the day through engagement in various activities and subjects.
- St James School has provided staff with training regarding enhanced sanitation practices, physical distancing guidelines and their importance, use of face coverings, screening practices, and COVID-19 specific symptom identification via a series of videos.
- Parents have been provided with educational materials - enhanced sanitation practices, physical distancing guidelines and their importance, use of face coverings, screening practices, and COVID-19 specific symptom identification.
  - COVID-19 symptoms include:
    - Fever
    - Cough
    - Shortness of breath or difficulty breathing
    - Chills
    - Repeated shaking with chills
    - Muscle pain
    - Headache
    - Sore Throat
    - New loss of taste or smell

## **Testing Students and Staff**

- St James School will do the following :
  - Administration will keep track of all testing results and will work with the Riverside County Department of Health as to necessary reporting and tracking.
  - St James staff will be tested every other month beginning in November 2020 followed by January 2021, March 2021, and May 2021.
  - The staff will be tested by their primary care provider with their medical plan and results will be collected. Other acceptable community resources which are approved, may also be explored.

## **Triggers for Switching to Distance Learning:**

- An individual classroom cohort will go into quarantine and onto distance learning once a positive COVID case is identified in that classroom cohort.
- The school will go into quarantine and onto distance learning once there is a 5% positivity rate on campus.

## **Communication/School Response Planning**

In accordance with FERPA and the maintenance of confidentiality, the name of the student will not be revealed. Schools will follow their communication protocol. OCS, EOC, and appropriate health agencies will be notified

- Definition of exposure, which is , contact with a positive COVID individual less than 6 feet apart and a cumulative duration of at least 15 minutes
- Students or staff will be sent home immediately if they test positive for COVID or confirmed that they have been exposed to someone with COVID.
- Those exposed will go into a 14-day quarantine period regardless of if the test negative for COVID.
- Those with COVID will go into a 10-day isolation period from the day of their positive COVID test or first sign of symptoms, whichever is most recent.
- The principal will contact directly the Riverside County's Department of Public Health.
- An individual class will go into quarantine once there is a positive COVID case within the classroom.
- The entire school will transition from in-person instruction to distance learning once the school has a 5% COVID positivity rate.

#### **Protocol for Informing Office of Catholic School**

When there is a positive COVID exposure or a positive COVID case on campus, the principal is responsible for informing the Department of Public Health and answering the following questions when contacting the Office of Catholic Schools (OCS).

##### Employee/Student Exposure to Positive COVID Individual

11. Name of employee/student.
12. Does the positive COVID individual and employee/student live together?
  1. If no, what is the date of last contact between the positive COVID individual and employee/student?
13. Test date for positive COVID individual.
14. Test results date for positive COVID individual.
15. Date of first sign of symptoms for positive COVID individual.
16. Dates the employee/student has been on campus, including five days prior to the testing date or first sign of symptoms, whichever is oldest, and up to the last day on campus.
17. Who has been on campus within the five days prior to the testing date or first sign of symptoms, whichever is oldest, and up to the last day on campus?
18. Who had direct contact with employee/student five days prior to the testing date or first sign of symptoms, whichever is oldest, and up to the last day on campus?
19. Test date for employee/student.
20. Test results date for employee/student.

##### Employee/Student Positive for COVID

8. Name of employee/student.
9. Test date for employee/student.
10. Test results date for employee/student.
11. Date of first sign of symptoms.



12. Dates the employee/student has been on campus, including five days prior to the testing date or first sign of symptoms, whichever is oldest, and up to the last day on campus.
13. Who was on campus within the five days prior to the testing date or first sign of symptoms, whichever is oldest, and up to the last day on campus?
14. Who had direct contact with employee/student named within five days prior to the testing date or first sign of symptoms, whichever is oldest, and up to the last day on campus?

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- **Positive Case**
  1. OCS confirms with the principal that the employee/student is not on campus or has been sent home, and that the Department of Public Health has been notified.
  2. OCS reviews dates given in the email with the diocese's Emergency Operations Collaborative (EOC) to determine isolation period.
  3. If it is an employee, OCS notifies the Human Resource Director about positive case to initiate contact tracing. If it is a student, the principal and OCS initiate contact tracing. In both cases, if a class has been exposed, the class goes into quarantine. If the student in question has a sibling in another class, the sibling goes into quarantine and their class is monitored for symptoms.
  4. If contact tracing and testing reveal a 5% school infection, the school initiates distance learning.
- **Exposure Case**
  4. OCS confirms with the principal that the employee/student is not on campus or has been sent home, and that the Department of Public Health has been notified.
  5. OCS reviews dates given in the email with the diocese's Emergency Operations Collaborative (EOC) to determine quarantine period. The employee/student is recommended to get tested. If they test positive, follow the steps above under Positive Case.
  6. If it is an employee, OCS notifies the Human Resource Director to determine contact tracing. If it is a student, the principal and OCS determine contact tracing to monitor for symptoms and plan for a possible Positive Case scenario.

St James School will conduct a bi-monthly test plan for staff surveillance. The school will have 50 percent of our staff test in the first month, and the other 50 percent in the second month after opening, and then rotate the testing so that all staff is tested every 2 months. The administration will keep track of all testing results and will work with the Riverside County Department of Public Health as to necessary reporting and tracking. The staff will be tested by their primary care provider with their medical plan and results will be collected. Other acceptable community resources which are approved, may also be explored. Staff testing is required by the California State Framework.

## **Catholic Identity**

St James School attends Mass weekly. The Masses will be conducted virtually allowing the students to remain in their classroom cohort. At some point, when numbers of students can be added, we will then look into school Masses with a specific number of students allowed to participate on a weekly basis.

## **Learning Environment**

- **Classroom Configuration**
  - St James School will limit classroom size to no more than 20 students per grade. Students will sit face forward with 4 rows of 5 students each. This will allow for social distancing within each classroom.
  - Group activities will be done outside where/when possible.
  - Each student's belongings will be kept in individual containers and will be sent home daily for cleaning. Extra supplies will be limited. If a student needs a pencil/pen, it will be given to him/her to keep. Electronic devices and learning aids will be sanitized before and after use.
  
- **Outdoor Areas**
  - St James School will implement social distancing with the students by:
    - Staggering recess and lunch to the following schedule:
      - TK-K 9:30-9:45 11:30-12:00
      - 1-2 9:45-10:00 11:50-12:20
      - 3-5 10:15-10:30 12:10-12:40
      - 6-8 10:30-10:45 12:30-1:00
    - Students will remain in their cohort classroom for eating then will be taken out to specific areas (assigned to cohort) to walk/play if individual equipment is available.
    - Students bring their own lunch from home
    - During recess and lunch students will be able to walk and possibly play with individual equipment if the staff is available to clean and disinfect prior to the next student's use of the same.

# MAP OF ENTRANCE & EGRESS



