



Our Lady of Fatima Academy

# Our Lady Of Fatima Reopening Plan August 2020

## ***I. Overview:***

*Our Diocesan Parent Survey indicated that eighty-eight percent of our parents “highly preferred” or “preferred” returning to the traditional classroom model of instruction. The top priorities indicated for returning to campus were enhanced cleaning measures, regularly scheduled hand washing practices and physical distancing. The key components of the reopening school plan addresses the health and safety of our students, teachers, and staff at school. It is every person’s responsibility to help us keep our school community safe.*

- Access to school building and campus will be limited to students, staff, authorized guests and volunteers
- Temperature checks for staff, students, and visitors entering our campus
- Staff and parents will model and practice physical distancing, especially during drop-off and pick-up
- Limit shared objects and materials used at school, belongings kept separated
- Encourage students and staff to bring water in reusable containers and the bottle refilling station in lieu of drinking fountains
- Student belongings will be kept separated and sent home for daily cleaning
- Windows and doors kept open when practical
- Lunches ordered from Choice Lunch will be delivered pre-packaged
- Moratorium on student travel and field trips for the school year
- Review of COVID-19 plan by staff and consultative board during the school year to monitor effectiveness
- This Reopening Plan can be found on the home page of our school website at [olfschool.net](http://olfschool.net)

## ***II. Promoting a Healthy School Environment:***

**Enhanced Cleaning and Disinfecting Measures: Our third party cleaning crew, in conjunction with our faculty, will implement new, daily cleaning protocols.**

- Routine cleaning and disinfecting frequently touched surfaces within school buildings throughout the day
- Cleaning regimen to use EPA approved cleaning and disinfecting products and equipment against viral pathogens including COVID-19 during the school day
- Ventilation systems have been clean and are operating properly
- Regular disinfecting of playground equipment, lunch tables and restrooms will be done after recess and during school hours
- Thorough cleaning and sanitizing of school campus each evening will be completed by a professional cleaning company
- Protocol for intensive cleaning and disinfecting if the school needs to be closed temporarily due to health concerns have been articulated

### **Health and Safety**

- Passive temperature checks - Parents screen students before departing home for school. Students should stay at home if a child has a temperature 100.4 or higher, substantial congestion (not caused by allergies), cough, sore throat, nausea, stomach ache, ear ache; symptoms consistent with COVID-19 OR, if they have had close contact with a person diagnosed with COVID-19.
- **During drop-off, prior to exiting vehicles, volunteers will use touchless thermometers to verify temperature before coming in contact with others**
- Students' temperatures may be screened periodically during the day.
- Students and staff must be symptom free, without medication for a minimum of 24 hours before returning to campus. Students and staff are required to stay home when ill.
- **Temperature checks for all staff, visitors, and guests prior to coming on-campus to ensure temperature does not exceed 100.4**
- Protocols for handling students/staff who become ill at school include being sent to the clinic for observation, possible isolation, and telephone contact made with a responsible adult.
- Telephone numbers in FACTS need to remain current. We strongly suggest listing other adults to have access to picking up a sick child.
- Staff/student/parent/guardian can self-report to the school by email or phone if they

have tested positive or were exposed to someone with COVID-19 within the last 14 days. Mrs Schnarr is our designated contact person for COVID-19 communication and responsible for recording contact tracing. We will maintain confidentiality within our community as we contact the Orange County Health Department for guidance.

- An action plan for handling confirmed cases of COVID-19 that have entered the school has been identified. If a student or staff member is confirmed to have COVID-19, the school will immediately notify local health officials. These officials will help administrators determine a course of action. The school will likely dismiss the exposed students and staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities. The school will work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further the spread of COVID-19.
- An infected employee should consult with their health care provider immediately and follow the directives provided to them by their health care provider. The infected employee should follow CDC recommended steps, and not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. Currently, the CDC's criteria for discontinuing home isolation require that the employee experience all of the following: (1) 3 days with no fever, (2) respiratory systems have improved (e.g. cough, shortness of breath), and (3) 10 days have passed since his/her symptoms first appeared.
- The school will review symptoms with employees and parents of students. Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and be sent home as soon as possible. Students who have symptoms should be kept home. Anyone who experiences these symptoms at school will be separated from well students and staff until the sick person can be sent home.
- Employees and students with an underlying medical condition, and who are concerned, should consult their health care provider.

### **Testing of Students and Staff**

To ensure the safety of students and staff, surveillance testing be implemented.

The school will test staff periodically, as testing capacity permits and as practicable. When a student or staff exhibits COVID-19 symptoms, the student or staff member will be sent home and testing will be recommended. School employees and students who need testing should either go to their health care provider or a state-operated or other community testing site. The Department of Managed Health Care has filed an emergency regulation to require health plans to pay for COVID-19 testing for all essential workers, including school staff. In addition, tests are available at community testing sites throughout the state.

### **Healthy Hygiene Practices**

- Daily routines allow students and staff to regularly wash hands and use hand sanitizer. Procedures will be explicitly taught to students and shared with parents.
- Practices that ensure personal health and safety including: hand washing techniques, avoiding contact with one's eyes, nose and mouth, and covering coughs and sneezes will be protocols reinforced with students and staff.
- Touchless faucets and toilets have been installed to reduce touch points in bathrooms and staff lounge
- Portable hand washing stations, in addition to sinks in restrooms, and hand sanitizer stations (with CDC recommended sanitizer) are available throughout the campus. Handwashing is recommended for 20 seconds to kill bacteria.

### **Protective Equipment**

- Students in grades third grade and up are required to wear face covering. Younger students are strongly encouraged to wear face coverings. Face coverings are particularly helpful when physical distancing is not feasible.
- Parents of children who wear a face covering are responsible for teaching their children how to properly wear and care for their face covering.
- Per the Diocese of Orange, all staff are required to wear face coverings and/or face shields when in the presence of other staff, students, parents or volunteers.
- Guests and visitors who enter the academy are required to wear a face covering and to have their temperature checked by an employee.
- Protective equipment will be available for staff, students and visitors on campus.
- Transparent barriers may be placed on desks that are closer than 6 feet apart.

## **Physical Distancing**

To the extent possible, we will practice physical distancing in classrooms, hallways and bathrooms, on the playground during breaks/lunch and during drop-off/pick-up. To promote physical distancing, the following measures will be taken:

- Teach physical distancing practices
- Reduction of items and furniture in the classroom to allow for more space
- Maximizing space between student desks as much as possible
- Utilizing clear, plastic desk barriers (sneeze guards) in some classrooms
- Discontinuing use of student lockers and cubbies
- Alternative spaces, such as use of McGowan hall and outdoor table spaces, will be available for teaching groups of students
- Staggering recess/lunch and designating play areas by grade
- Limit the number of students sitting at each lunch table
- Designating hallway patterns throughout the school to avoid congestion (designated entry and exit points, etc.)
- Limit direct contact and gathering during drop-off and pick-up procedures
- Adults practice and promote physical distancing in offices and common areas

## ***III. Limit Large Group Gatherings***

Given the uncertainty of COVID-19 and the fluidity of circumstance, our plan includes safety and health measures, with the flexibility to adjust and revise measures as defined by the California Department of Public Health, Orange Count Department of Health and the Diocese of Orange. Alternative plans for large group activities (e.g. assemblies) will continue to be modified.

**School mass** - Students will participate in weekly Mass on Wednesdays either in person or via live stream. Due to the current limitation of 100 participants during mass, each week, one or two grade levels will attend Mass in the church. Other grade levels will attend mass via live stream in their classrooms. Students will have an opportunity to receive the sacrament of communion after mass. The number of grade levels attending Mass in the church will be based on Diocesan reopening guidelines for churches.

**Back to School Night** will be a blended experience, with virtual and on campus experiences for parents. Teachers will email their presentation on grade level expectations, learning outcomes along with an overview of the grade level curriculum.

Parents will have an opportunity to visit the classroom and meet the teacher during the first week of instruction on either Wednesday or Thursday evening. There will be no group gathering in McGowan Hall, nor classrooms. Information on new hygiene protocols and students expectations for adhering to guidelines will be provided to parents.

**Drive through Drop Off** - Families drive through the parking lot and stop by the rectory for a temperature check while students are in the car with their parents. If the student has a temperature of 100.4 or higher, they may not enter the campus. Parents will drive through and drop-off students in the coned drop-off zone in front of the Academy. Students enter through the double gates and go directly to their homeroom.

**Morning Assembly** - Our Student Council, composed of seventh and eighth grade students, under the direction of Ms. Hammer, will continue the tradition of a school wide morning assembly. Using Google meets to connect with every classroom, our student leaders will share morning announcements, morning prayer, student recognitions, joke of the day and flag salute virtually from the eighth grade classroom.

**Recess/Lunch** - Students will stay in cohorts during lunch and recess. Students eat at designated lunch tables, with distancing and play in designated areas with their grade level cohort.

**Student Dismissal Times** - To avoid a large gathering in the parking lot, dismissal will be staggered and parents will stay in their vehicles, driving through the parking lot from Esperanza and exiting to the right on Avenida Presidio.

**Drive through Pick Up** - Parents/Guardians will drive through the parking lot and pick-up students in the coned pick up zone in front of the school. Students will exit through the playground gate. Please load your children and exit through the driveway onto Avenida Presidio and make a RIGHT turn onto Presidio to help us facilitate the egress of cars.

**Extended care** is available, however parents should reserve a space on Sign Up Genius to ensure there is sufficient space to maintain physical distancing. Extended care is available 3-6pm and will be held outdoors and in McGowan Hall.

#### ***IV. Academics:***

**Our primary objective is to provide a learning environment that supports our school mission and is grounded in Catholic Identity. Our faculty is prepared to**

**provide a quality education that facilitates mastery of California and Diocesan Grade Level Standards. Our teaching team is prepared to provide both asynchronous (independent) and synchronous (live, guided) learning.**

### **Classrooms**

To the extent possible, we will minimize mixing students in classrooms, hallways and bathrooms, on the playground during recess/lunch and during drop-off/pick-up. To minimize mixing the following measures will be taken:

#### **Grades TK - 5: Self-Contained Classrooms**

- Students remain with their homeroom teacher in a self-contained class to minimize contact with other students outside of the cohort
- Elective classes (Art, Music, Spanish, Tech) will be conducted in the grade level cohorts
- Teachers in grades TK, Kindergarten, and First grade will loop with their students to provide more continuity of learning
- Minimize sharing materials and supplies, with separate supply box for each student
- Individually assigned school-issued devices remain with student 24/7
- Learning materials go home with students or remain at their desk
- Limit the number of parents, guests, and volunteers in the classroom
- Students go outside with classmates for recess and lunch in designated areas and stay in a play cohort

#### **Grades 6 - 8: Departmentalized Classrooms**

- Students will stay in homeroom classroom, as feasible, and the teacher will change rooms for instruction
- Staggered release times to reduce the number of students in the hallway at any given time
- Students go outside with classmates for recess and lunch in designated grade level areas
- Eliminate sharing materials and supplies
- Individually assigned school-issued devices remain with students 24/7
- Materials/supplies stay with students or in their homeroom. Lockers will not be used at this time
- Limit the number of parents, guests, and volunteers in the classroom

**Grade K-8th: After School Care**

- Students temperature checked upon sign-in
- Snacks individually packaged
- Extra time outdoors and sign out in McGowan Hall
- Student belongings kept separated
- Minimize sharing materials and supplies and sanitized after use

***V. Continuity of Instruction:***

We have prepared to implement distance learning based on parental choice or in the event of a mandatory school-wide closure.

**Full Time Online Learning Option**

There is an option to continue in a full-time learning program online for families who choose to have their children stay at home at this time, rather than return to the classroom. Families may opt for 100 percent online learning to accommodate students with compromised immune systems or if family members are at risk of health complications; and for students who have tested positive for COVID-19 or are quarantined due to exposure. This option would be available for students at all grade levels at the same rate of tuition as on campus learning. Students will be provided an academic advisor in addition to access via live stream to core instruction.

**School Closure Distance Learning Plan**

Distance learning could be necessary if schools are closed, or for an intermittent closure for cleaning. Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period,

When circumstances require that students shift to distance learning, we will use a combination of synchronous (simultaneous) and asynchronous (independent) learning. During asynchronous learning, the teacher will provide instructional materials and resources to master grade level standards, and students complete the work at their own



pace. Students can access the learning materials at a time that works for them and their families. Synchronous learning is an approach where students and teachers are engaged in learning at the same time. This would occur through video-conferencing integrated in Google classroom and / or Zoom.

Expectations will be clearly defined for students, parents, and teachers. Specific models of consistent learning experiences for grade level spans, such as the time spent with teacher instruction and independent student work time, will be planned during professional development days before school resumes and shared with parents.

TK-8th grade models will all include:

- Daily live instruction via video conferencing
- Daily interactive assignments completed in Zoom meetings or Google classroom
- Small group instruction , as needed
- Optional virtual social meet-ups
- Weekly teacher office hours and scheduled student conferences for feedback
- School wide communications

## ***VI. Promote Student/Staff Social-Emotional Health***

Establishing a learning environment that is safe, inviting and supportive is a priority as we bring students back and help them orient to the redesigned campus we created to keep staff and students safely together. We are committed to helping our students by providing social and emotional support into our students' experience at school.

- Opportunities for students to interact with their classmates, teachers and staff in the classroom as well as during recess and lunch
- Opportunities for students to share their experiences and emotions in a safe homeroom environment using social emotional Diocesan curriculum resources
- After school activities to the extent possible (sports, enrichment, service)
- Activities planned by Parents Of Fatima provide community building opportunities

## ***VII. Communications***

We are committed to ongoing, timely, and informative communication between school and home. In order to provide effective communication, the following will be provided:

- Website: Our reopening plan will be posted on our school website.

- Email: The school will use email to notify and inform parents about time sensitive COVID-19 information and other health updates as needed
- Text: The school will use text messaging to communicate emergency information and/or to notify parents of a school email message
- Video Clips: Recorded informational video messages will sent principal and staff