



Saint Jeanne de Lestonnac Catholic High School

32650 Avenida Lestonnac

Temecula, CA 92592

Tel: (951) 225-7994 | Fax: (951) 587-2515

[www.sjdls.com](http://www.sjdls.com)

## **Saint Jeanne de Lestonnac Catholic High School Reopening Plan Fall 2020**

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. Saint Jeanne de Lestonnac Catholic High School will adhere to all national, state, and local orders related to the COVID-19 pandemic. This plan will be subject to changes as federal, state, county, CDC guidelines and executive orders are updated. As mentioned in the California Department of Public Health guidelines for safely opening schools, the school must plan for various educational models and be prepared for fluid changes in the event there are unforeseen closures due to the rate of infection numbers. Saint Jeanne Catholic High School will rely on national, state, and local guidelines when making decisions on how to best diminish the risk of SARS-COV-2 transmission. The school used a variety of resources to ensure we are prepared to reduce the risks and provide steps for proper interventions when needed. The school relies on the CDC guidelines, COVID-19 Guidance for Schools (September 22, 2020), California Department of Public Health (CDPH) and California State Department of Education guidelines for the published safety protocols for opening schools.

Saint Jeanne de Lestonnac Catholic High School has been providing a rigorous, online distance learning model since August 10, 2020. Students, teachers and parents have anticipated the day that students could return to campus for in-person instruction. On September 25, 2020, we were informed that the County of Riverside's COVID -19 data would allow students to return to campus after October 6, 2020. Preparations have been ongoing in preparation for this time. All the safety precautions are listed in this document. It is mandatory that all members of our school community adhere to these regulations to provide for the health and protection of our community to the best of our ability. Campus will be open to in-person learning on Monday, October 12, 2020. For students needing to maintain a distance learning format, synchronized learning will be provided to meet their educational needs. We are delighted to provide our students with these options to support the continuum of a quality education.

### **Mission Statement**

The mission of Saint Jeanne de Lestonnac Catholic High School is to prepare youth and young adults of faith who are leaders at the service of others. We strive to educate the whole person through a program marked by academic rigor in an environment that fosters the responsible exercise of personal liberty, a sense of the wider community, and active compassion for others.

During this unique time in recent history, Saint Jeanne de Lestonnac Catholic School remains committed to providing students with a quality, faith-based learning environment that fosters academic and social emotional learning. Health and safety precautions have been established to support needs of our students.



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### Cleaning and Disinfection

- The school has contracted with *Waxie* to provide for the cleaning products used throughout the school facilities. The products used to sanitize surfaces are 3M disinfectants, and peroxide Cleaners, which are certified to be effective for bacteria and viruses.
- Cleaning staff and teachers have received an in-service on the effective use of the products in various spaces.
- Teachers will be provided with the supplies needed and instructed on how to disinfect the classrooms throughout the day (after each class rotation or break). Desktops, doorknobs, and common surfaces will be cleaned using the solutions and means recommended by *Waxie*.
- Restrooms, common surfaces, and touch points throughout the campus will be disinfected after student breaks and thoroughly cleaned and sanitized each night by the custodial staff. The administrative staff will disinfect in the absence of the cleaning crew.
- Should a classroom/learning space need immediate care due to a student/teacher who has become ill, the students will relocate to another space until the classroom can be thoroughly cleaned.
- Touch free soap and paper towel dispensers have been installed in each bathroom. The custodial team will refill those each night, as needed. Should the items need to be restocked when members of the custodial team are unavailable, the administrative team/staff will refill the devices.
- Air filters are routinely serviced by the maintenance team and a professional service.
- Students are asked to keep their individual belongings in a backpack. Shelves are provided for students to place the materials they need for after school activities.
- Sharing of resources will be extremely limited. If a supply is shared, it will be sanitized with alcohol-based wipes or our Sanitizing Spray purchased from WAXIE supply.
- Air Purifiers purchased for each classroom will be cleaned at the end of each day by our cleaning staff.
- Saint Jeanne's will follow **disinfection guidelines** developed by the Centers for Disease Control (CDC) for school campuses, including classrooms, workspaces, outdoor spaces, and recreational areas.

### Small Cohort

- Saint Jeanne de Lestonnac Catholic High School is a small high school of less than 100 students. Curricular class sizes do not exceed students. All desks are facing the front of the classrooms, and extra furniture and tables have been removed to ensure proper spacing of desks 6 feet apart.



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- High school students remain in their designated learning spaces and do not have access to the preschool or elementary school classrooms.
- Teachers and students have access to outdoor spaces conducive to quality learning.
- Doors and windows will be open to allow for ventilation, as weather permits.
- Students will be instructed on traffic flow patterns and spacing to allow for healthy distances.
- Hand sanitizer dispensers are located at the classroom doors for use when entering or exiting a classroom.
- Students are to use their own supplies for lessons. If manipulatives are needed, students will use individual sets that will be sanitized after use and stored in individual containers.
- Shared equipment will be sanitized after each use.
- Additional seating and separate spaces have been designated for break and lunch time. Students are encouraged to social distance during these breaks.
- No cafeteria/family style food service will be allowed. Students are encouraged to bring lunch/snacks/water or to purchase individual pre-packaged lunches provided by ChoiceLunch.

### Entrance, Exit and Movement Within the High School

- Saint Jeanne High School students are instructed to enter through separate “class doors” at the entrance of the high school building which will ensure safe distancing as to the CDPH Guidelines for Safely Reopening Schools.
- **Extended Care:** High School students are encouraged to leave campus at dismissal unless attending Athletics or an extra-curricular event. If a student needs to stay beyond dismissal, arrangements should be made ahead of time. Health and social distancing best practices will be enforced after school hours.

### Drop off Procedures:

Parents will let students out of the car at the drop-off circle area located between the elementary and high school buildings. Students will then proceed to the high entrance class doors. Drop offs are from 7:45 – 8:15 am.

**\*Please note that all adults on campus are required to wear a mask or face covering when taking care of business at the Front Desk. Parents will not be allowed in classroom and high school areas without an appointment.**



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### Pick Up Procedures:

Parents will need to wait for students in their cars at dismissal. Students will leave through their class doors when leaving campus.

- **Visitor and Delivery Protocol.** For the health and safety of our school community, visitors to our classrooms and campus will be limited. All visitors and deliveries must go through the front office. Parents should not expect to go to their child's classroom or past the front office reception area. If a student needs to go home, the student will be brought to the front office to meet the parent. All visitors must wear face masks.

### Face Coverings

- Under the current California masking mandate, all staff and teachers will wear appropriate face coverings in the classroom per California Department of Public Health (CDPH) Guidelines. All staff has been supplied with face coverings and shields and will be reissued a supply throughout the year. Saint Jeanne's will follow the appropriate guidelines necessary to open safely.
- Masking is required for students in grades 9-12. Face shields are not an alternative to face masks unless the student has a doctor's order expressing that need.
- CDPH recognizes there are some people who cannot wear a face covering for several different reasons. Students who have a documented medical or mental health condition or disability that impedes them from properly wearing or handling a mask, or when it would inhibit communication with a person who is hearing impaired. This medical condition must be communicated to the front office.
- According to CDPH guidelines, if a student refuses to wear a face covering, the student must be excluded from on-campus instruction, unless they are exempt, until they are able to wear a face covering.
- Students excluded on this basis will be offered other educational opportunities through distance learning.
- Saint Jeanne's will adhere to required guidelines and mandates referring to face coverings.

### Health Screenings for Staff and Students

- Parents will check their children for symptoms of sickness in the morning at home before leaving for school. Parents are to keep their children at home if they are showing any signs and symptoms of sickness, especially COVID-19, which includes: **fever, chills, cough\*, difficulty breathing\*, uncharacteristic fatigue, sore throat, muscle or body aches, loss of taste or smell\*, runny nose, nasal**



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**congestion, nausea or vomiting, abdominal pain, diarrhea, rash, conjunctivitis or headache. (\* = higher risk)**

- Students who exhibit any of these symptoms at school will be sent home immediately (parent or emergency contact must arrive within 30 minutes of call).
- Students will also be screened as they enter the high school building; this includes a daily temperature check by the high school staff. Anyone with a fever of 100.4 or higher will be excluded from school and sent home. Students cannot return to school for 48 hours and must be fever free upon arrival without the use of medication.
- All teachers and staff will check their temperatures at home but will also be screened daily when they arrive at work. Anyone with a fever of 100.4 or above or exhibiting any symptoms will be sent home.
- Students, teachers, or staff who have a travel history over the course of the last 14 days to an area identified by the CDC as Level 3 Travel Health Notice will be excluded from school and will need to teach via distance learning.
- Those who have been in close contact with someone diagnosed with COVID-19 must be excluded from school for 14 days from the day of their last exposure.
- Students, teachers, and staff who present with fever and or respiratory infection symptoms will be sent home immediately. They will be separated from others until they go home. All appropriate areas will be sanitized as needed, and cohort will be moved to another location while sanitation takes place.

### Healthy Hygiene Practices

- All students and staff will be trained and continually encouraged to wash/clean their hands regularly.
- In addition to the existing restrooms in the lobby and by the K Building and modular and the sinks available in the Distance Learning Lab and K Building classroom, Saint Jeanne School has purchased an additional 2 hand washing stations for the playground in an effort to accommodate all necessary hand washing schedules.
- Students will use hand sanitizer containing at least 70 percent alcohol upon entering classrooms, after restroom use, lunch time, etc.
- Saint Jeanne has installed touch-less soap dispensers, toilet seat coverings, touch-less paper towel, and antibacterial gel dispensers in the restrooms and throughout the campus.
- All CDC signage will be posted throughout the school, reminding everyone of good hygiene practices. Subjects of masking, hand washing, covering coughs and sneezes, "stop the spread of germs," and maintaining social distancing are emphasized.
- Classroom doors and windows will be open except in extreme weather conditions to ensure proper ventilation.



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- Gloves will be provided for staff that provide services related to cleaning or symptom care. All classrooms will be equipped with additional gloves and masks should the need for use arise.
- Saint Jeanne will close all drinking fountains but will offer a water bottle filling station.

### Identification and Tracing of Contacts

- Saint Jeanne de Lestonnac School is blessed to have a nurse who will communicate with the Riverside County of Public Health about reported cases of COVID-19. We have established a COVID Team which includes the administrator, nurse and designated staff member who will make sure that all proper communication is handled according to HIPAA and FERPA regulations.
- A list of exposed students and staff will be created and submitted to the Riverside County Public Health and we will notify our community about possible exposure.

### Saint Jeanne de Lestonnac School COVID-19 Response Plan

- **Symptom:** COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)

**Action:**

- ✓ Send home
- ✓ Recommend testing
- ✓ School/classroom remain open

**Communication:** Not needed

- **Symptom:** Close contact with a confirmed COVID-19 case (Close contact: a person who is less than 6 feet from a case for more than 15 minutes.)

**Action:**

- ✓ Send home/quarantine for 14 days from last exposure
- ✓ Refer exposed persons for COVID-19 testing at least 5 days after exposure. A negative test will not shorten 14-day quarantine.
- ✓ School/classroom remain open

**Communication:** School community notification of a known contact.



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- **Symptom:** Confirmed COVID-19 Case infection

### **Action:**

- ✓ Notify the local public health department
- ✓ Isolate case and exclude from school for 10 days from symptom onset or test date
- ✓ Identify close contacts, quarantine & exclude exposed contacts (likely entire cohort) for 14 days after the last date the case was present at school while infectious
- ✓ Recommend testing of contacts, prioritize symptomatic and asymptomatic contacts in primary spaces where cases spent significant time (but will not shorten 14- day quarantine)
- ✓ Disinfection and cleaning of classroom and primary spaces where case spent significant time
- ✓ School remains open unless instituted by the Public Health Officer

**Communication:** School community notification of a known case

- **Symptom:** Improvement of Symptoms

### **Action:**

- ✓ May return to school 48 hours after symptoms resolve without the use of medication.
- ✓ School/Classroom remain open
- ✓ **Communication:** School community notification if prior awareness of testing

*This plan is based on the latest CDC requirements.*

## **Physical Distancing**

Saint Jeanne de Lestonnac Catholic High School will maximize space between classroom seating, such as student desks and other furniture. The school has taken out all unnecessary furniture to ensure that appropriate distancing of furniture is ensured. Furnishings has been distanced 6 feet through all means if practicable. Markings on floors promote distancing and arranging desks to face one direction have all been made. Saint Jeanne will follow the physical distancing protocols as outlined in the CDPH guidelines.

- Social distancing will help limit the spread of the virus so the school has done the following:
  - ✓ Desks have been spaced out as far apart as possible with six feet between teacher/students.
  - ✓ Saint Jeanne has assured smaller class sizes to appropriately support cohort learning.
  - ✓ Saint Jeanne classrooms have lots of large open space with some outdoor space nearby for instruction.
  - ✓ Students/Teachers will be encouraged to use our outdoor learning spaces as much as possible.



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- ✓ Students will have opportunities everyday to enjoy fresh air outside with during lunch period. Additional seating and lunch tables have been added to maximize social distancing opportunities.
- ✓ Students will eat outside with their cohort and distance between themselves 6 feet apart whenever practicable. In the event of extreme weather conditions, students will eat lunch in the classrooms.
- ✓ Students may bring their lunches or may purchase a pre-packaged lunch from Choice Lunch which will be delivered to the school.
- ✓ All school Masses and Prayer services will be held outdoors or in the theater with social distancing procedures in place. Saint Jeanne de Lestonnac Catholic High School will follow the Diocesan Guidelines for worship.

### **Staff Training and Family Education**

Saint Jeanne de Lestonnac School will provide a digital copy of this plan and digital education resources regarding COVID-19 to families regarding physical distancing, enhanced sanitation practices, proper use, removal and cleaning of face coverings, how COVID-19 is spread, screening practices and home screening practices and identifying signs and symptoms of COVID-19.

All staff have been trained and will be regularly updated on proper sanitizing and daily health screening procedures, as well as all applicable safety protocols. The trainings consist of workshops presented by the school nurse, a class by Dr. Bui, and Waxie Supply, as well as material presented by our HR Director.

Some of these topics include:

- ✓ Enhanced sanitation practices
- ✓ Physical distancing guidelines and their importance
- ✓ Proper use, removal, and washing of face coverings
- ✓ Screening practices
- ✓ How COVID-19 is spread
- ✓ COVID-19 specific symptom identification
- ✓ Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
- ✓ For workers, COVID-19 specific symptom identification and when to seek medical attention
- ✓ The employer's plan and procedures to follow when children or adults become sick at school.
- ✓ The employer's plan and procedures to protect workers from COVID-19 illness.
- ✓ The children will be continually trained by teachers, school nurse, and informational videos presented by our team.



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### Testing of Students and Staff

- In the event of a positive test result for COVID-19 within our school community, the affected area(s) will be immediately closed, cleaned, and disinfected according to health department guidelines.
- Saint Jeanne de Lestonnac School will coordinate with local health officials. These officials will help administrators and the school nurse determine a course of action for our school. Local health officials' recommendations for the scope and duration of school dismissal will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in our community.
- Notification of the school community would happen in accordance with Riverside County Office of Public Health guidelines and as appropriate to student privacy law. Saint Jeanne has alternate learning spaces available to provide for the continuous instruction of students in case of an unplanned room closure and sanitation.
- Saint Jeanne Catholic High School will ensure testing of staff periodically, as testing capacity permits and as practicable. Many of our staff has already been tested recently, but the school will divide the teachers and staff A-M and N-Z. A-M staff/teachers were tested in September, and N-Z staff/teachers in October, and then rotate the testing so that all staff is tested every 2 months. Records of the results are kept in the office and will be available upon request to the Riverside County of Public Health for reporting and tracking verification. The staff will be tested by their primary care provider with their medical plan and results will be collected or through other acceptable community resources which are approved, may also be explored. Any staff member who refuses testing or the sharing of results will be referred to our Company of Mary Provincial Human Resource Department for further guidance, direction, and consequence.
- Current guidelines require that the following people stay home from school:
  - ✓ A student or staff member who tests positive but is asymptomatic.
  - ✓ A student or staff member who develops symptoms of COVID-19 while on campus.
  - ✓ A student or staff member who has been in close contact (close contact defined as greater than or equal to 15 minutes without a face covering and less than 6 feet away) from a person who tested positive for COVID-19. Such a person will be safely isolated, and arrangements will be made for immediate pick-up (within 30 minutes). Riverside County Office of Public Health will be contacted for the appropriate actions to be taken and spaces used by the individual would be closed and thoroughly sanitized before re-entry.



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

Saint Jeanne de Lestonnac Catholic High School will follow the directives of the California Department of Public Health for school closure 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. After conferring with the Local Health Officer, Saint Jeanne de Lestonnac School will then close the school when there are multiple cases.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. Saint Jeanne de Lestonnac Catholic High School will work in cooperation with Riverside County Department of Public Health to monitor school and regional conditions and respond accordingly. If Saint Jeanne High School is closed for in-person learning, it may reopen after 14 days and after cleaning and disinfection, public health investigation, and consultation with the local public health department. If the campus is closed, learning will take place via the Distance Learning format.

### **Communication Plans**

Saint Jeanne High School will communicate with staff, parents, and students, and coordinate with local health officials to inform dismissal decisions and the possibility of COVID-19 exposure. In such a circumstance, it is critical that Saint Jeanne de Lestonnac Catholic High School maintains the confidentiality of any student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

Realizing COVID-19 is a fluid situation that is subject to local and governmental ordinances, updates will be regularly provided by the means listed above. REMIND and the FACTS informational system will also be used to keep community members apprised of the latest regulations and procedures.

- ✓ Saint Jeanne School will put systems in place for communication that is consistent with applicable law and privacy policies.
- ✓ Staff and families will self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).
- ✓ Saint Jeanne School will notify staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

### **Social Emotional Health and Well-Being**

Social Emotional health has always been a critical part of the whole person educational plan at Saint Jeanne de Lestonnac Catholic High School. Building self-management skills, resilience, conflict resolution, and personal connections assist in developing healthy life skills. The teaching staff is committed to weaving these social emotional skills



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throughout the curriculum to ensure that the students feel safe and secure in this learning environment. The goal of coming back to campus is to support students in knowing that we can move safely forward when faced with adversity in a way that benefits the individual and the community. Understanding the values of flexibility, creativity, and planning will assist students in handling future obstacles and disappointments. The educational vision at Saint Jeanne de Lestonnac Catholic School remains the same - to form youth in faith, with a critical mind and with a love of learning to prepare them to be instruments to transform society according to Gospel values. The school does have a counselor available once a week to service the needs of the students. We have also partnered with a few of our resources for emotional health needs at this time.

### APPENDIX

#### Continuation of Learning Plans

##### **PLAN A – On Campus Instruction**

This plan would be instituted as the most optimal choice of instruction. This is implemented when least restrictive governmental regulations are in place and there is a “minimal threat” local community. Students will attend classes on campus, keeping in mind the value of social distancing. Class sizes will be monitored to avoid overcrowding.

- All classes will be held in person but be live-streamed when a student is absent due to medical necessity to ensure that students who are sick/absent have access to learning in real-time. Students utilizing live-stream are typically ill, symptomatic, or immune-compromised. Parents who are anxious or have at risk family members should contact the Administration to make arrangements for their student’s instructional needs.
- Classes will also be recorded when a student is absent to accommodate students who are too ill to participate at the scheduled class time. Students will have access to the lesson when they are feeling better.

##### **PLAN B – Blended Learning Model**

This plan would be implemented when there is a “moderate threat” and the local community is in a recovery phase.

This is plan uses a blended learning model to meet the needs of the students.

- School will be placed on a modified schedule –
  - ✓ Monday – Office Hours; Small Study Groups; Individualized Learning/Tutoring
  - ✓ Tuesday and Thursday – Odd Periods Meet
  - ✓ Wednesdays and Fridays – Even Periods Meet
- Students will be divided into two Tracks – A and B
  - ✓ Students will attend class every day either “in person” or “online” through distant learning.
  - ✓ Tracks will rotate to have equal physical time in the classroom with teacher.



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- ✓ Instruction is delivered in a sequential manner without interruption.
- ✓ Classes will be both live-streamed and recorded to ensure accessibility for all students.
- ✓ All work will be turned in online – so as to avoid confusion.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>High School</b> (this plan would rotate Track meetings every other week to create equity in meeting on certain days)	Office Hours and Small Group/Individual Instruction Day	Odd Day Track A – in class Track B - online	Even Day Track A – in class Track B - online	Odd Day Track A – online Track B – in class	Even Day Track A – online Track B – in class

### PLAN C – Distance Learning Model

This plan is implemented when there is an imminent threat to student health within the community and/or when directed by government officials.

- All students and teachers follow the regular schedule outlined in Plan B with distant learning as the method of delivery for all students. The schedule may be adapted due to concerns regarding appropriate and healthy screen time.
- All work is turned in online.
- Students are required to attend all classes in the schedule provided.

The commitment to continual student learning and whole person development remains in the forefront of all programs and procedures at Saint Jeanne de Lestonnac Catholic High School. Together we will overcome these challenging times and become stronger from the lessons learned and wisdom gained.

