



## Saint Jeanne de Lestonnac Catholic School

32650 Avenida Lestonnac  
Temecula, CA 92592  
Tel: (951) 587-2505 | Fax: (951) 587-2515  
www.sjdls.com

### Saint Jeanne de Lestonnac Catholic 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 School will adhere to all national, state, and local orders related to the COVID-19 pandemic. This plan will be subject to change 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 education models and be prepared for fluid changes in the event there are unforeseen closures due to the rate of infection numbers. Saint Jeanne's 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 has used a variety of resources to ensure that we are prepared to greatly reduce the risks and provide steps for proper interventions when needed. The school has relied CDC guidelines, COVID-19 Planning Considerations: Guidance for School Re-entry, California Department of Public Health (CDPH) and California State Department of Education guidelines as to the published safety protocols for opening schools.

Saint Jeanne de Lestonnac School has revised the original reopening date of August 24<sup>th</sup> to September 8<sup>th</sup> in an effort to ensure a safe reopening and apply for the Riverside County Department of Public Health school reopening waiver, which will allow in-person instruction for grades TK-6<sup>th</sup> grade until County Data Monitoring data permits Saint Jeanne's to open for in-person instruction for all the students. If the waiver is granted, students in grades 7<sup>th</sup> – 8<sup>th</sup> along with those who opted for distance learning, will engage in a quality Synchronous Learning Model of instruction which will include live instruction as well as time for Asynchronous Learning as students work independently to develop necessary skills. Students will partake in Google Meets for live class instruction, small groups, or support tutoring. A Distance Learning Team has been established in an effort to check in with students regularly who may need additional enrichment and mentoring.

### Mission Statement

Inspired by the charism and mission of the Sisters of the Company of Mary our Lady, Saint Jeanne de Lestonnac School Private Catholic School is committed to building a Christ Centered community rooted in the Roman Catholic faith. Our vision is to guide and challenge our students through excellence of teaching to develop a sense of ownership for their own life-long learning. Thus students can achieve their maximum potential to become faith-filled, literate, integrated, and contributing members of multi-cultural and global society.

**Ministry of the Order of the Company of Mary Our Lady**





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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.

### 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.
- Student belongings will be stored in individual containers or cubbies and will be cleaned daily.
- 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.

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- Saint Jeanne's will follow **disinfection guidelines** developed by the Centers for Disease Control (CDC) for school campuses, including classrooms, workspaces, outdoor spaces, and play areas.

### Small Stable Cohorts

- **Cohorts** will consist of elementary class sizes which will range from 12 – 22 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. Our giant classroom spaces, and smaller class sizes will enable Saint Jeanne's to be able to distance the cohort.
- Instruction for **cohorts** will take place in the individual classrooms. (First Grade Section A Cohort takes place in 1-1 and First Grade Section B Cohort takes place in 1-2) The cohorts consist of K-1, K-2, 1-1, 1-2, 2-2, 3-1, 3-2, 4-1, 4-2, and so on.
- Saint Jeanne's will continue to strictly limit interactions between cohort groups. Students stay in their cohort with their teacher throughout the day.
- Recess and Lunch will be staggered and students will interact only with students in their small cohort group.
- Each cohort has their **own place** to play and eat their lunch which is separate from the other cohort groups. Saint Jeanne's is blessed to have 17 acres of grassy fields, black top areas etc. to keep all cohorts distanced. The school has a courtyard grotto area with two large lawns, a large outdoor picnic area, black top play area, garden and a huge field. Each cohort will be assigned their own area for supervised eating and playing. This vast space allows each cohort a huge distanced space which is required in the directives of the California Department of Public Health Guidelines for Safely reopening Schools. Saint Jeanne's will adhere to these guidelines for cohorts and distancing. The school has 10 large play areas to separate cohorts, and only a few cohorts will be outside at a time for more than ample distancing according to the CDPH guidelines.

### Entrance, Exit and Movement Within the School

- Saint Jeanne's has several entrances for students drop off and pick up which will ensure safe distancing as to the CDPH Guidelines for Safely Reopening Schools.

### Drop off Procedures:

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Parents will be required to follow the directions of Parking Personnel while entering the drop-off circle area. Each Grade Level will have a designated breezeway for drop off and pick up, but **any family in grades 1-8 are welcome to use the Drop- Off Circle in the morning**. This routine will ensure that we are in keeping with the distancing protocols and separating cohorts in the drop off process. Drop offs are from 7:30 – 8:00 am. If a family needs earlier arrangements, please notify Mrs. Mora and the front desk receptionist.

**\*Please note that all adults on campus are required to wear a mask or face covering.**

### **Drop off and Pick-up for Little Vineyard Pre-School – Pre-Kindergarten**

- Parents will escort your child to the Child Mary Breezeway (Little Vineyard Gate).
- Escort your child to the “Check in” table. Please note that parents will not be allowed past the gate.

### **Drop off for Kindergarten**

- Parents will escort your child to the Bordeaux Breezeway (the first gate next to the front office) The gate monitor will direct the children directly to their classrooms.
- Please note that parents will need to wait at the gate.

### **Drop off for First and Third grade students:**

- Parents may escort students to the Montaigne Breezeway (next to first grade classroom.) The gate monitor will direct the children to their classrooms.
- Please note that parents will need to need to wait at the gate.
- Families are also welcome to use the drop off circle.

### **Drop off for Second and Fourth-grade students:**

- Parents may escort students to the Lestonnac Breezeway (next to second grade classroom).
- Please note that parents will need to wait at the gate.
- Families are also welcome to use the drop off circle.

### **Drop off for Fifth and Sixth Grade Students:**

- Parents drop off students using the Drop off Circle and students enter front gate and report directly to their classroom. The front gate monitor will guide students to report directly to their classrooms following appropriate distancing protocols.

### **Pick Up Procedures:**

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In an effort to keep students safe and allow for better flow and follow distancing protocols, we have slightly staggered the pick-up times. Parents will need to wait at the gate and the teacher will dismiss each student following the CDPH Guidelines for Safely Reopening Schools.

**\*Please note that all adults on campus are required to wear a mask or face covering.**

We will follow the following schedule for pick up:

**Students in grades K-5 will be picked up at 2:50 in their Perspective Breezeways.**

**Kindergarten:** Bordeaux Breezeway at 2:50 pm

**First Grade:** Montaigne Breezeway at 2:50 pm

**Second Grade:** Lestonnac Breezeway at 2:50 pm

**Third Grade:** Montaigne Breezeway at 3:00 pm

**Fourth Grade:** Lestonnac Breezeway at 3:00 pm

**Fifth Grade:** Lestonnac Breezeway at 3:15

**Sixth Grade** -Parents may text your child to indicate you are ready to pick up, or wait at the flag pole area or the back parking lot by the gymnasium. Your child will show the teacher the text message and we will release the student to go directly to parent for pick up. The black top area will be supervised as the students are released.

**Little Vineyard Preschool** – Child Mary Breezeway at 3:30

### **Movement:**

- Movement patterns will be adjusted, so children do not cross paths as they move throughout the campus.
- We have 6ft distancing signs, and will use taped arrows and markers to indicate movement of traffic and 6 feet distancing parameters as to the CDPH Guidelines for Safely Reopening Schools.
- Initially, parents and visitors will have limited access to Saint Jeanne's Campus as volunteers are considered nonessential and will not be able to participate in campus activities. This may change

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throughout the upcoming school year depending on the health of our surrounding community. “Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible-especially with individuals who are not from the local geographic area,” (CDC Considerations for Schools).

### Face Coverings

- Under the current California masking mandate, all staff and teachers will wear appropriate face coverings 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 strongly recommended for students in TK-2<sup>nd</sup> grade; students in grades 3-8 must use face coverings. (CDC)
- All students will receive a face covering as part of the launch of the school year and the school has an extra supply of disposable masks in the event a child does not have one.
- CDPH recognizes there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a 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 our school nurse by the way of a physician’s order.
- 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 will to wear a face covering.
- Students excluded on this basis should 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 congestion, nausea or vomiting, abdominal pain, diarrhea, rash, or headache.**

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- Children 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 their classroom; this includes a daily temperature check by the classroom teachers. Anyone with a fever of 100.4 or higher will be excluded from school and sent home by the nurse. Students cannot return to school for 24 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 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.
- 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 in our nurse's office. All appropriate areas will be sanitized as needed, and cohort will be moved to another location.

### Healthy Hygiene Practices

- All students and staff will be trained and continually encouraged to wash/clean their hands regularly.
- In addition to all existing 44 restroom or classroom sinks throughout the elementary campus, Saint Jeanne's has purchased an additional 2 hand washing stations on 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's has installed touch-less soap dispensers, toilet seat coverings, touch-less paper towel, and antibacterial gel dispensers in the restrooms.
- 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.
- The nurse will offer continual training and reminders for the students and staff.
- Classroom doors and windows will be open except in extreme weather conditions to ensure proper ventilation.

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- Saint Jeanne's will close all drinking fountains, but will offer a water bottle filling station and will also sell bottled water at recess and lunch breaks if desired.

### 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
- ✓ Recommend testing (will not shorten 14 day quarantine)
- ✓ School/classroom remain open

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

- **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

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- ✓ 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 contacts (but will not shorten 14- day quarantine)
- ✓ Disinfection and cleaning of classroom and primary spaces where case spent significant time
- ✓ School remains open

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

- **Symptom:** Improvement of Symptoms

**Action:**

- ✓ May return to school 24 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 School will maximize space between classroom seating, such as student desks, teacher desks and other furniture. The school has taken out all unnecessary furniture to ensure that appropriate distancing of furniture is ensured. The teacher desk has been distanced 6 feet from student desks, and student desks have been separated through all means if practicable, such as, six feet between desks, where practicable, markings of floors to promote distancing and arranging desks to face one direction have all been made. Saint Jeanne's 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:
  - ✓ Students will be kept in their cohort setting.
  - ✓ Desks have been spaced out as far apart as possible with six feet between teacher/students.
  - ✓ Saint Jeanne's has assured smaller class sizes to appropriately support cohort learning.
  - ✓ Saint Jeanne's classrooms have lots of large open space with some outdoor space nearby.
  - ✓ We will keep student cohorts from mixing as much as possible.
  - ✓ Saint Jeanne's has 17 acres of field, black top, gardens and play areas to keep cohorts separated in their own section.

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- ✓ Students/Teachers will be encouraged to use our outdoor learning spaces as much as possible.
- ✓ Students will have opportunities everyday to enjoy fresh air outside with their cohorts during recesses and lunch periods. Each cohort will have their own designated eating/play area separate from others. (Garden, Grotto Field Grassy Area A and B, Outdoor Picnic Area, Blacktop Area A, Blacktop Area B, and a huge Field that can be divided into several cohort play areas. Each cohort will have their own supervisor.
- ✓ All recess, and lunch periods have been staggered to ensure cohorts are not mixing, and so that there is more supervision of play.
- ✓ Students will eat outside with their cohort and distance between themselves 6 feet apart whenever practicable. In the event of extreme weather conditions, children will eat lunch in their 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 live-streamed, and students can participate in their classroom with their own cohort.

### 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

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- ✓ 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.

### 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's has alternate learning spaces available to provide for the continuous instruction of students in case of an unplanned room closure and sanitation.
- Saint Jeanne's 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 into half. We will have 50 percent of our staff test in September, and the other 50 percent in October, and then rotate the testing so that all staff is tested every 2 months. The school nurse will keep track of all testing results and will work with the Riverside County 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 or if necessary, Point of care testing through Rite aid will be another source that the school would provide for. 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.

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- 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.

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

Saint Jeanne de Lestonnac Private Catholic 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 in multiple cohorts or when at least 5 percent of the total number of teachers/students/staff have cases within a 14-day period.

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 School will work in cooperation with Riverside County Department of Public Health to monitor school and regional conditions and respond accordingly. If Saint Jeanne's 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.

In the event state or local public health officials determine that school closure will occur, Saint Jeanne's will move directly into rigorous distance learning. Care for children of essential service workers may continue, in compliance with the guidelines established by the Riverside County Office of Public Health.

### **Communication Plans**

Saint Jeanne's 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 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.

- ✓ Saint Jeanne's School will put systems in place for communication that is consistent with applicable law and privacy policies.

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- ✓ 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's 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 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 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 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.

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