



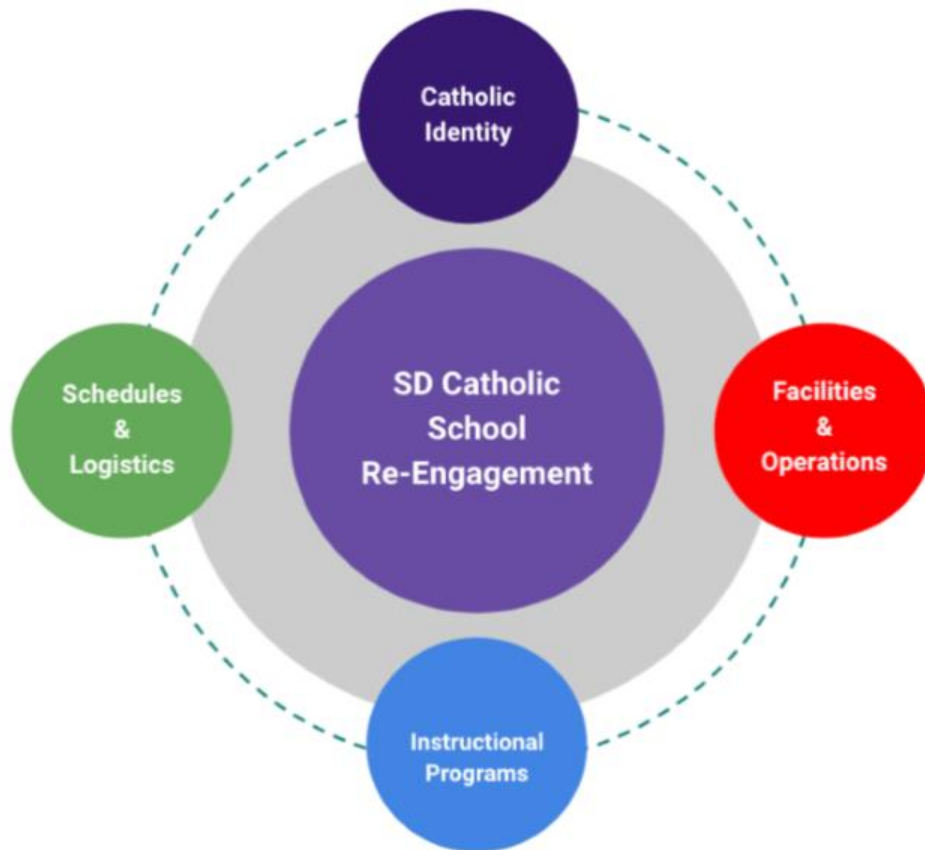
St. Patrick School

Re-Open Plan

Returning to Campus in 2020-21

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August 23, 2020

Dear St. Patrick School Families,

I hope this letter finds you all in good health and enjoying the summer. We have been working diligently the past few weeks with the single-minded focus of re-opening St. Patrick School as safely as possible for all our students, faculty and staff. We are pleased to present our 2020 Re-Open Plan which outlines new policies and procedures as well as physical changes we have made to our campus to ensure we can continue our mission of *safely* educating the whole child in Mind, Body, and Spirit.

This Re-Open Plan was developed with the guidance of the Diocese of San Diego Office for Schools following the most current recommendations by local and state agencies. Special considerations were also taken from both family and faculty surveys issued in the spring. It is important to note all safety protocols not only meet, but in many cases exceed, standards for re-opening schools set by the San Diego Department of Health and the San Diego County Office of Education.

It is also important to note this Re-Open Plan is subject to change in response to the most current scientific discoveries and recommendations by local and state authorities. Given our relatively small student population, dedicated teaching staff, and tremendous relationship with parents, we are confident that we can navigate the upcoming school year together as partners in your child's education.

As we prepare for the upcoming school year, please be assured that St. Patrick School will:

1. Continue to cultivate a community where each student develops a relationship with the person of Jesus Christ.
2. Be safe and sanitized according to local health guidelines for the protection of families and employees.
3. Provide families a distance learning option as needed due to any unforeseen changes in public health conditions.
4. Continue to provide high quality education that aims to meet the needs of each student in all learning contexts.

We thank you for your patience, understanding, and cooperation during these challenging times. To our new families, we look forward to welcoming you on August 31 for our New Student Orientation Day, and to our returning families, we look forward to seeing you again on September 1 for our first day of school.

God Bless,
Hernán Valdivia
Principal

Catholic Identity

All Schools in the Diocese of San Diego will cultivate a community where each student develops a relationship with the person of Jesus Christ.

St. Patrick School will:

- celebrate our liturgical traditions including prayer, worship, and service.
- integrate the teachings of the Catholic church and share gospel values in person or remotely.
- increase visibility for both pastor and principal
- keep parents engaged in the faith formation of their child/ren.

Domain 1: Catholic Identity & Community

St. Patrick School has given consideration to...

Providing opportunities for school-wide Eucharistic celebrations and other prayer services, involving students in the planning.

Invite parents and families to join in virtual prayer and faith life activities.

Creating explicit service activities that can be completed in a virtual community.

Continue to integrate Catholic worldview and gospel values with content lessons.

Created a plan for both Pastor and Principal to be present and visible.

Creating community and connecting with students in new school configurations

Facilitating community and connection with faculty and staff

Onboarding students to orient to the new realities of the classroom and school

Maintaining daily rituals (i.e. daily announcements, morning prayer, etc.)

Structuring social opportunities for students and families

Creating ways to mitigate stress responses in students, teachers, and families

Enhancing approaches to support social emotional learning

Schedules and Logistics

All Schools in the Diocese of San Diego will work to offer parents an on-campus and/or distance learning option as needed or prescribed due to any unforeseen regional COVID-19 spikes.

St. Patrick School will:

- Have policies and procedures in place that prioritize the health and safety of all students and staff.

Domain 2: Scheduling & Logistics in the event of a return to Distance Learning

In the event that local or state authorities mandate a return to distance learning, St. Patrick School administration has given consideration to:

Creating an at-home learning schedule that incorporates best practice in both synchronous and asynchronous learning.

Coordinating consistent apps and platforms across grade levels.

Developing learning plans that offer rigorous learning for those without predictable access to online learning.

Identifying ways for school-owned devices to download new technologies (once they have left school).

Ensuring school safety policies exist including training of digital citizenship for all device users, use of student passwords, protection provided by a school firewall, etc.

Surveying school population to determine what equity and access to technology exists.

Providing a pick-up line with social distancing for families to pick up devices.

Facilities & Operations

All Schools in the Diocese of San Diego will be safe and sanitized according to local health guidelines for the protection of families and employees.

Domain 3: Facilities & Operations St. Patrick School is:

Creating well defined entrance protocols for students, teachers, and visitors

Developing routines for daily health checks

Developing protocols for social distancing in the classroom

Developing a plan for social distancing outside of the classroom in highly populated areas like hallway/locker areas, restrooms, lunch area, etc. This includes a plan for Mass and extra-curricular activities.

Developing scheduling options to facilitate reduced capacity at school

Creating a plan to handle confidentiality issues

Procuring the necessary supplies for hygiene like hand sanitizer, hand soap, wipes with bleach, etc.

Creating a plan for deep-cleaning of facilities and high touch areas daily, between alternate schedules, in the case of evidence of positive cases, etc.

Developing any necessary protocols for wearing face masks

Reviewing and updated the Emergency Contact Plan

Communicate planning progress to all school stakeholders.

Instructional Programs & Social-Emotional Learning

All schools in the Diocese of San Diego will continue to provide high quality education that aims to meet the needs of each student in all learning contexts. Based on our research, we are focusing on the following priorities as we plan our instructional programming for next year.

- Social-emotional learning needs should be identified & prioritized.
- It's impossible to plan for every scenario we may face in 2020-2021, we are planning for distance learning with an emphasis on [blended learning](#) modalities.
- Identify & communicate the [unfinished learning](#) of the 2019-2020 school year.
- Focus on [acceleration](#) of grade-level content in 2020-2021.
- Prioritize grade-level standards and use each grade-level framework to capture the most important skills in each grade level.
- Plan [interdisciplinary units](#) of study.

Domain 4:

Instructional Programs & Social Emotional Learning

St. Patrick School is...

Creating year-long plans to facilitate more meaningful, interdisciplinary units that can be delivered face to face or remotely.

Ensuring all instructional experiences include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning. This requires strategic use of synchronous and asynchronous lessons.

Varying the way content is delivered to students (reading, lecture/mini lesson, videos, visual tools, modeling) and the way students can demonstrate their understanding (writing, speaking, visual products, modeling/building).

Engaging students through setting a purpose for the work and providing choice in the process and product of the work.

Ensuring all learning is respectful. Students are not given "fluff" or busy work to fill time or provide an item to grade. Videos and apps are age-appropriate.

Utilizing frequent and varied formative assessment methods in both face-to-face and remote learning.

Meeting in small groups or one-on-one as needed for connection, instruction, and assessment.

Coordinating assignments, deadlines, projects and assessments among teachers to ensure a manageable workload.

Utilizing authentic assessments rather than an over-reliance on tests.

Evaluating grading practices to ensure grades reflect progress on standards rather than dispositions such as responsibility or work ethic.

Reviewing and implementing best practices in synchronous and asynchronous instruction to meet student needs and engagement.

Making adjustments to school-based services plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment.

Ensuring meaningful support is provided for English Learners and their families including that teachers, students, and parents are adept at utilizing translation tools.

Checklists adapted from: *Leading with Hope: A Reflective Guide for Catholic Schools in a New Reality* produced by Andrew M. Greeley Center for Catholic Education, School of Education-Loyola University Chicago (luc.edu/gcce)

So, What Will School Actually Look Like in the Fall?

Face Coverings: Students and employees will wear appropriate face coverings throughout the school day. “Gator” style coverings and bandanas are not permitted. The only exceptions will be during lunch while students are seated at the tables. Students will be limited to playing in cohorts (with members of their own class in designated areas). Face coverings should be either a cloth or disposable face masks without a ventilator. Students should bring two face masks to school each day in case one gets lost or dirty. Face coverings must cover the nose and the mouth. We will exempt students from wearing a face covering if they fall within the CDPH guidelines for exempt individuals. Students will be trained by teachers how to properly wear facial coverings and be reminded throughout the day on proper usage. Extra masks will be available should they be needed.

Physical Distancing Inside and Outside the Classroom: Movement on campus will be controlled and directed to provide six feet physical distancing to maximize space between students and staff where practicable. In classrooms, desks will be spaced six feet apart and all facing forward where possible. Students will remain in the same seat, space, and cohorts as small and consistent as possible. Markings on classroom floors will be used to designate directional walkways as well as classroom entries and exits. We will practice minimal movement through hallways. Face masks will remain on at all times. Efforts will be made to distance teacher desks at least six feet away from student desks.

Entrances, Morning Daycare, and Movement Within the School:

Morning Daycare will be from 7:00a.m.-7:45a.m. Entry will be through the southern-most gate (nearest the kindergarten classroom) into the parking lot on 30th Street. All students arriving before 7:45a.m. must do so through this gate and will automatically be signed into Daycare after being screened for COVID-19 symptoms. Morning Daycare ends at 7:45 a.m. whereupon students will be ushered to their classrooms. In an effort to alleviate traffic congestion on 30th Street, we are instituting staggered drop-off and pick up procedures. For all families not arriving early for Daycare, we ask that students with last names A-Z be dropped off between 7:45a.m.-8:00a.m. and last names M-Z be dropped off between 8:00a.m.-8:15a.m. if possible. We understand that families have varying work schedules but a cooperation from all families would make these procedures quicker, safer, and reduce traffic in our neighborhood. Once students pass the health screening, they will then exit the vehicle and proceed directly to their classroom. Teachers will be in their classrooms ready to receive students. Students will not be allowed to play outside. Parents are not allowed to park or exit their vehicle in the lot. For limited entry, parents must park in the neighborhood, walk to the school office door on Capps Street and be screened for COVID symptoms before being allowed on campus. Students arriving after 8:15a.m. must report to the main office for a temperature check and health screening prior to entering campus and will be marked tardy.

Afternoon Pick-up Procedures: Pick-up will take place in the parking lot. Vehicles will enter through the southern-most gate (nearest the kindergarten class) on 30th Street. Once again, in order to make this pick-up process safer, quicker, and less congested, we are asking students with last names A-L to be picked up between 2:50p.m.-3:05p.m. and last names M-Z between 3:05p.m.-3:15p.m. if possible. We ask parents not to park or exit their vehicles. Students will be released by teachers from the classroom upon arrival. Once students are picked up, vehicles will exit the parking lot through the main center gate and turn right (north) onto 30th Street.

Stable Cohorts: We will keep the same students and teachers with each group to the greatest extent possible. Outside the classroom, protocols will be in place to limit direct contact between cohorts as much as possible. Students will remain within their grade levels throughout the day, including at lunch and recess. Recess and lunch times will be staggered.

Junior High (Grades 6-8): Students will remain in their homerooms throughout the school day and will not rotate classrooms as is customary. Instead, teachers will rotate. Only exceptions will be for music, art, computers, or physical education. Use of student lockers (7th and 8th grade students only) will be limited.

Hand Hygiene: Students, faculty, and staff will follow a regular schedule of handwashing or use of hand sanitizer throughout the day. Students will be expected to use hand sanitizer upon entering the campus or classrooms. Automatic, touchless hand sanitizer dispensers have been installed in all classrooms, learning spaces (including the office, music, art, and computer rooms). Additionally, a new hand-washing sink will be installed in the courtyard.

Promote Healthy Hygiene Practices: Teachers will teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

Enhanced Cleaning and Disinfecting: Daily cleaning practices will be consistent with Centers for Disease Control (CDC) recommendations, including the types of cleaning products used and the frequency of cleaning. Special attention will be paid to high touch surface areas like lunch tables, countertops, doorknobs, and handrails. The entire school will be disinfected at the end of each day.

Health Screenings: Families will be asked to monitor their household members for COVID-19 symptoms, including fever, and avoid bringing sick students to school. All students and staff will undergo temperature and symptoms screening upon entry to the school campus. Anyone whose temperature exceeds 100.0 degrees Fahrenheit will be sent home. Random temperature checks may be given throughout the day. If a student or teacher develops a temperature that exceeds 100.0 degrees Fahrenheit throughout the day, they will be isolated in a specially designated health room. Parents/guardians will be contacted to have their child picked up immediately. In addition to daily self-screenings, parents and students are obligated to notify school administration if they have traveled from counties, states, or countries with high infectious rates or have come in contact with any individual who was ill with confirmed COVID-19. It is important to define "close" or "significant" exposure means. Health professionals describe "significant" exposure as 15 minutes or more, within 6 feet, and where one or both parties is unmasked. If a student has come in close contact with an individual who was ill with confirmed COVID-19, they may not return to school until 14 days after the date of exposure. If a student, or member of his/her household is confirmed or suspected ill with COVID-19, they may not return to school until 14 days after the date of exposure. Provisions will be made to support continuity of learning from home during quarantine periods. Stakeholders will be notified of any confirmed positive COVID-19 cases among students, faculty, or staff.

What Happens if a Student has a COVID-19 Symptom?

Does your child have?

- Fever
- Cough
- Shortness of Breath
- Chills
- Muscle Pain
- Headache
- Sore Throat
- New loss of taste or smell

If a child has these symptoms (whether screened at home or at school) OR **has been in direct contact with someone who has tested positive for COVID-19**, the child will be required to stay at home. For a student to return to campus, they must not return until they have met [CDC criteria](#) to discontinue home isolation, including:

- 3 days with no fever
- symptoms have improved AND
- 10 days since symptoms first appeared
- They have tested negative 14 days after exposure to someone who tested positive for COVID-19
- If you plan on keeping your child at home due to illness, you are obligated to call and inform the school of their symptoms and if they have been seen by a doctor. If they have seen a doctor, you are obligated to inform the school of his or her diagnosis.

Sick Staff Guidelines: Teachers and staff will be held to the same health guidelines stated above in the student section. Below are the following procedures in place for staff:

- Teachers are encouraged to self-screen at home prior to coming to school using the regulations stated above.
- Upon arrival to school, teachers will submit to a health screening and temperature check, which will be recorded in a confidential binder and screen themselves using the questionnaire to assess signs, symptoms and contact with COVID-19. If their temperature is above 100 degrees or they identify signs, symptoms or contact with COVID-19, they will be sent home immediately.

Quarantine and Contact Tracing: If a student or employee has a COVID-19 infection, we will support the San Diego Department of Public Health's effort for contact tracing and enforcing quarantine of those infected and their contacts. We will continue to seek guidance from local health authorities on dealing with cases according to their guidelines.

Recess: Equipment will not be permitted. Students will be limited to designated areas by grade in the courtyard in order to limit physical interactions by students of different grades.

Physical Education: Shared play equipment will be limited in favor of physical activities that require less contact with surfaces.

Other Safe Classroom Practices: Teaching methods will be adjusted to limit shared equipment or learning materials between students when possible. Classroom practices will try to reduce the transfer of objects between home and school and the touching of other students' personal belongings. While in the classroom, students will remain in their seats and collaborative/group learning will be adjusted to minimize contact.

Field Trips: All off-campus field trips will be temporarily suspended.

Visitors on Campus: Only essential visitors will be allowed on campus. All visitors on campus, including parents, will have their temperature checked and be screened for COVID-19 symptoms upon entry. All visitors must wear face coverings upon entry. These provisions will not apply to parents simply picking up their children if they remain in their vehicles.

Mass, Assemblies, or Large Group Gatherings: Determinations will be made based on current guidance and recommendations by local and state officials. Under current guidelines, indoor

services are temporarily suspended. Outdoor services and activities may be held in accordance to social distancing guidelines to continue the faith-formation of our students.

Lunch Service: Daily lunch service as provided through San Diego Unified School District, will be temporarily suspended and not available for purchase this school year. Students will be required to provide their own lunch.

Facility Upgrades: Touchless hand sanitizer dispensers have been installed in all classrooms and entry ways. Plexiglass shields have been placed in high-traffic areas. A handwashing sink will be installed in the courtyard. CDC-approved filters have been installed in all A/C units. Windows will remain open to increase ventilation. A new COVID-19 isolation health room has been created. New cleaning equipment, including a disinfecting classroom fogger, has been purchased. Personal Protective Equipment (PPE) has been purchased for faculty and staff members. Enter Only and Exit Only doorways will be designated for classrooms. Directional signs to help control foot traffic will be in place. Safety posters reminding students to practice proper hygiene will be posted around campus and in classrooms.

School/Home Communication: Use of Family Envelopes will be limited to only necessary forms and paperwork (i.e. family emergency cards). Our weekly bulletin, *The Leprechaun Lookout*, will be sent home digitally, as well as other forms, permission slips, flyers, and announcements as necessary.

Sports and Extracurricular Activities: Outdoor and indoor sporting events, assemblies, dances, rallies, field trips and other activities that require close contact or promote congregating are temporarily suspended at this time.

Four Cornerstones of COVID-19 Preparedness:

- Physical Distancing and Reducing Density
- Health Screening and Preventative Hygiene
- Cleaning, Sanitizing, and Disinfecting
- Communication, Training, and Coordination

Please note that these guidelines are not a complete list of all new measures being taken in the fall, and that our Re-Open Plan will remain flexible and subject to change in accordance with the most current recommendations and guidance by the San Diego Diocese Office for Schools, San Diego County Department of Health, San Diego County Office of Education, or other state and local mandates.