



SAN JOSE CATHOLIC SCHOOL
RETURN TO SCHOOL PLAN



SAN JOSE

CATHOLIC CHURCH & SCHOOL

San Jose Catholic School is dedicated to fostering Catholic identity
and academic excellence through faith, love, and knowledge.

Introduction

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to our schools. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), Department of Health (DOH), and World Health Organization (WHO). We continue to look at best practices in education while listening to the recommendations being made by the Department of Education (DOE), Office of Early Learning (OEL), the National Catholic Education Association (NCEA), and the Florida Catholic Conference School Executive Committee (FCCSEC) and Accreditation Committee (FCCA). Regular updates will be made to this plan based on information provided by all the organizations mentioned above, and applicable federal, state and local agencies.

Our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to work and schools. Understanding that there is inherent risk in returning from social distancing while in a pandemic; we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need for life to continue.
 - a. Hygiene: Within classrooms, we will emphasize strong hygienic practice.
 - b. Distance options: If a student or his/her family member is in a higher-risk group or has a specifically documented medical issue or concern, we will give him/her the option of continuing distance learning.
2. **Presence:** Keeping school open daily. We do not want to burden parents with challenging schedules that require them to stay home and out of work - we want our students at school in their cohort for the full day.
3. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level in their faith and in all core academic standards.

This document will be updated regularly. The school principal will share the updated document on the school website and distribute the updated version to parents via the school information system.

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I. Cleaning and Sanitizing

1. Upon opening our school for the 20-21 school year, the campus has been completely cleaned and disinfected. In addition to the deep cleaning of the campus, we will continue to adhere to all necessary safety precautions.

Category	Area	Frequency
<i>Workspaces</i>	Classrooms, Offices	At the end of each use/day
<i>Electronic Equipment</i>	Shared computers or devices	At the end of each use/day
<i>Common Areas</i>	Cafeteria, Library, Community Room, Gym	At the end of each use/day

- a. Frequency
 - i. The classrooms and campus will be sanitized daily.
 - ii. Spaces that are shared will be sanitized between each use.
- b. Personnel Responsibility
 - i. Teachers are required to wipe down all hard surfaces of the classroom at least a minimum of once daily.
 - ii. Teachers are required to wipe down all hard surfaces at the end of each use in common spaces to include faculty lounge, meeting spaces, and shared classrooms.
 - iii. Maintenance and custodial staff will sanitize the campus at the end of each school day. The bathrooms and common areas will be cleaned throughout the school day. Maintenance and custodial staff will also be responsible for any deep cleaning that is initiated for a positive COVID-19 case.
- c. Equipment and Supplies
 - i. Personnel will use a variety of cleaning and disinfecting materials, including but not limited to, hand sanitizing gel, sanitizing wipes, disinfecting spray, hand-held sprayers, and fogging machines.
2. Room Capacity
 - a. The principal and head of maintenance determine the room capacity. The maximum room capacity for common areas will be posted outside each room. Social distancing should be maintained while in a common area.

II. Daily Operations/Logistics

1. Early Drop-off
 - a. Students may be dropped off at school between 7:00 a.m. and 7:25 a.m. All students will have their temperature checked by a designated staff member before exiting their vehicle. Students with a temperature greater than or equal to 100.4 degrees Fahrenheit will be required to return home.
2. Drop-off
 - a. Students in PreK-3 will be dropped off on the sidewalk directly in front of their hallway. All students will have their temperature checked by a designated staff member before exiting their vehicle. Students with a temperature greater than or equal to 100.4 degrees Fahrenheit will be required to return home.
 - b. Students in PreK-4 and Kindergarten will be dropped off on the sidewalk directly in front of their hallway. All students will have their temperature checked by a designated staff member before exiting their vehicle. Students with a temperature greater than or equal to 100.4 degrees Fahrenheit will be required to return home.
 - c. Students in First-Eighth grade will be dropped off in the back-parking lot. All students will have their temperature checked by a designated staff member before exiting their vehicle. Students with a temperature greater than or equal to 100.4 degrees Fahrenheit will be required to return home.
3. Entrance Protocols
 - a. Teachers will be required to check in at the Main Office daily. Before signing in, teachers must complete the self-screening.
 - b. Parents and volunteers MUST check in at the Main Office. Before entering the campus, all parents and volunteers must complete the self-screening.
4. Daily Health Checks
 - a. Temperature checks will be conducted at the beginning of each school day. (See the drop-off and check in procedures)
 - b. Teachers and staff who are assigned morning drop-off duties will be checking the temperature of each student before they exit their vehicle.
 - c. If the temperature of a child or teacher is above 100.4, the child will be required to leave the campus. Reporting of these students will be given to the health room and front office.
5. Face Mask
 - a. Personal Protective Equipment (PPE), like face protection, is important to slow the spread and reduce the transmission of COVID-19. We recommend that all individuals who may be at a higher risk wear face protection while on campus.
 - b. Students in PreK3 and PreK4 classrooms are **ENCOURAGED but NOT REQUIRED** to wear face protection while on the campus.
 - c. Students ages 6 years and older are **REQUIRED** to wear face protection when arriving on campus, during times of transition, **during class**, and dismissal. **Face protection may be removed once students are socially distanced of at least 6 feet or more. This includes during lunch, outdoor recess, and PE.**
 - d. Teachers are **REQUIRED** to wear face protection while traveling throughout the campus, working with small groups, entering the Front Office or other shared workspace. Teachers are **NOT** required to wear face protection while presenting a lesson in the classroom **as long as they are 6 feet or more from their students.**
 - d. Staff members who travel throughout the campus during the school day and interact with students are **REQUIRED** to wear face protection.

- e. The Front Office Staff are **REQUIRED** to wear face protection when someone enters the Front Office. This includes other staff members, students, or visitors who enter the campus.
6. Isolation Room
- a. If an employee or student becomes ill on campus, he or she will immediately report to the Isolation Room, and the Diocesan Case Form will be completed.
 - b. Once the employee or student arrives at the Isolation Room, if he or she is not wearing a mask, a mask and gloves will be provided.
 - c. The health room attendant will also wear a mask and gloves while working with the suspected person.
 - d. The health room attendant will complete the Suspected COVID-19 Case Form. If a fever, difficulty breathing, and at least one other known COVID-19 symptoms are present in a non-emergency situation, the principal will call the Office of the Superintendent to report the suspected case. (If it is an emergency, 911 will be called first.)
 - e. The health room attendant will direct the ill employee to leave work or call the parent of the student to let him/her know the student must be picked up immediately and taken home. The health room attendant will notify the employee or student's parent to seek medical advice from their personal physician about the possibility of testing and the need for self-isolation.
 - f. With or without physician's advice, the person suspected of having COVID-19 may not return to school until he/she has been symptom free without taking medication for 72 hours.
 - g. The principal must identify the persons who may have come in contact with the suspected infected person. The name of the employee or student will not be provided unless directed to do so.
7. Social Distancing Measures
- a. Inside the classroom students should maintain as much distance as possible. If working in small groups, students 6 years of age and older are **REQUIRED** to wear face protection.
 - b. Students should maintain proper social distance while traveling outside throughout the campus.
 - c. In order to adhere to proper social distancing guidelines, students will attend mass in groups. Kindergarten-Fifth grade will attend mass together. Students in Sixth-Eighth grade will attend mass together.
 - d. While in mass, students will follow social distancing guidelines and are **REQUIRED** to wear masks.

III. COVID-19 Daily Screenings and Forms

1. Temperature Checks
 - a. All faculty, staff, and students will have the temperature checked at the beginning of each day. Anyone who exhibits symptoms will be sent to the Isolation Room. Once in the isolation room, the temperature will be checked.
 - b. Temperature checks in the Isolation Room will be completed by the health room attendant or other designated staff member.
 - c. If the temperature of a child or staff member is greater than or equal to 100.4, they will be required to leave the campus.
2. Isolation Room
 - a. The Isolation Room is in the former Health Room. The Isolation Room can accommodate more than one student. Upon entering the Isolation Room, the student or staff member will be given face protection and gloves.
 - b. The Health Room Attendant or designated staff member, will check the student's or staff member's temperature and complete the Suspected COVID-19 Case Reporting Form.
 - c. Communication Plan- Should a potential case of COVID-19 arise on campus, the school will contact the Office of the Superintendent. The school will follow guidelines and recommendations for the communication to the school community.
 - d. Confidentiality of the individual will be maintained at all times following local recommendations and health authority guidelines. The Principal will work to identify any and all individuals who may have come in contact with the student/employee throughout the past 48-hours informing them of potential exposure utilizing the standard notification statement written below:

San Jose Catholic School has recently identified a suspected COVID-19 case on our campus. While following protocols to isolate the individual and inform our local health authorities, we have determined you may have come in contact with the individual over the past 48-hours. At this time, this is not a confirmed case of COVID-19. Please utilize this as a notification of potential exposure to a suspected COVID-19 case.

IV. Visitors and Volunteers

1. Visitors
 - a. Face protection is REQUIRED for all adults on campus.
 - b. Visitors are not encouraged to come to the San Jose campus. If a visit to the campus becomes necessary, the visitor should call at least 30 minutes prior to arrival to notify the Office Staff. (This does not include contracted vendors.)
 - c. Volunteers that are necessary for the operations of the school are permitted on campus. All volunteers MUST sign in at the Front Office and complete the COVID-19 Screening Form and must also complete a temperature check.
 - i. The Front Office Staff will review the form and temperature screening to determine if the volunteer will be permitted on campus. Any volunteer who answers, YES, to one of the screening questions and/or has a temperature greater than or equal to 100.4 degrees Fahrenheit will be asked to leave the campus.
 - d. All volunteers will be REQUIRED to wear face protection while on the campus.

V. Cafeteria

1. Daily Operations

- a. San Jose Catholic School will maintain the school lunch program. Meals will be prepared daily by the Cafeteria Staff.
- b. Food Preparation
 - i. The first day of each week the lunch special is provided by Renna's Pizza.
 - ii. All other lunch specials and food offerings will be prepared by the designated by the Cafeteria Staff.
 - iii. Lunch Room volunteers will aide in the distribution of food, the cleaning and sanitizing of the cafeteria between groups.
 - iv. ALL Cafeteria Staff and Volunteers will be REQUIRED to wear Personal Protective Equipment including: gloves, face protection, and hair nets while in the cafeteria.
- c. Cafeteria Capacity
 - i. The cafeteria will operate at a 50% capacity during the lunch schedule. There will be a maximum of **one grade level** eating lunch in the cafeteria at a time. Students will enter at staggered times, as to help with social distancing guidelines.
- d. Food Distribution
 - i. Designated Cafeteria Staff and volunteers will distribute food to each student's tray. The tray will not be distributed to students until all items are on it. Students are not allowed to touch food items while in line.
 - ii. Students should maintain proper social distancing guidelines, while waiting in the food distribution line. Face protection is STRONGLY ENCOURAGED while students are waiting.
 - iii. Students in PreK-3, PreK-4, and **Kindergarten** will have their food delivered to their classroom by a designated staff member.
- e. Supervision
 - i. Teachers, assistants, cafeteria staff, and volunteers are responsible for ensuring the proper safety protocols are being followed.

VI. Classrooms

1. Desk spacing
 - a. Teachers will organize their classrooms to maximize distance between individual students as much as possible. Many classrooms will not be able to maintain 6 ft social distancing between student work areas. In these instances, teachers are encouraged to organize their classroom to maximize distance and arrange desks/work areas in such a way that would reduce the risk of exposure from student-to-student (for example, not immediately facing another student). In Kindergarten through eighth grade classrooms with less than 6 feet of distance between desks, students are REQUIRED to wear face protection.
2. Cleaning Protocols
 - a. Teachers, staff, and students are required to clean and disinfect workspaces between each group of students.
 - b. Teachers and students should clean student desks at least once throughout the day.
 - c. Classrooms and common areas will be sanitized each night by our custodial staff; however, frequent disinfectant throughout the day will be essential to the health and safety of our students.
3. Switching Classes
 - a. Movement of students will be limited.
 - b. Students in PreK3 thru 5th grade will remain in their homeroom classes. The teachers will rotate to each classroom for subjects taught.
 - c. Students in Middle School will remain in their homeroom classes, except for math and science. The teachers will rotate to each classroom for literature, grammar, religion, and history.
 - d. Students in Middle School will be REQUIRED to wear face protection while transitioning for math and science.
 - e. Small group work areas will be disinfected between each use.
 - f. Resource teachers, except PE, will travel to each homeroom for students in PreK thru eighth grade.
4. PE Uniforms
 - a. Students will wear their PE uniform all day on the days they attend this resource.
5. Recess
 - a. Each homeroom class will be assigned a recess time. All equipment is expected to be disinfected after each use.

VII. Training Schedule

1. Summer & Pre-planning
 - a. Maintenance Staff and custodial staff will be trained on proper sanitizing/disinfecting techniques at the beginning of July. The crew will be using foggers, backpack sprayers, disinfectant spray and wipes to disinfect the campus.
 - b. Faculty and Staff will be trained on COVID-19 protocols and sanitizing/disinfecting techniques during preplanning.
 - c. During the first week of school, homeroom teachers will outline all new protocols and procedures related to daily operations. This will include, but is not limited to: carline, dismissal, hallway behaviors, bathroom expectations, cafeteria protocols, good hygiene and best practices in handwashing, and use of individual materials.

- d. Back-to-school nights will be held virtually. Teachers will present topics like mental health and wellness, how to keep your child safe at school, how to make distancing learning work at home, and demonstrations of our online platforms.

VIII. Communications

1. The school will maintain open communication with all stakeholders throughout the school year.
 - a. Teachers and administration will update stakeholders using weekly newsletters, updates on social media, and updates on the school website.
 - b. Please note the school reserves the right to modify and amend this plan at any time.

IX. Distance Learning option:

Innovative Learning Opportunity: Parents/ Guardians may choose San Jose Catholic School's Distance Learning Option.

1. Documentation from a medical professional may be required for students.
2. Students who opt to continue to Distance Learning will do so on a quarterly basis.
3. Students will be logged onto Microsoft Teams from 7:45 a.m.-2:50 p.m. All assignments will be completed and submitted to the teacher digitally.
4. Students will be required to wear their school uniform for the duration of the school day.

X. Instructional Continuity Plan (ICP)

1. The Instructional Continuity Plan will be updated by the school administration during the summer.
 - a. The updated plan will be reviewed by the Leadership Committee (one member from each team), the Pastor, and the School Advisory Board president. Feedback will be collected, and an additional draft will be completed.
 - b. The ICP Review Committee will make recommendations on the following: online learning programs, school wide expectations for the calendar and schedules, device needs for faculty and students, challenges facing families with multiple children, and support for faculty, students and parents.
 - c. Faculty and staff will receive training on online learning platforms and distance learning during preplanning. Topics included will be: ICP, Microsoft One Drive and SharePoint, Schoology, Seesaw, Microsoft Teams, and Zoom.
2. Beginning of Year Assessment/Data Committee
 - a. The Assessment and Gap Committee (AGC) will consist of the school administration and one member of each learning team.
 - b. Students will take the STAR Early Literacy, STAR Reading, and STAR Math during the month of August.
 - c. The AGC will collect and analyze data. The data will be given to homeroom teachers and teachers will create long term learning goals to bridge the learning gaps.
 - d. The learning goals will be reviewed by the AGC and learning support team. The goal for our students is to bridge the learning gaps by the end of 2021 academic year.

XI. Extra-Curricular Activities

1. Extended School Care will operate in the Community Room and PreK classrooms. Students must use hand sanitizer before entering ESC. ESC groups will be organized in a way that students can maintain as much distance as possible. Parents must provide snack for students attending ESC. Snacks will NOT be provided. Students and staff will be REQUIRED to wear face protection while at ESC.
2. Extra-Curricular Clubs and Activities: Each organization will need to complete a plan for activities. The plan must include guidelines for social distancing, cleaning, and screening measures that will be in place before the activity can resume. Plans must be presented to the Principal and approved individually.
3. Athletic teams will resume in accordance with Diocesan guidelines. JV and Varsity teams must practice separately and disinfect all materials used at the end of each practice/game. Social distancing should be maintained as much as possible. Additionally, coaches will be responsible for scheduling 'change-time' for their athletes, limiting the number of individuals in the locker room at each time to the maximum capacity outline for each space. Teams will be dismissed at the end of carline.