



SAINT ANTHONY SCHOOL

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REOPENING PLAN

ON-CAMPUS

&

DISTANCE LEARNING

Issued March 2021

Subject to updates as new information is received



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PREFACE

At Saint Anthony School, our utmost priority is to give our students, faculty & staff, and all stakeholders a safe environment, in which to grow and thrive. It is our belief that this document provides the means to do so. Although the pandemic caused by COVID-19 was most disruptive to our school, we collectively demonstrated who we are during this moment of great crisis. Through the resiliency and the commitment to our students and our families, we have shown the very best of ourselves and our ministry. As we prepare to welcome our families back to campus, we will need that same resiliency to ensure our school campus maintains a high standard of health and safety for students, faculty & staff, and all stakeholders. This document represents a collective effort amongst faculty ensuring that our Catholic tradition of education and student formation will remain strong. We remain fluid in this dynamic situation, so we must be flexible as public health circumstances change. Thank you for your faith, love, and support through this extraordinary time. Saint Anthony School is committed to journeying with you into this new school year.

INTRODUCTION

We have learned that the case numbers have been steadily decreasing, allowing us the opportunity to reopen our campus. This guidance is being received from Cal/OSHA and the Department of Catholic Schools. The purpose of this document is to provide guidance for our return to in-person instruction given the current state of public health in our tri-county archdiocese.

The Department of Catholic Schools actively engaged in discussion with public health in Santa Barbara, Ventura, and Los Angeles County. The content of this guidance document takes into consideration the current public health guidance from the State of California, modified health orders in the three counties we serve, practices from our peers in other dioceses throughout California, and elementary and high school leaders from our archdiocese.

County public health orders will be modified as conditions change; we are not exempt from this. Some counties may amplify certain protocols and procedures for schools more than others due to local spikes of cases. Saint Anthony School will be prepared to adapt to new modifications as they are mandated by public health officials.

The Department of Catholic Schools will continue to update Saint Anthony School on future modifications to local county health orders as they pertain to Preschool-12 schools. As a school, we will be regularly monitoring county public health orders, as well.

During the COVID-19 Pandemic, the central priorities of the Department of Catholic Schools has been:

- Protecting the health and safety of students, staff, and families
- Supporting the integrity of student learning during the crisis
- Protecting our schools from the consequences of the crisis

The most significant measures we'll take to maintain a healthy environment will involve the following:

- Maintaining physical distancing throughout the campus
- Use of face coverings/shields for staff and students
- Reducing mixing of students to contain potential outbreaks and ensure contact tracing
- Hand washing, limiting sharing items/supplies and frequent cleaning of surfaces

COVID-19 TASK-FORCE

Designated staff integrate local LHD, CDPH, and CDC guidance.

Ms. Angela Mastantuono--- Principal

Mrs. Lauren Guzman--- Vice Principal

Ms. Adela Gutierrez---Office Manager

Reverend Austin Doran---Pastor



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SAINT ANTHONY SCHOOL TK-8 COVID-19 SAFETY PLAN

- Arrival
 - Prior to entering the campus parking lot, everyone (staff, parents/guardians and students) must be wearing a mask/face shield and will not exit their car until a temperature check is given
 - Students are expected to keep masks on throughout the school day
 - All students are expected to bring an extra mask/face shield in a Ziploc bag (labeled with name) to be stored in classroom for emergency use
 - Masks/face shields should be washed daily
 - Exceptions include:
 - Students may take off mask while eating during recess and lunch
 - Scheduled mask breaks will be given to students throughout the day
- Temperature and wellness checks will be given to staff members every morning. If a staff member has a fever, he/she will be asked to leave immediately and will need to wait 24 hours after the fever has broken.
- Temperature checks will be given at the morning carline while the parent is still on campus. If a student has a fever, he/she must not enter the building.
 - This screening will also include a visible wellness check and any student exhibiting COVID-19 symptoms (coughing, fatigue, shortness of breath, fever, chills, muscle pain, headache, sore throat, loss of taste or smell) must not enter the building
 - Visible wellness checks will occur regularly throughout the school day
 - If a student has a fever, they are expected to stay home for a period of 24 hours after fever has broke
- Upon entering the campus, children will go directly to their classrooms where they will wash/sanitize their hands
 - Social distancing markers will be placed in each classroom at the handwashing station
- Hand sanitizer dispensers will be placed in each classroom and the front office will also have replenishment of hand sanitizer.
- Hand washing procedures during the school day:
 - Children will wash their hands/sanitize before and after eating
 - Children will wash their hands/sanitize after using the restroom
 - Children will wash their hands/sanitize after outdoor play
 - Children will wash their hands/sanitize before and after any group activity
- Physical & social distancing procedures:
 - Social distancing markers will be placed on classrooms floors as a visual reminder
 - Social distancing markers will be placed outside classrooms and around the campus
 - Student desks will be facing in the same direction and appropriately distanced according to Cal/Osha CPP
 - Plastic partitions will be placed between student desks
 - Students will remain in the same space and in groups as small and consistent as practicable
 - 4th-8th grades will not be switching classrooms within a school day
 - Music class will be held in your child's homeroom until further notice
 - P.E. class will be held outside
 - There will be additional PE classes scheduled for students who are Distance Learning. These classes may have more than one grade level.



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- Limited Sharing
 - Each child will provide a separate plastic pencil box style container for their school supplies labeled with the child's name (pencils, crayons, scissors, glue sticks/bottle, erasers, etc.)
 - Belongings are to be taken home each day to be cleaned
 - Families must ensure adequate supplies are given to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable. Otherwise, there will be limited use of supplies and equipment to one group of children at a time and cleaned and disinfected between uses
 - Clothing, toys, books and other games or learning aids will not be shared as much as practicable
 - Each student will bring their device to campus everyday and take it home at the end of the day
 - Whenever possible, Saint Anthony School will try to be “paperless” and assignments will be submitted digitally to reduce contact exposure
 - If not paperless, teachers have up to two weeks prior before grading
- Water Fountains
 - Due to maintaining a healthy environment, all water fountains will not be used until further notice
 - Children must bring their own water bottles labeled with their name
 - We will not be able to refill the bottles. You may bring up to two bottles of water each day. (no juice, lemonade, soda, etc.-these are very sticky when spilled)
 - The extra bottle will remain in the student’s backpack
- Lunch & Recess
 - Recess
 - 10:10-10:30: TK-2
 - 10:30-10:50: 3-6
 - Students will eat snacks outside at the red lunch benches-two per table to maintain 6ft while eating
 - Students will play on the field for the second half
 - Students will wash hands/sanitize their hands before eating and when recess ends
 - Benches will be sanitized between the two groups
 - Lunch
 - 12:00-12:40
 - TK-2nd grade lunch
 - 12:20-1:00
 - 3rd-6th grade lunch
 - Classes will eat first for twenty minutes and will play on the field after for twenty minutes
 - Students will wash/sanitize their hands before and after lunch
 - Students need to bring proper utensils for their lunches. The school cannot guarantee these supplies will be given to your child.
 - Benches will be sanitized between each group of students
 - At this time, we will not be offering a lunch program.
 - PARENTS ARE NO LONGER ALLOWED TO BRING LUNCHES DURING THE SCHOOL DAY. STUDENTS ARE EXPECTED TO BRING THEIR OWN LUNCHES. NO FAST FOOD!



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- **All non-essential visitors will not be allowed on campus to the extent practicable**

- Restroom Procedures
 - Students will use hand sanitizer in classroom before entering restroom
 - Restrooms will be cleaned after recess and lunch, as well as regularly throughout the day as needed, and at the close of each school day
 - Restroom use will be limited to two students at a time
 - Every classroom will be given two restroom passes (boy/girl) to be used as an indicator that the restroom is occupied.
 - Restroom passes will be sanitized by the teacher after each use.
 - If two restroom passes are seen hanging outside the restroom, students will need to wait at the social distancing markers placed outside.
 - Students need to wear a mask while in the restroom
 - Every other sink will be taped off to promote social distancing
- Medications & Hurt Children
 - If your child has medication or needs a breathing treatment, this medication will be housed in the school front office and be given under adult supervision
 - All medication and/or band-aids, ice-packs, etc.. will be administered in the clinic
 - Students will wash their hands before going back to class
- Afternoon Pick-Up Procedures
 - Pick up will begin at 2:00PM at which time, students will begin their homework
 - Pick-up will be staggered by last name
 - 2:00-2:15-Last names A-N
 - 2:15-2:30-Last names M-Z
 - Parents will not exit their vehicles. There will be two carlines at dismissal to drive through and your children will be escorted to their vehicles.
 - All persons in car need to be wearing a mask
 - To limit visitors on campus, any office business will need to be handled through phone call, email, or by appointment.
- Early Pick-Up If Needed
 - If a student needs to be picked up earlier than dismissal, please call the office and arrange for this ahead of time with administration and teacher.
 - Students will be escorted out of campus and parents will remain off campus
- After school care
 - After school care will be available until 4PM and will be located in the auditorium where children can be at a desk and distanced 6ft apart.
 - An additional fee of \$25/week will be added on for after school care
 - Students will work on their homework and/or use their device for extra learning through IXL or other applications
 - Students may also bring additional materials, such as their own reading or coloring books
 - Movies or other media may be played during this time, as well as outdoor play
- Morning Care
 - At this time, we will not be offering morning care



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- School Weekly Mass
 - Mass will now be Mondays at 1:15PM via Zoom
- Birthdays
 - While we recognize birthdays are an important milestone in our students’ lives, at this time no birthday treats or goody bags may be given
 - This is to be mindful of keeping everyone safe
- Sanitizing Classrooms & Promoting Healthy Hygiene Practices
 - Our school campus will maintain safety by continuously cleaning and disinfecting per the chart below. These cleaning steps are to protect students, faculty & staff and reduce the risk of the spread of the infection.

<u>Category</u>	<u>Frequency</u>
Workspace (i.e. classrooms, office)	At the end of each use and day
Electronic Equipment (i.e. copy machines, shared computers/devices, printers, telephones)	At the end of each use and day
General Used Objects (i.e. handles, light switches)	At least 4 times a day
Student & Teacher Restrooms	Three times a day and as needed
Classroom Faucets/sinks	At the end of the day
Common Areas (i.e. cafeteria, library, conference rooms, staff room)	At the end of each use and day

- The school has been equipped with an electrostatic sprayer and an ultraviolet disinfection light
- Teachers will continue to teach and reinforce washing hands, avoiding contact with one’s eyes, nose, and mouth, and covering coughs and sneezes among students and staff
 - We will teach students and remind staff to use tissue to wipe their noses and to cough/sneeze inside a tissue or their elbow. After use, the tissue will be disposed of in a no-touch trash can and hands will be washed/sanitized
 - Students and staff will wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom
 - Students and staff will wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly
 - All classrooms have been installed with paper towel dispensers & no-touch soap dispensers
 - Staff will model and practice handwashing. For example, for lower grade levels use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing
 - Students and staff will use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed in hands until completely dry
 - Students will be monitored under adult supervision while using the hand sanitizer



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- All classrooms have been installed with hand sanitizer dispensers
- All classrooms are equipped with a handwashing station. This will minimize the movement and congregations in the restroom to the extent practicable
- Regular hand washing will occur throughout the school day
- Teachers will teach and reinforce the use of cloth face coverings or masks
 - **By the guidance of the California Department of Public Health, cloth face coverings are most essential in settings where physical distancing cannot be easily maintained, such as schools.**
- All staff will wear cloth face coverings/face shields unless Cal/OSHA standards require respiratory protection. Teachers can use face shields, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction.
 - The school has an ample supply of PPE on site and all teachers have access to masks and face shields
- Students and staff will be frequently reminded not to touch their face or their face covering and to wash hands frequently.
- Information and signage from the CDC is posted around the school campus in the areas of:
 - Proper use, removal, and washing of cloth face coverings
 - Hygiene practices (washing hands & stopping the spread of germs)
 - Protective practices
 - COVID-19 Related Facts
- St. Anthony School will ensure adequate supplies to support healthy behaviors, including soap, tissues, no-touch trash cans, face coverings and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer
 - Administration will provide and ensure staff use face coverings and all required protective equipment
- Cleaning, Disinfection, and Ventilation
 - All drinking fountains will not be used until further notice
 - Every classroom will be supplied with a disinfectant spray and teachers will wipe down desks and chairs daily and maintenance will regularly disinfect frequently touched surfaces/items
 - Frequently touched surfaces are, but not limited to:
 - Door handles
 - Light switches
 - Sink handles
 - Bathroom surfaces
 - Bathrooms will be cleaned throughout the school day, especially after recess and lunch
 - Tables
 - Student desks
 - Chairs
 - Playground equipment will be cleaned and sanitized daily and there will be limited use of shared equipment
 - An electrostatic sprayer with ultraviolet light will be used for this disinfection



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- Sharing of classroom objects, such as games and toys will be limited and where allowed, will be cleaned and disinfected between uses
- Every classroom will be supplied with a disinfectant spray and teachers will wipe down desks and chairs daily
 - All products will be kept out of children's reach and stored in a space with restricted access
 - Proper ventilation during cleaning and disinfecting, as well as within the school day, will be ensured for the safety of our students and staff
 - Opening windows
 - Airing out the space before children arrive/enter
 - Thorough cleaning will be done when children are not present
 - The school has equipped each classroom with an air purifier
 - All classrooms are equipped with fans
 - All classrooms will be sanitized with an ultraviolet disinfection light
- Outdoor Air Circulation
 - In accordance with CDC guidelines, we have ensured that our fans operate properly
 - We will increase the use of outdoor air as much as possible by opening windows and doors
 - All classrooms have been equipped with an air purifier
- Limit Sharing
 - All students' belongings are to be separated and in individually labeled storage containers, cubbies, or classroom areas.
 - Items are to be taken home each day to be cleaned and need to be brought back to school every morning
 - Please make sure your child has adequate supplies to minimize the sharing of high-touch materials (art supplies, pens/pencils, erasers, equipment, etc..) to the extent practicable
 - If classroom supplies are being used, they will be cleaned and sanitized after each use
 - Student iPads/devices will be brought to school each day and back home with the student
 - Whenever possible, teachers will try to be "paperless" and submit assignments and work digitally to reduce contact exposure
- After School Sports Program
 - Currently, we will not be offering after school sports. This will be amended once our school structure has had time to acclimate.
- After school programming
 - At the current time, we will not be offering after school programming (Tippi Toes, Bricks 4 Kidz, etc..)
- Family Travel
 - All persons arriving in or returning to the County of Los Angeles from other states or countries, must self-quarantine for 10 days after arrival, except as necessary to meet urgent critical healthcare staffing needs or to otherwise engage in emergency response. Additionally, this does not apply to individuals who routinely cross state or country borders solely for the purpose of essential travel.
 - We ask that you Distance Learn for ten days if you travel out of the state or country
- Students, Faculty, & Staff Who Exhibit Symptoms
 - Visible wellness checks will occur regularly throughout the school day for all staff and students
 - All faculty and staff will help with this, as well as our COVID-19 Task force



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- Staff or students with a fever, who show coughing, fatigue, or shortness of breath, or who display other COVID-19 symptoms will be sent home
 - Absences will be marked; however, there will be forgiveness for prolonged ones
 - Staff members will be asked to leave campus immediately should the onset of COVID-19 symptoms arise ensuring they are wearing a face covering
 - Please know that the onset of such symptoms may not equate to a COVID-19 diagnosis
 - Students will wait in the clinic (isolation area) should the onset of COVID-19 symptoms arise ensuring they are wearing a face covering until a parent/guardian can pick up
 - Clinic has been equipped with disposable bed and pillow covers, a hand washing station, and a restroom
 - Please know that the onset of such symptoms may not equate to a COVID-19 diagnosis
- Local health officials, the Los Angeles Archdiocese, staff, and families will be notified immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws
- The clinic (isolation area), classroom, or other areas used by any sick person will be closed off until cleaning and disinfection can take place.
 - To reduce risk of exposure, we will wait 24 hours or until practicable for all areas to be cleaned and disinfected
- Sick staff and students are not to return until:
 - 24 hours after a fever has broke/gone down
 - Symptoms have improved
 - There have been 10 days since the first symptoms first appeared
 - Doctor's clearance has been given
- School Closure if Needed
 - Saint Anthony School will check state and local orders and health department notices daily about transmission in the area or closures and will adjust operations accordingly
 - When a staff member or student tests positive for COVID-19 and had exposed others at the school, the following steps will be taken
 - In consultation with the local public health department, the appropriate school official may decide whether the school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer
 - If there is three or more confirmed cases, the school will close for deep cleaning and will resume when safe to do so and Department of Public Health has given clearance for school to reopen
 - Given standard guidance for isolation at home for at least 10 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate
 - This may mean that a certain staff member/class of students may need to Distance Learn
 - Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfecting
 - There will be communication outreach to staff, students, parents, and the community should the school need to close



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- Guidance will be given to parents and staff reminding them of the importance of community physical distancing measures while a school is closed. Students and staff are not to gather elsewhere.
- A plan for distance learning has been established by the school for the continuity of education
 - Distance Learning school schedule will remain as already in place
- Personal Protective Equipment
 - Saint Anthony School has secured appropriate personal protective equipment and will continue to do so until COVID-19 measures have been lifted
 - Hand sanitizer dispensers & Hand sanitizer with at least 60% percent ethyl alcohol for staff and students
 - Disinfectant and cleaning supplies
 - Gloves
 - Tissues (school and student supplies)
 - Soap (school and student supplies)
 - Paper towel dispensers & Single use paper towels
 - No-touch trash cans
 - No-touch soap dispensers
 - Air purifiers
 - Disposable bed and pillow coverings for clinic (isolation areas)
 - Face masks (disposable & cloth)
 - Available for staff and students should the need arise
 - Face shields for staff
 - Walkie talkies
 - Waterspout extenders for our primary grades
 - Electrostatic Sprayer
 - Ultraviolet Disinfection Light for cleaning classrooms
 - COVID-19 signage (distancing marks, hand washing protocol, safety measures)

DISTANCE LEARNING OPTION

- If families are opting for Distance Learning, there will no more individual calls on Fridays, rather the school week will consist of five days with live teaching.
- Grades TK-2 will be taught using a hybrid approach; therefore, the students at home will be receiving the lesson together with the students on-campus
- Grades 3rd-8th will have separate Zoom calls for the students at home
 - Given the age of the student and the departmentalization of our older grades, this model will be feasible for these grade levels
- Live teaching will be conducted for all subjects and there will no longer be recorded videos being put up.



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- Students at home are required to be on all classes. If one class is missed, they will be marked absent for the day and given the appropriate time to make up the missed work
- Google classroom will still be the digital platform for accessing and turning in assignments
- Music will be taught as a hybrid class
 - Students at home will be receiving the lesson together with those on campus
- PE will continue to be taught via Zoom as a separate class for students who are Distance Learning
- School mass will now be changed to Mondays at 1:15PM
- Due to on-campus scheduling, there will no longer be lunch with your teachers, but art will be a live class embedded within the week
- A new schedule will be published and given to all families ahead of time to prepare for new class times

We understand there is much uncertainty given this ongoing health crisis, but it is with certainty that Saint Anthony School will maintain and uphold our Catholic identity and Christ-centered community. With our faith deeply rooted in the values of the Gospel, we continue to look towards the intercession of our Blessed Mother and her mantle of protection.