

Return to Campus Plan

2020-2021



ST. EUGENE'S CATHEDRAL SCHOOL

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Dear Parents,

August 7, 2020

The dedication of our staff, students and families throughout this pandemic and particularly during Spring's remote learning has been inspiring. Now, we are looking forward to continuing the St. Eugene's school experience and being back together on campus. The following outlines our plans based on current state county and national guidance, input from teachers, staff and parents, as well as research into what other schools are doing. We recognize that the COVID situation is fluid and our plan may change based on county guidance, but we are looking forward to welcoming children back to school on August 19

Arrival and Departure Procedures

Our Morning Daycare facility is operational from 7:30 until 8:15AM, Monday through Friday. Afternoon Extended Care is from the end of the school day until 6PM. The school day is 8:20 until 3:00PM for grades 1-8 and 8:20 until 2:00PM for Kindergarten

Drop-Off Procedures

All students will have a touchless temperature check and visible health check in order to enter the school building or the extended care room. Campus visitors (including parents) are not permitted in the building at this time. To visit the campus please let us know ahead of time and your temperature will be checked before entering the building. If you would like to meet with a teacher or administrator, please call or email.

There will be five temperature check stations for students, one for Kindergarten, one for 1st and 2nd grades, one for 3rd and 4th, one for 5th and 6th and one for 7th and 8th. The temperature check station for Kindergarten will be in front of the Kindergarten room. 1st and 2nd will be by the main doors of the school. 3rd and 4th will be by the side doors near the bathrooms. 5th and 6th will be near the back doors near the music room and 7th and 8th will be at the back of the school near the upper grade bathrooms.

While waiting for temperature checks, please social distance until it is your turn.

Parents may drop off in the circle area of the parking lot or park in the church lot beginning at 8:10 AM. Parents must be available for immediate pickup if the student needs to return home.

All students and parents will enter the schoolyard with their masks on. If your student is not used to wearing a mask, please have him or her practice at home. Explain to them this is something that we are doing at school to keep everyone safe. Try to find a mask that fits your child well and that they like.

Pick-Up Procedures

Students will assemble at the circle with their cohort adhering to the safe social distancing guidelines. Staff members will assist by calling out student names to load

cars when they are in the circle. Parents and others should stay in the car when picking up and not assemble on campus or in the parking lot.

Safety and Sanitation

1. **Handwashing**: As soon as students arrive to the classroom, they will wash their hands properly, either with soap and water or by using hand sanitizer. Students will wash or sanitize hands before and after recess and lunch and throughout the day. Handwashing will also be encouraged throughout the day through additional signage and verbal reminders. Handwashing stations are located throughout our facility, both in classrooms and in bathrooms. We also have hand sanitizer throughout the school, at the reception desk, in offices, and at each classroom door, set to child's height for easy access.

We work hard to keep students healthy at school. We instruct them the proper way to cover a cough or sneeze (in their elbow). We give instruction on proper hand washing technique to help them master this task.

2. **Sanitizing/Disinfecting**: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Each class's playground equipment will be sanitized at the end of every school day. Every evening our professional janitorial team AKLEAN will come into the school to deep clean and sanitize the classrooms, bathrooms and hallways.
3. **Face Coverings**: Face coverings must be worn indoors to mitigate risks unless a student is exempt as explained in the California Department of Public Health guidelines. Face coverings are strongly encouraged for students in Kindergarten through 2nd grade. 3rd graders and up are required to wear face coverings. Face coverings may be removed for outdoor recreation. All teachers and staff will wear facial coverings all day, both inside and outdoors.
4. **Gloves**: Touching one's face with contaminated hands, whether gloved or not, poses significant risk of infection. Wearing gloves does not diminish the need to wash one's hands. Please remember to wash hands properly as it is the number

one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination. Social distancing should still be practiced even with the use of face coverings and gloves.

5. Social distancing: Grades will not intermix and will be with the same teacher as much as possible in order to limit the movement of students in hallways. School teachers, staff, students and visitors should stay approximately six feet away from others. Additional signage and other markers will be used to mark the walking direction of foot traffic flow in the hallways as well as to help students learn to play and interact with each other with more distance between them. Non-essential and informal gatherings will not be permitted at this time.

6. Learning Cohorts: In order to safely welcome all students back to St. Eugene's, we will be using all available classroom space, including the science lab, math room, and Brinker Room as well as the many outdoor learning areas of the campus. Students in larger classes will be placed into smaller learning cohorts to ensure social distancing. All faculty and all students in Grades 3-8 will be required to wear face coverings. Students in grades K-2 will be required to wear facial coverings when they arrive at school and will be strongly encouraged to wear them throughout the day.

Admission/Exclusion Due to Symptoms of Illness

If your child is absent from school on one of his or her scheduled days, please call the school and let us know.

Please keep your child home if he/she:

*Has had contact with someone who is suspected of having, or is being tested for, COVID-19

*Has a fever or has had one during the previous 24 hours

*Has vomited in the previous 24 hours

*Has started taking antibiotics in the last 48 hours (after 48 hours it is permissible to return to school)

*Has a cold and appears ill

*Has a heavy, colored nasal discharge

*Acts cranky, or generally not him/herself

*Feels overly tired

*Has a symptom of a possible communicable disease (fever, red eyes, sore throat, headache, abdominal pain, rash, sore on mouth, etc.)

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you have been in close contact with an adult or child testing positive for, or showing symptoms of, COVID- 19, we ask you to keep your student home. He or she must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19. A negative COVID-19 test will be required for a student to return to school following close contact with a person who has tested positive.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the school, we will inform The Department of Public Health and our parents. We will follow instructions from The Department of Public Health as to whether we will need to close the school and, if so, for how long. Parents will be immediately notified if we need to have a school closure.

If a student or employee presents symptoms of COVID-19, the student will be isolated in the school's Health Room until transportation is arranged. Employees who present symptoms must leave campus immediately and contact Human Resources at the diocese.

If a student or employee tests positive for COVID-19 and has exposed others on campus, local health officials will be notified for guidance. All areas used by the student

or employee will be closed off for deep cleaning and disinfection. Contact tracing will be done to the best of our ability and additional close contacts at school, in or out of the classroom, will quarantine at home. Any incidents of a positive COVID-19 test will be communicated to the school community. All private medical information will be kept confidential and no names of those testing positive will be released.

Personal Belongings

While in this phase of operation, students may not bring in any personal belongings aside from what is approved. Approved items are their lunch box, backpack, and necessary school supplies.

Visitors

Visitors will not be permitted at this time.

Parties and Celebrations

Birthdays- If you wish to celebrate your child's birthday at St. Eugene's School, please check with your student's teacher at least one week in advance with what your plans will be for that celebration. Students may only distribute pre-packaged treats as opposed to homemade

Food

1. Lunch: At this time the school will not offer lunch in the cafeteria. Please do not bring in lunches that need to be heated. Please make sure that lunches are packed with nutritious student-friendly food. Make sure all food containers can be opened by your student. Food should not need to be refrigerated. If your student prefers hot or chilled foods, please invest in a small thermos. We will eat lunch outside at designated tables while social distancing. Lunch times will be staggered so there is more room on the blacktop and soccer field to ensure social distancing.
2. Recess: Recess will be staggered so there are not more than four classes in the schoolyard.

Parent Volunteers

Parent Volunteers have always been a big part of St. Eugene's. The home-school relationship is so important and that is why we have always required at least 24 Parent Encouraged Participation (PEP) hours from each family. Parents are not allowed to volunteer inside the classroom and will not be required to fulfill PEP hours at this time.

The main way parents obtain their PEP hours is to volunteer to work at one or more of our fundraisers such as the Fall Festival and the Walk-a-thon. We will not be able to have these events this year due to the restrictions on group size and social distancing. School Council is looking into other fundraising ideas and if you have suggestions, please let us know.

Staff Training

All teachers and staff will be required to attend a pre-return training to review procedures and protocols contained in this manual. Training content will include:

1. Reinforcement of safety protocols with signage in the school.
2. Disinfection/Cleaning measures
3. Isolation protocols
4. On site health screenings
5. Daily health screenings
6. Visitors/Office protocols
7. Cleaning Crew protocols

Distance Learning

If a student or employee tests positive for COVID-19 and has exposed others on campus, we will immediately consult with the Sonoma County Department of Health to determine if school closure is warranted and, if it is, the probable duration of the closure based on risk level they determine. According to the Department of Public Health guidance, a school would be required to close if at least 5% of the student body and staff are diagnosed with Covid-19 within a 14-day period. If school closure is required, students will participate in daily direct instruction lessons of the five core subjects including math, language arts, science, social studies, and religion.

Communication Methods

To stay updated on the most up to date information, teachers, students and parents should check their email often. Visit the school website at steugenesch.org for more information and the principal's letters. In the event of an emergency, communications regarding closures will also be sent via text message.