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SCHOOL OF THE



MADELEINE

# COVID-19 Prevention and Reopening Plan

[www.schoolofthemadeleine.com](http://www.schoolofthemadeleine.com)

Updated 8/21/20

A graduate of School of the Madeleine is a compassionate Catholic/Christian who:

Lives Faithfully  
Learns Responsibly  
Leads Respectfully

## Table of Contents

<b>OVERVIEW:</b>	<b>4</b>
Mission Statement	4
Purpose and Goals	4
Student, Family and Staff Population	4
Ability to Implement or Adhere to Measures	4
Negative or Unintended Consequences	5
Plan Implementation	5
External Community Organizations	5
Assumptions	5
Extended Care	6
<b>1. WEBPAGE:</b>	<b>6</b>
<b>2. DISTANCE LEARNING:</b>	<b>6</b>
<b>3. PHYSICAL DISTANCING:</b>	<b>7</b>
Classroom Seating	7
Small Group Instruction	7
Break Room, Conference Room, Workroom	7
Lunch	8
Recess	8
Assembly	8`
Mass	8
Physical Education, Computers, and Spanish	8
Music	9
Library	9
<b>4. STABLE COHORTS:</b>	<b>9</b>
<b>5. FACE COVERING &amp; OTHER ESSENTIAL PROTECTIVE GEAR:</b>	<b>9</b>
<b>6. CLEANING OR DISINFECTION:</b>	<b>10</b>
<b>7. ENTRANCE, EGRESS AND MOVEMENT WITHIN THE SCHOOL:</b>	<b>10</b>
Morning Drop Off	10
Dismissal Procedures	11
Transitioning on Campus	11
Signage	11
Visitors and Volunteers	11

<b>8. HEALTH SCREENINGS FOR STUDENTS AND STAFF:</b>	<b>11</b>
Health Screenings for Students and Staff	11
Symptomatic Students and Staff	12
<b>9. HEALTHY HYGIENE PRACTICES:</b>	<b>13</b>
Promoting Healthy Hygiene Practices	13
Handwashing and Hand Sanitizing Frequency	13
Availability of Handwashing Stations	13
Hand Sanitizer	13
<b>10. IDENTIFICATION AND TRACING OF CONTACTS:</b>	<b>13</b>
<b>11. STAFF TRAINING AND FAMILY EDUCATION:</b>	<b>15</b>
<b>12. TESTING OF STUDENTS AND STAFF:</b>	<b>15</b>
<b>13. TRIGGERS FOR SWITCHING TO DISTANCE LEARNING:</b>	<b>15</b>
<b>14. COMMUNICATION PLANS:</b>	<b>16</b>

Thank you to the following people who contributed to the development of this plan:

- Rev. Edward McNulty
- Parents, Teachers, Administration and Staff
- Advisor Board Members
- Parent Support Association Board Members
- Community Partners

## **OVERVIEW:**

### **Mission Statement**

Students at School of the Madeleine learn and practice their Roman Catholic faith, discover their strengths, and grow in mind, body, and spirit.

The School of the Madeleine community:

- encourages faith, respect, love, and service in our school, parish, local, and world communities
- creates a learning experience focused on success
- promotes Christ-centered decision making
- supports a healthy lifestyle

### **Purpose and Goals**

It is our intention to open the school campus for students on September 8, 2020 at the earliest. Upon transitioning back to campus, students will participate in a hybrid model of education. To maintain social distancing mandates, classes will be composed of student cohorts. One cohort will attend on-campus instruction on Mondays and Wednesdays while the other will attend on-campus instruction Tuesdays and Thursdays. Cohorts were finalized and distributed to parents in early August.

A blended learning model of instruction will be implemented, such that students will be participating in small group collaboration, student-teacher conferencing and assessment while on campus. During the three days they are distance learning from home, students will use technology and other instructional material to extend the classroom work or continue with the items initiated in the classroom the previous day.

As we enter into this uncharted territory in education, the School of the Madeleine is reminded of how fortunate we are to have such collaborative and supportive families in our community. It is hoped that the joint effort of all members in our community will allow us to maintain a safe and healthy environment where our students can thrive academically, spiritually and emotionally.

### **Student, Family and Staff Population**

The students and families enrolled at School of the Madeleine and the employees who administer the school program share equally in their responsibility to know the practices and requirements of the school reopen plan. Each is expected to do their part to ensure they support and follow the plan for the well-being of all stakeholders. Our parents are highly engaged in the operation of the school in its policies and procedures and we are confident they will support the plan in its entirety.

### **Ability to Implement or Adhere to Measures**

School of the Madeleine is blessed with generous parents and benefactors that support the school and its mission. School employees and families have provided input on the creation of this document. Employees and our parent task force constructed our reopen plan. Moreover, School of the Madeleine has the resources to install desk shields on each student desk. SOM will continue to adhere to the maintenance schedules for quarterly, semi-annual and annual filter changes for all HVAC systems on campus, and additional handwashing stations to support sanitation and student hygiene. Staff, students and families have the tools, information, resources and ability to successfully adhere to or implement the new measures.

### **Negative or Unintended Consequences**

It is possible that there may be negative or unintended consequences as our community adheres to the plan. Mask fatigue, new procedures, handwashing and social distancing are likely to cause stress for our students and staff. We are prepared to work with our students, families and staff through communication and education to make compliance possible.

### **Plan Implementation**

The Principal and Vice Principal are responsible for the implementation of the plan. Health Office personnel will coordinate documentation and track possible exposure, in order to notify local health officials. The school's reopen plan is located on the school's website, [www.schoolofthemadeleine.com](http://www.schoolofthemadeleine.com) prominently on the homepage.

We will also continue to look to the above entities and the Diocese for guidance on whether future school closures may be necessary, while taking into account the unique nature and needs of our school community. In the event an employee or student becomes infected with COVID-19, School of the Madeleine will call (888) 950-9905.

### **Assumptions**

The American Academy of Pediatrics, in an article updated on June 26, 2020, published the following points which we will consider in our decisions:

It is critically important to develop strategies that can be revised and adapted depending on the level of viral transmission in the school and throughout the community and done with close communication with state and/or local public health authorities and recognizing the differences between school districts, including urban, suburban, and rural districts.

**The AAP strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school .** The importance of in-person learning is well-documented, and there is already evidence of the negative impacts on children because of school closures in the spring of 2020.

Policy makers must also consider the mounting evidence regarding COVID-19 in children and adolescents, including the role they may play in transmission of the infection. SARS-CoV-2 appears to behave differently in children and adolescents than other common respiratory viruses, such as influenza, on which much of the current guidance regarding school closures is based. Although children and adolescents play a major role in amplifying influenza outbreaks, to date, this does not appear to be the case with SARS-CoV-2.

Policies to mitigate the spread of COVID-19 within schools must be balanced with the known harms to children, adolescents, families, and the community by keeping children at home.

Additional information for parents on Multisystem Inflammatory System in Children (MIS-C) is available on the CDC website at the link below. <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children/mis-c.html>

### **Public Health Assumptions:**

The virus that causes COVID-19 will remain in circulation until a vaccine is developed and widely used. A vaccine is not likely to be in broad use during the next 12 to 18 months.

During this time, improvements in understanding of the virus and in testing will allow public health officials to act with greater precision when taking steps to slow the rate of infection.

Broad stay-at-home orders and long-term school closures are not likely to be needed in the future.

A second wave of infections is expected. This wave will not be as significant as the first but could result in short-term closures of individual school(s), districts, regional, or countywide.

The combined impact of seasonal influenza and COVID-19 also has the potential to disrupt school operations.

Children and staff with significant health conditions will continue to be especially vulnerable during this time.

Teaching and reinforcing prevention behaviors (handwashing and cough/sneeze etiquette) and promoting flu vaccinations will continue to be important strategies in slowing the spread of this and other infectious diseases.

Frequent cleaning and disinfection of high-touch surfaces will also be needed throughout this period. Eliminate high touch surfaces when possible. i.e. keep doors open.

### **Extended Care**

At this time, extended care through the YMCA is not available. We are working with the YMCA to determine the feasibility of offering before and after school care once on-campus learning resumes. We will keep you updated on new developments. Thank you for your patience and your prayers as we move forward through this unprecedented challenge.

## **14 CRITERIA FOR THE SAN DIEGO COUNTY ELEMENTARY SCHOOL WAIVER APPLICATION**

### **1. WEBPAGE:**

The school's reopen plan is located on the school's website, [www.schoolofthemadeleine.com](http://www.schoolofthemadeleine.com) prominently on the homepage.

### **2. DISTANCE LEARNING:**

We respect the right of families to keep students at home in the interest of their health and safety during this pandemic. A distance learning option will be provided to students and families who do not feel comfortable returning to in-person instruction. This option will be made available regardless of student's health conditions, students who have family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as "at risk" by the parents or guardian.

Participation in Distance Learning will not be based on the condition that the student is ill or isolating - there are no conditions required to participate in distance learning. We also expect to require some students to stay at home, if only for a short period of time, as a precautionary measure-for example, if their health screening indicates possible exposure to COVID-19 or a temperature of 100.0F or higher. Students may transition from distance learning to in-person instruction or vice versa unconditionally. We will offer the following flexibilities to accommodate students who are homebound:

- Students will receive the entire school curriculum. All students will be expected to complete and submit classwork distributed to them by their teachers.
- Attendance policies will take into account the special circumstances of the COVID-19 pandemic.

- Homeroom teachers will be in close contact with homebound students and will make weekly contact to student or parent (at a minimum).
- School materials will be made available to homebound students. Details will be coordinated with each student's family.

### **3. PHYSICAL DISTANCING:**

#### **Classroom Seating**

- Teachers will be provided with gloves, masks, safety shields, and headset microphone.
- Teachers who teach students from another classroom will move between the classrooms instead of the students with the exception of Advanced Math students, computer, library, and P.E.
- Desks will be arranged in a forward-facing arrangement.
- Each student's desk will be provided with a three-sided, Plexiglass partition as an extra barrier.
- Desks will be situated in a manner that allows students to be socially distanced, 6 feet away from one another (student's body to student's body).
- Students will have access to a desk that is only for their personal use. There will be no need to share classroom seating at this time, as class sizes have been reduced by half.
- Students will alternate seats depending on their cohort, such that the desks of Monday/Wednesday students will be located next to the desk of Tuesday/Thursday students, which will allow for more space between students in the class at any time.
- Students will keep a small supply box that fits into the desk, thus there will be no sharing of materials.
- Masks will be required for students in Grades 3 through 8. At this time, the guidelines do not require face masks for students in kindergarten through Grade 2. All students will be asked to wear masks when transitioning from place to place (this guideline is continually changing so updates may occur as mandated). Parents can request for their child in kindergarten through Grade 2 to wear a mask, and teachers will make every effort to meet this request.
- If a student prefers to wear a face shield, they will also need to wear a face mask or have a piece of fabric (solid color gators acceptable) connected at the bottom of the shield to cover the lower part of their face.
- Masks must be uniform color and be free of logos, sporting teams names, or other visual content.

#### **Small Group Instruction**

Small group learning is an integral part of instruction at School of the Madeleine. The following will be employed, when feasible and appropriate:

- Face covering worn by students and employees
- Outside tables set up for small groups to work
- Social distancing, where practicable

#### **Break Room, Conference Room, Workroom**

- All School of the Madeleine employees are expected to wear face coverings when moving about common areas or within 6 feet of others.
- When employees are eating and face coverings are not possible, six feet of social distancing must be observed.
- These rooms will be cleaned and disinfected on a regular basis and after each use.
- Access limitations will be posted outside each shared use space.

## **Lunch**

- Lunch periods will be scheduled by grade level to avoid overcrowding at the tables or while at play. Students may remove their face masks once seated and eating at the table.
- Cohorts will be assigned to play equipment/areas and must stay with the other students in their group. Structured activities will be organized by staff to ensure students are accessing physical activity during this time. Masks may be removed if students are maintaining appropriate distance while at play.
- Hand sanitizer will be provided to students before and after lunchtime.
- There will be a new lunch provider this year. Ki's Food Service will provide food prepared to meet the safety guidelines at this time. Lunches will be prepackaged. Additional information was sent out in the parent update on 7/30 regarding how to order lunch online when we return to on-campus learning.
- Students will pick food up in the designated location, following safety procedures and posted signage.
- Tables will be sanitized between each use and between lunch periods.
- Tables will be marked with tape so students know where to sit, so social distancing measures are maintained at all times.
- Two students per table sitting diagonally from each other will be the general arrangement for lunch time.
- Aides will monitor the flow of students going in and out of the bathroom to avoid overcrowding throughout lunch periods.

## **Recess**

- Grade levels will be scheduled with a staggered recess time to avoid overcrowding at the tables and on the playground. During snack time, students are permitted to remove face masks once seated at the table for snack.
- Cohorts will be assigned to play equipment/areas and must stay with the other students in their group. Structured activities will be organized by staff to ensure students are accessing physical activity during this time. Masks may be removed if students are maintaining the social distancing guidelines while at play.
- Hand sanitizer will be provided to students before and after playtime.

## **Assembly**

Student assembly may be held over the PA system or, if resources allow, videoed and played for the students in their classrooms.

## **Mass**

While following all health and safety guidelines, we will seek to initiate mass celebrations (in some form) as soon as restrictions allow us to do so.

## **Physical Education, Computers, Library and Spanish**

P.E., Computer, and Spanish courses will be scheduled in a manner that allows students in both cohorts (M/W or T/TH) access to instruction. Students will be engaging in activities that do not require the use of shared equipment in all co-curricular courses.

## **Music**

Music classes will be suspended for the time being.

## **Library**

Library will be conducted outside at lunch tables. The librarian will bring out a cart of books appropriate for the age group and will regulate sanitizing the books after each group.

## **4. STABLE COHORTS:**

To maintain social distancing mandates, each class will be composed of two student cohorts. One cohort will attend on-campus instruction on Mondays and Wednesdays while the other will attend on-campus instruction Tuesdays and Thursdays. Cohorts were finalized and distributed to parents in early August.

## **5. FACE COVERING & OTHER ESSENTIAL PROTECTIVE GEAR:**

- Masks will be required for students in Grades 3 through 8. At this time, the guidelines do not require face masks for students in kindergarten through Grade 2. All students will be asked to wear masks when transitioning from place to place. Parents can request for their child in kindergarten through Grade 2 to wear a mask, and teachers will make every effort to meet this request.
- If a student prefers to wear a face shield, they will also need to wear a face mask or have a piece of fabric (solid color gators acceptable) connected at the bottom of the shield to cover the lower part of their face.
- Masks must be uniform color and be free of logos, sporting teams names, or other visual content.
- Teachers have been provided with gloves, masks, and safety shields.
- Students and parents have been made aware of the requirement to wear face coverings.
- Students and staff will be instructed on the proper use, removal, and washing of cloth face coverings, including being careful not to touch the mask and areas of the face. Parents will be asked to review this protocol at home. Students will be reminded to wear their face covering so they cover the nose and mouth, to avoid touching their face covering and to wash their hands frequently. Guidance can be found at the California Department of Health Public Health
- We will exempt students from wearing a face covering if they fall within the CDPH guidelines for individuals exempt. If students or staff are exempt from wearing a face covering, they must provide a note from their physician, and will be asked to wear a face shield with a drape on the bottom. A six foot distance should be kept between these individuals at all times.
- Students will be given face coverings if they do not bring their own.
- Individuals who refuse to wear a face covering but who are not exempt will not be permitted to remain on campus and will be given the option of distance learning.
- Staff members may wear face shields for instructional or communication needs, e.g. teaching speech classes, phonics lessons.
- Visual reminders regarding facial covering protocols will be posted for staff and students.
- Staff will be trained before the start of school on their requirements to wear a face covering and will remind students throughout the day on proper usage.

## **6. CLEANING OR DISINFECTION:**

- The school will provide cleaning and disinfectant products approved for use against COVID-19, on the Environmental Protection Agency (EPA) "List N: Disinfectants for Use Against SARS-CoV-2" labeled to be effective against emerging viral pathogens.
- A comprehensive disinfectant protocol will also take place every night by the custodial staff.
- Employees are required to disinfect their workspace multiple times throughout the day, especially highly touched surfaces, like desks, doorknobs, and light switches.
- Cleaning products will be accessible to all staff and students at all times.
- The use of shared items will be eliminated except where impractical. Use of objects and equipment, such as toys, games, art supplies will be limited. Playground equipment will be used by one cohort at a time, then disinfected prior to another cohort's use.
- Staff will clean and disinfect shared supplies when it is impossible to avoid common use of such items.
- Staff will clean and disinfect desks/chairs between cohort uses when students are utilizing the same space (computer lab, advanced mathematics).
- Bathrooms will be cleaned and sanitized throughout the day. Soap and sanitizer will be stocked regularly.
- Drinking fountains will be disabled, and students will be encouraged to bring water bottles from home. Automatic, no-touch water bottle filling devices have been installed around campus.
- Students will remain in grade level class groupings to reduce the possibility of virus transmission.
- Classroom doors and windows where applicable will remain open, fans will operate and classes will be conducted outdoors as much as possible. We are in the process of procuring air cleaning technology.

## **7. ENTRANCE, EGRESS AND MOVEMENT WITHIN THE SCHOOL:**

### **Morning Drop Off**

- Morning drop off will be staggered to avoid excessive crowding, and will begin at 7:45 am.
- Instruction will begin at 8:10 am to allow students ample time to participate in the morning health screening and then transition to class.
- There will be designated drop off locations for specific grades. Students in Grades 1 through 3, with their older siblings, will use the white passenger moving lane in front of the school. Health screenings and temperature checks will be done from the car by auxiliary staff before students may exit the car.
- Students in Grades 4 through 8 will be dropped off using the three lanes in the upper parking lot. Auxiliary staff will be present at the bottom of each lane in the parking lot to take student temperatures and conduct wellness checks from the car.
- Upon successful completion of the health screening, students will receive a stamp on their hand.
- For students with temperatures above 100, staff will retake temperature one time to avoid false readings.
- Kindergarten and Preschool parents will be asked to park and to walk their student(s) to the gate area for temperature checks. Preschoolers will enter by the south gate in the teachers' parking lot and kindergarteners will enter at the north gate (at the top of the steps) in the same parking lot.
- Students may not be dropped off across the street or up by the hall and rectory. However,

preschool or kindergarten parents may use street parking if able to park.

- Students who walk to school will have their temperature and wellness check at the front gate.
- Please note this is an evolving situation and adjustments may be made to the outlined procedures as necessary. The School of the Madeleine will make every attempt to keep parents abreast of any changes in this protocol.

### **Dismissal Procedures**

- Afternoon dismissal will be staggered to avoid excessive crowding.
- To avoid excessive crowding, dismissal will be coordinated by family units and classrooms.

### **Transitioning on Campus**

- Walking traffic that involves groups of students will be one-way only. There will be signage throughout campus to direct the flow of traffic. Classes will go towards the Grade 8 lunch tables - in clockwise direction around school.
- Single students will be permitted to walk against traffic, but will be advised as to how to walk toward on-coming groups of students.

### **Signage**

Signage will be visible at each entry to inform everyone that they should avoid entering the campus if they have a cough or fever, and that face masks and social distancing are required.

### **Visitors and Volunteers**

- Parents and volunteers will be admitted on campus on a limited basis.
- A lockbox has been secured to the front gate for parents to drop-off items throughout the school day to avoid unnecessary visits on campus.
- A bin will also be made available for parents and will reside just inside the gate for larger items, such as forgotten lunches or books.

## **8. HEALTH SCREENINGS FOR STUDENTS AND STAFF:**

### **Health Screenings for Students and Staff**

- All employees will monitor their wellness closely and will refrain from coming to work if they are experiencing any signs of illness.
- Employees will have temperatures checked upon reporting to work. For temperatures over 100 degrees, employees will not be permitted to work. Screening for the following symptoms will also be conducted regularly, including cough, shortness of breath or trouble breathing, headache, fever, chills, muscle or body aches, fatigue, sore throat, congestion or runny nose, new loss of taste or smell, nausea or vomiting, diarrhea.
- There will be designated drop off locations for specific grades. Students in Grades 1 through 3, with their older siblings, will use the white passenger moving lane in front of the school. Health screenings and temperature checks will be done from the car by auxiliary staff before students may exit the car.
- Students in Grades 4 through 8 will be dropped off using the three lanes in the upper parking lot. Auxiliary staff will be present at the bottom of each lane in the parking lot to take student temperatures and conduct wellness checks from the car.
- Upon successful completion of the health screening, students will receive a stamp on their hand.

- For students with temperatures above 100, staff will retake temperature one time to avoid false readings.
- In order to limit student travel and minimize risk of infection, we will handle less severe injuries and illnesses in the classroom and not send students to the Health Office. Moderate/severe injuries and illnesses that do not present as COVID-related will still be referred to the Health Office.
- Teachers know their students best and will know when they have symptoms outside of what is usual for them, keeping in mind the health history of the child (e.g. asthma, allergies). This information will be provided to teachers at the start of the school year.
- If a student or staff member presents with any of the COVID-19 related symptoms, teachers/staff will alert our Health Office personnel. The individual will be sent directly to the isolation room, wearing a face covering. Health Office personnel will be wearing face coverings and gloves.

### **Symptomatic Students and Staff**

- Our Health Office personnel will evaluate the symptoms, take the student's or staff member's temperature, and depending on the assessment, will send the student or staff member home immediately for monitoring and consultation with healthcare providers.
- If a student or staff becomes ill during the school day, they will be separated from the class and held in a designated isolation area until arrangements can be made for pick-up. Students who need to wait to be picked up will be required to wear a face mask.
- The school will recommend that anyone who screens with symptoms, fever, or becomes sick to get a COVID-19 test with their healthcare provider or at a community testing site. If a student becomes ill with COVID-19 related symptoms, he/she will be sent home and NOT be permitted to return to campus for two weeks or until they can produce verification from a physician that it is safe for them to return.
- Parents will be asked to take their child's temperature regularly to avoid sending ill students to school.
- In addition to fevers, the following should result in a student refraining from coming to school: chills, shortness of breath, fatigue, muscle aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
- Upon identifying an individual who may be at risk of having COVID-19, the custodial crew will be notified of each suspected COVID-19 case so that proper cleaning and disinfecting protocols can be followed.
- We will keep current with daily updates from the California Department of Public Health, County Health and Human Services Agency, the CDC, and school community feedback, and make adjustments to our health and safety protocols as necessary. The Principal will work closely with the Office of Schools, as they collaborate with the County Office of Education, all county education leaders regarding protocols.
- We will work closely with our Health Office personnel to track students and staff who have COVID-19 related symptoms or who test positive for COVID-19. Also, staff absenteeism will be monitored and we'll work to ensure trained back-up staff where available.

## **9. HEALTHY HYGIENE PRACTICES:**

### **Promoting Healthy Hygiene Practices**

- The school will participate in ongoing education of healthy hygiene practices and will teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
- Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff will wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
- 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.

### **Handwashing and Hand Sanitizing Frequency**

Students will wash their hands or use hand sanitizer whenever they exit or enter the classroom, this will include:

- Upon arrival each morning
- Leaving and returning from recess and lunch
- Normal hand-washing with restroom use, or if hands become dirty will continue as well

### **Availability of Handwashing Stations**

- School of the Madeleine has eight restrooms with multiple handwashing stations throughout the campus. Each classroom will be assigned a restroom to allow social distancing.
- Outside hand washing stations will be located upon entry of the school gates, outside the resource building, outside all bathrooms, outside each classroom, and office.

### **Hand Sanitizer**

Each classroom will be stocked with antibacterial soap and hand sanitizer, and teachers will encourage student use throughout the day.

## **10. IDENTIFICATION AND TRACING OF CONTACTS:**

The following procedure is to be used if a student or employee is identified as COVID-19 positive or suspected positive, based on symptoms or close contact with a medical diagnosis of COVID-19:

	Student or staff with:	Action	Communication
1	COVID-19 Symptoms (e.g., fever cough, loss of taste, smell, difficulty breathing)	Send Home  Recommend testing (if positive, see #3, negative see #4)  School/classroom remain open	No Action Needed
2	Close contact* with a confirmed COVID-19 case	Send home  Quarantine for 14 days from last exposure  Recommend testing (but will not shorten 14-day quarantine)  School/Classroom to remain open	Consider school community notification of a know contact
3	Confirmed COVID-19 case infection	Notify local public health department  Isolate case and exclude from school for 10 days from symptom onset or test date  Identify 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 not shorten 14-day quarantine)  Disinfection and cleaning of classroom and primary spaces where case spent  School remains open	School community notification of known case
4	Tests Negative after symptoms	May return to school 3 days after symptoms resolve  School/classroom remain open	Consider school community notification if prior awareness of testing

- Parents and staff members are asked to notify the school Health Officer personnel of any positive test results or close contact cases.
- The administrators will notify the Office of Schools, health officials, staff, and families and the school will perform contact tracing.
- All communications to students, staff, and parents about cases and exposures at school will be made consistent with legal privacy and confidentiality requirements, including but not limited to the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and state law related to privacy of educational records.
- The School will take appropriate action to quarantine the impacted cohort, or school, in accordance with CDPH guidelines.
- Should there be an outbreak at the School of the Madeleine, we will work closely with the Office of schools to determine whether or not a full school closure is necessary.

#### **11. STAFF TRAINING AND FAMILY EDUCATION:**

- All school employees have acknowledged that they have read and understand the expectations and implications of this plan. At the beginning of the school year and at a monthly staff meeting, staff will be trained on the Reopen Plan and Safety Protocols and be provided with educational materials and tools for implementing the protocols in their classrooms and with their students.
- All parents and staff have been provided with the link of *COVID-19 Industry Guidance: Schools and School-Based Program*. All school families have been provided with this plan and understand that they are expected to comply with all components that apply to them. The school will regularly inform and educate the entire community through established school communication channels, regarding best practices to enact the plan.  
<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

#### **12. TESTING OF STUDENTS AND STAFF:**

- There is not a program in place to allow for systematic testing at this time. Students and staff with symptoms of COVID-19 are encouraged to get a test through their health care provider or community testing site. Asymptomatic students and staff are encouraged to receive regular COVID-19 tests once local testing capacity allows.
- See above table for Procedure For Positive or Suspected COVID-19 Case and what instruction they will be given while waiting for test results.
- School of the Madeleine will comply with guidelines set forth by HHS regarding periodic testing of employees, as capacity allows.
- School staff are essential workers, and staff includes teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. School districts and schools shall test staff periodically, as testing capacity permits and as practicable. Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.

#### **13. TRIGGERS FOR SWITCHING TO DISTANCE LEARNING:**

School of the Madeleine will work with County of San Diego public health officials to determine triggers for switching to distance learning and will be following the recommended measures outlined in the COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year.

### **California Department of Public Health Guidance on School Closures**

Individual school closure is recommended 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. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. 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. Schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

### **Implementing Distance Learning Classroom for School Closure**

In the event of school or grade level closures of classes, the school will immediately implement its Distance Learning plan. All staff members and families are familiar with the plan and will transition smoothly.

### **14. COMMUNICATION PLANS:**

- School of the Madeleine will email all families and staff should an urgent update be warranted (such as potential exposure or school closure).
- The school will also post all necessary information on School Speak. Information communicated to school families, staff, public health officials and the community will maintain confidentiality as required by FERPA, HIPPA and state law related to privacy of educational records.
- The school has a system in place that allows staff and families to self report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- The School of the Madeleine intends to communicate with students, staff and parents about cases and exposures (COVID-19) at the school according to the guidelines released from the STUDENT PRIVACY POLICY OFFICE regarding FERPA & Coronavirus Disease 2019 (COVID-19) Frequently Asked Questions (FAQs) March 2020 as follows:

**Nothing in FERPA prevents schools from telling parents and students that a specific teacher or other school official has COVID-19 because FERPA applies to students' education records, not records on school officials. However, there may be State laws that apply in these situations.**

The School of the Madeleine will communicate with employees and families through staff meetings, email, School Speak and parent newsletters to promote the safest environment possible:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Proper use, removal, and washing of face coverings
- Screening practices
- How COVID-19 is spread
- 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 COVID19.