



ST. MICHAEL'S CHRISTIAN ACADEMY

LIFELONG LEARNING STARTS HERE!

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Reopening Plan for September 3, 2020

Cleaning and Disinfection

Classrooms

- All students will have their own desk or table. All student school supplies will be stored inside the desk. Desks/Tables will be wiped down with sanitizing wipes twice during the school day.
- At the end of each day, all frequently touched common surfaces will be cleaned and disinfected by staff, to include, but not limited to door handles, light switches, tables, desks, chairs, cubbies/lockers, toys or other manipulatives used by either student or teachers.
- Trash bin liners will be emptied and replaced at the end of each school day.

Hallways

- All handrails and common door handles will be wiped down periodically during the day and will be disinfected at the end of each day by staff.

Bathrooms

- All bathroom sinks, toilets, counters, soap and towel dispensers will be wiped down at least 3 times per day by staff.
- At the end of each day each bathroom will receive a thorough cleaning with disinfectant to include: sinks, toilets, counters, soap and towel dispensers, floors and trash cans.

Drinking fountains

- No students or staff will be able to drink directly from drinking fountains. Fountains will be used only to refill water bottles brought from home.
- Drinking fountains will have filters replaced before the start of the school year.
- Drinking fountains will be wiped down by staff at least 3 times per day.
- Thorough cleanings of drinking fountains will correspond with the cleaning of bathrooms at the end of each school day.

Lunch areas and Lunch Tables

- Lunch periods will be staggered to accommodate seating for social distancing.
- Lunch area and tables are located outside of the building.
- Students will sit at assigned tables, with only 4 students per table to accommodate distancing.
- Absolutely no sharing of food items or drinks.

- Each student will be required to throw their own trash away in designated trash bins.
- Tables and benches will be thoroughly disinfected at the end of each lunch period.
- Floors will be swept after each lunch period and will be power washed weekly.
- Trash will be lined with disposable liners and emptied daily after the final lunch period.

Cohorting

- Students will be permanently grouped into small sizes of no more than ten students. A grouping of ten students will be known hereon as a “cohort.”
- Students in each cohort will not mix with students of another cohort throughout the day and year.
- Each cohort will have an individual homeroom teacher who will remain with the same cohort throughout the day and year.
- Cohorts will be separated during recesses, bathroom breaks, and lunch times.

Entrance, Egress, and Movement Within the School

Morning Student Drop Off

- All vehicles will enter the parking lot drop-off lane and pull forward to the designated unloading area.
- No one will exit the vehicle until notified by a staff member to exit.
- Students only will be allowed to exit the vehicle.
- Staff will assist the students exiting and will direct them to an area for screening prior to entering the school.
- Student temperatures will be taken with a no touch thermometer. When students are cleared, they will then proceed to their designated classrooms.
- Parents will remain in the vehicle until students are cleared to go to classrooms.
- Vehicles will then proceed out of the parking lot and the next vehicle will pull into the unloading area.
- If a parent needs to speak with a staff member, the parent should call, or email the school.

Afternoon Pick Up

- Students will be escorted from their classrooms to a designated outside waiting area.
- Vehicles will enter the pick up lane and wait for students to be escorted to their individual vehicles.
- Vehicles will then proceed out of the parking lot.
- Any communication between parents and staff at this time will need to be conducted via call, text or email.

Breaks and Recesses

- Cohorts will take their bathroom breaks and recesses at either separate times or different locations.
- Cohorts will use different entrances and exits (i.e., stairs) to avoid the spread of contagion.
- Handwashing and/or sanitizing stations will be located at the entrance/exit of each classroom and other entrances to the school. Students will be instructed to wash or sanitize their hands upon entering and exiting the classroom.

Lunch

- Cohorts may take lunch at the same time; however, each cohort will take lunch at tables separated from other cohorts.
- Cohorts will use different entrance/exit routes to the lunch tables.
- During lunch recess, cohorts will be separated into different play areas.

Face Coverings and Other Essential Protective Gear

In accordance with CDPH guidelines, St. Michael's Christian Academy will administer the following regulations:

- Staff and students, grades 3-6, will be required to wear a face mask throughout the course of the school day, except at certain times such as lunch and recreational activity.
- Students in grades K-2 will be encouraged, but not required, to wear a face mask when reasonable.
- Staff and students with a medical condition, mental health condition, or other disability that prevents them from wearing a face mask will be exempted from doing so. A face shield will be recommended.
- Staff and students will be trained prior to the beginning of the year and reminded throughout the school year the proper way to address someone who is exempted from wearing a face mask, including maintaining social distancing.
- Students who are not exempt from wearing a face mask and refuse to wear one will be excluded from campus. Students who do not want to wear a face mask will be offered online education as a substitute.
- Staff and students who forget to bring their face masks will be given a new disposable mask prior to entering the school building.
- During lunch, snack breaks and outdoor recreation; staff and students may remove their face masks. Face masks must be placed in a clean paper bag that is labeled with each child's name.
- Staff will teach and reinforce the use of face coverings and face shields.
- Staff will remind students not to touch their face coverings and to wash their hands frequently.
- Families and staff will be provided information on proper use, removal, and washing of cloth face coverings.
- Staff and students will be trained on the proper method for removing and disposing of disposable face masks.

Health Screenings for Students and Staff

Screening of Students and Staff

- Staff will be trained to visually identify possible symptoms of COVID-19 and will do so as each student arrives on campus.
- All staff and students will be required to answer a health questionnaire upon arrival.
- All staff and students will have their temperature taken with a no touch thermometer.
- If temperature is below 100.4 degrees, staff and students may proceed to their classrooms.
- If temperature is above 100.4 degrees, staff and students will be asked to return home until fever-free without fever reducing medication for at least 24 hours.

Separation/Isolation of Students and Staff with Symptoms of COVID-19

- Students who exhibit symptoms of COVID-19 will be separated from the rest of the students immediately and isolated in a dedicated room until parent(s) arrive to take the child to a doctor or home.
- Staff person or teacher who separates/isolated the child will wear a mask, face shield, and gloves to assist the child.
- The school secretary will immediately inform the parent(s) that the child is exhibiting symptoms of COVID-19 and needs to be picked up as soon as possible.
- Staff who exhibit symptoms of COVID-19 will immediately be separated from the students and other staff and sent home.
- Once a student(s) or staff have left the school because of symptoms, the areas in which he/she was separated/isolated will be immediately disinfected.

Healthy Hygiene Practices

Classroom Stations

- Each classroom will have a Hygiene Station set up at the entrance to include hand sanitizer or individual sanitized towelettes, bottle of disinfectant wipes, paper towels, kleenex, and a non-contact trash bin with disposable liner.
- To be kept in the classroom, but safe storage from students, a spray bottle of cleaning disinfectant and aerosol spray disinfectant will be available for teacher/staff use. (For Teacher Use Only)

Bathroom Breaks

- Bathroom breaks will be staggered to accommodate all class schedules. Each class schedule will include a minimum of four (4) bathroom breaks.
- Proper hand washing posters will be in each bathroom area.
- Students will be taught the correct method of handwashing to include soap and water and at least twenty (20) seconds. Hands will be dried with disposable paper towels and properly placed in non-contact trash bins.

- Sanitizer will be used to clean toilets and sinks after each use.

Lunches and Water Bottle Usage

- All lunches and water bottles will be stored in individual cubbies or lockers for each student. Cubbies and lockers will be distanced properly
- Lunches and snacks will be eaten in designated lunch areas only. No food items may be shared.
- Water bottles from home may be refilled at designated water bottle filling stations throughout the school. Water bottles must be labeled.
- Lunch boxes and water bottles will be taken home each day and sanitized at home.

Identification and Tracing of Contacts

- The school secretary will be in charge of maintaining a list of confirmed cases of COVID-19. The secretary will also be the point of contact for communicating with parents, the local community, and the health department.
- Confidentiality will be maintained according to HIPAA and FERPA requirements and guidelines.
- A staff member or student that is confirmed to have COVID-19 will be immediately isolated and required to stay home for ten (10) days from symptom onset or test date.
- The Orange County Health Agency will be notified as soon as possible (within the school day).
- Our school community will be notified of a known case within our school (within the day) without identifying the student or staff member who is ill.
- A student who tests negative for COVID-19 will be allowed to return three days after symptoms resolve.
- A list of possible contacts with the positive case will be maintained by the secretary.
- Parents of possible contacts will be notified within the same school day.
- Possible contacts will be quarantined immediately and will be excluded from the campus for fourteen (14) days after the last date the positive case was present at school while infectious.
- It will be recommended to parents of contacts to have their children tested for COVID-19.

Physical Distancing

Classroom Distancing

- Class sizes will be held to a minimum of students and teachers and will remain with the same cohort throughout the day.
- All desks will face the same direction and will be spaced 6 feet apart.

- Students will be required to use their own supplies; these supplies will be stored in their own desks and cubbies or lockers. Sharing of supplies will not be permitted.
- Movement within the classroom will adhere to social distancing as much as possible.

Outside Recess and Lunch Areas

- Recess and lunch times will be staggered or cohorts will be separated.
- Students will practice social distancing while walking to recess and lunch areas and will maintain social distancing as is practicable during eating and recess time.
- Lunch tables will seat a maximum of 4 students per table and seating will be assigned. Students will be seated in class cohorts as much as possible.

Staff Training and Family Education

Staff Training

- Staff have already begun training for preventing the spread of COVID-19 and how to handle possible cases.
- Staff will be required to read this document/reopening plan and sign that he/she understands the content and will administer the guidelines outlined in the plan.
- Staff will be periodically reminded of the main points of the plan and will be required to demonstrate their knowledge of the guidelines.

Family Education

- Our administration will be meeting with parents prior to the school year to go over this document/reopening plan.
- Parents will be given a copy of the reopening plan and will be required to sign a declaration to follow the guidelines.
- On a periodic basis, information regarding the prevention of the spread of COVID-19 will be sent to parents.
- Posters and other visuals will be posted at the entrances of the school.

Testing of Students and Staff

Testing of Students

- The parents of a student who has been identified as possibly having COVID-19 or has been in direct contact with a positive case will be instructed to have their child tested as soon as possible.
- Receipt or other confirmation of testing will be expected from said parents.
- HIPAA and FERPA guidelines will be observed to protect the rights of the student.
- Parents will be instructed to keep their child isolated from other family members for fourteen (14) days.
- Parents will also be instructed that, during the isolation period, they (the parents) should wear a face shield, face covering, and gloves while administering to the

needs of their child. The child should also wear a face covering, if possible, while in isolation.

- Online education will be provided for the child while awaiting test results.

Periodic Staff Testing

- Staff will be tested at least once every two months, including two weeks prior to the beginning of school.
- A staff member that tests positive will be instructed/required to remain home and isolated for ten (10) days from the date of the positive test result or symptom onset.

Triggers for Switching to Distance Learning

- School closure may occur based on the number of positive cases, the percentage of students/teachers/staff are positive for COVID-19, and consultation with the Orange County Health Agency.
- School closure will occur when there are multiple cases of COVID-19 in multiple cohorts or when five percent (5%) of the total number of students/teachers/staff are cases within a fourteen-day period.
- Upon school closure, students will then be engaged in distance learning until the school can be reopened.

Communication Plans

- The school secretary will be the main point of contact for daily communication to parents, the local community, and the Orange County Health Care Agency regarding issues with COVID-19.
- The two primary means of communicating to parents will be through e-mail and a texting application. The texting application will be used to communicate expediently in situations that require immediate reporting.
- The school principal will communicate major issues (i.e., school closure) to parents, the local community, and the Orange County Health Care Agency regarding COVID-19.
- Periodic reminders regarding COVID-19 guidelines will be communicated to parents via e-mail.

School Website URL

www.gotosaintmichaels.com