



ST. JUDE THE APOSTLE CATHOLIC SCHOOL

Committed to Academic Excellence

November, 2020

St. Jude the Apostle School Reopening Plan

COVID-19 Health & Safety Plan for Re-Opening

Everyday Protocols For People On Campus

- ❖ Every person over the age of 2 that comes onto campus must have their temperature taken before being admitted in. There will be touch free thermometers stationed at every entry point of the campus
- ❖ Students and adults with a fever (99.5 or higher) should not come to campus for 72 hours.
- ❖ Students failing the symptom check during the school day must be picked up immediately. They will be isolated from other students and staff to limit exposure.
- ❖ Families are encouraged to practice social distancing, mask-wearing, and all other appropriate and recommended behaviors. Doing so enables our school to remain open, keep our students and their families safe, and allow us to learn and grow in a more optimal environment. If there is a repeated disregard of any of the guidelines required above, that person or family will be asked to leave the school campus. We will do everything in our power to maintain a sanitary environment on all parts of campus.
- ❖ Lastly, we encourage our families to set a positive and spiritual example for our students. As a school community we have created a Parent Reopening Committee in which all questions and concerns will be addressed. We look forward to open communication and collaboration with our families to ensure the highest level of safety for our school community.

Campus Adjustments - Health Screenings

1. Faculty & Staff will be required to go through a brief health screening and temperature check upon their arrival to campus.
2. Every two weeks, a minimum of 25% of our faculty and staff will have a COVID-19 test done. This will result in every staff member being tested every two months.
3. Parents will undergo health screening upon arrival to campus and will be required to continually check their own child's health before arriving on campus. It is strongly encouraged that if a student has any symptoms of feeling ill, that they do not come to campus and possibly see their local physician.
 - a. Parents are required to monitor their children closely and not bring them to school if the answer to any of the following questions is yes:
 - i. Do you live with anyone or have had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 - ii. Do you or anyone in your household have fever, chills, loss of taste or smell, vomiting and or diarrhea?



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- iii. Do you or your children have any other signs of communicable illness such as a cold or flu?
 - iv. Has your children received any fever reducing medications (Tylenol or Motrin) in the last 12 hours?
4. Drop-Off – Health Screening & Temperature Check
- a. Symptom check at gate – Brief Health Screening & Temperature Check
 - i. St. Jude’s has two separate car lines. The car line will be the primary location utilized for drop off with a brief health screening and temperature check conducted for each student.
 - ii. If parents would like to walk their child to the main gate, they will be required to wear masks and abide by social distancing rules. They will need to remain with their child while a temperature check and health screening is conducted before the child can enter the gate.
 - iii. Students can arrive, utilizing the car line, as early as 7:20 AM for drop off. Classes will not begin until 7:50 AM each day to provide ample time for students to arrive safely.
5. Routines & Procedures - Adjustments Within the Classroom
- a. Contactless mailbox communication – A contactless faculty and staff only mail system will be utilized to provide communication between the office and classrooms; students will not be involved in this process. All teacher mailboxes and/or drop-off/pick-up mailboxes will be outside of the teachers classroom and will require no indoor entry.
 - b. Limited Visitors - no informal observations; no parents will be allowed on campus until Los Angeles County protocols have changed.
 - c. Technology & Supplies - Students in all grade levels will have their own items (iPad, textbooks, supplies) & instructional materials
 - d. Classrooms – All procedures will be established and posted in the appropriate areas for the following:
 - i. Movement around the classroom and out-of-seat activities
 - ii. Device/backpack/lunchbox/etc. storage will remain outside the classroom
 - e. Handwashing
 - i. Teachers will encourage proper hand washing before entering a classroom
 - ii. Hand sanitizers will be posted outside each door and available throughout campus
 - iii. Additional time will be scheduled into the day for routine hand-washing
 - iv. Drinking Fountains – No drinking fountains will be open and available for use. Students are encouraged to bring a reusable water bottle, students will only be able to utilize the no-touch refillable component.
 - f. All eating spaces on campus will be outside unless weather permits.



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- g. Our schools HVAC system is in good working order and has had routine maintenance done as needed throughout the years
 - i. Portable, high-efficiency air cleaners have been purchased and installed in classrooms where students are working
 - ii. All air filters have been upgraded
6. Hand Sanitizer stations will be available all throughout campus and available at the following locations:
 - a. Any building entrance way
 - b. Inside and outside the main office
 - c. Inside and outside the bathrooms
 - d. At the entryway of the staircase in the science building
 - e. Inside the faculty break room and bathroom
 - f. Each individual office
7. Sanitization of common surfaces (switches, handles, desk surfaces)
 - a. The school will have a cleaning and disinfecting schedule for classrooms and work areas on a daily basis; as well as multiple times a day for high use items and areas.
 - b. Our staff will use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved “N” list and train workers on appropriate use, safety guidelines and protocols.
 - c. St. Jude’s will provide proper PPE to custodial staff and other employees who clean and disinfect. All supplies have been either purchased or collected from our collection site (Santa Clara High School)

Schedule of Protocols for Proper Sanitation:

Area In Need Of Sanitation	Cleaning Protocols
Workspace (i.e., desks, chairs, classrooms, office)	At the end of each use and day
Appliances (i.e., refrigerators, microwaves)	Once daily
Electronic Equipment (i.e., copy machines, shared computers/devices, printers, telephones)	After each use AND at the end of each day
General Used Objects (i.e., handles, light switches)	Minimum 4x daily
Student and Teacher Restrooms and Faucets	Beginning and ending of each day



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Common Areas (i.e., Hall, Library, Additional Rooms/Classrooms)	Twice a day
Playground Equipment and Other Supplies	At the end of each use and day

- a. Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.
- b. Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list “N”) are used according to product instructions. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together – this causes toxic fumes that may be very dangerous to breathe.
- c. Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer’s directions, Cal OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- d. Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product
- e. All cleaning products are kept out of children’s reach and stored in a space with restricted access.

8. Face Coverings

- a. Faculty, staff, and volunteers will be required to wear face coverings to/from campus and throughout the duration of their time on site
- b. Students in grades K-2nd will be required to wear a face covering during the following times:
 - i. Transitioning from the classroom to another location (i.e. bathroom, play area, car line)
 - ii. When being dropped off or picked up from school
 - iii. At all times in an indoor setting
- c. While playing outside and remaining in their cohorts, students will be required to keep face coverings on unless they are feeling overheated or need a drink of water



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- d. For students in grade K-2nd, a face shield may be an acceptable alternative to a face mask for children in this cohort who cannot wear a mask properly and can submit a waiver of approval from a medical professional.
- e. Students must wear their face coverings walking to and from eating areas. Once seated a student is permitted to remove their face covering to eat. Once finished eating the student will be required to put the face covering back on
- f. Face coverings are most essential in settings where physical distancing cannot easily be maintained.
 - i. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.

Social Distancing Protocols

Maximizing Physical Distancing Whenever Possible

1. The teacher's desk will be at least 6 feet from the closest student desk. St. Jude's has measured every classroom and is able to provide 6 foot physical distancing between student desks in a diagonal, checkerboard style format. Individual desks will face the front of the classroom and will be six feet apart.
 - a. Students in one cohort will also not use the same desk as a student in a different cohort
2. Utilize outdoor areas as frequently as possible
3. Hallways will be marked with tape to support physical distancing and encourage "lanes" for students to walk in each direction. Students will line up six feet apart from each other, and where appropriate tape will be put down in the classrooms to guide them.
4. Grade levels will be split into two separate cohorts for a total of 6 cohorts in our grades K-2. (No more than 12 students per cohort. All three class sizes are currently under 24 students)
5. Junior High teachers will rotate while the students remain in their homeroom classes
 - a. Junior high will have cubbies available for each student inside their homeroom classroom that will be utilized if necessary
 - b. Outside lockers will not be used until further notice
6. Specials (Physical Education, Music, Art & Spanish) will travel, utilize outdoor areas when possible or teach remotely to the class through a virtual setting
7. Whole-school assemblies and field trips will not occur until further notice
8. Ventilation – Classrooms and throughout the school, we will encourage ventilation by opening windows and doors when appropriate.
9. Recess/Lunch Procedures



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- a. Students will practice safe removal of masks for eating protocols in a classroom setting. In addition, each student will be taught the importance of not sitting face-to-face with another student during lunch
- b. All tables will have special markings to ensure 6 foot distancing and that no student sits across from another. The seating will be diagonal from other other students. Our cohorts are small enough that we have enough tables to ensure that no more than 4 students will be on a bench seat (with 6 foot distancing) at any time
- c. To ensure the safety and cleanliness of our lunch areas, a professional electrostatic sprayer will be used between grade levels for cleaning and sanitation of eating areas
 - i. Kindergarten has their own eating area and will not mix with other grade levels at any time
- d. When returning to campus with our entire school we will provide multiple staggered lunch times to limit the amount of people in our outdoor eating area.
 - i. For the K-2 waiver, we are looking at having a split day cohort model. There will be no lunch provided but breaks will be staggered so that no one cohort shares a break time with another cohort
- e. There will be limited use of sports equipment. Any equipment used will be designated per student and/or grade level
- f. Choicelunch has modified food distribution to reduce touching of lunch items. If ordering Choicelunch, all items must be pre-selected and will be available in a lunch bag which will be delivered to the classroom
 - i. K-2 will not have Choicelunch as an option until further notice
- g. Parents are asked to send snacks and lunch with their children. To limit individuals on campus throughout the day, we are asking that no snacks and lunches are delivered to the office.

After School Care & Extracurricular

1. After School Care
 - a. After School care will not be offered while cohorts are split between AM and PM groups
 - b. Once county guidelines change cohort sizes and students can be in groups big enough to have an entire class in one singular cohort, we will release an after school care option
2. Extracurriculars
 - a. Athletics - follow guidance of local sports groups and health officials. As of October, no athletic events or practices will be held at this time



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- b. Outside organizations & after-school activities will not be permitted until county guidelines and protocols are lessened
- c. Groups that can meet virtually will do so to continue to practice or prepare for future competitions. Groups in this category include academic decathlon team, robotics team, charity groups and any other principal sanction group (online only)

Events & Operational Procedures

1. Office Protocols
 - a. Only one person waiting in the office at a time
 - i. Marked six foot waiting line
 - b. Families are asked to return items, payments, etc. back with students or by phone to make appointments
 - c. To minimize contact and spread of any illness, there is a specific room in the office that will be available to isolate children who have fever or exhibit other symptoms that will be required to be picked up. Parents will be contacted immediately.
 - d. Faculty will not be permitted to eat in the faculty room in an attempt to limit the time spent within the office
2. PTG Fundraisers & Events
 - a. All events involving adults and large gatherings are cancelled and will be livestreamed until further notice
 - i. Service Hours have been lowered to 30 hours instead of 40 for this year due to limitations of events and volunteer opportunities. Parents have been notified that if school closures continue for an extended period of time that hours may be lowered again.
 - b. Morning Prayer & Assembly
 - i. Distribute Morning Prayer via Google Meets
 - ii. All morning announcements will continue to be virtual
3. School Masses & Faith Opportunities
 - a. School masses and faith opportunities will still be offered online to students.
 - i. School masses will be distributed as scheduled every Friday morning.
 - ii. Our F.A.I.T.H. program will still continue to be an asynchronous elective class for all students K-8
 - b. Prayer services and Guardian Angel program activities will continued to be offered online



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Protocols In Place If A Faculty Member or Student Gets Sick

1. In the Event of An Illness
 - a. If students feel ill or exhibit symptoms throughout the school day, they will be isolated from the classroom and will stay in the office health room until they are picked up by their parents.
 - b. The student who is sick will not be allowed back in the classroom. Parents must pick up students as soon as possible, but no longer than 30 minutes after they have been notified. If the student is complaining of or exhibiting symptoms of COVID-19, the school will provide resources for the family to take a COVID-19 test and consult with their physician.
 - c. If a student becomes ill during after school care, the same protocol will occur. The student will be isolated away from other students. Parents must pick the student up immediately.
 - d. If a teacher feels ill or exhibits symptoms throughout the day, he or she will go home immediately, and a member of the office staff will substitute.
 - i. As recommended by the CDC: The area that was visited by the ill person will be closed off. We will open outside doors and windows and use ventilating fans to increase air circulation in the area. We will wait 24 hours or as long as practical before beginning cleaning and disinfection.
 - ii. All staff and students will have their temperature taken before entering campus or any indoor facility
2. Procedures for Symptoms/Exposure/Positive Cases
 - a. Staff, students, or other adults on campus that display potential symptoms of COVID-19 will be isolated and sent home.
 - i. According to the CDC, the key symptoms to look for are a temperature of 100.4 degrees or higher, sore throat, new uncontrolled coughing that causes difficulty breathing, diarrhea, vomiting, abdominal pain, or a new onset of a severe headache, especially with a fever. School staff screening individuals who show any of these symptoms will also recommend these individuals get testing for COVID-19. However, St. Jude School wants to take every precaution necessary and has lowered the maximum temperature allowed on campus to be 99.5 instead of 100.4 degrees. In addition, a student cannot be on campus if they have any cold or flu like symptoms out of an abundance of caution.
 - ii. Students, staff, and volunteers/visitors who test negative can return to school 3 days after symptoms resolve.
 - b. If a student or staff member has been exposed to someone outside of school who has tested positive for COVID-19, the student or staff member must quarantine at home for two weeks, shifting to distance learning during that time.



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- i. It is expected that if a student or staff member has been exposed to someone who has tested positive for COVID-19, the administration must be informed immediately.
 - c. If someone in the school community tests positive for COVID-19, their entire cohort (and any potentially infected cohorts or employees) must quarantine at home for two weeks, shifting to a whole class distance learning plan. This is not limited to just the school community members cohort but any potential area in which the person may have contaminated.
 - i. All guidelines for informing DCS and any health department officials will be followed.
 - ii. Parents will receive a letter informing them that someone in their child's cohort has tested positive for COVID-19, however, due to HIPAA regulations, families will not be informed of the identity of that person.
 - d. Students and/or staff members who test positive for COVID-19 will not be able to return to school until they have met CDC criteria to discontinue home isolation, including at least 24 hours with no fever, symptoms have improved and at least 10 days since symptoms first appeared.
 - e. Any and all visitors to campus will be required to sign-in and sign-out. This is important because due to contact tracing regulations, we need to know any and all people who may come in contact with a potentially sick person and that individual who visited will be notified immediately.
3. Testing of Staff and Students
 - a. To ensure the safety of students and staff, surveillance testing will be implemented. The school will facilitate staff testing periodically, as testing capacity permits and as practicable.
 - i. All staff will be tested within 7 days of the first day of school on campus
 - ii. The staff will be given a list of local test sites and the administration will follow up with staff to document testing information
 - iii. Each staff member will be tested every 2 months
 - b. When a student or staff exhibits COVID-19 symptoms, the student or staff member will be sent home and testing will be recommended. School employees and students who need testing should either go to their health care provider, or a state-operated, or community testing site. The State of California requires all health plans to pay for COVID-19 testing for all essential workers, including school staff.
 - i. If a student does not have a primary care doctor or there is difficulty accessing the testing we will call LACDPH at (818) 901-4375 and a PHN (public health nurse) can help facilitate the testing.



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Protocols For Potential Reclosure Of School/Cohorts & Preventative Measures

Given the possibility that there may be one or multiple positive tests for COVID-19, St. Jude The Apostle School could experience a partial or full closure. Parents and faculty will be notified in multiple ways of a sudden partial or full school closure. In addition, the Department of Catholic Schools as well as county officials will be notified immediately if there is a positive Covid-19 test from a parent, student and/or staff member. However, St. Jude The Apostle School will take the following preventative measures to ensure that everything we possibly can do to prevent an outbreak of the virus will be done.

1. Staff Training & Parent Education
 - a. The reopening plan for St. Jude The Apostle Catholic School was first published and shared with faculty, staff & families in July 2020. The faculty and staff continue to be trained in the details of this reopening plan as we planned for the school year and re-opening for in-person instruction in August 2020. As this plan is updated and modified, all members of the community will be notified and trained accordingly. The most recent updates were published on August 19, 2020. A parent meeting was held to go over details of the plan, hear feedback and input as well as answer questions to the school community. We will continue to share all information for our families to ensure we can help to mitigate and reduce the spread of Covid-19.
 - b. The principal, Mr. Martin Freel, completed an online Covid-19 prevention and tracking course provided by Johns Hopkins University
 - c. Along with our reopening plan, Mr. Freel met with local pediatricians and other doctors to discuss the impact of Covid-19 on school aged children and what are the most up-to-date preventative measures needed to safely reopen school
2. Parent Reopening Committee
 - a. A Parent Reopening Committee was formulated by the school once the county announced they will accept K-2 waivers. The team first met on October 16th to discuss the possibility of having K-2 students attend classes in person and measures needed from the communities perspective to provide a stable environment for their children
3. School Liaisons
 - a. The individuals who will communicate directly with LACDPH with questions, concerns, etc. will be the following:
 - i. Mr. Martin Freel, Principal
 - ii. Mrs. Sally Frawley, Office Manager

We understand that even with the procedures and modifications we are planning, there are still families, for both medical and/or personal reasons, who may not feel comfortable



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returning for in-person instruction if we are approved to do so. We will continue to provide the option for remote learning so we can still support your child and family during this time.

God bless,
Mr. Martin Freel
Principal
St. Jude The Apostle School
Westlake Village, CA